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

REPLY TO
ATTENTION OF:

IMSE-GOR-ZA

DEC 03 2010

MEMORANDUM FOR All Fort Gordon Tenant Commanders and Directors

SUBJECT: Garrison Commander's Policy Number 61- 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. 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 Office.

(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. Soldiers approved to reside in lodging must reside in lodging provided by the Fort Gordon Guest House. Advance agreements made by Soldier with off-post hotels will not be honored.

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. It is recommended that Soldiers who are authorized CNAs 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.

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. Requests will be submitted to the Fort Gordon Finance Office to start BAH at the without dependent rate. Upon the birth of the child, the 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, they should not sign leasing agreements until the DA 5960 has been approved by the Finance Office.

(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.

(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 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.

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.

GLENN A. KENNEDY, II
COL, SC
Commanding