

*USAREUR Regulation 210-6

Installations

Furnishings and Household Equipment Support for Family Housing and Unaccompanied Personnel Housing

4 October 2001

***This regulation supersedes USAREUR Regulation 210-6, 3 June 1997.**

For the Commander:

ANTHONY R. JONES
Major General, GS
Chief of Staff

Official:



MARILYN A. QUAGLIOTTI
Brigadier General, GS
Deputy Chief of Staff,
Information Management

Summary. This regulation establishes policy and procedures for managing furnishings authorized to support Army family housing and unaccompanied personnel housing in USAREUR.

Summary of Change. This revision clarifies responsibilities and procedures for furnishings support for general/flag officers quarters.

Applicability. This regulation applies to military and civilian personnel of USAREUR and tenant commands (UR 10-5, app A) who are entitled to family housing or unaccompanied personnel housing furnishings support according to AR 210-50.

Supplementation. Commanders will not supplement this regulation without CG, USAREUR/7A (AEAEN-PW-HSG), approval.

Forms. This regulation prescribes AE Form 210-6A-R (Installation Agreement for U.S. Property in Private Rental Housing) and AE Form 210-6B-R (Conditions Report - Part II (Family Housing Furniture, Furnishings, and Equipment)). USAREUR and higher-level forms (printed and electronic) are available through the USAREUR Publications System (UPUBS).

Suggested Improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A (AEAEN-PW-HSG, 370-7118). Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAREUR/7A, ATTN: AEAEN-PW-HSG, Unit 29351, APO AE 09014.

Distribution. C (UPUBS). This regulation is available only in electronic format.

CONTENTS

Section I

GENERAL

1. Purpose
2. References
3. Explanation of Abbreviations and Terms
4. Responsibilities

Section II

PROGRAMMING, BUDGETING, AND FUNDING FOR AFH AND UPH FURNISHINGS

5. General
6. Financial Plans
7. Budget Submissions
8. Funding Channels, Distribution, and Allotment of Funds
9. Justification

Section III

ELIGIBILITY FOR AFH AND UPH FURNISHINGS SUPPORT

10. Family Housing
11. Unaccompanied Personnel Housing
12. Private Rental Housing
13. Other Support
14. Furnishings Support for Soldiers Assigned to Remote Sites
15. Furnishings Support for General/Flag Officer Quarters
16. Waiting Lists
17. Maintenance Float
18. Maintenance and Repair
19. Removal and Storage
20. Transportation
21. Furnishings Disposal
22. Housing Furniture Procurement and Requisition
23. Customer Service

Section IV

MANAGEMENT AND ISSUE POLICY FOR FAMILY HOUSING FURNISHINGS

24. Issue Priorities
25. Issue Policy
26. Use of Excess Furnishings
27. General Issue, Turn-In, and Exchange of Furnishings

Section V

CRITERIA FOR CLEANING RUGS AND UPHOLSTERED FURNITURE AND CLEANING AND REPLACING CURTAINS

28. Applicability
29. Criteria
30. Curtains
31. Rugs, Carpeting, and Upholstered Furniture
32. Mattress Pads

Section VI

MANAGEMENT OF UNACCOMPANIED PERSONNEL HOUSING FURNISHINGS

33. Responsibilities
34. Basic Allowances
35. Initial Issue of Furnishings
36. Replacement of Furnishings
37. Turn-in of Furnishings
38. Warehousing

- 39. Maintenance and Repair
- 40. Transportation

Section VII

PROPERTY ACCOUNTABILITY FOR AFH AND UPH FURNISHINGS

- 41. General
- 42. Furnishings and Household Equipment Issues
- 43. DA Form 1687
- 44. Transfer of Property Between AFH and UPH Property Books
- 45. Relief From Responsibility
- 46. Determination of Charges
- 47. Depreciation
- 48. Automation

Appendixes

- A. References
- B. Standard Loaner Set
- C. Furnishings Stock Status Report (Requirement Control Symbol: ENG 235)

Glossary

SECTION I GENERAL

1. PURPOSE

This regulation establishes policy and procedures for managing furnishings authorized by Common Table of Allowances (CTA) 50-909 and CTA 50-970 to support U.S. Government-controlled and privately rented Army family housing (AFH) and unaccompanied personnel housing (UPH) in USAREUR.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

a. The Chief, Housing Division, Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A.
The Chief, Housing Division--

(1) Develops policy and procedures for managing AFH and UPH furnishings in USAREUR.

(2) Serves as the approving authority for furniture requests in support of general/flag officers quarters (GFOQ), installation commanders quarters (ICQ), and special command position (SCP) quarters.

(3) Reviews requests for changes and waivers to HQDA publications.

b. The Director, Engineer Support Center (ESC), ODCSENGR. The Director, ESC--

(1) Develops budget requirements for the AFH and UPH furnishings program.

(2) Performs long-range planning, programming, and execution of the USAREUR housing furnishings program, including establishing program levels.

(3) Reviews and processes AFH and UPH furniture requisitions.

(4) Performs staff-assistance visits to area support group (ASG) centralized furnishings management offices.

- (5) Executes and monitors quality control of the AFH and UPH furniture repair program.
- (6) Centrally manages and coordinates the UPH furniture replacement program in conjunction with single soldier quarters upgrade.
- (7) Serves as the functional proponent for the Housing Operations Management System furnishings module.
- (8) Manages excess AFH and UPH in USAREUR.
- (9) Directs and coordinates long-haul movements of excess furniture.
- (10) Approves and coordinates special furniture requests (for example, support for foreign area officers).
- (11) Prepares requests for changes and waivers to HQDA publications.
- (12) Plans the training program for furnishings personnel in USAREUR.
- (13) Establishes supplemental guidelines and procedures for managing household appliance and local drayage contracts.
- (14) Provides training to community personnel involved in executing domestic appliance and local drayage contracts.
- (15) Develops and distributes procedures for reporting AFH and UPH furnishings.
- (16) Consolidates and submits appropriate furnishings reports as required by HQDA.
- (17) Serves as the sole source of supply for AFH and UPH furnishings in USAREUR.
- (18) Monitors furnishings requisitions for USAREUR requirements with continental United States wholesale supply systems.

c. ASG Centralized Furnishings Management Offices. The ASG commander will establish a centralized furnishings management office (CFMO) in their directorate of public works that--

- (1) Manages AFH and UPH furnishings in the ASG area of responsibility.
- (2) Establishes a consolidated central property book for all furnishings in the ASG.
- (3) Develops requirements for the AFH and UPH furniture programs in the ASG.
- (4) Helps the ESC prepare the budget under the Operation and Maintenance, Army (OMA), and AFH accounts for managing housing furnishings. Areas in which the ASG CFMO assists the ESC include consideration of initial issue, replacement, control, moving, handling, maintenance, repair, and operational needs.
- (5) Reviews furniture requirements received from base support battalions (BSBs) to ensure they are correct and required for replacement of furniture in quarters occupied by eligible personnel.
- (6) Executes lateral transfers of serviceable and unserviceable but economically repairable furniture to ensure equal distribution of assets in the ASG area of responsibility.
- (7) Reports excess furniture to the ESC and requests disposition instructions.
- (8) Disposes of furniture that is excess (if not stored as excess), unserviceable, or nonreparable to reduce inventory and cost.
- (9) Makes periodic staff visits and inspections to local furnishings management offices (FMOs) to ensure FMO duties are performed according to this regulation.

(10) Analyzes, consolidates, and sends furnishings reports (Furnishings Stock Status Report (Requirement Control Symbol: ENG 235)) to the ESC in accordance with AR 210-50. The address to which the reports will be mailed is "Commander, USAREUR/7A, ATTN: AEAEN-ESC-FMO, Unit 20911, APO AE 090169.

(11) Reports shortages and overages to the ESC.

(12) Coordinates direct exchange of unserviceable furniture with the ESC direct exchange facility.

(13) Maintains current records of furniture use as a basis for planning long-range replacement programs.

d. BSB and Area Support Team (AST) FMOs. BSB and AST commanders with AFH and UPH support missions will establish an FMO responsible for the managing AFH and UPH furnishings in their areas of responsibility. BSB and AST FMOs will--

(1) Identify program requirements for authorized items of AFH and UPH furnishings outlined in Common Table of Allowances (CTA) 50-909.

(2) Conduct an annual inventory of AFH and UPH furniture not in use, and reconcile primary-hand-receipt property with sub-hand receipts and quantities not in use.

(3) Arrange direct exchange (DX) of furniture with the ASG CFMO (including transportation of furnishings to and from quarters to warehouses or to the ESC DX facility).

(4) Provide adequate warehouse space for AFH and UPH furnishings.

(5) Minimize storage of furnishings by disposing of items that are beyond economical repair or that are excess to BSB or AST needs.

(6) Separate and store property by categories of serviceable, unserviceable, AFH-funded, and UPH-funded.

(7) Ensure furnishings are issued as outlined in AR 210-50, CTA 50-909, CTA 970, and this regulation.

(8) Establish procedures for accompanied and unaccompanied personnel to clear their furnishings hand-receipt accounts before permanent change of station.

(9) Provide transportation for delivery and pickup of AFH and UPH furnishings to and from AFH and UPH quarters and private rental housing.

(10) Ensure shortages and excesses are reported to the ASG CFMO.

(11) Arrange for immediate disposition of nonreparable AFH and UPH furnishings (including transportation to the servicing defense reutilization and marketing office).

(12) Initiate preparation of appropriate documents when losses or damages to furnishings occur (for example, cash collection voucher, statement of charges, report of survey) and process the documents.

(13) Provide transportation for furniture cross-leveling and lateral transfer when directed by the ASG CFMO.

(14) Provide onsite technical assistance to the contracting officer's representative (COR) and inspector services to assist in managing the household-appliance contract. Provide a COR to support local drayage contracts.

(15) Ensure customers meet their obligations regarding possession, care, and preservation of Government furnishings.

(16) Prepare furnishing-feeder reports required by this regulation, appendix C.

SECTION II PROGRAMMING, BUDGETING, AND FUNDING FOR AFH AND UPH FURNISHINGS

5. GENERAL

- a. The ESC is responsible for programming and budgeting for AFH and UPH furnishings in USAREUR. The ESC is also responsible for maintenance and repair (M&R) and procurement of AFH and UPH furnishings.
- b. ASGs are responsible for identifying AFH and UPH furniture requirements in their areas of responsibility.
- c. AFH furnishings are funded from the AFH (budget program (BP) 1913 and 1940) accounts. UPH furnishings are funded as part of the H account of OMA.

6. FINANCIAL PLANS

- a. AR 210-50 provides policy and guidance on managing AFH and UPH furnishings. The ESC will establish and submit required financial plans (for example, command operating budget, program analysis resource review) to comply with this regulation and the Defense Finance and Accounting Service - Indianapolis Center (DFAS-IN) Regulation 37-1. Budget submissions for AFH and UPH furnishings will be as realistic as possible and will be coordinated with appropriate command elements.
- b. ASGs are responsible for identifying, preparing, consolidating, and submitting estimated furnishings-support requirements for AFH and UPH. Estimates must cover requirements for each tenant unit and satellite unit for which the ASG has host responsibility. (Commanders of non-USAREUR-supported satellite units are responsible for submitting requirements to the appropriate ASG according to budget guidance from higher headquarters.) This procedure applies to furnishings provided on a reimbursable or nonreimbursable basis.
- c. The ESC will budget and fund for replacement, M&R, and local drayage for AFH and UPH furnishings.
- d. The Office of the Assistant Chief of Staff, Installation Management, HQDA, currently budgets and funds the initial issue of furnishings required to support DA-funded Military Construction, Army (MCA) and Barracks Upgrade Project (BUP) UPH projects.
- e. Costs involving joint use (family and unaccompanied housing) of AFH and UPH facilities (for example, vehicles, equipment, personnel) will be shared on a pro rata basis between the AFH and base operations (BASOPS) accounts.

7. BUDGET SUBMISSIONS

Appliances and furniture requirements for renovation projects, building upgrades, new construction, build-to-lease units, and special USAREUR programs that are not included in normal annual budget requests will be identified separately and submitted to the ESC by 1 June each year.

8. FUNDING CHANNELS, DISTRIBUTION, AND ALLOTMENT OF FUNDS

ASGs will receive AFH and OMA operational funds for the AFH and UPH furnishings program. The ESC is funded for procurement, M&R, and local drayage. The ESC monitors these programs based on the number of eligible personnel supported, AFH and UPH furnishings inventories, and special requirements reported by ASGs (emergency procurement, initial issue requirements for new construction, and furnishings required for relocating troop units).

9. JUSTIFICATION

The ESC will provide procedures for ASGs and BSBs to justify AFH- and OMA-funded requirements for furnishings. Justification must include scope, schedule, and quantities. Authorization changes, program changes, requests for modernization of U.S. facilities (for example, MCA projects), and similar information will help document the need for additional furnishings requirements. Furnishings condition status and inventory levels will help support justification statements.

**SECTION III
ELIGIBILITY FOR AFH AND UPH FURNISHINGS SUPPORT**

10. FAMILY HOUSING

a. Individuals requesting furnishings support are required to provide the following documents:

(1) A valid identification card and a copy of permanent change of station (PCS) orders. DOD civilian employees are required to provide a copy of DD Form 1614 (Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel) and SF 1190 (Foreign Allowances Application, Grant, and Report - Jan 98).

(2) A copy of the household goods descriptive inventory issued by the contract carrier, SF 1203 (US Government Bill of Lading), and DD Form 1797 (Personal Property Counseling Checklist). These documents are required to determine which items to issue as permanent or loaner furnishings.

b. In USAREUR, the following personnel are eligible for AFH furniture and household equipment support:

(1) Soldiers with command-sponsored family members.

(2) DOD civilian, nonappropriated fund, and Army and Air Force Exchange Service employees (excluding contractors), if the amount of items locally stocked is sufficient and either of the following applies:

(a) Recruited from the continental United States (CONUS).

(b) Hired in USAREUR and receives living quarters allowance and full logistic support.

c. Soldiers and civilian personnel authorized to ship their full Joint Federal Travel Regulations (JFTR) weight allowance may be provided temporary furniture (loaner sets) while household goods (HHG) are in- or outbound.

(1) The type and amount of furniture issued will be limited and will not consist of complete sets, but must contain a minimum of a bed, dresser, and chair per person, and one lamp and wardrobe per bedroom (app B). The local furnishings management officer may adjust the type and amount issued based on family and quarters size and transportation capability.

(2) The maximum time for use of loaner sets is 90 days for inbound personnel and 60 days for outbound personnel. The furnishings management officer may extend this period if inbound shipments are delayed beyond 90 days.

(3) The furnishings management officer must maintain a suspense file to--

(a) Control the timely return of loaner-set items to the furniture stocks.

(b) Identify sets requiring extension beyond 90 days (for inbound personnel). The hand-receipt file will contain a written extension approval from the CFMO.

d. Personnel traveling under the Elective Joint Federal Travel Regulations (EJFTR) weight allowance policy will be provided furnishings support if local stock permits, but not more than authorized allowances. These personnel have the option to ship or store privately owned HHG in any combination, but not more than the full JFTR weight authorization.

e. A single range, refrigerator, washer, dryer, and dishwasher will be provided to eligible personnel (b above) who travel under the full JFTR or EJFTR weight allowance. Wardrobes and kitchen cabinets will be provided if not built-in or provided by the landlord.

f. Personnel who transfer from an EJFTR area to a full JFTR area may be provided full Government furnishings support (appliances and furniture) when the gaining installation has sufficient stock and with the approval of the BSB commander. If the gaining installation cannot provide support, personnel may request to ship furniture from CONUS. The weight of the furniture shipped from CONUS plus the weight furniture shipped from the EJFTR area to the full JFTR area will not exceed the full JFTR weight allowance.

g. Contractor personnel are not eligible to receive furnishings support (appliances or furniture) unless a USAREUR memorandum of understanding or logistic support agreement specifically identifies furnishings support. USAREUR Regulation 600-700 provides details.

h. When a soldier or civilian employee who is eligible for furnishings support resides in one community and works in another, the community providing housing service support will also provide furnishings support.

11. UNACCOMPANIED PERSONNEL HOUSING

a. Unaccompanied personnel assigned to Government-controlled housing (AR 210-50) are authorized Government furnishings support.

b. Unaccompanied personnel who are eligible for furnishings support and reside in private rental housing may receive Government furnishings if they are one of the following:

(1) Sergeants first class and above who elect to reside in private rental housing or who are issued a statement of nonavailability for Government housing.

(2) Staff sergeants and below who are authorized to reside in private rental housing because Government quarters are not available. The appropriate housing authority must issue a statement of nonavailability of Government quarters. This statement will be used by the servicing furnishings management office (FMO) as the basis for issuing furnishings from the UPH furniture inventory.

c. Furnishings issued under this authority (a and b above) will be provided according to CTA 50-909. If the UPH furnishings inventory is insufficient to sustain an acceptable standard of living in private rental housing, similar items that are excess to the AFH furnishings inventory may be transferred to the UPH property book.

d. If furnishings are issued to unaccompanied personnel sharing private rental housing--

(1) Each occupant will be responsible for the bedroom furniture issued.

(2) The senior occupant will accept responsibility for all furnishings placed in common-use areas (for example, kitchen appliances, kitchen cabinets, living-room furniture).

e. Government AFH furnishings will be provided to eligible single persons with children.

f. If married soldiers (without children) occupy separate quarters, support should be provided to both soldiers from the UPH furnishings inventory.

12. PRIVATE RENTAL HOUSING

Furnishing support in private rental housing is authorized if the community housing referral and relocation services (CHRRS) approves private rental housing. The sponsor must present a copy of the completed rental contract or internal assignment document from CHRRS before being issued furnishings.

13. OTHER SUPPORT

a. Personnel not eligible for furnishings support according to paragraph 10 may be provided excess furnishings if the following apply:

(1) These personnel provide exclusive service to the U.S. Forces or provide essential or substantial services to USAREUR.

(2) Accountability of issued property is maintained.

(3) No AFH or OMA funds are spent for transporting, cleaning, maintaining, or repairing requested items.

(4) The individual signs a statement acknowledging that the items may be withdrawn by the FMO with 30-day written notification if needed to support eligible personnel.

(5) Personnel issued furniture under the provisions of this paragraph have a valid rental contract and will be cleared through the CHRRS and CFMO on departure.

(6) The ESC has approved issuance of excess furniture and household appliances.

b. The FMO may issue furnishings to family members of sponsors who are not physically present if--

(1) The sponsor of the family member was stationed in USAREUR and was eligible for AFH furnishings support.

(2) The BSB commander approves the unaccompanied family member's request for furnishings.

(3) The departing sponsor and the sponsor's spouse acknowledge responsibility for furnishings received, including return of items to the CFMO warehouse when departing quarters.

c. BSB commanders may use excess AFH furnishings (except domestic appliances or household equipment) in reception areas of housing offices and Army Community Service centers. Furnishings will be transferred to the installation property book.

14. FURNISHINGS SUPPORT FOR SOLDIERS ASSIGNED TO REMOTE SITES

a. Accompanied soldiers assigned to remote sites in Germany are authorized to travel under the EJFTR. Supplemental furniture and household equipment support will be provided according to paragraphs 10d through f.

b. Furniture and household equipment for unaccompanied soldiers assigned to remote sites will be provided according to paragraph 11.

c. Furniture for soldiers assigned to remote sites will be moved with transportation provided by the BSB responsible for the sites. Transportation may be performed through drayage contracts if the location is within contract limits.

d. Household appliances will be delivered and picked up through a domestic appliance contractor.

e. The servicing CFMO will--

(1) Coordinate with the primary hand-receipt holder or the sponsor for pickup or delivery of furnishings.

(2) Coordinate transportation and loading and unloading at the site.

f. The sponsor and supply personnel will--

(1) Comply with delivery and pickup arrangements.

(2) Assist with loading and unloading at the site.

(3) Place furniture in the quarters.

15. FURNISHINGS SUPPORT FOR GENERAL/FLAG OFFICER QUARTERS

a. AR 210-50, chapter 13, section IV, outlines unique requirements for furnishings in dwellings designated and used as GFOQ/ICQ.

b. The 26th ASG is responsible for managing GFOQ/ICQ-supplementary furnishings in Germany. These furnishings include nonstandard furnishings authorized in public entertainment areas. The responsible ASG CFMO will provide GFOQ/ICQ-furnishings support in other countries (for example, Belgium, Italy, and the Netherlands).

c. Requests for approval of initial issue or early replacement of area rugs, wall-to-wall carpeting, draperies, sheers, special allowances, and furniture or household equipment not authorized by AR 210-50, CTA 50-909, or other applicable HQDA directives will be--

(1) Prepared according to AR 210-50, paragraphs 13 through 20, for initial issue.

(2) Prepared by the BSB housing managers, in coordination with the GFOQ/ICQ occupant, for early replacement or issue of items not authorized by CTA 50-909. Because the normal life expectancy of quality carpeting and drapery is 10 years, requests for early replacement must have written justification from the BSB housing manager (before 10 years for area rugs, wall-to-wall carpeting, draperies, and sheers; before 6 years for draw curtains). Request must be signed by the GFOQ/ICO occupant or (when the quarters are vacant) by the ASG or BSB commander. Requests from the Supreme Allied Commander Europe (SACEUR) may be signed by the SACEUR Executive Officer.

(3) Sent to Commander, USAREUR/7A, ATTN: AEAEN-PW-HSG, Unit 29351, APO AE 09014, for approval.

16. WAITING LISTS

a. The CFMO will establish waiting lists for wardrobes, kitchen cabinets, washers, dryers, ranges, refrigerators, and dishwashers when these items cannot be provided immediately. The CMFO may establish waiting lists for other items determined to be essential that cannot be provided immediately.

b. The CFMO will maintain separate waiting lists for items issued to authorized customers in unserviceable condition and that need to be exchanged.

c. Waiting lists identified in a and b above will include date of request, name of occupant, and place of residence. Lists will be kept up-to-date and be available at the issuing office.

d. The CFMO will maintain waiting lists for washers and dryers for common-use laundries by building number, not by the occupant or by the sponsor's name.

17. MAINTENANCE FLOAT

a. The ESC maintains a central direct exchange (DX) facility in Gießen, Germany, for exchanging unserviceable items designated as critical.

b. The ASG CFMOs will ensure the BSB furnishings management operations maintain a minimum stock of housing furniture as a maintenance float. The float stock will include serviceable items ready for issue and exchange.

c. With the exception of Italy, the ASG float stock will not exceed 3 percent for upholstered furniture and hard goods, and 5 percent for soft goods (for example, rugs, carpeting, bed linens, mattresses, window coverings, lamps). The float is based on actual requirements in support of AFH and UPH quarters and is included in the program level of the Furnishings Stock Status Report (Requirement Control Symbol: ENG 235) (app C).

d. The ESC, under the terms of the USAREUR domestic appliance contract, will carry a maintenance float of household equipment which will be used by the contractors for replacement. The appliance contractor will be responsible for initial issue, turn-in, and replacement of household equipment.

18. MAINTENANCE AND REPAIR

a. The ESC is responsible for planning, programming, and executing the AFH and UPH furniture repair program. Accordingly, the ESC will--

(1) Determine M&R requirements each July for the following fiscal year, in coordination with the responsible ASGs. Requirements are based on data provided by the ENG 235 Report. Modular furniture will be maintained in the ASG CMFO.

(2) Coordinate M&R of AFH and UPH furniture with the supporting M&R activity.

(3) Establish an annual repair schedule based on requirements and provide copies of the schedule to appropriate ASGs.

b. Furniture repair costs will be computed as outlined in the maintenance expenditure limits of AR 750-1. Repair limitations in Technical Bulletin 43-0002-27 may also be applied.

c. The CFMO will work closely with the ESC to ensure that at least one person is trained and qualified to classify furniture.

d. Furniture requiring minor touchup may be refurbished on the spot by CFMO personnel. Modular furniture will be returned to a serviceable condition by BSB FMO personnel or the hand-receipt holder. Furniture requiring M&R will be reported to the ESC for repair scheduling.

e. The ESC validates and sets priorities for repair requirements and coordinates with the responsible maintenance facility to ensure repairs are completed within an acceptable period. Minor repairs include washing or replacing upholstery covers, waxing or polishing, and knob, handle, or grip replacement. Minor repairs will be recorded and reported quarterly to the ESC.

f. Upholstered furniture and mattresses are critical items. The ESC will coordinate priority repair of these items and work with the supporting M&R activity to ensure that--

(1) Some serviceable upholstered furniture is available for DX at the ESC DX facility.

(2) Sufficient stocks of serviceable mattresses (single and double) are available to meet command needs.

g. The ESC, in coordination with the ASGs, will define and limit the number and variety of colors and patterns of material used to reupholster furniture, buy rugs, and make curtains. CFMOs will be advised of fabric selections.

h. The maintenance facility will transfer the workload for M&R to a contractor when workload requirements exceed in-house repair capability or when the distance between facilities is beyond normal range.

i. Furniture classified by a furniture inspector as condition code H will be disposed of according to paragraph 21.

j. The ESC will monitor the status of workorders to ensure timely completion of repairs by the supporting M&R activity.

k. The M&R of household appliances is performed through a central contract managed by the ESC.

19. REMOVAL AND STORAGE

a. The BSB FMO is responsible for removing housing furniture from Government-controlled and private rental housing as requested by the occupant.

(1) Removed items will not be reissued to the same occupant unless they are required as part of a loaner set for outbound personnel or exceed community needs.

(2) If items are reissued to the same occupant at the occupant's request, the occupant is responsible for providing transportation.

b. Storing Government property in individual storage areas (for example, storerooms, maids rooms, basements) is not authorized. Housing managers, housing inspectors, and furnishings management officers are encouraged to conduct periodic inspections in the presence of occupants to make sure furniture is not being stored in these locations.

c. Installing occupant-owned appliances in Government-controlled housing is authorized if approved by the local DPW. Requests may be favorably considered when space, power source, utility connections, and necessary venting (for washers and dryers) can be provided.

(1) When approved by the DPW, occupant-owned appliances will be installed, maintained, and removed; and the premises will be restored to original condition at the occupant's expense. Government appliances installed in Government-controlled housing will not be removed at Government expense safely for the occupant's convenience.

(2) Damages to the premises caused by malfunction, deficient connection, or installation of occupant-owned appliances will be repaired at the occupant's expense. AR 210-50, paragraph 10-29, provides additional guidance.

d. Government appliances installed in Government-controlled housing will not be removed for the convenience of the occupant at Government expense. Occupants who request removal of Government appliances are required to use the Government contractor and will be responsible for the costs. Payment will be made to the BSB FMO before appliances are removed.

20. TRANSPORTATION

a. Furniture will be transported between BSB warehouses and housing or between the ESC DX facility and BSB warehouses by local drayage contract or in-house transportation. The ESC domestic appliance contract regulates transporting household equipment from ESC warehouses to contractor-owned warehouses as well as delivery to and pick-up from housing.

b. The BSB FMO representative will--

(1) Monitor movers to ensure the work conforms to the terms of the contract.

(2) Monitor customer service and performance.

c. Personnel traveling under EJFTR or full JFTR are authorized one delivery and one pickup of loaner furnishings. Further exchanges, pickups, and deliveries are the responsibility of the occupant. Exceptions may be granted in case of safety and personal circumstances. The approving authority is the BSB FMO.

d. For personnel traveling under EJFTR, additional furniture not initially delivered will be provided during pickup of the loaner set. Delivery of waiting list items are the responsibility of the local FMO.

e. Furniture delivery and pickup from Government-controlled or private rental housing will be coordinated with the occupant. These trips may be limited based on availability of funds for local drayage contracts.

(1) The FMO will advise the occupant if an appointment cannot be met. Occupants who fail to notify the FMO when they cannot be available for a scheduled appointment will be placed on the bottom of the delivery list.

(2) Under the domestic appliance contract, FMO personnel must coordinate with all parties involved to deliver, pick up, or service Government-household equipment.

f. FMOs--

(1) Will ensure delivery of essential furnishings (for example, beds, dining-room tables and chairs, lamps, ranges, refrigerators) is completed within 48 hours after a request for delivery is received. Other furniture and household appliances (for example, small tables, chests of drawers, dressers, rugs, washing machines, clothes dryers) will be delivered within 5 workdays.

(2) May arrange for appropriate supplemental transportation from the servicing transportation motorpool if necessary.

g. When the hand-receipt holder does not want to wait for Government transportation, private transportation may be used. The Government will not reimburse the customer for transportation costs.

h. Government furniture and personal property may be moved by one carrier subject to the following provisions:

(1) The move is in the best interest of the U.S. Government.

(2) The furniture scheduled for transfer between installations is in excess to the losing installation and in short supply at the gaining installation.

(3) Transfers between installations in the same ASG are approved by the ASG furnishings management officer.

(4) Transfers outside the ASG are approved by the ESC.

(5) The charges are prorated based on the weight of Government furniture moved. Inventory lists may be used to determine the weight of Government furniture.

(6) The CFMOs involved will ensure that furniture is properly accounted for during movement and that lateral transfers are prepared and processed according to DA Pamphlet 710-2-1.

i. If the hand-receipt holder requests a convenience move, the hand-receipt holder is responsible for transportation costs and for damages incurred during the move. Appliances will not be moved between leased or Government quarters.

21. FURNISHINGS DISPOSAL

a. Furniture that has been classified by a certified furniture inspector as not economically repairable (condition code H) will be sent to the servicing defense reutilization and marketing office (DRMO), according to AR 710-2 and DA Pamphlet 710-2-1.

b. Serviceable (condition code A and B) and unserviceable but repairable (condition code F) furniture no longer required by an FMO will be reported to the appropriate CFMO for possible cross-leveling with other BSBs in the area of responsibility of the supporting ASG.

c. The CFMO will report items not needed in the ASG to the ESC, with a request for disposition instructions. Furniture reported as excess must be classified by condition code, and the condition codes and quantities entered on the request must include the national stock numbers and nomenclature.

d. The ESC will provide disposition instructions for furniture that exceeds USAREUR requirements. Furnishings will be disposed of according to the following:

(1) Unserviceable but repairable furniture will be turned in to the nearest DRMO. CFMOs will provide a copy of the disposition instructions to the supporting supply support activity (SSA) at the ESC and obtain a document number before disposal to DRMO.

(2) Excess items will be stored at a designated location.

22. HOUSING FURNITURE PROCUREMENT AND REQUISITION

AFH and UPH furniture authorized by CTA 50-909 in USAREUR will be ordered or requisitioned through the ESC as outlined in AR 710-2, DA Pamphlet 710-2-1, as directed by the ESC, or as stated below:

a. Based on funding availability, ASGs will prepare requisitions for items to be purchased through CONUS or local sources. To order furniture, the CFMO will send DA Form 2765-1 (Request for Issue or Turn-In) to the ESC for funding and further processing.

b. On receipt of DA Form 2765-1, the ESC furnishings management officer will--

(1) Screen the requisition and determine whether items are available from the ESC or other ASG stocks.

(2) Give special consideration to standardization and future repair support.

(3) Send the requisition to the ESC SSA for review of conformity with AR 710-2, DA Pamphlet 710-2-1, CTA 50-909, and applicable Federal supply schedule requirements.

c. Paragraph 15 provides procedures for requesting furnishings that require special approval for GFOQ and special allowances for special command position quarters (SCPQ).

23. CUSTOMER SERVICE

a. The following information will be posted prominently or made available for viewing at the customer service office:

(1) Current list of furnishings authorized by CTA 50-909 and available for issue.

(2) Waiting list of customers who have requested unavailable furnishings.

(3) List of items included in loaner sets.

(4) Pictures or displays of standard items issued.

(5) Copies of appropriate furnishings regulations.

b. Customer service personnel will ensure that sponsors and their families are given prompt and courteous explanations of furnishings authorizations, issue and turn-in procedures, pickup and delivery requirements, and estimated waiting times for items on waiting lists.

c. The BSB FMO will provide furniture, rugs, and curtains in matching sets and compatible colors, to the extent stock permits. CFMOs, the ESC, and servicing M&R activities will determine appropriate fabrics, color combinations, and materials to be used when ordering furniture or placing workorders for repair, overhaul, reupholstering, or cleaning.

SECTION IV MANAGEMENT AND ISSUE POLICY FOR FAMILY HOUSING FURNISHINGS

24. ISSUE PRIORITIES

Furniture items that are not immediately available will be issued in the following order of priority, providing support is not denied for an extended period of time. Eligible personnel must be--

a. Traveling under EJFTR, according to paragraph 10d.

b. Authorized shipment of full JFTR weight allowance and authorized supplemental furniture support, according to paragraph 10c.

c. Provided furniture support according to paragraph 13.

25. ISSUE POLICY

a. The FMO will issue AFH furniture under the provisions of CTA 50-909. The basis of issue (BOI) outlined in CTA 50-909 will be applied when stock is available.

(1) The CFMO may authorize reductions where built-in kitchen cabinets and wardrobes are in place or may authorize increases for equipping quarters of unusual size, design, or layout.

(2) The furnishings management officer may grant requests from individuals for one or more items exceeding regulatory authorizations after the request is coordinated with the CFMO to ensure that the item is not required for other eligible personnel.

b. Furnishings will not be issued for "maids rooms." These rooms do not meet National Fire Protection Agency standards and are prohibited from being used as living quarters or sleeping areas.

c. Although furniture for temporary housing should not exceed quantities for a four-bedroom requirement listed in CTA 50-909, the furnishings management officer may approve exceptions if warranted.

d. Curtains will not be purchased for Government-controlled family housing. BSB FMOs that issue curtains to family housing residents may continue to do so until the existing stock is no longer serviceable.

e. Bomb-blast curtains are authorized by CTA 50-909 and may be provided for GFOQ/ICPQ occupied by personnel at high risk. These curtains are provided in addition to standard draw curtains. Housing operation personnel will pay for bomb-blast curtains with OMA funds.

f. Light fixtures (when available) will be issued to eligible residents of Government-leased housing or private rental housing if fixtures are not provided by the landlord.

(1) Contractors may install and remove light fixtures using the ESC-managed domestic appliance contract. Costs associated with procuring, installing, removing, maintaining, and repairing light fixtures are charged to BP 1900 funds.

(2) Tenant or landlord responsibilities include providing electrical outlets or other components associated with connecting light fixtures.

g. The BSB FMO will issue furnishings to residents of private rental housing only after AE Form 210-50J (USAREUR Housing Referral Office Rental Agreement - Germany/*Mietvertragsformular der US-Wohnungsvermittlung-Deutschland*) has been submitted. The BSB housing office must validate the AE Form 210-50J.

(1) When a landlord uses a contract other than AE Form 210-50J and the contract has been validated by the CHRHS, the FMO will use AE Form 210-6A-R (Installation Agreement for U.S. Property in Private Rental Housing). The AE Form 210-6A-R is an agreement between the landlord and the U.S. Government that states--

(a) The items in the private rental housing that belong to the U.S. Government may not be held for payment or confiscated in a claim if the occupant fails to meet rental obligations.

(b) The landlord agrees to allow a range, refrigerator, washing machine, and clothes dryer to be installed in the private rental housing.

(2) ASGs in Belgium, Italy, and the Netherlands will establish similar forms in the host-nation language to comply with host-nation legal requirements.

h. The BSB FMO, in coordination with the BSB housing office, will establish controls to ensure customers clear their furnishings accounts before departing on PCS. The housing office, CFMO, and supported units will verify that clearance procedures are effective.

i. Housing personnel will perform a physical inventory of furnishings in Government-controlled and private rental housing during assignment and termination inspections. Housing personnel are responsible for and will initiate a report of survey, statement of charges, cash-collection voucher, or other authorized adjustment (AR 735-5) if the inventory reveals Government property has been lost, damaged, or destroyed through negligence, misconduct, or willful destructive actions.

j. The ESC will coordinate with ASG furnishings management officers to oversee the provision of basic household equipment for eligible personnel. Residents of Government-controlled and private rental housing are entitled to the following household-equipment support:

(1) Occupants are entitled to a serviceable and safe kitchen range, refrigerator, dishwasher, washing machine, and dryer.

(2) Appliances may be exchanged for technical reasons as determined by the contractor, but not solely for the occupant's convenience.

(3) The ESC will provide disposition instructions and information on items being added or deleted from the CTA.

k. In USAREUR, the BOI is one washer and one dryer for every two AFH apartments in buildings with common-use laundries. The BOI for each single house, duplex, apartment in a multiple-apartment building, and private rental housing without a common-use laundry is one washer and one dryer. The ESC may grant exceptions if justified.

l. The FMO may issue reparable items waiting for maintenance if enough serviceable items are not on hand to fill requests.

m. The two types of carpeting authorized for installation in AFH are wall-to-wall carpeting (considered equipment in place (EIP)) and carpeting (considered real property).

(1) Wall-to-wall carpeting is authorized only for installation in public entertainment areas of GFOQ and ICQ occupied by installation commanders in the rank of colonel. Carpeting must be accounted for on housing furnishings property books under the provisions of AR 710-2. The CFMO is responsible for carpeting considered EIP and purchased with furnishings funds (BP 1910).

(2) Carpeting considered real property must be part of a repair, construction, or improvement project and will be accounted for on real property records and paid for with M&R (BP 1920) or improvement (BP 1830) funds, as appropriate. The DPW is responsible for installation.

n. The FMO will offer upholstered furniture provided from Government stocks in serviceable, clean, and sanitary condition.

o. Occupants will be held liable and charged for furniture damaged beyond normal fair wear and tear (FWT). The presence of animal hair or dander will be considered FWT, except in extraordinary cases.

26. USE OF EXCESS FURNISHINGS

The CFMO will ensure that excess Government furnishings are used economically according to AR 210-50 and this regulation.

a. The furnishings management officer will identify serviceable and unserviceable but economically repairable items that are excess to BSB needs for possible return to the ASG. Furniture excess to the ASG will be reported to the ESC for possible redistribution to other ASGs.

b. The ESC and ASGs will redistribute excess furniture when in the best interest of the Government. The ESC and ASGs will consider M&R costs, transportation costs, and the suitability of the furniture in relation to the cost of new procurement. The ESC and ASGs should consider the following criteria in making this determination:

- (1) Items must be in excess to requirements of the losing ASG and be projected to remain as such.
- (2) No furniture requiring M&R should be transferred to another BSB unless otherwise directed by the ESC.
- (3) The appropriate CFMO will coordinate transfers of excess property between BSBs.
- (4) The ESC will coordinate transfers between ASGs.

c. Excess furniture not needed by another ASG or BSB may be retained in the furniture inventory at the BSB or stored for future requirements, subject to the following restrictions:

- (1) Funds will not be spent for cleaning or M&R.
- (2) Retention is approved by the CFMO.

27. GENERAL ISSUE, TURN-IN, AND EXCHANGE OF FURNISHINGS

a. BSB housing inspectors will use AE Form 210-6B-R (Conditions Report - Part II (Family Housing Furniture, Furnishings, and Equipment)) to record the condition of family housing furnishings and equipment when a resident--

- (1) Checks into quarters and accepts the furniture inventory.
- (2) Checks out of quarters and turns in the furniture inventory.

NOTE: The BSB housing office and the resident will both keep a copy of the AE Form 210-6B-R.

b. The BSB FMO will review AE Form 210-6B-R to ensure that furniture items are replaced, exchanged, or cleaned when indicated. The FMO will not replace, exchange, or clean furnishings 30 days before an occupant's scheduled departure unless considered necessary.

SECTION V

CRITERIA FOR CLEANING RUGS AND UPHOLSTERED FURNITURE AND CLEANING AND REPLACING CURTAINS

28. APPLICABILITY

This section applies to services provided by Army-operated facilities in USAREUR. These services apply only to Government-owned furnishings used in AFH and UPH.

29. CRITERIA

This section establishes criteria for cleaning Government-owned rugs, carpeting, and upholstered furniture, and for cleaning curtains. These services are authorized at prescribed intervals at Government expense.

30. CURTAINS

- a. Curtains may be cleaned on change of occupancy. BP 1920 funds must be used for this service.
- b. Curtains will not be replaced when no longer serviceable.

c. CFMOs will ensure that curtains returned to the warehouse stock from quarters or laundries are properly arranged by size and separated by color and material.

31. RUGS, CARPETING, AND UPHOLSTERED FURNITURE

The CFMO may authorize cleaning of rugs, carpeting, and upholstered furniture on change of occupancy. Cleaning may be done more often if the furnishings management officer deems it necessary. The sponsor is liable for cleaning or repair costs if damages exceed normal FWT.

32. MATTRESS PADS

Mattress pads issued to customers will not be cleaned at Government expense. Customers are required to machine-wash mattress pads. Unserviceable pads may be exchanged at the FMO.

SECTION VI

MANAGEMENT OF UNACCOMPANIED PERSONNEL HOUSING FURNISHINGS

33. RESPONSIBILITIES

a. The ESC will centrally manage and control funds for procuring, maintaining, transporting (local drayage), and managing the UPH furnishings inventory. ASGs will comply with ESC requirements for initial issue and replacement for supported units, tenant units, detachments, and UPH located in their areas of responsibility.

b. CFMOs will maintain hand-receipt files for furniture issued to UPH.

(1) A one-time delivery and pickup at Government expense is authorized. Additional deliveries, pick-ups, or relocations of furnishings are the responsibility of the hand-receipt holder.

(2) FMOs will maintain close contact with the DPW workcenter to ensure that furniture accounts are cleared by soldiers with individual hand-receipts before their PCS.

34. BASIC ALLOWANCES

The BOI and types of furnishings authorized for UPH are outlined in CTA 50-909. Allowances listed in CTA 50-909 will not be exceeded unless permitted by orders, regulations, or circumstances prescribed in paragraphs 25a(1) and (2).

35. INITIAL ISSUE OF FURNISHINGS

Requests for initial issue of furnishings for newly built, renovated, or acquired UPH facilities will be submitted through the appropriate ASG to the ESC. AR 210-50 provides additional guidance.

36. REPLACEMENT OF FURNISHINGS

a. Requirements for replacing UPH furnishings will be sent to the ESC using Military Standard Requisitioning and Issue Procedures (MILSTRIP) unless otherwise directed by HQ USAREUR/7A (AEAEN-ESC). The ESC will ensure that excess repairable furnishings in one area of the command is not requisitioned by another.

b. The ESC is responsible for procuring household equipment for UPH for issue under the domestic appliance contract. ASGs will keep the ESC informed of changes in requirements.

37. TURN-IN OF FURNISHINGS

a. Units will coordinate the turn-in and issue of furnishings with the FMO.

b. Occupants of UPH or private rental housing may turn in furnishings that is in excess to their needs at any time. Transportation for turn-in is the occupant's responsibility. The furnishings management officer will conduct an inspection in the presence of the occupant to determine whether damages or losses have occurred. The U.S. Government will hold the occupant financially responsible according to AR 735-5 for items on the hand-receipt that were lost or damaged as a result of negligence, misconduct, or destruction.

38. WAREHOUSING

- a. The ESC will maintain a DX facility for exchanging critical AFH and UPH furnishings.
- b. The ASG CFMO will not maintain separate DX or excess storage facilities at the ASG level.
- c. BSB commanders will make arrangements for adequate storage facilities for AFH and UPH furnishings required for day-to-day operation, but not for more than authorized quantities.
- d. When furniture is stored, it will be segregated and identified by category (AFH or UPH). Storage of privately owned HHG is not authorized in FMO warehouses.
- e. Furniture will be marked with the year of purchase according to AR 210-50, paragraph 10-12c.

39. MAINTENANCE AND REPAIR

The supporting M&R activity will perform M&R of UPH furnishings as outlined in paragraph 18. The ESC will centrally manage and fund the M&R of UPH furnishings. The ASG CFMO may request deviation from the maintenance schedule (para 18a(3)) if ASG priorities require changes.

40. TRANSPORTATION

The FMO is responsible for arranging transportation of UPH furnishings from Government-controlled and private rental housing to FMO warehouses and the ESC DX facility. The FMO is authorized to use local drayage, if available, or request in-house transportation to make the required moves.

SECTION VII

PROPERTY ACCOUNTABILITY FOR AFH AND UPH FURNISHINGS

41. GENERAL

The ASG CFMO will maintain property accountability for AFH and UPH furnishings authorized by CTA 50-909 according to procedures in AR 210-50, AR 710-2, DA Pamphlet 710-2-1, and this regulation.

- a. CFMOs will maintain property book accountability using one of the following options:
 - (1) Maintaining individual property books for the AFH and UPH furnishings inventory.
 - (2) Establishing a consolidated AFH and UPH furnishings property book containing two inventories kept in separate sections. The CFMO will annotate the authority block of DA Form 3328 (Property Record) "F" for AFH furnishings or "U" for UPH furnishings. CFMOs will not add one appropriation to another (a statutory prohibition).
- b. The CFMO or furnishings property book officer will issue AFH and UPH furnishings to the FMO at BSBs on DA Form 2062 (Hand Receipt/Annex Number). DA Form 2062 may be overprinted to list items for issue, to show condition codes, or to provide other data considered necessary by the ASG. Computer printouts, other than Housing Operations Management System (HOMES)-produced documents, are authorized if approved by the ESC.
- c. The BSB furnishings management officer will maintain individual hand-receipts for items issued to authorized personnel in the BSB. Each page of the computer printout will be signed by the hand-receipt holder.
- d. BSB housing office personnel will inventory furnishings issued to residents of AFH and UPH by individual hand-receipt at the time of issue and when residents terminate quarters occupancy. An annual inventory of property issued on an individual hand-receipt is not required. Primary hand-receipts will be reconciled every 6 months. AR 710-2 requires an annual inventory of property not issued on an individual hand-receipt. This includes property issued on a master hand-receipt to UPH managers, property stocked in warehouses, property undergoing M&R, and property set aside for disposal.
- e. Property book officers will conduct an inventory once a year. During the inventory, the furnishings office will close for at least 5 workdays. Customer service will be limited to emergency or PCS-related actions. FMOs will ensure that the inventory dates and the closure are announced in local media for public information.

42. FURNISHINGS AND HOUSEHOLD EQUIPMENT ISSUES

a. The BSB FMO will issue housing furnishings to personnel in Government-controlled AFH and UPH and private rental housing as stated in section III.

b. The BSB FMO will maintain a separate list of hand-receipt accounts for private rental housing.

(1) This list will include the sponsor's full name, rank, assigned unit, rotation date, private rental address, telephone number, assigned hand-receipt account number, and quarters size (number of bedrooms).

(2) Furnishings management officers will alphabetize the list and manage accounts by rotation date.

(3) A suspense list will be maintained for individuals authorized loaner sets to ensure that the use limit is not exceeded without approval.

c. The FMO will send a notification to the CHRRS that Government furnishings have been issued to the individual and that records must be cleared with the CFMO before the individual departs.

d. Personnel will not move furnishings from Government-controlled housing to private rental housing or to a new location without written approval from the furnishings management officer.

43. DA FORM 1687

DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) is required for an individual other than the sponsor or the sponsor's spouse to receive or turn in AFH or UPH furnishings.

44. TRANSFER OF PROPERTY BETWEEN AFH AND UPH PROPERTY BOOKS

CFMOs may transfer property from one account to the other (AFH to UPH or vice versa) if stock levels and support requirements warrant the transfer.

45. RELIEF FROM RESPONSIBILITY

a. The CFMO and FMOs are relieved of responsibility for property by--

(1) Turning in property to an authorized recipient (for example, the DRMO or SSA). DA Pamphlet 710-2-1, chapter 3, provides details.

(2) Using a report of survey or DD Form 362 (Statement of Charges/Cash Collection Voucher) as outlined in AR 735-5.

b. Individuals issued Government furnishings are liable for damage, destruction, or loss caused through negligence or willful misconduct by them or their family members, guests, or pets. This includes damage that requires cleaning, repair, or refinishing in excess of FWT, as determined by an inspector. Furnishings management officers will follow procedures in AR 735-5 to investigate and resolve cases involving damage to or loss of furnishings.

46. DETERMINATION OF CHARGES

The BSB housing inspector is responsible for identifying lost, damaged, or destroyed AFH and UPH furnishings when residents terminate quarters occupancy or other occasions as necessary. Collection for loss or willful damage to AFH and UPH furnishings will be processed as follows:

a. Collections will be credited to an appropriate central furnishings account. The ESC will provide a fund cite at the beginning of each fiscal year for this purpose.

b. The CFMO will send the ESC information copies of cash-collection vouchers and payroll deduction forms that were processed for payment to the local finance office.

c. The CFMO will use a copy of the DD Form 362 signed by the disbursing officer as a credit-property voucher to delete items from the furnishings inventory.

d. The FMO will inform occupants that any person misappropriating furnishings may be required to return furnishings at personal expense and may be subject to disciplinary action.

47. DEPRECIATION

a. Depreciation is authorized when an individual is charged and reimburses the Government for lost or damaged items. If an individual disputes a claim and a report of survey or an approving authority finds the individual monetarily liable, depreciation will not be indicated.

b. Authorized hand-receipt holders who are held liable for lost or damaged furnishings will not be charged for damages previously recorded on AE Form 210-6B-R. BSB housing office personnel will enter a notation of the damages on the inventory record or condition report to protect the future sponsor if items are issued in damaged condition.

c. The furnishings management officer grants depreciation credit for housing furnishings as follows:

(1) For perishable items (for example, mattresses, mattress pads, curtains), a standard depreciation of 25 percent is allowed.

(2) For nonperishable items, depreciation will be determined according to AR 210-50.

d. Depreciation applies to items that are lost, destroyed, or damaged beyond repair. Charges for items that are to be repaired will be determined according to AR 735-5.

e. For domestic appliances, straight-line depreciation is applied based on the item's life expectancy and current replacement cost. The ESC establishes lists of depreciated value of appliances. These lists may be obtained by contacting the COR at the ESC (Commander, USAREUR/7A, ATTN: AEAEN-ESC-CM, Unit 20911, APO AE 09169).

48. AUTOMATION

a. The HOMES furnishings module is the approved automated accounting system for AFH and UPH furnishings management in USAREUR. AR 210-50, appendix K, describes various modules.

b. Documents produced by the HOMES furnishings module are approved forms and do not require additional approval.

c. Request for changes to the HOMES furnishings module should be addressed to the ESC.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Defense Finance and Accounting Service - Indianapolis Center (DFAS-IN) Regulation 37-1, Finance and Accounting Policy Implementation

AR 37-49, Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities

AR 55-46, Travel Overseas

AR 55-71, Transportation of Personal Property and Related Services

AR 210-50 and USAREUR Supplement 1, Housing Management

AR 710-2, Inventory Management Supply Policy Below the Wholesale Level

AR 735-5, Policies and Procedures for Property Accountability

AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations

DA Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures)

Common Table of Allowances (CTA) 50-909, Field and Garrison Furnishings and Equipment

CTA 50-970, Expendable/Durable Items (Except: Medical, Class V, Repair Parts and Heraldic Items)

Supply Bulletin 700-20, Army Adopted/Other Items Selected for Authorization/List of Reportable Items

Technical Bulletin 43-0002-27, Maintenance Expenditure Limits for FSC Groups 72, 83, and 84 (FSC Classes 7210, 8340, and 8400)

Technical Manual 743-200-1, Storage and Materials Handling

UR 600-700, Identification Cards and Individual Logistic Support

SECTION II FORMS

DA Form 362 (Statement of Changes/Cash Collection Voucher)

DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies)

DA Form 2062 (Hand Receipt/Annex Number)

DA Form 2765-1 (Request for Issue or Turn-In)

DA Form 3328 (Property Record)

AE Form 210-6A-R (Installation Agreement for U.S. Property in Private Rental Housing)

AE Form 210-6B-R (Conditions Report-Part II (Family Housing Furniture, Furnishings, and Equipment))

AE Form 210-50J (USAREUR Housing Referral Office Rental Agreement - Germany)

**APPENDIX B
STANDARD LOANER SET**

Item	Amount Authorized
Bed, double (complete)	1 per master bedroom (or 2 beds, single)
Bed, single	1 per family-member bedroom
Bookcase	1 per household
Buffet or buffet and hutch	1 per household
*Cabinet, kitchen	1 per household (if not built-in)
Chair, dining	4 per household, plus 1 per family member
Chair, easy	2 per household
Chest of drawers or dresser	1 per bedroom
Davenport	1 per household
Lamp, floor	1 per household
Lamp, table	2 per household
Mirror	1 per chest of drawers or dresser
Table, coffee	1 per household
Table, end	1 per household
Table, kitchen or dining	1 per household (if not built-in to kitchen)
Table, night	2 per household
*Wardrobe	1 per household, plus 1 per family member (if not built-in)
* Permanent-issue item	

NOTE: Items in this loaner set may vary depending on the availability of furnishings, location, and individual family-support requirements.

APPENDIX C

FURNISHINGS STOCK STATUS REPORT (Requirement Control Symbol: ENG 235)

C-1. DESCRIPTION

This multipurpose report is suitable for reporting information on Army family housing (AFH) or unaccompanied personnel housing (UPH) furnishings. The format can be used at any level as a feeder report or a consolidated report addressed to the Engineer Support Center (ESC), Office of the Deputy Chief of Staff, Engineer (ODCSENGR), HQ USAREUR/7A.

C-2. REQUIREMENTS

AR 210-50, section V, paragraph 17-14b, outlines reporting requirements.

C-3. FREQUENCY OF REPORTS

- a. Reports will be prepared quarterly. Cutoff dates are 31 March, 30 June, 30 September, and 31 December.
- b. The due date for submission to the ESC is within 5 workdays after a report period ends.
- c. Each area support team (AST) and base support battalion (BSB) will submit a feeder report to the area support group (ASG) centralized furnishings management office (CFMO). CFMOs will combine the feeder reports and send a consolidated report to the ESC. Reports may be hand-carried (paper copy or on computer diskette) or faxed (343-7342).
- d. Separate reports will be prepared for AFH and UPH.

C-4. PREPARATION INSTRUCTIONS

- a. **TO.** (when used as a consolidated report to the ESC) Engineer Support Center, ODCSENGR, HQ USAREUR/7A.
- b. **FROM.** Enter AST, BSB, or ASG address.
- c. **AFH/UPH.** Indicate which category is being reported: AFH or UPH.
- d. **CURRENT # OF DU.** Enter number of dwelling units (DU) supported as of the end of last September.
- e. **PROGRAM # OF DU.** Enter number of DU anticipated in 12 months (for example, if current DU is as of Sep 01, program DU will be as of Sep 02).
- f. **REPORTING PERIOD.** Enter month, day, and year of report cutoff date (MM/DD/YY).
- g. **ITEM DESCRIPTION.** No entry required.
- h. **LIN.** List all line-item numbers as authorized in Common Table of Allowances 50-909.
- i. **IN USE 1 OCT XX.** Enter quantity reported on the ENG 235 Report prepared at the beginning of the current fiscal year (for example, a report prepared on 31 Mar 01 would show 1 Oct 00 as the beginning of the fiscal year). Data will remain constant during the entire fiscal year.
- j. **PROGRAM LEVEL.** No entry required.
- k. **IN USE.** Enter quantity issued on hand-receipts.
- l. **WHSE SERV.** Enter quantity stored and available for issue in serviceable condition.
- m. **WHSE UNSERV.**
 - (1) F: Enter quantity stored in an unserviceable but reparable condition and unserviceable awaiting classification.
 - (2) H: Enter quantity of unserviceable furniture classified by an authorized furniture inspector as condition code H and ready for disposal to the defense reutilization and marketing office (DRMO).

n. IN MAINT. Enter quantity of furniture sent to the maintenance facility at the time of report preparation.

o. TOTAL INV. Leave blank.

p. DUE IN. Enter quantity on requisition. Entry must be identical with due-in suspense file and open requisitions on the appropriate document register.

q. SHORT/OVER. Leave blank.

r. DISPOSED TO DRMO. Enter quantity disposed (turned in to DRMO) during reporting period (last 3 months). Quantities must be identical with actual disposal recorded in appropriate document registers.

s. REPLM VALUE. Leave blank.

t. REPAIR VALUE. Leave blank.

u. Additional Requirements. Use separate sheet to justify additional requirements.

GLOSSARY

SECTION I ABBREVIATIONS

AFH	Army family housing
AR	Army regulation
ASG	area support group
AST	area support team
BASOPS	base operations
BOI	basis of issue
BP	budget program
BSB	base support battalion
CFMO	centralized furnishings management office
CHRRS	community housing referral and relocation services
CONUS	continental United States
COR	contracting officer's representative
CTA	common table of allowances
DA	Department of the Army
DFAS-IN	Defense Finance and Accounting Service - Indianapolis Center
DOD	Department of Defense
DPW	directorate of public works
DRMO	defense reutilization and marketing office
DU	dwelling unit
DX	direct exchange
EIP	equipment in place
EJFTR	Elective Joint Federal Travel Regulations
ESC	Engineer Support Center, Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A
FMO	furnishings management office
FWT	fair wear and tear
GFOQ	general/flag officers quarters
HHG	household goods
HOMES	Housing Operations Management System
HQDA	Headquarters, Department of the Army
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
ICQ	installation commanders quarters
JFTR	Joint Federal Travel Regulations
M&R	maintenance and repair
MCA	Military Construction, Army
MILSTRIP	Military Standard Requisitioning and Issue Procedures
NATO	North Atlantic Treaty Organization
ODCSENGR	Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A
OMA	Operation and Maintenance, Army
PCS	permanent change of station
RCS	requirement control symbol
SCP	special command position
SCPQ	special command position quarters
SHAPE	Supreme Headquarters Allied Powers Europe
SSA	supply support activity
UPH	unaccompanied personnel housing
USAREUR	United States Army, Europe

SECTION II TERMS

area support group

Modification table of organization and equipment organization that exercises command and control over assigned and attached units. The area support group plans, budgets, and manages base operations in its area of responsibility through subordinate base support battalions and area support teams. The area support group is augmented by a table of distribution and allowances.

base support battalion

Modification table of organization and equipment organization subordinate to an area support group that exercises command and control over assigned and attached units. The base support battalion, augmented by a table of distribution and allowances, provides base operations support to an area of responsibility defined by the parent area support group.

cross-leveling

Redistribution of furnishings in and among USAREUR area support groups and base support battalions.

dayroom furniture

Recreational items such as billiard-ball sets, pool tables, shuffleboards, and soccer tables authorized in Common Table of Allowances 50-909 to support dayrooms and lounges in unaccompanied personnel housing.

draperies

Curtains made of heavy fabrics (for example, brocade, velour, velvet), tailored, draped, custom made, and provided specifically for decoration.

draw curtains

Panels left and right of windows. When closed, panels cover the entire window.

drayage

The movement of Government-owned furnishings by a contractor within the range or radius specified in individual local contracts.

economically reparable

Unserviceable furniture that can be repaired within dollar-repair limitations

Engineer Support Center

The operating activity of the Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A, that provides USAREUR centralized logistic and contract support for the acquisition, maintenance, repair, and disposal of furnishings, appliances, and other directorate of public works related special purpose equipment.

Elective Joint Federal Travel Regulations weight allowance

A policy that gives a soldier the option to ship or store privately owned household goods in any combination desired but not to exceed the full Joint Federal Travel Regulations weight allowance authorized for the soldier's rank.

equipment in place

Equipment installed or attached to real property to provide a complete, safe, and usable dwelling unit. This equipment may be removed without damage to the real property (for example, light fixtures, window screens, bathroom-towel holders, wall-to-wall carpeting).

excess

Items in the inventory that exceed the authorized program-inventory level, regardless of the condition of the items.

excess fair wear and tear

Deterioration or damage to property not caused by neglect or willful damages as noted in AR 735-5.

furnishings

U.S. Government-owned furniture and household appliances used to support family housing and unaccompanied personnel housing accommodations.

furniture

Movable items (less household appliances) including rugs, mattresses, and soft goods items authorized for use in family and unaccompanied personnel housing as identified in Common Table of Allowances 50-909.

household appliances

Movable kitchen and laundry appliances such as kitchen ranges, refrigerators, freezers, portable dishwashers, washing machines, dryers, and other appliances identified in Common Table of Allowances 50-909.

household goods

Privately owned household furnishings, clothing, baggage, personal effects, and professional books and papers.

initial issue

Items of furnishings required for initial outfitting of newly built or acquired family or unaccompanied personnel housing accommodations.

Joint Federal Travel Regulations area

An area where sponsors are authorized to ship their full permanent change of station weight allowance according to the Joint Federal Travel Regulations (JFTR). Full Government-furniture support according to Common Table of Allowances 50-909 is not provided to personnel traveling under full JFTR weight allowances.

maintenance float

The quantity of furnishings authorized to be stored in the warehouse to sustain operations and to replace unserviceable items when immediate repair cannot be done.

nonreparable

Furniture that has been determined to be unserviceable and does not meet repair criteria.

overprint

information typed, stamped, or printed on a map, chart, or form, in addition to that originally printed, to show data of importance or special use.

replacement furnishings

Items procured to replace items on the inventory that are nonreparable or unsuitable for their intended use.

satellite unit

A unit or activity of a command that is not a tenant unit but depends on a designated installation for specific support. This support is assigned by higher authorities or given through a mutually developed support agreement.

serviceable

Furniture that is condition code A (new) or condition code B (not in need of repair).

tenant unit

A unit or activity located outside the real property boundaries of the host unit, or a unit or activity of a command that occupies facilities and receives specific supply and furnishings support from an installation of another commander.

unserviceable

Furniture that is in need of repair.