

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



**AIR FORCE INSTRUCTION 32-6001**

**ROBINS AIR FORCE BASE  
Supplement**

**16 AUGUST 2019**

**Civil Engineer**

**FAMILY HOUSING MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction aligns with Air Force Instruction (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, 78th Civil Engineer Group (CEG), and the Housing Management Office (HMO). 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). 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. Ensure 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 for organizations at Robins AFB. 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-RAFB) Key and Essential (K&E) and Command Housing Positions**

2.20.1. **(Added-RAFB)** 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-RAFB)** The Installation Commander determines those positions considered as key and essential ([Attachment 2](#)). Although specific homes are not designated for these positions, certain areas or groups of homes may be reserved for them as determined by the HMO. Homes reserved for key and essential positions 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. Personnel assigned to key and essential positions 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.

BRIAN R. MOORE, 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***

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**BAH**—Basic Allowance for Housing

**CE**—Civil Engineer

**CEG**—Civil Engineering Group

**CCM**—Command Chief Master Sergeant

**GOH**—General Officer Homes

**HMO**—Housing Management Office

**K&E**—Key and Essential

**OPR**—Office of Primary Responsibility

**PH**—Privatized Housing

**RDS**—Records Disposition Schedule

**Attachment 2 (Added)**  
**COMMAND POSITIONS**

**Figure A2.1. Command Positions.**

<b>POSITION</b>	<b>RANK</b>	<b>QUARTERS</b>
Commander, WR-ALC	O-7	400 Starlifter Way (GOH)
Commander, 78 ABW/Installation	O-6	402 Starlifter Way (GOH)
Commander, 461 ACW	O-6	505 Strike Eagle Drive
(GOH) Vice Commander, 78 ABW	O-6	512 Starlifter Way
Vice Commander, 461 ACW	O-6	503 Strike Eagle Drive
Commander, 78 MSG	O-6	401 Starlifter Way Drive
Command Chief, 78 ABW	E-9	637 Thunderbird Alley
Command Chief, 461 ACW	E-9	639 Thunderbird Alley

**Key and Essential Positions**

<b>POSITION</b>	<b>RANK</b>
Vice Commander, WR-ALC	Colonel
Commander, 78 MDG	Colonel
Commander, 461 OG	Colonel
Commander, 461 MXG	Colonel
Commander, WR/DLA	Colonel
Commander, 78 SFS	Lt Colonel