



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 ROGERS PLACE
WEST POINT, NEW YORK 10996

AMIM-MLG-ZA

15 November 2023

U.S. ARMY GARRISON WEST POINT POLICY #7

SUBJECT: Requests for Exception to Policy (ETP) to reside off-post for Soldiers that reside in Unaccompanied Housing to receive BAH at the without dependent rate and the Certificate of Non-Availability (CNA) Process

1. References:

- a. Army Regulation 420-1, Army Facilities Management, 24 August 2012.
- b. Army Barracks Management Program Handbook, 9 January 2018.

2. Purpose: This policy applies to all Soldiers in the pay grade of E-5 and below that are assigned or attached to West Point. This policy establishes the rules and procedures that govern the request and processing of an ETP to reside off-post and receive BAH at the without dependent rate and the CNA process (Encl 1). When making a request for an ETP to reside off-post under this policy, all supporting documentation must be submitted by the Soldier's chain of command to the Housing office for processing.

3. Concept: Single Soldiers are required to live in their assigned unaccompanied housing while assigned to West Point. Soldier's that receive an approved ETP and CNA are authorized to reside off-post or in privatized housing (with a roommate) and receive BAH at the without dependent rate.

4. General: Unit leaders cannot direct a Soldier (in the pay grade of E-5 and below) to move off post with the promise of obtaining housing allowance. All requests for an ETP to reside off-post will follow the CNA Process and be submitted through the Housing office for the Garrison Commander's consideration. The authority to live off post may be denied if it would adversely affect a training mission, military discipline, or military readiness. If an ETP is not approved by the Garrison Commander, a written response explaining the reasoning will be issued to the Soldier. If an ETP is approved, the Garrison Commander will specify if the CNA will be temporary or permanent.

5. Temporary CNA. A temporary CNA has a specified duration (a start and an end date, not to exceed one year) and can be issued when:

- a. When adequate housing is not available and military necessity is not a factor.

AMIM-MLG-ZA

SUBJECT: Requests for Exception to Policy (ETP) to reside off-post for Soldiers that reside in Unaccompanied Housing to receive BAH at the without dependent rate and the Certificate of Non-Availability (CNA) Process

b. When the Soldier is pregnant.

c. When the Soldier has a pre-existing lease for off-post housing and barracks space is available – the Soldier will be allowed to reside in their home until the lease expires.

d. When the Soldier has purchased a home near the installation prior to notification of assignment to that installation.

e. When the Soldier is attending Phase II training at Keller Army Community Hospital.

Soldiers who receive a temporary CNA must report back to their unit 90 days prior to the expiration date on their CNA to make receive their assignment into unaccompanied housing or submit paperwork for a new CNA. The Housing office will ensure that the housing allowance is stopped with the finance office upon the expiration date of the CNA. The unit has the inherent responsibility to monitor temporary CNAs and manage the Soldier's move back into the barracks.

6. Permanent CNA. A permanent CNA has a beginning date, is for the duration of the Soldier's tour, and can be issued when:

a. When the Soldier is an enlisted Criminal Investigation Division special agent, laboratory examiner or other Criminal Investigation Division command personnel.

b. When adequate housing is not available for the duration of the Soldier's tour.

c. When the Soldier has purchased a home near the installation prior to notification of assignment to West Point.

d. When the Soldier is in a job specialty, such as Military Police and the unit or housing office is unable to separate them by building, floor, or wing from other Soldiers.

7. When a Soldier requests an ETP for a CNA for circumstances not listed above, it will be handled on a case-by-case basis. The Garrison Commander is the approval authority for all ETP and CNAs. This authority has not been delegated to the Housing office.

8. All requests submitted to the Housing office for an ETP to reside off-post will include the following documents:

a. The ETP memorandum to reside off-post (Encl 2).

AMIM-MLG-ZA

SUBJECT: Requests for Exception to Policy (ETP) to reside off-post for Soldiers that reside in Unaccompanied Housing to receive BAH at the without dependent rate and the Certificate of Non-Availability (CNA) Process

b. Assignment orders to West Point.

c. All supporting documentation that justifies request to reside off-post.

d. DA Form 5960, Authorization to Start, Stop, or Change Basic Allowance for Quarters and/or Variable Housing Allowance (Encl 3) filled out (Blocks 13-14 will be left blank for the Garrison Commander's signature and date of his signature).

9. Upon approval of the ETP to reside off-post, the Housing office will issue the CNA and schedule the Soldier for a Housing Services Office briefing.

10. Soldiers will provide the following documents to the Finance office to start BAH at the without dependent rate:

a. The CNA signed by the Garrison Commander.

b. The DA Form 5960 signed and dated by the Garrison Commander.

c. Termination of Assignment to UHM Housing Memorandum (the date that barracks are terminated, as indicated on termination letter, is the earliest date that housing allowance at the without dependent rate will begin unless documentation justifies an earlier start date).

d. A copy of rental lease.

11. The point of contact for this memorandum is the Garrison Command Sergeant Major at (845) 938-7731.



TRAVIS E. ROBISON
COL, FA
Commanding