



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

AMIM-NTG-ZA

22 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

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

1. 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 Service Members (without dependents).
2. 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.
3. REFERENCES: Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008/RAR 24 August 2012. Guidance from Army Barracks Management Program Handbook (ABMP) 12 January 2021.
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 Garrison Unaccompanied Housing Office (UH)]. CNAs may be issued as long as they meet the reasons specified within AR 420-1.
5. POLICY: Installation Garrison UH Manager will issue CNA's in accordance with AR 420-1, paragraph 3-20, K & I.
  - a. All units requesting a CNA for a Soldier will submit a request by memorandum (Encl. 1) to the UH 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.
  - 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. Request must be forwarded through the Garrison Commander for ultimate approval by the IMCOM Commanding

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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 will be renewed annually.

a. CNAs are reviewed quarterly and closed for an appropriate reason (i.e., 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 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 Garrison Unaccompanied Housing Officer located at Building 604 corner of 5th & Barstow RD or office phone 760-380-2776.

  
LANE A. BOMAR  
COL, AR  
Commanding

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