

DEPARTMENT OF THE ARMY
HEADQUARTERS III CORPS AND FORT HOOD
Fort Hood, Texas 76544

Change 1 to
FH REGULATION 210-31

10 March 1983

Installations
FURNITURE AND HOUSEHOLD EQUIPMENT SUPPORT
FOR FAMILY AND BACHELOR HOUSING

Regulation 210-31, this headquarters, 9 September 1982 is changed as follows, changes are indicated by a bold.

Page 8, 4 Appendices. Change "4 Appendices" to read "5 Appendices". Add Appendix E after Appendix D.

E. FH Form 2724, Shortage List.

Remove pages

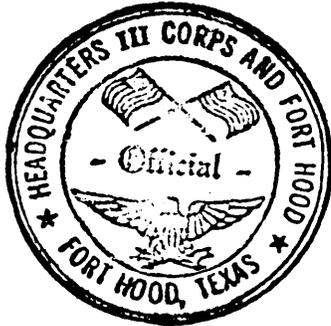
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(AFZF-HSG)

FOR THE COMMANDER:



JAMES R. TAYLOR
Brigadier General, USA
Chief of Staff

R. A. KOLIN
COL, AGC
Adjutant General

DISTRIBUTION:
IAW FH Form 1853, B
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(1) Establishing and maintaining property book for station property of this installation.

(2) Planning, programming, controlling, and budgeting for initial and replacement issue of furnishings authorized.

(3) Preparing budget data, justification, and analysis of requirements for inclusion in command operating budgets and financial management reports.

(4) Maintaining fund commitment control for all items requisitioned.

(5) Receiving requisitions from units for consolidation and submission to Supply Division, Property Control Branch, for processing as required.

(6) Contacting units when items are received in warehouse for issue and ensuring that hand receipt officer, or designated representative, pick up and sign for items.

(7) Maintaining hand receipt file for barracks furniture or furnishings, using DA Form 3161, Request for Issue or Turn-In, as supporting document to DA Form 2062, Hand Receipt/Annex Number. Liaison Teams will contact hand receipt holders for update of hand receipt. No transactions will take place (Issues/Turn-Ins) from the date of update notice, until the hand receipt has been updated.

(8) Conducting an annual physical inventory of furnishings in warehouses, repair facilities, or awaiting disposition. Reconciles inventory with property records.

(9) Establishing and organizing program for replacement of furnishings which will reflect age and condition of furniture.

(10) Maintaining current records of property transactions as a basis for establishing experience factors for computation of requirements.

(11) Performing spot checks of property records to determine accurate computation and posting of documents.

(12) Reviewing requisitions from units and activities to determine authorization, priority of requirement, and availability of item.

(13) Notifying commanders of requirements for submission of reports in sufficient time to permit preparation.

(14) Preparing Annual Bachelor Housing Furnishings Report, (RCS: ENG-235).

(15) Maintaining a Washer and Dryer Program of contractor-owned and contractor-maintained equipment.

b. Commanders will:

(1) Provide Furnishings Management Branch with DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies, in quadruplicate, upon establishing a hand receipt, or upon change of hand receipt officer or representative.

(2) Sign, date, and submit FH Form 2423, Basis for Barracks and Dayroom Furnishings Authorization to Liaison Team, Furnishings Management Branch. These forms are available from Furnishings Management Branch, Building 4218.

(a) Upon establishing a hand receipt, or

(b) Upon moving from one building to another, or

(c) When requirements change due to increase or decrease in barracks strength.

(d) Information submitted on FH Form 2423 should be the same as submitted to DFE, Real Property, Barracks, Utilization Report.

(3) Ensure that unserviceable items, fair wear and tear (FWT) are turned in to Furnishings Management Branch Warehouse for repair or salvage.

(4) Ensure that unauthorized and excess-serviceable items are turned in to Furnishings Management Branch Warehouse for redistribution to other units.

(5) Ensure that damaged items, other than FWT, are investigated; and where necessary, a Statement of Charges, Cash Collection Voucher, or a Report of Survey is

submitted according to AR 735-11, Accounting for Lost, Damaged and Destroyed Property. Coordinate these documents with the Property Book Officer, Furnishings Management Branch (PBO, FMB) as follows:

(a) Send DA Form 4697, Report of Survey, to the PBO, FMB, within 5 days after discovery of loss as outlined in paragraph 3.5, AR 735-11.

(b) Send DD Form 362, Statement of Charges for Government Property Lost or Damaged, or DD Form 1131, Cash Collection Voucher, to the PBO, FMB, when hand receipt holder admits pecuniary liability. These forms must be signed by the individual, the unit commander, and hand carried through the appropriate Finance Officer for collection before acceptance by the PBO, FMB.

(6) Maintain accurate and current records of property transactions as a basis for establishing experience factors for requirements computations.

(7) Ensure that hand receipt holders have their copy of hand receipt with them when updating the hand receipt.

(8) Perform spot checks on property records to detect computation errors and erroneous posting of documents.

(9) Send requisitions for items authorized by CTA 50-909, using DA Form 2765-1, Request for Issue or Turn-In to Liaison Team, Furnishings Management Branch. Requisitions will be in format shown in Appendix C. When showing publication data, DO NOT quote this regulation as authority. All entries on DA Form 2765-1 must be legible on all copies. If request is for replacement of unserviceable-FWT item the following notation will be entered in Block P (Publication DATA) "To replace FWT Item." Unserviceable items may be retained by unit until replacement items are received.

(10) When notified to pick up items for issue at warehouse, pick up will be made within 72 hours following notification. If not picked up, request will be cancelled and items will revert to stock for re-issue to other units.

(11) Contact Furnishings Management Branch for a turn-in appointment by calling 665-3678/7276/7587.

(a) Calls will be accepted daily, Monday thru Friday, 0730 to 1130, and 1200 to 1600. Appointments will be made on first-called-first served basis.

(b) Turn-ins are by appointment only on Monday, Tuesday, and Wednesday each week, and turn-ins will not be accepted by warehouse personnel if unit is not on turn-in schedule. Hand receipt holder or representative will prepare DA Form 3161, listing items reported for turn-in. There will be no exceptions to this policy unless approved by Furnishings Management Branch.

(c) Items being turned in with parts missing must be accompanied by a shortage list, FH Form 2724 (See Appendix E for sample).

(12) Ensure that hand receipt officers clear through Furnishings Management Branch when departing post on Permanent Change of Station (PCS) or Expiration Term of Service (ETS). When the departing hand receipt officer reports to Liaison Teams for clearance, he or she will be accompanied by the new hand receipt officer. As soon as property on the hand receipt has been signed for and new signature cards authenticated, the departing officer will be cleared by Furnishings Management Branch. No transactions will take place (Issue/Turn-Ins) on the day property is transferred to new hand receipt officer.

(13) Ensure that wardrobe, NSN: 7105-00-139-8260, when assembled, will not be moved without approval from Property Book Officer, Furnishings Management Branch. The 3-drawer chest, NSN: 7105-00-139-8295, is an accessory to the wardrobe and will be used inside the wardrobe only. This chest is not authorized as and will not be used as a night stand.

c. Liaison Teams will:

(1) Maintain close and direct contact with hand receipt holders in all matters pertaining to hand receipt accounts.

(2) Maintain turn-in schedule for units with serviceable-excess or unserviceable items.

(3) Ensure that a work copy of hand receipt is sent to warehouse on scheduled turn-in day.

(4) Prepare DA Form 3161 for items to be issued, annotate unit phone number on form and send to warehouse. Warehouse personnel will notify units to pick up items.

7. POLICIES AND PROCEDURES. Furnishings Management Officer will establish maintenance float factor, three percent for household equipment, five percent for upholstered furniture and hard goods, and seven percent for soft goods such as rugs, slip covers, window coverings, and lamps. Percentage indicated cannot be exceeded.

a. Computation of Requirements:

(1) In computing requirements, method used must provide realistic estimate of the quantities of furnishings needed to meet current demands. Primary factors to be considered are:

- (a) Continuing need for housing related to programmed force levels.
- (b) Size and interior design of housing supported with furnishings.
- (c) Application of factors derived from actual experience.

b. Maintenance Procedures. For turn-in appointments see paragraph 6b (11), above.

(1) Units are responsible for organizational maintenance of furnishings. This includes, but is not limited to: Cleaning, tightening of screws, nuts, and bolts, vacuuming, etc.

(2) Furnishings requiring maintenance that is beyond organizational capability will be moved through hand receipt officer to Furnishings Management Branch Warehouse, Building 4231. All turn-ins will be by appointment only. Replacement items must be requisitioned and will be issued immediately, assets permitting. Repairable furniture items are processed for repair by contractor; items uneconomically repairable are processed for turn-in to the Property Disposal Office.

(3) Units will prepare DA Form 2407 (Maintenance Request) for repair service of television sets, radio-phonograph, pool tables, shuffleboard, bumper pool, table soccer (Fussball), air-hockey, vacuum cleaners, sewing machines, polishers, and carpet scrubbers. DA Form 2407 for these items will be processed through Furnishings Management Branch, Building 4218, for approval and to ensure entries are complete and accurate. Enter serial number (if applicable) in block 2; nomenclature in block 3; make and manufacturer in block 5; national stock number in block 6; detailed listing of repairs needed, building number (to include floor, wing, and room number) where equipment is located, point of contact, and telephone number in block 16. Leave block 16a blank. Television sets, radio-phonographs, and game tables will be left in-place in unit dayrooms; these will be repaired on-site if possible. Other items will be delivered, with approved maintenance request, to Customer Assistance, Maintenance Division, DIO. If an item is determined to be uneconomically repairable, maintenance personnel will annotate Code "H" on DA Form 2407. The hand receipt holder or representative will make appointment for turn-in as outlined in paragraph 6b(11), above. Items will be delivered to Furnishings Management Warehouse, Bldg 4231, on day of appointment. Number 4 (blue) copy of DA Form 2407 will be attached to DA 3161 (Request for Issue or Turn-in).

(4) Requests for disassemble and reassembly or leveling requires two DA 2407's, indicating required actions and date work is required to be done. Pool tables will be disassembled by contractor and user unit will be responsible for moving. Units will not disassemble pool tables.

(5) Bumper pool tables, table soccer (fussball) and air-hockey will not be disassembled. Disassembly, assembly, and leveling of shuffleboards is user unit responsibility. Repairs will be done by contractors only.

(6) Units are responsible for obtaining estimated cost of damage (ECOD) by completing DA Form 2407 as outlined in paragraph 6c(3), annotating in Block 16 "Request ECOD." ECOD-related Reports of Survey will be done at the discretion of the hand receipt holder or unit commander as outlined in AR 735-11.

(7) Units will contact Post Laundry for on-site cleaning of wall-to-wall carpeting.

(8) Shower curtains will not be disposed of when mildewed. These may be turned in to Post Laundry for cleaning.

c. **Redistribution of Assets.** Furnishings excess to unit requirements will be turned in to Furnishings Management Branch for redistribution. Unit requisitions will be filled using serviceable stock on hand. New furnishings will not be purchased if requested item is in warehouse stock. Commanders or hand receipt holders are not authorized to transfer CTA 50-909 items on their hand receipt to any other unit without prior coordination with PBO, FMB.

SECTION III FAMILY HOUSING FURNITURE AND HOUSEHOLD EQUIPMENT

8. RESPONSIBILITIES.

a. The Furnishings Management Branch, Housing Division, DFE, is responsible for management of family housing furnishings. Responsibilities include, but are not limited to:

- (1) Maintaining property book for station property of this installation and records for 5,237 family housing hand receipts and related real property records.
- (2) Conducting a physical inventory of family housing assets, furniture, moveable equipment, and furnishings in use in family quarters, warehouse storage, and repair shops, reconciling balances with accountability records.
- (3) Planning, programming, controlling, and budgeting for initial and replacement issue of furnishings authorized.
- (4) Preparing budget data, justification, and analysis of requirements for inclusion in command operating budgets and financial management reports.
- (5) Maintaining fund commitment control for all items requisitioned.
- (6) Initiating reports of survey, cash collection vouchers, or statements of charges for real property or installation property in cases of fire, theft, loss, damage, or destruction in or to government-owned quarters or furnishings.
- (7) Implementing procedures to secure stock of self-service type items for distribution to quarters to assure maximum economical use of property.
- (8) Maintaining occupant real property condition and responsibility records in the quarters occupants hand receipt account.
- (9) Maintaining statistical data for maintenance, repair, storage, cost, moving and handling, and distribution of furniture and furnishings.
- (10) Initiating turn-in documents for property initially classified as unserviceable or excess and processed through DIO Classification and Shipping Section or DIO Maintenance Division, Quality Assurance Branch, as appropriate. Processing completed documents and obvious scrap to Property Disposal or serviceable property through Classification and Shipping Section to the DIO Storage Branch based on serviceability and repairability determinations.
- (11) Maintaining records concerning collections of cash resulting from damages to buildings, or loss, misappropriation, and negligent damages received from responsible quarters occupants.
- (12) Maintain a petty cash fund authorized by the Installation Commander.
- (13) Preparing annual Family Housing Furnishings Report, (PCS: ENG-235).
- (14) Providing special support for maintenance of furniture and furnishings in General Officers' Quarters and Foreign Officers' Quarters by initiating purchase request for repair, or renovation or a requisition, DA Form 2765-1 for replacement of items peculiar to the quarters.

b. Occupants:

- (1) Request for issue of quarters furnishings will be made in person at the Family Quarters Section, Housing Division, Building 108. Occupants will confirm that shipment of personally-owned household goods at government expense was within authorized maximum weight allowance.
- (2) Requests for turn-in of furnishings may be made in person, or by telephone (685-2933). Items turned in will not be replaced.

LINE ITEM NUMBER AND NSN	NOMENCLATURE	U/I
91283N 7105 00 449 2990	Chair, Side: w/o Arms, Drexel, Wood	EA
	4 - per Table, LIN 98759N - BOQ/VOQ/DVQ	
E07784 7105 00 139 8295	Chest: 3 Drawer, Oak, w/lock, 23H x 20½W x 21½D, Wood, Accessory	EA
	1 - per Wardrobe, LIN Y20835, Barracks 1 - per Wardrobe, LIN Y20835, SEBQ/VEQ	
91243N (E12228) 7105 00 455 6935	Chest of Drawers: 6 Drawer, Wood, Drexel, 36W x 20D x 45H	EA
	1 - per Occupant - BOQ/VOQ/DVQ	
E33837 7910-00-720-5536	Cleaner, Vacuum: Upright, w/exposed Separator	EA
	1 - per 4 Bedrooms/Cubicles - Barracks 1 - per 4 Bedrooms/Cubicles - SEBQ/VEQ 1 - per 4 Bedrooms/Cubicles - BOQ/VOQ 1 - per Fire Station	
COMPONENTS		
7910 00 Z32 7127	Bag, Vacuum, Zipper, Premier	EA
7910 00 Z32 7126	Bag, Vacuum, Paper, Disposable, Premier	EA
7910 01 Z34 1050	Belt, Drive, PBl, Premier	PKG
E39990 7105 00 139 8297	Closet, Janitors: w/lock 36W x 22D x 72H	EA
	1 - per 4 Bedrooms/Cubicles when utility closets are not built-in and when custodial services are not used - Barracks - SEBQ/VEQ	
F16597 7195 00 004 0653	Costumer, Wearing Apparel, 72"H	EA
	2 - per Dayroom - Barracks 2 - per Dayroom - SEBQ/VEQ 2 - per Lounge - BOQ/VOQ	
F29230 7210 00 883 8492	Cover, Mattress: Ctn, Envelope Type	EA
	2 - per Mattress, LIN 16820 - BOQ/VOQ 2 - per Fire Fighter	
91285N 7105 00 Z33 1352	Crib, Baby:	EA
	1 - per Bedroom requirement - Guesthouse/DVQ	
81789N 7210 00 139 7684	Cushion, Bench: u/w Bench, Cube, Vinyl Covered	EA
	2 - per Bench, Cube LIN B60352 - Barracks 2 - per Bench, Cube LIN B60352 - SEBQ/VEQ	
F78325 7110 00 264 5221	Davenport, Wood Frame: Leather Upholstered 84"L	EA
	1 - per Living Room, except in one room apartment type accommodations - BOQ/VOQ 3 - per Lobby in Hi-Rise BOQ - BOQ/VOQ 5 - per Lounge - BOQ/VOQ	
92130N 7105 00 449 3091	Desk: Flat Top, Double Pedestal	EA
	1 - per Occupant - BOQ/VOQ/DVQ	

LINE ITEM NUMBER
AND NSN

NOMENCLATURE

U/I

F99990
7110 00 113 2769

Desk, Metal: L/Hand, Single Pedestal
45Wx30Dx31H, Black

EA

- 2 - per Dayroom as required for Clerical Services - Barracks
- 2 - per Dayroom as required for Clerical Services - SEBQ/VEQ

G00009
7105 00 139 7535

Desk, Oak: Left Pedestal, w/3 Drawers,
29Hx38Wx24D

EA

- 1 - per Male Occupant - Barracks
- 1 - per Male Occupant - SEBQ/VEQ

G00856
7105 00 139 7529

Desk, Vanity: Left Pedestal, w/3 Drawers
W/Mirror and Hinged Top, 24Hx38Wx29D

EA

- 1 - per Female Occupant - Barracks
- 1 - per Female Occupant - SEBQ/VEQ

G18917
4110 00 255 8762

Dispenser, Drinking Water: Mech. Cooled

EA

- 1 - per 100-200 Individuals - Barracks (Min: 1 p/floor)
- 1 - per 100-200 Individuals - SEBQ/VEQ

92122N
7230

Draperies, W/Hooks: Fabric - Boucle, Color - Flax PR

- 1 - per Window (Bedroom/Cubicle/Lounge/Dayroom)
- Barracks
- SEBQ/VEA
- 1 - per Window - BOQ/VOQ/DVQ

SIZE L X W

NSN

SIZE L X W

NSN

54 x 48

00-233-7378

54 x 96

00-233-7386

63 x 48

00-233-7379

63 x 96

00-233-7387

72 x 48

00-233-7380

72 x 96

00-233-7388

84 x 48

01-234-1045

84 x 96

01-234-1045

90 x 48

00-233-7381

90 x 96

99 x 48

00-233-7382

99 x 96

108 x 48

108 x 96

54 x 72

00-233-7383

54 x 120

00-233-7389

63 x 72

00-233-7384

63 x 120

00-233-7390

72 x 72

00-233-7385

72 x 120

84 x 72

84 x 120

90 x 72

90 x 120

99 x 72

99 x 120

108 x 72

00-234-1044

108 x 120

54 x 144

00-234-1043

90 x 144

63 x 144

00-233-7391

99 x 144

63 x 144

108 x 144

00-233-0142

84 x 144

00 233-7392

90 x 116

01-234-1046

92122N
COMPONENT
7230 00 Z30 7011

Hooks, Drapery: Slip-On Type, (1 Bag of
14 Hooks per 50" Drapery Width)

BG

G52694
7105 00 139 7552

Dresser: 6 Drawer, Oak, 46W x 24D x 32H

EA

- 1 - per Occupant, SEBQ Room
(space permitting) - Barracks
- 1 - per Occupant, (space permitting) - SEBQ/VEQ

J27070
7820 01 025 1684

Game, Air-Hockey: 60 HZ

EA

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LINE ITEM NUMBER AND NSN	NOMENCLATURE	U/I
COMPONENTS		
7830-01-Z34-1048	Goalie, Air-Hockey: 2 per set	SE
7830-01-Z34-1047	Puck, Air-Hockey: 3 per set	SE
OR		
J27090	Game, Bumper Pool Table	EA
7830 00 372 3350	1 - per Dayroom - Barracks	
	1 - per Dayroom - SEBQ/VEQ	
J27090 COMPONENTS		
7830 00 Z33 8667	Stick, Cue, Aluminum, 48"	EA
7830 00 Z31 6424	Ball, Bumper Pool	SE
7830 00 Z31 3623	Screw-On Tips, Model 938	SSSC
J27095		
7830 00 Z33 8668	Game, Shuffleboard, 14'	EA
	1 - per Dayroom - Barracks	
	1 - per Dayroom - SEBQ/VEQ	
J27095 COMPONENTS		
7830 01 Z34 1049	Sparkler Weight Set	SE
7830 00 Z30 2266	Cap, Sparkler Weights, Blue	EA
7830 00 Z30 2267	Cap, Sparkler Weights, Red	EA
7930 00 Z31 1278	Powdered Wax	CN
7930 00 Z31 1032	Speed Powder	CN
7930 00 Z30 2085	Half and Half Powdered Wax	CN
7930 00 Z31 1280	Lightning Powder	CN
7930 00 Z31 1279	Cleaner and Polish	QT
7930 00 Z30 2084	Magic Glaze	PT
J27100		
7830 00 485 2991	Game, Super Soccer, Auto Ball, Return	EA
	1 - per Dayroom - Barracks	
	1 - per Dayroom - SEBQ/VEQ	
J27100 COMPONENTS		
7830 00 Z30 3565	Ball, Super Soccer	EA
K65036		
4110 00 837 6441	Ice Making Machine: Auto Dispensing, 200 lb. Cap per 24 hr period	EA
	1 - per SEBQ	
	1 - per floor Hotel/Motel Type BOQ/VOQ	
	1 - per Lobby and/or Recreation Area of BOQ not otherwise authorized	
	1 - per Fire Station	
L35901		
6230 01 032 3516	Lamp, Floor: 53" H, 2 lights	EA
	1 - per Living Room - DVQ	
	1 - per Table, Rd, 36" (LIN U91432) - Barracks	
	1 - per Table, Rd, 36" (LIN U91432) - SEBQ/VEQ	
	2 - per Dayroom - Barracks and SEBQ/VEQ	
	2 - per Lounge - Barracks and SEBQ/VEQ	
	1 - per Easy Chair, (ILO Table, End/Table, Lamp and Lamp, Table/Desk) - BOQ/VOQ/DVQ	
	1 - per Bed (LIN B54680) - Fire Fighter	
L36107		
6230 01 031 6816	Lamp, Table/Desk: 23"H, 2 Lights	EA
	1 - per Desk - Barracks SEBQ/VEQ/BOQ/VOQ/DVQ	
	1 - per Table, End - Barracks SEBQ/VEQ/BOQ/VOQ	
	1 - per Table, Night - Barracks SEBQ/VEQ/BOQ/VOQ	

LINE ITEM NUMBER AND NSN	NOMENCLATURE	U/I
M16820 7210 00 139 6411	Mattress, Bed: Innerspring, Size 7 1 - per Bed, LIN B54680 - BOQ/VOQ/DVQ 1 - per Bedstead, LIN 90639N - BOQ/VOQ/DVQ/Firefighter	EA
M16957 7210 00 139 6434	Mattress, Bed: Innerspring, Size 12 1 - per Bed - VOQ/Guesthouse	EA
84934N 7210 00 110 8102	Mattress: Coil Spring, 80L x 38W x 6½D 1 - per Bed, LIN B54660 - Barracks 1 - per Bed, LIN B54660 - SEBQ/VEQ	EA
84942N	Mattress, Crib 1 - per Crib, LIN 91285N - Guesthouse/DVQ	EA
95023N 7105 00 449 2885	Mirror, Glass: Drexel 1 - per Chest of Drawers - BOQ/VOQ/DVQ	EA
95028N 7195 00 449 2885	Mirror, Glass: Oblong, Drexel 1 - per Living Quarters - BOQ/VOQ/DVQ	EA
M50381 7105 00 139 7602	Mirror, Oak Frame: 29W x 39H 1 - per Dresser, LIN G52694 - Barracks 1 - per Dresser, LIN G52694 - SEBQ/VEQ	EA
N48451 7210 00 227 1526	Pad, Mattress: Ctn Quilt, 76"L x 36"W 2 - per Mattress, LIN M16820 or Sofa Bed, LIN 98193N - BOQ/VOQ/DVQ 2 - per Mattress, LIN 84934N - Barracks 2 - per Mattress, LIN 84934N - SEBQ/VEQ 1 - per Mattress, LIN 16820 - Fire Fighter	EA
N92645 7210 01 015 5190	Pillow, Bed: Ctn Ticking, Chicken Feather Filled 1 - per Mattress, LIN 84934N - Barracks/SEBQ/VEQ 1 - per Mattress, LIN M16820 - BOQ/VOQ/Firefighter/DVQ 2 - per Mattress, LIN M16957 - Guesthouse 2 - per Sofa Bed, LIN T93961 - BOQ/VOQ	EA
N93293 7210 00 231 2373	Pillowcase: Ctn/Poly, 20½W x 30½L 2 - per Pillow, LIN N92645 - Barracks 2 - per Pillow, LIN N92645 - SEBQ/VEQ 2 - per Pillow, LIN N92645 - BOQ/VOQ/DVQ 2 - per Pillow, LIN N92645 - Firefighters	EA
P16004 7910 00 680 8296	Polisher, Floor: Electric, HVY Dty, 14½" Dia 1 - per Building or per 5000 sq ft - Barracks 1 - per Building or per 5000 sq ft - SEBQ/VEQ	EA

APPENDIX E

SHORTAGE LIST
(FH REG 210-31)

UNIT		DATE
END ITEM NSN	NOMENCLATURE	

SHORTAGES

NOMENCLATURE	QTY AUTH	QTY SHORT	EST UNIT PRICE	EST TOTAL PRICE
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SAMPLE

I HAVE INVESTIGATED THE DAMAGE TO THE ABOVE ITEMS THAT INCLUDE THE LISTED MISSING PARTS AND I HAVE DETERMINED THAT NEGLIGENCE IS NOT INVOLVED.

Signature PBO/Commander _____