



JOINT BASE PEARL HARBOR-HICKAM, HAWAII

REQUIRED TDY AGENT PRIVILEGE LETTER CHECKLIST

SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>SPONSOR INITIALS</u>	<u>CLERK INITIALS</u>
#1	Agent Privilege Letter Application (For NEX/Commissary OFF BASE only) (Does not allow base access or pharmacy access)		
#1A	Sponsor's Information (Military Member's Information)		
#1B	Agent's Information (Family Member or Care Giver)		
#2	Copy of TDY Orders <u>OR</u> Command-Endorsed letter for individuals on TDY status 250 days or more per year		
#3	Justification Letter (i.e. In Loco Parentis Power Of Attorney, Proof of enrollment in CDC)		
#4	Copy of Sponsor's ID Card <i>Front/Back scanned copy only; printed pictures/unreadable copies are invalid</i>		
#5	Copy of Agent's ID Card or State Issued ID <i>Front/Back scanned copy only; printed pictures/unreadable copies are invalid</i>		
#6	Copy of Children's ID Card (Front and Back) <u>OR</u> Copy of Birth Certificate		
#7	SECNAV Form 5512-1 (Dated May 2021)		
NOTE: ADDITIONAL SUPPORTING DOCUMENTS MAY BE REQUIRED DEPENDING ON THE NATURE OF THE REQUEST			
PID personnel reserve the right to ask for further information from requester/sponsor to determine fitness of request.			<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. PID CLERK SYSTEM VERIFICATION	Clerk Initials
National Crime Information Center (NCIC) Background & Sex Offender Registry (SOR) Check:	
Barment Check:	
PID Clerk Name (Last, First): _____ Date: _____	

3. NCOIC Review:
(Rank/Name) _____ / Date _____ Recommend: Approved / Disapproved

4. JB25/Superintendent Review:
(Rank/Name) _____ / Date _____ Recommend: Approved / Disapproved

5. JB2 Approval/Disapproval:
(Rank/Name) _____ / Date _____ Recommend: Approved / Disapproved

Signature: _____

Comments: _____

Checklist Current as of 24 Oct 2024 (all others obsolete/invalid)

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