Department of Defense

DIRECTIVE

NUMBER 4165.50
October 25, 2004

USD(AT&L)

SUBJECT: Homeowners Assistance Program (HAP)

References: (a) DoD Directive 4165.50 "Homeowners Assistance Program (HAP)," June 26, 1991 (hereby canceled)
(b) Section 3374 of title 42, United States Code
(c) DoD Directive 5101.1, "DoD Executive Agent," September 3, 2002

1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a).

1.2. Continues to authorize the Homeowners Assistance Program (HAP) under reference (b) to assist eligible military and civilian Federal employee homeowners when the real estate market is adversely affected by closure or reduction-in-scope of operations, at a military installation.

1.3. Updates policy, delegates authority, and assigns responsibilities for managing the HAP.

1.4. In accordance with reference (c), designates the Secretary of the Army as the DoD Executive Agent for administering, managing, and executing the HAP.

2. APPLICABILITY AND SCOPE

This Directive applies to the Office of the Secretary of Defense, the Military Departments (including the U.S. Coast Guard when it is not operating as a Service in the Navy under agreement with the Secretary of Homeland Security), the Chairman of the

Joints Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components")

3. POLICY

3.1. It is DoD policy, in implementing reference (b), that eligible personnel participating in the HAP go to settlement on their homes expeditiously, expending minimal time and money for administration.

3.2. Detailed regulations regarding available benefits, both foreign and domestic, shall be found in the regulations published by the Secretary of the Army as the DoD Executive Agent for the HAP.

4. RESPONSIBILITIES

4.1. The Deputy Under Secretary of Defense (Installations and Environment), under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics, shall, in relation to the HAP:

4.1.1. Prescribe administrative and operational policies.

4.1.2. Set eligible personnel benefits not prescribed in reference (b), with the concurrence of the Under Secretary of Defense (Comptroller) and the Principal Deputy Under Secretary of Defense for Personnel and Readiness.

4.1.3. Negotiate agreements with other DoD Components, as required.

4.1.4. Monitor administration and provide broad guidance.

4.1.5. Authorize re-delegation of authority to the lowest practical level.

4.2. The Under Secretary of Defense (Comptroller) shall, in relation to the HAP:

4.2.1. Implement policies and prescribe procedures for financial operations.

4.2.2. Review and approve financial plans and budgets.

4.2.3. Issue financing and obligation authorities.

4.2.4. Administer the DoD Homeowners Assistant Fund (parent account).

4.3. The Secretary of the Army, as DoD Executive Agent for administering, managing, and executing the HAP, shall:

4.3.1. Manage, maintain, and dispose of HAP-acquired property.

4.3.2. Establish detailed policies and procedures for program execution.

4.3.3. Maintain a HAP central office and HAP field offices.

4.3.4. Determine when a specific military installation meets the requirements of reference.

4.3.5. Determine the eligibility of each applicant for HAP assistance.

4.3.6. Determine and advise each applicant on the most appropriate type of assistance.

4.3.7. Determine amounts to be paid, consistent with DoD policy, and make payments or authorize and arrange for acquisition or transfer of the applicant's property.

4.3.8. Maintain, manage, and dispose of acquired properties or contract for such services with private contractors.

4.3.9. Ensure contractor accountability and quality control, with emphasis on potential abuses caused by collaboration between contractors or contractors and applicants.

4.3.10. Maintain necessary records, prepare reports, and conduct audits.

4.3.11. Establish and maintain an appeals procedure to ensure each applicant is treated fairly and receives the maximum authorized benefit.

4.3.12. Prepare the Future Years Defense Program and annual budgets for the Homeowners Assistance Fund, Defense.

4.3.13. Publish regulations and forms, subject to review by the Deputy Under Secretary of Defense (Installations and Environment).

4.1.14. Authorize re-delegation of authority to the lowest practical level.

4.4. The Heads of the DoD Components and the Commandant of the Coast Guard, by agreement of the Secretary of Homeland Security, shall:

4.4.1. Designate at least one representative at the headquarters level to work with the HAP central office.

4.4.2. Require each installation to establish liaison with the nearest HAP field office (see enclosure 1) to obtain guidance or assistance on the HAP.

4.4.3. Supply the HAP central office a copy of any internal regulation, instruction, or guidance published.

4.4.4. Disseminate information on the HAP, receive applications for assistance, verify statements on employment, and forward the applications for further processing, as required by the DoD Executive Agent.

4.4.5. Upon request, supply HAP field offices with any data pertaining to the HAP.

5. EFFECTIVE DATE

This Directive is effective immediately.

Paul Wolfowitz
Deputy Secretary of Defense

Enclosures - 2
E1. List of HAP Field Offices
E2. Benefit Elections

E1. ENCLOSURE 1

LIST OF HAP FIELD OFFICES

Homeowners Assistance Program field offices that process HAP applications for installations located in the States indicated. Questions should be directed to the field office listed with the state applicable to your installation.

Field Office:	For Installations Located In:
U.S. Army Engineer District, Sacramento, CESPK Real Estate Division (HAP) 1325 J Street Sacramento, CA 95814-2922 (916) 557-6850 1-800-811-5532 Internet Address: http://www.spk.usace.army.mil	Alaska, Arizona, California, Nevada, Utah, Idaho, Oregon, Pacific Ocean Rim, Washington, Montana and Hawaii
U.S. Army Engineer District, Savannah, CESAS P.O. Box 889 Savannah, GA 31402-0889 (912) 652-5020/5563 1-800-861-8144 Internet Address: http://www.sas.usace.army.mil/hapinv/index.html	Georgia, North Carolina, South Carolina, Alabama, Mississippi, Tennessee, Florida, Illinois, Indiana, Kentucky, Michigan, (except Sawyer AFB and Wurtsmith AFB), Ohio, Maryland, Delaware, District of Columbia, Pennsylvania, Virginia, Rhode Island, New York, Vermont, New Hampshire, Massachusetts, Connecticut, Maine, New Jersey, West Virginia and Europe
U.S. Army Engineer District, Fort Worth, CESWF P.O. Box 17300 Fort Worth, TX 76102-0300 (817) 886-1216 1-888-231-7751 Internet Address: http://www.swf.usace.army.mil	Arkansas, Louisiana, Oklahoma, Texas, New Mexico, Colorado, Iowa, Nebraska, Michigan (Sawyer AFB and Wurtsmith AFB), Minnesota, North and South Dakota, Wisconsin, Wyoming, Kansas and Missouri

HAP CENTRAL OFFICE
Homeowners Assistance Program
Real Estate Directorate
Military Division
441 G Street NW
Washington, DC 20314-1000

E2. ENCLOSURE 2

BENEFIT ELECTIONS

Detailed regulations regarding available benefits, both foreign and domestic, shall be found in the regulations published by the Secretary of the Army as DoD Executive Agent for the HAP.