



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY  
1759 LEWIS ROAD, SUITE 210  
MONTEREY, CA 93944-3223

REPLY TO  
ATTENTION OF

JUL 11 2016

IMPM-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum # 420-2, Issuance of Certificates of Non-Availability (CNAs) and Delegation of Authority

1. References:

a. AR 420-1, Facilities Management, 24 August 2012.

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

2. Purpose: This policy is intended to provide guidance for the Presidio of Monterey barracks space utilization and issuance of CNAs at the "without" dependant rate in accordance with (IAW) AR 420-1, Chapter 3.

3. Applicability: This policy applies to all Department of the Army (DA) military units with single service members who reside in the barracks at the Presidio of Monterey (POM). This policy supersedes the previous policy dated 11 Mar 13.

4. Proponent: The proponent for this policy is the United States Army Garrison (USAG) POM, Garrison Commander (GC).

5. Responsibility to approve CNAs is delegated to the Director of Public Works (DPW), IAW memorandum cited in paragraph 1b. above. On a monthly basis, DPW, Housing will review approved CNAs and the Barracks Utilization Report to ensure maximum utilization of barracks space is maintained. CNAs will be processed IAW the enclosed Standing Operating Procedure (SOP). Approval authority for exceptions to policy i.e., hardship, financial etc. is not delegated.

6. Prior to recommending a Soldier for a CNA, Battalion Commanders must follow the guidance listed below:

a. Maintain overall unit occupancy at 95% or higher.

b. Priority for recommendation should be to E-5 and then to E-4 and below.

c. CNA requests for pregnant single Soldiers (E-5 and below) may be submitted with appropriate medical documentation.

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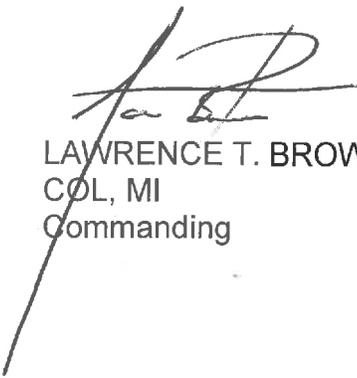
d. Soldiers must have an approved CNA from DPW, Housing Division prior to moving out of the barracks and/or financially obligating themselves by entering into a lease agreement.

e. CNA requests will be processed within 10 business days of the arrival of a Soldier or prior to a Soldier being allowed to move out of the barracks to avoid financial hardships to the Soldier. A Letter of Lateness will be submitted with any request outside the 10 day period.

f. All Soldiers who are recommended for a CNA must be in-processed using eMH upon arrival even if they will not occupy barracks space.

7. POC is Mr. Oscar M. Ordonez, DPW, Housing, P: (831) 242-7973 or E: oscar.m.ordonez2.civ@mail.mil.

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