

MEMORANDUM FOR POTENTIAL PRIVATIZED HOUSING RESIDENT

FROM: 436 CES/CEAC

SUBJECT: Privacy Act Release

The Application for Assignment to Housing, DD Form 1746, contains privacy act information the Dover AFB Housing Management Office (HMO) uses to determine your eligibility for privatized housing. In order to complete the privatized housing process and place you on the housing waiting list the HMO will need to share your information with Eagle Heights at Dover (Hunt Company). The HMO will release your completed Application for Assignment to Housing and a copy of your orders to Hunt Company once you complete this form requesting to be placed on the waiting list. Hunt Company and the HMO have the same responsibility to safeguard privacy act information. Please read and check the appropriate box below, sign, date and print your full name.

YES, I want to be placed on the privatized housing waiting list and I authorize the release of my information to Hunt Company.

NO, I do not authorize the release of my information to Hunt Company and do not wish to be placed on the privatized housing waiting list.

PRINT NAME

SIGNATURE

DATE

Failure to sign this letter authorizing the transfer of your privacy act information may result in your having to provide similar or duplicate information to Eagle Heights at Dover and/or its property manager.


RAY/COUEY
Housing/Base Asset Manager