

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 _____ Branch of Service/Squadron _____

Last Name _____

First Name _____ Middle Initial _____

Military Spouse _____
Rank, Last Name, First Name, Middle Initial

2 Phone Numbers

DSN _____ Cellphone _____

3 E-mail

Work _____

Personal _____

Additional/Spouse _____

4 Address

Street, Nr _____

City and Zip _____

Only needed 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 ☐ Apartment

How many Floors? _____

What Floor level? _____

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

Built in Wardrobes? _____ Limited Access? _____ Door Bell Works? _____

Special Instructions: _____

5 | Scheduling *deliveries and pick-ups will be scheduled between 0800 and 1600 hrs*

- FMS is not able to provide an exact time of delivery or pickup but our truck crew will provide you with a courtesy call with an estimated time of arrival on the date of your scheduled appointment.

TMO may be scheduled the same day as FMS, however the ONLY request is that the Service Member needs to work with the TMO shippers to ensure there is room for our FMS delivery/pickup truck with a clear path from the truck to the home where they can deliver/pick up the furniture.

☐ **Delivery** Confirmed Date _____

☐ **90-Day Temporary Furniture Pick-up** Confirmed Date _____

☐ **Outgoing Temporary Furniture Delivery** Confirmed Date _____
(Please attach PCS Orders!)

☐ **Complete Pick-up** Confirmed Date _____

SEE ATTACHMENT FOR THE TABLE OF ALLOWENCE

5 | 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)

MAIN Furnishings Management Section

Einsiedlerhof AS Building 720

DSN 489-6018/6153, Commercial 0631-536-6018/6153

Mo-Thu 0800-1530 hrs - Fridays 0800-1430 hrs

EMAIL ADDRESS: 86ces.fms@us.af.mil
Closed on German and American Holidays