

## **Certificate of Non-availability (CNA) Information for Units**

1. Reference: Army Regulation 420-1, Chapter 3-5 and 3-18, which covers Unaccompanied Personnel Housing (UPH).

2. Battalions can submit certificate of non -availability (CNA) packets, based on a 95% utilization rate at the installation level from the barracks utilization report (BUR). Battalions can also submit CNA packets for exception to policy (ETP).

**Ensure that no Soldier is sent off post prior to receiving a CNA or coordinated approval from the FSBP office.**

3. Packets must consist of the following documents:

a. Request for exception to policy to reside off-post, endorsed by the Brigade Commander (O-6) or equivalent. Each request must indicate the effective date.

b. DA Form 4187 (Personnel Action).

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

d. Lease Contract, if requesting effective date of BAH to be backdated. **This should be a rare circumstance, since commanders should ensure their Sergeants (E-5) and below do not reside off-post without a valid CNA.**

e. Legal custody / marriage / divorce papers / Physician letter (if applicable).

f. Pregnancy statement, signed by physician, or profile with due date (if applicable). **Note: If Soldier in 28th week, CNA is automatic and Soldier should report to Finance with DA5960, barracks termination, and profile. If never assigned to the barracks, Soldier needs to get memo from the FSBP office.**

**NOTE: Please do not staple packets and do not send other documents in packets such as LES; Counseling's; sworn statements; etc).**

4. Completed packets must be sent to the First Sergeants' Barracks Program (FSBP2020) office (Bldg 49017, on Santa Fe) before going to Finance, to issue the CNA.

5. Effective date of the CNA will be when the Soldier clears the barracks room (If applicable), or Soldier's redeployment date (If no room is issued). **It cannot be approved prior to Soldier's redeployment date.**

6. Once the CNA packet is completed, FSBP2020 personnel will notify the unit to pick up the packet and turn it in at Finance office.

## **Certificate of Non-availability (CNA) Information for Units (Cont)**

7. Leaders need to be aware that certain situations do not automatically entitle a Soldier to basic allowance for housing (BAH). Some situations are listed below. Please contact the FSBP office ,if any of these situations occur.

a. Soldier with Joint custody of child (for 6 continuous months or more).

(1) Proof of Custody is court orders or an approved DD137, **NO POAs.**

(2) Other dependents must be court appointed and be in DEERS **(Note: Just because the child belongs to a father or mother, and the child is in DEERS, DOESN'T always constitute Primary Custody)**

b. Soldier Married to Another Soldier (without dependents).

(1) If Soldiers are not both assigned to Fort Hood, the incoming Soldier is considered "Single" , for BAH and Barracks purposes, unless the other Soldier will be assigned to Fort Hood within 60 days.

(2) If both SMs are already here and one of them leaves, the remaining Soldier is not required to come back to UPH.

(3) If one of them is deployed when the other arrives at Fort Hood, the arriving Soldier is required to reside in the barracks until the other SM redeploys.

c. Too much furniture for barracks room because I could live off post at my last unit.

d. I'm still locked in to a lease.

e. I have pets.

8. BAH packets are processed and Certificates of Non-availability for BAH will be received on a walk-in basis, Monday through Friday, from 0730-1600.

9. POC for CNAs is Mrs. Jeannie Drayton, Barracks Management (FSBP2020) Administrative Office, Bldg. 49017, Santa Fe Street (by the bowling alley), (254) 287-6512.