



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON KAISERSLAUTERN
UNIT 23152
APO AE 09227-3152

REPLY TO
ATTENTION OF

IMKA-ZA

APR 23 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAG-K) Command Policy Letter # 4, Annual Certificate of Non-availability (CNA) Procedures/Requirements.

1. References. Army Regulation (AR) 420-1, 12 Feb 08, Non-Availability of Adequate Permanent Party Housing.
 - a. Army in Europe 420-1, Supplement 1 to AR 420-1, Permanent Party Unaccompanied Personnel Housing.
2. Purpose. To establish the policy and procedures for Annual CNAs for unaccompanied Staff Sergeants and below within the USAG-K Army Area of Responsibility (AOR).
3. Applicability. This policy applies to all unaccompanied Staff Sergeants and below assigned to or stationed within the USAG-K AOR who are seeking CNAs to reside off post in economy rental properties. Violation of this policy will result in the disapproval of requested CNA.
4. Procedures. Unaccompanied Staff Sergeants and below that have been approved to reside on the economy with a CNA approved by the Garrison Commander will have to renew their annual CNA at Kleber Kaserne, bldg. 3213, Room 102, USAG-K Unaccompanied Personnel Housing (UPH) office at least 90 days prior to the expiration of their CNA.
5. The Garrison Commander or his designated representative is the approving authority and will make a judgment to extend the CNA or order the individual into on post UPH.
6. Violations. Violators that do not report to the USAG-K UPH Office at least 90 days prior to their CNA expiration date will forfeit their authorization for an extension and will be ordered to move into on post UPH immediately.
7. The point of contact for this memorandum is the undersigned at DSN: (314) 493-4135.


LARS N. ZETTERSTROM
LTC, EN
Commanding

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