

8 OCTOBER 2004



Civil Engineer

**MILITARY FAMILY HOUSING
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 51 CES/CEH (GS-12 Elizabeth G. Wilson) Certified by: 51 MSG/CC (Col Maria J. Dowling)
Supersedes 51FWI 32-6009, 25 February 2000

Pages: 6
Distribution: F

This instruction establishes procedures for managing military family housing IAW AFI 32-6001. It applies to all command sponsored personnel assigned to Osan Air Base(AB), Republic of Korea.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code 8013. System of records notice F030 AF LE C applies.

SUMMARY OF REVISIONS

This instruction replaces 51 FWI 32-6009, 25 February 2000

1. Responsibilities:

1.1. Military and Civilian personnel identified as command sponsored by the Personnel Employments Office, 51 Mission Support Squadron are the only people who may apply for Military Family Housing (MFH).

1.2. The 51st Civil Engineer Squadron Housing Flight (51 CES/CEH) will provide off-base housing referral tours to assist personnel in obtaining adequate quarters. The off-base housing referral tour will provide transportation and on site interpretation support.

2. The Application Process:

2.1. The 51 MSS Personnel Employments Office will complete the Housing Requirements letter (**Attachment 1**) on in-bound command sponsored personnel and send two copies to the 51 CES/CEH. The original Housing Requirements letter will be filed in the applicants document file with their DD Form 1746, Application for Assignment to Housing.

2.2. The 51st CES/CEH will complete the first endorsement of the Housing Requirements letter and send it back to the Personnel Employments Office. The endorsement will identify the date on-base housing should be available. The Personnel Employments Office will advise the individual of housing

status and date housing should be available. A copy of the Housing Requirements letter will be kept in the applicants file.

3. Less than authorized space. Personnel who elect to accept and occupy a MFH unit that is less than they are authorized will be required to reside in that unit until their DEROS. Personnel will be advised in writing of this policy and must agree before actual move in.

4. Housing Priority. Command Sponsored military personnel and their dependents are assigned to on-base family housing based on the following categories:

4.1. Category A. This category consists of two types of positions: Key Billets (KB) and Key and Essential Positions (KEP). KB are defined as those positions that are of such unusual responsibility that the incumbent is required to serve a minimum 2 year tour regardless of accompanied status (per USFKR 614-1 Military Command Sponsorship Program) by direction of the Secretary of Defense. Examples of these types of positions are command positions as defined in AFI 32-6001, Family Housing Management. KEP are selected civilian and military positions whose duties require immediate availability on-base by direction of USFK Chief of Staff (per USFKR 614-1). An example of these type of positions is the Red Cross Director.

4.2. Category B. This category consists of positions that are required to be housed on-base by direction of the Installation Commander. Examples of these types of positions are the Chief of Safety or Services Squadron Deputy Commander.

4.3. Category C. This category consists of personnel that are not required to be housed on-base, but may be given housing if available.

5. Waiting list procedures. Two waiting lists are maintained, one for Category A and B personnel and one for Category C personnel:

5.1. Personnel in categories A and B will be programmed against a housing unit as close as possible to their arrival date. Once programmed, housing is considered committed and may not be assigned to other incoming members, unless a housing unit becomes available that is closer to the members arrival date than the quarters originally programmed. When a member is assigned housing, they are considered housed for the duration of the tour, unless changes occur, which authorizes a member larger quarters, such as maturation of children.

5.2. Category C personnel will be housed on a space available basis and once assigned housing will be allowed to remain for their full tour.

6. Mustang Valley Village Housing. Category A and B personnel will be assigned units according to the following criteria:

6.1. Four bedroom units will be assigned in the following priority order:

6.1.1. All individuals who are authorized four bedroom units per AFI 32-6001, Table 5.1 and 5.2 based on family size at time of arrival at Osan AB.

6.1.2. Colonel and Colonel (Selects) not authorized designated housing.

6.1.3. Seventh Air Force and 51st Fighter Wing Command Chief Master Sergeants.

6.1.4. Deputy Group Commanders.

- 6.1.5. Lieutenant Colonel Squadron Commanders, with at least two children over 12 years old.
- 6.2. Three bedroom units will be assigned in the following priority order:
- 6.2.1. All individuals who are authorized three bedroom units per AFI 32-6001, Table 5.1 and based on family size at time of arrival at Osan AB.
- 6.2.2. Squadron Commanders in the rank of Major
- 6.2.3. Lieutenant Colonels and Majors.
- 6.2.4. Chief Master Sergeants.
- 6.2.5. Senior Master Sergeants
- 6.2.6. Master Sergeants
- 6.3. Two bedroom units will be assigned in the following priority order:
- 6.3.1. All individuals who are authorized two bedroom units per AFI 32-6001, Table 5.1 and 5.2 based on family size at time of arrival at Osan AB.
- 6.3.2. Captains and below who do not meet the above criteria.
- 6.3.3. Technical Sergeants and below who do not meet the above criteria.
- 6.4. Individuals may opt for smaller quarters based on availability at time of arrival.

7. Designated Housing. The following housing units are designated for incumbents of command Key Billet positions*:

Quarters No.	Positions	Quarters No.	Positions	Call Sign
1071	7 AF/CC	437A	51 FW/CC	Mustang 1
1065A	7 AF/CV	437B	51 FW/CV	Mustang 2
1065B	607 ASG/CC	437C	51 OG/CC	Mustang 3
1065C	607 AIG/CC	437D	51 MSG/CC	Mustang 4
1065D	607 AOG/CC	437E	51 MXG/CC	Mustang 5
MVV F117	7 AF/DS	437F	51 MDG/CC	Mustang 6
MVV F217	607 ASOG/CC			

NOTE: * Currently Osan housing only accommodates five of the six 7 AF group command/director of staff Key Billet housing requirements. 7 AF/CV will make final determination should the need arise to place the 607 ACOMG/CC in an accompanied housing unit.

8. General Information. Our objective is to provide support for certain active Key Billet positions of Army and Navy personnel with duty assignment at Osan. A MOA identifies the Key Billet positions that will be honored for military family housing assignment. If an incumbent of a Key Billet position elects to serve an unaccompanied tour, or is single, the billet will still be considered active and family housing will be provided to the next incumbent of that position who serves an accompanied tour. Camp Humphreys' unaccompanied personnel will not be housed on Osan and positions are not transferable. If not in the

named billet, space available housing will not be offered. This includes command-sponsored personnel with deferred travel.

Turn down option is not applicable at Osan AB. Personnel are assigned MFH based on arrival date (except personnel who were upgraded after arrival), command sponsored category and availability of unit.

MAURICE H. FORSYTH, Brigadier General, USAF
Commander

Attachment 1

SAMPLE LETTER OF HOUSING REQUIREMENTS

(Appropriated Letterhead)

MEMORANDUM FOR 51 CES/CEH

UNIT 2129

APO AP 96278-2129

FROM: 51 MSS/MSPUM

UNIT 2097

APO AP 96278-2097

SUBJECT: Housing Requirements - Command Sponsored Personnel

1. The individual identified below occupies a position on the Osan Command Sponsored Position List (CSPL) and is eligible to be assigned Military Family Housing (MFH). Request your office review projected availability of MFH and determine whether or not the member will be provided MFH.

a. Name:

b. SSN:

c. Grade:

d. Gaining Unit:

e. Reporting Month:

f. CSPL Category:

g. Dependent Data:

2. Request you reply by endorsement below NLT _____.

Base CSPL Monitor

51st Mission Support Squadron

1st Ind, 51 CES/CEH

1. Category A personnel - MFH will be available _____.

2. Category B personnel - MFH will be available _____.

3. Category C personnel. MFH will _____ MFH will not _____ be available within 20 weeks. Category C personnel will only be allowed to compete for MFH when there are excess units not required by category A and B personnel.

4. Advise member that local economy housing can be obtained within _____ days.

Housing Flight, Chief
51 Civil Engineer Squadron