



DoD DIRECTIVE 5160.58E

RECRUITING FACILITIES

Originating Component: Office of the Under Secretary of Defense for Personnel and Readiness

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Approved by: David L. Norquist, Deputy Secretary of Defense

Purpose: This issuance:

- Establishes policy, assigns responsibilities, and provides guidance for providing adequate space and physical security measures for recruiting offices, intermediate commands, and main stations.
- In accordance with DoD Directive (DoDD) 5101.01, identifies the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) to serve as the OSD Principal Staff Assistant with oversight of the DoD Executive Agent (EA) for Recruiting Facilities, and designates the Secretary of the Army as the DoD EA for Recruiting Facilities, responsible for the acquisition, maintenance, physical security, and disposal of space needed for recruiting offices, intermediate command, and main stations of the Military Services.
- Directs the Joint Recruiting Facilities Committee (JRFC) to review and make recommendations, as appropriate, upon the effective and efficient implementation of policy regarding recruiting facilities through the DoD Recruiting Facilities Program, referred to in this issuance as "the Program."

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance 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 (referred to collectively in this issuance as the “DoD Components”).

1.2. POLICY.

It is DoD policy to:

a. Acquire and maintain the minimum number of facilities at the lowest cost adequate to support the recruiting missions of the Military Services.

b. Adhere to all policies and procedures in this issuance and such policies and procedures established for the execution of this issuance. Established Military Service recruiting policies, processes, procedures, space standards, layout features, and quality standards will serve as the authoritative reference to evaluate, select, and maintain space for recruiting offices, intermediate commands, and main stations. Locations considered suitable for recruiting offices will be accessible to mass transportation, high pedestrian traffic, high public visibility, and proximity to schools or other areas where military-aged men and women congregate.

(1) Full-Time Recruiting Offices.

These offices will only be leased and maintained for authorized full-time recruiting missions and associated personnel.

(2) Part-Time Recruiting Offices.

Part-time offices to be used intermittently for recruiting purposes may be leased in sparsely populated 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. Part-time offices will normally be placed in office space instead of higher cost retail space.

c. Lease parking space(s) for authorized government vehicles assigned to recruiting facilities in areas where suitable free parking space is not available.

d. Prioritize the use of government-owned and leased space for intermediate commands and main stations. Decision makers will identify and consider suitable space available at military installations, Reserve training centers, National Guard facilities, and federally owned or leased buildings when lease agreements are established or renewed. Proposed actions will be coordinated with the Chair of the JRFC.

e. Maximize all efforts to promote facility collocation. When two or more Military Services plan to establish or relocate recruiting offices or stations in the same area of a community, the DoD will make every effort to collocate them in order to achieve greater economy and efficiency in space management.

(1) If offices or stations do not collocate, they will, when feasible, be located as close together as possible in the same building or community.

(2) If the Military Services and the DoD EA for Recruiting Facilities are unable to agree on a collocation plan, the issue will be submitted to the Chair of the JRFC for review and recommendations, as appropriate.

f. Open, relocate, close, expand, or upgrade recruiting offices and stations to maintain adequate space to achieve the Military Services' recruiting missions at the lowest cost. When possible, relocation of recruiting facilities will coincide with lease renegotiation dates to minimize space costs.

SECTION 2: RESPONSIBILITIES

2.1. USD(P&R).

The USD(P&R) serves as the OSD Principal Staff Assistant with oversight of the DoD EA for Recruiting Facilities in accordance with DoDD 5101.01.

2.2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS.

Under the authority, direction, and control of the USD(P&R) and through the Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD(MPP)), the Assistant Secretary of Defense for Manpower and Reserve Affairs:

- a. Provides oversight and guidance for implementing the policies and responsibilities in this issuance regarding recruiting facilities, physical security, space and quality standards, and budget allocation.
- b. Approves implementation of all DoD policies and budgetary programs in this issuance.
- c. Assists the DoD EA for Recruiting Facilities in supporting requirements to the Secretary of Defense during the programming and budgetary process.

2.3. SECRETARIES OF THE MILITARY DEPARTMENTS.

The Secretaries of the Military Departments:

- a. Develop requirements and supporting rationale for recruiting facilities actions in preparation for and justification of annual programs and budget requests.
 - (1) Link proposed actions to open, relocate, expand, or close recruiting offices, intermediate commands, or main stations to authorized recruiting personnel and organizational plans.
 - (2) Plan and maintain a level steady-state program budget for specific mission actions of their respective Military Services over the Future Years Defense Program.
- b. Assist the DoD EA for Recruiting Facilities in supporting requirements during the programming and budgeting process.
- c. Submit essential steady-state program changes to the DoD EA for Recruiting Facilities through the Program Objective Memorandum process.
- d. Plan, program, and budget for office and station furnishings and equipment, such as office furniture and fixtures, office supplies, telecommunications (including installation, service, and

removal), automated data processing equipment, and vehicles. This includes any moving costs to relocate existing furnishings and equipment between offices.

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

2.4. SECRETARY OF THE ARMY.

In addition to the responsibilities in Paragraph 2.3 of this issuance, and in his or her capacity as the DoD EA for Recruiting Facilities, the Secretary of the Army:

a. Oversees acquisition, maintenance, physical security, and disposal of space needed for Service recruiting offices, intermediate command, and main stations, in accordance with DoDD 4165.06 and established policies and procedures for the Program.

b. Maintains and updates the documents required in Paragraph 1.2.b of this issuance, in coordination with the Chair of the JRFC.

c. In coordination with the DASD(MPP), develops an annual budget for the Program, funded by the Army, to finance all DoD expenses for acquiring, maintaining, and disposing of recruiting facilities, such as:

(1) Rent.

(2) Utilities (excluding Military Service-specific telecommunications equipment and installation).

(3) Maintenance and repair of facilities.

(4) Mission support.

(5) Security.

(6) Administration of the Program.

d. Executes the Program within the approved budget.

e. Establishes and maintains an automated management information system to support the cost-effective planning, programming, budgeting, and execution of the Program's activities and budgets to meet the following requirements:

(1) The system will support the management responsibilities of the DASD(MPP), the JRFC Chair, the Secretaries of the Military Departments, and the DoD EA for Recruiting Facilities.

(2) The JRFC will review and recommend for approval, as appropriate, changes to automated systems in support of the Program before implementation.

f. In coordination with the Secretaries of the Military Departments and the Chief of the National Guard Bureau, establishes a space management program that:

- (1) Eliminates or minimizes excess space.
- (2) Maintains an inventory of excess and surplus leased space.
- (3) Plans, programs, and executes actions to minimize the cost of excess and surplus leased space as part of the Program.

SECTION 3: JRFC CHARTER

3.1. JRFC CHAIR

The JRFC will be chaired by the Director, Accession Policy, Office of the DASD(MPP). The JRFC Chair:

- a. Directs meetings of the JRFC members and any supporting elements of the Military Departments and the DoD EA for Recruiting Facilities, as required, regarding the implementation of the Program, and establishes administrative procedures for the conduct of the JRFC, as appropriate.
- b. In coordination with the JRFC members, reviews and recommends for approval, as appropriate, the implementation of all policies and procedures regarding the planning, programming, budgeting, and execution of the Program.
- c. Seeks to resolve any issues between the Secretaries of the Military Departments and the DoD EA for Recruiting Facilities and identifies excess and surplus leased space.
- d. In coordination with the JRFC members, recommends for approval the establishment of, and any changes to, automated systems in support of the Program.

3.2. ORGANIZATION

JRFC membership will include the JRFC Chair, a representative from each of the recruiting organizations of the Military Departments, and a representative from the DoD EA for Recruiting Facilities. All members of the JRFC will be full-time government civilian employees, permanent part-time government civilian employees, or Service members on active duty. Contract personnel may only be used in administrative support roles. All expenses associated with participation in the JRFC will be borne by the participating member's activity or command.

3.3. MISSION

The mission of the JRFC is to make recommendations, as appropriate, to the DASD(MPP) regarding the effective and efficient implementation of the Program. The JRFC will:

- a. Meet at the request of the JRFC Chair.
- b. Review and make recommendations on, as appropriate, the approval of established policies and procedures that result from implementing this issuance.
- c. Review and make recommendations on, as appropriate, the approval of planning, programming, budgeting, and execution plans.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
DASD(MPP) DoDD	Deputy Assistant Secretary of Defense for Military Personnel Policy DoD directive
EA	Executive Agent
JRFC	Joint Recruiting Facility Committee
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

G.2. DEFINITIONS.

TERM	DEFINITION
authorized full-time recruiting personnel	Full-time military and civilian personnel specifically identified in approved Military Service programs and budgets as authorized recruiting personnel, excluding recruiter aides and helpers. The approved number of full-time authorized recruiting personnel will be verified for each Military Service by the JRFC for space management purposes.
collocated offices or stations	Two or more recruiting offices or stations located within a leased space and under one lease or space assignment.
cost reduction	Actions associated with reduction in lease costs (e.g., reduction in leased space).
DoD Recruiting Facilities Program	Annual program that specifies the facility actions required to acquire and maintain the minimum number of facilities, at the lowest cost, that are adequate to support Military Service recruiting missions. Referred to in this issuance as “the Program.”
excess leased space	Space exceeding the design guidelines for recruiting offices, intermediate commands and main stations, and designated excess space.
expansion	The addition of space to an existing facility.

TERM	DEFINITION
full-time recruiting offices	Recruiting facilities leased and maintained for authorized full-time personnel.
intermediate command stations	Administrative facilities for subcomponents of the main station.
lease support	Actions associated with lease renewals, forced relocations, and terms and conditions of the lease.
main stations	Administrative facilities for recruiting commands subordinate to the Military Service recruiting command headquarters.
maintenance and repair	Upgrade actions and emergency repairs.
mission support	Actions associated with establishing new facilities, relocations, and expansions.
part-time recruiting offices	Recruiting facilities that are normally leased in remote locations with no personnel assigned on a full-time basis.
recruiting facilities	Recruiting offices, intermediate command stations, and main stations, including office and parking space, utilities, security, and custodial services.
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.
special programs	Actions or specific programs that are not included as part of the lease support, mission support, and maintenance and repair or reduction programs.
surplus leased space	Excess leased space that cannot be avoided due to the local market availability of retail space, or excess space that is not economically feasible to eliminate in executing the space management program.
upgrades	The upkeep of an existing facility to maintain the facility in accordance with current recruiting facilities construction standards.

REFERENCES

DoD Directive 4165.06, "Real Property," October 13, 2004, as amended

DoD Directive 5101.01, "DoD Executive Agent," September 3, 2002, as amended