

NAS JRB New Orleans Housing
Application Package for
Active Duty Service Members



301 Russell Ave
New Orleans, LA 70143

(504) 678-3280 DSN:
678

Fax: (504) 678-9565

01 November 2018

DIRECTIONS FOR HOUSING PACKAGE

The following forms must be complete and returned to NewOrleans_Housing@navy.mil.

1. Housing Application (DD Form 1746)
2. DD Form 1746 Addendum (Pets)
3. Pet Policy
4. Information Release Form
5. Unexpected Danger in Your Home
6. Intra Station Move Policy
7. Sex Offender Disclosure

In addition, we will need a copy of your orders and Dependency Data. Page 2 for Navy personnel and Marines is Dependency Application from your SRB. Army and Coast Guard as applies.

A Housing Checklist is provided to assist with forms management

Housing is located at two distinct locations, NAS JRB New Orleans in Belle Chasse and Village at Federal City in Algiers.

Return your Housing Package to William.c.stevens1@navy.mil or NewOrleans_Housing@navy.mil.

For more information on Public Private Venture (PPV) Housing, contact NAS JRB New Orleans at 855-251-3900 or Village at Federal City at 504-364-9433.

NAS JRB New Orleans Housing Application Checklist

After you have reviewed and understand all information included in the “Housing Referral Package”, please sign and complete each document requiring your signature and return via email, fax, or hand carry to the Navy Housing Office for submission.

Navy Housing will consider your application incomplete until we have received all the items listed below:

- Housing Application (DD Form 1746)
- Dependency Data Form (USN Page 2)
- DD Form 1746 Addendum (Pets)
- Pet Policy
- Information Release Form
- Unexpected Danger in Your Home
- Intra Station Move Policy
- Sex Offender Disclosure
- All pages of PSC Orders with detaching endorsement.
Required for actual waitlist position. If no detaching endorsement at time of application just make sure as soon you have in hand, Navy Housing receives a copy.
- EFM, ADA or Pregnancy Paperwork (if applicable)

The Navy Housing Service Center is the only housing services providers in the New Orleans metropolitan area. Regardless of your service affiliation, we serve all branches of the military. Coast Guard personnel should report to their USCG Housing representatives.

APPLICATION FOR ASSIGNMENT TO HOUSING	
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 5 USC 5911 & 5912.</p> <p>PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements.</p> <p>ROUTINE USE: None.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.</p>	
<p align="center">GENERAL INSTRUCTIONS</p> <p>This form provides the Housing Office with information that will be used to provide you with military and/or community housing. <u>All items not listed are self-explanatory.</u> SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.</p>	
<p>1. TYPE SERVICE DESIRED</p> <p>Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.</p> <p>Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.</p>	<p>SECTION III - DEPENDENT DATA</p> <p>15. DEPENDENTS RESIDING WITH ME</p> <p>a. through d. List requested data for all authorized dependents who will be residing with you.</p> <p>e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.</p>
<p>SECTION I - APPLICANT INFORMATION</p> <p>5. DOD COMPONENT</p> <p>Army, Navy, Air Force, etc.</p> <p>6. ADDRESS</p> <p>Enter complete current address (street number and name, apartment number, city, state/country and the 9-digit ZIP code).</p> <p>12. INSTALLATION/ORGANIZATION TRANSFERRED FROM</p> <p>Enter the name of the installation you transferred from.</p> <p>13. INSTALLATION/ORGANIZATION TRANSFERRED TO</p> <p>Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.</p> <p>SECTION II - MILITARY CAREER INFORMATION</p> <p>14. DATES (Military Applications/Military Spouse Only)</p> <p>Enter dates in order of YYMMDD. (May 17, 1993, would be entered as 930517).</p> <p>a. Enter the date your current rate/rank was effective.</p> <p>b. Enter your active duty service computation date.</p> <p>c. Enter the time (in months) that you have remaining on active duty.</p> <p>d. Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.</p> <p>e. Enter your official report date (from your PCS orders).</p> <p>f. Enter your estimated arrival date.</p>	<p>SECTION IV - HOUSING DATA</p> <p>16 - 21. Self-explanatory.</p> <p>22. SIGNATURE</p> <p>The applicant must sign the DD Form 1746.</p> <p>23. DATE SUBMITTED</p> <p>Enter the date the application was submitted to the Housing Office.</p> <p>SECTION V - DISPOSITION (To be completed by the Housing Office)</p> <p>24. MILITARY HOUSING</p> <p>a. Application Received. Enter the year, month, day and time the application was received in the Housing Office.</p> <p>b. Application Effective. Enter the date of change of duty station (Line 14d) or other date that will be the effective (control) date.</p> <p>c. DD Form 1747 Provided. Enter the date that the DD Form 1747 was sent to the military applicant.</p> <p>d. Housing Availability. Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.</p> <p>e. Applicant Placed on Waiting List. Enter the identification of the assignment waiting list(s) to which the applicant is placed.</p> <p>f. Effective Placement. The effective date and time of the applicant's placement on the list(s).</p> <p>g. Bedrooms Requirement. Enter the number of bedrooms required, based on dependent data in Item 15.</p> <p>h. Date Unit Assigned. Enter the date the unit was assigned.</p>

DD 1746 Addendum (2)

Please complete the form below completely, if you do not have a pet, please place 0 in the number of pets below. This form must be completed in its entirety.

Number of Pets _____

Pet # 1

Pet #2

Pet Type: Bird Cat Dog Other _____

Pet Type: Bird Cat Dog Other _____

Pet Name: _____

Pet Name: _____

Weight: _____

Weight: _____

Breed: _____

Breed: _____

Color: _____

Color: _____

Birth Year: _____

Birth Year: _____

Gender: Female Male

Gender: Female Male

Rabies Tag #: _____

Rabies Tag #: _____

Tag Expiration: _____

Tag Expiration: _____

Microchip #: _____

Microchip #: _____

Certified SERVICE Animal: Yes No

Certified SERVICE Animal: Yes No

ALLOWED: Dogs, cats, small caged birds and tropical fish. Terrarium pets shall be limited to turtles, frogs, and lizards, whose mature size is not larger than would fit within the palm of adult resident's hand. No snakes, spiders, ferrets or any exotic pets. MAXIMUM ALLOWED: Two pets. Bird cage, fish tank or terrarium counts as one pet. Fish tanks and terrariums may not be larger than twenty (20) gallons.

PET POLICY

Pet ownership for those service members and their families residing in privatized family housing provides a real and tangible benefit, and contributes to Quality of Life for resident families. However, the rise in ownership of breeds with a predisposition toward aggressive or dangerous behavior, coupled with the increased risk of tragic incidents involving these dogs, necessitates a uniform policy to provide for the health, safety and tranquility of all personnel aboard the Installation. Other banned animals are snakes, monkeys, mice, all exotic mammals and any aquatic animal that eats flesh. Although the PPV housing is a private company, they operate on a Federal Military Installation which allows Installation Commanding Officer cognizance over all who enters and exits the Installation.

Pit Bull, Rottweiler, canid/wolf hybrid, akita, american bull dog, chow, Doberman, and any mixed breed thereof or any canine breed listed in NASJRB NOLAINST 10570. series as a "restricted breed" that presents a risk to the health and safety of personnel on the Installation. **The Commanding Officer has banned these breeds and all mixes associated with them** on the NAS JRB New Orleans Installation.

In the absence of formal breed identification or suspicion of breed, a determination of "**majority breed**" will be made by a Veterinary Corps Officer (VCO) or an approved civilian veterinarian at the service member's expense. Navy officials may request proof of breed anytime, before or during tenancy and the service member or family member must provide documentation within 15 business days or the animal will be banned from the Installation and not granted access to re-enter.

All dogs and cats, of any age, must be registered within five days at the Department of Animal Control. Member must also notify Navy Housing and Patrician Management of pets that will be residing on the installation.

You must check with your landlord before signing a lease to ensure your pet is allowed on that property.

There is a maximum limit of two pets per household in PPV Housing.

Military Installations are not required to provide access to all animals, to include service animals. The ADA is applicable to public housing and affords opportunity only to areas that the general public may access. Regardless of status, restricted breeds or mixes of will not be allowed on the Installation.

Unidentified/unleashed or unsupervised animals will be turned over to Parish Animal Control and if they happen to be on the restricted breed list (regardless of grandfather clause) they will not be allowed back on the Installation. Animal Control has been made aware of installation policies and may not return your (restricted) animal to your care until you have obtained suitable arrangements for the animal.

Applicant's Signature

Date



INSTALLATION: _____
PHONE: _____
FAX: _____
EMAIL: _____
WEBSITE: _____

Information Release

☐ I, _____ (Service member) give permission for the Navy Housing Service Center to share my contact and housing information, including PII, with _____ (the privatization partner) at _____ (installation).

☐ I, _____ (Service member) DO NOT give permission for the Navy Housing Service Center to share my contact and housing information, including PII, with _____ (the privatization partner) at _____ (installation) for the following reasons: _____

Service Member Name: _____

X

Service Member Signature

Date

FOR OFFICE USE ONLY

If not completed in person:

Permission received: ☐ Over the Phone ☐ By Email ☐ Other: _____

Counselor Name: _____

X

Counselor Signature

Date

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 2831, Military Family Housing Management Account; DoD 4165.63-M, DoD Housing Management.

PURPOSE: To provide housing information to DON or other military components and government agencies.

ROUTINE USE: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b), routine uses include to assist the Navy Housing Office in determining an individual's status and qualifications who seek housing or assistance concerning Navy housing.

PRINCIPAL PURPOSE: To determine an individual's eligibility for Navy or Marine Corps housing (including privatized 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 appropriate housing waiting list. To oversee housing occupancy once assigned.

DISCLOSURE: Voluntary; however, failure to provide the requested information will result in the inability to assist you.

Contact Your Local Housing Service Center
www.cnic.navy.mil/contacthousing

UNEXPECTED DANGER IN YOUR HOME?

Parents Beware: The Consumer Products Safety Commission (CPSC) has identified window coverings with cords as one of the top five hidden hazards in the home. About one child a month dies becoming entangled in a window blind cord. CPSC has recalled over five million window coverings: Roman shades, rollers and roll-up blinds, vertical and horizontal blinds.

Strangulation and entanglement injuries can occur in the home anywhere a window covering with a cord is installed. Children can wrap window covering cords around their necks or can pull cords that are not clearly visible but are accessible and become entangled in the loops. These incidents happen quickly and silently. To prevent tragedies CPSC recommends the use of cordless window coverings in all homes.

Pull cords, Looped Bead Chains or Nylon Cords, Inner Cords of Roman Shades and Lifting Loops of Roll-up Blinds are all safety hazards.

CPSC offers the following safety tips to prevent deaths and injuries associated with window covering cords:

- **Examine all shades and blinds in the home.** Use only cordless window coverings with no accessible cords in front, side or back of blinds. Repair or replace blinds, shades and draperies manufactured before 2001 that have pull cords ending in a loop that are the cause for risk of strangulation.
- Move all cribs, beds, toys or furniture away from windows and window cords because children can climb on them and gain access to the cords.
- Make cords inaccessible. Make sure tasseled pull cords are short and continuous loop cords are permanently anchored to the floor or wall.
- If the window shade has looped bead chains or nylon cords, install tension devices to keep the cord taut.
- Lock cords into position whenever horizontal blinds or shades are lowered, including when they come to rest on a windowsill.

Consumers can receive a free repair kit from the Window Covering Safety Council's website at <http://www.windowcoverings.org> or by calling (800) 506-4636. You may also visit www.cpsc.gov to learn more about window covering safety.

Signature

Date

INTRA-STATION MOVE POLICY

Please initial next to each statement below to acknowledge understanding and that you have been briefed on this entitlement. All U.S. Service Members must meet both criteria listed below to be authorized a government funded move:

The member must report to the Navy Housing Service Center and apply for PPV Housing within 30 days of arrival and if adequate PPV housing is not available for occupancy within 30 days of application.

_____ If **BOTH** situations listed above exist, the member is placed on the waiting list by Navy Housing and authorized a government funded intra-station move into PPV housing when it becomes available.

_____ U.S. Service Members get only one offer of assignment to PPV housing with a government funded move, which will be based on bedroom requirements, per CNICINST 11103. Series. A military member may decline the offer of assignment but, in doing so he/she loses the entitlement of a funded intra-station move from community housing to PPV housing.

_____ U.S. Service Members who apply for PPV housing later than 30 days of reporting are not authorized an intra-station move into PPV housing.

_____ Newly entitled members who become eligible (e.g. marriage) for PPV housing after reporting are not authorized to an intra-station move into PPV housing.

I acknowledge that I have read and understand the above information concerning my entitlement to the intra-station move policy.

Print Name

Date

Signature

SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE	
PRIVACY ACT STATEMENT	
<p>Authority: 10 U.S.C. § 5013, 10 U.S.C. § 5041, 10 U.S.C. § 2831, DoD 4165.63-M and E.O. 9397.</p> <p>Principle Purposes: To determine an individual's eligibility for Navy housing; including privatized housing.</p> <p>Routine Uses: Used by region and installation housing office personnel to determine eligibility for Navy housing and by private partners who operate privatized Navy housing for management and operational purposes.</p> <p>Disclosure: Voluntary; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing.</p>	
<p>POLICY STATEMENT: In accordance with OPNAVINST 1752.3, to the maximum extent permitted by law or otherwise waived by Commander, Navy Installations Command or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.</p>	
<p>Sex Offender Definition: Any person convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA) (42 U.S.C. §§ 16901-16962).</p>	
NOTICE OF REQUIREMENT TO DISCLOSE	
1. Military sponsors requesting assignment to Navy owned, leased or privatized housing are required to sign this acknowledgment and disclosure form.	INITIAL
2. Occupancy of Navy owned, leased or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or live-in aide residing in the home is a sex offender.	
3. Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased or privatized housing.	
4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased or privatized housing, may be barred from the installation, and/or may be evicted. If eviction occurs you may be responsible for all relocation expenses.	
5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supports SJA/OGC offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days.	
6. Anyone found to have falsely certified this Acknowledgment shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses.	
7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Region Commander via the military sponsor's chain of command.	
<p>CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C § 1001 and/or the Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.</p>	
Signature	
Date	
Print Name	
Command	

NAS JRB New Orleans
Housing Application Package for Civilians



301 Russell Ave
New Orleans, LA 70143

(504) 678-3280
DSN: 678
Fax: (504) 678-9565

01 November 2018

DIRECTIONS FOR HOUSING PACKAGE

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Housing is located at two distinct locations, NAS JRB New Orleans in Belle Chasse and Village at Federal City in Algiers.

Return your Housing Package to William.c.stevens1@navy.mil or NewOrleans_Housing@navy.mil.

For more information on Public Private Venture (PPV) Housing, contact NAS JRB New Orleans at 855-251-3900 or Village at Federal City at 504-364-9433.

NAS JRB New Orleans Housing Application Checklist

After you have reviewed and understand all information included in the “Housing Referral Package”, please sign and complete each document requiring your signature and return via email, fax, or hand carry to the Navy Housing Office for submission.

Navy Housing will consider your application incomplete until we have received all the items listed below:

- Housing Application (DD Form 1746)
- DD Form 1746 Addendum (Pets)
- Pet Policy
- Information Release Form
- Unexpected Danger in Your Home
- Sex Offender Disclosure
- Copy of DD214 (retired military/reservist)
- Copy of SF 50 or PCS Orders (DoD Civilian)

Please pay special attention to the following blocks on the DD Form 1746, Application for Assignment to Housing:

Block 14e – report date is very important

Block 18 – Date housing is needed

Block 21 – please place your email address and additional phone numbers

The Navy Housing Service Center is the only housing services providers in the New Orleans metropolitan area. Regardless of your service affiliation, we serve all branches of the military.

APPLICATION FOR ASSIGNMENT TO HOUSING	
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 5 USC 5511 & 5912.</p> <p>PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements.</p> <p>ROUTINE USE: None.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.</p>	
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<p>1. TYPE SERVICE DESIRED</p> <p>Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.</p> <p>Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.</p>	<p>SECTION III - DEPENDENT DATA</p> <p>15. DEPENDENTS RESIDING WITH ME</p> <p>a. through d. List requested data for all authorized dependents who will be residing with you.</p> <p>e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.</p>
<p>SECTION I - APPLICANT INFORMATION</p> <p>5. DOD COMPONENT</p> <p>Army, Navy, Air Force, etc.</p> <p>6. ADDRESS</p> <p>Enter complete current address (street number and name, apartment number, city, state/country and the 9-digit ZIP code).</p> <p>12. INSTALLATION/ORGANIZATION TRANSFERRED FROM</p> <p>Enter the name of the installation you transferred from.</p> <p>13. INSTALLATION/ORGANIZATION TRANSFERRED TO</p> <p>Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.</p> <p>SECTION II - MILITARY CAREER INFORMATION</p> <p>14. DATES (Military Applications/Military Spouse Only)</p> <p>Enter dates in order of YYMMDD. (May 17, 1993, would be entered as 930517).</p> <p>a. Enter the date your current rate/rank was effective.</p> <p>b. Enter your active duty service computation date.</p> <p>c. Enter the time (in months) that you have remaining on active duty.</p> <p>d. Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.</p> <p>e. Enter your official report date (from your PCS orders).</p> <p>f. Enter your estimated arrival date.</p>	<p>SECTION IV - HOUSING DATA</p> <p>16 - 21. Self-explanatory.</p> <p>22. SIGNATURE</p> <p>The applicant must sign the DD Form 1746.</p> <p>23. DATE SUBMITTED</p> <p>Enter the date the application was submitted to the Housing Office.</p> <p>SECTION V - DISPOSITION (To be completed by the Housing Office)</p> <p>24. MILITARY HOUSING</p> <p>a. Application Received. Enter the year, month, day and time the application was received in the Housing Office.</p> <p>b. Application Effective. Enter the date of change of duty station (Line 14d) or other date that will be the effective (control) date.</p> <p>c. DD Form 1747 Provided. Enter the date that the DD Form 1747 was sent to the military applicant.</p> <p>d. Housing Availability. Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.</p> <p>e. Applicant Placed on Waiting List. Enter the identification of the assignment waiting list(s) to which the applicant is placed.</p> <p>f. Effective Placement. The effective date and time of the applicant's placement on the list(s).</p> <p>g. Bedrooms Requirement. Enter the number of bedrooms required, based on dependent data in Item 15.</p> <p>h. Date Unit Assigned. Enter the date the unit was assigned.</p>

DD 1746 Addendum (2)

Please complete the form below completely, if you do not have a pet, please place 0 in the number of pets below. This form must be completed in its entirety.

Number of Pets _____

Pet # 1

Pet #2

Pet Type: Bird Cat Dog Other _____

Pet Type: Bird Cat Dog Other _____

Pet Name: _____

Pet Name: _____

Weight: _____

Weight: _____

Breed: _____

Breed: _____

Color: _____

Color: _____

Birth Year: _____

Birth Year: _____

Gender: Female Male

Gender: Female Male

Rabies Tag #: _____

Rabies Tag #: _____

Tag Expiration: _____

Tag Expiration: _____

Microchip #: _____

Microchip #: _____

Certified SERVICE Animal: Yes No

Certified SERVICE Animal: Yes No

.....
ALLOWED: Dogs, cats, small caged birds and tropical fish. Terrarium pets shall be limited to turtles, frogs, and lizards, whose mature size is not larger than would fit within the palm of adult resident's hand. No snakes, spiders, ferrets or any exotic pets.

MAXIMUM ALLOWED: Two pets. Bird cage, fish tank or terrarium counts as one pet. Fish tanks and terrariums may not be larger than twenty (20) gallons.

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Applicant's Signature

Date



INSTALLATION: _____
PHONE: _____
FAX: _____
EMAIL: _____
WEBSITE: _____

Information Release

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☐ I, _____ (Service member) DO NOT give permission for the Navy Housing Service Center to share my contact and housing information, including PII, with _____ (the privatization partner) at _____ (installation) for the following reasons: _____

Service Member Name: _____

X

Service Member Signature

Date

FOR OFFICE USE ONLY

If not completed in person:

Permission received: ☐ Over the Phone ☐ By Email ☐ Other: _____

Counselor Name: _____

X

Counselor Signature

Date

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 2851, Military Family Housing Management Account; DoD 4165.63-M, DoD Housing Management.

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UNEXPECTED DANGER IN YOUR HOME?

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Pull cords, Looped Bead Chains or Nylon Cords, Inner Cords of Roman Shades and Lifting Loops of Roll-up Blinds are all safety hazards.

CPSC offers the following safety tips to prevent deaths and injuries associated with window covering cords:

- **Examine all shades and blinds in the home.** Use only cordless window coverings with no accessible cords in front, side or back of blinds. Repair or replace blinds, shades and draperies manufactured before 2001 that have pull cords ending in a loop that are the cause for risk of strangulation.
- Move all cribs, beds, toys or furniture away from windows and window cords because children can climb on them and gain access to the cords.
- Make cords inaccessible. Make sure tasseled pull cords are short and continuous loop cords are permanently anchored to the floor or wall.
- If the window shade has looped bead chains or nylon cords, install tension devices to keep the cord taut.
- Lock cords into position whenever horizontal blinds or shades are lowered, including when they come to rest on a windowsill.

Consumers can receive a free repair kit from the Window Covering Safety Council's website at <http://www.windowcoverings.org> or by calling (800) 506-4636. You may also visit www.cpsc.gov to learn more about window covering safety.

Signature

Date

SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE	
PRIVACY ACT STATEMENT	
<p>Authority: 10 U.S.C. § 5013, 10 U.S.C. § 5041, 10 U.S.C. § 2831, DoD 4165.63-M and E.O. 9397.</p> <p>Principle Purposes: To determine an individual's eligibility for Navy housing; including privatized housing.</p> <p>Routine Uses: Used by region and installation housing office personnel to determine eligibility for Navy housing and by private partners who operate privatized Navy housing for management and operational purposes.</p> <p>Disclosure: Voluntary; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing.</p>	
<p>POLICY STATEMENT: In accordance with OPNAVINST 1752.3, to the maximum extent permitted by law or otherwise waived by Commander, Navy Installations Command or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.</p>	
<p>Sex Offender Definition: Any person convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA) (42 U.S.C. §§ 16901-16962).</p>	
NOTICE OF REQUIREMENT TO DISCLOSE	
1. Military sponsors requesting assignment to Navy owned, leased or privatized housing are required to sign this acknowledgment and disclosure form.	INITIAL
2. Occupancy of Navy owned, leased or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or live-in aide residing in the home is a sex offender.	
3. Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased or privatized housing.	
4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased or privatized housing, may be barred from the installation, and/or may be evicted. If eviction occurs you may be responsible for all relocation expenses.	
5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supports SJA/OGC offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days.	
6. Anyone found to have falsely certified this Acknowledgment shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses.	
7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Region Commander via the military sponsor's chain of command.	
<p>CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C § 1001 and/or the Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.</p>	
Signature	
Date	
Print Name	
Command	