



DEPARTMENT OF THE AIR FORCE
30TH SPACE WING (AFSPC)



22 Jun 17

MEMORANDUM FOR CURRENT AND POTENTIAL ON BASE RESIDENTS

FROM: 30 SW/CC

SUBJECT: Housing and Unaccompanied Housing (UH) Sex Offender Disclosure Policy

1. As the Installation Commander it is my utmost concern and responsibility to minimize threats to the order, discipline, health and welfare of the installation population. As such, all current residents and applicants for both privatized housing (PH) and UH are required to disclose if they or anyone who is, or will be residing in their household are sex offenders. This is IAW AFI 32-6001 para 2.30, *Family Housing Management*, and AFI 32-6005 para 2.21, *Unaccompanied Housing Management*, which require the establishment of sex offender disclosure processes for persons applying for housing/UH prior to gaining authorization to reside on base.
2. Current residents and applicants for PH/UH are required to complete an AF Form 4422, *Sex Offender Disclosure and Acknowledgement*. This form explains the sex offender disclosure requirements and records a member's certification of the sex offender status for all persons who will be or are currently living within the residence. It also notes an Installation Commander's authority to approve or disapprove eligibility for on base residency due to sex offender status. Future housing applicants must complete the form when submitting their application to the Housing Management Office (HMO); members being assigned to UH will accomplish the form during the room assignment process.
3. Any resident or applicant who cannot sign the AF Form 4422 because he/she or another resident of his/her home is a sex offender should contact the HMO or UH immediately. These individuals will be required to supply the information outlined under the "Procedures" section on the AF Form 4422. Sex offenders must also register with 30 SFS investigations within 5 duty days. Failure to provide this information will result in disapproval of the application or continued on-base occupancy. The HMO/UH will vet the information through the appropriate base agencies (i.e., SFS, JA, FSS) and forward a package for my consideration in determining the approval or disapproval of applications or continued occupancy of PH/UH.
4. Any questions regarding this policy should be directed to either the HMO, DSN: 276-3434 or UH management, DSN: 275-2048.

MICHAEL S. HOUGH, Colonel, USAF
Commander