

(CNA) Instruction Sheet and Checklist

Exception to Policy for Fort Campbell Certificate of Non-Availability (CNA) Instruction Sheet and Checklist

BEFORE YOU DO ANYTHING

1. Contact the Housing Services Office (HSO, Bldg. 850, 270-798-3808)
The HSO will provide you with a CNA request packet
2. You and your unit will generate a MEMORANDUM of Exception to Policy and a DA Form 5960 (Request to Start, Stop, Or Change BAH) .
3. You or your unit will submit the MEMO (in #2 above) for BDE Cdr's signature, submit DA Form 5960 with Soldier's signature to your Company Commander.
4. Once you have both forms signed, bring them to the HSO, HSO will route for Garrison Cdr approval. HSO will notify Unit when packet is approved and ready for pick up.
5. If packet is approved and you live in the barracks, get a pending barracks clearance letter from unit UH manager.
6. Take packet and barracks letter to your S1, submit to finance start BAH. Once finance approves BAH submission, start looking for a place to reside off-post (see HSO FIRST)
7. 14 days or soon after BAH is approved, clear barracks with unit UH manager

TIPS

If you do not have enough money to get a place, see the HSO, AER, Finance, or your unit chain of command. There are authorizations and programs to assist you in obtaining funds to offset move-in costs
MAKE SURE you properly clear the barracks within 14 days after BAH is approved. If you fail to do this audits will catch this and action will be submitted to stop your BAH.

TERMS

CNA-Certificate of Non-availability
BAH-Basic Allowance for Housing
HSO-Housing Services Office
UH-Unaccompanied Housing

