



**DEPARTMENT OF DEFENSE
JOINT BASE PEARL HARBOR-HICKAM, HAWAII**

REQUIRED SPONSORSHIP LETTER REQUEST CHECKLIST

SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>SPONSOR INITIALS</u>	<u>CLERKS INITIAL</u>
#1	Authorized Sponsorship Signature Memo (Page 2) Must submit memo with signatures (*SEE NOTES*)		
#1A	Must be on DoD or Agency Letterhead		
#1B	Date (Sponsorship Signature Memo will be kept on file for 365 days and must be renewed before expiration)		
#1C	List of Approved Sponsor(s) Grade, Name, DoD ID or SSN, phone, signature (*SEE NOTES*) and e-mail address		
#1D	Person(s) to direct any questions (include full name, immediate contact phone, and e-mail)		
#1E	Command Endorsement Commander/Director/Senior Leader (Must be original wet or DoD digital signature). Requestor cannot be approving official for letter.		
Note 1: If providing an Original Wet Signature on the memo, the Sponsor can sign and be approved for packages with Digital OR Wet Signatures Note 2: If providing DoD digital signature ONLY on the memo, the Sponsor can ONLY sign and be approved for packages using their digital signature			<input type="checkbox"/> GREEN BOOK

BELOW LISTED INFORMATION IS FOR PASS & ID (PID) USE ONLY

1. REQUEST RECEIVED BY - Rank & Name (Last, First): _____ / **Date:** _____

2. NCOIC Review:
(Rank/Name) _____ / **Date** _____

Recommend: Approved / Disapproved

3. JB25/Superintendent Approval/Disapproval:
(Rank/Name) _____ / **Date** _____

Recommend: Approved / Disapproved

4. JB2 Approval/Disapproval:
(Rank/Name) _____ / **Date** _____

Recommend: Approved / Disapproved

Checklist Current as of 24 Oct 24 (all others obsolete/invalid)

Privacy Act of 1974 as Amended Applies - This Document May Contain "For Official Use Only" (FOUO) and/or Privacy Act Information Which Must Be Protected IAW DOD 5400.11R.

**** NOTE ****

**Copy below memorandum template and
paste onto Agency Letterhead**

DD Mon YY

MEMORANDUM FOR JBPH-H Pass and Identification Office

FROM: **UNIT/ORGANIZATION/DEPARTMENT**

SUBJECT: Designation of Sponsorship Authority and Authorization to Sign JB2 Form 0-180 for Unescorted Base Access Requests

1. I certify the following personnel have sponsorship authority IAW JBPH-H INST 5530.2A and are appointed to sign for Contractors/Vendors/Service Providers; Individuals Conducting Emergency Repairs; New Hires; DBIDS Credentials/Passes.
2. I certify that the following personnel have been briefed on the policies and procedures for submitting JB2 Form 0-180 Applications IAW JBPH-H INST 5530.2A as identified on Attachment 1, *Sponsor Procedures to Sign and Submit JB2 Form 0-180* and their signature(s) below act(s) as acknowledgment for responsibilities and requirements of approved sponsors for JBPH-H.

RANK	NAME	DoD or SSN	Phone	Signature	E-Mail
E/O-X	John Smith	xxx-xx-xxxx	449-1234		Type Email Address
GS-X	Joe Mann	xxxx	449-1234		Type Email Address
CTR	Jessica Lady	xxxxxxxxxx	449-1234		Type Email Address

3. This letter supersedes all previous letters. If any changes or deletions are needed, I understand a new Sponsor Letter must be submitted to the Pass and ID Office. Sponsorship letters for Non-DoD affiliates (i.e., NOAA, Museums, Navy League, Dept. of Education, Credit Unions, etc.) will be routed to the Joint Base Commander for approval.

4. Please direct any questions to **First Last at 808-449-1234 or email.address@government.mil**

**FIRST MI. LAST, RANK, SERVICE
Commander/Director/Senior Leader **DUTY TITLE****

LETTERS ARE ONLY VALID FOR 1 YEAR FROM DATE OF ISSUE

Attachment 1 Sponsor Procedures to Sign and Submit JB2 Form 0-180

The following acts as a guideline for approved sponsors regarding the policies and procedures for submitting JB2 Form 0-180 Applications IAW JBPH-H INST 5530.2A. It is the responsibility of all members to familiarize themselves with instructions for base access.

(a). JB2 Form 0-180 applications should be submitted no later than **10-14 business days prior** to the date access is requested. Sponsorship Letters must be submitted prior to the expiration of the sponsorship letter on file. JB2 Form 0-180 applications may be submitted in person to the JBPH-H Pass & ID Office or may be submitted electronically to the following org box: 647SFS.JB2.Form0-180@us.af.mil. Once approved, the sponsor that signed the JB2 Form 0-180 application will be contacted via email or phone.

b. It is the responsibility of the sponsor to ensure the application and attached documents to include **SECNAV Form 5512/1 (EXP 31 May 2024)** are completed accurately. Only typed JB2 Form 0-180 applications with original signatures or digitally signed are accepted. Additional supporting documents and/or information may be requested based on the request.

c. If the applicant is a naturalized U.S. citizen or a lawfully admitted permanent resident, the applicant is required to show proof of U.S. citizenship with their Naturalization Certificate, U.S. Passport or U.S. Alien Card prior to issuance of a paper pass or DBIDS card and the information must be included on the **SECNAV Form 5512/1 (EXP 31 May 2024)**. Any applicant without proof of citizenship or approved Work Visa will not be granted access.

d. Criminal history checks are required for all unescorted personnel requesting/requiring access to JBPH-H who are 10 years of age and older. The Pass and ID clerk performing the background check will deny access when a record contains disqualifying factors or inconclusive disposition. Permanently Disqualifying Fitness Determination Standards can be found in JBPH-H INST 5530.2A. The applicant has the burden of proof and is responsible for clearing criminal history disparities in their record prior to installation access being awarded.

e. If a background check on an applicant reveals any disqualifying factors, the individual will be issued a denial letter within **14 days** of their access denial and the sponsor will be notified. The disqualified individual may submit a written appeal with supporting documentation for JBC review via certified mail to the Denials and Waivers Office at the Pass and ID office. If the appeal is granted, the individual will be notified of their installation access privilege. If the JBC denies the appeal, a denial of appeal letter will be generated and signed by the JBC communicating the final determination. The Denial/Waiver process can take **60 days** from start to receipt of supporting documentation from the disqualified person. Approved waivers remain current for a period of **one year** from date of issue and must be renewed annually.

f. Until a waiver/appeal decision has been made, the person's access to the installation will be denied. Any subsequent requests for access via JB2 Form 0-180 applications or single/multi-day pass procedures will be viewed as an illegal attempt to gain base access which may result in criminal prosecution for the individual and loss of sponsorship abilities and/or contract for the requester.

g. Sponsorship letters for Non-DoD affiliates (i.e., NOAA, Museums, Navy League, Dept. of Education, Credit Unions, etc.) will be routed to the Joint Base Commander for approval. Processing time may take **30 days**. Ensure your agencies memo is submitted at least **30 days** prior to expiration.