

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instruction on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-AR-01-15</i>	DATE RECEIVED <i>11-28-2000</i>
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. TOTAL ARMY PERSONNEL COMMAND		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER PATRICIA R. MARTIN	5. TELEPHONE (703) 806-3171	DATE <i>4-25-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u> 2 </u> pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>22 Nov 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE DIRECTOR, RECORDS MANAGEMENT DIVISION	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><u>Housing Operation Management System (HOMES)</u></p> <p>Background and Additional Information. The HOMES is a Standard Army Management Information System (STAMIS). HOMES is used Army-wide. The HOMES program automates guidelines from AR 210-50, Housing Management, 1 September 1997. HOMES was developed to provide a fully interactive automated system to support the day-to-day functions that the installation/community and MACOM Housing Management Offices perform. HOMES reflects the accountability of on-post housing, off-post housing, unaccompanied personnel housing (UPH) and inventory management of housing furnishings and equipment. HOMES application makes information available immediately to both management and staff personnel who require the data to accomplish the housing mission. Records are retrieved by inputting the individual's surname and/or Social Security number. The data in the HOMES database can be overwritten or flagged invalid when no longer needed.</p> <p>The System's Inputs are Facility/Dwelling Unit Records (On-Post), Facility/Dwelling Unit Records (off-Post), Customer Housing Application, and Inventory Management. Inputs are scheduled under the following File Numbers (FN); 210-50a, Installation housing files; 210-50j, Housing referral services; 210-50m, Certificates of eligibility; 210-5n, Furnishings, equipment inventory, and management files; 210-50v, Offpost housing complaints and investigations.</p> <p style="text-align: center;"><i>Agency, NR, no new</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>The System's Outputs are Customer Reports Listing, Dwelling Unit Reports/Listings, Summary Reports Listing, Miscellaneous Reports Listing, Furnishings Reports Listing and Purge Report Listing. Housing Offices world-wide routinely generate customer housing applications, housing waiting lists assignment orders, amended assignment orders, termination of assignment orders, Temporary Lodging Allowance (TLA) and the data there of.</p> <p>The System's Outputs are scheduled under the following File Numbers (FN); 210-50a, Installation housing files; 210-50b, Real property utilization files; 210-50c, Leased Bachelor Housing; 210-50d, Building maintenance files; 210-50e, Installation troop housing files; 210-50h, Family housing leasing files; 210-50j, Housing referral services; 210-50m, Certificates of eligibility; 210-50n, Furnishings, equipment inventory, and management files; 210-50p, Family housing maintenance, repair, incidental improvement, and minor construction projects; 210-50q, Family housing new construction and line item improvements; 210-50r, Family housing project status reports; 210-50s, Quarters terminations; 210-50v, Offpost housing complaints and investigations; 18-107a, Machine listings; and 725-50i, Requisition registers.</p> <p>Note: Use FN 25-1lll, Automated System Administrative reports, 25-1mmm for Automated System Documentation and Specifications, and 25-1nnn, Backup of Files.</p> <p>FN: 210-50y Title: Housing Operations Management System (HOMES) master file Authority: TBD Privacy Act: A210-50CE Description: HOMES is a fully interactive automated system to support the day-to-day functions that the installation/community and MACOM Housing Management Offices perform. HOMES automatically accomplishes the record-keeping functions of on-post, off-post, unaccompanied personnel housing (UPH) and inventory management of housing furnishings and equipment. HOMES application makes information available immediately to both management and staff personnel who require the data to accomplish the housing mission. Records are retrieved by inputting the individual's surname and/or Social Security number. The data in the HOMES database can be overwritten or flagged invalid when no longer needed. Disposition: Code TE10. Event is when the individual is transferred to another duty station or separated from active duty, whichever is applicable. Delete individual record 10 years after the event occurs.</p>		