



REPLY TO
ATTENTION OF

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

IMPM-PWH

DIRECTORATE OF PUBLIC WORKS – HOUSING DIVISION
Issue and Control of Certificates of Non-Availability (CNA)
Standing Operating Procedures (SOP)

1. **PURPOSE.** To establish a Standing Operating Procedure (SOP) for preparing, processing, and issuing Certificates of Non-Availability (CNAs).
2. **APPLICABILITY.** This SOP applies to all Army Units assigned to or supported by the Presidio of Monterey.
3. **RESPONSIBILITIES.**
 - a. Directorate of Public Works (DPW), Housing Division will:
 - (1) Verify Barracks Utilization Report (BUR) monthly to ensure overall unit occupancy is at 95% or higher.
 - (2) Process CNA requests for BAH at the “without” dependant rate within one week of receipt from the unit.
 - (3) Provide Equal Opportunity (EO) Housing and off limits establishments counseling.
 - b. Commanders recommending Soldiers to receive a CNA will be the first O-5 in the Chain of Command and will:
 - (1) Ensure overall unit occupancy is at 95% or higher.
 - (2) Validate that the unit has in-processed the Soldier utilizing the Enterprise Military Housing (eMH) application.
 - (3) Validate that adequate housing is not available and military necessity is not a factor In Accordance With AR 420-1, Chapter 3.
 - (4) Ensure priority for barracks assignment is to bona-fide bachelors.
 - (5) Ensure a plan exists to move geographical bachelors off-post.
 - (6) Ensure Soldier visits the unit Personnel Action Center (PAC) and completes the CNA request.

(6) Ensure Soldiers hand carry original CNA request, and any supporting documents to the Housing Office, Bldg 4250, General Jim Moore Boulevard, Ord Military Community.

(7) Ensure Soldier calls the Housing office at ext 7973 to confirm approval or disapproval of CNA request.

(8) Ensure Soldier does not vacate the barracks until he or she receives an approved CNA.

(9) Ensure Pregnant Soldiers vacate the barracks IAW a permanent profile and with the recommendation of their Medical Service Provider.

(10) Validate Soldiers purchase of a home near the installation prior to notification of assignment to the installation and include the validation as part of the CNA Request.

(11) Ensure exception to policy requests are signed by the first O-5 in the Soldiers chain of command and submitted in a Memorandum format to DPW Housing for routing to the Garrison Commander. The request must contain a detailed explanation of why an exception to policy should be granted. Requests will primarily be used for situations such as those listed below:

(a) When there is a medical or other documented circumstance where living in the barracks would be detrimental to the Soldier.

(b) When there is a special or unusual circumstance requiring consideration or to avoid financial hardship to the Soldier.

c. Finance will:

(a) Not start BAH without an approved CNA.

(b) Provide DPW, Housing a monthly unit BAH report.

4. Reference AR 420-1, Chapter 3, Facilities Management dated 12 Feb 08.

5. The action office for this SOP is the DPW Housing Office and the POC is Oscar M. Ordonez, oscar.ordonez@us.army.mil. Mr. Ordonez can be reached at (831) 242-7973.


PATRICK A. KELLY
Chief, Housing

Appendix A: Sample CNA - Single Soldier

Appendix B: Sample CNA - SM Married to SM

Appendix C: Sample CNA - Pregnant SM

Appendix A

Certificate of Non-Availability for Single Soldiers (E-5 and Below)

Unit Letterhead

Office Symbol

Date

MEMORANDUM FOR DPW, Housing Division

SUBJECT: Request For Basic Allowance for Housing (BAH) Certificate of Non-Availability (CNA) for single Soldiers (E-5 and Below)

1. Request a CNA be issued to the individual listed below:

- a. Name:
- b. Grade:
- c. SSN:
- d. Unit Identification Code (UIC):
- e. Date of Rank:
- f. Soldier's Phone #:
- g. Soldiers .AKO email address:
- h. Soldiers **does/does not (circle appropriately)** collect differential pay for child support.

2. The following information has been verified:

- a. Adequate housing is not available, and military necessity is not a factor.
- b. Currently, there are ___ geographical bachelors drawing BAH while living in barracks. They are expected to terminate barracks within ___ days.
- d. Current occupancy rate for my barracks meets or exceeds 95%. (If below 95% a request for exception to policy must accompany this document).

3. POC for this memorandum is 1SG John Doe at 242-XXXX.

Encls.

1. Orders to Presidio of Monterey
2. Geographical Bachelor Barracks List

Signature Block

Commanding Officer
(First O-5 in the Chain of Command)

If approved CNA Number issued _____
Effective Date _____

Appendix B

Certificate of Non-Availability Service Member Married to Service Member

Unit Letterhead

Office Symbol

Date

MEMORANDUM FOR DPW, Housing Division

SUBJECT: Request Certificate of Non-Availability (CNA) for Service Member (SM) Married to another Service Member

1. Request a CNA be issued to the individual listed below. SM is married to SGT Doe, John A., SSN: 123-45-6789, who is assigned to **(List Unit)**. (Soldier requesting the memorandum either: (1) is requesting to move out of the barracks on **(List the Date)**; (2) has never lived in the barracks and is currently living in lodging; or (3) has never lived in barracks and currently resides with his/her spouse at **(address, city, state & zip code).**)

- a. Name:
- b. Grade:
- c. SSN:
- d. Unit Identification Code (UIC):
- e. Date of Rank:
- f. Soldier's Phone #:
- g. Soldiers AKO email address:
- h. Soldiers **does/does not (circle appropriately)** collect differential pay for child support.

2. POC for this memorandum is 1SG John Doe at 242-XXXX.

Encls.

- 1. Orders to Presidio of Monterey
- 2. Marriage Certificate
- 3. Copy of most recent LES

Signature Block

Commanding Officer
(First O-5 in the Chain of Command)

If approved CNA Number issued _____
Effective Date _____

Appendix C
Certificate of Non-Availability Pregnant Soldier

Unit Letterhead

Office Symbol

Date

MEMORANDUM FOR DPW, Housing Division

SUBJECT: Request Certificate of Non-Availability (CNA) for Pregnant Soldier

1. Request a CNA be issued to the individual listed below. Soldier is assigned to **(List Unit)**. Soldier will be authorized to move out of the barracks on **(List the Date)**. SM will keep the child and expects to maintain a home in this area for herself and the dependent child.

- a. Name:
- b. Grade:
- c. SSN:
- d. Unit Identification Code (UIC):
- e. Date of Rank:
- f. Soldier's Phone #:
- g. Soldiers AKO email address:
- h. Soldiers **does/does not (circle appropriately)** collect differential pay for child support.

2. POC for this memorandum is 1SG John Doe at 242-XXXX.

Encls.

- 1. Orders to Presidio of Monterey
- 2. Medical Pregnancy Profile

Signature Block

Commanding Officer
(First O-5 in the Chain of Command)

If approved CNA Number issued _____
Effective Date _____