

**BY ORDER OF THE COMMANDER
JOINT BASE MCGUIRE-DIX-
LAKEHURST (AMC)**



AIR FORCE INSTRUCTION

32-6000

**JOINT BASE MCGUIRE-DIX-
LAKEHURST
Supplement**

16 JULY 2021

Civil Engineer

HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 32-6000, *Housing Management*, 19 March 2020 is supplemented as follows.

This instruction aligns with Air Force Instruction (AFI) 32-6000, Housing Management. It establishes and defines procedures and responsibilities for identifying key and mission essential positions at Joint Base McGuire-Dix-Lakehurst. It applies to all persons designated as key and essential and establishes responsibilities for United Communities as the Privatized Owner, 87th Civil Engineer Group (CEG), and the Housing Management Office (HMO). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of 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) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may not be supplemented at any level. Requests for waivers must come through the chain of command from the Commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. The waiver approval authority for

all compliance items within this publication are at Wing Level (Tier T-3). See [Attachment 1](#) for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include : (1) adding designated housing by position in [Table 2.2](#); (2) adding designated housing for 305 AMW/CC and 621 CRW/CC in [Table 2.3](#); (3) adding [Table 2.4](#) with 621 CRG/CD as a new K&E position; (4) moving JB MDL/CD-A and 514 AMW/CC to [Table 2.6](#); (5) changing 87 ORMS/CC to 87 AMDS/CC in [Table 2.7](#); (6) deleting five 174th InfBde positions in [Table 2.8](#); (7) moving ASA/CSM to [Table 2.8](#); (8) deleting Paragraphs [4.5.2.1.4](#) and [4.5.2.1.5](#) due to new AFI; (8) adding [paragraph 2.10.6](#) due to new AFI; and (9) adding [Attachment 2](#). (10) Renumber paragraphs to align with new AFI. Reworded Request Waiver to Reside Off-Base to align with new AFI. (11) Added glossary section and renumbered section 12 Prescribed and Adopted Forms. (12) Removes reference Air Force Manual (AFMAN) 33-363, Management of Records as it does not align with current AFI.

2.10.6. **(Added)** Commanders may assign a member, other than the intended resident, to a designated housing unit. (T-1) Assigned members acknowledge, in writing, they may be required to relocate at government expense to another on-base or off-base housing compatible with their grade and bedroom requirement when the unit is required by designated incumbent.

2.10.6.1. **(Added)** . **K&E Designated Housing Areas at JB MDL.** Mission partner commanders should strictly limit nominations for K&E positions to those necessary to reside on the installation to perform their mission. The Installation Commander establishes a K&E position only when there is a compelling need for a member, based on position, to live on base. For example, the incumbent is required to respond to continual operational requirements or emergencies, or off-base residency would adversely impact the installation readiness, safety, security, or health and welfare of the base population. Listed below in [Tables 2.2, 2.3, and 2.4](#) are housing areas designated for any member within specific groups of K&E positions, and are required to live on the installation.

Table 2.2. General Officer Quarters (GOQ) K&E Designated Housing (Required Housing).

<u>POSITIONS</u>	<u>QUARTERS</u>
USAF Expeditionary Center Commander (USAF EC/CC)	2719
USAF Expeditionary Center Vice Commander (USAF EC/CV)	2717
Joint Base McGuire-Dix-Lakehurst Commander (JB MDL/CC)	2718

Table 2.3. Wing/Brigade Command and Group Command Senior Officer Quarters (SOQ) K&E Designated Housing (Required Housing).

<u>POSITIONS</u>	<u>QUARTERS</u>
305th Air Mobility Wing Commander (305 AMW/CC)	2720
621st Contingency Response Wing Commander (621 CRW/CC)	2740

Table 2.4. Wing/Brigade Command and Group Command Senior Officer Quarters (SOQ) K&E Housing (Required Housing).

<u>POSITIONS</u>	<u>QUARTERS</u>
305th Air Mobility Wing Vice Commander (305 AMW/CV)	2710-2716,
621st Contingency Response Wing Vice Commander (621 CRW/CV)	2721, 2733-
621st Contingency Response Group Deputy Commander (621 CRG/CD)	2739
87th Medical Group Commander (87 MDG/CC)	
87th Mission Support Group Commander (87 MSG/CC)	
87th Civil Engineer Group Commander (87 CEG/CC)	
305th Maintenance Group Commander (305 MXG/CC)	
305th Operations Group Commander (305 OG/CC)	
621st Contingency Response Group Commander (621 CRG/CC)	
USAF Expeditionary Center Expeditionary Operations School Commander (EOS/CC)	
621 st Air Mobility Advisory Group Commander (621 AMAG/CC)	

Table 2.5. Command Chiefs/Command Sergeant Majors (E-9s) K&E Designated Housing Area (Required Housing).

<u>POSITIONS</u>	<u>QUARTERS</u>
USAF Expeditionary Center Command CMSgt (EC/CCC)	3414-3417
87th Air Base Wing Command CMSgt (87 ABW/CCC)	
305th Air Mobility Wing Command CMSgt (305 AMW/CCC)	
621st Contingency Response Wing Command CMSgt (621 CRW/CCC)	

2.10.6.2. (Added) **Additional K&E Positions for JB MDL.** The following positions in Tables 2.6, 2.7, 2.8, and 2.9 are identified as K&E, but are not designated positions and do not require a waiver if the member decides to live off base.

Table 2.6. Senior Officers - McGuire/Dix, Lakehurst.

<u>POSITIONS</u>
Joint Base Deputy Commander, Army (JB MDL/CD-A)
Joint Base Deputy Commander, Navy (JB MDL/CD-N)
2d BDE ROTC Commander
USAF Expeditionary Center Judge Advocate (USAF EC/JA)

Marine Aircraft Group 49 Commander (MAG 49/CO) 174th Infantry Brigade Commander (174 BDE CO) 514th Air Mobility Wing Commander (514 AMW/CC)

Table 2.7. Field Grade Officers - McGuire/Dix, Lakehurst.**POSITIONS**

Army Support Activity-Dix Deputy Commander (ASA-Dix/Deputy CDR) Coast Guard AST Commanding Officer (CG AST/CO) Coast Guard AST Executive Officer (CG AST/XO) MAG-49 Site Lead MAG-49, Operations Officer HMLA-773 (-), Site Commanding Officer HMLA-772 (-), Site Commanding Officer 87th Civil Engineer Squadron Commander (87 CES/CC) 87th Force Support Squadron Commander (87 FSS/CC) 87th Logistics Readiness Squadron Commander (87 LRS/CC) 87th Security Forces Squadron Commander (87 SFS/CC) 87th Aerospace Medicine Squadron Commander (87 AMDS/CC) 87th MDG/SGP (Public Health Emergency Officer) (may be dual-hatted as a Sq/CC) USAF/EC Executive Officer (USAF EC/CCE) 244th Aviation Brigade Executive Officer (244 AVN BDE/XO) 244th Aviation Brigade Operations Officer (244 AVN BDE/S3) 174th Inf Bde, Deputy Commanding Officer 174th Inf Bde, Executive Officer 174th Inf Bde, Operations Officer 305th Operations Support Squadron Commander (305 OSS/CC) 87th Communications Squadron Commander (87 CS/CC) USAF/EC Aide to the Commander 99 RSC Operations Officer / Battle Captain (CGO position)
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Table 2.8. E-9s - McGuire/Dix, Lakehurst.**POSITIONS**

Army Support Activity-Dix CSM (ASA-Dix/CSM) Marine Aircraft Group 49 SGTMAJ (MAG 49/SGM) 174th Infantry Brigade CSM (174 INF BDE/CSM) 514th Air Mobility Wing Command CMSgt (514 AMW/CCC) 244th Aviation Brigade Senior Operations Dix NCO Academy Commandant (CSM)
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Table 2.9. Senior Non-Commissioned Officers – McGuire/Dix, Lakehurst.**POSITIONS**

244 AVN BDE NCOIC (244 AVN BDE/S3)

Table 2.10. Non-Commissioned Officers – McGuire/Dix, Lakehurst.**POSITIONS**

621st CRW Operations Cell NCOIC

2.10.6.3. **(Added)** There is value added to the missions of JB MDL by having members of different services interspersed throughout the different housing areas and neighborhoods; therefore, consideration should be given to ensure that areas do not become service specific.

2.10.6.4. **(Added)** Positions noted in Tables 2.2, 2.3, and 2.4 are required to live on the installation. These K&E personnel must notify the Government Housing Office as soon as they receive orders to the Joint Base if they intend to request a waiver to live off the installation. Incumbents should share this information with their replacements/relief so the expectation is known and understood. Waiver requests (**Attachment 2**) must be approved prior to arrival at the Joint Base to ease household good shipments. Waiver requests must include all pertinent information to justify hardship conditions. The waiver request must also be endorsed by the first O-6 in the requestor's chain of command or first general officer/flag officer for O-6 waivers.

2.10.6.5. **(Added) Single or Unaccompanied Members.** K&E military members who come to the Joint Base unaccompanied (either with dependents living elsewhere or without dependents entirely), are still required to live on the installation. If these unaccompanied members occupy privatized housing, these members will pay the without dependent Basic Allowance for Housing (BAH). Unaccompanied military members who hold positions assigned to designated housing areas must live in those designated areas, choosing a smaller unit is not allowed. Only the Installation Commander can waive their requirement to live on the installation. For officer's senior in rank to the Installation Commander, officer housing determination will be the USAF EC/CC or higher, as appropriate.

2.10.6.6. **(Added) Application for Privatized Family Housing for K&E Personnel.** For planning purposes, personnel who will be filling a K&E position may submit an advance notification and application to the Government Housing Office and the Privatized Housing Office no earlier than 90 days prior to their projected arrival. This application will place them on the waiting list for the category of housing they are authorized. However, the arrival date for K&E positions takes precedence over length of time on the wait list. The first available quarters will go to the earlier K&E arrival, even if they signed up at a later date. The Privatized Housing Office will not offer a lease on a designated housing unit without first receiving approval from the Installation Commander.

2.10.6.7. **(Added)** For designated housing areas, outbound senior leaders should expect to clear the house two weeks prior to Change of Responsibility/Change of Command. Inbound senior leaders should expect to move into the designated housing area on or about the Change of Responsibility/Change of Command date. If the outbound senior leader is retiring, separating, or PCSing, those orders would pay for the move from housing. For general or flag officer senior to Installation Commander, housing determination authority will be the USAF EC/CC or higher, as appropriate.

3.4.12.1.1. **(Added)** Waiting lists will be executed in the following order:

Table 3.1. Waiting Lists.

Designated Unit Areas
Families displaced by Designated Position or ADA unit assignments
K&E Status
Date Arrived Station
Grade
Date of Rank
Length of Service
Date of Birth

3.4.12.1.2. All other subjects, situations or issues not covered under this supplement are outlined in Air Force Instruction AFI 32-6000, *Housing Management*, dated 18 March 2020.

BRIDGET V. GIGLIOTTI, Colonel, USAF
Commander, 87th Air Base Wing

Attachment 1

GLOSSARY OF REFERENCES

References

AFI 32-6000, *Housing Management*

DAFI 33-360 *Publications and Forms Management*

Prescribed Forms:

AF Form 3826, *Quarterly Cost Report for General Officer Quarters*

AF Form 4422, *Sex Offender Disclosure and Acknowledgement*

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms:

Key and essential: (K&E)

Housing Management Office (HMO)

87th Civil Engineer Group (CEG)

Attachment 2

MEMORANDUM FOR 87 ABW/CC

Figure A2.1. (Added) Memorandum for 87 ABW/CC, Part 1.

<p>FROM: _____</p> <p>SUBJECT: Request Waiver to Reside Off-Base*</p> <p>1. State position and request waiver. I'm currently inbound to JB MDL projected to fill the (state position). It is my understanding this position is currently listed in AFI 32-6000 JB MDL Supplement as Key and Essential and I'm required to live on-base. I respectfully request a waiver to this directive.</p> <p>2. Provide justification. I'm requesting a waiver to obtain housing in the local community in lieu of housing located on-base. Approval of this waiver (justification). <i>AFI 32-6000, para 2.10.5. states "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:</i> <i>2.10.5.1. Adequate FH is not available, or will not be available, to meet incumbent's family size and composition.</i> <i>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.</i> <i>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."</i></p> <p>3. Provide contact information. If additional information is required please contact me at (phone number/e-mail).</p> <p style="text-align: center;">Signature</p> <p>1st Ind, (Office symbol for 1st Indorsement Official)</p> <p>MEMORANDUM FOR 87 ABW/CC</p> <p>Request approval of requested waiver to obtain off-base housing. If you have any questions please contact me at (provide contact information).</p> <p style="text-align: center;">Signature</p> <p><i>NOTE: endorsed by the first O-6 in the requestor's chain of command or first general officer/flag officer for O-6 waivers.</i></p>
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Figure A2.2. (Added) Memorandum for 87 ABW/CC, Part 2.

2nd Ind to (Requester office symbol)

87 ABW/CC

MEMORANDUM FOR (Requestor)

Your requested waiver to obtain off-base housing is approved/denied.

BRIDGET V. GIGLIOTTI, Colonel, USAF
Commander

**Waiver requests must be submitted to the Government Housing Office, 787 CES/CEIHH (POC Mrs. Charlotte Oliver). Requests must be approved prior to arrival at the Joint Base to ease household good shipments. Waiver requests must include all pertinent information to justify hardship conditions.*