



DoD INSTRUCTION 1304.24

USE OF DIRECTORY INFORMATION ON SECONDARY SCHOOL STUDENTS FOR MILITARY RECRUITING PURPOSES

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

Effective: May 9, 2023

Releasability: Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

Reissues and Cancels: DoD Instruction 1304.24, "Use of Directory Information on Secondary School Students for Military Recruiting Purposes," September 20, 2005

Approved by: Gilbert R. Cisneros, Jr., Under Secretary of Defense for Personnel and Readiness

Purpose: In accordance with the authority in DoD Directive 5124.02 and the provisions in Section 503 of Title 10, United States Code (U.S.C.) and Section 7908 of Title 20, U.S.C., this issuance establishes policy, assigns responsibilities, and prescribes procedures for accessing secondary school campuses and student directory information for military recruiting purposes.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to 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 Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

1.2. POLICY.

The Department, and the Military Services, will work with education officials to obtain access to directory information consistent with Section 503(c) of Title 10, U.S.C., and Section 7908 of Title 20, U.S.C. Recruiters will strive for voluntary cooperation with school officials in obtaining directory information. The directory information obtained from education officials will be used to attract a high-quality cross-section of American youth for military service.

SECTION 2: RESPONSIBILITIES

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

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Assistant Secretary of Defense for Manpower and Reserve Affairs:

- a. Provides overall guidance for implementing the policies and responsibilities established by this issuance.
- b. Ensures full compliance by the Military Departments with this issuance and the authorities referenced within it.
- c. In accordance with Section 503(b)(5) of Title 10, U.S.C., ensures any regulations prescribed by the Secretaries of the Military Departments to implement the policies in this issuance are as uniform as practicable.
- d. Oversees the management of the Defense Manpower Data Center's Recruiter Access to High Schools (RAHS) database as it pertains to the access to and use of secondary school student directory information throughout the United States and in DoD Education Activity schools worldwide.
- e. In accordance with Section 503(c) of Title 10, U.S.C., requests, receives, compiles, and reports incidents of schools denying military recruiters access to student directory information for recruiting purposes.

2.2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Director, Department of Defense Human Resources Activity:

- a. Provides maintenance and support to ensure functionality of the RAHS database.
- b. Reports misuse of student directory information by the Military Services to the Assistant Secretary of Defense for Manpower and Reserve Affairs.

2.3. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE COAST GUARD.

The Secretaries of the Military Departments and the Commandant of the Coast Guard:

- a. Ensure recruiting officials collect, compile, use, safeguard, and dispose of student directory information in accordance with this issuance, Section 552a of Title 5, U.S.C. (also

known and referred to in this issuance as the “Privacy Act of 1974, as amended”), DoD Instruction 5400.11 and DoD 5400.11-R.

b. Cooperate with the designated DoD point of contact for RAHS database oversight in reporting and validating access to secondary school student directory information.

c. Comply with the provisions of Section 503(c)(1)(B) of Title 10, U.S.C., concerning the requirement to send a senior officer in a grade not below the pay grade of O-6, or a senior executive of that Military Department, to meet with school representatives for the purposes of arranging recruiting access to secondary school student names, addresses, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available), and telephone listings, notwithstanding Subsection (a)(5) of Section 444 of the General Education Provisions Act (codified at Section 1232g of Title 20, U.S.C.).

SECTION 3: GUIDANCE ON COLLECTING AND USING DIRECTORY INFORMATION

a. The Military Services will coordinate information collection procedures to avoid duplication of effort and to facilitate continued access to education officials and student directory information.

b. Coordination will be accomplished at the local level by the InterService Recruitment Committee (IRC).

c. Military recruiters' access to secondary school campuses and student directory information will be entered in the RAHS database to maintain a centralized record of access afforded to each Military Service.

d. The local commander of the military recruiting service who obtains student directory information will provide the information to the IRC. The IRC will compile and disseminate the information to the appropriate recruiters from each of the Military Services.

e. Student directory information, collected and compiled consistent with this issuance, will only be used for military recruiting purposes and will be handled as follows:

(1) Consistent with Section 503(c) of Title 10, U.S.C., and Section 7908 of Title 20, U.S.C., directory information will be collected and compiled by the Military Services on each student unless the parent, guardian, or student (if the student is 18 years or older) has submitted to the school a request that such information not be released. No information will be collected from private secondary schools that document a religious objection to service in the armed forces.

(2) When directory information is collected on individuals from sources other than secondary schools and the level of education is missing, the Military Services will try to ensure the information compiled is based on the date of birth, to include those individuals who are likely to be enrolled in the eleventh grade (or its equivalent) or higher.

(3) Consistent with the Privacy Act of 1974, as amended, DoD Instruction 5400.11 and DoD 5400.11-R, the use and collection of student directory information is limited to the purpose of military recruiting.

(4) Directory information about any student will be maintained for no more than 3 years after the initial date of collection and compilation. Disposition guidance, including destruction of data and documentation, will comply with DoD Instruction 5015.02.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
IRC	InterService Recruitment Committee
MEPS	Military Entrance Processing Station
RAHS	recruiter access to high schools
U.S.C.	United States Code

G.2. DEFINITIONS.

These terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
directory information	The names, addresses, electronic mail address, and telephone listings of secondary school students.
IRC	A committee composed of commanders of the Army Recruiting Battalion, the Navy Recruiting Command District, the Air Force Recruiting Squadron, the Marine Corps Recruiting Station, the Military Entrance Processing Station (MEPS), and the Recruiter-in-Charge of the Coast Guard Recruiting Office or Recruiting Detachment. The IRC serves as the coordinating body through which harmonious relationships between local recruiting organizations and MEPS are maintained. It functions to coordinate discussion and resolve areas of mutual concern pertaining to the MEPS and does not have the authority to make operational decisions for the MEPS.
RAHS	The web-based database on secondary school campus access and access to student directory information supporting Section 503 of Title 10, U.S.C., and Section 7908 of Title 20, U.S.C.
student	A person 17 years or older, or in the eleventh grade (or its equivalent) or higher, enrolled in a secondary school in the United States, its territories, possessions, or the Commonwealth of Puerto Rico, or in DoD high schools worldwide.

REFERENCES

- DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended
- United States Code, Title 5, Section 552a (also known as the “Privacy Act of 1974, as amended”)
- United States Code, Title 10
- United States Code, Title 20