

AFH Furnishings Authorizations - Customer Request Form

Customer Rank & Name: _____ Date: _____

Tel. Numbers: Work: _____ Home: _____ Cell: _____

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

A. Issue <small>(circle all applicable items)</small>	Initial	Temp Loan *	Exchange/Damage	Moving	Leaving
B. Turn-In	Rcv'd HHG	Temp Loan *	Exchange/Damage	Moving	Leaving

QTY.	Furnishings Item	Authorization	Loaner MIL	Loaner CIV
	Bed, Double: Slat	1 Per Dwelling	1	1
	Mattress, Double: HDFM	1 Per Dwelling	1	1
	Cover, Mattress: Dbl	1 Per Dwelling	1	1
	Bed, Single: Slat	1 Per Dependent without Spouse	←	←
	Mattress, Single: HDFM	1 Per Dependent without Spouse	←	←
	Cover, Mattress: Sgl	1 Per Dependent without Spouse	←	←
	Cabinet Kitchen Permanent Issue (P.I.)	3 Pieces 1-door kitchen cabinets per apartment **	←	←
	Chair, Dining: w/o Arms	Minimum 4 per dining table depending on family size	←	←
	Chair, Easy	2 Per Dwelling	2	2
	Chest or Dresser ***	1 Per Family Member but not more than 3 pieces	←	←
	Sofa (Davenport)	1 Per Dwelling	1	1
	Table, Coffee	1 Per Dwelling	1	1
	Table, Dining	1 Per Dwelling	1	1
	Table, End	2 Per Dwelling	2	2
	Table, Night	1 Per Family Member or Authorized Individual	←	←
	Wardrobe Permanent Issue (P.I.)	1 Per Individual + 1 Per Household **	←	←
	Range Permanent Issue (P.I.)	1 Per Dwelling	1	1
	Refrigerator Permanent Issue (P.I.)	1 Per Dwelling	1	1
	Dishwasher Permanent Issue (P.I.)	1 Per Dwelling	1	1
	Washing Machine Permanent Issue (P.I.)	1 Per Dwelling US or EURO (circle one)	1	1
	Dryer Permanent Issue (P.I.)	1 Per Dwelling US or EURO (circle one)	1	1

NOTES:

Occupants will provide a copy of transportation documents to the Housing office and comply with AR 420-1 para. 3-69 g. & h. (extract on backside) Garrison will ensure that military customers only receive authorized furniture to replace items in Government non-temporary storage.

* Contractor personnel & civilians who are not authorized LQA are **not eligible** for housing furniture support.

* Customers authorized loaner furniture may retain a maximum of 90 days inbound or 60 days outbound (except for "Permanent Issue" items)

** Kitchen cabinets and wardrobes are **not authorized** if they exist in assigned quarters. If authorized, the number of kitchen cabinets issued will be limited to that which is approved by the housing inspector, based on Family size and will not exceed 6 1-door kitchen cabinets.

*** For two 3-drawers chests a dresser can be issued to the sponsor.

← An arrow indicates what a person will receive by authorization.

DELIVERY / TURN-IN (circle one) DATE: _____ COUNSELOR: _____

Delivery / Turn-in (circle one) is scheduled between the hours of _____ - _____ hrs. (for Appliances between _____ - _____ hrs.)

By my signature, I acknowledge that I may have only **one** government delivery and **one** turn-in per tour.

CUSTOMER SIGNATURE: _____ DATE: _____

Housing Office Telephone numbers: DSN _____ or CIV: _____ Fax: _____

UPH Furnishings Authorizations - Customer Request Form

Customer Rank & Name: _____ Date: _____

Tel. Numbers: _____ Work: _____ Home: _____ Cell: _____

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

A. Issue	Initial	Temp Loan *	Exchange/Damage	Moving	Leaving
<small>(circle all applicable items)</small>					
B. Turn-In	Rcv'd HHG	Temp Loan *	Exchange/Damage	Moving	Leaving

QTY.	Furnishings Item	Authorization	BKS UPH	NCO UPH	Offpost UPH	Loaner CIV*
	Bed, Double: Slat	1 Per E5 and above or Authorized Civilian Bachelor	0	1	1	1
	Mattress, Double: HDFM	1 Per E5 and above or Authorized Civilian Bachelor	0	1	1	1
	Cover, Mattress: Dbl	1 Per E5 and above or Authorized Civilian Bachelor	0	1	1	1
	Bed, Single: Platform, Slat, Stackable or Slat Stackable	1 Per E1-E4, for offpost usage bed single slats	1	0	0	0
	Mattress, Single: HDFM	1 Per E-1 - E-4	1	0	0	0
	Cover, Mattress: Sgl	1 Per E-1 - E-4	1	0	0	0
	Bookcase	1 Per Dwelling	0	1	1	0
	Cabinet Kitchen	3 Per Apartment on the Economy **	0	0	3	3
	Chair, Dining: w/o Arms	1 Per E-1 - E-4, 3 per NCO or Authorized Civilian Bachelor with Table Square	1	3	3	3
	Chair, Easy	1 Per Dwelling	0	1	1	1
	Chest 3 DR	1 Per Dwelling	1	2	2	2
	Dresser or a 6 drw. chest or two 3 drw. chests	1 Per Dwelling	0	1	1	0
	Desk, Student	1 Per Dwelling	1	1	1	0
	Lamp, Table	1 Per Dwelling, 2 Per NCO or Civilian	1	2	2	0
	Mirror	1 Per Dwelling	1	1	1	0
	Sofa (2 Seat)	1 Per Dwelling	0	1	1	1
	Table Coffee	1 Per Dwelling	0	1	1	1
	Table Square	1 Per Dwelling	0	1	1	1
	Table, End	1 Per UPH Member	0	1	1	1
	Table, Night	1 Per UPH Member	1	1	1	1
	TV - Stand	1 Per UPH Member	1	1	1	0
	Wardrobe	2 Per Individual if not built in	2	2	2	2
	Dryer	1 Per Apartment on the Economy / Shared usage in UPH	0	0	1	1
	Microwave	When unit has small built in kitchen / Shared usage in UPH	0	0	0	0
	Range 24"	1 Per Apartment on the Economy	0	0	1	1
	Refrigerator, 9.5 CFT	Shared Usage in UPH	0	1	1	1
	Washing Machine	1 Per Dwelling on Economy, BOQ / SBEQ / Civilians	0	0	1	1

NOTES:

- * Contractor personnel & civilians who are not authorized LQA are **not eligible** for UPH furniture support.
- * Civilian UPH customers are authorized loaner furniture and will not retain over a maximum of 90 days for inbound or 60 days for outbound personnel.
- ** Kitchen Cabinets and wardrobes are **not authorized** if they exist in assigned quarters. If not, the number of 1 door kitchen cabinets will be determined by the size of the kitchen and not to exceed 3 pieces.

DELIVERY / TURN-IN (circle one) **DATE:** _____ **COUNSELOR:** _____
 Delivery / Turn-in (circle one) is scheduled between the hours of _____ - _____ hrs. (for Appliances between _____ - _____ hrs.)

CUSTOMER SIGNATURE: _____ **DATE:** _____
 Housing Office Telephone numbers: DSN _____ or CIV: _____ Fax: _____