**LEGEND:**

**SM RESPONSIBILITY**

- SM is housed. (END)
- SM accepts the offer and returns to FHO for issuance of Certificate of Non- Availability (CNA) for TLA purposes.
- SM reports to FHO to schedule an appointment to pick-up temporary loaner furniture because HHG’s have arrived on island. (END)
- SM reports to unit, IPAC/Admin (for Navy) to obtain reporting endorsement or command sponsorship letter and TLA office for briefing and counseling.
- SM submits housing application, DD1746, Privacy Act Information Letter, Registered Sex Offender Policy Acknowledgement & Disclosure, Statement of Understanding, and Orders.
- SM submits housing application, DD1746, and Orders to Family Housing Office (FHO) via USPS, email, FHO general mailbox, or fax.
- SM returns to FHO for Off-Base Housing Services, if needed. Otherwise, SM provides PPV Partner with copy of off-base lease to remain on the waiting list; selects a Neighborhood of Choice (NOC); and waits for PPV Partner to contact SM with final offer at least 30 days before lease ends. (END)

**FHO RESPONSIBILITY**

- FHO receives all documents via USPS, email, FHO general mailbox, or fax.
- FHO sends SM a confirmation of receipt/welcome email.
- FHO receives documents and sends SM a confirmation of receipt/welcome email.
- SM reports to FHO with reporting endorsement/command sponsorship letter to receive Off-Base Housing Services.
- SM reports to FHO for Check-In Brief, provide reporting endorsement, update dependency information, and acknowledgment of the Plain Language Brief (PLB) for PPV
- SM submits housing application, DD1746, and Orders to Family Housing Office (FHO) via USPS, email, FHO general mailbox, or fax.
- FHO receives all documents via USPS, email, FHO general mailbox, or fax.
- Family Housing Office (FHO) receives all documents via USPS, email, FHO general mailbox, or fax.
- SM submits housing application, DD1746, Privacy Act Information Letter, Registered Sex Offender Policy Acknowledgement & Disclosure, Statement of Understanding, and Orders.
- SM receives web/PCS orders to Hawaii.
- SM contacts FHO to schedule an appointment to pick-up temporary loaner furniture because HHG’s have arrived on island.
- SM reports to FHO for Check-In Brief, provide reporting endorsement, update dependency information, and acknowledgment of the Plain Language Brief (PLB) for PPV
- Completed housing application is referred to the PPV Partner for placement on the waitlist.
- SM accepts the offer and returns to FHO for issuance of Certificate of Non-Availability (CNA) for TLA purposes.
- SM reports to unit, IPAC/Admin (for Navy), to obtain reporting endorsement or command sponsorship letter and TLA office for briefing and counseling.
- Family Housing Office (FHO) receives all documents via USPS, email, FHO general mailbox, or fax.
- SM reports to FHO for issuance of Certificate of Non-Availability (CNA) for TLA purposes.
- SM reports to FHO for Issuance of Certificate of Non-Availability (CNA) for TLA purposes.
- SM reports to FHO for Issuance of Certificate of Non-Availability (CNA) for TLA purposes.
- SM submits housing application, DD1746, Privacy Act Information Letter, Registered Sex Offender Policy Acknowledgement & Disclosure, Statement of Understanding, and Orders.