



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT EISENHOWER**  
**307 CHAMBERLAIN AVENUE**  
**FORT EISENHOWER, GEORGIA 30905-5730**

**JAN 14 2025**

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**MEMORANDUM FOR Fort Eisenhower Military and Civilian Personnel**

**SUBJECT: Garrison Commander's Policy Number 09 - Authorization for Unaccompanied Personnel/Single Soldiers to Reside Off-Post - Certificates of Non-Availability (CNAs), Statement of Non-Availability (SNAs), Pregnant Soldiers, and Army Married Program**

1. Purpose: To provide guidance and procedures for the approval of unaccompanied personnel and single Soldiers to reside off-post.
2. Applicability: This policy applies ONLY to single Soldiers in the rank of SGT or below. Such Soldiers are required to reside in the barracks unless a CNA, Exception to the Policy (ETP), or other authorization permits them to live off-post. SSG and above are automatically entitled BAH.
3. Policy: In accordance with Army Regulation 420-1, Army Facilities Management, Chapter 3 (3-20d) (5), installations must maintain an occupancy rate of 95% within Single Soldier Housing (SSH) barracks. Requests to reside off post, unless otherwise addressed in this policy, will be determined by the availability of SSH's space in the barracks. Permanent party Soldiers, E5s and below, that are not entitled to Basic Allowance for Housing (BAH) at the with-dependent rates are required to reside in the SSH unless granted approval to reside off-post. Unit commanders may not authorize Soldiers to reside off-post. The approval authority has been delegated to the Housing Program Director, with appeal authority to the Garrison Commander.
4. Certificate of Non-Availability (CNA) Approval Procedures: Permanent party Soldiers will be issued a CNA when the installation SSH exceeds the 95% occupancy rate. To the extent possible, Brigade level unit integrity will be maintained; however, the installation's requirement to maintain a 95% occupancy rate in all barracks may require Soldiers to be assigned to space outside of their Brigade footprint.
  - a. Single Soldiers will not sign or enter into any binding lease agreements until receipt of approved documentation authorizing them to do so. Soldiers, who enter into lease agreements prior to approval, do so at their own risk, may not receive BAH, and are not authorized back pay. Advance lease agreements, pets, storage fees, and/or household goods will not justify approval to live off post.
  - b. Exceptions to the Policy (ETP) will be handled on a case-by-case basis through the government housing office. The requests should include, at a minimum, a written

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request with the Soldier's Brigade Commander's endorsement, with supporting documents.

(1) Medical Exceptions: Request for approval must be submitted on a DA Form 4187 - Personnel Action, with a DA 4187-1-R attached, and all supporting medical documentation, and shall be processed through the Soldier's chain of command, Battalion level. The request must be processed for approval by the Housing Office. All requests will be forwarded to the Dwight D. Eisenhower, Deputy Commander for Clinical Services, for medical recommendation. Approval/disapprovals will be based on the medical recommendation of the Deputy Commander for Clinical Services.

(2) Soldiers Married to Non-Military Spouses: To prevent financial hardship, Soldiers with no other dependent(s) who are granted a divorce will be issued a CNA to the end of their lease agreement. The lease agreement must be in effect 91 days or more prior to the effective date of the divorce decree. The CNA will not be approved beyond the terms of the lease agreement. Upon the termination of the CNA, the Soldier will be required to move into SSH. Soldiers will not be authorized a government move back on post. In this situation, excess household goods will be stored at government expense.

(3) Pregnant Soldiers: Pregnant Soldiers are authorized to reside off-post at six months of pregnancy. Requests for pregnant Soldiers to reside off-post will be requested using a DA 4187 with attached supporting medical documentation stating the expected due date and a copy of the lease agreement. Requests will be submitted to the Fort Eisenhower Finance Office to start BAH at the without-dependent rate. Upon the birth of the child, the Fort Eisenhower Finance Office must be provided a copy of the certificate of birth to increase the Soldier's BAH rate to the with-dependent rate.

(a) Pregnant Soldiers may choose to reside off-post in a private rental or apply for on-post housing; however, the Soldier should not sign a lease agreement until their third trimester (6 months). A copy of the lease agreement and supporting medical documentation is required before the Finance Office will approve the DA Form 5960 to start BAH.

(b) The Housing Service Office is available to assist Soldiers locate, acquire, and negotiate off-post lease agreements. The Housing Service office is located in Suite 129, Darling Hall.

(c) Pregnant Soldiers are authorized to be placed on the waiting list for on-post Family housing with documentation of their pregnancy; however, to be assigned a home, Balfour Beatty must have a copy of the approved DA Form 5960. Pregnant

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Soldiers must authorize an allotment in the amount of their BAH at the without-dependent rate to cover the monthly rent.

(d) Within 10 days of the delivery of the child, the Soldier must notify Balfour Beatty and authorize their BAH to be increased to the with-dependent rate.

(e) It is the Soldier's responsibility to notify the Housing Office, Finance Office, and Balfour Beatty, immediately, if a change in dependency status occurs (loss of the expected child). Balfour Beatty will coordinate the termination of housing and the allotment. Actions of such will require the Soldier to return to SSH.

(4) Army Married Couple Program: Soldiers married to Soldiers with no dependents, assigned to Fort Eisenhower or within one (1) hour commuting distance, are authorized to reside off-post (or in on-post Family housing). Both Soldiers are entitled to BAH at the without-dependent rate. When the Soldiers are no longer jointly domiciled at Fort Eisenhower, the Soldier remaining at Fort Eisenhower is not required to reside in SSH. This Soldier is authorized to continue to collect BAH at the without-dependent rate.

(a) Soldiers married to Soldiers assigned to separate installations, that exceed the one (1) hour commuting distance, will be assigned to SSH on the same basis as unmarried personnel.

(b) When a Soldier is married to another Soldier (Joint Domicile) has orders assigning them to the same installation within 120 days of each other a CNA is not required to reside off-post or to be authorized BAH. To initiate the housing allowance at the without-dependent rate, each Service Member must provide completed forms that are identified below, signed by the Service Member's Commander, and processed in accordance with installation policy:

(1) DA Form 5960, Request for Authorization to start/stop, or change BAH.

(2) A copy of the marriage license.

(3) A copy of each Service Member's orders.

(c) When a Soldier is married to a Guard or Reserve Component Soldier with no other dependent, and the Guard/Reserve Soldier is activated and assigned to a different installation, the Soldier that is assigned to Fort Eisenhower is authorized to remain off-post. However, the Soldier's BAH will be reduced to the without-dependent rate until the Spouse is no longer on Active Guard/Reserve status. The Active Duty Soldier is

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required to notify the Fort Eisenhower Finance Office of the need to change their BAH to the without-dependent rate.

(5) Geographic Bachelors: Permanent Party Soldiers entitled to BAH at the with-dependent rate are not authorized assignment to SSH and will not reside in SSH on Fort Eisenhower. This does not include Soldiers on Temporary Change of Station (TCS) or Temporary Duty (TDY) orders, these Soldiers are authorized to reside in SSH and collect BAH for their Families at their permanent duty location.

(6) Homeowners: Soldiers who purchased a home near the installation prior to notification of assignment to Fort Eisenhower are authorized to reside off-post. The Soldier's closing documentation showing that the home was purchased before the Soldier's assignment to Fort Eisenhower, must attached to the DA Form 4187. The request must be processed for approval by the Housing Office.

(7) Soldiers required to provide support of Family members: Soldiers required to provide BAH for support of Family members due to divorce or separation (court ordered decree or OSJA separation agreement), or individuals with legally supported Family members, for example, children or parents are not required to occupy SSH and not required to obtain a CNA. Soldiers must submit supporting documentation to the Fort Eisenhower Finance Office to initiate their BAH.

5. The Garrison Housing Manager will review all requests for a CNA prior to submitting it to the Garrison Commander for consideration. Requests will include the following documents:

- a. DA Form 4187 detailing the reason, endorsed by the Battalion Commander (**ETP CNA must be endorsed by the Brigade Commander**).
- b. Orders assigning Service Member to Ft Eisenhower.
- c. Supporting documents (lease, marriage certificate, divorce certificate, etc.).

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6. Any questions and concerns should be forwarded to the Housing Division, Darling Hall, Suite 129. The point of contact for this action is the Housing Program Director at 706-791-4302.

A handwritten signature in black ink, appearing to read 'A. J. Kazor', with a long horizontal flourish extending to the right.

ANTHONY J. KAZOR  
COL, CM  
Commanding