



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON  
4325 JACKSON BOULEVARD  
FORT JACKSON SC 29207-5015

IMSE-JAC-PWH

18 Nov 10

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Certificates of Non-Availability for Permanent Party Unaccompanied Personnel Housing

1. Reference Army Regulation 420-1, Facilities Management, dated 12 Feb 08.
  - a. Chapter 3-18d(5) states the installation must be at 95% occupancy in order to allow Soldiers to reside off post and obtain a Certificate of Non Availability (CNA).
  - b. Chapter 3-18l(3) grants authority for the Garrison Commander (GC) to assign responsibility to the Housing Office with regards to issuing a CNA for BAH at the without dependent rate. The Chief of Housing has authority to grant approval for pregnant Soldiers to reside off-post and receive their Basic Allowance for Housing (BAH) at the without dependent rate.
2. Applicability. This policy applies to all single Soldiers, E1-E5, entitled to Basic Allowance for Housing (BAH) at the without dependent rate, permanently assigned to Fort Jackson.
3. Policy. Single permanent party Soldiers (E1-E5) entitled to BAH at the without dependent rate are required to live in the Corporal Freddie Stowers' Complex unless granted approval by the GC.
4. Housing personnel are required to manage permanent party unaccompanied spaces in the Corporal Freddie Stowers Complex under the First Sergeants Barracks Program (FSBP). Currently, there is an excess in barracks space which requires strict enforcement of Army guidance with regards to issuing Certificates of Non Availability (CNA). A guide to leaders to assist them with determining whether or not a CNA request is within policy is enclosed.
5. The Housing office will provide management and oversight of CNAs and will process in accordance with the following procedures.
  - a. A request for approval must be prepared on a DA Form 4187, Personnel Action, with an accompanying DA 4187-1-R, Personnel Action Addendum. Both should be processed through the Soldier's entire chain of command (to Brigade level). Please keep in mind, the Brigade Commander is making a recommendation for approval/disapproval, not approving the request.

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b. Once signed by the Soldier's Chain of Command, the request must be submitted to the Housing Chief for processing and submission to the GC. The GC, or his designee, is the only person who may authorize single Soldiers to live off post and receive BAH at the without dependent rate. The approval/disapproval from the GC will be returned through the Soldier's chain of command. Under no circumstances should a Soldier enter into a lease agreement until a final decision has been made by the GC or his designee.

c. Pets and/or household goods are not considered as valid justifications to reside off-post.

6. Pregnant Soldiers. The Housing Chief has delegated authority to approve CNAs for pregnant Soldiers. Once the Soldier reaches 16 weeks of pregnancy she will be allowed to terminate the barracks to reside off post or in on-post housing. The request is submitted to the Housing Chief with medical documentation verifying pregnancy. The following applies:

a. The Soldier may apply for on-post housing at any time, however, they should not sign for on-post housing until approval is granted by the Housing Chief and the DA 5960, Authorization to Stop, Start BAH, is submitted to Finance. Otherwise, she will be required to pay rent out of pocket until the BAH is started.

b. A copy of the Housing Chief's approval and verification that the DA 5960 has been submitted to Finance must be provided to Balfour Beatty in order to sign for On-post housing. An allotment equal to the BAH at the without dependent rate will be started to cover rent once housing is assigned.

c. The Soldier must update Finance **and** Balfour Beatty immediately (no later than 30 days) after the birth of the child. The BAH and allotment will be changed to reflect BAH at the with dependent rate.

d. The Soldier is required to notify UPH Housing, Finance and Balfour Beatty immediately if a change in dependent status does not occur. At which time, the Soldier is no longer eligible to reside off-post or in On-post housing and must return to the barracks. Once housing is terminated, Balfour Beatty will stop the allotment. The Soldier must submit their housing termination, UPH assignment orders, and a DA 5960 to Finance in order to stop their BAH entitlement. Household goods will be stored at government expense.

7. All Soldiers approved to reside off-post must report to the Housing Services Office located in the Strom Thurmond Building, Room 241 to receive a mandatory briefing on relocation assistance, negotiating a rental/purchase agreement, off limits information, and information on Equal Opportunity Housing.

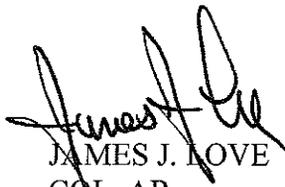
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8. For more information regarding unaccompanied personnel residing off-post, please feel free to contact the staff at the Corporal Freddie Stowers Complex at (803) 751-5446/5427.

9. The proponent for this policy is the DPW, Housing Division at (803) 751-9339.

Encl



JAMES J. LOVE  
COL, AR  
Commanding

DISTRIBUTION:  
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INFORMATION ON CERTIFICATES OF NONAVAILABILITY  
(PERMANENT PARTY UNACCOMPANIED HOUSING)

In accordance with AR 420-1, Facilities Management, dated 12 Feb 08 the following applies:

- 1) Chapter 3-18d(5) states the installation must be at 95% occupancy prior to allowing Soldiers to reside off post with a Certificate of Non Availability (CNA).
- 2) Chapter 3-18l(3) grants authority for the Garrison Commander (GC) to assign responsibility to the Housing Office with regards to issuing a CNA for BAH at the without dependent rate. The Chief of Housing has authority to grant approval for pregnant Soldiers to reside off-post and receive their Basic Allowance for Housing (BAH) at the without dependent rate.

This memo is to guide leaders and assist them in determining whether or not a CNA request is within policy. It also outlines the proper steps to submit a request for exception to policy. Leaders should understand that the Brigade Commander's signature on the CNA packet is only to request the action and it does not serve as an approval of that action. Additional questions about the CNA or Exception to Policy (ETP) process can be directed to the staff at the Single Soldier Complex at (803) 751-5446/5427/9339/7567.

The following examples apply to Soldiers in the rank of E1 - E5. Soldiers E6 and above are automatically entitled to BAH and required to reside off post.

- **Soldier is divorced with joint custody of children:** Once divorced and the Soldier has less than six months of court ordered custody, the Soldier is required to reside in the barracks. A request for a CNA will be submitted to the (GC) as an (ETP). If the ETP is approved, the BAH type will be determined by Finance based upon the Soldier's circumstances and court ordered support.
- **Soldier is divorced and is still in a lease:** BAH can be authorized in order for the Soldier to satisfy the remainder of the lease or rental agreement. Once the lease has been satisfied, the Soldier may be required to move in to the barracks. If there is a proven hardship or need (i.e. mortgage payment, visitation rights, etc.), the request will be submitted to the GC as an ETP. If the ETP is disapproved, non-temporary storage of household goods is authorized at Government expense.
- **Service member married to another Service Member (SM) without children:** Unaccompanied Soldiers married to Soldiers on separate tours will be assigned to permanent party housing on the same basis as unmarried personnel. An exception would be based on the close proximity of the separated spouse. For example, the spouse is assigned to Fort Gordon, GA. A request for a CNA will be submitted to the GC as an ETP. If approved, the Soldier will be authorized to receive BAH at the without dependent rate.

Enclosure

INFORMATION ON CERTIFICATES OF NONAVAILABILITY  
(PERMANENT PARTY UNACCOMPANIED HOUSING)

Continued

- **Service member married to another Service member assigned to a different installation with children:** The SM that maintains physical custody of the child/children will receive BAH at the with dependent rate at their respective duty station. The other SM will receive BAH at the without rate. Similar to the above circumstance, a request to reside in the barracks will be submitted as an ETP for approval/ disapproval by the GC.
- **Soldier received BAH at their last duty station and has household goods:** A CNA is not authorized for the Soldier solely based on their household goods. There must be a proven hardship or specified need for approval of BAH. A request for a CNA will be submitted to the GC as an ETP. If the ETP is disapproved, non-temporary storage of household goods will be authorized at government expense.
- **Pregnant Soldiers:** BAH at the without rate is not authorized for the pregnant Soldier until the 16th week of the pregnancy unless there is a proven hardship or medical need (i.e. physicians' recommendation, etc.). A request for CNA will be submitted to the Housing Chief for approval. Once approved, BAH at the without dependent rate will be authorized. Once the child is born, BAH will be authorized at the with dependent rate. The Soldier is required to notify UPH Housing and Finance immediately if a change in dependent status does not occur. At which time, the Soldier is no longer eligible to reside off-post and must return to the barracks.