

USAG STUTTGART – HOUSING DIVISION

UPH Furnishings Authorizations – Customer Request Form (not applicable for Barracks)

Customer Rank & Name: _____ SSN: ___X___ - ___X___ - _____ DATE: _____

Phone Numbers: Work: _____ Home: _____ Cell: _____

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

Unit: _____ Family Size: _____ Number of Bedrooms: _____

EMAIL: _____

A. Issue	Initial	Temp Loan	Exchange/Damage	Moving	Leaving
(Circle all applicable items)					
B. Turn-In	Initial	Temp Loan	Exchange/Damage	Moving	Leaving

QTY	Furnishings Item	Authorization	BKS UPH	NCO UPH	Off-Post UPH	CIV UPH*
	Bed, Double: Slat	1 EA per E5 and above or authorized DOD Civilian	◀	◀	◀	◀
	Mattress, Double: HDFM	1 EA per E5 and above or authorized DOD Civilian:	◀	◀	◀	◀
	Cover, Mattress: Double	1 EA per E5 and above or authorized DOD Civilian	◀	◀	◀	◀
	Bed, Single: Slat	1 EA per E1-E4	◀	◀	◀	◀
	Mattress, Single HDFM	1 EA per E1-E4	◀	◀	◀	◀
	Cover, Mattress: Single	1 EA per E1-E4	◀	◀	◀	◀
	Chair Dining: w/o Arms	1 EA per E1-E4, 3EA per NCO or Authorized DOD Civilian with Table square	1	3	◀	3
	Chair, Easy	1 Per Dwelling above or authorized DOD Civilian	0	1	1	1
	Chest 3 Drawers	1 EA per UPH Member or authorized DOD Civilian	◀	1	1	1
	Dresser 6 Drawers	1 EA per E5 and above or authorized DOD Civilian	0	1	1	1
	Sofa (2 Seat)	1 Per Dwelling or authorized DOD Civilian	0	1	1	1
	Table, Coffee	1 EA per E5 and above or authorized DOD Civilian	0	1	1	1
	Table, Square	1 Per Dwelling or authorized DOD Civilian	0	1	1	1
	Table, End	1 EA per UPH Member or authorized DOD Civilian	1	1	1	1
	Table, Night	1 EA per UPH Member or authorized DOD Civilian	◀	◀	◀	◀
	Permanent Issue Items	Authorization (Private Rental Only)				
	Wardrobe	2 EA Per Individual if not built in**	◀	◀	◀	◀
	Cabinet, Kitchen	3 EA per Dwelling on the Economy or Authorized DOD Civilian**	0	0	3	3
	Range	1 EA per Dwelling on the Economy	0	0	1	1
	Refrigerator 9.5	1 EA per Dwelling	1	1	1	1
	Dishwasher	1 EA per Dwelling on the Economy with Landlord Approval	0	0	1	1
	Washing Machine	1 EA per Dwelling EURO	0	0	1	1
	Dryer	1 EA per Dwelling EURO	0	0	1	1
	Rack for Washer & Dryer	1 EA per Dwelling				

NOTES: * Civilian UPH customer are authorized Loaner Furniture but will not retain items over a maximum of 90 days inbound or 60 days outbound. Contractor personnel and civilians not authorized LAQ are not eligible for UPH furniture support.

** 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.

*** Customer will be charged the transportation cost for re-delivery if a selected Appliance cannot be delivered due to narrow access conditions to the home, or cannot be installed due to missing utility/electrical or venting connection.

◀ Arrow indicates what a person will receive by authorization.

DELIVERY/TURN-IN DATE: _____ **COUNCELOR:** _____

(Circle one)

DELIVERY/TURN-IN is scheduled between the hours of _____ - _____ hrs. (for Appliances between _____ - _____ hrs)



**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 one government delivery and one turn-in per tour.

CUSTOMER SIGNATURE: _____ **DATE:** _____

Housing Office Telephone Numbers: DSN: 431-2458/ or 2228 or Civ: 07031-15-2458 / or2228 Fax: DSN: 431-2470 or Civ: 07031-15-2470

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, 20 November 2008

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.

This account was transferred from:

to:

Name

Name

SSN

SSN

Date

Counselor