



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

AMIM-PMG-ZA (100)

24 June 2024

MEMORANDUM FOR Presidio of Monterey Installation

SUBJECT: Command Policy #12, Issuance of Certificates of Non-Availability (CNAs) and Delegation of Authority

1. References:

a. Army Regulation (AR) 420-1, Facilities Management, 24 August 2012.

b. Memorandum, HQ IMCOM, 17 Jun 2016, subject: Delegation of Approval Authority for Certificates of Non-Availability (CNA) Unaccompanied Housing (UH).

2. Purpose: This policy is intended to provide guidance for the Presidio of Monterey barracks space utilization and issuance of CNAs at the "without" dependent rate in accordance with (IAW) AR 420-1, Chapter 3.

3. Applicability: This policy applies to all service members assigned to or a tenant of the Presidio of Monterey and for privatized housing purposes, all areas controlled by Army Housing. This policy supersedes the previous command policy dated 03 September 2020.

4. Proponent: The proponent for this policy is the Directorate of Public Works, Housing Division, IMPM-PWH, at 242-7992.

5. Responsibility to approve CNAs is delegated to the Director of Public Works (DPW), IAW memorandum cited in paragraph 1b. above. On a monthly basis, DPW, Housing will review approved CNAs and the Barracks Utilization Report to ensure maximum utilization of barracks space is maintained. CNAs will be processed IAW the enclosed Standing Operating Procedure (SOP). Approval authority for exceptions to policy i.e., hardship, financial etc. is not delegated.

6. Prior to recommending a Service Member for a CNA, Commanders must follow the guidance listed below:

a. Maintain overall unit occupancy at 95% or higher.

b. Priority for recommendation should be to E-5 and then to E-4 and below.

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- c. CNA requests for pregnant single Service Members (E-5 and below) may be submitted with appropriate medical documentation.
 - d. Service Members must have an approved CNA from DPW, Housing Division prior to moving out of the barracks and/or financially obligating themselves by entering into a lease agreement. Service Members will not be assigned privatized housing without a CNA.
 - e. CNA requests packets will be submitted by the command to DPW, Housing for review.
 - f. Unit Commands will enter Members in the enterprise Military Housing web portal known as eMH, even if they will not occupy barracks space.
7. Single service members in the grade of E1 through E5 will not be authorized Army privatized housing without a CNA from the USAG Presidio of Monterey, Garrison Commander.
8. POC is Mr. Oscar M. Ordonez, DPW, Chief of Housing, (831) 242-7992.

Encl
as



Digitally signed by
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Date: 2024.06.24 09:05:53 -0700

DANIEL S. ARTINO
COL, AV
Commanding

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