



DEPARTMENT OF THE AIR FORCE
305TH CIVIL ENGINEER SQUADRON (AMC)

MEMORANDUM FOR HOUSING RESIDENT

FROM: 305 CES/CCHP

SUBJECT: Privacy Act Release

1. The Application for Assignment to Housing, DD Form 1746, that you signed to request family housing at McGuire AFB, authorized the Air Force to maintain records of your occupancy. In addition to the Application, those records may include supporting documentation such as, but not limited to, marriage certificate(s), birth certificate(s), divorce decree(s), yard violation notice(s), complaint(s), special request(s): (i.e. out-of-turn assignment, operating a home-based business, permission for other personnel to reside in the facility); etc. The McGuire AFB Housing Office has also maintained a facility file in your name which also contains privacy act information. The file documents work that was performed at your residence, installed appliance data, etc. The forms used in this process contain your name, address, duty and home phone number. Some or all of this information may be in electronic format or in an Air Force approved database. These records contain information useful to United Communities, the McGuire AFB/Fort Dix privatized housing project owner, in establishing their occupancy and facility records.
2. The Privacy Act of 1974 prohibits any department or agency of the Federal Government from releasing any personal information about an individual without that individual's written permission. Although, these records contain useful information, they may also contain information that is unrelated to occupancy and facility records. It may be in your best interest to carefully review these records prior to authorizing their release.
3. Your signature on this letter is voluntary and would authorize the Air Force to transfer your occupancy and facility files, in total, to United Communities and/or any property management company hired by United Communities to manage the McGuire AFB/Fort Dix housing privatization project. If you do not authorize the transfer of your privacy act information, you may be required to provide similar or duplicate information to United Communities and/or its property manager.

HOUSING RESIDENT'S SIGNATURE

HOUSING RESIDENT'S MAILING ADDRESS