



Department of Defense DIRECTIVE

NUMBER 5160.58

March 21, 1986

ASD(FM&P)

SUBJECT: Recruiting Facilities

- References:
- (a) DoD Directive 5160.58, "Recruiting Facilities," September 26, 1966 (hereby canceled)
 - (b) DoD Occupancy Guide, "Military Services Recruiting Offices and Intermediate Command Stations, Army Corps of Engineers," February 25, 1986
 - (c) General Services Administration, Federal Management Property Regulation, Temporary Regulation D-71, "The Government Work Space Reform," June 26, 1985
 - (d) [DoD Directive 4165.6](#), "Real Property Acquisition, Management and Disposal," December 22, 1976
 - (e) DoD Directive 5000.19, "Policies for the Management and Control of Information Requirements," March 12, 1976
 - (f) DoD Directive 7920.1, "Life-Cycle Management of Automated Information Systems (AIS)," October 17, 1978

1. REISSUANCE AND PURPOSE

This Directive:

- 1.1. Reissues reference (a).
- 1.2. Establishes uniform policies and procedures for providing adequate space for recruiting offices, intermediate command stations, main stations, and Navy processing stations.
- 1.3. Establishes the Joint Recruiting Facilities Committee (JRFC) to oversee implementation of DoD policy regarding recruiting facilities.

2. APPLICABILITY AND SCOPE

2.1. This Directive applies to the Office of the Secretary of Defense (OSD) and the Military Departments. The term "Military Services" as used herein refers to the Army, the Navy, the Marine Corps, and the Air Force.

2.2. It specifies the responsibilities, policies, and procedures for the acquisition and maintenance of space for military personnel recruiting.

3. DEFINITIONS

Terms used in this Directive are defined in enclosure 1.

4. POLICY

4.1. General. It is DoD policy to acquire and maintain the minimum number of facilities at the lowest cost adequate to support the recruiting missions of the Military Services.

4.2. Recruiting Offices. The space guidelines, layout features, and quality standards in the DoD Occupancy Guide, Military Services Recruiting Offices, and Intermediate Command Stations (reference (b)) shall be followed to evaluate, select, and maintain space for recruiting offices. Locations considered suitable for recruiting offices should have good access to mass transportation, high pedestrian traffic, good visibility, and proximity to schools or other areas where military-aged men and women congregate.

4.2.1. Full-Time Recruiting Offices. These offices shall only be leased and maintained for authorized full-time recruiting personnel.

4.2.2. Part-Time Recruiting Offices. Part-time offices may be leased in areas where suitable rent-free space is not available and the potential for additional recruits is worth the cost of acquiring and maintaining the space. When possible, part-time offices shall be shared by the Military Services.

4.3. Intermediate Command Stations, Main Stations, and Navy Processing Stations. Space may be acquired and maintained for authorized intermediate command, main station, and Navy processing station administrative personnel and equipment. The space guidelines, layout features, and quality standards in the DoD Occupancy Guide, Military

Services Recruiting Offices, and Intermediate Command Stations (reference (b)) shall be followed to evaluate, select, and maintain space for intermediate command stations. The standards in Federal Management Property Regulation (reference (c)) apply to main stations and Navy processing stations.

4.4. Parking Space. Parking space may be leased for authorized Government vehicles assigned to recruiting facilities in areas where suitable free parking space is not available.

4.5. Use of Government-Owned and -Leased Space. When lease agreements are to be established, renewed, or extended to satisfy new space requirements, or to retain or replace currently used space, suitable space available at existing recruiting facilities, Reserve training centers, National Guard armories, military installations, and in federally owned or leased buildings shall be identified and considered. Use shall be made of this space when cost-effective.

4.6. Collocation. When two or more Military Services plan to establish or relocate recruiting offices or stations in the same area of a community, maximum effort will be made to collocate them to achieve greater economy and efficiency in space management. If all offices or stations cannot be collocated, efforts should be made to collocate as many as practicable. If recruiting offices cannot be collocated, they should be located as close together as possible in the building or community. When recruiting offices of two or more Military Services are collocated, the facility should provide equal public exposure and access to walk-in traffic for each Military Service, when feasible.

4.7. Relocation, Disestablishment, Expansion, and Upgrade of Recruiting Offices and Stations. Recruiting offices and stations may be relocated, disestablished, expanded, or upgraded to maintain adequate space to achieve the Military Services' recruiting missions at the lowest cost. When possible, relocation of recruiting facilities shall be timed to coincide with lease renegotiation dates to minimize space costs.

5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) shall oversee implementation of DoD policies regarding recruiting facilities.

5.2. The Secretary of the Army shall:

5.2.1. Act as Executive Agent for the acquisition, disposal, and maintenance of space needed for recruiting offices, intermediate command stations, and main stations of the Military Services, and for Navy processing stations, consistent with policies in DoD Directive 4165.6 (reference (d)). The Secretary is authorized to re-delegate this authority to the U.S. Army Chief of Engineers.

5.2.2. Establish and publish standard space guidelines, layout features, and quality standards for recruiting offices and intermediate command stations.

5.2.3. Develop an annual DoD Recruiting Facilities Program and budget and finance all costs to the Department of Defense for acquiring and maintaining recruiting facilities, such as costs for rent, utilities (excluding telecommunications), repair and maintenance of facilities, security, and administration of the DoD Recruiting Facilities Program.

5.2.4. Execute annual DoD Recruiting Facilities Programs within approved budgets.

5.2.5. Consistent with the policies of DoD Directive 5000.19 (reference (e)) and DoD Directive 7920.1 (reference (f)), establish and maintain an automated management information system to support cost-effective planning, programming, budgeting, and program/budget execution of the DoD Recruiting Facilities Program. The system will support the management responsibilities of the ASD(FM&P), the Military Services, the Executive Agent, and the Joint Recruiting Facilities Committee (JRFC).

5.3. The Secretaries of the Military Departments shall:

5.3.1. Develop Military Service requirements and supporting rationale for recruiting facility actions for preparation and justification of annual programs and budget requests. Proposed actions to establish, disestablish, or expand recruiting offices and stations shall be linked directly to recruiting personnel and organizational plans.

5.3.2. Assist the Executive Agent in defending the requirements during the programming and budgeting process.

5.3.3. Promptly submit essential program changes (tradeoff actions, add-on actions, actions to be eliminated) to the Executive Agent during program execution.

5.3.4. Plan, program, and budget for office and station furnishings and equipment, such as office furniture and fixtures, office supplies, telecommunications, automatic data processing equipment, and vehicles.

5.3.5. Provide the Executive Agent with recruiting personnel data and other information necessary to maintain an automated management information system for cost-effective management of the DoD Recruiting Facilities Program.

6. PROCEDURES

6.1. Joint Recruiting Facilities Committee (JRFC). The JRFC shall be chaired by the Director for Accession Policy, Office of the Assistant Secretary of Defense (FM&P). Members of the JRFC shall include representatives for the Executive Agent and recruiting organizations of the Military Services. The JRFC shall meet at the request of the Chair to review implementation of DoD policies during planning, programming, budgeting, and executing the DoD Recruiting Facilities Program.

6.2. Use of Government-Owned or -Leased Space and Collocation of Facilities

6.2.1. In each case where a Military Service requires the Executive Agent to acquire space for a recruiting office, intermediate command station, main station, or Navy processing station, whether by initial lease or renewal or extension of an existing lease, the Executive Agent, in coordination with all Military Services, shall:

6.2.1.1. Identify and consider suitable space available in Government-owned or -leased facilities. Proposed facility actions regarding main stations shall be coordinated with the Chairman of the JRFC.

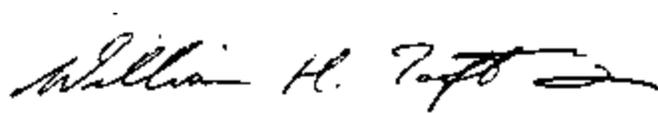
6.2.1.2. Thoroughly explore the practicability of collocating recruiting offices and stations.

6.2.2. If the Services and the Executive Agent cannot agree on plans to use Government-owned or -leased facilities or collocating plans, the issue shall be submitted to the Chairman of the JRFC for resolution. If an agreement cannot be reached, the Chairman of the JRFC shall submit all pertinent facts, views of the Military Services and Executive Agent, and a recommendation to the ASD(FM&P) for decision.

6.3. Space Management . The Executive Agent, in cooperation with the Military Services, shall establish a space management program. An inventory of excess leased space shall be maintained. Actions to minimize the cost of excess space shall be planned, programmed, and executed as part of the DoD Recruiting Facilities Program.

7. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.

A handwritten signature in black ink, reading "William H. Taft, IV". The signature is written in a cursive style with a prominent flourish at the end.

William H. Taft, IV
Deputy Secretary of Defense

Enclosures - 1
E1. Definitions

E1. ENCLOSURE 1

DEFINITIONS

E1.1.1. Authorized Full-Time Recruiting Personnel. Full-time military and civilian personnel specifically identified in approved Military Service programs and budgets as recruiting personnel, excluding recruiter aides and helpers. The approved numbers of full-time authorized recruiting personnel will be verified for each Military Service by the Joint Recruiting Facilities Committee for space management purposes.

E1.1.2. Collocated Offices or Stations. Recruiting offices or stations that are adjacent or adjoining with separate entrances, grouped together in the same room or suite with a common entrance, or on the same floor of a building.

E1.1.3. DoD Recruiting Facilities Program. Annual program that specifies the recruiting facility actions necessary to acquire and maintain the minimum number of facilities and at the lowest cost adequate to support the recruiting missions of the Military Services.

E1.1.4. Excess Leased Space. Space exceeding the guidelines in reference (b) for recruiting offices and intermediate command stations, or in reference (c) for main stations and Navy processing stations, and designated excess space by the Joint Recruiting Facilities Committee.

E1.1.5. Expansions. The addition of space to an existing recruiting facility.

E1.1.6. Full-Time Recruiting Offices. Recruiting facilities that are normally in operation 5 or more days a week for production recruiters and office managers (Army recruiting stations, Navy recruiting stations, Marine Corps substations, and Air Force recruiting offices).

E1.1.7. Intermediate Command Stations. Recruiting facilities for Navy zone supervisors and for authorized headquarters personnel and equipment of Army companies and Air Force flights. Space at recruiting offices may be made available for intermediate command personnel in lieu of separate stations.

E1.1.8. Main Stations. Recruiting facilities for authorized headquarters personnel and equipment of Army Recruiting Battalions, Navy Recruiting Class "A" Stations and Recruiting Districts (excluding personnel assigned to Navy processing stations), Marine Corps Recruiting Stations, and Air Force Squadrons.

E1.1.9. Navy Processing Stations. Recruiting facilities for authorized headquarters personnel and equipment of Navy Recruiting District Headquarters, located remotely from the main station, to accomplish administrative and recruit processing functions. These stations are normally located at or near one of the Military Entrance Processing Stations (MEPSs) serving the Navy Recruiting District.

E1.1.10. Navy Recruiting Class "A" Station. Recruiting facilities for officers, support personnel and equipment, located outside the CONUS, to accomplish administrative, recruit processing, and production functions.

E1.1.11. Part-Time Recruiting Offices. Recruiting facilities that are normally in operation less than 5 days a week for production recruiters of any one Military Service. The facility is normally a one-man office that is used by recruiters on a scheduled basis and may serve more than one Military Service.

E1.1.12. Recruiting Facilities. Recruiting offices, intermediate command stations, main stations, and Navy processing stations including office and parking space, utilities, security, and custodial services.

E1.1.13. Recruiting Facility Actions. The establishment, disestablishment, relocation, expansion, or upgrade of recruiting facilities and the renewal or extension of existing leases and service contracts.

E1.1.14. Relocations. The movement of personnel and equipment from one recruiting facility to another. The action includes reduction of space or disestablishment of an existing facility and establishment of a new facility.

E1.1.15. Upgrades. The renovation of an existing facility to maintain the standards in DoD Occupancy Guide, Military Services Recruiting Offices, and Intermediate Command Stations (reference (b)) for recruiting offices, and intermediate command stations.