

## FAMILY HOUSING COVER SHEET

Submit your complete application packet via fax: 619-556-8012  
or Email: [SanDiego\\_Housing@us.navy.mil](mailto:SanDiego_Housing@us.navy.mil)  
Information Desk: 619-556-8443

### CHECK ITEMS THAT APPLY:

  

ROUTINE PCS ORDERS  
HUMANITARIAN ORDERS

  

PRE-COMMISSIONED SHIP  
INTERSITE RELOCATION

  

HOMEPORT CHANGE\*  
EFM CAT 4/5  
PRIORITY\*\*

\*MUST PROVIDE HOMEPORT CHANGE CERTIFICATE

\*\* MUST PROVIDE VERIFICATION/DESIGNATION LETTER

Thank you for your interest in Navy Family Housing (FH), San Diego. If you are an active-duty service member with qualifying dependents assigned to Metro San Diego, you may be eligible. For Navy FH to determine your eligibility you must submit all the required paperwork with the attached document to the eligibility team at [SanDiego\\_Housing@us.navy.mil](mailto:SanDiego_Housing@us.navy.mil) **Do not send an incomplete housing application.**

A complete housing application packet must contain the following:

- **Official San Diego Permanent Change of Station Orders** – If your PRD and/or your EAOS has less than six months you must provide updated San Diego orders. Letters of Intent are for planning purposes only and not official orders.
- **Official Dependency Paperwork** – All dependency paperwork must be current and officially signed/certified as requested.
  - All **USN** Personnel must provide the Official NAVPERS 1070/602 that is approved with Digital Signatures in block 51 from Authorized Officials. Be advised if you submit dependency paperwork that is incomplete or erroneous your determination of eligibility will be delayed.
  - All **USMC** Personnel must provide their NAVMC 10922/RED or DD 1172-2 with Digital Signatures in Section III from Authorized Officials.
  - **USA** and **USAF** Personnel must provide their DD 1172-2 with Digital Signatures in Section III from Authorized Officials. Current orders with all dependents listed may be used.
  - **USCG** Personnel must obtain a DD-1747 from [the Coast Guard Office](#) or call 330-327-5079 **prior** to submitting your application packet.
- Latest Leave and Earning Statement
- Service members and/or spouses who have joint legal and primary physical custody of dependent children for at least six months or greater than 50% of the time will be considered for appropriate bedroom eligibility. **Legal** proof of custody is a finalized divorce decree or finalized court issued custody paperwork. There are no exceptions.
- Priority Assignment for Family Housing supporting documentation such as EFM letter and/or Wounded Warrior letter/orders.
- Proof of Pregnancy with estimated date of birth AND signed by a healthcare professional.
- Dual Military Couples – Provide all documentation for both service members REGARDLESS of co-location status. (PCS orders and dependency paperwork)
- Families in the midst of marital separation and/or divorce may not be eligible for Navy FH. Final determination is based on court issued custody documents provided.

\*\*\*\*\* Please include the following information in block 21 of the DD Form 1746 \*\*\*\*\*

- Service members official email as well personal email addresses
- Spouse's email address and phone number

mp 2026

**COMMANDER, NAVY INSTALLATIONS COMMAND  
SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE**

**Privacy Act Statement**

Authority: 10 U.S.C. § 5013; 10 U.S.C. § 5041; 10 U.S.C. § 2831; 10 U.S.C. 113, Secretary of Defense; DoD 4165.63-M, DoD Housing Management; DoD Directive 1000.25, DoD Personnel Identity Protection (PIP) Program; DoD Instruction 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB); DoD 5200.08-R, Physical Security Program; DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense (Exception to policy memos); Directive-Type Memorandum (DTM) 09-012, Interim Policy Guidance for DoD Physical Access Control; DTM 14-005, DoD Identity Management Capability Enterprise Services Application (IMESA) Access to FBI National Crime Information Center (NCIC) Files; and E.O. 9397 (SSN), as amended. System of Records Notice DMDC 16 DoD, Identity Management Engine for Security and Analysis (IMESA); 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 permitted by law or otherwise waived by Commander, Navy Installations Command, or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.**

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. §§ 16901-16962).

NOTICE OF REQUIREMENT TO DISCLOSE

INITIAL

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| 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 live-in 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.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Command