

## FURNISHINGS MANAGEMENT SECTION

### - DELIVERY/PICK-UP REQUEST -

*(This form is subject to the Privacy Act of 1974 which must be protected IAW DoD 5400.11 R, and it is For Official Use Only)*

#### 1 Person

Rank \_\_\_\_\_ Unit \_\_\_\_\_

Last Name \_\_\_\_\_ DEROS \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Military Spouse \_\_\_\_\_  
Rank, Last Name, First Name, Middle Initial

#### 2 Phone Numbers

DSN \_\_\_\_\_ Cellphone #1 \_\_\_\_\_

Cellphone #2 \_\_\_\_\_

#### 3 E-mail

Work \_\_\_\_\_

Personal \_\_\_\_\_

Additional/Spouse \_\_\_\_\_

#### 4 Address

Street, Nr. \_\_\_\_\_

City and Zip \_\_\_\_\_

Additional information  
(Only for Economy/Off Base)

Is address on the GPS? ☐ Yes ☐ No

Is it on a one-way street? ☐ Yes ☐ No

Is there a road construction going on? ☐ Yes ☐ No

Property Type ☐ House/Townhouse/Duplex How many Floors?

☐ Apartment What Floor level?

Stairways ☐ Narrow ☐ Wide Do they curve? ☐ Yes ☐ No

Built in Wardrobes? ☐ Yes ☐ No Limited access? ☐ Yes ☐ No Doorbell works? ☐ Yes ☐ No

Special Instructions:

## 5 Scheduling

- Deliveries and pickups will be scheduled between 0730 and 1600 hrs.
- FMS is unable to provide an exact time of delivery or pickup but our truck crew may provide you with a courtesy call within 15 minutes of arrival on the date of your scheduled appointment.

Due to safety and liability reasons, TMO appointments may NOT be scheduled the same day as FMS. It is the responsibility of the customer to ensure that those appointments are not conflicting. FMS truck crews have been directed to have the customer reschedule their FMS appointments as TMO contractors have priority.

<input type="checkbox"/> <b>Delivery</b>	Confirmed Date _____
<input type="checkbox"/> <b>90-Day Temporary Furniture Pick-up</b>	Confirmed Date _____
<input type="checkbox"/> <b>Outgoing Temporary Furniture Delivery</b> (Please attach PCS Orders!)	Confirmed Date _____
<input type="checkbox"/> <b>Complete Pick-up</b>	Confirmed Date _____

## 6 Additional Comments – Signature

- Please notify FMS as early as possible to ensure we can accommodate your schedule! If we cannot meet your required date consider the self-service option with the warehouse.
- I will contact Furnishings Management Section at least 48 hours prior to scheduled appointment to make any necessary changes. I understand that failure to meet my scheduled appointment will be rescheduled only through a letter from my leadership sent to the FMS Org. Box: 86ces.fms@us.af.mil. I will make sure all appliances and furnishings are empty and clean for pick-up. For any discrepancies a USAFE Form 432 will be initiated upon pick-up/turn-in, requiring me to report to FMS within 2 working days in order to out process.
- KMC is a full JFTR weight allowance area. Authorized personnel are able to ship household goods up to their full weight allowance in accordance with their rank and family size. FMS does not provide Temporary furnishings to be used for the full duration of your tour. Items need to be purchased or acquired before the retention period is over (90 Days).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

### **Furnishings Management Section**

Einsiedlerhof, AS Building 720

DSN: 489-6001, Commercial: 0631-536-6001

Email address: 86ces.fms@us.af.mil

Opening Hours: Mon-Thu 0730-1530, Closed for lunch 1200-1300

Friday: 0730-1500, Closed for lunch 1200-1230

Closed on Sat-Sun and on American/German Holidays