



Department of Defense INSTRUCTION

NUMBER 4165.65

February 6, 2013

USD(AT&L)

SUBJECT: Shelter for the Homeless Program

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive 5134.01 (Reference (a)), this Instruction reissues DoD Instruction 4165.65 (Reference (b)) to update policy, assign responsibilities, and prescribe procedures for providing shelter for the homeless on military installations in accordance with section 2556 of title 10, United States Code (Reference (c)).

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments, 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.

3. POLICY. It is DoD policy that:
 - a. Shelters for the homeless may be established on military installations.

 - b. The Secretary of a Military Department, or designee, may make military installations under his or her jurisdiction available for providing shelter to persons without adequate shelter if it is determined that such a shelter will not interfere with military preparedness or ongoing military functions, in accordance with Reference (c) and this Instruction.

 - c. Shelter and incidental services may be provided without reimbursement.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This Instruction:

a. Is effective February 6, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (Reference (d)). If not it will expire effective February 6, 2023 and be removed from the DoD Issuances Website.



Frank Kendall
Under Secretary of Defense for
Acquisition, Technology, and Logistics

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L))," December 9, 2005
- (b) DoD Instruction 4165.65, "Shelter for the Homeless Program," October 30, 1987 (hereby cancelled)
- (c) Section 2556 of title 10, United States Code
- (d) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012
- (e) Directive-Type Memorandum 09-012, "Interim Policy Guidance for DoD Physical Access Control," December 8, 2009
- (f) DoD 5200.08-R, "Physical Security Program," April 9, 2007

ENCLOSURE 2

RESPONSIBILITIES

1. DEPUTY UNDER SECRETARY OF DEFENSE FOR INSTALLATIONS AND ENVIRONMENT (DUSD(I&E)). The DUSD(I&E), under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics, shall administer the Shelter for the Homeless Program and develop supplemental guidance as necessary.

2. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER (USD(C)/CFO). The USD(C)/CFO shall provide guidance on the use of DoD funds to finance the items issued in support of the Shelter for the Homeless Program.

3. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:
 - a. Implement the Shelter for the Homeless Program.

 - b. Appoint a senior manager to monitor the program within their department and provide any assistance that may be required to the Office of the DUSD(I&E) (ODUSD(I&E)) to implement this program. After consultation with the ODUSD(I&E), the appointed senior manager shall approve or disapprove all requests to establish a shelter, in accordance with Reference (c) and this Instruction.

 - c. Upon receipt of a formal request for assistance, as defined in section 2 of Enclosure 3 of this Instruction, the Military Department concerned shall provide an appropriate response to the requester within 30 days.

 - d. Ensure that each Installation Commander is informed about the program and the types of assistance that they may provide as authorized by Reference (c).

4. INSTALLATION COMMANDERS. Installation Commanders shall:
 - a. Acknowledge all requests for assistance.

 - b. Upon receipt of a request, initiate the action(s) necessary to determine the availability of facilities at that installation for use as a shelter for the homeless.

 - c. Forward each request, through the chain of command, to the Service senior manager with a copy to the ODUSD(I&E). The Installation Commander's recommendation shall accompany each request.

ENCLOSURE 3

PROCEDURES

1. PLANS FOR A SHELTER. The Secretary of a Military Department, after determining that a shelter for the homeless may be established on a military installation, shall ensure that the plans for the shelter be developed in cooperation with appropriate State or local governmental entities and charitable organizations. The State or local government entity, either separately or in conjunction with the charitable organization, shall be responsible for operating and staffing any shelter established by this program.

a. Shelters for the homeless shall normally be established in only those facilities where the homeless will have exclusive use at all times.

b. Shelters for the homeless shall not typically be established in facilities shared with military functions.

c. When establishing shelters for the homeless, installation or stand alone facility access control provisions, security requirements, and antiterrorism measures shall be considered in accordance with Reference (d), Directive Type Memorandum 09-012 and DoD 5200.08-R (References (e) and (f)), and other DoD issuances as appropriate.

d. Coordinate with local law enforcement as required.

2. ESTABLISHING SHELTERS. Individuals or entities interested in establishing shelters on military installations shall:

a. Submit a request to the Installation Commander where the shelter is desired.

b. Provide the:

(1) Name and address of the organization that will operate the shelter.

(2) Name and address of the affiliated State or local governmental entity.

(3) Number of people to be served.

(4) Type of program.

(5) Hours of operation.

(6) Special needs of the people to be served.

(7) Incidental services required.

- (8) Estimated date when the services will be requested.
- (9) Estimate of when services will no longer be necessary.
- (10) Physical security provisions that are to be provided.

3. SHELTER SERVICES. Services that may be provided by a Military Department incident to the furnishing of shelter in accordance with Reference (b) are:

- a. Utilities.
- b. Bedding.
- c. Security.
- d. Transportation.
- e. Renovation of facilities.
- f. Minor repairs undertaken specifically to make suitable space available for shelter, to be provided in accordance with Reference (c).
- g. Property liability insurance.

4. SHELTER LOCATIONS. The Military Departments should be especially sensitive to establishing shelters near:

- a. Family housing areas.
- b. Troop billeting areas.
- c. Service facilities, such as commissaries, exchanges, dining facilities, hospitals, clinics, or recreation centers.
- d. Safety arcs formed by firing ranges and impact areas.
- e. Frequently used training areas.

5. SUPPORT TO NON-DoD SHELTERS. The Military Departments may provide bedding for support of shelters for the homeless that are not located on DoD real property. Bedding may be provided without reimbursement, but may only be provided to the extent that the provision of such bedding will not interfere with military requirements.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

DUSD(I&E)	Deputy Under Secretary of Defense for Installations and Environment
ODUSD(I&E)	Office of the Deputy Under Secretary of Defense for Installations and Environment
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer