

**BY ORDER OF THE COMMANDER  
ROBINS AIR FORCE BASE**



**AIR FORCE INSTRUCTION 32-6001  
ROBINS AIR FORCE BASE  
Supplement  
8 DECEMBER 2014  
Certified Current On 15 September 2015  
Civil Engineering  
FAMILY HOUSING MANAGEMENT**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction aligns with Air Force Publishing Directive (AFI) 32-6001, Family Housing Management. It establishes and defines procedures and responsibilities for identifying key and mission essential positions at Robins Air Force Base (AFB). It applies to all persons designated as key and essential and establishes responsibilities for Hunt Military Family Housing as the Privatized Owner, 78<sup>th</sup> Civil Engineer Group (CEG), and the Housing Management Office (HMO). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

This publication is substantially revised and must be completely reviewed. It establishes the Air Force key and mission essential positions at Warner Robins Air Logistics Complex (WR-ALC). Key and essential positions are designated when there is a compelling need for a member in that position to live on-base.

**2.20. (Added-ROBINSAFB) Key and Essential (K&E) and Command Housing Positions**

2.20.1. **(Added-ROBINSAFB)** Incumbents of certain key and essential positions known as Command Positions are required to reside in specific privatized homes as a matter of military necessity or as a condition of employment. The positions are identified by the Installation Commander (Attachment 2).

2.20.2. **(Added-ROBINSAFB)** The Installation Commander determines those positions considered as key and essential (Attachment 7). Although specific homes are not designated for these positions, certain areas or groups of homes may be reserved for them as determined by the Housing Management Office (HMO). Homes reserved for key and essential will not be held vacant greater than 90 days in anticipation of their arrival. Hunt Military Communities will work closely with the HMO with regard to key and essential personnel and will accept rent at the Basic Allowance for Housing (BAH) "without dependent" rate less a utility allowance should the individual be drawing BAH at the without rate. Key and essential Personnel who do not have a home available for them upon arrival to the base will move to the top of the appropriate waiting list. Occupancy of an identified General Officer Home by any resident other than a General Officer must be approved by the Installation Commander.

CHRISTOPHER D. HILL, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORT INFORMATION**

***References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 32-6001, *Family Housing Management*, 21 August 2006

AFI 32-6003, *General Officer Quarters*, 26 April 2006

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**CE**—Civil Engineer

**CCM**—Command Chief Master Sergeant

**GOH**—General Officer Homes

**K&E**—Key and Essential

**OPR**—Office of Primary Responsibility

**PH**—Privatized Housing

## Attachment 7 (Added-ROBNSAFB)

## COMMAND POSITIONS

Figure A7.1. Command Positions

<b>POSITION</b>	<b>RANK</b>	<b>QUARTERS</b>
Vice Commander, AFRC	0-8	402 Starlifter Way (GOH)
Commander, Complex	0-7	400 Starlifter Way (GOH)
Commander, 78 ABW/Installation	0-6	505 Strike Eagle Drive
* Vice Commander, 78 ABW	0-6	415 Starlifter Way
DCM, WR-ALC	0-6	410 Officers Circle West
Commander, 461 ACW	0-6	404 Starlifter Way
Vice Commander, 461 ACW	0-6	508 Strike Eagle
Command Chief, HQ AFRC	E-9	627 Galaxy Court
Command Chief, 78 ABW	E-9	637 Thunderbird Alley
Command Chief, 461 ACW	E-9	639 Thunderbird Alley
<b>* Vice Commander, 78 ABW resides Off Base until retirement</b>		
<b>KEY AND ESSENTIAL POSITIONS</b>		
<b>POSITION</b>	<b>RANK</b>	
Commander, 78 MSG	Colonel	
Commander, 78 MDG	Colonel	
Commander, 78 AMDS	Colonel	
Commander, 402 AMXG	Colonel	
Commander, 5CCG	Colonel	
Commander, 461 O/G	Colonel	
Commander, 461 MXG	Colonel	
Commander, AFLCMC	Colonel	
Commander, 78 LRS	Lt Colonel	
Commander, 78 SFS	Lt Colonel	
Commander, 78 MDOS	Lt Colonel	
Commander, 78 MDSS	Lt Colonel	
Commander, 78 DS	Lt Colonel	
Commander, 78 CPTS	Major	