



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5719

AMIM-KNP-H (100)

1 September 2021

MEMORANDUM FOR

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

SUBJECT: Fort Knox Policy Memo No. 12 – Certificates of Non-Availability (CNA) for Permanent Party Barracks

1. Reference.
 - a. Army Regulation (AR) 420-1, (Army Facilities Management).
 - b. Joint Travel Regulation (JTR), Chapter 10.
 - c. Army Barracks Management Program (ABMP), 9 Jan 18.
2. This memorandum establishes Fort Knox Garrison policy concerning the issuance and control of CNA's for permanent party barracks on Fort Knox.
3. Assignment to the Single Soldiers Quarters (SSQ) is mandatory for single Soldiers with the rank of PVT-SGT. Certification of Non-Availability (CNA) will only be assigned when the barracks overall installation rate exceeds 95%. Soldiers will be assigned under the unit integrity concept to the fullest extent possible. Soldiers may request to reside off post without Basic Allowance (BAH) at the discretion of their unit commander.
4. Only the Garrison Commander may authorize a CNA for single Soldiers in the rank of SGT and below to reside outside the barrack and collect BAH under the following conditions:
 - a. Soldier is pregnant (within her fifth month to move out of the barrack, any date before her fifth month is an Exception To Policy (ETP)).
 - b. Soldier purchases a home in the local area before notification of assignment to Fort Knox.
 - c. Enlisted Criminal Investigation Division (CID) and Enlisted Counterintelligence (CI), when they cannot be billeted in facilities separate from other Soldiers.

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d. Military Police if they cannot be billeted separate from other Soldiers within the permanent party (PP) barracks by wings or floors.

5. Requests for CNA's under these circumstances must be submitted by the Soldier through their chain of command to the Army Barracks Management Program (ABMP) Office, Building 1110, room 103, for the Garrison Commander's review and approval/disapproval. Soldiers must be recommended by their Commander, LTC or higher, to submit a request to the Garrison Commander to reside outside the barracks and collect (BAH). Soldiers report to ABMP to request an ETP and receive a briefing on the requirement and the required memorandum to obtain a CNA (Encl1). The Soldier will be notified by the ABMP Office of the CNA approval/disapproval status and the type of CNA time restrictions if the CNA is approved. The Soldier must receive a mandatory housing briefing from Housing Service Office (HSO), building 1110, and prior to negotiating or entering into a rental agreement.

6. The Directorate of Public Works (DPW) Housing Division will review CNA's and available Unaccompanied Personnel Housing (UPH) on a monthly basis. If the occupancy rate falls below 95 percent, single Soldiers living off post and receiving housing allowance at the without dependent rate will be required to move back into the barracks unless the Garrison Commander determines that a financial hardship will occur.

7. Point of Contact for this memorandum is the Army Barracks Management Program (ABMP) Office, at (502) 624-4898.

Encl
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LANCE A. O'BRYAN
COL, FA
Commanding