

HOUSING DIVISION INFORMATION PAPER

(please read before you get into a lease)

(current as of 16 Feb 2021)

1. BAH and Certificates of Non-availability (CNA) and ETPs:

- a. CNAs from other installations are not valid at JBLM.
- b. Unaccompanied Service Members (SM) married to another SM, E5 and below, on separate tours will be assigned to housing on the same basis as unmarried personnel unless spouse has orders showing that they will be reporting within 120 days.

NOTE: Bottom line is Soldiers (E5 and below) married to another SMs living at different installations/PDS (more than 50-miles apart) are required to reside in the barracks. They have no entitlement to BAH.

- c. Approval for exceptions to policy (ETP) for Certificates of Non-Availability (CNA) can only be approved by Joint Base Garrison Commander (JBGC), not BDE/BN Commanders. The Housing Division Unaccompanied Housing Branch is the office of responsibility for staffing request to the JBGC and issuing the actual CNA which is the support document Finance is looking for before BAH can be started.
- d. SM's that are in a leases and get divorced, must submit an ETP for CNA to remain off post and receive Basic Allowance for Housing (BAH) without dependent rate.
- e. Based on rank/circumstances/UPH installation occupancy rate, SM may be directed into the barracks and will be required to break their lease. The WA State law changed in Jul 2019, which allows a commander to direct a SM into government quarters without a monetary penalty to SM for breaking the lease. WA State laws requires at least a 20 day notice to terminate lease.
- f. Shared or joint Custody: Unless you are the custodial parent, you will most likely be required to submit an Exception To Policy Request in an effort to receive a CNA and avoid getting into a lease and then finding out you are not authorized BAH.
- g. Single, unaccompanied E5 or below, must not enter into any lease without Garrison Commander approval. For more information, please contact the Chief, Unaccompanied Housing Branch (253) 966-2895.

2. Simple CNAs: JBLM Housing manager has been delegated the authority to approve CNA's for the following:

- a. Pregnancy: A pregnant Soldier living in the barracks with no other dependents your options are as follows:

(1) NET 20 Weeks Pregnant: The SM can move out of the barracks, provide the required documentation at which time the Housing Division/Unaccompanied Housing Branch can issue a CNA in support of their move off post.

(2) NET 7 Months Pregnant: The SM can move out of the barracks, provide the required documentation at which time we can issue a CNA. Once this has been completed, they can contact Lincoln Military Housing regarding the possibility of living on post (provided housing is available).

(3) Required paperwork is as follows in support of issuing a CNA:

Orders or ERB
Profile DA Form 2249
HJB form 200 completed through Page 4 (1SG concurrence)
eMH Check Out Form

b. Parental Custody (Custodial Parent): SM who is the court ordered custodial parent can be issued a simple CNA.

c. CID/CI: Special Agents, Lab Examiners and Counterintelligence personnel are eligible upon validation of their unique status.

d. Home Purchase Prior to assignment to JBLM: SMs who have purchased a home prior to notification of assignment to JBLM can request a simple CNA.

e. For more information, please contact the Chief, Unaccompanied Housing Branch at (253) 966-2895.

3. Space-Available:

a. Married Soldiers receiving BAH and leaving family members at other locations will only be housed in barracks on a Space-Available basis.

b. SPACE-A personnel residing in barracks more than 72 hours are required to have an approved Joint Base Garrison Commander Space-A.

c. There must be an end date for the reason that you want to reside in the barracks and continue to receive BAH with dependent rate; the date cannot be open-ended.

4. CNA Processing:

a. Anyone who has a question or desire to submit a request for any kind of CNA should submit an email request to the following email address:

usarmy.jblm.id-readiness.list.dpw-hd-uh-br-area-mans-and-cnas@mail.mil

b. You should identify yourself in the email and identify which BDE/Separate BN you are assigned to.

c. Your Area Manager should respond and provide assistance as necessary.