



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

IMPO-PWH

JUL 18 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #17 - Certificates of Non-Availability (CNA)
for Soldiers PVT - SGT

1. References.

a. Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008,
(*RAR 002, 24 August 2012)

b. Information Paper, Army Facilities Management, 28 July 2015

2. Purpose. This policy establishes rules and responsibilities for initiating Certificates of Non-Availability (CNA) for Soldiers in the rank of PVT - SGT. The Fort Polk Garrison Commander is responsible for implementing Army Housing Management policies. Commanders must adhere to this policy and the Army Policy on Certificates of Non-Availability (CNA). Only CNAs processed through the Garrison Commander will be approved.

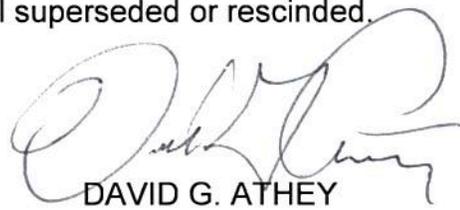
3. Policy. The above referenced information paper lists the important policy details for CNAs for Soldiers PVT - SGT. Commanders will ensure that subordinate commanders are aware of and comply with these policies.

4. Before requesting a CNA, commanders will counsel all Soldiers in the rank of PVT - SGT regarding financial liability, whether or not they are BAH recipients.

5. Proponent. The Residential Communities Initiative (RCI) Housing Office is the proponent for this policy.

6. This policy will remain in effect until superseded or rescinded.

Encl



DAVID G. ATHEY
COL, AR
Commanding

DISTRIBUTION:
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Information Paper

SUBJECT: Garrison Policy Memorandum #17 - Certificates of Non-Availability (CNA)
for Soldiers PVT - SGT

1. Reference.

a. Army Regulation (AR) 420-1, Army Facilities Management, Housing Management, 12 February 2008, (*RAR 002, 24 August 2012)

b. Joint Federal Travel Regulation (JFTR), volume 1, chapter 10.

2. The Garrison Commander is responsible for all Fort Polk billeting and CNAs.

3. The Garrison Commander is the approving authority for CANs and exceptions to policy IAW the above stated regulation.

4. All requests for CNAs will be processed using Fort Polk (FP) Form 55-E, signed by the Soldier's chain of command, through the Garrison Residential Communities Initiative (RCI) Office. The RCI Office continues to receive requests to issue CNAs for Soldiers based on non-availability of barracks space, when in fact, there is space available.

5. CNAs will not be approved as long as the installation utilization rate is below 95%. If the installation utilization rate is lower, Soldiers may be assigned barracks space outside of their Brigade's assigned barracks area, if necessary.

6. Single Soldiers, PVT - SGT, must reside in available barracks unless granted a CNA.

7. Unit Commander may allow Soldiers, PVT - SGT, to reside off-post at their own expense.

8. Pregnant Soldiers will be issued CNAs for BAH 'without dependent' provided they process requests through their chain of command with an effective date no earlier than 3 months prior to the estimated due date. The request must include a FP Form 55-E signed by the first LTC in the Soldier's chain of command and a statement from a military doctor estimating the delivery date. Soldier must be reminded that after the birth of the child, they need to process BAH forms through the S1 to increase the BAH from 'without' to 'with' dependent rate.

9. Single Soldiers, SSG and above, may reside off-post and will receive BAH at the 'without dependent' rate.

IMPO-PWH

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10. Geographical bachelors, all ranks, who are entitled to BAH 'with dependent' rate, and are voluntarily separated from their Family members, are not authorized assignment to permanent party Unaccompanied Personnel Housing barracks.

11. Soldiers married to Soldiers with no dependents and who are assigned to the same installation are both entitled to BAH 'without dependent'. No CNA is needed; finance will process entitlement. Each Soldier is entitled to BAH in their own right.

12. Soldiers married to Soldiers with no dependents, when assigned to different installations, are housed as single Soldiers. This does not qualify as a geographical bachelor.

13. Soldiers who are divorced and have partial custody of a child/children are housed as single Soldiers; CNA will not be issued for the purpose of visitation. Finance and/or Military Personnel will decide dependency for BAH 'with dependent' based on the JFTR, volume I, chapter 10.

14. RCI does not determine entitlement to BAH for divorced Soldiers.

15. Change in marital status must be reported to Finance to prevent BAH over/under payments.

Coord:
IMPO-PW

IMPO-PWH,

Approved by: COL DAVID G. ATHEY



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600

DAIM-ZA

APR 02 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Housing Assignment Policy for Voluntarily Separated Persons
(Geographical Bachelors)

1. Effective immediately, the Secretary of the Army has approved a change to the Army's unaccompanied personnel housing (UPH) assignment policy for geographical bachelors:
 - a. Soldiers entitled to basic allowance for housing at the "with dependent" rate, who are voluntarily separated from their family members, are not authorized assignment to permanent party UPH in the continental United States, Hawaii and Alaska.
 - b. This policy affects all permanent party UPH categories and all ranks.
 - c. Implementation will occur through attrition whether caused by Permanent Change of Station (PCS) orders, renovations, deployment, or for the convenience of the Government as determined by the local command. All Soldiers affected by this policy will be afforded at least a 30-day notice to terminate quarters.
 - d. The Garrison Commander is responsible for identifying geographical bachelors assigned to UPH and ensuring policy implementation. Garrison Commander retains the authority to identify, assign key and essential personnel to UPH and approve exceptions to this policy.
 - e. Additional housing allowances, government paid moves for household goods or other housing related reimbursements are not authorized for execution of this policy change.
 - f. Applicable housing and installation regulations will be revised accordingly.
2. All affected Soldiers should plan accordingly and unit counseling should occur prior to moving off post or PCS. Soldiers will process through their local Community Housing Relocation and Referral Services office to locate suitable off post rentals or for home purchases.

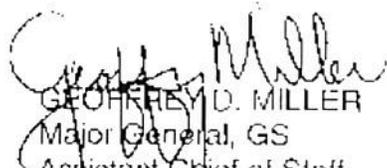
DAIM-ZA

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3. This policy change supports the Holistic Barracks Strategy initiative ensuring housing entitlements for single Soldiers can be met and all permanent UPH facility categories match the identified permanent party housing requirements. This is also a change in Army culture that has been in existence for many years. The Assistant Chief of Staff for Installation Management and the Information Management Agency are working on methods to assist Soldiers in this transition.

4. The point of contact for this action is
email:

(703) 601-3578 or


GEOFFREY D. MILLER
Major General, GS
Assistant Chief of Staff
for Installation Management

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