



# THE IG UPDATE



Volume 23-01, November 2022

## Certificate of Non-Availability (CNA) for Soldiers E-5 & Below, CID Agents, & Pregnant Soldiers to Reside Off Post

The Fort Campbell Inspector General has seen an increase in complaints concerning Certificates of Non-Availability (CNA) for Sergeant and below to reside off post. A trend we are seeing is company chains of command telling Soldiers they can move off post prior to their CNA being approved. Often, these CNAs are disapproved due to occupancy rules IAW DA and IMCOM policy, and leaving the Soldier to pay a lease without receiving BAH.

A Certificate of Non-Availability (CNA) is required for Soldiers who are Single E-5 & below, Pregnant Soldiers, & School Trained CID Agents to reside off-post. Soldiers will not turn in their barracks room or meal card prior to a CNA being approved in accordance with the Garrison Commander's (GC) Policy Letter #24. Soldiers who are married to other Soldiers not stationed at Fort Campbell, and have no other dependents, will forfeit their BAH and be treated as single Soldiers required to reside in the barracks (IAW AR 420-1, Para 3-20 d(4)). They should not be considered geographic bachelors.

Commanders are responsible for ensuring Soldiers do not vacate the barracks until they receive an approved CNA. The Installation Housing Office (IHG) provides oversight and training to units concerning management and the assigned barracks spaces on Fort Campbell. The intent of this program is to standardize unaccompanied

personnel housing (UPH) operations, improve the well-being and quality of life for single Soldiers, and reduce payments of BAH at the "without dependent" rate. CNAs will not be considered until the Garrison reaches 95% utilization rate. Utilization rates shall be determined through reports from the Army's Enterprise Military Housing database. If an Exception to Policy (ETP) is required for a CNA the commander must include a detailed explanation of why an ETP should be granted and the number of geographical bachelors residing in the Brigade footprint IAW GC Policy Letter #24, Enclosure 1.

**Single Soldier E-5 & below:** To be authorized to move off post the overall installation occupancy shall be 95% or higher. Priority for issuance of CNAs should be to E5s and then to E4s and below. All CNAs, except pregnant Soldier CNA's will be approved by the Garrison Commander.

All units, company through brigade-level, or separate battalion-level, will designate an Army Barracks Management Program (ABMP) manager to coordinate CNA documentation between their unit and the Installation Housing Office point of contact.(POC). All Soldiers recommended by their commanders to reside off-post will first report to the Installation Housing Office, building 2702, IAW AR 420-1, Para 3-37, CNA Soldiers shall receive a mandatory briefing which includes Equal Opportunity Housing, off limits information, and relocation assistance

before negotiating a rental or purchase agreement. Under no circumstances will commanders allow a Soldier to enter into any off-post rental or purchase agreement without an approved CNA from either the Chief, Installation Housing Office or the Garrison Commander (IAW GC Policy Letter #24). Unit ABMP Manager will complete the CNA packet, including all required signatures, and turn it in to the Installation Housing Office. The Installation Housing office will review the CNA packet, prepare the Fort Campbell Form 6 (Transmittal Action and Control), and submit to the Garrison CDR for decision.

Company commander through separate battalion or brigade commander signatures are required for the CNAs.

The Housing POC will contact the UPH/ABMP office when paperwork is approved and/or disapproved.



**101<sup>st</sup> Airborne Division (AASLT) & Fort Campbell**

**Commanding General**  
MG Joseph P. McGee

**Command Sergeant Major**  
CSM Veronica E. Knapp

**Command Inspector General**  
LTC Michael B. Gray

**Inspector General NCOIC**  
MSG Virginia A. Taib



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### School Trained CID Agents:

IAW AR 420-1, Para 3-20 g, CID agents may be given a CNA to reside off post. Company commander through separate battalion or brigade commander signatures are required for the CNA to be processed through the Garrison Commander for approval.

### Pregnant Soldiers:

Pregnant Soldiers with a medical "statement of pregnancy" are authorized to vacate the barracks at 22 weeks of pregnancy or the beginning of the fifth month of pregnancy. Only a company commander's signature is required for pregnancy CNAs. The Garrison CDR is the approving authority for a pregnant Soldier's CNA request and has delegated this authority to the Chief, Installation Housing Office.

Any questions regarding CNAs should be brought to the Fort Campbell Housing office. The Housing POC is Mr. Mark F. Herndon, Chief ABMP/Barracks Management 2702 Michigan Ave, Suite 400, Ft Campbell, KY 42223  
Email:  
Mark.F.Herndon.civ@army.mil  
Office: 270-798-0673  
Cell: 931-436-8763

### References

- Army Regulation 420-1, Army Facilities Management, 12 February 2008, RAR 24 August 2012.
- Garrison Commander Policy Letter #24 issuance of Certificates of Non-Availability (CNA) to Unaccompanied Personnel Housing (Permanent Party) E-5 and below, Pregnant Soldiers and School Trained CID (Criminal Investigation Division)(MOS 31D) Agents.



**Fort Campbell Inspector General**

**Building 2574  
23<sup>rd</sup> Street  
Fort Campbell, KY 42223**

**IG Office Phone #  
270-461-0754**