



Department of Defense **DIRECTIVE**

NUMBER 4165.50E

February 7, 2014

Incorporating Change 2, August 31, 2018

USD(A&S)

SUBJECT: Homeowners Assistance Program (HAP)

References: See Enclosure 1

1. **PURPOSE.** This directive:

a. Reissues DoD Directive (DoDD) 4165.50E (Reference (a)).

b. Authorizes the HAP in accordance with section 3374 of Title 42, United States Code (Reference (b)) to assist eligible military, surviving spouses of fallen warriors, 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.

c. Updates policy, delegates authority, and assigns responsibility for managing the HAP.

d. In accordance with DoDD 5101.1 (Reference (c)), designates the Secretary of the Army as the DoD Executive Agent (EA) for administering, managing, and executing the HAP.

2. **APPLICABILITY.** This directive applies to the OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this directive as the “DoD Components”).

3. **POLICY.** It is DoD policy in implementing Reference (b) that:

a. Eligible personnel participating in the HAP go to settlement on their homes expeditiously, expending minimal time and money for administration.

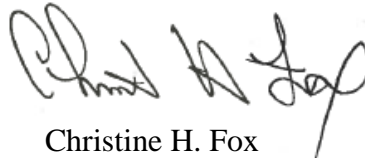
b. Detailed guidance regarding available benefits, both foreign and domestic, will be provided in the regulations published by the Secretary of the Army as the DoD EA for the HAP and codified in part 239 of Title 32, Code of Federal Regulations (Reference (d)).

4. RESPONSIBILITIES. See Enclosure 2.

5. RELEASABILITY. **Cleared for public release.** This directive is available on the Directives Division Website at <http://www.esd.whs.mil/DD/>.

6. SUMMARY OF CHANGE 2. This change reassigns the office of primary responsibility for this directive to the Under Secretary of Defense for Acquisition and Sustainment in accordance with the July 13, 2018 Deputy Secretary of Defense Memorandum (Reference (e)).

7. EFFECTIVE DATE. This directive is effective February 7, 2014.



Christine H. Fox
Acting Deputy Secretary of Defense

Enclosures

1. References
2. Responsibilities

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 4165.50E, "Homeowners Assistance Program (HAP)," October 25, 2004 (hereby cancelled)
- (b) Section 3374 of Title 42, United States Code
- (c) DoD Directive 5101.1, "DoD Executive Agent," September 3, 2002, as amended
- (d) Part 239 of Title 32, Code of Federal Regulations
- (e) Deputy Secretary of Defense Memorandum, "Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment," July 13, 2018

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (USD(AT&L)). The USD(AT&L):

a. Executes the OSD Principal Staff Assistant authorities and responsibilities for the HAP pursuant to Reference (c).

b. Oversees the activities of the Secretary of the Army as the DoD EA for the HAP.

2. ASSISTANT SECRETARY OF DEFENSE FOR ENERGY, INSTALLATIONS, AND ENVIRONMENT (ASD(EI&E)). Under the authority, direction, and control of the USD(AT&L) and in relation to the HAP, the ASD(EI&E):

a. Develops HAP policy and guidance.

b. Sets eligible personnel benefits not prescribed in Reference (b), with the concurrence of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO) and the Under Secretary of Defense for Personnel and Readiness.

c. Negotiates agreements with the DoD Components, as required.

d. Monitors administration and provides broad guidance.

e. Authorizes re-delegation of HAP management to the lowest practical level.

f. Updates Reference (d) as appropriate.

3. USD(C)/CFO. The USD(C)/CFO:

a. Implements this directive and prescribes procedures appropriate to support HAP financial operations.

b. Reviews and approves HAP financial plans and budgets.

c. Issues financing and obligation authorities to support the HAP.

d. Administers the DoD Homeowners Assistance Fund.

4. DOD COMPONENT HEADS AND THE COMMANDANT OF THE U.S. COAST GUARD. The DoD Component heads and the Commandant of the U.S. Coast Guard:

- a. Designate at least one representative at the headquarters level to work with the HAP central office identified in DD Form 1607, "Application of DoD Homeowners Assistance Program."
- b. Require each military or Coast Guard installation to liaise with the HAP field office, identified in DD Form 1607 to obtain guidance or assistance on the HAP.
- c. Supply the HAP central office a copy of any internal regulation, instruction, or guidance published.
- d. Disseminate information on the HAP, receive applications for assistance, verify statements on employment, and forward the applications for assistance for further processing, as required by the DoD EA.
- e. Upon request, supply the HAP field office with any data pertaining to the HAP.

5. SECRETARY OF THE ARMY. In addition to the responsibilities outlined in section 4, and as DoD EA for the HAP, the Secretary of the Army:

- a. Manages, maintains, and disposes of HAP-acquired property.
- b. Establishes procedures to implement the HAP.
- c. Maintains a HAP central office and one or more HAP field offices to process HAP applications from all military installations.
- d. Determines when a specific military installation meets the requirements of Reference (b).
- e. Determines the eligibility of each applicant for HAP assistance.
- f. Determines and advises each applicant on the most appropriate type of assistance.
- g. Issues guidance regarding available benefits.
- h. Determines the amounts to be paid and makes payments or authorizes and arranges for acquisition or transfer of the applicant's property.
- i. Maintains, manages, and disposes of acquired properties or contracts for such services with private contractors.
- j. Ensures contractor accountability and quality control, with emphasis on potential abuses caused by collaboration between contractors or contractors and applicants.
- k. Maintains necessary records, prepares reports, and conducts audits.

- l. Maintains a HAP website and the HAP application, DD Form 1607. (DD Form 1607 is available on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>.)
- m. Establishes and maintains an appeals procedure to ensure each applicant is treated fairly and receives the maximum authorized benefit.
- n. Prepares the Future Years Defense Program and annual budgets for the DoD Homeowners Assistance Fund.
- o. Publishes Army regulations and forms concerning HAP, which will be subject to review by the ASD(EI&E).
- p. Authorizes re-delegation of HAP management responsibilities to the lowest practical level.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DoDD	Department of Defense Directive
ASD(EI&E)	Assistant Secretary of Defense for Energy, Installations, and Environment
EA	Executive Agent
HAP	Homeowners Assistance Program
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this directive.

DoD Homeowners Assistance Fund. A non-expiring revolving defense fund that provides assistance to DoD personnel and Coast Guard personnel who sustain a loss on the sale of their primary residence due to declining residential real estate markets attributable to the closure or realignment of military installations.

Future Years Defense Program. A DoD database and internal accounting system that summarizes forces and resources associated with programs approved by the Secretary of Defense.