



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
FORT IRWIN, CA 92310-5000

MAY 24 2012

IMNT-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #10, Management of Certificates of Non-Availability (CNA)

1. PURPOSE. To establish procedures for Certificates of Non-Availability (CNA) at Fort Irwin. This policy applies to all military personnel, Sergeant and below, who would normally be assigned barracks space at Fort Irwin Unaccompanied Personnel Housing (UPH) facilities. This includes bona fide bachelors and Soldiers married to other Soldier (without dependants).

2. APPLICABILITY. A CNA is the document required by finance to begin Basic Allowance for Housing (BAH) without dependants for Private through Sergeant. Soldiers will not move off post and enter into a lease prior to receiving a CNA.

3. REFERENCE. Army Regulation (AR) 420-1, Army Facilities Management, 28 March 2009.

4. POLICY.

a. Single soldier Housing will issue CNAs in accordance with AR 420-1, paragraph 3-18K:

(1) When adequate UPH housing is not available on post and there is no military necessity for the soldier to live on post.

(2) When the Soldier is pregnant.

(3) When the Soldier previously purchased a home near the post prior to being notified of his or her assignment to the post.

(4) When barracks occupancy is over 95% verified by the SSH CNA Manager.

(5) When a Soldier is married to another Soldier without dependants resides off post and one of the Soldiers departs on a separate tour, the other Soldier will not be ordered to return back to permanent party housing.

b. All units requesting a CNA for a Soldier will submit request by memorandum to the SSH office (encls 1 &2)

c. Priority for issuance of CNAs is by rank beginning with Sergeants, then Specialists and below.

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d. An exception to policy CNA request for any situation not listed in AR 420-1, paragraph 3-18K.

5. RESPONSIBILITIES. Garrison Commander has delegated the responsibility of issuance, control, and record keeping of CNAs to the Chief, Single Soldier Housing (SSH) and the Garrison Command Sergeant Major.

6. DURATION. Duration for a CNA is one year; the SSH Chief reviews 100% of CNAs quarterly. A CNA will remain open until one or more of the following occur (not all inclusive):

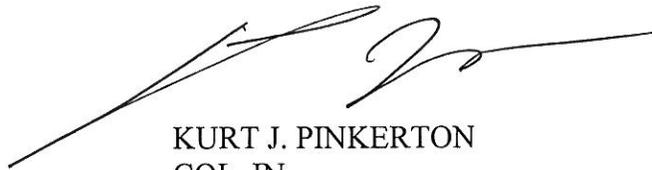
a. CNA is reviewed and renewed annually.

b. CNA is reviewed and closed for an appropriate reason (e.g, UPH available, Soldier PCS, ETS).

c. If UPH becomes available, Barracks falls below 95%, Soldiers in the grades of Private through Sergeant residing off post and receiving housing allowance (at with dependant rate) will be required to occupy UPH. The Garrison Commander will not involuntarily reassign if it will cause financial hardship.

7. EFFECTIVE DATE. This policy memorandum is effective immediately and will remain in effect until superseded or rescinded.

8. PROPONENT. The proponent for this policy is the Directorate of Public Works, Single Soldier Housing Division at (760) 380-2776.



KURT J. PINKERTON
COL, IN
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