

Request for Certificates of Non-Availability for BAH
INFO PAPER

PURPOSE: To provide information on procedures and requirements to request Certificates of Non-Availability for BAH at the without dependent rate.

1. CNAs may be issued if barracks utilization exceeds the 95 percent occupancy rate at the overall **Installation Level**.

If you are requesting a Certificate of Non-Availability (CNA), such as, married to another SM; Joint Custody; etc, it must go to the Garrison or Delegated Approving Officer for approval.

- Per AR 420-1, Chpt 3-18: Soldiers E5 and below, married to soldiers without dependents, stationed apart will be housed in the barracks.
- Per AR 420-1, Chpt 3-5: Joint custody cases are not automatically entitled to BAH. You must show court documents that you are the **PRIMARY CARE PROVIDER for 6 CONSECUTIVE months.**

2. **Effective date of BAH is the date the Soldier's barracks room is terminated by FSBP 2020, CNA approval date or 95% date.**

3. The following original documents are required for CNA requests: **(DO NOT STAPLE together)**

a. Request for CNA's to reside off-post, endorsed by the Brigade Commander (O-6) or equivalent. Each request must indicate the effective date for BAH approval.

b. DA Form 4187 (Personnel Action).

c. DA Form 5960 (Authorization to start/stop BAH).

d. Lease Contract. **This should be a rare circumstance, since commanders should ensure their Sergeant (E-5) and below do not reside off-post without a valid CNA.**

e. Supporting documents i.e. Legal custody / marriage license / assignment orders of spouse / divorce papers / LES / Physician letter (if applicable).

f. Pregnancy statement signed by a physician or a profile w/due date (if applicable). **The 28th Week of pregnancy is automatic, report to finance with DA5960, barracks termination and profile.**

g. Memo from SM justifying request.

4. BAH request packets are processed and Certificates of Non-Availability for BAH will be received on a walk-in basis Monday through Friday 0730-1630 at DPW – Barracks Management (FSBP 2020) Office, Bldg. 49017 Santa Fe Street, (by the bowling alley), 287-6512.

5. **BAH request packets must come through FSBP 2020 Office BEFORE it is taken to finance.**

6. Soldiers / S1 will turn in their approved packets to their respective finance office for completion.