



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON SC 29207-5015

IMFJ-ZA

1 February 2016

MEMORANDUM FOR

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

SUBJECT: Issuance of Certificates of Non-Availability for Permanent Party
Unaccompanied Personnel Housing Policy

1. Reference Army Regulation 420-1, Army Facilities Management, 12 February 2008/RAR 24 August 2012.
 - a. Chapter 3-20d(5) states the installation must be at 95% occupancy prior to sending Soldiers off post with a Certificate of Non Availability (CNA).
 - b. Chapter 3-20l(3) grants authority for the Garrison Commander (GC) to assign responsibility to the Housing Office with regards to issuing a CNA for the Basic Allowance for Housing (BAH) at the without dependent rate. Approval memo from HQ IMCOM is enclosed.
2. Applicability. This policy applies to all single Soldiers, E1-E5, entitled to BAH at the without dependent rate, permanently assigned to Fort Jackson.
3. Policy. Single permanent party Soldiers (E1-E5) entitled to BAH at the without dependent rate are required to live in the Corporal Freddie Stowers' Complex unless granted approval by the GC. The GC or designee, is the only approval official who may authorize single Soldiers to live off post and receive BAH at the without dependent rate.
4. All requests for CNAs will be requested in writing on DA Form 4187 with supporting documentation and endorsed by the Soldier's chain of command to Brigade level. The request packet is then submitted to the Housing Chief for processing and submitted to the GC for approval/disapproval. Under no circumstances will the Soldier enter into a lease agreement until a final decision is made by the GC or designee. The unit will be notified when a final decision has been rendered. Pets and/or household goods are not considered justifications to reside off-post.
5. CNAs will be issued for a period not to exceed 12 months and will be reviewed quarterly by the Housing staff to ensure validity. Soldiers residing off-post with a CNA will not renew their lease without first being approved to continue residing off post.

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6. The GC has delegated approval authority to the Chief, Housing Division, under the following conditions:

a. When adequate housing is not available and military necessity is not a factor. Ninety-five percent occupancy across the installation is required.

b. When the Soldier has purchased a home near the installation prior to notification of assignment to that installation.

c. The Soldier requires separation from other Soldiers because of a specialty assignment such as with Criminal Investigation Division (CID).

d. When the Soldier is pregnant.

(1) The Housing Chief has been delegated authority to approve CNAs for pregnant Soldiers. Once validated and the Soldier reaches 20 weeks of pregnancy, the Soldier will be allowed to terminate the barracks.

(2) Soldiers may begin looking for housing off post or apply for on-post housing at any time, however, the soldier should not sign a lease whether on or off post until approval is granted by the Housing Chief and the DA 5960, Authorization to Stop, Start BAH, is submitted to Finance. Otherwise the Soldier will be required to pay rent out of pocket until BAH is started.

(3) A copy of the Housing Chief's approval and verification that the DA 5960 has been submitted to Finance must be provided to Balfour Beatty in order to sign for on-post housing. An allotment equal to the BAH at the without dependent rate will be started to cover rent once housing is assigned.

(4) The Soldier must update with Finance and Balfour Beatty (if residing in on-post housing) immediately after the change in dependent status occurs (no later than 30 days). The BAH and allotment (if leasing with Balfour Beatty) will be changed to reflect BAH at the with dependent rate.

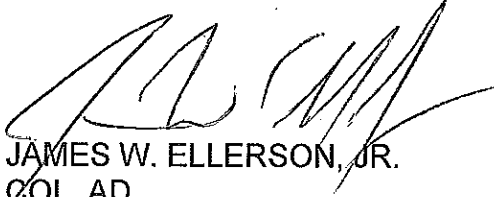
(5) The Soldier is required to notify UPH Housing, Finance, and Balfour Beatty/or off post leasing agent immediately if a change in dependent status does not occur; at which time, the Soldier is no longer eligible for on-post Family housing or to reside off post and must return to the barracks. Once housing is terminated, Balfour Beatty (if applicable) will stop the allotment and the Soldier must submit a DA 5960 to Finance to stop their BAH entitlement. Excessive household goods will be stored at government expense.

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7. All Soldiers approved to reside off-post must report to the Housing Services Office located at 4514 Stuart Ave to receive a mandatory briefing on relocation assistance, negotiating a rental/purchase agreement, off limits information, and information on Equal Opportunity Housing.
8. For more information regarding unaccompanied personnel residing off-post, contact the Unaccompanied Personnel Housing staff at (803) 751-7537.
9. The proponent for this policy is the DPW, Housing Division at (803) 751-9343.

Encl
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JAMES W. ELLERSON, JR.
COL, AD
Commanding