

SUPPORTING STATEMENT - PART A

Application for Assignment to Housing

OMB Control Number 0704-AFAH

1. Need for the Information Collection

Generally, housing is provided for all active-duty service members, whether they're living on or off base. The DoD shall determine assignment priority categories for housing Service members and eligible civilians, local and/or Foreign Nationals. Assignment to family housing shall be consistent with the requirements for housing by grade and family composition in accordance with DoDI 4165.63 DoD Housing and DoDM 4165.63 DoD Housing Management. An incoming service member filling out the DD 1746 is vital because it provides the necessary information to the military housing office (MHO) to determine housing eligibility for on-base housing, assess housing needs based on family size and rank, and advise and assist service members obtaining community off-base housing.

2. Use of the Information

The information within the DD 1746 "Application for Assignment to Housing" Sections I-VII is filled out by the incoming service member to a new duty station. Section VIII is filled out by the gaining military housing office. The information creates a housing record of the service member, and it establishes a housing eligibility date to assign military housing to an authorized service member. The military departments MHOs use the enterprise military housing (eMH) Family Housing Module (FHM) as the universal system of record to manage unaccompanied military housing, family housing for government owned and controlled housing assets, and is used to assign service members to community housing.

The application form can be emailed in advance or can be filled out in person upon arrival to the duty station. The Navy and the Marines input their DD 1746 data, electronically through the WHS forms website <https://www.esd.whs.mil/Directives/forms/> and their respective MHOs follow up for processing the application. The Army and AirForce, however, process the DD 1746 manually through their privatized Housing Providers. The service members email the application to include all necessary supporting documents e.g. Power of Attorney, proof of child custody legal documents, etc. to the privatized Housing Provider. The MHO uses the information to assess the applicant's eligibility for housing and determine an appropriate assignment based on available housing and priorities for on- or off-base housing. The form is also used to determine eligibility for Basic Allowance Housing (BAH) who are not living in government-provided housing. The form serves as a housing referral certificate, informing applicants about housing restrictions, services provided by the MHO, and equal housing opportunity policies.

3. Use of Information Technology

All, 100% of the received DD1746 forms and its data will be entered and stored in the eMH data base IAW Under Secretary of Defense memorandum, subject: Enterprise Military Housing Information Management System, dated April 16, 2014.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on small businesses or entities.

6. Less Frequent Collection

The DD1746 and its information is used by the service members to apply for a housing assignment prior to or upon arriving at the new duty assignment. The MHO enters all DD 1746 (refer to #2 for additional information) and complete section VIII-Disposition upon receipt of the housing application. The DD1746 is used daily across the MilDeps and is not used infrequently.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2) or other policy.

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Friday, July 25, 2025. The 60-Day FRN citation is 90 FR 35288.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Wednesday, November 26, 2025. The 30-Day FRN citation is 90 FR 54310.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

9. Confidentiality

A Privacy Act Statement is located right below Section I -Applicant Information.

The SORN (NM11101-1) was designated as a DoD Wide SORN and is posted on the PCLT website. <https://pclt.defense.gov/DIRECTORATES/Privacy-and-Civil-Liberties-Directorate/Privacy/SORNsIndex/DOD-Component-Notices/DOD-Wide-Article-List/>

The Privacy Impact Assessment (PIA) is provided with the package under supplementary documents.

The National Archives and Records Administration (NARA) Job Number or General Records Schedule Authority can be found under NI-NU-86-5.

Records are retained for up to three years after termination of housing occupancy and then destroyed. eMH system hard drives and media are destroyed using National Security Agency/Central Security Service (NSA/CSS) approved methods. Paper records containing PII or sensitive information are destroyed using NSA/CSS evaluated crosscut shredders.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

[DD Form 1746]

- a) Number of Respondents: 422,430
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 422,430
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 105,608 hours

2) Total Submission Burden

- a) Total Number of Respondents: 422,430
- b) Total Number of Annual Responses: 422,430
- c) Total Respondent Burden Hours: 105,608 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
[DD Form 1746]
 - a) Number of Total Annual Responses: 422,430
 - b) Response Time: 15 minutes
 - c) Respondent Hourly Wage: \$22.77
 - d) Labor Burden per Response \$5.69
 - e) Total Labor Burden: \$2,404,683
- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 422,430
 - b) Total Labor Burden: \$2,404,683

Respondent hourly wage was determined by using the DoD Defense Finance and Accounting Service (DFAS) website for an E5 with greater than 8 years of service:
<https://www.dfas.mil/MilitaryMembers/payentitlements/Pay-Tables/Basic-Pay/EM/>

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Collection Instrument(s)
[DD Form 1746]
 - a) Number of Total Annual Responses: 422,430
 - b) Processing Time per Response: 15 minutes
 - c) Hourly Wage of Worker(s) Processing Responses: \$29.18
 - d) Cost to Process Each Response: \$7.30
 - e) Total Cost to Process Responses: \$ 3,081,626.85
- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 422,430
 - b) Total Labor Burden: \$3,081,627

The 2025 OPM GS-9 Step 6 hourly basic wage was used to estimate the hourly wage of federal MHO workers processing a DD 1746 per service members application for housing via https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/25Tables/html/GS_h.aspx

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0

- b) Printing: \$ 4,224
- c) Postage: \$ 0
- d) Software Purchases: \$0
- e) Licensing Costs: \$ 33,000
- f) Other: \$0

2) Total Operational and Maintenance Cost: \$ 37,224

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$ 3,081,627
- 2) Total Operational and Maintenance Costs: \$ 37,224
- 3) Total Cost to the Federal Government: \$ 3,118,851

15. Reasons for Change in Burden

This is a new collection with new associated burden.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.