



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5730

IMGO-ZA

NOV 12 2013

MEMORANDUM FOR All Fort Gordon Tenant Commanders and Directors

SUBJECT: Garrison Commander's Policy Memorandum No. 66 - Authorization for Unaccompanied Personnel/Single Soldiers to Reside Off-Post - Certificates of Non-Availability (CNAs), Statement of Non-Availability (SNAs), Pregnant Soldiers, and Army Married Program

1. PURPOSE: To provide guidance and procedures for the approval of unaccompanied personnel and Single Soldiers to reside off-post.

2. APPLICABILITY: This policy applies to all unaccompanied personnel and Single Soldiers, E5s and below, that are assigned to Fort Gordon.

3. POLICY: In accordance with Army Regulation 420-1, Army Facilities Management, Chapter 3 (3-18k), installations must maintain an occupancy rate of 95% within Single Soldier Housing (SSH) barracks. Requests to reside off post (unless otherwise addressed in this policy) will be determined by the availability of SSH (space in the barracks). Permanent party Soldiers, E5s and below, that are not entitled to basic allowance for housing (BAH) at the with-dependent rates are required to reside in the SSH unless granted approval to reside off post. Commanders are not authorized to permit Soldiers to reside off-post. The Garrison Commander has delegated this approval authorization to the Housing Program Director.

a. Statement of Non-Availability (SNA) approval procedures – Soldiers in a training status will be issued a SNA when transit barracks space is unavailable. Request for approval must be submitted on a DA Form 4187, Personnel Action, with a DA 4187-1-R attached, and shall be processed through the Soldier's chain of command, battalion level. NOTE: The Battalion Commander's concurrence is required. The request must be processed for approval by the Housing Division Chief, DPW.

(1) All requests will be submitted to and picked up from the Housing Office by the Brigade S-4. Approved documents will be provided to the Fort Gordon Finance Office by the S-4 for processing. This approval is only for the authorization to reside in lodging; however, the Soldier will still be required to eat in on post dining facilities.

(2) Soldiers should not enter into any binding agreements until receipt of the approved documentation. Soldiers who enter into binding agreements, prior to approval, do so at their own risk. Advance agreements, pets, and/or household goods will not justify approval.

IMGO-ZA

SUBJECT: Garrison Commander's Policy Memorandum No. 66- Authorization for Unaccompanied Personnel/Single Soldiers to Reside Off-Post - Certificates of Non-Availability (CNAs), Statement of Non-Availability (SNAs), Pregnant Soldiers, and Army Married Program

b. Certificate of Non-Availability (CNA) Approval Procedures – Permanent party Soldiers will be issued a CNA when SSH exceeds the 95% occupancy rate. To the extent possible, Brigade level unit integrity will be maintained; however, the installation's requirement to maintain a 95% occupancy rate in all barracks may require Soldiers to be assigned to space outside of their Brigade footprint.

(1) Soldiers should not sign a lease or enter into any binding off-post agreement until receipt of the approved documentation. Soldiers, who enter into lease agreements prior to approval, do so at their own risk and may not receive BAH. Advance lease agreements, pets, and/or household goods will not justify approval to living off post.

(2) CNAs are approved for a period of one (1) year. Renewals will be reevaluated annually. Soldiers who are authorized CNAs must contact the Housing Office 60 days prior to the expiration date. If it is determined that the CNA can no longer be justified, the Soldier's approval to reside off post will be terminated and the Soldier will be required to reside in SSH.

(3) Exceptions to the Policy

(a) Medical Exceptions - Request for approval must be submitted on a DA Form

4187 (Personnel Action), with a DA 4187-1-R attached, and all supporting medical documentation and shall be processed through the Soldier's chain of command, battalion level. The request must be processed for approval by the Housing Office. All requests will be forwarded to the Dwight D. Eisenhower, Deputy Commander for Clinical Service, for medical recommendation. Approval/disapprovals will be based on the medical recommendation of the Deputy Commander for Clinical Service.

(b) Soldiers married to non-military spouses – To prevent financial hardship, Soldiers with no other dependent(s) who are granted a divorce will be issued a CNA to the end of their lease agreement. The lease agreement must be in effect prior to the effective date of the divorce decree. The CNA will not be approved beyond the terms of the lease agreement. Upon the termination of the CNA, the Soldier will be required to reside in SSH. In this situation excess household goods will be stored at government expense.

c. Pregnant Soldiers. Pregnant Soldiers are authorized to reside off post at six months of pregnancy. Requests for pregnant Soldiers to reside off post will be requested using a DA 4187 with attached supporting medical documentation stating the expected due date and a copy of the lease agreement. Requests will be submitted to

IMGO-ZA

SUBJECT: Garrison Commander's Policy Memorandum No. 66- Authorization for Unaccompanied Personnel/Single Soldiers to Reside Off-Post - Certificates of Non-Availability (CNAs), Statement of Non-Availability (SNAs), Pregnant Soldiers, and Army Married Program

the Fort Gordon Finance Office to start BAH at the without dependent rate. Upon the birth of the child, the Fort Gordon Finance Office must be provide a copy of the certificate birth to increase the Soldier's BAH rate to the with-dependent rate.

(1) Pregnant Soldiers may choose to reside off post in a private rental or apply for on-post housing; however, the Soldier should not sign a lease agreement until their third trimester (6 months). A copy of the lease agreement and supporting medical documentation is required before the Finance Office will approve the DA 5960 (form to start BAH).

(2) The Housing Service Office is available to assist Soldiers locate, acquire, and negotiate off-post lease agreements. The Housing Service office is located in Suite 129, Darling Hall.

(3) Pregnant Soldiers are authorized to be placed on the waiting list for on-post Family housing with documentation of their pregnancy; however, to be assigned a home, Balfour Beatty must have a copy of the approved DA 5960. Pregnant Soldiers must authorize an allotment in the amount of their BAH at the without-dependent rate to cover the monthly rent.

(a) Within 10 days of the delivery of the child, the Soldier must notify Balfour Beatty and authorize their BAH to be increased to the with-dependent rate.

(b) It is the Soldier's responsibility to notify the Housing Office, Finance Office, and Balfour Beatty, immediately, if a change in dependency status occurs (loss of the expected child). Balfour Beatty will coordinate the termination of housing and the allotment. Actions of such will require the Soldier to return to SSH.

d. Army Married Couple Program – Soldiers married to Soldiers with no dependents, assigned to Fort Gordon or within one (1) hour commuting distance, are authorized to reside off-post (or in on-post Family housing). Both Soldiers are entitled to BAH at the without-dependent rate. When the Soldiers are no longer jointly domiciled at Fort Gordon, the Soldier remaining at Fort Gordon is not required to reside in SSH. This Soldier is authorized to continue to collect BAH at the without-dependent rate.

(1) Soldiers married to Soldiers assigned to separate installations, that exceed the one (1) hour commuting distance, will be assigned to SSH on the same basis as unmarried personnel.

IMGO-ZA

SUBJECT: Garrison Commander's Policy Memorandum No. 66 - Authorization for Unaccompanied Personnel/Single Soldiers to Reside Off-Post - Certificates of Non-Availability (CNAs), Statement of Non-Availability (SNAs), Pregnant Soldiers, and Army Married Program

(2) When a Soldier is married to another Soldier and one arrives sixty (60) days prior to the other, the first Soldier is authorized BAH. This Soldier must provide the Finance Office copies of both Soldiers' orders and a copy of their marriage license.

(3) When a Soldier is married to a Guard or Reserve Component Soldier (with no other dependent) and the Guard/Reserve Soldier is activated and assigned to a different installation, the Soldier that is assigned to Fort Gordon is authorized to remain off post. However, the Soldier's BAH will be reduced to the without-dependent rate until the Spouse is no longer on Active Guard/Reserve status. The active duty Soldier is required to notify the Fort Gordon Finance Office of the need to change their BAH to the without-dependent rate.

e. Geographic Bachelors – Permanent Party Soldiers entitled to BAH at the with-dependent rate are not authorized assignment to SSH and will not reside in SSH on Fort Gordon. This does not include Soldiers on Temporary Change of Station (TCS) or Temporary Duty (TDY) orders, these Soldiers are authorized to reside in SSH and collect BAH for their Families at their permanent duty location.

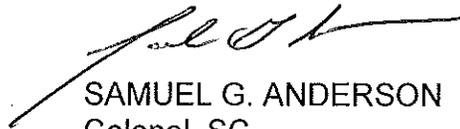
f. Homeowners – Soldiers who purchased a home near the installation prior to notification of assignment to Fort Gordon are authorized to reside off-post. Request for approval must be submitted on a DA Form 4187, Personnel Action, with a DA 4187-1-R attached, and shall be processed through the Soldier's chain of command, battalion level. NOTE: The Battalion Commander's concurrence is required. The Soldier's closing documentation showing that the home was purchased before the Soldier's assignment to Fort Gordon, must attached to the DA Form 4187. The request must be processed for approval by the Housing Office.

g. Soldiers required to provide support of Family members – Soldiers required to provide BAH for support of Family members due to divorce or separation (court ordered decree or OSJA separation agreement), or individuals with legally supported Family members, for example, children or parents are not required to occupy Single Soldier Housing and not required to obtain a CNA. Soldiers must submit supporting documentation to the Fort Gordon Finance Office to initiate their BAH.

IMGO-ZA

SUBJECT: Garrison Commander's Policy Memorandum No. 66- Authorization for Unaccompanied Personnel/Single Soldiers to Reside Off-Post - Certificates of Non-Availability (CNAs), Statement of Non-Availability (SNAs), Pregnant Soldiers, and Army Married Program

4. This policy supersedes all previous policies. Questions and concerns should be forwarded to the Housing Division, Darling Hall, Suite 129. The point of contact for this action is the Housing Program Director at 706-791-4302.



SAMUEL G. ANDERSON  
Colonel, SC  
Garrison Commander

This memorandum supersedes the Garrison Commander's Policy Memorandum No. 66 - Authorization for Unaccompanied Personnel/Single Soldiers to Reside Off-Post - Certificates of Non-Availability (CNAs), Statement of Non-Availability (SNAs), Pregnant Soldiers, and Army Married Program, dated 15 November 2011.