



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD AND AREA I  
UNIT # 15707  
APO AP 96258-5707

IMRD-ZA

1 Dec, 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

1. PURPOSE: To establish policies and procedures for administering the Furnishings Management Branch (FMB) program for Area I.

2. APPLICABILITY: This Standard Operating Procedures (SOP) is applicable to all Military personnel and Department of Defense (DOD) Civilians who are eligible for furnishings support in Area I.

3. REFERENCES:

a. Army Regulation 420-1, Army Facilities Management, 24 August 2012

b. Army Regulation 710-1, Centralized Inventory Management of the Army Supply System, 20 September 2007

c. Army Regulation 710-2, Supply Policy Below the National Level, 28 March 2008

d. Army Regulation, 735-5 Property Accountability Policies, RAR 22 August 2013

e. DA Pamphlet 420-1-1, Housing Management, 2 Apr 2009

f. CTA 50-909, Field and Garrison Furnishings and Equipment, 17 December 2008

4. RESPONSIBILITIES:

a. The Directorate of Public Works (DPW), Housing Division Furnishing Management Branch (FMB), and Furnishings Management Office (FMO) is responsible for the overall management of Army Family Housing (AFH) and Unaccompanied Personnel Housing (UPH) furnishings within Area I, by providing the following oversight:

(1) Provide the best government furnishings support for UPH, Command Sponsored Soldiers, DOD Civilians and their families.

(2) Maintain 100% accountability of government furnishings to include appliances.

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

(3) Properly program, project, and procure required authorized government furnishings.

(4) Process Financial Liability Investigation of Property Loss (FLIPL) Statement of Charges (SOC), and Cash Collection Vouchers (CCV) when necessary.

## 5. POLICIES:

a. Eligibility for Government Furnishings: Military personnel and DOD Civilian in categories below are eligible for government furnishings support.

(1) Command Sponsored Military personnel and their legal family members who are on the sponsor's Permanent Change of Station (PCS) orders and travel to Korea.

(2) DOD (AF and NAF) Civilian in below categories:

(a) Personnel recruited in the Continental United States (CONUS) and assigned to Area I.

(b) Retired Military personnel hired locally, who forfeit transportation entitlements to their home of record in CONUS and receiving Living Quarters Allowance (LQA) are authorized.

(3) Soldiers serving an unaccompanied tour and who reside in government-controlled UPH, or who have received a Certificate of Non-Availability (CNA) to reside in private rental housing.

b. Non-eligibility for government furnishings:

(1) Non-command sponsored families are not entitled to government furnishings and appliance support.

(2) Retirees who live and retire permanently in the Republic of Korea (ROK) have no entitlements for government furnishings support.

(3) Contractor personnel have no entitlement to government furnishings and appliance support.

(4) Furnishings support is not authorized for privately-owned housing.

(5) Civilians not receiving LQA has no entitlements to government furnishings and appliance support without an exception to policy if hired outside Korea. All others are not eligible for support.

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

6. PROCEDURES:

a. Furnishings:

(1) Personnel will sign for their UPH furnishings upon assignment to quarters. Any furnishings discrepancies after assignment will be reported to the Housing Office no later than the next working day.

(2) Personnel are not authorized to remove furniture from their designated assigned quarters, for example to place in hallways, common areas or outside the building. Personnel must notify the Housing Office customer service representative to make arrangement for turn-in and update of hand-receipt.

(3) When a soldier either shipped or purchased privately owned furniture that will not fit in the SLQ. The soldier may request an exception to policy (ETP) for authorization to remove items and turn-in to the FMO warehouse. Prior to soldier clearing from the SLQ, the soldier must return the room to its original condition and all furniture placed back in the room. The soldier is responsible to updated hand receipts as applicable with Housing. The cost for all property removal and return is the soldier's responsibility unless otherwise approved for government expense as an exception to policy (ETP).

(4) Military personnel and DOD (AF and NAF) Civilian will not receive government furnishings support unless they process their lease through the Housing Office.

(5) Customers will be liable for loss, damage, or destruction of government furnishings caused by negligence or misconduct and Statement of Charges (SOC), Cash Collection Vouchers (CCV) or Financial Liability Investigation of Property Loss (FLIPL) will be initiated in accordance with AR 735-5.

(6) Items that are not on the waiting list will be issued on a first come first serve basis.

(7) Furniture will be issued based on the number of authorized family members per assignment orders.

(8) FMO will maintain waiting lists of items not in stock and will contact customers when items become available.

b. Temporary furniture:

(1) Temporary furniture and appliances may be issued for:

(a) 90 days to eligible in-bound personnel

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

(b) 60 days to eligible out-bound personnel

(2) FMO will schedule a pick up appointment within 90 days from the date of issue. Civilian are allowed to have government temporary furniture beyond 90 days only with approved exception to policy and while inventory levels are at excess.

(3) FMO will maintain a furniture suspense file so that temporary furniture sets can be retrieved.

(4) Eligible DOD Civilian may retain appliances and wardrobes (when available) for duration of their tour.

c. Enlisted Quarters (EQ) troop barracks furnishings support:

(1) Military units the unit commanders will be the Primary Hand Receipt Holders (PHRH) or his appointed designee in writing for UPH furnishings and appliances in barracks. The unit commander will establish a hand receipt at the UPH warehouse and provide the following information:

(a) Assumption of command orders

(b) Signature Card DA FORM 1687

(2) Requests for furniture and appliances must be submitted in writing by the unit commander or PHRH. The request must have the quantity, type of items requested, date of intended pick-up or turn-in, and justification. The PHRH is responsible for arranging transportation to the FMB warehouse.

(3) The unit commander or PHRH will:

(a) Conduct a 100% physical inventory prior to updating hand receipt and providing inventory results to the FMO.

(b) Update hand receipt by conducting 10% cyclic inventory of designated line items monthly or as directed by FMO. Buildings that are 100% Bar coded and all property assigned to an end user or FSBP Building Managers are exempt from 10% cycle Inventory only upon validation by eMH and Sub Hand Receipt files.

(c) Be responsible for the care for, proper use of, and safekeeping of government furnishings.

(d) Monitor cleanliness and proper use of appliances as well as requesting repairs through the FMO appliance work order desk at 730-3389.

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

(4) Change of command or PHRH inventory:

(a) Notify FMO at least 30 days in advance of change of command or PHRH change. Unit commander or PHRH will schedule an appointment at the UPH warehouse to change hand receipt accountability.

(b) Conduct joint physical inventory between incoming and outgoing commander and PHRH. Report discrepancies and initiate appropriate actions in accordance with AR 735-5.

(c) Failure to complete a joint inventory within 30 days of assumption of command will constitute full inventory responsibility of the incoming commander.

d. Direct exchange procedures:

(1) Direct exchange is when a line item may be exchanged for the same line item is authorized for furniture under Fair, Wear, and Tear (FWT) conditions. Appointments are required.

(2) Customers will provide furnishings transportation to exchange same or like items within sponsor's allowances and authorization.

e. FMO transportation will be provided for pick-up and receive furnishings:

(1) Eligible personnel are authorized one issue and one pick up of furniture and appliances at government expense. Personnel who request additional furnishings must provide furnishings transportation. One additional pick up is authorized upon receipt of household goods for economy housing.

(2) FMO scheduled delivery date; and time must be kept by customers. Failure to notify FMO within 24 hours of cancelled appointment will constitute transportation charges in accordance with contract provisions for estimated moving cost and Statement of Charges processed.

f. Connection of government appliances. FMO will deliver, but will not be responsible for connecting appliances in economy quarters. All costs for connecting appliances shall be paid for by Military personnel, DOD Civilians, landlord, or realtor. Customers are expected to use their Move in Housing Allowances (MIHA) or miscellaneous expenses to cover costs. On post customers can call appliance repair at 730-3389 for appliance connections. All off post customers will read and sign Statement of Understanding for Installation of Government Issued Appliances in Appendix G of this SOP.

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

g. Repair of government furniture and appliances. Furniture and appliances will be repaired at no cost to the customer unless damage was due to resident's misuse or neglect. Occupants of off post quarters, and UPH are responsible for scheduling appointments by calling appliance repair, DSN 730-3389.

h. Turn-in of furnishings:

(1) Off-post personnel turn-in of government furnishings may be arranged by visiting the Housing Office at Camp Casey, building #2440 Maude Hall room 104, (up to 30 days in advance).

(2) All requests for Enlisted Quarters (EQ) billeting turn-ins must be submitted in writing to the FMB at least 7 days in advance. The memorandum must include the National Stock Number (NSN), nomenclature, quantity of each item, and must be signed by the PHRH. Units are responsible for transporting items to the UPH warehouse located at building #2530, Camp Stanley. See Appendix H of this SOP.

(3) The following are guidelines that on and off-post customers should follow before turn-in or transfer of government owned furnishings and appliances. Preparation of items for turn-in or transfer is the responsibility of the sponsor or PHRH. All furnishings turn-in items must be clean and in good condition for re-issue.

(a) Refrigerators: will be cleaned and have drip pans emptied. All components, ice trays, butter trays etc., must be cleaned and secured inside of the refrigerator to avoid damage during movement.

(b) Ranges: will be thoroughly cleaned. All food particles, grease, spots, and stains will be removed by the customer.

(c) Washers and Dryers: will be drained of all water, cleaned and dried. The customer will remove all soap and or rust.

(d) Varnished Wood: will be cleaned, polished or waxed to remove scratches, or marks.

(e) Painted and Plastic Materials: will be thoroughly cleaned with a mild soap solution.

(f) Mattresses and Bedsprings: will be thoroughly dried and free of stains or dirt.

(g) All items must be returned in a condition ready for immediate re-issue.

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

(4) Housing personnel will brief customers on their requirement to clean government issued furnishings. All items shall be ready for turn-in on the date and time of the customer's scheduled appointment. Failure to abide by cleaning requirements may result in customer being charged for cleaning and/or transportation costs.

i. All turn-ins will be inspected for condition determination. All property will be identified and sorted by unit as serviceable, unserviceable (Fair Wear and Tear) or unserviceable (neglect). FMO personnel will validate condition determination and refuse property not or unclearly marked. All items with a condition determination of unserviceable (neglect) require a copy of completed Statement of Charges or FLIPL before the item will be accepted or replaced.

j. Non Common Table of Allowance (CTA) Items. The Housing Division is required to provide reasonable accommodations to residents who are classified as being disabled under the Americans with Disability Act (ADA). The Housing Division is not responsible to provide ancillary items such as humidifiers, dehumidifiers, air purifiers, additional air conditioners, and special beds for Exceptional Family Member Program (EFMP) individuals. These items, if required, will be purchased by the individual.

k. Exceptions to this SOP must be submitted in writing using the enclosed format in Appendix D and through the Chief of Housing Division, with final approval from the Area I Garrison Commander.

7. The point of contact for this action is Chief, Housing Division, at 732-6554.



JOHN W. HAEFNER  
COL, EN  
Commanding

DISTRIBUTION:

A

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management  
Branch (FMB), USAG Red Cloud and Area I

## APPENDIXES

APPENDIX A – Signature Card	A
APPENDIX B – Temporary Set (Full JFTR Authorized)	B
APPENDIX C – Full Support	C
APPENDIX D – Exception to Policy	D
APPENDIX E – Declination of Government Furnishings Support	E
APPENDIX F – Warehouse Locations	F 1-2
APPENDIX G –Statement of Understanding Appliance Connection (Off-post only)	G
APPENDIX H – Unit Issue and Turn-in Furniture Request	H

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

### APPENDIX A SIGNATURE CARD

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
For use of this form, see DA PAM 710-2-1; the proponent agency is DCS, G-4.					
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
THE AUTHORITY TO					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST NAME FIRST NAME MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE

APD V3 D2

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

**APPENDIX B  
TEMPORARY SET (FULL JFTR AUTHORIZED)**

*FURNITURE REQUEST FOR DoD Civilian  
90 DAY LOANER SET*

DEROS: \_\_\_\_\_  
SSN: - - - - - Name (Last,First M): \_\_\_\_\_ Rank: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Home P: \_\_\_\_\_ Unit: \_\_\_\_\_  
Address (lease): \_\_\_\_\_ Cell P: \_\_\_\_\_  
Prepared By: \_\_\_\_\_ Partial Turn-In: \_\_\_\_\_ All Turn In: \_\_\_\_\_ Initial Issue:

Stock Number	Item Description	Authorized qty by CTA	Issue (Qty)	Turn-In (Qty)	Remarks
7105-01-AFH-1002	BED, HEADBOARD W/FRAME, QUEEN	1EA /MBR			
7210-00-AFH-5736	BOX SPRING, QUEEN SIZE	1EA /MBR			
7210-00-AFH-8813	MATTRESS, QUEEN SIZE	1EA /MBR			
7105-00-AFH-2982	NIGHT STAND	2EA /MBR			
7105-01-AFH-3061	DRESSER, 8 DRAWERS	1EA /MBR			
7105-00-AFH-2793	BED, W/FRAME, SINGLE (NON STACKABLE)	1EA /CBR			
7210-00-AFH-5735	BOX SPRING, SINGLE	1EA /CBR			
7210-00-AFH-5726	MATTRESS, SINGLE	1EA /CBR			
7105-00-AFH-2982	NIGHT STAND	1EA /CBR			
7105-01-AFH-3061	DRESSER, 8 DRAWERS	1EA /CBR			
7105-01-AFH-0058	SOFA, 3-SEAT	1EA /LIVR			
7106-00-AFH-9453	CHAIR, LOUNGE	2EA /LIVR			
7105-00-AFH-6958	TABLE, COFFEE	1EA /LIVR			
7105-00-AFH-6974	TABLE, END	2EA /LIVR			
6230-00-AFH-5933	LAMP, FLOOR	1EA /LIVR			
6230-00-AFH-6082	LAMP, TABLE	2EA /LIVR			
7105-00-AFH-2980	TABLE, DINING	1EA /DINR			
7105-00-AFH-2990	CHAIR, DINING W/O ARMS	4EA /DINR			
4110-00-AFH-0005	REFRIGERATOR, 110V / 220V	1EA /KITR			
7310-00-046-2869	RANGE, GAS(LNG / LPG), 20" 24" 30" INCH	1EA /KITR			
3510-00-892-3933	WASHER, ELEC, 110V / 220V	1EA /LAUR			
3510-00-AFH-3207	DRYER, GAS(LNG / LPG) 110V / 220V	1EA /LAUR			
3510-00-AFH-0007	WASHER, W/DRYER, STACKABLE COMBO	1EA /LAUR			

I have been briefed that I'm only authorized loaner furniture for 90 days. I am entitled to receive appliances support for the duration of my tour. I'm scheduled to have my loaner set issued on \_\_\_\_\_. I will be required to schedule my loaner set pick-up on \_\_\_\_\_.

REMARKS

Schedule Date \_\_\_\_\_ 2014 (AM 0800-0900-1000-1100) – (PM 1300-1400-1500-1600) Verified By: \_\_\_\_\_

01 Apr 2014

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

APPENDIX C  
FULL SUPPORT

FURNITURE REQUEST FOR COMMAND SPONSORED/JOINT DOMICILE

Deros \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Name (Last, First M.): \_\_\_\_\_

Rank \_\_\_\_\_ Address \_\_\_\_\_

E-Mail \_\_\_\_\_ Unit: \_\_\_\_\_

Home P \_\_\_\_\_ Cell P \_\_\_\_\_ Prepared Date by \_\_\_\_\_

Initial \_\_\_\_\_ All Turn-In \_\_\_\_\_ Partial Turn-in \_\_\_\_\_

MCN	Item Description	Auth by CTA	Issue	Turn-in	Remarks
7105-01-AFH-1002	BED. HEADBOARD W/FRAME QUEEN	1EA/MBR			
7210-00-AFH-5736	BOX SPRING, QUEEN SIZE	1EA/MBR			
7210-00-AFH-8813	MATTRESS QUEEN SIZE	1EA/MBR			
7105-00-AFH-2982	TABLE, NIGHT W/ DRWS	1EA/MBR			
7105-00-AFH-6936	MIRROR	1EA/MBR			
7105-00-AFH-6935	CHEST 6 DRAWER	1EA/MBR			
7105-01-AFH-3061	DRESSER, 6 DRAWER	1EA/MBR			
7105-00-AFH-2793	BED. HEADBOARD W/FRAME SINGLE	1EA/MBR			
7210-00-AFH-5735	BOX SPRING, SINGLE SIZE	1EA/MBR			
7210-00-AFH-5726	MATTRESS, SINGLE SIZE	1EA/MBR			
7105-00-AFH-6936	MIRROR	1EA/MBR			
7105-00-AFH-2982	TABLE, NIGHT, W/ DRWS	1EA/MBR			
7105-01-AFH-3061	DRESSER 6 DRAWER	1EA/MBR			
7105-00-AFH-3038	BABY, CRIB	1EA/MBR			
7210-00-AFH-5725	MATTRESS, CRIB	1EA/MBR			
7105-00-AFH-3091	DESK W/ DRWS, CHAIR W/O ARMS	1EA/LIVR			
7105-00-AFH-7604	BOOKCASE	1EA/LIVR			
7105-01-AFH-0058	SOFA-3SEAT	1EA/LIVR			
7105-00-AFH-9453	CHAIR LOUNGE	2EA/LIVR			
7105-00-AFH-6958	TABLE, COFFEE	1EA/LIVR			
7105-00-AFH-6974	TABLE, END	2EA/LIVR			
6230-00-AFH-5933	LAMP, FLOOR	1EA/LIVR			
6230-00-AFH-6082	LAMP, TABLE	2EA/LIVR			
7105-00-AFH-2980	TABLE, KITCHEN, DINING	1EA/DINR			
7105-00-AFH-2990	CHAIR DINING W/O ARMS	4EA/DINR			
4110-00-AFH-5948	REFRIGERATOR: 20.8 CU FT 110 / 220V	1EA/KITR			
7310-00-AFH-0548	RANGE GAS, LNG / LPG, 20" 24" 30 INCH	1EA/KITR			
3510-00-AFH-3207	DRYER, GAS LNG / LPG 110 / 220V	1EA/LAUR			
3510-00-AFH-3933	WASHER, ELEC 110 / 220V	1EA/LAUR			
3510-00-AFH-0007	WASHER, W/DRYER, COMBO, STACKABLE	1EA/LAUR			

REMARK

Schedule Date \_\_\_\_\_ 2014 (AM 800-900-1000-1100)-(PM 1300-1400-1500-1600) Verified BY \_\_\_\_\_

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

**APPENDIX D  
EXCEPTION TO POLICY**

UNIT OFFICE SYMBOL

DATE

MEMORANDUM FOR Chief, Housing Division, USAG-RC and Area I, APO AP 96258

SUBJECT: Exception to Policy – (Rank, Last, First, Mi, SS# Last Four)

1. State reason for your request.
2. Full Justification (State why you feel your request should be approved, and if disapproved, what is the impact on you and/or your family/command).
3. Any additional information you wish to add to your request. Include all supporting documentation (i.e. financial, medical, etc).
4. Point of contact for additional information (if other than Service Member, include their phone number, email, etc).

Service Member Signature Block

Request for Approval/Disapproval

Required to get signature from unit & Battalion Commander above his/her Signature Block

**\*ALL REQUESTS FOR EXCEPTION TO POLICY MUST BE ENDORSED  
BY THE UNIT COMMANDER  
INCLUDE A ERB/ORB**

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

**APPENDIX E  
DECLINATION OF GOVERNMENT FURNISHINGS SUPPORT**

STATEMENT OF DECLINATION FOR GOVERNMENT FURNISHINGS SUPPORT

I, \_\_\_\_\_ have been fully briefed on my entitlements to government furnishings support from the Housing Division Furnishings Management Branch. I will not require government furnishings support for the duration of my current lease agreement. A copy of this statement will be filed in my folder.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

UNIT: \_\_\_\_\_

WORK TEL: \_\_\_\_\_

CELL #: \_\_\_\_\_

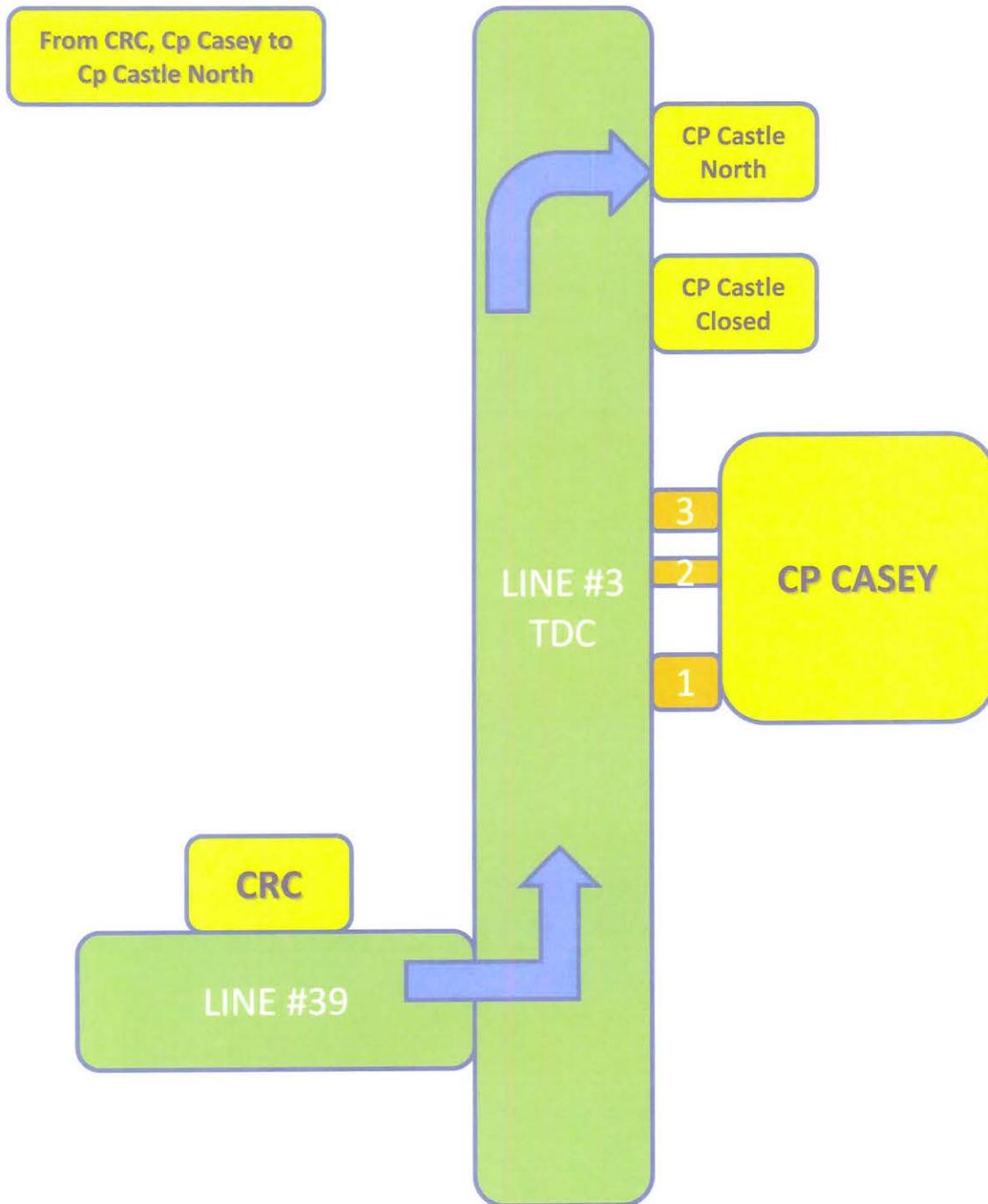
HOUSING COUNSELOR: \_\_\_\_\_

DATE: \_\_\_\_\_

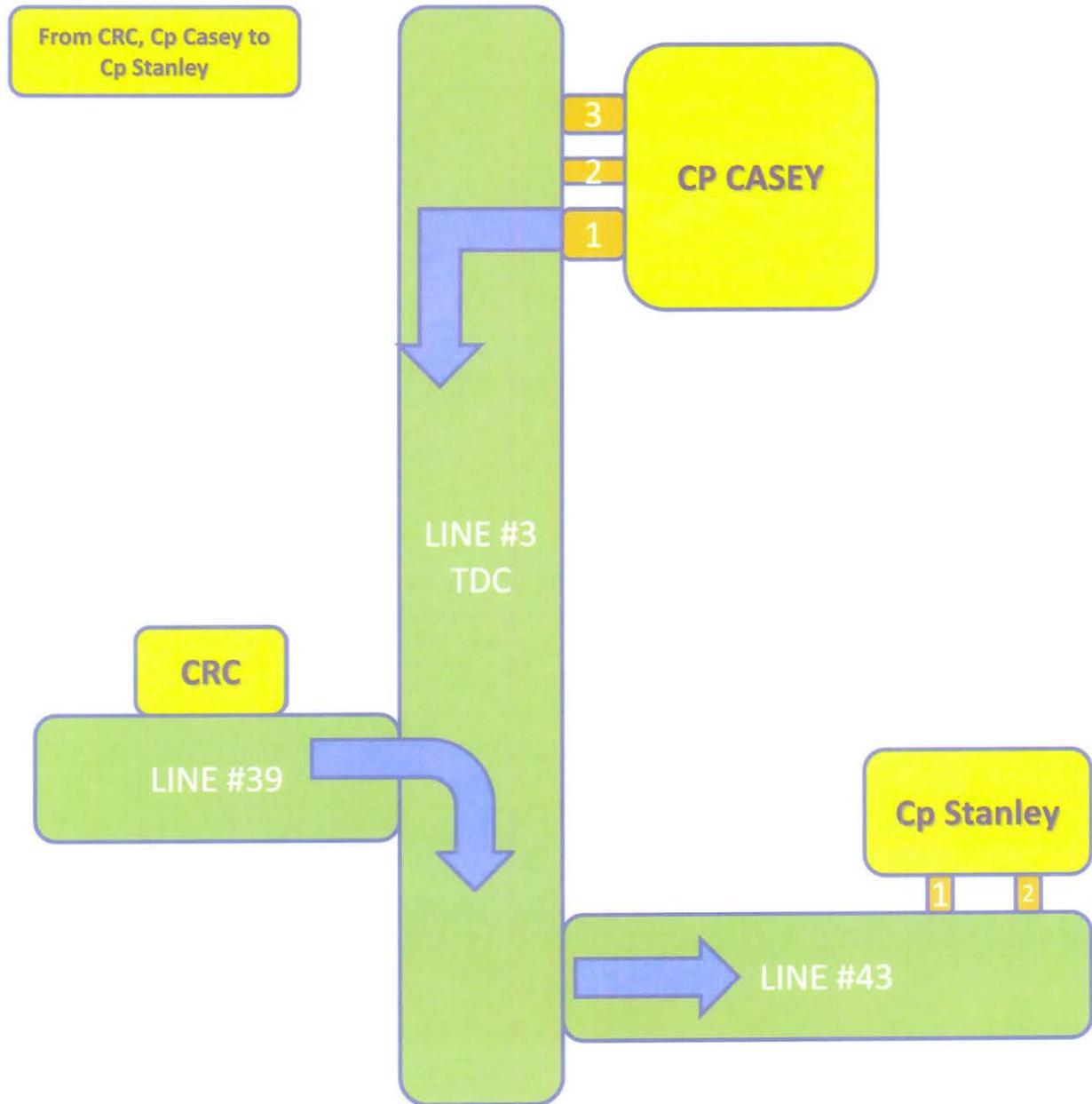
IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

### APPENDIX F-1 WAREHOUSE LOCATIONS



APPENDIX F-2  
WAREHOUSE LOCATIONS



IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

**APPENDIX G**

**STATEMENT OF UNDERSTANDING APPLIANCE CONNECTION (OFF-POST ONLY)**

**STATEMENT OF UNDERSTANDING APPIANCES CONNETION**

I \_\_\_\_\_(Name) fully understand that I'm responsible to ensure the connection cost of gas stoves, washer and gas dryer delivered by the Furnishings Management Branch. Gas stove, washer and gas dryer are installed IAW Korean Law. I understand I am "not" allowed to install appliance and must have all appliances installed by a professional. Failure to have the appliance installed by a professional & licensed person makes me liable for all damages, injuries and deaths that may happen due to the installation by anyone other than a licensed professional. I have been advised to contact my realtor for additional information. I have been informed that if a professional is not on site at time of delivery no gas appliance will be left and any redelivery attempts are chargeable. I'm entitled to a Moving in Housing Allowance (MIHA) which will be used for the cost of the installation of government delivered appliances by the Furnishings Management Branch. I further understand that I will not be charged for delivery unless specified at the time of lease processing. I have been given a point of contact at the FMB to assist me, my landlord or realtor on my government furnishing entitlements. A copy of this statement will be field in my folder.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FURNISHING BRANCH  
REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

IMRD-ZA

SUBJECT: Standard Operating Procedures (SOP) for Furnishings Management Branch (FMB), USAG Red Cloud and Area I

**APPENDIX H  
UNIT ISSUE AND TURN-IN FURNITURE REQUEST**

DEPARTMENT OF THE ARMY  
UNIT ADDRESS

OFFICE SYMBOL

DATE

MEMORANDUM FOR UPH FMB

SUBJECT: (TURN-IN/DIRECT EXCHANGE) OF (ISSUE)

1. REQUEST THE FOLLOWING FURNITURE IN BUILDING/ROMM NUMBER ETC... BE TURNED-IN FOR HAND RECEIPT NUMBER(#100) ON (TURN-IN DATE)
2. CONDITION AND REASON

NSN	NOUN	QTY	COND
7105-01-346-5966	BED, BUNK	50	S or U
7210-01-139-6434	MATRESS	20	S or U

(Note) Above information is located on customer units hand receipt.

3. POINT OF CONTACT (SUPPLY SGT AND PHONE NUMBER)

COMMANDERS OR H/R  
HOLDER SIGNATURE

NOTE:

1. NO HAND RECEIPT UPDATE, NO SERVICE
2. ALL FURNITURE ISSUE REQUIRES JUSTIFICATION AND PURPOSE OF USE.
3. NOTE-FURNITURE LIFE EXPECTANIES PER AR 201-50 for Fair Wear and Tear: Wood Furniture 8-10yrs, Appliances 7-15yrs, Fabric Goods 2-7yrs (Sofas, Mattress) ETC.....