



DEPARTMENT OF THE ARMY
JOINT BASE – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

IMMH-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy PW-11, Issuance of Certificates of Non-Availability (CNA) to Unaccompanied Personnel Housing (Permanent Party) E-5 & Below and Pregnant Soldiers

1. REFERENCES.

- a. Army Regulation 420-1, Army Facilities Management, 12 Feb 08, RAR 24 Aug 12.
- b. Army Barracks Management Program Handbook, A guide to property management and operations of Army barracks, 9 Jan 18.
- c. Memorandum, Assistant Chief of Staff for Installation Management (ACSIM), 9 Mar 05, subject: Authorization for Staff Sergeants to Receive Basic Allowance for Housing (BAH) and Reside Off Post in the 50 United States (US).

2. PURPOSE. This memorandum outlines and establishes policies and procedures for operation of the Certification Non-Availability (CNA) Program for the JBM-HH community.

3. APPLICABILITY. This policy applies to all garrison organizations and activities under Joint Base Myer-Henderson (JBM-HH) and specifically those that provide face-to-face customer service through assistance, processing, training or sales including but not limited to Soldiers, DA Civilians, appropriated and non-appropriated fund employees, contractors, vendors, and visitors to JBM-HH.

4. POLICY. The Housing Services Office (HSO) manages the Certification Non-Availability (CNA) Program. The intent of this program is to improve the well-being and quality of life for single Soldiers and reduce payments of Basic Allowance for Housing (BAH) at the “without dependent” rate. Certificates of Non-Availability will not be considered until the garrison reaches 93% utilization rate. Utilization rates shall be determined through reports from the Army’s Enterprise Military Housing database.

5. PROCEDURES.

a. Brigade-level commanders or the first O-6 in the chain-of-command will endorse the memorandum requesting CNA approval to the approving authority. Unit Commanders and First Sergeants will be designated to coordinate CNA documentation between the unit and the HSO point-of-contact.

b. Overall installation occupancy shall be 93% or higher.

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c. Priority for issuance of CNAs should be to E5s and then to E4s and below.

d. All CNAs will be submitted on DA Form 200 (Transmittal Action and Control).

e. CNA requests for pregnant single Soldiers (E5 and below) may be submitted with appropriate medical documentation at 22 weeks or the beginning of the fifth month of pregnancy.

f. The Director of Public Works (DPW), Housing Division will provide oversight and management of CNAs and will process in accordance with the procedures outlined in the CNA SOP. The Garrison Commander is the approving authority for CNA requests.

g. All Soldiers recommended by the Commanders to reside off post must report to the Housing Services Office, building 205, and submit a memorandum as appropriate, for CNA approval. In accordance with AR 420-1, the Soldier shall receive a mandatory briefing including Equal Opportunity Housing, off limits information, and relocation assistance before negotiating a rental or purchase agreement. Under no circumstances should Commanders allow a Soldier to enter into any off-post rental or purchase agreement without an approved CNA, or an approved exception to policy from the Garrison Commander.

h. The HSO Office will review CNAs on a quarterly basis for record maintenance purposes. CNAs will not be approved when the overall occupancy rate for the installation is below 93%.

i. If the occupancy rate for Unit falls below 93%, Commanders with Soldiers residing off post and receiving housing allowance at the "without dependent" rate may be required to move Soldiers back into the barracks unless the Garrison Commander determines that such a move will provide a financial hardship to the Soldier. All CNAs will be reviewed on an annual basis to ensure adheres to the policy.

j. This policy memorandum supersedes previous command policy and will remain in effect until superseded or rescinded.

6. PROPONENT: Point-of-contact and proponent for this policy is the Chief, Housing Division, (703) 696-1147.

2 Encl

1. CNA Standard Operating Procedures
2. CNA Exception-to-Policy Request
Template

KIMBERLY A. PEEPLES.
COL, EN
Commanding

CNA STANDARD OPERATING PROCEDURES

1. Purpose. To establish standing operating procedures (SOP) for issuing and controlling Certificates of Non-Availability (CNA) for Joint Base Myer-Henderson Hall (JBM-HH).
2. General. When the overall barracks space on the installation exceeds 93% utilization, units may request CNAs for certain personnel. The CNA is used to initiate Basic Allowance for Housing (BAH) to compensate those Single Soldier (E-5 and below) who have been approved by the Garrison Commander to reside off-post.
3. Responsibilities.

a. Commanders. Several conditions must be met prior to a Soldier receiving approval to vacate the barracks and commence receiving Basic Allowance for Housing (BAH) at the “without dependent” rate. Brigade commanders or the first O-6 in the chain-of-command will verify these conditions in memorandum format, thus ensuring compliance with the policy.

- (1) The occupancy rate for the installation meets or exceeds 93%.
- (2) Adequate housing is not available (Chapter 4, AR 420-1).
- (3) Military necessity does not require the Soldier to live on post.

(4) No geographical bachelors or bachelors drawing BAH are residing in the barracks. Soldiers who are married to other Soldiers not stationed at JBM-HH, IAW AR 420-1, will forfeit their BAH and be treated as Single Soldiers, authorized to reside in the barracks. They should not be considered geographic bachelors.

b. Chief, Housing Division (Directorate of Public Works).

(1) Verify Barracks Housing Report and ensure the installation occupancy meets or exceeds 93 percent.

(2) Process all memorandums for decision to include exception-to-policy CNA request within two days of receipt.

(3) Provide the following required information to all soldiers with an approved CNA.

- (a) Equal Opportunity (EO) Housing counseling.
- (b) Off limits establishment listing.

c. Housing Services Office for off-post relocation assistance.

(1) Issue, control, and maintain records of CNAs issued for BAH at the “without dependent” rate through the unaccompanied personnel housing office.

(2) Maintain reference summaries of all current regulations, SOPs and other pertinent documents for leadership reference.

(3) Maintain a database of all approved and disapproved CNA requests that permit the analysis of timing, volume, and other critical path considerations. Disapproved CNAs

will identify the SOP condition that caused the disapproval (e.g. under 93 percent occupancy, Soldier living off post without an approved CNA, geo-bachelors, etc).

(4) Provide explanations with corrective action for instances of elapsed days (days between the time the request is made and approval or disapproval) exceeding 5 business days.

(5) Provide a capacity report for barracks that may be used to identify barracks approaching the 93 percent capacity level that is also reconciled to existing finance, housing, and master plans records.

4. Procedures.

a. Commanders requesting a CNA for a Soldier will ensure the following steps are followed:

(1) Direct Soldier to Unit POC.

(2) POC will prepare paperwork including all required signatures and submit to the HSO office.

(3) POC will be contacted by HSO office when paperwork is approved and/or disapproved.

(4) Commanders will ensure Soldier does not vacate the barracks until he or she receives an approved CNA.

(5) Pregnant Soldiers with a medical "statement of pregnancy" vacate the barracks no earlier than 22 weeks or the beginning of the fifth month of pregnancy.

b. When requesting an exception-to-policy, commanders will provide the following information in paragraph 3 of the memo:

(1) A detailed explanation why an exception-to-policy should be granted.

(2) The number of geographical bachelors residing in the brigade footprint.

5. Point of contact for this SOP is the undersigned, at (703) 696-1147.

YVONNE BRABHAM
Chief, Housing Division

EXAMPLE FORMAT FOR CNA REQUEST

UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Directorate of Public Works, Housing Services Office, 101 Bloxon Street, Building 205, Room 139, Joint Base Myer-Henderson Hall, Fort Myer, VA 22211

SUBJECT: Request Exception-to-Policy (ETP) for Single Soldier Without Dependents for Basic Allowance Housing (BAH) (**Rank, Last Name, First Name**).

1. Request exception-to-policy to reside off-post (**Include supporting documents**). **Provide a brief description of the situation, i.e barracks exceeds 93%, divorced and in an off post lease, etc. Why residing in the barracks will create a hardship for the Soldier.**
2. Brigade Commander's Initials verifying the Soldier is NOT High Risk: _____
3. This ETP, if approved, will be re-evaluated after 12 months.
4. Command Sergeant Major's **Full Name and Telephone Number**.
5. POC for this memorandum is (**Full Name/Telephone Number**). **CANNOT BE THE UNDERSIGNED.**

BRIGADE COMMANDER/O6 SIGNATURE BLOCK