



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT STEWART / HUNTER ARMY AIRFIELD
1791 GULICK AVENUE, BUILDING 709
FORT STEWART, GEORGIA 31314-4000

AMIM-SHG-ZA (420)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Fort Stewart/Hunter Army Airfield Policy #13,
Management of Certificates of Non-Availability

1. References.

- a. Army Regulation 420-1 (Army Facilities Management).
- b. Army Barracks Management Program Handbook, Version 2: 12 January 2021.

2. Purpose. To establish procedures for Certificate of Non-Availability (CNA) management at Fort Stewart/Hunter Army Airfield (FS/HAAF). This policy applies to all military personnel, Sergeant and below, who would normally be assigned barracks space at FS/HAAF Unaccompanied Personnel Housing (UPH) facilities. This includes bona fide bachelors and Soldiers married to other Soldiers (without dependents).

3. Applicability. A CNA is the document required by finance to begin Basic Allowance for Housing (BAH) at the without (w/o) dependent rate for ranks Private through Sergeant (E1-E5). Soldiers will not move off post and enter a lease prior to receiving an approved CNA.

4. Responsibilities. Garrison Commander delegated the responsibility of controlling and record keeping of CNAs to the Housing Office Chief.

5. Policy.

a. Installation Unaccompanied Housing (UH) will issue CNAs once approved by the Garrison Commander, under the provisions of reference 1a above.

(1) When adequate UPH housing is not available on post and there is no military necessity for the Soldier to live on post.

(2) When the Soldier previously purchased a home near the post prior to being notified of his or her assignment to the post.

(3) When barracks occupancy for the entire installation is over 95%; verified by UH Branch Chief.

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(4) When a Soldier married to another Soldier w/o dependents resides off post and one of the Soldiers departs on a separate tour.

b. All units requesting a CNA for a Soldier will submit the request by memorandum to the UH Office (see Encl) with endorsement by their immediate O6 Commander.

c. Priority for issuance of CNAs is by rank beginning with Sergeants (E5), then Specialist and below. Units will ensure only financially capable and responsible Soldiers are issued CNAs.

d. An Exception to Policy CNA request for any situation not listed in AR 420-1, Army Facilities Management, 12 February 2008, Para, 3-20k(2) & (3) will be considered on a case-by-case basis by the Garrison Commander. The request will include justification and supporting documentation.

6. Duration. Duration for a CNA is for 1 year and the UH Branch Chief will review 100% of CNAs quarterly. A CNA will remain open until one or more of the following occur (not all inclusive):

a. CNA is reviewed and renewed annually.

b. CNA is reviewed and closed for an appropriate reason (e.g., UPH available, Soldier PCS, ETS).

c. If UPH becomes available, Soldiers holding the rank of Private through Sergeant (E1-E5), residing off post, and receiving housing allowance (at w/o dependent rate) will be required to occupy UPH. The Garrison Commander will not involuntarily reassign Soldiers if it will cause financial hardship.

7. Effective Date. This policy memorandum is effective immediately and will remain in effect until superseded or rescinded.

8. Proponent. The proponent for this policy is the Directorate of Public Works, Unaccompanied Housing at (912) 767-1377.

MARC J. AUSTIN
COL, IN
Commanding