Certificate of Non-Availability Packet (CNA) Requirements

JBLM Certificate of Non Availability Processing Instructions-

1. **Service Member (SM) reports to building 2008, room A316 to receive the CNA application packet and initial counseling of required documents. Note-Only the "without" dependent rate BAH can be paid if a CNA is approved.**
2. **The SM or Chain of Command will return to building 2008, room A316 with the completed CNA application packet and required documents.**
3. **The JBLM Housing Division will create the CNA packet and contact the SM/Chain of Command to pick up the packet to obtain signatures and concurrence or nonoccurrence for the request through the appropriate level of command.**
4. **The SM/Chain of Command returns to the JBLM Housing Division with the complete CNA packet with signatures through the appropriate level of command.**
5. **The JBLM Housing Division will process the packet to the JBLM Garrison Commander for a final decision.**
6. **The JBLM Housing Division contacts the SM/Chain of Command with the final decision and informs them to pick up the packet.**
7. **If approved, the unit is responsible to complete the appropriate paperwork to finance and resolve the request.**

Required Documents-

1. Simple CNA-Final approval authority is the JBLM Housing Division Chief

A. Category-Pregnancy- (SM are eligible to receive a CNA at the 20th week of pregnancy)

-FSBP-HJB Form Letter 200 (must be signed through 1SG/Company Commander)

-Signed Profile DA 3349 with delivery due date

-Orders assigning SM to JBLM or ERB

-If approved, a barracks termination document is required to start BAH

B. Category-Parental Custody (Custodial Parent)

-FSBP-HJB Form Letter 200 (must be signed through 1SG/Company Commander)

-Copy of Court ordered document validating SM as the custodial parent

-Orders Assigning SM to JBLM or ERB

-If approved, a barracks termination document is required to start BAH

C. Category-CID/CI-Special Agents, Lab Examiners, and Counterintelligence Soldier

-FSBP-HJB Form Letter 200 (must be signed through 1SG/Company Commander)

-Validation of their status as a Special Agent, Lab Examiners, or actively collecting Counter Intelligence

-Orders Assigning SM to JBLM or ERB

-If approved, a barracks termination document is required to start BAH

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D. Category-Home purchase in the local area prior to the SM being notified of their assignment to JBLM

-FSBP-HJB Form Letter 200 (must be signed 1SG/Company Commander)

-Copy of mortgage or deed

-Orders assigning SM to JBLM or ERB

-If approved, a barracks termination document is required to start BAH

2. Exception to Policy Certificates of Non Availability-Final approving authority is the JBLM Garrison Commander

A. Category-Joint Custody/Visitation Rights

-FSBP-HJB Form Letter 200 (must be signed through Brigade Commander)

-Memorandum for record from SM's Unit Commander detailing the basis of the ETP request

-Court ordered document/parenting plan with dates of custody or visitation

-Orders assigning SM to JBLM or ERB

-Copies of any supporting documentation referenced in the memorandum for record

-If approved, a barracks termination document is required to start BAH

If "financial hardship" is requested, Army Community Services Financial Advisor review required

B. Category-Lease or Mortgage Prior to Civilian Spouse Service Enlistment

-FSBP-HJB Form Letter 200 (must be signed through Brigade Commander)

-Memorandum for record from SM's Unit Commander detailing the basis of the ETP request

-Copy of marriage certificate

-Copy of Spouse's enlistment orders

-Copy of lease, rental agreement, or mortgage

-Copy of orders assigning SM to JBLM or copy of current ERB

-Copies of any supporting documentation referenced in the memorandum for record

-If approved, a barracks termination document is required to start BAH

If "financial hardship" IS requested, Army Community Services Financial Advisor review and verification required

Certificate of Non-Availability Packet (CNA) Requirements

C. Category- Soldiers Spouse Death without Dependents

- FSBP-HJB Form Letter 200 (must be signed through Brigade Commander)

-Memorandum for record from SM's Unit Commander detailing the basis of the ETP request

-Copy of death notification

-Copy of lease, rental agreement, or mortgage

-Copy of orders assigning SM to JBLM or copy of current ERB

-Copies of any supporting documentation referenced in the memorandum for record

-If approved, a barracks termination document is required to start BAH

If a "financial hardship" is requested, Army Community Services Financial Advisor review and verification required

D. Category- Miscellaneous Exception to Policy

-FSBP-HJB Form Letter 200 (must be signed through Brigade Commander)

-Memorandum for record from SM's Unit Commander detailing the basis of the ETP request

-Copy of lease, rental agreement, or mortgage

-Copy of orders assigning SM to JBLM or copy of current ERB

-Copies of any supporting documentation referenced in the memorandum for record

-If approved, a barracks termination document is required to start BAH

If a "financial hardship" is requested, Army Community Services Financial Advisor review and verification required.