



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 55TH WING (ACC)
OFFUTT AIR FORCE BASE NEBRASKA

JAN 19 2011

MEMORANDUM FOR ALL HOUSING RESIDENTS

FROM: 55 WG/CC
205 Looking Glass Ave, Ste 121
Offutt AFB NE 68113-3130

SUBJECT: Mandatory - Sex Offender Disclosure and Acknowledgement

1. Air Force Guidance Memorandum, Sex Offenders in Military, Government-Managed (including unaccompanied) and Privatized Housing requires disclosure processes for persons assigned to or applying for housing who are sex offenders or who intend to have dependents who are sex offenders reside with them.
2. The Housing Management Office and the privatized housing property manager must ensure military and civilian housing applicants disclose all names of persons who will reside in the home and disclose if they are a sex offender and registered, or required to register on the National Sex Offender Public website maintained by the United States Department of Justice and the State Sex Offender Registry. To ensure all residents in privatized and unaccompanied housing comply with the requirements the attached Sex Offender Disclosure and Acknowledgement (AF Form 4422) must be completed by all current housing residents and by everyone applying for housing. This disclosure notifies members and applicants of sex offender requirements and policies, and documents sex offender status of each prospective and current resident. A member or housing applicant who discloses that he/she or another prospective resident of his or her home is a sex offender must provide required documentation, when requested, in order that appropriate actions could be taken based on results of disclosure.
3. I ask for your full cooperation in completing this required disclosure form immediately. Request you complete and sign the attached AF Form 4422, and return to the Housing Management/Rising View Leasing Office not later than 15 February 2011. A failure to respond may result in eviction and/or barment from Offutt AFB. If you have any further questions, please contact Mrs. Ruth Rodriguez, Capital Asset Management Element Chief, at 294-6242.

JOHN N.T. SHANAHAN
Brigadier General, USAF
Commander

Attachment:
Sex Offender Disclosure and Acknowledgement (DD Form 4422)

The Sun Never Sets on the Fightin' Fifty-Fifth