

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE (AMC)**



AIR FORCE INSTRUCTION

32-6000

**SCOTT AIR FORCE BASE
Supplement**

17 JUNE 2021

Civil Engineer

HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 375 CES/CEIH

Certified by: 375 CES/CC
(Lt Col Paul W. Fredin)

Supersedes: AFI 32-
6001_SCOTTAFBSUP,
24 June 2016

Pages: 5

AFI 32-6000, *Housing Management*, is supplemented as follows: This supplement prescribes policies and procedures for management of the key and essential (K&E) list; outlines responsibilities of unit commanders; and identifies K&E residences. This publication applies to all residents assigned to K&E positions on Scott AFB. This supplement does not apply to the 932d Airlift Wing (AFRES) or the 126th Air Refueling Wing (ANG), except when on active duty orders. Ensure all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, 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 the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

This supplement requires the collection and/or maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013. The applicable Privacy Act SORN(s) F032 AF CE C, *Base Housing Management*, is available at <http://dpcl.d.defense.gov/Privacy/SORNs.aspx>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updating housing assignments for Air Mobility Command (AMC) Deputy Commander, the 18th Air Force (18 AF) Commander, the 375th Air Mobility Wing (AMW) Commander, the 375 AMW Vice-Commander. Unit 158-S is no longer identified for Director of Operations and Plans, United States Transportation Command (USTRANSCOM). The Defense Information Systems Agency (DISA) Global Operations Commander, DISA Global Operations Deputy Commander, the 375th Logistics Readiness Squadron Commander, and the 375th Communications Squadron Commander were added. The 635th Supply Chain Operations Wing (SCOW) Commander was removed.

2.10.8. **(Added)** MAJCOM and tenant commanders will coordinate with 375th Civil Engineer Squadron (CES/CEIH) on the assignment of all quarters for general and senior officer positions designated in this supplement. Additions or deviations must be fully justified, by letter, through the 375 AMW/CC. Unless the waiver provisions of this paragraph apply, when an incumbent of a key position is permitted to reside off base by his or her commander, the position will be considered for deletion from this supplement. Personnel occupying designated positions, who subsequently receive a permanent Change of Assignment (PCA) to a non-designated position, will not normally be required to vacate their assigned set aside house; however, these cases will be decided on an individual basis. Key personnel who do not qualify for general or senior officer quarters will be placed at the top of the appropriate waiting list IAW **Paragraph 2.10.4**.

2.10.9. **(Added)** FH unit 229 is identified for the Commander, USTRANSCOM. Unit 163 is identified for the Commander, AMC. Both are designated (SCP. FH unit 153-E is identified for Commander, 375 AMW; unit 153-W is identified for Vice Commander, 375 AMW; unit 200 is identified for the Commander, 18 AF; unit 201 is identified for the Commander, Surface Deployment and Distribution Command (SDDC); unit 227 is identified for Deputy Commander, AMC; and unit 231 is identified for Deputy Commander, USTRANSCOM.

2.10.10. **(Added)** Incumbents of the following command and key/essential positions will be assigned appropriate quarters from those set aside in paragraphs **2.10.1.4**, **2.10.1.5**, and **2.10.1.6**. All other senior officers will be assigned appropriate family housing units in accordance with their grade and bedroom entitlement. Key personnel who do not qualify for senior officer housing will be placed at the top of the waiting list appropriate to their grade. Priority for assignment will be to command positions first, then to key positions. To the maximum extent possible, incumbents of such positions will be assigned to the designated or set-aside housing units:

Table 2.3. (Added) K&E Personnel Housing Listing.

USTRANSCOM:	Chief of Staff (TCCS) Director of Intelligence (TCJ2) Director of Operations and Plans (TCJ3) Chief of Global Operations Center (USTC/TCJ3-GOC) Director of Strategy, Policy, Programs and Logistics (TCJ5/4) Director of Command, Control Communications, and Computer Systems (TCJ6) Director, Command Surgeon's Office (TCSG) Senior Enlisted Advisor (TCCC-SEA)
-------------	--

AMC:	Director, Operations, Strategic Deterrence and Nuclear Integration (A3) Director, Logistics, Engineering and Force Protection (A4) Director, Strategy Plans, Requirements, and Programs (A5/8) Deputy Director, Operations, Strategic Deterrence and Nuclear Integration (DA3) Deputy Director, Strategy, Plans, Requirements and Programs (DA5/8) Inspector General (IG) Command Surgeon General (SG) AMC/CC Executive Officer (CCE) AMC/CC Aide-de-Camp (CCA) All Other General Officers, AMC Command Chief Master Sergeant (CCC)
618th Air Operations Center:	Commander Vice Commander
SDDC:	Chief of Staff (COS) Deputy Commanding General/Deputy Commander (DCG) Deputy to the Commander, Level II SES (DTC) Deputy Chief of Staff for Operations (G3) Deputy Chief of Staff for Information Management (G6) CG Aide (CG) CG Driver (CG) Command Sergeant Major (CSM)
18 AF:	Vice Commander (CV) Director of Operations (DO) Command Chief Master Sergeant (CCC)
DISA Global Operations:	Commander Deputy Commander Senior Enlisted Leader
375 AMW:	Commander, Communications Group (375 CG/CC) Commander, Medical Group (375 MDG/CC) Commander, Mission Support Group (375 MSG/CC) Commander, Operations Group (375 OG/CC) Deputy Commander, Mission Support Group (375 MSG/CD)* Deputy Director, Mission Support Group (375 MSG/DD)* Commander, Civil Engineer Squadron (375 CES/CC) Commander, Communications Squadron (375 CS/CC) Commander, Logistics Readiness Squadron (375 LRS/CC) Commander, Medical Support Squadron (375 MDSS/CC) Commander, Operational Medical Readiness Squadron (375 OMRS/CC)

635 SCOW:	Commander, Security Forces Squadron (375 SFS/CC) Commander, Operations Flight, Civil Engineer Squadron (375 CES/CEO) Command Chief Master Sergeant (CCC) *Either MSG/CD or MSG/DD may be designated K&E based on MSC/CC requirements Command Chief Master Sergeant (CCC)
-----------	--

2.10.11. **(Added)** General officers, general officer selectees, and incumbents of general officer billets will be assigned to the following units: 154-N/S, 156-N/S, 158-N/S, 160-N/S, 162-E/W, 163, 187-N/S, 189-N/S, 200, 201, 227, 229, and 231.

2.10.12. **(Added)** The following senior officer quarters are set aside to satisfy command and key position requirements: 179-N/S, 180-N/S, 181-N/S, 182-N/S, 183-N/S, 184-N/S, 185-N/S, and 186-N/S.

2.10.13. **(Added)** The following quarters are set aside to satisfy Command Chief Master Sergeant/Command Sergeant Major key position requirements for USTC/CCC, AMC/CCC, SDDC/CSM, 18 AF/CCC, 375 AMW/CCC, and 635 SCOW/CCC: 1602 Dyess Court, 1603 Dyess Court, 1606 Dyess Court, 1607 Dyess Court, 1610 Dyess Court, and 1611 Dyess Court. These are the only units specifically designated for senior enlisted advisors and command chiefs. 375 AMW/CCC will confirm the housing assignment of incoming command chiefs prior to assignment of quarters occupied by departing command chiefs.

JEREMIAH S. HEATHMAN, Colonel, USAF
 Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AMC—Air Mobility Command

AMW—Air Mobility Wing

CCC—Command Chief

CES—Civil Engineer Squadron

DISA—Defense Information Systems Agency

E—East

18 AF—Eighteenth Air Force

N—North

PCA—Permanent Change of Assignment

SCOW—Supply Chain Operations Wing

SDDC—Surface Deployment and Distribution Command

S—South

USTRANSCOM—United States Transportation Command

W—West