

**BY ORDER OF THE COMMANDER
JOINT BASE LANGLEY-EUSTIS**



AIR FORCE INSTRUCTION 32-6001

**JOINT BASE LANGLEY-EUSTIS
Supplement**

10 FEBRUARY 2020

Civil Engineering

FAMILY HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 633 CES/CEIH

Certified by: 633 ABW/CC
(Col Clinton A. Ross)

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This supplement implements and extends the guidance of **AIR FORCE INSTRUCTION 32-6001 FAMILY HOUSING MANAGEMENT**.

AFI 32-6001, 20 August 2006 is supplemented as follows. This Joint Base Langley-Eustis (JBLE-Langley) Supplement to AFI 32-6001 defines Key and Essential (K&E) positions and housing requirements for JBLE-Langley. This supplement applies to active duty incumbents of K&E positions identified by the 633 ABW/CC. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR).

2.20.1.1. **Background.**

2.20.1.1.1. Key and Essential (K&E) Command and Special Command Positions (SCPs): Personnel in these positions are required to respond to continual operation requirements or emergencies and off-base residency would adversely impact installation readiness, safety and security or health and welfare of the base population.

2.20.1.2. **Roles and Responsibilities.**

2.20.1.2.1. The Installation Commander, 633d Air Base Wing, and the Commander, Air Combat Command (COMACC) may require K&E personnel, including incumbents of command positions, to reside on the installation as a condition of employment. 633 ABW/CC and COMACC should strictly limit K&E positions to those necessary to reside on the installation to perform their mission.

2.20.2.1. **Designated Housing Units.** The Housing units that are specifically designated by position are published in the Privatized Housing Transaction Documents, Rental Rate Management Plan.

2.20.3.1. **Holding Housing Units.** K&E and command housing may be held vacant for 90 days pending arrival of incumbent if approved by the Privatized Housing (PH) Project Owner (PO).

2.20.4.4. **K&E List.** Identified K&E positions will be maintained by the 633 CES and will be coordinated/updated annually with all stakeholders. All K&E identified personnel are required to reside in main base housing unless exempted in writing. K&E personnel desiring to live off base must submit a written request for a waiver through the 633 CES/CEIH to the 633 ABW/CC for approval (see [Attachment 2](#)).

2.20.4.5. **K&E Waivers.** The 633 ABW/CC may waive the requirement for an incumbent of a designated position to reside on the installation under the following conditions:

2.20.4.5.1. Adequate Family Housing (FH) on main base is not or will not be available to meet incumbent's family size and composition, or housing is geographically separated from the installation and is the only suitable housing available.

2.20.5.1. **K&E Position Additions/Deletions.** If a position needs to be added or removed from the JBLE-Langley K&E list, submit a memo through the 633 CES/CC to the 633 ABW/CV for approval (see [Attachment 3](#)).

CLINTON A. ROSS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 32-6001, *Family Housing Management*, 15 Oct 19

AFMAN 33-363, *Management of Records*, 01 March 2008

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System RDS-Records Disposition schedule

COMACC—Commander of Air Combat Command

FH—Family Housing

IAW—In accordance with

K&E—Key & Essential

MAJCOM—Major Command

OPR—Office of Primary Responsibility

SCP—Special Command Position

Attachment 2

WAIVER FOR KEY AND ESSENTIAL PERSONNEL TO RESIDE OFF-BASE

Figure A2.1. Waiver for Key and Essential Personnel to Reside Off-Base.

MEMORANDUM FOR 633 CES/CC

FROM: Requesting member office symbol/name

SUBJECT: Waiver for Key and Essential (K&E) Personnel to Reside Off-Base

1. I am requesting a waiver to reside off-base for the following reason:

____AFI 32-6001, Paragraph 2.20.4.3.1. Adequate Family Housing (FH) is not or will not be available to meet incumbent's family size and composition, or housing is geographically separated from the installation and is the only suitable housing available.

____AFI 32-6001, Paragraph 2.20.4.3.2. The incumbent owns or is purchasing housing in the local community at the time of assignment to the K&E position.

2. I understand that this waiver must be completed and signed by my respective commander and submitted to the Installation Commander through the 633 CES/CEIH.

(Requesting member signature block)
NAME, RANK, SERVICE
Title

1st Ind, Authorizing Commander (office symbol)

Date

MEMORANDUM FOR 633 ABW/CC or CV

Approve/Disapprove dropdown

(Authorizing commander signature block)
NAME, RANK, SERVICE
Title

2d Ind (633 ABW)

Date

MEMORANDUM FOR 633 CES/CEIH

Approve/Disapprove dropdown

NAME, RANK, SERVICE
Commander / Vice Commander

Attachment 3

ADDITION OR DELETION OF KEY AND ESSENTIAL POSITION

Figure A3.1. Addition or Deletion of Key and Essential Position.

MEMORANDUM FOR 633 CES/CC

FROM: Authorizing Commander

SUBJECT: Request to Add/Remove Position from the Key and Essential (K&E) List

1. Request to add or remove the following position from the Key and Essential (K&E) list:

Full position title/office symbol

2. Justification for request to add/remove position.

3. If you have any questions, please contact name, office symbol, phone, email.

(Signature of authorizing commander)

NAME, RANK, SERVICE

Title

1st Ind, 633 ABW/CC or CV

Date

MEMORANDUM FOR 633 CES/CEIH

Approve/Disapprove dropdown

NAME, RANK, SERVICE

Commander / Vice Commander