



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
U.S. ARMY GARRISON ANSBACH
UNIT # 28614
APO AE 09177-8614

IMAN-PWH

MEMORANDUM FOR RECORD

SUBJECT: Schedule of Appointments for Military Members Clearing Quarters

1. Military member: _____ is (select one)
 - a. PCSing/ETSing
 - b. Retiring/Chaptered
 - c. ARD/ERD
2. I am aware of the following schedule for quarter's inspection at _____ and understand the requirement for each.
3. My duty and home phone number is _____
4. My household goods pickup date is _____
5. My CFMO loaner furniture delivery date is _____
6. My final out-processing appointment is _____
7. My port call itinerary shows I fly on _____
8. My Family members will (circle one) fly with me/return early/remain in quarters-ETP/Logistical Support.
9. Building Coordinator _____
10. My housing pre inspection is _____ time _____
11. My housing final inspection is _____ time _____
12. I understand Temporary Lodging Allowance (TLA) will be authorized in accordance with USAREUR Regulation 37-4 and AER Supplement 1 to AR 420-1 up to 3 nights outgoing. **Quarters must be terminated to receive TLA entitlement.** If authorized, I will receive TLA for _____ days, from _____ to _____.

Hotel reservation need to be done by Service Member

13. Point of contact is the Government Housing Branch, Bldg. 5843 Katterbach/Bismarck,
DSN 467-3696/2965/2967

SERVICE MEMBER SIGNATURE

Housing Counselor Signature and Date

DATE