



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON**  
**3330 CENTURY DIVISION AVENUE**  
**FORT JACKSON SC 29207-5101**

AMIM-FJP-H (420-1k)

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Jackson Partners in Excellence  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

**SUBJECT: United States Army Garrison Policy Memorandum #11 - Issuance of Certificate of Non-Availability and Exceptions to Policy for Permanent Party Unaccompanied Personnel**

1. Applicability: This policy applies to single Soldiers and unaccompanied personnel in the rank of Private to Sergeant (E1–E5). Such Soldiers are required to reside in the barracks unless a Certificate of Non-Availability (CNA), Exception to Policy (ETP), or other authorization permits them to live off post. Soldiers in the rank of Staff Sergeant (E-6) and above are entitled to Basic Allowance for Housing (BAH) and are authorized to live off post.

2. Policy:

a. Army Regulation (AR) 420–1, Army Facilities Management, Chapter 3–20d(5), states installations must maintain a 95% occupancy rate within Single Soldier Housing (SSH) barracks before approval can be granted to allow single Soldiers to reside off post with a CNA or ETP.

b. Chapter 3–20l(3) grants authority for the Garrison Commander to assign responsibility to the Housing Office with regards to issuing a CNA for the BAH at the without dependent rate. Approval memo from Headquarters Installation Management Command is enclosed.

3. Permanent party Soldiers will be issued a CNA when the barracks exceed 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.

4. All requests for CNAs and ETPs will be submitted in writing on DA Form 4187 with supporting documentation and endorsed by the Soldier's chain of command to Brigade level. The request packet is then submitted to the Army Housing Office for processing and submitted to the Garrison Commander or designee for approval/disapproval.

5. CNAs will be issued for a period not to exceed 12 months and will be reviewed quarterly by the Army Housing staff to ensure validity. Soldiers residing off-post with a CNA will not renew their lease without first being approved to continue residing off post.

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6. Single Soldiers will not enter into a lease agreement until a final decision is made by the Garrison Commander or designee. The unit will be notified when the final decision has been made. Soldiers who enter into lease agreements prior to approval, do so at their own risk and may not receive BAH. Advance lease agreements, pets and/or household goods are not considered justifications to reside off post.

7. To prevent financial hardship, Soldiers married to a non-military spouse, with no other Family members, and granted divorce will be issued a CNA to remain off post until their lease ends. The lease agreement must be in effect prior to the divorce decree. Upon termination of the CNA, the Soldier will be required to move into the barracks without a government paid move. In this situation, excess household goods will be stored at government expense.

8. Soldiers married to Soldiers assigned to separate installations, that exceed the one hour commuting distance, will be assigned to the barracks on the same basis as unmarried Soldiers.

9. In accordance with AR 420-1, Chapter 3-20I(3), the Garrison Commander has delegated approval authority to the Army Housing Chief (AHC), under the following conditions:

a. When adequate housing is not available and military necessity is not a factor; 95% occupancy across the installation is required.

b. When the Soldier has purchased a home near the installation prior to notification of assignment to the installation. These Soldiers are authorized to reside off post. The Soldier's closing documentation showing that the home was purchased before the Soldier's assignment to Fort Jackson must be included with the DA Form 4187 requesting to continue residing off post.

c. The Soldier requires separation from other Soldiers because of a specialty assignment such as with Criminal Investigation Division (CID).

d. When the Soldier is pregnant.

(1) The AHC has been delegated authority to approve CNAs for pregnant Soldiers. Once validated and the Soldier reaches 20 weeks of pregnancy, the Soldier will be allowed to terminate the barracks.

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(2) Soldiers may begin looking for housing off post or apply for on-post housing at any time. However, the Soldier should not sign a lease whether on or off post until approval is granted by the AHC and DA Form 5960 (Authorization to Stop/Start BAH) is submitted to finance. Otherwise, the Soldier will be required to pay rent out of pocket until BAH is started.

(3) A copy of the approval by the AHC and verification that DA Form 5960 has been submitted to finance must be provided to Fort Jackson Family Homes in order to sign for on- post housing. An allotment equal to the BAH at the without dependent rate will be started to cover rent once housing is assigned.

(4) No later than 30 days after a change in dependent status occurs, the Soldier must update with finance to authorize their BAH to be increased to the with-dependent rate. The allotment (if leasing with Fort Jackson Family Homes) will be changed to reflect BAH at the with dependent rate.

(5) The Soldier is required to notify the Army Housing Office, finance, and Fort Jackson Family Homes/or off post leasing agent immediately if a change in dependent status does not occur; at which time, the Soldier is required to return to the barracks. Once housing is terminated, Fort Jackson Family Homes (if applicable) will stop the allotment. The Soldier must submit DA 5960 to finance to stop their BAH entitlement. Excessive household goods will be stored at government expense.

10. The AHC will review all requests for CNAs and ETPs. A recommendation will be made prior to submitting to the Garrison Commander for consideration. All Soldiers approved to reside off-post must report to the Army Housing Office located at 4514 8th Division Road to receive a mandatory briefing on relocation assistance, negotiating a rental/purchase agreement, off limits information, and information on Equal Opportunity Housing.

11. For more information regarding single Soldiers and unaccompanied personnel residing off-post, contact the Army Housing Office at (803) 751-7537. The proponent for this policy is the Directorate of Public Works, Army Housing Division at (803) 751-9343.

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Commanding