

OUTBOUND PICK-UP WORKSHEET

Email PCS Order & completed worksheet to 379elrs.lgrdappersonalproperty@auab.afcent.af.mil.

Name (Last First & MI)		Grade/Rank	Last 4 of SSN	Date of Birth
Home Phone	Duty Phone	Personal E-mail		Duty E-mail
Pick-up Address (Bldg, Room)		Destination Address		Destination Phone
In transit Address			In transit Phone #	

Remarks/Large or Unusual Items

***Pick-up and deliveries are not available on Friday's or Saturday's ***

	Estimated Weight	Estimated Weight of Pro-Gear	Requested Pick-up Date	Alternate Pick-up Date
Household Goods (HHG)				
Unaccompanied Baggage (UB)				
Non-Temporary Storage (NTS)				
Non-Temporary Storage Release (NTSR)				

PPM/Postal Reimbursement (Yes or No)		Estimated Weight	State of Legal Residence

***Customer are required to be available between 1030-1600 for all scheduled pick-up and deliveries ***

Signature	Date