



REPLY TO  
ATTENTION OF

AETV-WG-SMH

JUL 27 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #3-6, Certificate of Non-availability (CNA) for Off-Post Housing with Basic Allowance for Housing (BAH) Entitlements

1. References:

- a. AR 210-50, 26 Feb 99, Housing Management.
- b. USAREUR Supplement 1 to AR 210-50, 16 May 02, Housing Management.

2. Purpose: To provide guidance on issuing CNAs for off-post housing with BAH entitlements for unaccompanied enlisted personnel.

3. Scope: This policy applies to permanently assigned unaccompanied enlisted personnel in the rank of Private through Staff Sergeant assigned to the 280th Base Support Battalion (BSB).

4. Policy: The Housing Officer, Directorate of Public Works (DPW) is the approval authority for issuing, controlling, and maintaining CNAs. The Housing Officer approves CNAs for unaccompanied enlisted personnel under any of the following conditions:

- a. The occupancy rate at the installation where the soldier's unit is billeted is over 95%.
- b. The soldier is seven months pregnant and the unit commander authorizes the soldier to reside off-post with BAH entitlements.
- c. The soldier is less than seven months pregnant and the attending physician, for medical reasons, recommends to the commander the soldier reside off-post with BAH entitlements.
- d. The soldier is assigned sensitive duty (i.e. certain law enforcement or military intelligence duty positions).

5. Unit Commanders prepare unaccompanied personnel housing (UPH) facility utilization report, and forward it to the Housing Division for review on a monthly basis. When the utilization rate is above 95%, individual unit commanders submit a list of soldiers recommended

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This policy memorandum supersedes policy memorandum #3-6, dated 01 August 2003 and #3-8, dated 13 March 2001 and remains in effect until rescinded.

AETV-WG-SMH

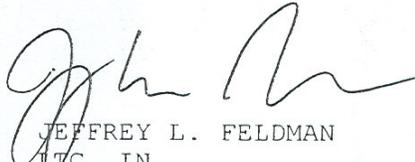
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to reside in off-post housing to the DPW NCOIC for review and  
determination.

6. The Housing UPH Specialist reviews each utilization report to  
ensure accurate reporting of UPH spaces per DPW Real Property  
Inventory Records. The Housing Office conducts periodic space  
allocation inspections to ensure proper utilization of assigned  
spaces.

7. The point of contact for this policy is the 280th BSB Housing  
Division at DSN 354-6317.

"PRIDE, PROFESSIONALISM, TEAMWORK"



JEFFREY L. FELDMAN  
LTC, IN  
Commanding

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