



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

IMKN-PWH

DEC 06 2015

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 12 – Certificates of Non-Availability (CNA) for Permanent Party Barracks

1. Reference.
 - a. AR 420-1, Army Facilities Management, 12 Feb 08, (RAR 24 Aug 12).
 - b. First Sergeants Barracks Program 2020 Handbook, 2 Jan 13.
2. This memorandum establishes Fort Knox Garrison policy concerning the issuance and control of CNA's for permanent party barracks on Fort Knox.
3. Assignment to the Single Soldiers Quarters (SSQ) is mandatory for Soldiers with the rank of PVT-SGT. Certificates of non-availability (CNA) will only be issued when the barracks overall installation utilization rate exceeds 95%. Soldiers will be assigned under the unit integrity concept to the extent possible. Soldiers may request to reside off post without BAH at the discretion of their unit commander.
4. The Garrison Commander may authorize Soldiers in the rank of SGT and below to reside off post under the following conditions:
 - a. Soldier is pregnant.
 - b. Soldier purchases a home in the local area before notification of assignment to Fort Knox.
 - c. When a Soldier is married to another Soldier and no dependents are involved, they reside off post and one of the members departs on a separate tour or when the service members become divorced, they will not be ordered to return to the barracks.
 - d. When Soldiers who are required to pay child support or have child visitation rights as verified in divorce or other legal documents.

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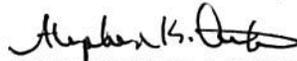
5. Enlisted Criminal Investigation Division (CID), Enlisted Counterintelligence (CI) and Military Police may be issued CNA's if they cannot be billeted in facilities separate from other Soldiers.

6. Requests for CNA's due to special circumstances must be submitted by the Soldier through their chain of command to the First Sergeant Barracks Initiative (FSBI) Office, Building 2817, for Garrison Commander review and approval/disapproval. Soldiers that are recommended by the commander, LTC or higher, to reside off post will first report to their brigade S-1 and submit a memorandum (Encls 1, 2) as appropriate, for CNA approval. If the CNA is approved Soldier will receive a Memorandum (Encl 3 for a sample) which indicates type of CNA and whether it is for an indefinite or restricted certain time period. The Soldier shall receive a mandatory briefing on Equal Opportunity Housing and relocation assistance prior to negotiating or entering into a rental agreement.

7. The DPW Housing Division will review CNA's and available Unaccompanied Personnel housing (UPH) on a monthly basis. If the occupancy rate falls below 95 percent in the SSQ, Soldiers living off post and receiving housing allowance at the without dependent rate will be required to move back into the barracks unless the Garrison Commander determines that a financial hardship will occur.

8. Point of Contact is First Sergeant Barracks Initiative Office, at (502) 624-4898/3463.

3 Encls
as


STEPHEN K. AITON
COL, AG
Commanding

DISTRIBUTION: A

EXAMPLE

CNA FOR SINGLE SOLDIERS E-5 AND BELOW

Unit Letterhead

Office Symbol

Date

Memorandum for Chief, RCI Housing Division

SUBJECT: Request a Certificate of Non-availability (CNA) for Single Soldiers (E5 and Below)

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

- a. Name
- b. Rank
- c. SSN
- d. Unit
- e. Soldier's phone number
- f. Date Soldier will clear barracks

2. The following has been verified:

- a. Adequate housing is not available.
- b. Military necessity does not require Soldier to live on post.
- c. There are (total number) geographical bachelors drawing BAH while in the barracks. They have been granted an exception by this command and will terminate the barracks no later than (date).
- d. The occupancy rate for the Installation exceeds 95% and is currently at ____ percent.

3. If occupancy rate is below 95%, the commander must state reasons for requesting an exception to policy. Provide supporting documentation, i.e. medical, etc.

4. POC

Signature Block
Commanding Officer

Encl 1

EXAMPLE MEMO
CERTIFICATE OF NON-AVAILABILITY FOR PREGNANT SOLDIERS

UNIT LETTERHEAD

Office Symbol

Date

MEMORANDUM THRU

COMPANY COMMANDER:

BN COMMANDER:

BDE COMMANDER:

FOR Chief, RCI Housing Division

SUBJECT: Request a Certificate of Non-availability (CNA) for Pregnant Service Member

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

- a. Name
- b. Rank
- c. SSN
- d. Unit
- e. Soldier's phone number
- f. Date Soldier will clear barracks
- g. Expected date of delivery

2. POC

Service Member's Signature Block

ENCL

Certificate of Pregnancy

Encl 2

DEPARTMENT OF THE ARMY
Fort Knox Unaccompanied Personnel Housing Office
669 Hell on Wheels Avenue, Building 2817
Fort Knox, Kentucky 40121

IMKN-PWH

CNA Control#: _____

Date: _____

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Permission to Reside Off-Post

1. This letter certifies that On-Post Housing is not available for the following Service Member

SSN: _____ NAME: _____

RANK: _____ BRANCH: _____

PAY GRADE: _____ UIC/NAME: _____

2. Reference Chapter 3, AR 420-

_____ The Service Member has elected to move Off-Post and receive Basic Allowance for Housing WITHOUT the Dependent Rate effective through _____. Service Member is considered adequately housed for the duration of this tour.

_____ **I UNDERSTAND THAT I WILL NOT BE AUTHORIZED A GOVERNMENT MOVE BACK ON-POST.**

Customer's Signature: _____

_____ Quarters, adequate for the Service Member's grade, are NOT available at this time. The Service Member should make permanent arrangements to reside Off-Post and receive Basic Allowance for Housing WITHOUT the Dependent Rate effective _____ (indefinitely).

_____ Quarters, adequate for the Service Member's grade, will not be available during the Service Member's tour. The Service Member should make permanent arrangements to reside Off-Post.

_____ The Service Member must return to the Housing Office for assignment to available quarters adequate for the Service Member's grade on _____.

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. Notes:

PATRICK JUDGE
Unaccompanied Housing Manager
502-624-4898

Service Member's Signature: _____ Date: _____

DISTRIBUTION
COMMANDER/ISG
FILE
FINANCE (2)
INDIVIDUAL

Encl 3