

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



AIR FORCE INSTRUCTION

32-6001

**JOINT BASE MCGUIRE-DIX-
LAKEHURST
Supplement
24 AUGUST 2023**

Civil Engineer

HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 787 CES/CEIH

Certified by: 87 CEG/CC
(Colonel David A. Jokinen)

Supersedes: AFI32-6000_JBMCGUIRE-DIX-
LAKEHURSTSUP_I 7 October 2022

Pages: 9

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

Changes to this supplement include: (1) revised **paragraph 2.10.6.1** heading to “K&E Positions at JB MDL”; (2) revised sentence in **paragraph 2.10.6.1** to “Listed below in Tables **2.3** and **2.4** are K&E positions with designated quarters. Listed below in **Table 2.5** are K&E positions with a designated housing area, but no designated quarters. Listed below in Tables **2.6**, **2.7**, **2.8**, and **2.9** are K&E positions required to live on the installation, but do not have a designated housing area or designated quarters.”; (3) revised **Table 2.3** heading to “**Table 2.3**. General Officer K&E Designated Quarters (Required Housing)”; (4) in **Table 2.3** assigned USAF Expeditionary Center Commander (USAF EC/CC) to designated home 2718; (5) in **Table 2.3** assigned USAF Expeditionary Center Vice Commander (USAF EC/CV) to designated home 2717; (6) in **Table 2.3** added 99th Readiness Division Commanding General (99 RD/CG) with 2719 as a designated home; (7) revised **Table 2.4** heading to “**Table 2.4**. Wing/Brigade Command and Group Command Senior Officer K&E Designated Quarters (Required Housing)”; (8) relocated Joint Base McGuire-Dix-Lakehurst Commander (JB MDL/CC) to **Table 2.4** and assigned designated home 2716; (9) relocated 174th Infantry Brigade Commander (174 BDE CO) to **Table 2.4** and assigned designated home 2721; (10) relocated 514th Air Mobility Wing Commander (514 AMW/CC) to **Table 2.4** and assigned designated home 2715; (11) relocated Marine Aircraft Group 49 Commander (MAG 49/CO) to **Table 2.4** and assigned designated home 2738; (12) in **Table 2.4** assigned Joint Base Deputy Commander, Army (JB MDL/CD-A) to designated home 2739; (13) deleted the previous **Table 2.5** and renumbered the remaining Tables as 2.5 through 2.9; (14) relocated Army Support Activity-Dix Command Sergeant Major (ASA-Dix/CSM) to **Table 2.5**; (15) added Quarters 3713 in **Table 2.5**; (16) relocated twelve positions from the previous **Table 2.5**. to **Table 2.6**; (17) relocated two positions from the previous **Table 2.7**. to **Table 2.6**; (18) added three new positions to **Table 2.6**.: 99th Readiness Division Operations Officer (99 SNJ/OPS); Naval Reserve Center Commanding Officer (NRC/CO); and New Jersey Army National Guard, G1 (NGNJ/COS); (19) deleted previous **paragraph 2.10.6.2** (no longer required because all K&E positions will require a waiver to reside off base) and renumbered the next five paragraphs as 2.10.6.2. through 2.10.6.6.; (20) deleted five positions as K&E: 514th Operations Group Commander (514 OG/CC); MAG-49 Site Lead; MAG-49, Operations Officer; HMLA-773 (-) Site Commanding Officer; and HMH-772 (-), Site Commanding Officer; and (21) modified the NOTE in **Attachment 2** to read “The waiver request must be endorsed by the first 0-6 in the requestor’s chain of command or wing commander/equivalent for 0-6 waivers.”

2.10.6.1. (Added) K&E Positions at JB MDL. Commanders on the Joint Base 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 when off-base residency would adversely impact the installation readiness, safety, security, or health and welfare of the base population. Listed below in Tables **2.3** and **2.4** are K&E positions with designated quarters. Listed below in **Table 2.5** are K&E positions with a designated housing area, but no designated quarters. Listed below in Tables **2.6**, **2.7**, **2.8**, and **2.9** are K&E positions required to live on the installation, but do not have a designated housing area or designated quarters. The following Quarters in the Scott Plaza housing area are categorized as Senior Officer Quarters and may be assigned to K&E Senior Officers: 5414A, 5414B, 5415A, 5415B, 5416A, and 5416B.

Table 2.3. General Officer K&E Designated Quarters (Required Housing).

<u>POSITIONS</u>	<u>QUARTERS</u>
99 th Readiness Division Commanding General (99 RD/CG)	2719
USAF Expeditionary Center Commander (USAF EC/CC)	2718
USAF Expeditionary Center Vice Commander (USAF EC/CV)	2717

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

<u>POSITIONS</u>	<u>QUARTERS</u>
Joint Base McGuire-Dix-Lakehurst Commander (JB MDL/CC)	2716
174 th Infantry Brigade Commander (174 BDE CO)	2721
305 th Air Mobility Wing Commander (305 AMW/CC)	2720
514 th Air Mobility Wing Commander (514 AMW/CC)	2715
621 st Contingency Response Wing Commander (621 CRW/CC)	2740
Marine Aircraft Group 49 Commander (MAG 49/CO)	2738
Joint Base Deputy Commander, Army (JB MDL/CD-A)	2739
Joint Base Deputy Commander, Navy (JB MDL/CD-N)	424 (Quarters A Lakehurst)
* Installation Commander can waive the requirement to reside in Quarters 424	

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 Chief Master Sergeant (EC/CCC)	3713 - 3717
Army Support Activity-Dix Command Sergeant Major (ASA-Dix/CSM)	
87 th Air Base Wing Command Chief Master Sergeant (87 ABW/CCC)	
305 th Air Mobility Wing Command Chief Master Sergeant (305 AMW/CCC)	
621 st Contingency Response Wing Command Chief Master Sergeant (621 CRW/CCC)	

Table 2.6. Senior Officers - McGuire/Dix, Lakehurst (Required Housing).

<u>POSITIONS</u>
78 th Training Division Deputy Division Commander (78 TD/DCC)
87 th Air Base Wing Vice Commander (87 ABW/CV)
87 th Civil Engineer Group Commander (87 CEG/CC)
87 th Medical Group Commander (87 MDG/CC)
87 th Mission Support Group Commander (87 MSG/CC)
99 th Readiness Division Operations Officer (99 SNJ/OPS)
305 th Air Mobility Wing Vice Commander (305 AMW/CV)
305 th Maintenance Group Commander (305 MXG/CC)
305 th Operations Group Commander (305 OG/CC)
621 st Air Mobility Advisory Group Commander (621 AMAG/CC)

621st Contingency Response Wing Vice Commander (621 CRW/CV) 621st Contingency Response Group Commander (621 CRG/CC) 621st Contingency Response Group Deputy Commander (621 CRG/CD) JB MDL Senior Chaplain (87 ABW/HC) Naval Reserve Center Commanding Officer (NRC/CO) New Jersey Army National Guard, G1 (NGNJ/COS) USAF Expeditionary Center Judge Advocate (USAF EC/JA)
--

Table 2.7. Field Grade Officers - McGuire/Dix, Lakehurst (Required Housing).

<u>POSITIONS</u>
Army Support Activity-Dix Deputy Commander (ASA-Dix/Deputy CDR)
Northeast Army Reserve Intelligence Support Center Battalion Commander (NE ARISC)
Coast Guard AST Commanding Officer (CG AST/CO)
Coast Guard AST Executive Officer (CG AST/XO)
Navy Fleet Readiness Center Reserve Officer-In-Charge (FRCR MW DET MCGUIRE/OIC)
87 th Civil Engineer Squadron Commander (87 CES/CC)
87 th Communications Squadron Commander (87 CS/CC)
87 th Force Support Squadron Commander (87 FSS/CC)
87 th Logistics Readiness Squadron Commander (87 LRS/CC)
87 th Security Forces Squadron Commander (87 SFS/CC)
87 th Civil Engineer Squadron Operations Flight Commander (87 CES/CEO)
87 th Operational Medical Readiness Squadron Commander (87 OMRS/CC)
87 th Medical Group Chief of Aerospace Medicine (87 MDG/SGP) (Public Health Emergency Officer) (may be dual-hatted as a Sq/CC)
USAF Expeditionary Center Executive Officer (USAF EC/CCE)
USAF Expeditionary Center Aide de Camp (USAF EC/CCA)
174 th Infantry Brigade Deputy Commanding Officer (174 DVE/CD)
174 th Infantry Brigade Executive Officer (174 INF BDE/CXO)
174 th Infantry Brigade Operations Officer (174 DVE/COP)
305 th Aircraft Maintenance Squadron Commander (305 AMXS/CC)
305 th Aerial Port Squadron Commander (305 APS/CC)
305 th Maintenance Squadron Commander (305 MXS/CC)
305 th Operations Support Squadron Commander (305 OSS/CC)
305 th Air Mobility Wing Chief of Safety (305 AMW/SE)
605 Aircraft Maintenance Squadron Commander (605 AMXS/CC)
OSI Detachment 307 Commander (AFOSI/DET 307/CC)

Table 2.8. E-9s - McGuire/Dix, Lakehurst (Required Housing).

<u>POSITIONS</u>
Navy Fleet Readiness Center Reserve Senior Enlisted Leader (FRCR MW DET MCGUIRE/SEL)
Marine Aircraft Group 49 Sergeant Major (MAG 49/SGM)
174 th Infantry Brigade Command Sergeant Major (174 INF BDE/CSM)
514 th Air Mobility Wing Command Chief Master Sergeant (514 AMW/CCC)

Dix NCO Academy Commandant (CSM)

Table 2.9. Non-Commissioned Officers – McGuire/Dix, Lakehurst (Required Housing).**POSITIONS**

USAF Expeditionary Center Enlisted Aide (USAF EC/CCEA) 621 st CRW Operations Cell NCOIC (621 CRW/XPO)

2.10.6.2. **(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. However, based on the number of positions that are designated K&E and availability of open units, mission needs will be the determining assignment factor.

2.10.6.3. **(Added)** Positions noted in Tables 2.3 - 2.9 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 wing commander/equivalent for O-6 waivers.

2.10.6.4. **(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. 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.

2.10.6.5. **(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.

2.10.6.6. **(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. 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.

B. WESLEY ADAMS, Colonel, USAF
Commander

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 JB MDL/CC

Figure A2.1.1. (Added) Memorandum for JB MDL/CC, Part 1.

FROM: _____

SUBJECT: Request Waiver to Reside Off-Base*

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.

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).

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:

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 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."

3. **Provide contact information.** If additional information is required, please contact me at (phone number/e-mail).

Signature

1st Ind, (Office symbol for 1st Indorsement Official)
MEMORANDUM FOR JB MDL/CC

Request approval of requested waiver to obtain off-base housing. If you have any questions, please contact me at (provide contact information).

Signature

NOTE: The waiver request must be endorsed by the first 0-6 in the requestor's chain of command or wing commander/equivalent for 0-6 waivers.

Figure A2.2. (Added) Memorandum for JB MDL/CC, Part 2.

2nd Ind to (Requester office symbol)

JB MDL/CC

MEMORANDUM FOR (Requestor)

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

B. WESLEY ADAMS, Colonel, USAF
Commander

**Waiver requests must be submitted to the Government Housing Office, 787 CES/CEIH. 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.*