

UNCLASSIFIED

ANNEX D - INFORMATION ON CERTIFICATES OF NONAVAILABILITY FOR BACHELOR QUARTERS.

The following information on procedures and requirements for application for Certificates of Nonavailability (CNA) for Basic Allowance for housing (BAH) at the "without dependent" rate is provided.

1. Bona fide bachelors, Sergeant and below, are not authorized to live off post and draw BAH.
2. CNA may be issued if barracks utilization exceeds the 95 percent occupancy rate at brigade level.
3. Effective date of BAH is the date the Soldier's barracks room is terminated by FSBP.
4. The following original documents are required for request for nonavailability statement for BAH:
 - a. Request for exception to policy to reside off-post, approved 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 Sergeant (E-5) and below do not reside off-post without a valid CNA.
 - e. Legal custody papers (if applicable).
 - f. Pregnancy statement signed by physician or profile w/due date (if applicable).
5. BAH request packets are processed and CNA for BAH will be received on a walk-in basis, Monday through Friday, 0730-1630, at Directorate of Public Works, Barracks Management (FSBP) Administrative Office, Building 49017, Santa Fe Street.
6. Soldiers will turn in their approved packets to their respective finance office for completion.

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