

USAG Stuttgart Housing Division
Furnishings Authorizations – Customer Request Form
UH

Furnishings Office Email: USAG-Stuttgart-FMO-Warehouse@army.mil

Scan QR code for generic FMO-Warehouse email



Customer Rank & Full Name: _____ SSN (last 4): XXX-XX-_____

Work Phone: _____ Cell Phone: _____

Local Home Address (not CMR): _____ ZIP/City: _____

Unit: _____ Email: _____

Delivery Requested date: _____
 (Furniture must be delivered first before pick-up can be scheduled)

Pick-up Requested date: _____

**Delivery/Pick-up is only
 scheduled when
 confirmation received from
 our office!**

Delivery & Pick-up is between 0800-1600

QTY	Furnishings Item	Authorization	Off-Post	CIV
	Bed, Double: Slat	1 EA per E5 and above or authorized DOD Civilian	1	1
	Mattress, Double: HDFM	1 EA per E5 and above or authorized DOD Civilian:	1	1
	Cover, Mattress: Double	1 EA per E5 and above or authorized DOD Civilian	1	1
	Bed, Single: Slat	1 EA per E1-E4	1	1
	Mattress, Single HDFM	1 EA per E1-E4	1	1
	Cover, Mattress: Single	1 EA per E1-E4	1	1
	Chair Dining: w/o Arms	1 EA per E1-E4, 3EA per NCO or Authorized DOD Civilian with Table square	◀	3
	Chair, Easy	1 Per Dwelling above or authorized DOD Civilian	1	1
	Chest of Drawers	1 EA per UPH Member or authorized DOD Civilian	1	1
	Sofa (Davenport)	1 Per Dwelling or authorized DOD Civilian	1	1
	Table, Coffee	1 EA per E5 and above or authorized DOD Civilian	1	1
	Table, Square (Dining)	1 Per Dwelling or authorized DOD Civilian	1	1
	Table, End	1 EA per UPH Member or authorized DOD Civilian	1	1
	Table, Night	1 EA per UPH Member or authorized DOD Civilian	1	1
	Permanent Issue Items			
	Dryer	1 EA per Dwelling EURO	1	1
	Refrigerator 9.5	1 EA per Dwelling	1	1
	Wardrobe	1 EA for Individual + 1 EA for Household	2	2
	Washing Machine	1 EA per Dwelling EURO	1	1
	Rack for Washer & Dryer	1 EA per Dwelling	1	1
	Cabinet, Kitchen	3 EA per Dwelling on the Economy or Authorized DOD CIV (only if built in kitchen is not provided)	3	3
	Dishwasher	1 EA per Dwelling on the Economy with Landlord Approval	1	1
	Range	1 EA per Dwelling on the Economy	1	1

◀ An arrow indicates max authorization

NOTES: Ensure compliance with AR 420-1, para 3-69 g. & h. (see reverse). The Garrison will ensure that Military customers only receive authorized furniture to replace items in Government non-temporary storage. Authorized customers may retain loaner furniture for a maximum of 90 days inbound or 60 days outbound (except for "Permanent Issue" items). Personnel must be eligible for AFH or receive OHA/ LQA to be authorized AFH furnishings and/or appliances. Customer will be charged the transportation cost of \$75 for re-delivery if customer is not present during delivery/pickup window, delivery was denied for requested date, or if a selected Appliance cannot be delivered due to narrow access/incorrect size chosen or cannot be installed due to missing utility/electrical or venting connection. Please insure, upon pickup of HHG that your personal beds are not packed until your final day in accordance with your requested delivery date or temporary furnishings. 4 business days are required to schedule or reschedule a pick-up or delivery.

Customer Initials: _____



THE TRANSFER OF FURNITURE REQUIRES PRIOR HOUSING APPROVAL! APPLIANCES MUST BE MOVED BY THE APPLIANCE CONTRACTOR



By my signature, I acknowledge that I may only have two government deliveries and two turn-ins per tour.

Customer Signature: _____

Date: _____



AR 420–1 • 24 RAR August 2012 • Page 87/89 g. Furniture for other than full Joint Federal Travel Regulations overseas areas.

(1) Government furniture may be procured for Government-controlled housing and for private rental housing occupied by eligible personnel. This would depend upon determining whether it is more advantageous for the Government to provide furniture instead of shipping personal furniture. Final determination is based on overall economy, equity, and personal preference of eligible military personnel and civilian employees.

(2) Where Government furniture is provided, the shipment weight of personal furniture to and from the area is limited. An increase in an individual's administrative weight restriction may be authorized where there is a shortage of Government furniture.

(3) Where Government furniture is not provided, procurement of furniture is restricted to the provisions of paragraph 3–70f above. However, where not built-in, free standing wardrobes and kitchen cabinets will be provided in economy housing occupied by eligible personnel (see CTA 50–909).

(4) All personnel entitled to the shipment of HHG are authorized furniture on a temporary loan basis while their HHG are in transit.

AE SUPPLEMENT TO AR 420-1, 24 August 2012 Paragraph 3-69g, Furniture for Other than Full Joint Federal Travel Regulations Overseas Areas. Add subparagraphs (5) and (6) as follows:

(5) Europe is a full JFTR area for DOD civilian personnel unless specifically stated otherwise in their PCS orders. Loaner furniture will be provided for up to 90 days for inbound personnel and 60 days for outbound personnel. Wardrobes and kitchen cabinets (when not provided by the landlord), range, refrigerator, dishwasher, washer, and dryer will be provided on a permanent-issue basis (for the duration of the employee's tour).

(6) Service Members assigned to remote sites in Europe will receive furnishings support from the Garrison responsible for providing logistic support to that area. Paragraph 3-69h, Furniture for Elective JFTR (USAREUR Only). Add subparagraph (5) as follows:

(5) Personnel who make an outside the continental United States (OCONUS) transfer from an elective JFTR area to a full JFTR area may be provided Government furnishings support.