

Privacy Act Data Cover Sheet

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Privacy Act Data Cover Sheet

DD FORM 2923, SEP 2010

APPLICATION FOR ASSIGNMENT TO HOUSING

PRIVACY ACT STATEMENT

AUTHORITY: PRINCIPAL PURPOSE: ROUTINE USE: DISCLOSURE:

To identify customer needs for assistance and housing requirements.
 None.
 Voluntary; however, failure to provide the requested information will result in our inability to assist you.

GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. <u>All items not listed are</u> <u>self-explanator</u>y. SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

1. TYPE SERVICE DESIRED

Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

5 USC 5911 & 5912.

Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.

SECTION I - APPLICANT INFORMATION

5. DOD COMPONENT

Army, Navy, Air Force, etc.

6. ADDRESS

Enter complete current address (street number and name, apartment number, city, state/country and the 9-digit ZIP code).

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

SECTION II - MILITARY CAREER INFORMATION

14. DATES (*Military Applications/Military Spouse Only*)

Enter dates in order of YYMMDD. (May 17, 1993, would be entered as 930517).

- a. Enter the date your current rate/rank was effective.
- b. Enter your active duty service computation date.

c. Enter the time *(in months)* that you have remaining on active duty.

d. Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.

- e. Enter your official report date (from your PCS orders).
- f. Enter your estimated arrival date.

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

22. SIGNATURE

The applicant must sign the DD Form 1746.

23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

SECTION V - DISPOSITION (To be completed by the Housing Office)

24. MILITARY HOUSING

a. **Application Received.** Enter the year, month, day and time the application was received in the Housing Office.

b. Application Effective. Enter the date of change of duty station (*Line 14d*) or other date that will be the effective (*control*) date.

c. **DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.

d. **Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.

e. Applicant Placed on Waiting List. Enter the identification of the assignment waiting list(s) to which the applicant is placed.

f. **Effective Placement.** The effective date and time of the applicant's placement on the list(s).

g. **Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.

h. Date Unit Assigned. Enter the date the unit was assigned.

APPLICATION FOR ASSIGNMENT TO HOUSING					1. TYPE SERVICE DESIRED (X one or both)					
(Before completing form, read Privacy Act Statement and Instruction			tions on rev	erse) a. MIL		a. MILITAR	a. MILITARY HOUSING b. HOUSING REFERRA		b. HOUSING REFERRAL	
SECTION I - APPLICANT INFORMATION										
2. NAME OF SPONSOR (Last, First, Mid	3. PAY GRADE		4. SSN 5. DOD COMPO			NENT				
6. ADDRESS (Street, City, State, Zip Code)	7. TELEPHON		R		8. S	TATUS OI	APPLIC	ANT (X	one)	
		a. HOME (Area Co	de)	b. DU	TY (DSN)		a. MILITAR	RY MEMBER		c. CIVILIAN
							b. MILITAR	RY SPOUSE		d. FOREIGN NATIONAL
		9. MARITAL STATUS		10. I	AM SEPARATE	D FRO		ENDENT	S (X one)	
			a. VOLUNTARILY				b.	INVOLUN	ITARILY	
11. I REQUEST HOUSING FOR (X one)				SECT	SECTION II - MILITARY CAREER INFORMATION (Civilians sk				s skip to Item 15.)	
a. SELF ONLY b. SELF A	ND DEPENDENTS			14. DATES (Enter in YYMMDD order) MILITARY APPLICA			APPLICAN	T MILITARY SPOUSE		
12. INSTALLATION/ORGANIZATION	TRANSFERR	ED FROM a. EF		a. EFFECTIVE RANK/RATE DATE						
				b. ACTIVE DUTY SERVICE			COMPUTATION			
				c. TI	E REMAINING ON A	CTIVE DUTY				
13. INSTALLATION/ORGANIZATION	TRANSFERR	ED TO		d. EFFECTIVE CHANGE IN DUTY STATION						
				e. RE	PORT DATE					
				f. ES	TIMATED FAMILY AR	RIVAL D	ATE			
SECTION III - DEPENDENT DATA										
15. DEPENDENTS RESIDING WITH M	IE (If more spac	e is needed, continue	on plain pap	er.)						
a. NAME (Last, First, Middle Initial)		b. DATE OF BIRTH (YYMMDD)	c. SEX	d.	RELATIONSHIP	e. RE	e. REMARKS (Handicap, health problems, expected additions to family, etc.)			
SECTION IV - HOUSING DATA										
16. COMMUNITY HOUSING DESIRE		1-1								
a. PURCHASE HOUSE		d. RENT HOUSE			g. RENT MOBILE H	OME SP	ACE			
b. PURCHASE CONDOMINIUM		e. RENT APARTME	NT		h. SHARE	OWL SF	ACL	j. ROOM AND BOARD k. SUBLET		
c. PURCHASE MOBILE HOME		f. RENT MOBILE HO		i. RENT ROOM		I. TRANSIENT				
17. AMENITIES DESIRED (X as applicat	ble Write number			18.	18. DATE HOUSING NEEDED 19. PRICE					
a. FURNISHED	ne. white humber	e. NO. BATHS			YMMDD)				nunity Hou	
b. UNFURNISHED		f. PETS (Allowed)		-						
c. AIR CONDITIONING		g. OTHER (Explain)		20.	LOCATION PREF	ERENO	Commun	ity Housing))	
d. NO. BEDROOMS		g. e								
21. REMARKS ** PLEASE NOTATE	YOUR PREF	ERRED E-MAIL	ADDRES	S IN TH	IIS FIELD**					
22. SIGNATURE OF APPLICANT								TE SUB MMDD)	MITTED	
SECTION V - DISPOSITION (To be comp	leted by the Hous	ing Office.)								
24. MILITARY HOUSING a. APPLICATION RECEIVED										
a. APPLICATION RECEIVED (YYMMDD and time) b. APPLICATION EFFECTIVE (YYMMDD)		c. DD FORM 1747 PROVIDED (YYMMDD)			d. HOUSING AVAILABILITY (Boxes indicated on DD Form 1747)					
e. APPLICANT PLACED ON WAITING LIST f. EFFECTIVE PLACEMENT (YYMMDD)		g. BEDROOMS REQUIRED h. DATE UNIT ASSIGNED (YYMMDD)								
SECTION VI - HOUSING REFERRAL C	ERTIFICATE									
On this date I have received a listin by the Installation Commander, and I restricted list. I have been briefed Housing Office (2) the DoD progra	will not resident on (1) the state	de in any proper services provide	ty on the d by the	reaso the H	In addition, if any facility refuses to rent or sell to me or I have on to believe I am being discriminated against, I will promptly notify Housing Office.					
Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.				25.	SIGNATURE OF	F APPLICANT 26. DATE SIGNED (YYMMDD)				

Navy
Housing
ΙΟΠΣΠΙΧ

INSTALLATION:	
PHONE:	
FAX:	
EMAIL:	 _
WEBSITE:	_

Information Release Form

0) I, (Service member) give						
	the Housing Service Ce	nformation, including PPI, (the privatization partn (installation).	rivatization partner) at				
0	permission for the Hou with	using Service C	Center to sha	re my contac	(Service member) DO t and housing information, (the privatization p (installation) for the follo	including PPI, partner) at	
	vice Member Name: <mark>vice Member Signature</mark>				D	Date	
FO	R OFFICE USE ONLY						
lf no	ot completed in person:						
	nission received: Ove nselor Name:		By Email				
Cou	nselor Signature				Da	ate	
Сс	ontact Your Lo	ocal Hou	sing Se	rvice Ce	enter		
W	ww.cnic.navy	.mil/cor	ntactho	using	Revise	d by NBVC HSC 02/14/2	

Revised by NBVC HSC 02/14/2023

ACKNOWLEDGEMENT OF PLAIN LANGUAGE BRIEFING

Note: This document acknowledges receipt of a plain language briefing from the Housing Service Center on all rights and responsibilities associated with tenancy of the housing unit, including information regarding the existence of any additional fees authorized by the lease, any utilities payments, the procedures for submitting and tracking work orders, the identity of the military tenant advocate, and the dispute resolution process.

	acknowledge	receipt	of	plain	language	briefing
р	rior to my lease	signing	(OR	after move	e-in.

I have reviewed and understood the information provided in the document, including my rights and responsibilities as a tenant of privatized housing.

Please sign and return acknowledgement within 3 business days. Return completed document to your Housing Service Center.

TENANT NAME:

Signature

Date

SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLO	SURE				
PRIVACY ACT STATEMENT					
 Authority: 10 U.S.C. § 5013, 10 U.S.C. § 5041, 10 U.S.C. § 2831, DoD 4165.63M and E.O. 9397. Principle Purposes: To determine an individual's eligibility for Navy housing;; including privatized housing. Routine Uses: Used by region and installation housing office personnel to determine eligibility for Navy housing and by private partners who operate privatized Navy housing for management and operational purposes. Disclosure: Voluntary;; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing. 					
POLICY STATEMENT: In accordance with OPNAVINST 1752.3, to the maximum extent permitte or otherwise waived by Commander, Navy Installations Command or the Chief of Naval Perso (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occu Navy owned, leased, or PPV housing.	nnel				
	Sex Offender Definition: Any person convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA) (42 U.S.C. §§ 1690116962).				
NOTICE OF REQUIREMENT TO DISCLOSE					
1. Military sponsors requesting assignment to Navy owned, leased or privatized housing are required to sign this acknowledgment and disclosure form.					
2. Occupancy of Navy owned, leased or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or livein aide residing in the home is a sex offender.					
3. Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased or privatized housing.					
4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased or privatized housing, may be barred from the installation, and/or may be evicted. If eviction occurs you may be responsible for all relocation expenses.					
5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supports SJA/OGC offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days.					
6. Anyone found to have falsely certified this Acknowledgment shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses.					
7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Region Commander via the military sponsor's chain of command.					

CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C § 1001 and/or the Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.

Signature	Date	
Print Name	Command	