



Department of Defense
INSTRUCTION

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ASD(P&L)

SUBJECT: Shelter for the Homeless Program

- References:
- (a) Title 10, United States Code, Section 2546
 - (b) Memorandum for the Secretaries of the Military Departments from the Secretary of Defense, "Shelter For the Homeless," October 29, 1984

A. PURPOSE

This Instruction implements reference (a) as DoD policy.

B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments (including their National Guard and reserve components), the Unified and Specified Commands, the Defense Agencies and DoD Field Activities (hereafter referred to collectively as "DoD Components").

C. POLICY

1. Under reference (b), the Secretary of Defense stated it is DoD policy that shelters for the homeless may be established on military installations.

2. The Secretary of a Military Department, or designee, may make military installations under his or her jurisdiction available for the furnishing of shelter to persons without adequate shelter in accordance with 10 U.S.C. 2546 (reference (a)) and this Instruction if he or she, or designee, determines that such shelter will not interfere with military preparedness or ongoing military functions.

3. 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.

4. Services that may be provided by a Military Department incident to the furnishing of shelter under reference (a) are the following:

- a. Utilities
- b. Bedding.
- c. Security.

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- d. Transportation.
 - e. Renovation of facilities.
 - f. Minor repairs undertaken specifically to make suitable space available for shelter to be provided in accordance with 10 U.S.C. 2546 (reference (a)).
 - g. Property liability insurance.
5. The Military Departments should be especially sensitive to establishing shelters in the following areas:
- a. Family housing areas.
 - b. Troop billeting areas.
 - c. Service facilities, such as commissaries, exchanges, dining facilities, hospitals, clinics, recreation centers, etc.
 - d. Safety arcs formed by firing ranges and impact areas.
 - e. Frequently used training areas.
6. Shelters for the homeless shall normally be established in only those facilities where the homeless will have exclusive use at all times. Shelters for the homeless shall normally not be established in facilities "shared" with military functions.
7. In addition to providing shelter and incidental services, the DoD Components may provide bedding for support of shelters for the homeless that are located on other than 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.
8. Individuals or entities interested in establishing shelters on military installations shall:
- a. Submit a request to the Installation Commander where the shelter is desired; and
 - b. Provide, at a minimum, the following data: the name and address of the organization that will operate the shelter, the name and address of the affiliated State or local governmental entity, numbers of people to be served, type of program, hours of operation, special needs of the people to be served, incidental services required, estimated date when the services are requested, estimate of when services will no longer be necessary, and what security provisions are to be provided (physical security).

Oct 30, 87
4165.65

D. RESPONSIBILITIES

1. The Deputy Assistant Secretary of Defense (Installations) DASD(I) shall:
 - a. Administer the program and issue such supplemental guidance as is necessary.
 - b. Appoint an individual as Director, The Homeless Assistance Program, who shall be the DoD program manager responsible for monitoring the program and answering all inquiries.
2. The Assistant Secretary of Defense (Comptroller) ASD(C) shall:
 - a. Provide guidance on the use of DoD funds to finance the items issued in support of the Shelter for the Homeless Program.
3. 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 that Department and to provide any assistance that may be required to the DASD(I). Such official, after consultation with the Director, The Homeless Assistance Program, Office of Deputy Assistant Secretary of Defense (Installations) (ODASD (I)), shall approve or disapprove all requests to establish a shelter in accordance with 10 U.S.C. 2546 (reference (a)) and this Instruction.
 - c. Upon receipt of a formal request for assistance, as defined in subsection C.8., above, 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 10 U.S.C. 2546 (reference (a)).
3. Installation Commanders shall:
 - a. Acknowledge all requests for assistance.
 - b. Upon receipt of a request, initiate such action as is 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 DASD (I). The Installation Commander's recommendation shall accompany each request.

E. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Deputy Assistant Secretary of Defense (Installations) within 60 days.



Robert B. Costello
Assistant Secretary of Defense
(Production & Logistics)

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