



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY
GARRISON BLDG 237, B AVE, P.O. Box 105021
FORT IRWIN, CA 92310-5000

IMNT-ZA

4 January 2016

MEMORANDUM FOR SEE DISTRIBUTION

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

1. REFERENCES: Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008/RAR 24 August 2012.
2. PURPOSE: To establish procedures for Certificate of Non-Availability (CNA) management 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 Soldiers (without dependents).
3. APPLICABILITY: A CNA is the document required by finance to begin Basic Allowance for Housing (Without dependents) for Private-Sergeant. Soldiers will not move off post and enter into a lease prior to receiving an approved CNA.
4. RESPONSIBILITY: Garrison Commander retains the responsibility of approval of any CNAs to be issued in accordance with applicable regulations [AR 420-1, para, 3-20k (2-5)]. The act of issuance, control, and record keeping of CNAs is the responsibility of the Chief, Unaccompanied Personnel Housing (UPH) [formerly known as the Installation Housing Manager]. CNAs may be issued as long as they meet the reasons specified within AR 420-1.
5. POLICY: Installation UPH Housing manager will issue CNAs in accordance with AR 420-1, paragraph 3-20, k & l.
 - a. All units requesting a CNA for a Soldier will submit a request by memorandum (Encl. 1) to the UPH office, Bldg. 604.
 - b. Priority for issuance of CNAs is by rank beginning with Sergeants, then Specialist and below. Units will ensure only financially capable and responsible Soldiers are requesting to be issued CNAs.

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c. An Exception to Policy requests for any situation not listed in AR 420-1, para, 3-20k (2-5) will be considered on a case-by-case basis and must be forwarded through the Garrison Commander for ultimate approval by the IMCOM Commanding General or other appropriate authority as specified in the applicable regulations. The request will include justification and any necessary supporting documentation.

6. DURATION: Duration for a CNA is one year and they will be renewed annually.

a. CNAs are reviewed quarterly and closed for an appropriate reason (e.g., UPH available, Soldier PCS, and ETS).

b. If UPH becomes available, Soldiers in the grades off Private-Sergeant residing off post and receiving housing allowance (at the without dependents rate) will be required to occupy UPH. The Garrison Commander will not involuntarily reassign a Soldier if it will cause financial hardship.

7. The proponent for this policy is the Unaccompanied Housing Officer at 760-380-2776.



G. SCOTT TAYLOR
COL, AR
COMMANDING

2 Encls

1. Sample Commander's Memo
2. CNA Process

DISTRIBUTION: A



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MEMORANDUM THRU

Commander, (BN), Fort Irwin, CA 92310

Commander, (BDE), Fort Irwin, CA 92310

MEMORANDUM FOR Commander, USAG, Fort Irwin, CA 92310

SUBJECT: Certificate of Non-availability (CNA) for Basic Allowance for Housing (BAH)

1. The following unaccompanied Soldier(s) is requesting a CNA to reside off-post and receive BAH without dependents rate.

SGT Jones, Garfield

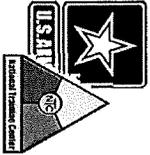
123-45-6789

DOB: 01 Nov 1990

2. The Soldier(s) is permanently assigned as a "Rank" and is required to live in the barracks. Due to "state the reason why" the Commander is requesting a CNA to allow the Soldier to obtain off-post accommodations.

3. POC for this memorandum is CPT Brown at 380-1234.

Name
Rank/ Branch
Commanding



Certificate of Non-Availability (CNA) Process

