

**BY ORDER OF THE COMMANDER
97TH AIR MOBILITY WING (AETC)**



**ALTUS AIR FORCE BASE
INSTRUCTION 32-6000,
Supplement 1**

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Civil Engineer

HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Housing Management, 7 June 2016

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This publication implements Air Force Policy Directive (AFPD) 32-60, *Housing*, 25 January 2021 and AFI 32-6000, *Housing Management*, 18 March 2020. It identifies key and essential (K&E) positions for the 97th Air Mobility Wing and applies to members assigned to those positions. It expounds the requirements of AFI 32-6000, Para 2.10 Key and Essential (K&E) and Special Command Positions (SCP). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route the AF Form 847 from the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instructions (AFI) 33-360, *Publications and Forms Management*, 1 December 2015, **Table 1.1** for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020 and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

The numerical designation of the source publication changed as well as some content to mirror the verbiage from the new AFI 32-6000. This supplement was revised to reflect the change.

1. Overview. As required by AFI 32-6000, *Housing Management*, personnel assigned to K&E, command, or special command positions (SCP) will be required to reside on the installation due to military necessity, operational requirements, and as a condition of employment or assuming the position. These positions are identified by the Installation Commander. See **Table 3.1**.

2. Responsibilities. Altus AFB housing is privatized. The governing privatized housing transaction document, "AETC Group I Rental Rate Management Plan, para 2.2.3.1, Key and Essential (K&E) Personnel," provides for the accommodation of K&E positions.

3. Key and Essential Personnel. The following positions as listed in **Table 3.1** are designated as K&E. As such, members assigned to these positions shall receive priority access to on-base privatized housing quarters when space allows in designated units.

Table 3. 1

Key and Essential - Designated Quarters	
Position	Address
97 AMW/CC	#25 Anderson Avenue
97 AMW/CV	#26 Anderson Avenue
97 AMW/CCC	#1 Kingsley Circle
97 MDG/CC	#22 Anderson Avenue
97 OG/CC	#23 Anderson Avenue
97 MSG/CC	#24 Anderson Avenue
Sq/CC or Gp/CD	#19 Anderson Avenue
Sq/CC or Gp/CD	#20 Anderson Avenue
Sq/CC or Gp/CD	#21 Anderson Avenue

Reference: Transaction Documents - Rental Rate Management Plan Sec. 2.2.3.1.

The Installation Commander determines which positions are considered Key and Essential (K&E). Incumbents of certain K&E positions are required to reside in specific privatized housing units ("designated quarters") as a matter of military necessity or as a condition of employment. The positions are identified by the Government and usually include the Wing Commander, Vice Wing Commander and Command Chief Master Sergeant.

Reference: AFI 32-6000, Housing Management

2.10. Key and Essential, Command Position, and Special Command Positions. Personnel assigned to K&E, command, or special command positions will be required to reside on the installation due to military necessity, operational requirements, and as a condition of employment or assuming the position. The Commander identifies K&E, command and SCP positions in an installation supplement to this instruction. (T-1)

2.10.1. Non-SCP command positions include commanders, deputy commanders, and command chief master sergeants at MAJCOM, Numbered Air Force, center, wing, and installation group level. MAJCOM/CC may authorize additional command positions. Authority may not be delegated below MAJCOM/CC.

Reference: Transaction Documents - Rental Rate Management Plan Sec. 2.2.3.1.

2.10.2. Special Command Positions are designated by OSD and incumbents in these positions represent the interests of the United States in official and social activities involving foreign or domestic dignitaries, high-ranking government or military officials, and outstanding members of the business, industrial, labor, scientific, and academic communities.

2.10.3. K&E and Command housing may be held vacant for 90 days pending the arrival of incumbent. AFCEC/CI is the approval authority for vacancies beyond 90 days.

2.10.4. When housing is not immediately available, incumbents of K&E, command or SCPs are placed at the top of the appropriate waiting list to include the freeze zone; do not displace members with a firm housing commitment.

2.10.5. The Commander may waive the requirement for an incumbent of a K&E, command or SCP to reside on the installation under the following conditions:

2.10.5.1. Adequate FH is not available, or will not be available, to meet incumbent's family size and composition.

2.10.5.2. The only suitable, adequate FH for incumbent is geographically separated from the installation at which the K&E position is assigned.

2.10.5.3. The incumbent owns or is purchasing housing in the local community at the time of assignment to the position. Incumbents with this waiver who subsequently apply for government housing are placed on the waiting list, compete with other members in their grade and bedroom category, and are not given priority assignment.

4. IMT's Adopted/Prescribed: None.

BLAINE L. BAKER, Colonel, USAF
Commander, 97th Air Mobility Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFDP 32-60, *Housing*, 25 January 2021

AFI 32-6000, *Housing Management*, 18 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AETC Group 1 Privatized Housing Transaction Documents, *Rental Rate Management Plan*

Prescribed Forms

AF Form 673, *Air Force Publication/Form Action Request*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

FH—Family Housing

OSD—Office of the Secretary of Defense

SCP—Special Command Positions

Terms

Installation Commander—The senior commander at an installation responsible for all housing at the installation, referred to as the Commander.

Key and Essential (K&E) Personnel—Members with duties requiring their immediate availability on an installation because of military necessity or operational requirements, as determined by the Installation Commander.

Figure 1

MAP OF DESIGNATED HOUSING FOR K&E PERSONNEL

