



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT STEWART / HUNTER ARMY AIRFIELD  
954 WILLIAM H. WILSON AVENUE  
FORT STEWART, GEORGIA 31314

REPLY TO  
ATTENTION OF

JAN 25 2013

IMSH-PWH

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison, Fort Stewart/Hunter Army Airfield Policy  
Memorandum #19, Management of Certificates of Non-Availability

1. REFERENCE. 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 Stewart/Hunter Army Airfield (FS/HAAF). This policy applies to all military personnel, Sergeant and below, who would normally be assigned barracks space at FS/HAAF Unaccompanied Personnel Housing (UPH) facilities. This includes bona fide bachelors and Soldiers married to other Soldiers (without dependants).
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. RESPONSIBILITIES. Garrison Commander has delegated the responsibility of issuance, control, and record keeping of CNAs to the Directorate of Public Works, Installation Housing Manager.
5. POLICY. Installation 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 Housing office.
  - 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 issued CNAs.
  - c. An Exception to Policy CNA request for any situation not listed in AR 420-1, Para, 3-18k (2-4) will be considered on a case-by-case basis by the Installation Housing Manager. The request will include justification and supporting documentation.

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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 of Private - Sergeant residing off post and receiving housing allowance (at the without dependant rate) will be required to occupy UPH. The Garrison Commander will not involuntarily reassign a Soldier 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, Installation Housing Manager at (912) 767-5761.

2 Encls

1. Sample Commander's Memo
2. CNA Process

  
KEVIN F. GREGORY  
COL, FA  
Commanding

DISTRIBUTION:

B & D



DEPARTMENT OF THE ARMY  
YOUR UNIT  
UNIT ADDRESS  
FORT STEWART, GEORGIA 31314

REPLY TO  
ATTENTION OF

Office Symbol

DATE

MEMORANDUM THRU

Commander, (BN), (BCT), Fort Stewart, Georgia 31314

Commander, (BCT), 3<sup>rd</sup> Infantry Division, Fort Stewart, Georgia 31314

MEMORANDUM FOR Installation Housing Manager

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 Miller, Thomas      123-45-6789      DOB: 01 Jan 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 Smiles at 767-1234.

Name  
Rank/Branch  
Commanding





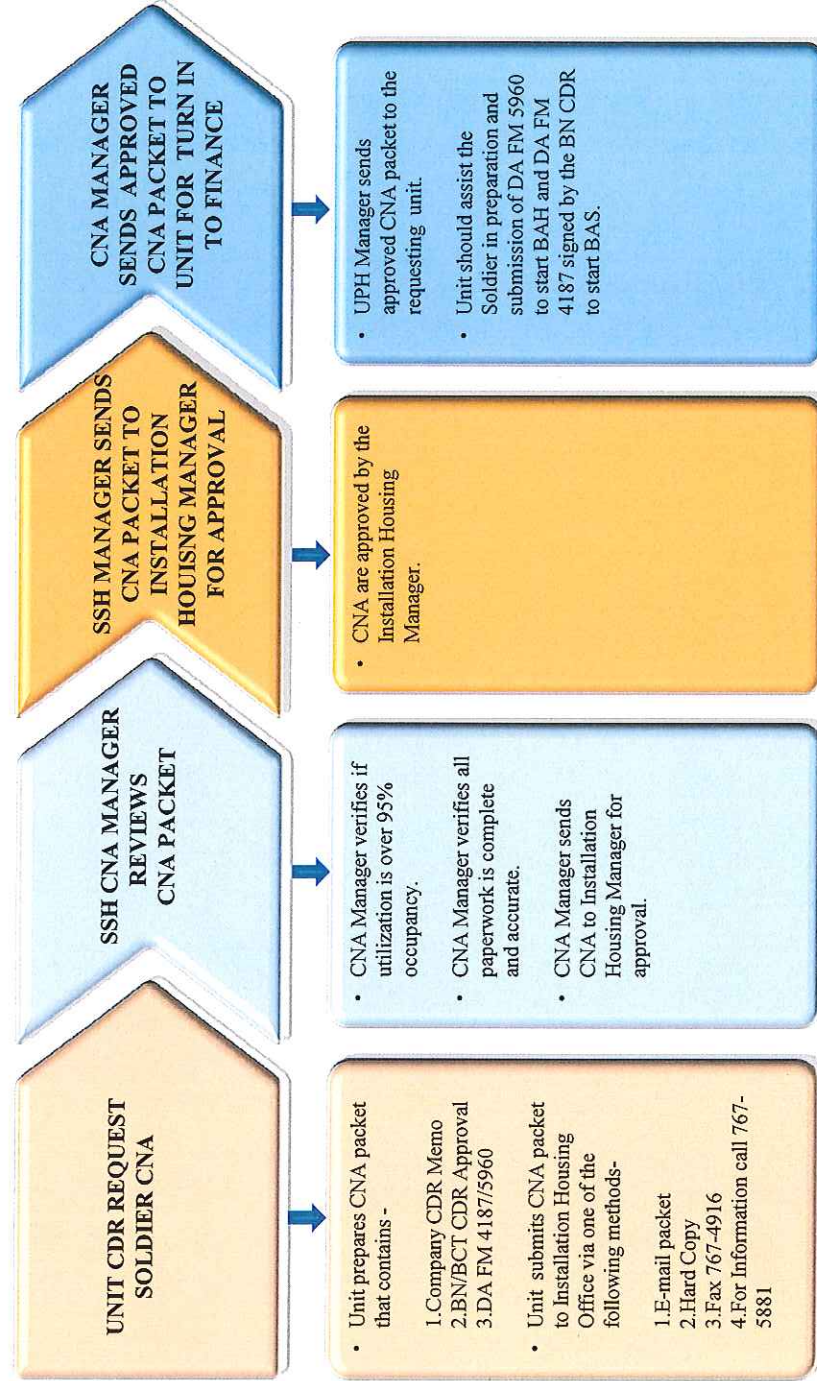
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# Certificate of Non-Availability Process



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