



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
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AMIM-PMG-ZA (210-50u)

15 November 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, 12 February 2008.

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

2. Purpose: This policy directs the process for the issuance of CNAs for Presidio of Monterey barracks facilities in accordance with references 1.a. and 1.b.

3. Applicability: This policy applies to all Servicemembers assigned to, or a tenant of, the Presidio of Monterey and all housing areas controlled by the Directorate of Public Works (DPW), Housing Division. This policy supersedes the previous command policy dated 03 September 2020.

4. Proponent: DPW, Housing Division, AMIM-PMP-H.

5. General: Monterey County is among the most expensive places to live in the United States. To reduce the risk of creating unnecessary financial hardship for our most financially vulnerable Servicemembers – unaccompanied E1-E5 – Commanders must pursue every reasonable measure to house these Servicemembers within the barracks facilities on the installation.

a. Privatized Army housing, managed by the Parks at Monterey Bay, is an essential but finite resource for military Families who are impacted by high cost of living but ineligible to live in barracks facilities. Commanders must take care to avoid submitting CNA requests with the intent of enabling their unaccompanied E1-E5 Servicemembers to live in privatized Army housing, when barracks space is available on the installation and appropriate to meet their housing needs.

b. Optimizing the effective use of unaccompanied and family housing units requires Commanders at all levels to take ownership in managing military housing as a shared resource. This requires engaged leadership in unit barracks management programs.

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1) The Enterprise Military Housing (eMH) portal is the system of record used by the Garrison to measure installation barracks occupancy. Commanders must regularly validate the accuracy of their eMH data to ensure DPW and Garrison leadership have accurate data required to make CNA decisions based on a 95% installation occupancy rate.

2) If a single unit on the installation runs out of available barracks space in their assigned footprint, Commanders will make every effort to coordinate with adjacent units to house Servicemembers in available barracks space elsewhere on the installation prior to submitting a CNA request.

6. Policy:

a. Under the following circumstances, authority to approve CNAs is delegated to the Director of Public Works or the Army Housing Chief, per reference 1.b..

1) When a Servicemember is pregnant, with appropriate supporting documentation.

2) For all Servicemembers assigned to the U.S. Army Signal Activity stationed at Camp Roberts, where adequate barracks facilities are not available.

b. The Garrison Commander retains approval authority for all other CNA requests.

c. Prior to submitting a CNA request to DPW, Housing Division for review and processing, unit Commanders will conduct due diligence with adjacent commands to adequately house the Servicemember in barracks facilities on the installation.

1) In cases where the overall installation barracks occupancy is greater than 95%, as reflected in eMH, unit Commanders may submit a CNA request based on shortage of available barracks space without taking additional measures to house their Servicemembers in available space managed by adjacent units on the installation.

2) When submitting a CNA request based on lack of available space on the installation, unit Commanders will prioritize requests for their E-5 Servicemembers before requests for their E-4 and below Servicemembers.

d. Unit Commanders will verify Servicemembers 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.

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7. The point of contact for this policy is the Unaccompanied Housing Manager, Ms. Elisa Clemente, DPW, Housing Division, (520) 691-0379.

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