SUMMARY SHEET FOR VISITOR PASS REQUESTS TO ACCESS JOINT BASE PEARL HARBOR-HICKAM PROPERTIES

- 1. All information must be typed; Last Name, First Name, MI, to match individual submitted SECNAV 5512-1
- 2. The only information that can be written is date and signatures, digital signatures are accepted and highly encouraged.
- 3. All names below must have an accompanying SECNAV 5512 in order to conduct proper background check. Names without a submitted SECNAV 5512 will not be processed.
- 4. This letter must be received by Pass and ID 14 business days prior to required access date (times may vary). Personnel must pick up their badges within 30 days after notified ready for issuance. Applications will be discarded after 30 days and a new one must be submitted.
- 5. Place of performance/location visiting must be properly annotated. NCTAMS, West Loch, JBPHH Main Base, etc., may be used if justification block below documents the need for base wide access.
- 6. Visitor Pass expiration date must be entered. Depending on request, expiration date WILL NOT exceed one year.
- 7. Incomplete forms or forms with errors will be returned for correction; they will not be processed.
- 8. Approved requests will be e-mailed to the requester's and/or sponsor's e-mail address unless otherwise specified on the form.

From: (Unit/Organizati	on)		e Location: IDS select Nimit		ss Ty	pe:		Pas	ss Start Dat	e:	Pass Exp (1 year or		Date	e:
Pass Days:	☐ Su	nday	☐ Monday	T	uesda	ıy	☐ Wed	lnesday	Thurs	day 🔲 F	riday		Satur	day
Daily Start Time	e:	D	aily End Time:			Area o Addre								
(Specific reason	ns justify	ing acces	ss to JBPHH, abili	ty to sponso			cation:	cess, acc	ess above FP	CON Bravo or	for specific	days/tim	ies, e	tc)
							Listing:			1 1	1 1 1			
Last Name	All name		must have an acco rst Name	mpanying S			12 filled ou Last Nam		to conduct p	roper backgro First Name	und check		MI	PID
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Requester: May be sponsor, usually site manager/contractor	Grade		Last				First			MI	Phone			
	Email	ı				Signature						Date		
Sponsor: Government	Grade		Last				First			MI	Phone			
employee working with contractor	Email						Signature				Date			
Housing: Required ONLY for house guests over 30 days	Grade		Last				First			MI	Phone			
	Email						Signature				Date			
Command:											<u> </u>		<u>=</u>	
Required for all passes exceeding 30 days	Grade		Last				First			MI	Phone			
	Email						Signature	;			Date			
JBPHH/JB2 Form 0-1	180 (1 Apı	ril 2018)			htt	ps://cn	ic.navy.mil/r	egions/cm	rh/installations/	jb_pearl_harbor_	hickam/om/	pass-and_	id.htn	nl

PRIVACY ACT STATEMENT

AUTHORITY: Section 3101, Title 44, US Code, 5 USC 552A

PRINCIPAL PURPOSES: The purpose of requesting personal information is to assist security personnel in developing records to document contractor employee suitability for access to Joint Base Pearl Harbor-Hickam, Hawaii to work under Navy, Air Force, or local contracts. The social security number and date and place of birth are necessary to identify persons, maintaining records, and for criminal history/background checks.

ROUTINE USES: This information may be used to determine suitability of persons desiring access to Joint Base Pearl Harbor-Hickam as well as for other lawful purposes including law enforcement and litigation.

DISCLOSURE IS VOLUNTARY: Disclosure of requested information is voluntary. However, failure to provide information will result in access privileges being refused or withdrawn. The Privacy Act Statement will apply throughout the duration of the contract while serving in the capacity of prime contractor or subcontractor/supplier/employee.

Last Name				g (continued)			
1	First Name	MI	PID	Last Name	First Name	MI	PID
		Pass a	nd I	D use Only			