



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000**

AMIM-AKP-H (420-1d2)

MAY 23 2023

**MEMORANDUM FOR All Permanent Party Military Personnel Assigned to
Duty at Fort Wainwright, Alaska**

**SUBJECT: Certificate of Non-Availability (CNA) Issuance (USAG Fort
Wainwright Policy #34)**

1. References:

a. DoD 7000.14-R Financial Management Regulation, Volume 7A, Chapter 26, February 2023.

b. Army Regulation 420-1, Facilities Engineering, Army Facilities Management, 12 February 2008, with Rapid Action Revision (RAR) issued 24 August 2012.

c. Army Barracks Management Program Handbook, 12 January 2021.

d. HQ IMCOM (DAIM-ZA) memorandum (Housing Assignment Policy for Voluntarily Separated Persons (Geographical Bachelors) in Alaska and Hawaii), 15 March 2019.

2. Applicability: This policy applies to all unaccompanied permanent party Army personnel assigned to duty at Fort Wainwright, AK.

3. Policy: A housing allowance generally is not authorized for a Service member who is assigned to appropriate and adequate government quarters. According to reference 1.c., "Unit leaders cannot direct a Soldier to move off post with the promise of obtaining a housing allowance". If adequate housing is not available, Soldiers will follow the processes outlined in enclosure 3 to apply for a Certificate of Non-Availability (CNA). The Garrison Commander is the authority for issuance and control of CNAs for Basic Allowance for Housing (BAH) at the Without Dependent rate. With HQ IMCOM approval, the Garrison Commander may further delegate authority to the Chief, Garrison Housing Division.

4. Definitions:

a. **Bona Fide Bachelor: Any Soldier entitled to a housing allowance at the Without Dependent rate.**

b. **Geographical Bachelor: Soldiers entitled to BAH at the With Dependent rate, who are voluntarily separated from their Family members for personal reasons.**

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c. Certificate of Non-Availability (CNA): Authorization approved by the Garrison Commander on a case-by-case basis, for any situation listed in paragraph 5.a.

d. Exception to Policy (ETP): Formal request for issuance of a CNA originated by the requesting Soldier and routed through the Brigade Chain of Command to the Garrison Commander for decision.

5. Authorization of CNA:

a. A CNA may be authorized under the following circumstances:

(1) When Garrison-wide barracks utilization rate is 95% or greater.

(2) Soldiers in job specialties such as Criminal Investigation Division (CID), Military Police (MP), or Counter Intelligence (CI) who cannot be placed in housing with their counterparts in the same MOS.

(3) Soldier is pregnant.

(4) For Soldiers who purchased a home near the installation prior to notification of assignment to that installation.

(5) Soldiers in a pre-existing lease that was previously authorized by a CNA.

b. There is no appeal authority once the Garrison Commander disapproves an ETP request.

6. Responsibilities:

a. The Garrison Commander will:

(1) Designate the Chief, Garrison Housing Division, as the CNA administrator.

(2) Be the approval authority for ETP requests (may delegate with HQ IMCOM approval) for those examples outlined in paragraph 5.a.

(3) Be the appeal authority for ETPs, if approval authority delegation is at the Chief, Garrison Housing Division.

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b. The Chief, Garrison Housing Division, will:

- (1) Serve as the CNA administrator for day-to-day operations.
- (2) Validate all required supporting documentation for ETP requests, to include proper routing has occurred through the Soldier's Chain of Command (see enclosure 1).
- (3) Follow CNA procedures prescribed by the ABMP (reference 1.c.) and this memorandum.
- (4) Submit recommendations to improve ETP/CNA management to the Garrison Commander.
- (5) If granted by Garrison Commander, exercise delegated approval authority for ETPs.
- (6) Ensure BAH entitlement ceases upon the expiration of a CNA in the absence of a renewal request. Before BAH entitlement is suspended, the Housing Division will contact the Battalion Commander and/or Command Sergeant Major for acknowledgement. The Garrison Commander and Garrison Command Sergeant Major will be briefed on all entitlement stoppages.

c. The Unaccompanied Housing (UH) Office will:

- (1) Screen all new ETPs received from units for accuracy and completeness before staffing for approval.
- (2) Ensure the Soldier receives the ETP Brief (enclosure 4).
- (3) Disseminate monthly CNA rosters to enable units to track upcoming expirations of active CNAs.
- (4) Work closely with unit leadership to ensure efficient processing of ETPs.

d. Unit Commanders will:

- (1) Monitor temporary CNAs and manage the Soldier's return to the barracks if applicable.

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(2) Ensure Soldiers with existing CNAs report back 90 days prior to the expiration date to make arrangements for assignment to UH or request a CNA renewal.

e. The Soldier will:

(1) Follow the processes in enclosure 3 to submit ETP requests and CNA renewal requests.

(2) Not enter into a lease agreement before receiving an approved ETP from the Garrison Commander.

(3) Report back to their unit 90 days prior to the expiration date to request a CNA renewal through the Battalion Chain of Command (see enclosure 3), or make preparations for reassignment to UH.

(4) Report to the unit S-1 any change in marital status.

7. Termination of CNA. CNA will expire:

a. On the date listed on the CNA issued by Unaccompanied Housing, Garrison Housing Division.

b. Pursuant to a change of marital status if that change results in the Soldier being entitled to receive BAH at the With Dependent rate.

c. Upon Permanent Change of Station by the Soldier.

d. When the Soldier departs active duty.

e. For pregnant Soldiers, the CNA will terminate upon the birth of the child.

f. For E-5s, CNA will terminate upon the promotion date to E-6, if that date precedes the expiration date listed on the CNA.

8. Non-Eligibility for CNA. Soldiers must receive a barracks clearing memo from their respective barracks managers prior to receiving CNA authorization.

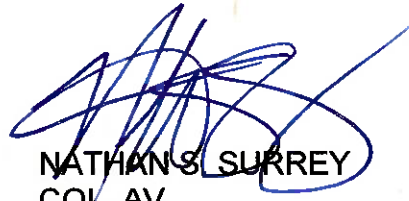
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9. Point of contact is Michael Plachinski, Garrison Housing Division Chief, at 353-7395 or michael.j.plachinski.civ@army.mil.

5 Encls

1. ETP Checklist
2. Example ETP Memo
3. ETP/CNA Process
4. ETP Brief
5. Example CNA



NATHAN S. SURREY
COL, AV
Commanding

CNA BACHELOR ETP CHECK LIST

Does the package contain all required documents?

Name	Phone:	Date Submitted:
Exception To Policy Memo		
Does the memo have all the required signatures and correct signature blocks?		
Reason for the Exception to Policy (ETP)		
Other Reason		
PCS orders (and any amendments)		
Copy of Orders provided?	Dependents:	Unaccompanied
Amendments		
Current Leave and Earnings Statement (LES)		
Dated within the last 30 days?		
Collecting BAH?		
VHA Zip?		
Current Enlisted/Officer Records Brief (ERB/ORB)		
Dated within the last 30 days.		
DEROS		
Supporting Documents		

Unit:	
Garrison Occupancy Rate:	

Reviewer	Remarks	Date	Initial
UH Manager			
HSO			



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA
1046 MARKS RD.
FORT WAINWRIGHT, ALASKA 99703-6000

Your Unit
Letterhead Here

Requestor's Office Symbol

DATE

MEMORANDUM THRU DPW-Housing Division, ATTN: AMIM-AKP-H, 3015
Montgomery Rd, Fort Wainwright, AK 99703

FOR Garrison Commander, Fort Wainwright, Alaska 99703

SUBJECT: Request for Exception-to-Policy (ETP)

1. I, COL Jane Doe, recommend approval for SGT John Smith's ETP to reside outside the barracks, and receive BAH at the Without Dependent rate. I recommend approval until DD MMM YY (not to exceed one year).

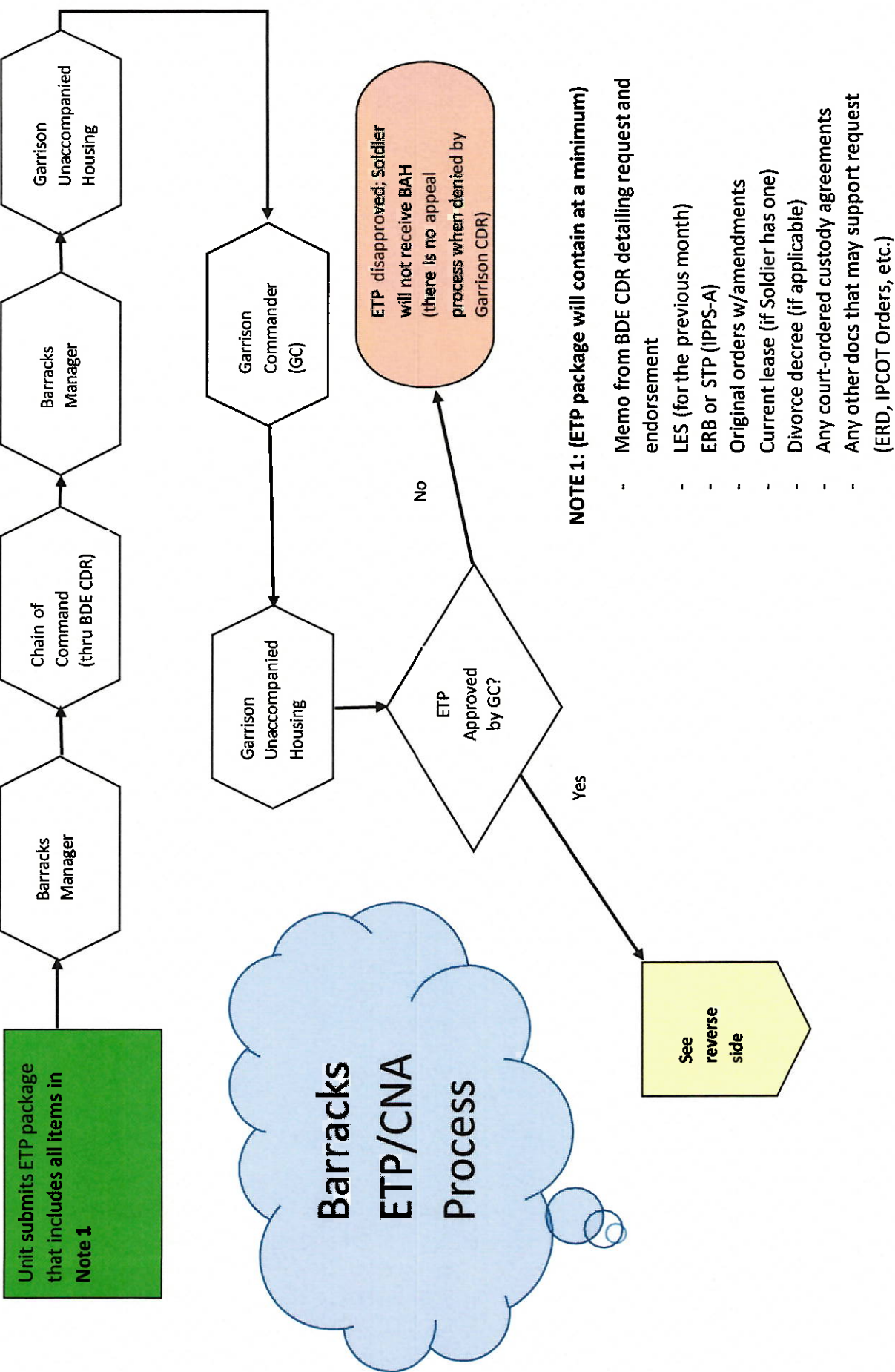
2. (Insert reason why Soldier should reside outside the barracks. *NOTE* Reasons such as "he has pets," "she has too many household goods," or, "the barracks is over 95%" are typically not acceptable (the latter reason is only acceptable if the garrison-wide utilization rate is $\geq 95\%$; call UH to confirm before using this one)

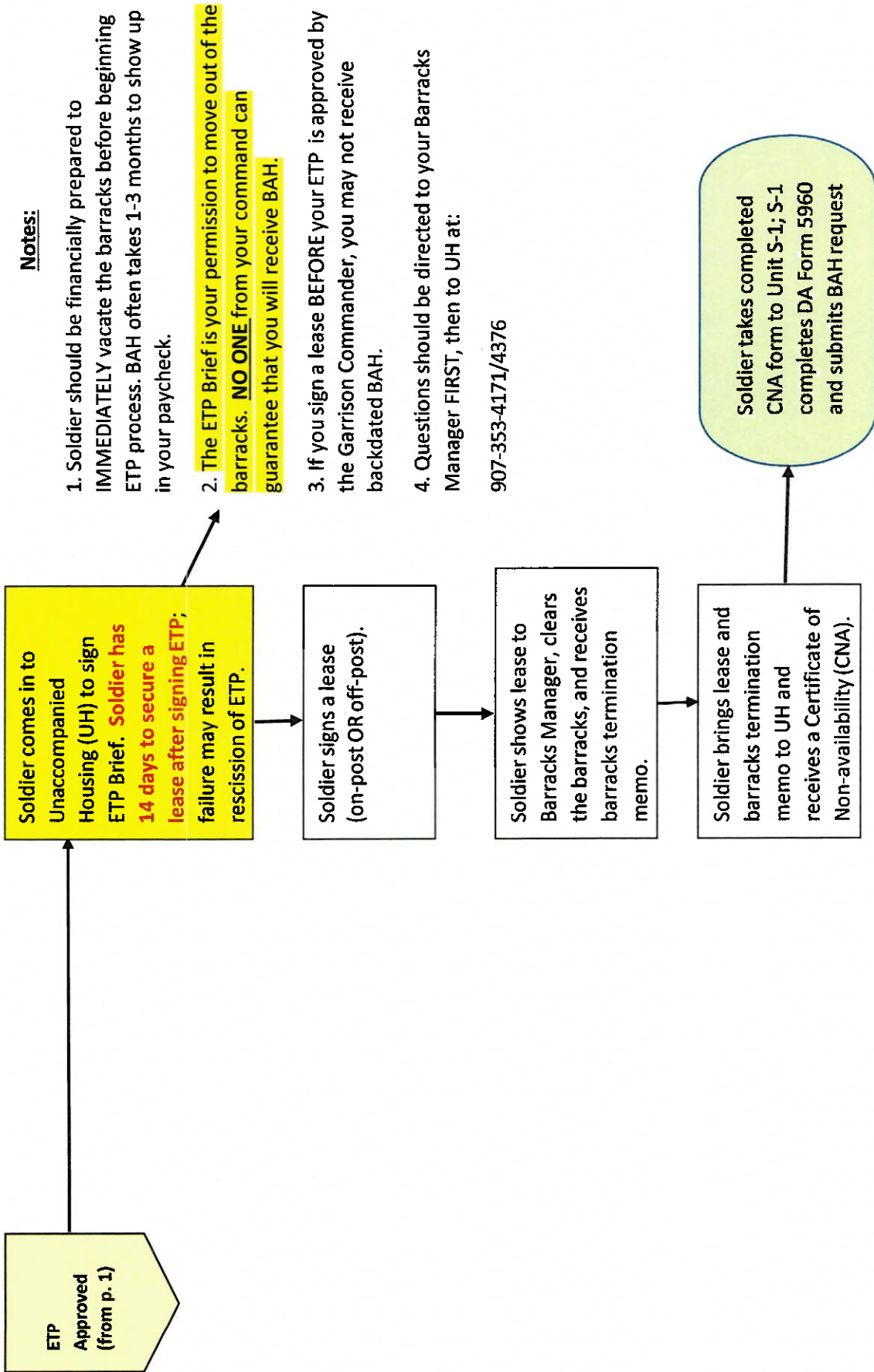
3. Point of contact is COL Jane Doe at (XXX)XXX-XXXX or jane.doe.mil@army.mil.

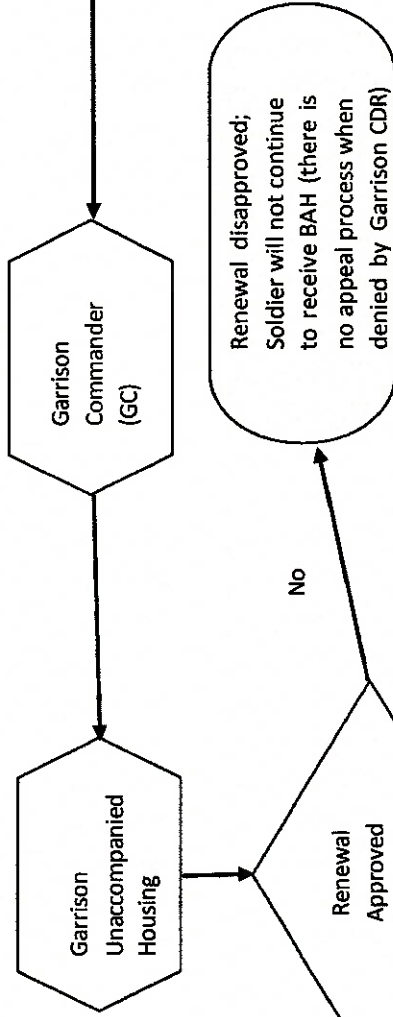
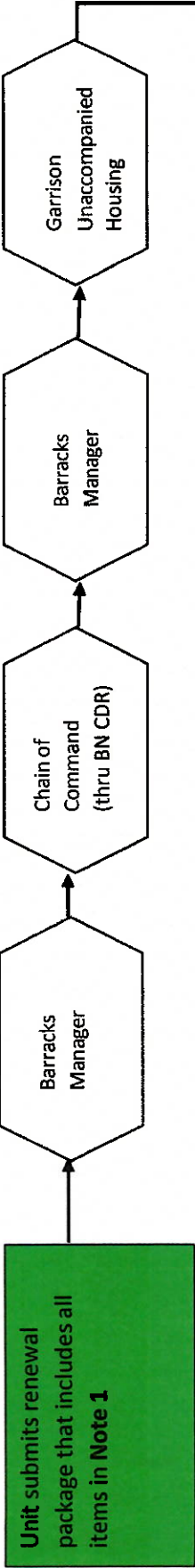
Encl

1. Assignment Orders
2. LES (current and accurate)
3. ERB (current and accurate)
4. Other supporting documents

JANE DOE
COL, USA
Commanding



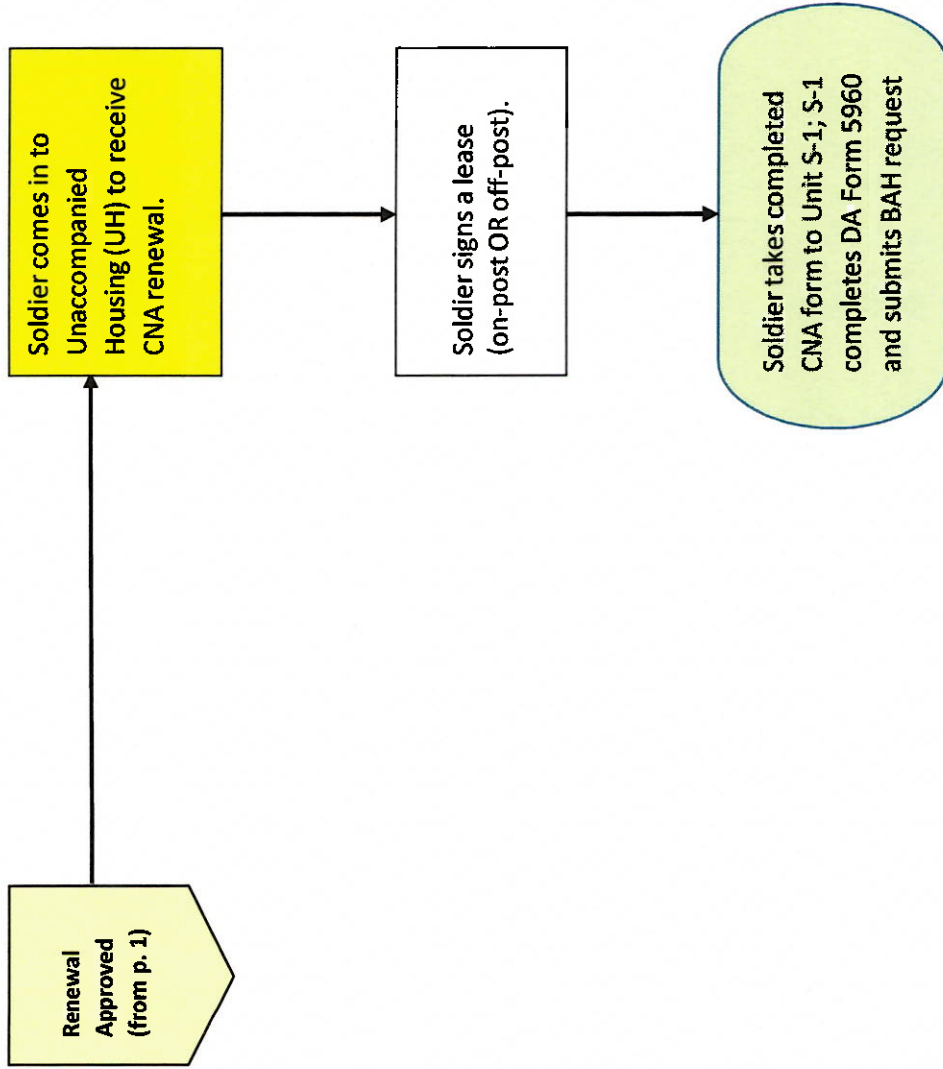




NOTE 1: (CNA renewal package will contain at a minimum)

- Memo from BN CDR detailing request and endorsement
- LES (for the previous month)
- ERB or STP (IPPS-A)
- Original orders (with all amendments)
- Current lease (if Soldier has one)
- Divorce decree (if applicable)
- Any court-ordered custody agreements
- Any other docs that may support request (ERD, IPCOT Orders, etc.)

CNA Renewal Process



Notes:

1. If you sign or renew a lease BEFORE your renewal is approved by the Garrison Commander, you may not receive BAH.
2. Questions should be directed to your Barracks Manager FIRST, then to UH at:
907-353-4171/4376



ETP BRIEFING ACKNOWLEDGEMENT



Memorandum for: Garrison Housing Division, Unaccompanied Housing Office

1. The undersigned has been briefed on policies for acceptable lease and the possibility of being asked to return to the barracks after the lease expires.
2. The rules for acceptable leases must be adhered to or a CNA will be denied.
 - a. Leases must not exceed 1 year.
 - b. Leases must meet or exceed minimum standards of adequate-quality rental housing according to the U.S. Department of Housing and Urban Development guidelines as verified by HSO. Dry cabins are not acceptable.
3. Provide a signed lease agreement to the Unaccompanied Housing Office along with a signed barracks termination letter from your barracks manager. If you do not live in the barracks, supply a signed statement from your 1SG stating you are not living in the UPH.
4. In the event barracks occupancy falls below 95%, you could be asked to move back to the barracks at the end of your lease.
5. You are required to revalidate your CNA with Unaccompanied Housing Office **90 days** prior to the end of lease. If you do not keep the housing office updated with your lease agreements, RCI & Housing Division may process documents with Finance to stop Basic Allowance for Housing (BAH). In that event, the Soldier will be responsible for the remainder of the lease at his/her own expense.
6. Renter's Insurance is strongly encouraged to ensure the safety and well-being of your personal property. You should consider an amount of insurance equal to at least the total value of your assets. Keep in mind a Property Manager's/Landlord's insurance does not provide protection of your assets.
7. This ETP Brief is only valid for 14 days following the date signed by the RCI representative. Failure to obtain a suitable lease during that time may result in a revocation of your Exception to Policy.
8. Receipt of BAH at the Without Dependents rate at Fort Wainwright DOES NOT entitle you to a CNA at your next duty station. Similarly, obtaining pets or an excess of household goods as a result of this CNA also does not obligate your future duty station to provide you with BAH at the Without Dependents rate. All entanglements that you accrue as a result of this CNA approval will be your personal responsibility to manage at future duty stations.

My signature on this document confirms that I have been briefed by the RCI & Housing Division, Unaccompanied Housing (UH) Office on Certificate of Non-Availability (CNA) requirements.

SOLDIER'S NAME AND SIGNATURE

DATE

GARRISON HOUSING REPRESENTATIVE



DEPARTMENT OF THE ARMY

Fort Wainwright

Housing Services Office
3015 Montgomery Road
Building 3015
Fairbanks, AK 99703
907-361-4538

CNA Control#: UPH-8662388-23-00000057
Date: Nov-10-2022

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Temporary Certificate of Non-Availability (CNA) to Reside Off-Post

1. This memorandum certifies that On-Post Housing is not available for the following Service Member:
DoD ID: _____ Name: _____
Rank: _____ Branch: _____ Army
Pay Grade: _____ UIC / Duty Station: _____

2. Reference Chapter 3, AR 420-1.

The Service Member is authorized to move Off-Post and receive Basic Allowance for Housing(BAH) or Overseas Housing Allowance(OHA) at the WITHOUT Dependent Rate effective on _____. This authorization to reside off-post is effective through _____, unless a change in status occurs before that date. The effective through date will not exceed one year.

3. Prior to entering into any private rental agreement, the Service Member must report to the Housing Office and provide the Off-Post address, phone number, period of housing agreement, and any other change in status.
4. The Service Member must return to the Housing Office for assignment to available on-post quarters adequate for the Service Member's grade 90 days prior to the expiration of the CNA on _____.
5. Notes: CNA issued from end of last CNA // start of lease // barracks termination for 12 Months // until DEROS // until end of lease. SM authorized to move off post under 55 & Above Barracks Over Occupancy ETP // Geographic Bachelor Program // Roommates Program. SM acknowledges they will contact Housing Office immediately if there is a change of status: marriage, ERD, deployment, lease ends, residence move-out, divorce, family moves to the local area, roommate departs etc.

HOUSING VALIDATION REQUIRED

HOUSING VALIDATION REQUIRED

Fort Wainwright

Service Member's Signature: _____ Date: _____

DISTRIBUTION
COMMANDER/1SG:
FILE:
FINANCE:
INDIVIDUAL:

Enclosure 5