

Furnishing Management Section (FMS)

FREQUENTLY ASKED QUESTIONS

- **Question 1:** Do I need orders to schedule my FMS out-processing pickup appointment?
- **Answer 1:** No, we do not require orders to schedule it.
- **Question 2:** When will I be cleared from the Virtual MPF?
- **Answer 2:** We will clear you the following business day from the pickup date.
- **Question 3:** Do I have to hire cleaners to clean the FMS appliance?
- **Answer 3:** You don't have to; you can follow the FMS Cleaning Standards Form instructions you'll be provided with, so you won't incur any cleaning fees.
- **Question 4:** How do I go about out-processing with you?
- **Answer 4:** You can come by our office, building 1409; call our office at 632-2272, or send an email to 31CES.CEIFH.FMS@US.AF.MIL once you have your preferred pickup date and we will give you the forms to sign to schedule the FMS out-processing pickup appointment.
- **Question 5:** Can my spouse be there instead of me on the appointment day?
- **Answer 5:** Your spouse is authorized to be there and sign on your behalf.
- **Question 6:** Can you give me a precise time for the appointment?
- **Answer 6:** All appointments are all-day 08.00 to 17.00 but you can be given a window of time (morning/afternoon) the day prior by calling our FMS Warehouse at 632-7482. Please make sure not to schedule any other appointments that day to be able to be at the house during those hours. If you miss the appointment there is a \$300 fee.