

**BY ORDER OF THE COMMANDER  
SPANGDAHLEM AIR BASE (USAFE)**

**AIR FORCE INSTRUCTION**

**32-6000**



**SPANGDAHLEM AIR BASE  
Supplement**

**5 FEBRUARY 2025**

**Civil Engineering**

**FAMILY 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](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 52 CES/CEIH

Certified by: 52 CES/CC  
(Lt Col Gregory J. Ward)

Supersedes: AFI32-6000\_ SPANGDAHLEMABSUP, 17  
June 2022

Pages: 4

---

Air Force Instruction (AFI) 32-6000, *Family Housing Management*, 18 March 2020, and AFI32-6000\_DAFGM2023-01 12 JUNE 2023 is supplemented as follows. The purpose of this supplement is to provide guidance and procedures on Family Housing Management. It applies to all personnel and their dependents of the 52d Fighter Wing (52 FW). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with (IAW) the Air Force Records Disposition Schedule located at [https://www.v.af.mil/afirms/afirms/afirms/rds/rds\\_series.cfm](https://www.v.af.mil/afirms/afirms/afirms/rds/rds_series.cfm). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF 847, *Recommendation for Change of Publication*; route DAF 847s from the field through the appropriate functional's chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

## ***SUMMARY OF CHANGES***

This publication provides Spangdahlem Air Base (SAB) specific guidance to AFI 32-6000. It further clarifies Key & Essential assignments during the 2022-2030 housing renovation phase.

1.2.27.2. **(Added)** IAW these instructions, the following approval and disapproval authorities will be delegated to the 52d Mission Support Group Commander (52 MSG/CC) for the following action: live-in childcare provider, exception to pet policy, approve Unaccompanied Housing (UH) request for off base residency (with allowances), hardship and priority assignments. The following approval authorities will be delegated to the 52d Civil Engineer Squadron Commander (52 CES/CC) and 52d Civil Engineer Squadron Deputy Base Civil Engineer (52 CES/DCE) for the following action: hardship approval, reapplication for evicted members, directed government funded local moves, non-temporary storage, retention of furnishings beyond 90 days, and request for commercial activities. The following approval authorities will be delegated to the Housing Manager for the following action: Family housing (FH) retention and termination requests, waivers to 1-year mandatory residency, involuntary relocations, permanent redistribution, exceptions to 30-day limit of social visits, Installation Family Housing Master Plans. All disapproval authorities will not be delegated lower than the 52 MSG/CC.

2.10. **(Added) Key and Essential (K&E) positions are:** 52d Fighter Wing Commander, 52d Fighter Wing Command Chief, 52d Fighter Wing Deputy Commander, 52d Operations Group Commander, 52d Maintenance Group Commander, 52d Munitions Maintenance Group Commander, 52d Mission Support Group Commander and the 52d Medical Group Commander. The following squadron commanders are not assigned a designated unit: 52d Security Forces Squadron Commander, 52d Civil Engineer Squadron, 480th Fighter Generation Squadron, 52d Civil Engineer Operations Flight Commander, and the NATO Airborne Early Warning and Control Force Commander – GSU Geilenkirchen. For Operational Security (OPSEC) reasons, the unit listing of the General Officers Quarters, Senior Officer or other K&E units are not located within this supplement but are recorded within the housing database.

3.4.4. **(Added)** Use SpangdahlemAB333a, *Premises Condition/Inventory* to ensure tenants and landlords agree on inventory and condition of premises. Maintain a copy of the forms with the rental agreement in housing referral office files.

3.4.11.1. **(Added)** Due to limited manpower, Spangdahlem Housing office will not provide transportation for viewing or inspecting community housing. Members should work with their sponsors to procure transportation or rent a vehicle.

3.4.11.3. **(Added)** Use SpangdahlemAB291, *Housing Referral Office Rental Agreement*, to document community private rental agreement contracts between Department of Defense or NAF employee and owners or managers of private rental housing. The housing office will ensure members are aware they must keep a current lease on file with the housing office throughout their tour. SpangdahlemAB291 will be the only accepted Housing Referral Office Rental Agreement document used and must be completed by Housing Management Office (HMO) staff members. No other versions or authors will be accepted.

4.1. **(Added) Due to limited housing on-base, civilians will not be assigned to government-controlled Family Housing.**

4.2. **(Added) Family Housing Eligibility:** Eligible military may be assigned to government-controlled FH. Members must be on active duty and eligible for the with-dependent rate BAH. **(T-0)** The exception is military members-married-to-military members (mil-to-mil) personnel with no dependents and unmarried Chaplains. Personnel must have 12 months retainability on the installation to be authorized FH, unless excess housing exists or with Commander's approval.

4.9. **(Added) Families will be housed IAW AFI 32-6000 Attachment 2, Tables A.2 and A.3** , based on grade, except for 5-bedroom units. Due to limited quantities for Junior and Senior Enlisted members, individuals will automatically be placed on the 4-bedroom waiting list, unless family size and composition meet the 5-bedroom requirements Members will be briefed upon arrival. Members will be placed on the 5-bedroom waiting list within the first 30 days of arrival, while maintaining the same effective date. (Members who choose to change after this date, will assume a new walk-in date). Spangdahlem does not have any 5-bedroom officer units available.

4.10.4.2.3. **(Added)** After a member turns down a total of 4 FH offers, they will not be allowed to reapply, unless the waitlist has been exhausted.

10.2.4.1. **(Added)** Temporary Lodging Allowance (TLA) will be paid only for the time it is necessary for the member and/or dependents to occupy temporary lodging when they first arrive at, or immediately before they depart, the installation. Inbound members will have up to 20 nights of TLA to secure community housing. Outbound off base members will have up to 10 nights of TLA and on base members will have up to 3 nights of TLA.

10.2.4.2. **(Added)** If a service member refuses to occupy available government-controlled quarters, TLA is terminated within 15 days based on the date quarters are available. Likewise, if a service member chooses to initiate a rental contract for a home that is not readily available, TLA may be terminated if the availability date is greater than 10 days.

10.2.4.3. **(Added)** If government-controlled quarters are not available, service members must maintain a documented aggressive search for permanent housing. Within the first 10 days, the service member should view a minimum of two houses. During the subsequent 10-day increments, the service member should view at least an additional five listings. If permanent housing has not been secured, necessitating a third 10-day increment, the service member must submit an extension request justifying the additional TLA claims. Under normal circumstances, TLA extension will not be allowed when referral listings are available within a service member's bedroom entitlement, OHA ceiling, and acceptable commuting distance as determined by the housing manager. Personal preference issues such as pets, furniture limitations, school districts, etc. are not justification for an extension beyond 20 days.

10.2.4.4. **(Added)** When circumstances beyond the member's control require an inbound TLA extension beyond 20-days, the service member will be required to submit an extension request to the housing manager. The BCE is the approval/disapproval authority for inbound TLA extensions from 30 to 60 days.

TOMMY V.S. MARSHALL, Colonel, USAF  
Commander, 52d Mission Support Group

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed Forms***

SpangdahlemAB291, *Housing Referral Office Rental Agreement*

SpangdahlemAB333a, *Premises Condition/Inventory*

***Abbreviations and Acronyms***

**BCE**—Base Civil Engineer

**SAB**—Spangdahlem Air Base

**TLA**—Temporary Lodging Allowance