



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

OCT 1 2013

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 will be required to disclose if they or anyone who is, or will be residing in their household are sex offenders. This is IAW the 2 Aug 10 Interim Change to AFI 32-6001, *Family Housing Management*, which requires the establishment of sex offender disclosure processes for persons assigned to or applying for housing/UH.
2. Current residents and applicants for PH/UH will be 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.


KEITH W. BALTS, Colonel, USAF
Commander

Attachment:
AF Form 4422, *Sex Offender Disclosure and Acknowledgement*

SEX OFFENDER DISCLOSURE AND ACKNOWLEDGEMENT

Attach to application for military, government-managed and privatized housing

I, (print name) _____, have read and understand the policy. By signing this document, I certify under a penalty of perjury that neither I nor any person living in my household is a registered sex offender or required to register as a sex offender. I understand I am required to notify the installation housing office immediately if circumstances change so that this certification is no longer true. I understand the policies, procedures and consequences below apply to those persons who will reside with me, all of whom are listed on the DD Form 1746, *Application for Assignment to Housing*.

POLICIES

Air Force Installations requires full disclosure from persons applying for military, government-managed or privatized housing who are sex offenders or who intend to have dependents who are sex offenders reside with them.

If you, or an authorized dependent who will reside with you, are found to be registered or are required to register as a sex offender under the laws of any state, you could be denied residency in Air Force military, government-managed and privatized housing.

If you, anyone living in your household or visitor is found to be a sex offender after you take occupancy, you may be subject to eviction and/or barment from the Installation.

Installation Commanders are authorized to approve or disapprove applications from persons for residency in military, government-managed and privatized housing when they or another prospective resident of the home is a sex offender.

PROCEDURES

Applicants who cannot sign this form because they or a dependent who will reside in the home with them is a sex offender will be required to submit written information and documentation, which may include but is not limited to the following, in order to be considered for housing by the Installation Commander:

1. Whether the sex offender is the military member, civilian or dependent
2. Nature and circumstances of the offense
3. Exact criminal statute or law under which the person was convicted
4. State or jurisdiction where the offense occurred and was adjudicated
5. Elapsed time since the offense was committed
6. Age of the offender at the time the offense was committed
7. Age of the victim at the time the offense was committed
8. Evidence that tends to demonstrate offender's rehabilitation, exemplary conduct, or other commitment to obeying the law
9. Whether the conviction requiring registration has been reversed, vacated, or set aside, or if the registrant has been granted unconditional pardon of innocence for the offense requiring registration
10. Conditions of parole/probation or monitoring, if any

CONSEQUENCES

Falsification of this form or any other information pertaining to your criminal history or sexual offenses will result in immediate denial of your application for or retention of military, government-managed or privatized housing.

Signature of Applicant

Date