

NM11101-1

System name:

DON Family and Bachelor Housing Program (April 1, 2008, 73 FR 17334)

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Changes:

System Name:

Delete entry and replace with "Family and Unaccompanied Housing Program."

System location:

Delete entry and replace with "Department of Navy (DON), Department of the Army (DA), Department of Air Force (DAF) housing offices. Official mailing addresses are published as an appendix to the Navy's compilation of system of records notices. DA official mailing addresses are published in DA Pamphlet 25-50, Compilation of Army Addresses. DAF official mailing addresses are published an appendix to DAF's compilation of system of records notices. Coast Guard official mailing addresses are published at <http://www.uscg.mil/Hr/cg133/Housing/default.asp>."

Categories of individuals covered by the system:

Delete entry and replace with "Military/civilian personnel, including contract employee's eligible for/interested in occupying DON, DA, Coast Guard and DAF housing and those occupying DON, DA or DAF housing and privatized housing."

Categories of records in system:

Delete entry and replace with "For primary applicants for housing this includes: full name, Social Security Number(SSN), DoD ID number, gender, marital status, birth date, current home address, permanent home address, work phone number, home phone number, cell phone number, fax number, work email address, home email address, rank/rate, pay grade, civilian pay grade equivalent, branch of service, unique identification code (UIC), geographic bachelor, voluntarily or involuntarily separated, time involuntarily separated, last unit, location of last assignment, agency or type of civilian, length of service, time remaining on active duty, service start date, date of rank, projected rotation date, projected rotation location, End of Active Obligated Service Date, Exceptional Family Member Level, Forward UIC Command, current unit, reporting date, estimated family arrival

date, name of employer, unit or employer mailing address, DoD ID number, housing allowance begin and stop dates, entitlement condition type, entitlement condition end date, entitlement condition start date, personnel type, handicap and accessible housing requirements, criminal conviction, cigarette smoking habits, and type, breed and size of pet.

If applicable, data for related and non-related dependants to include: total number in family, full name, Social Security Number (SSN), DoD ID number, birth date, gender, relation to primary applicant, dependent start date with primary applicant, dependent end date with primary applicant, entitlement condition type, entitlement condition end date, entitlement condition start date, work phone number, home phone number, cell phone number, work email address, home email address, current mailing address, permanent mailing address, rank/rate, branch of service, Dependent UIC, Exceptional Family Member Level, civilian pay grade equivalent, service start date, date of rank, time remaining on active duty, projected rotation date, criminal conviction, cigarette smoking habits, handicap and accessible housing requirements.

Additional housing information is collected for primary applicants and dependants to include: particular housing preferences; special health problems; copies of permanent change of station orders; temporary orders; emergency contact full name, home, cell and work phone number and relation; detaching endorsement from prior duty station; and pet health records."

Authority for maintenance of the system:

Delete entry and replace with "10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 8013, Secretary of the Air Force; Title 14, Chapter 18-Coast Guard Housing Authorities; 10 U.S.C. 2831, Military Family Housing Management Account; DoD 4165.63-M, DoD Housing Management; and E.O. 9397 (SSN), as amended."

Purpose(s):

Delete entry and replace with "To determine an individual's eligibility for Navy and Marine Corps Army and Air Force, Coast Guard housing, including privatized, leased and rental property program housing, and notification for subsequent assignment to housing or granting a waiver to allow occupancy of private housing.

To determine priority and list individual's name on the appropriate housing waiting list.

To oversee housing occupancy once assigned.

To facilitate and support the leasing and rental property program of off base housing.

To refer individuals and families to privatization partners and support privatization portfolio management.

To determine eligibility for furnishings and monitor and manage the usage of furnishes.

To provide housing information to DON DA, DAF, Coast Guard or other military components and government agencies to support housing infrastructure such as safety and emergency identification and location lists; health and environmental impact studies; evacuation and relocation planning for natural disasters.

To support DoD security investigations.

To support DoD entitlement programming, budgeting and execution."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry and replace with "In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To private partners who operate privatized Navy and Marine Corps, Army Air Force, and/or Coast Guard housing for management and operational purposes.

To community property owners and managers participating in the Rental Property Program.

To U.S. government security agencies, police and fire departments for accident, health and safety, and other investigative activities.

To child protective services during their investigation into possible child abuse.

To adoption agencies who seek information on housing status, and problems, for use in qualifying a couple to adopt.

To provide demographic data to the public school system to help determine military impact on school population.

To the Department of Housing and Urban Development (HUD) and the Census Bureau in support of census and housing programs.

Data Breach Remediation Purposes Routine Use: A record from a system of records maintained by a Component may be disclosed to appropriate agencies, entities, and persons when (1) The Component suspects or has confirmed that the security or confidentiality of the information in the system of records has been compromised; (2) the Component has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Component or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

The DoD Blanket Routine Uses set forth at the beginning of the Department of the Navy's compilation of systems of records notices may apply to this system. The complete list of DoD blanket routine uses can be found online at:  
<http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>."

Storage:

Delete entry and replace with "Paper records and electronic storage media."

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Safeguards:

Delete and replace with "Physical and electronic access is restricted to designated individuals having a need therefore in the performance of official duties and who are properly screened and cleared for need-to-know. Access is restricted only by authorized persons who are properly screened. Physical entry is restricted as records are maintained in a secured building on a secured military base, encrypted, maintained

behind a firewall, protected by the use of locks, guards, and is accessible only to authorized personnel. Paper records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to the system is password and/or Systems Software uses Primary Key Infrastructure (PKI)/Common Access Card (CAC) protected. Privatization partners maintain comparable security protections."

Retention and disposal:

Delete entry and replace with "Paper and electronic records are destroyed in accordance with DoD Instruction 5015.2, "DoD Records Management Program," and DoD Manual 5200.01,"DoD Information Security Program: Protection of Classified Information. Paper files are retained for up to three years after termination of housing occupancy and then destroyed using National Security Agency/Central Security Service (NSA/CSS) evaluated crosscut shredders. Electronic files are maintained indefinitely."

System manager(s) and address:

Delete entry and replace with "Policy Official: Commander, Navy Installations Command, Director of Housing, Suite 1000, 716 Sicard Street, SE, Washington, DC 20374-5140."

Record Holder: Housing Offices at the station/base/installation in question. DON official station/base mailing addresses are published in the Standard Navy Distribution List. DA official mailing addresses are published in DA Pamphlet 25-50, Compilation of Army Addresses. DAF official mailing addresses are published as an appendix to DAF's compilation of system of records notices. Coast Guard official mailing addresses are published at <http://www.uscg.mil/hr/cg133/Housing/default.asp>."

Notification procedures:

Delete entry and replace with "Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Housing Office at the station/base/installation where they applied for housing. DON official station/base mailing addresses are published as an appendix to the Navy's compilation of system of records notices. DA official mailing addresses are published in DA Pamphlet 25-50, Compilation of Army Addresses. DAF official mailing addresses are published an appendix to DAF's compilation of system of records notices. Coast Guard official mailing

addresses are published at  
<http://www.uscg.mil/Hr/cg133/Housing/default.asp>.

Requests must be signed and include full name of applicant or name of resident, house number, and year(s) of occupancy.

The system manager may require a notarized signature as a means of proving the identity of the individual requesting access to the records."

Record access procedures:

Delete entry and replace with "Individuals seeking to access to information about themselves contained in this system of records should address written inquiries to the Housing Office at the station/base/installation where they applied for housing. DON official station/base mailing addresses are published as an appendix to the Navy's compilation of system of records notices. DA official mailing addresses are published in DA Pamphlet 25-50, Compilation of Army Addresses. DAF official mailing addresses are published an appendix to DAF's compilation of system of records notices. Coast Guard official mailing addresses are published at  
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Contesting record procedures:

Delete entry and replace with "The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5, Department of the Navy (DON) Privacy Program; 32 CFR part 701, Availability of Department of the Navy Records and Publication of Department of the Navy Documents Affecting the Public; or may be obtained from the system manager."

Record source categories:

Delete entry and replace with "Individual; DD Form 1746, Application for Assignment to Housing; Military Orders; Emergency Data Form; Defense Enrollment Eligibility Reporting System (DEERS); Defense Civilian Payroll System (DCPS); detaching endorsement from prior duty station; military pay records."

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Categories of records in system:  
For primary applicants for housing this includes: full name, Social Security Number(SSN), DoD ID number, gender, marital status, birth date, current home address, permanent home address, work phone number, home phone number, cell phone number, fax number, work email address, home email address, rank/rate, pay grade, civilian pay grade equivalent, branch of service, unique identification code (UIC), geographic bachelor, voluntarily or involuntarily separated, time involuntarily separated, last unit, location of last assignment, agency or type of civilian, length of service, time remaining on active duty, service start date, date of rank, projected rotation date, projected rotation location, End of Active Obligated Service Date, Exceptional Family Member Level, Forward UIC Command, current unit, reporting date, estimated family arrival date, name of employer, unit or employer mailing address, DoD ID number, housing allowance begin and stop dates, entitlement condition type, entitlement condition end date, entitlement condition start date, personnel type, handicap and accessible housing requirements, criminal conviction, cigarette smoking habits, and type, breed and size of pet.

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dependent end date with primary applicant, entitlement condition type, entitlement condition end date, entitlement condition start date, work phone number, home phone number, cell phone number, work email address, home email address, current mailing address, permanent mailing address, rank/rate, branch of service, Dependent UIC, Exceptional Family Member Level, civilian pay grade equivalent, service start date, date of rank, time remaining on active duty, projected rotation date, criminal conviction, cigarette smoking habits, handicap and accessible housing requirements.

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10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 8013, Secretary of the Air Force; Title 14, Chapter 18-Coast Guard Housing Authorities; 10 U.S.C. 2831, Military Family Housing Management Account; DoD 4165.63-M, DoD Housing Management; and E.O. 9397 (SSN), as amended.

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been compromised; (2) the Component has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Component or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and electronic storage media.

Retrievability:

Name of applicant; name of resident; and house number of residence.

Safeguards:

Physical and electronic access is restricted to designated individuals having a need therefore in the performance of official duties and who are properly screened and cleared for need-to-know. Access is restricted only by authorized persons who are properly screened. Physical entry is restricted as records are maintained in a secured building on a secured military base, encrypted, maintained behind a firewall, protected by the use of locks, guards, and is accessible only to authorized personnel. Paper records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to the system is password and/or Systems Software uses Primary Key Infrastructure (PKI)/Common Access Card (CAC) protected. Privatization partners maintain comparable security protections.

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Record source categories:

Individual; DD Form 1746, Application for Assignment to Housing; Military Orders; Emergency Data Form; detaching endorsement from prior duty station; military pay records.

Exemptions claimed for the system:

None.

Federal Register History:

Unknown.