



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO P1100.71A
MRFL:PEV:bac
1 Jun 1984

MARINE CORPS ORDER P1100.71A W/CH 1 AND ERRATUM

From: Commandant of the Marine Corps
To: Distribution List

Subj: Military Personnel Procurement Manual, Volume 1,
Administration (Short Title: MPPM ADM)

Encl: (1) LOCATOR SHEET

Reports Required: List, page v

1. Purpose. To promulgate the subject Manual for use in the conduct of the Marine Corps Personnel Procurement Program.
2. Cancellation. MCO P1100.71, MCO 7000.11A, and paragraph 4e(2) of MCO 1130.62.
3. Information. The Military Personnel Procurement Manual, Volume 1, Administration is issued to cover basic policy, definition of terms, fiscal and logistics information, and the management information system.
4. Summary of Revision. This Manual has been revised to incorporate minor changes and rearrange material more logically. This Manual should be completely reviewed.
5. Recommendations. Recommendations concerning the contents of the Military Personnel Procurement Manual are invited. Such recommendations should be forwarded to the Commandant of the Marine Corps (Code MRFL), via the appropriate chain of command.
6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
7. Certification. Reviewed and approved this date.

C. E. MUNDY, JR.
By direction

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HQMC
15 Jul 1984

E R R A T U M

to

MCO P1100.71A

Military Personnel Procurement Manual, Volume 1
Administration

1. Page 3-14 was erroneously dropped in printing. Remove page 3-13 and replace with attached pages 3-13 and 3-14.

PCN 102 005903 80



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO P1100.71A Ch 1
MRA
30 Sep 94

MARINE CORPS ORDER P1100.71A CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MILITARY PERSONNEL PROCUREMENT MANUAL, VOLUME 1,
ADMINISTRATION (SHORT TITLE: MPPM ADM)

1. Purpose. To transmit a change to the basic Order.
2. Action. Delete subparagraphs 1301.1 through 1301.3 and renumber the subsequent subparagraphs in that section.
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

J. R. DAVIS
By direction

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Administration (Short Title: MPPM ADM)

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ENCLOSURE (1)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change
1	30Sep94			Entered during review.

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CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

SECTION 1: ORGANIZATION AND FUNCTION

1100. ORGANIZATION OF THE PERSONNEL PROCUREMENT DIVISION, MANPOWER DEPARTMENT, HEADQUARTERS MARINE CORPS (CMC (CODE CODE MR))

1. The Personnel Procurement Division is responsible to the Deputy Chief of Staff for Manpower (CMC (Code M)) for the procurement of qualified individuals in sufficient numbers, and specified standards of quality, to meet the established personnel strength levels of the Marine Corps and the nonprior service personnel of the Marine Corps Reserve.

2. The Personnel Procurement Division is divided into four branches: Administration/Personnel Branch, Fiscal and Logistics Branch, Marketing Branch, and Operations Branch.

3. The correspondence codes to be utilized for the Division, its subordinate branches and sections, are as follows:

MR - Director, Personnel Procurement Division

MRAP - Administration/Personnel Branch

MRFL - Fiscal and Logistics Branch

MRM - Marketing Branch

MRR - Operations Branch

MRRE - Enlisted Recruitment Operations Section

MRRO - Officer Procurement Operations Section

MRRO-1 - Enlisted Commissions Programs/Officer Candidate Class Unit

MRRO-2 - Platoon Leaders Class Unit

MRRO-5 - Appointment Unit

MRRO-6 - Special Officer Procurement Unit

MRRP - Plans and Analysis Section

MRRP-1 - Plans Unit

MRRP-2 - Analysis Unit

MRRT - Recruiter Training Section

4. Office hours for the Division are from 0800 to 1630 (EST or EDT, as appropriate) daily, except Saturdays, Sundays and holidays. A current listing of addresses and telephone numbers for all personnel procurement activities is published periodically by the Commandant of the Marine Corps (Code MRFL).

1101. DUTIES OF COMMANDING GENERALS, MARINE CORPS RECRUIT DEPOTS/RECRUITING REGIONS. Depot commanders are responsible for the following recruitment functions:

1. Ensure execution of prescribed quotas for total enlisted force (male, female, Regular, Reserve, nonprior service and prior service) (less prior service Reserve) accessions and shipping requirements, by assigned district, and by unit in the case of the Marine Corps Reserve, to comply with directives promulgated by this Headquarters.
2. Monitor the flow of accessions to the depot, and issue directives to ensure that numerical and qualitative requirements levied by the Commandant of the Marine Corps are met by month, and annually.
3. Monitor and review, and provide guidance with respect to, assigned districts' recruiting plans and policies developed to meet future requirements, both qualitative and quantitative.
4. Exercise waiver authority as prescribed in the current edition of MCO P1100.72 except in those cases relating to medical, citizenship, and prior service accessions which will be referred by district directors directly to the Commandant of the Marine Corps (Code MRRO or MRRE as appropriate) for decision.
5. Process special correspondence which relates to recruitment operations and recruiter performance.
6. Maintain statistical data to periodically measure numerical performance, and with other statistical data furnished by the Commandant of the Marine Corps, to measure qualitative performance, by assigned districts, by RS's, by RSS's, and by recruiters.
7. Propose action to the Commandant of the Marine Corps (Code MR), as appropriate, to improve recruiter performance.
8. Maintain liaison with all local service recruiting activities and Military Entrance Processing Command regional commands for Military Entrance Processing Station (MEPS) matters.

1102. DUTIES OF DIRECTORS OF THE MARINE CORPS DISTRICTS

1. District directors will direct, supervise and coordinate personnel procurement in their area. They will issue instructions for personnel procurement and will ensure that the policies and instructions of the Commandant of the Marine Corps are carried out. They will study personnel procurement methods in their district, submitting to the Commandant of the Marine Corps (Code MR) recommendations for improved methods and economies which may benefit personnel procurement as a whole. Copies of pertinent correspondence, issued by them to stations under their command, will be submitted to the Commandant of the Marine Corps (Code MR) for dissemination to other Marine Corps districts when the information may be of interest or benefit.
2. District directors are charged with specific duties as prescribed in the Marine Corps Manual and other directives.

1103. BOUNDARIES FOR PROCUREMENT OF MILITARY PERSONNEL

1. Under the operational control of the appropriate depot commander, district directors are responsible for the procurement of military personnel within district boundaries defined as follows:

Commanding General, MCRD/ERR, Parris Island, SC

Director,
1st Marine Corps District
605 Stewart Avenue, Garden City
Long Island, New York 11530

Maine, New Hampshire,
Vermont, Massachusetts,
Rhode Island, Connecticut,
New York

New Jersey

(Counties of Monmouth,
Middlesex, Hunterdon, Morris,
Sussex, Somerset, Union, Essex,
Passaic, Bergen, Hudson,
Warren, and Ocean)

Pennsylvania
(Counties of Warren and McKean)

Director,
4th Marine Corps District
Building 75, U.S. Naval Base
Philadelphia, Pennsylvania 19112

Pennsylvania (less counties
shown in the 1st District)

Delaware, Maryland, West
Virginia, Kentucky

Ohio

(Less counties shown in the
9th District)

New Jersey

(Less counties shown in the
1st District)

North Carolina

(Counties of Gates,
Pasquotank, Camden,
Currituck, Chowan and
Perquimans)

District of Columbia

Virginia

(Less counties of Scott,
Russel and Washington)

Indiana

(Counties of Dearborn, Ohio,
Gibson, Dubois, Crawford,
Jefferson, Warrick, Posey,
Harrison, Switzerland, Pike,
Perry, Clark, Spencer,
Vanderburgh, and Floyd)

Director,
6th Marine Corps District
75 Piedmont Avenue, N.E.
Atlanta, Georgia 30335

South Carolina, Georgia,
Florida,
Tennessee, Mississippi,
Alabama

North Carolina
(Less counties shown in the
4th District)

Virginia

(Counties of Russell, Scott
and Washington)

Puerto Rico, Virgin Islands

MPPM ADM

Commanding General, MCRD/WRR, San Diego, CA

Director,
8th Marine Corps District
NAS Algiers, Building 10
New Orleans, Louisiana 70146

Arkansas, Colorado, Kansas,
Louisiana, Nebraska, New
Mexico, Oklahoma, South
Dakota, Texas, Wyoming

Iowa

(Counties of Lyon, Sioux,
Plymouth, Woodbury, Monona,
Harrison, Pottawattamie,
Mills, Fremont, Osceola,
O'Brien, Cherokee, Ida,
Crawford, Shelby, Cass,
Montgomery, Page, Dickinson,
Clay, Buena Vista, Sac,
Carroll, Audubon, Cass,
Adams, Taylor, Emmet, Palo
Alto)

Minnesota

(Counties of Yellow Medicine,
Lincoln, Pipestone, Rock,
Lac qui Parle, Lyon, Murray,
Nobles)

Missouri

(All counties not included in
the 9th District)

Director,
9th Marine Corps District
10000 W. 75th Street
Shawnee Mission, Kansas 66204

Illinois, Michigan, North
Dakota, Wisconsin, Missouri

Iowa

(All counties not included in
the 8th District)

Minnesota

(All counties not included in
the 8th District)

Missouri

(Clark, Lewis, Marion, Ralls,
Pike, Montgomery, Lincoln,
Warren, St. Charles,
Franklin, St. Louis,
Crawford, Washington,
Jefferson, Ste. Genevieve,
St. Francois, Iron, Reynolds,
Madison, Perry, Cape
Girardeau, Bollinger, Wayne,
Carter, Ripley, Butler,
Stoddard, Scott, New Madrid,
Pemiscot, Mississippi,
Dunklin)

Ohio

(Counties of Ottawa,
Sandusky, Lucas, Wood,
Fulton, Henry, Williams and
Defiance)

Indiana

(All counties not included in
the 4th District)

Director,
12th Marine Corps District
Building 7, Naval Station,
Treasure Island, San Francisco,
California 94130

Arizona, California, Utah,
Nevada, Washington, Oregon,
Idaho, Montana, Alaska, Hawaii,
Guam, American Samoa

2. District directors will assign geographic sectors of responsibility to subordinate recruiting stations and officer selection substations within their district. Commandant of the Marine Corps (Code MRRP) publishes a college code listing which includes officer selection substation responsibility for individual colleges. Changes in college responsibilities and assigned geographic sectors will be reported to the Commandant of the Marine Corps (Code MRRO) as they occur.

1104. FOREIGN TRAVEL. It is policy that all travel from CONUS to a foreign country requires approval of cognizant officer in the chain of command who is of flag rank. The policy as it pertains to travel related to recruiting requires concurrence of the Commanding General, Marine Corps Recruit Depot/Eastern or Western Recruiting Region. Foreign travel performed by Marine Corps district personnel of a nonrecruiting nature will require approval from the Commandant of the Marine Corps (Code MR) prior to execution.

CHAPTER 1

GENERAL INFORMATION

SECTION 2: BASIC GUIDANCE CONCERNING RECRUITING

1200. BASIC POLICY. The Marine Corps utilizes an approach to recruiting which centralizes the recruiting effort. This approach, total force recruiting, enables any component of the personnel procurement system to recruit personnel for any other component. The primary agent for initial recruiting is the individual recruiter who is required to recruit new accessions for both the Regular and Reserve Establishments. Officer procurement will continue to be administered through the officer selection team; however, individual recruiters are expected to refer interested individuals to the appropriate officer selection substation (OSS).

1201. QUOTAS. Quotas for new accessions, both Regular and Reserve, officer and enlisted, promulgated by the Commandant of the Marine Corps are based on personnel needs which are generally dictated by attrition, retention and end strength requirements. All recruiting service personnel are expected to make maximum effort to attain the Commandant of the Marine Corps (Code MRR) assigned quotas.

1202. WAIVERS. The basic requirements for appointment as an officer candidate or for enlistment are contained in the current editions of MCO P1100.73 and MCO P1100.72. Generally, these waivers may be obtained from the Commandant of the Marine Corps (Code MRRO or MRRE) as appropriate. The use of waivers should not be simply to attain quota. Such use should be predicated by a thorough and conscientious application of the "whole person" principle in regards to each case with the needs of the Marine Corps placed above the desires of the applicant.

1203. RECRUITER AIDES

1. The Recruiter Aide Program was established during FY 1972 to augment the recruiting force and assist in the total force recruiting effort.
2. This program permits the voluntary assignment of Selected Marine Corps Reserves (SMCR's) and Individual Ready Reserves (IRR's) to temporary active duty and extended active duty as recruiters for SMCR units.
3. With the implementation of total force recruiting, Reserve recruiter aides were assigned to duties under the operational and administrative control of recruiting station commanding officers to assist the Regular force recruiting personnel.
4. While it would be infeasible to require that the recruiter aides be utilized only in recruiting personnel for SMCR, it is expected that their primary efforts be oriented in that direction.
5. Reporting procedures concerning the utilization and productivity of recruiter aides are promulgated by separate directive.
6. Reservists who desire to apply for temporary active duty as recruiter aides should be referred to the nearest recruiting station for processing.
7. Recruiter aides are utilized by recruiting stations for the purpose of assisting in obtaining the assigned total force quota.

1204. PERSONNEL PROCUREMENT TERMS. The following terms and definitions are frequently used to describe activities involving personnel procurement. Frequently used terms are followed by the appropriate MPPM volume and paragraph number where they are initially utilized:

1. Accession. Any individual who enlists in a Marine Corps program. Accessions are further divided into the following categories:

a. Chargeable Accessions Active Forces. Applicants 17 years of age or older, who have not previously served in any of the Armed Forces, or who have served on active duty in any of the Armed Forces for a period of less than 6 months since 16 September 1940. Aviation cadets, officer candidates and reservists entering on extended duty or active duty for training are excluded. Individuals enlisting in the Regular Marine Corps from the Delayed Entry Program (USMCR) (K-5) are chargeable accessions.

b. Chargeable Accessions Reserve Forces. Enlistments of applicants without prior active military service directly into a component of the Ready Reserve of the Army Reserve, Naval Reserve, Marine Corps Reserve or Air Force Reserve, either under the provisions of 10 U.S.C. 511 or under other service programs for direct procurement of such personnel from civilian life, excluding enlistments in Reserve officer training programs.

c. Nonchargeable Accessions Active Forces

(1) Officer candidates.

(2) Aviation cadets.

(3) Members of the Reserve forces entering active duty to include reservists assigned to Initial Active Duty for Training (IADT) from a Delayed Entry Program (pool).

(4) Persons exempt from induction under section 6, Military Selective Service Acts of 1967, 50 U.S.C.A., appendix 456, are as follows:

(a) Students enrolled in an officer procurement program at military colleges the curriculum of which is approved by the Secretary of Defense.

(b) Students preparing for the ministry in recognized schools.

(c) Ordained ministers, priests, and rabbis.

(d) Sole surviving sons (to include women).

(e) Former members of the Armed Forces who have served not less than 6 months on active duty.

d. Nonchargeable Accessions Reserve Forces. Persons with prior active military service.

2. Accession Travel. Travel performed by an individual, who has already enlisted, from the home of record or a MEPS to a Marine Corps recruit depot. Funded by the Military Personnel Marine Corps and Reserve Personnel Marine Corps appropriations. (See paragraph 2208 of this Manual.)

3. Applicant - Enlisted Programs. An individual who applies in person to a recruiting officer, to a recruiting noncommissioned officer of the Recruiting Service, or at a recruiting station or a Reserve prior service regional office or procurement site for the purpose of enlistment or reenlistment. (See MCO P1100.72, paragraph 1000.)

4. Applicant - Officer Program. An individual who applies in person at an officer selection substation or to a member of an officer selection team for enrollment in a Reserve officer candidate program.
5. Accepted Applicant (Enlisted). An applicant who has applied in person for enlistment or reenlistment; has been, upon preliminary or final screening, found qualified for enlistment or reenlistment in all respects; has the necessary supporting papers to consummate the enlistment or reenlistment within a period of 10 days. (See the current edition of MCO P1100.72.)
6. Accepted Applicant (Officer). An applicant who has been contingently approved for enrollment by a district director.
7. Active Duty Site Commanding Officer. Regular officer serving as the commanding officer of a Marine Corps Reserve aviation unit(s) at a Reserve training center aboard an active air station/base.
8. Active Duty Site Staff. Unit of Regular Marines who man and operate an aviation Reserve training center aboard an active air station/base.
9. AFQT. The abbreviation used for the Armed Forces Qualification Test administered at MEPS. The test is used with the GT score to determine mental qualification for enlistment in the U.S. Armed Forces.
10. Applicant Travel. Travel performed by an applicant who has not yet enlisted at a MEPS. In the case of a USMCR(J) applicant travel from MEPS to home is included. Applicant travel is funded by the Operation and Maintenance, Marine Corps (O&MMC) or the Operations and Maintenance, Marine Corps Reserve (O&MMCR) appropriations. (See paragraph 2208 of this Manual.)
11. Approved Applicant (Officer). An applicant whose application for an officer program has been approved by the Commandant of the Marine Corps.
12. Armed Services Vocational Aptitude Battery (ASVAB). A mental test administered to applicants at the MEPS, to determine mental qualification for enlistment and induction. The ASVAB measures the general level of ability of an applicant and identifies applicant's capabilities in various skill areas.
13. Board and Lodging Services. Food and shelter provided in conjunction with enlistment processing. (See MEPS and paragraph 2207 of this Manual.)
14. Broken Reenlistment. The reenlistment of an applicant in the Regular Marine Corps who has been separated from the Regular Marine Corps for more than 90 days.
15. Career Enlistment. A reenlistment effected with greater than 120 months active service completed.
16. Continuous Reenlistment. The reenlistment of an applicant in the Regular Marine Corps who has been separated from the Regular Marine Corps for 90 days or less, but more than 24 hours from time of discharge (Sundays and holidays excluded).
17. Enlistment, Recruit. The enlistment or reenlistment of an applicant who in accordance with existing instructions, is required to undergo recruit training.
18. Enlistment, Recruit Training Not Required (RTNR). The enlistment of applicants who do not require recruit training. These include broken and continuous reenlistments, individuals enlisting in certain special programs, and members of the Selected Marine Corps Reserve who have completed recruit training.

19. Enlistment Screening Test (EST). Administered by recruiters; EST serves as an informal evaluation of the applicant's mental ability and provides a reasonable degree of assurance as to whether or not the individual will satisfactorily complete the ASVAB.
20. Erroneous Enlistment. An enlistment which occurred as a result of the accidental omission of information, which if known would have rejected the application.
21. Extended Active Duty (EAD). A period of active duty which is not active duty for training (ADT) or temporary active duty (TEMAC) and exceeds 90 days.
22. First Term Reenlistment. A reenlistment or career length extension of enlistment effected with greater than exactly 60 months or less total active service completed.
23. Fraudulent Enlistment. An enlistment in which the enlistee deliberately misrepresented or withheld information which would have caused their rejection.
24. GT. The abbreviation used for General Technical. The GT is derived from scores of subtests on the ASVAB. The GT score is used with AFQT score to determine mental qualifications for enlistment.
25. General Educational Development (GED). A test given to determine level of knowledge and on which equivalency diplomas are issued as evidence of attaining the equivalent level of education associated with a high school graduate.
26. Immediate Reenlistment. An applicant with prior active Marine Corps service who reenlists in the Marine Corps or Marine Corps Reserve within 24 hours from time of discharge (Sundays and holidays excepted).
27. Intermediate Reenlistment. A reenlistment or career length extension of enlistment effected with greater than exactly 60 months but not greater than exactly 120 months active service completed.
28. Inductee. An individual who has been inducted into the Armed Forces at a MEPS under the provisions of a selective service act or other law. (See USMC-SS.)
29. Initial Active Duty for Training (IADT). The initial training period for categories K-4, K-8, and k-9. (See USMCR.)
30. Inspector-Instructor (I-I). Regular officer serving as OIC of a ground Marine Corps Reserve training center.
31. Inspector-Staff (I-S). Unit of Regular Marines who man and operate a ground Marine Corps Reserve training center which houses an SMCR units.
32. Local Board. The Selective Service Board with which an individual who is subject to the provisions of a selective service act is registered.
33. Marine Corps Junior Reserve Officer Training Course (MCJROTC). A special program sponsored by the Marine Corps at the high school level. Advance grade is given to enlistees who present evidence of having successfully completed this program. (See MCO P1100.72, table 4-1 and MCO P1100.73A, paragraph 2002.)
34. Marine Corps Reserve Training Center (MCRTC). See Inspector-Instructor.
35. Medically Remedial Enlistment Program (MREP). A special enlistment program for individuals with one correctable physical defect.
36. Member/Officer Candidate. An individual who has been approved for enlistment in a Reserve officer candidate program by the Commandant of the Marine Corps.

37. Mental Group. Groupings of score ranges on the qualification tests used by the Armed Forces. There are four basic groups arranged with group I consisting of those enlistees with the highest scores to group IV consisting of those enlistees with the lowest scores.
38. Military Entrance Processing Stations (MEPS). Those activities designated by the Department of Defense to conduct mental and physical examination, effect enlistment and furnish transportation for all CHARGEABLE accessions to the Armed Forces and approved by the Department of Defense.
39. Naval Reserve Officer Training Corps (NROTC). A special officer program operated through civilian colleges and universities.
40. Navy and Marine Corps Reserve Training Center (NMCRTC). A jointly operated Reserve training facility. (See Inspector-Instructor.)
41. Officer Candidate Course (OCC). A Marine Corps Reserve officer program for college graduates.
42. Officer Selection Substation (OSS). A recruiting facility and activity subordinate to the recruiting station and under the supervision of an officer in charge who exercises control over officer recruiting operations within a specified geographical area.
43. Out-of-Pocket Expenses (OPE). Small sums of money expended by recruiting personnel who are in pursuit of their official duties from their personal funds. Expenses such as these are reimbursable. (See paragraph 2206 of this Manual.)
44. Permanent Contact Station (PCS). A recruiting facility and activity which operates at least 5 days per week. A PCS is under the operational control of the NCOIC assigned to the recruiting substation (RSS).
45. Platoon Leaders Class (PLC). A Marine Corps officer program for college students. Training is required during the summer vacation period.
46. POOLEE. A USMCR(K-5) applicant who chooses to delay entry to active duty for up to 365 days.
47. Preinduction Processing Examination. The physical and mental examinations given to a registrant at the MEPS several days or weeks in advance of the date the registrant will, if found qualified, be called for actual induction.
48. Recruiter Aide. A reservist on temporary active duty, to assist primarily in the recruiting personnel for the SMCR. (See paragraph 1203 of this Manual.)
49. Recruit Training Not Required (RTNR). See Enlistment RTNR.
50. Recruiting Station (RS). A recruiting facility and activity subordinate to the district headquarters and under a commanding officer who exercises supervisory control over enlisted recruiting operations within a specified geographic area. Additionally, the RS maintains administrative and operational control over the officer selection substations within the geographic area.
51. Recruiting Substation (RSS). A recruiting facility and activity which operates at least 5 days per week and is manned by an NCOIC and/or other recruiters. (Quota is provided to the NCOIC for recruiting personnel assigned to the RSS.)
52. Registrant. See Selective Service Law.
53. Rejected Applicant (Enlisted). An applicant who, either upon preliminary or final screening, is found not qualified for enlistment or reenlistment; or an accepted applicant or pending applicant who, within a period of 30 days from the date they originally applied for enlistment or reenlistment, has given no indication of intention to enlist or reenlist.

54. Rejected Applicant (Officer). An individual who has applied for an officer program and has been found not qualified, or not best qualified at the officer selection substation, recruiting station, Marine Corps district or this Headquarters level.

55. Selective Service Classification. The Selective Service Classification Act states that all men residing in the United States, who are between the ages of 18 and 26, are liable for induction (priority of call in accordance with the current policies) for training and service unless exempted or deferred. If an applicant has draft classification not listed below (e.g., I-A-P-Postponement) contact the local draft board for guidance. The majority of registrants are classified as follows:

- I-A Available for military service.
- I-A-O Conscientious objector available for noncombatant military service only.
- I-C Member of the Armed Forces of the United States, the Coast Guard, the Coast and Geodetic Survey, or Public Health Services.
- I-D Member of Reserve component or student taking military training.
- I-H Registrant is not currently subject to processing for induction.
- I-O Conscientious objector available for civilian work contributing to the maintenance of the national health, safety, or interest.
- I-W Conscientious objector performing civilian work contributing to the maintenance of the national health, safety, or interest.
- II-A Registrant deferred because of civilian occupation (except agriculture and activity in study).
- II-C Registrant deferred because of agricultural occupation.
- II-D Registrant deferred because of study processing to the ministry.
- II-S Registrant deferred because of activity in study.
- III-A Registrant with a child or children, and registrant deferred by reason of extreme hardship to dependents.
- IV-A Registrant who has completed service, sole surviving son.
- IV-B Officials deferred by law.
- IV-C Aliens.
- IV-D Minister of religion or divinity student.
- IV-F Physically, mentally, or morally unfit.
- IV-G Registrant excused from service during peacetime.
- IV-W Conscientious objector who performed alternate service in lieu of induction.

56. Selective Service Law. The law which requires registration of every male citizen on his 18th birthday, for possible drafting into the Armed Forces of the United States.

57. Transient Recruiting Facility (TRF). A recruiting facility and activity which is manned less than 5 days per week, but is serviced on a regular basis by the staff of either an RSS or PCS.

58. USMC, Selective Service (USMC-SS). The term used to designate an inductee who was assigned to the Marine Corps, and who did not desire or who was not qualified to change their inductee status by discharge and enlistment in the Marine Corps.

59. U.S. Marine Corps Reserve (USMCR). The Reserve component of the Marine Corps.

60. USMCR (SMCR). A Reserve category (the SMCR) made up of those individuals who are members of a Selected Marine Corps Reserve unit and who participates in a drill for pay status.

61. "Whole Person" Concept. The principle of evaluating each applicant by considering all their strengths and weaknesses. (See paragraph 1202 of this Manual.)

62. Woman Officer Candidate Program. A Marine Corps officer program for female college students and graduates.

63. WRAT. Abbreviation utilized for Wide Range Achievement Test. Administered by recruiters; WRAT serves as an informal evaluation of the prospect's ability to read.

CHAPTER 1

GENERAL INFORMATION

SECTION 3: AWARDS AND OTHER RECOGNITION

1300. POLICY

1. An effective awards program is especially important to recruiting. It not only provides a means of recognition for superior performance, it is also an effective means to enhance motivation for recruiting personnel.

2. Depot commanding generals, district directors and recruiting station commanding officers are enjoined to develop a full range of awards and incentives to recognize all members of the Recruiting Service for significant accomplishments and sustained superior performance. Recognition of production recruiters and officer selection officers (OSO's) should not be based solely on production results, but on all aspects of their performance. Awards and incentives developed must be designed to motivate not only the top performance but also the large majority who accomplish their mission but rarely surface as the top performers. These should include such items as locally designed certificates, plaques, prizes, etc.; tangible awards provided by organizations such as the Navy League, official letters of appreciation, meritorious masts, commanding general's certificates and awards as provided for in the current editions of SECNAVINST 1650.1 and MCO 7042.6.

1301. AWARDS

**Previous Paragraphs 1301.1 through 1301.3 Deleted per Change 1.

**Previous Paragraphs 1301.1 through 1301.3 Deleted per Change 1.

**Previous Paragraphs 1301.1 through 1301.3 Deleted per Change 1.
Subsequent paragraphs renumbered.**

1. Depot commanders and district directors are authorized in accordance with the current edition of SECNAVINST 3590.4 to implement recruiting awards programs of a continuing nature for their respective recruiting districts.

a. Awards shall be for outstanding recruiting performance in conjunction with quality production. No discrimination between Regular and Reserve or officer and enlisted recruiting is to be made.

b. Such awards are described as medals, plaques, trophies, badges and similar devices. This may include the purchase of staff noncommissioned officer swords, but individual awards exceeding \$100 are to be discouraged. The definition of "similar devices" does not include those awards and prizes that are more closely identified as negotiable and having a marketable cash value. Tickets are considered to be negotiable and therefore, like other cashable and consumable items, are prohibited.

2. The awards program established by the current edition of MCO 7042.6 pertain to awards programs in recognition of excellence in accomplishments and competitions contributing to the effectiveness of military missions and operations. District requests to expend appropriated funds for these nonrecruiting awards will be submitted to the Commandant of the Marine Corps (Code MR) for approval.

3. Cash prizes awarded under the Incentive Awards Program, and those awards made in conjunction with sports and welfare activities, are specifically excluded from the provisions of this Manual.

4. Costs of recruiting awards programs will be funded under locally available operations and maintenance funds. Programs established by the districts will not exceed, in aggregate, \$2,000 per district headquarters plus \$750 for each recruiting station within the district. Programs established by each Marine Corps recruit depot in recognition of recruiting accomplishments will be made a part of overall command awards programs.

5. Awards for Members of the Delayed Entry Program. Members of the Delayed Entry Program (DEP) have proven to be a valuable aid in the obtainment of additional high quality recruits. Procedures have been installed to recognize the recruiting productivity assistance given by members of the DEP to include the attainment of the grade of private first class (PFC) and the award of one warmup jacket for assisting in the enlistment of two additional recruits. The following procedures will govern the development and funding of additional DEP recruiting productivity awards:

a. No awards shall be given to members of the DEP unless that award is associated with at least one additional recruit enlistment.

b. All DEP awards will be budgeted for by the awarding Marine Corps district and must be paid for as a support cost.

c. DEP awards programs in addition to the warmup jacket award, shall be developed by the Marine Corps districts and submitted to the Commandant of the Marine Corps (Code MR) for approval prior to implementation.

d. The warmup jacket (poolee jacket) award program will be administered by each Marine Corps district subject to the following procedural/funding guidelines:

(1) Contracting for the purchase of warmup jackets will be the exclusive responsibility of the Commandant of the Marine Corps (Code MRFL).

(2) At the direction of the Commandant of the Marine Corps (Code MRFL), a requirements-type contract with a vendor will be executed. District directors will order and receive their required numbers of warmup jackets by placing requests directly to the vendor. Copies of all request against the contract will be furnished to the Commandant of the Marine Corps (Codes MRFL and LBC).

(3) When placing requests for warmup jackets with the vendor, each district will obligate funds from their individual operation budgets (support cost).

(4) Warmup jackets will be awarded only to members of the Delayed Entry Program who assist in the enlistment of two additional recruits. No other military or civilian personnel will receive this award.

6. Superior Achiever Award Program

a. This national level award will be presented at the end of each fiscal year to designated units. Criteria for this award will be published on a yearly basis.

b. A unit recognized as a "superior achiever" will receive a plaque provided by the Director, Personnel Procurement Division, Headquarters, U.S. Marine Corps. Additionally, a letter will be published by the Commandant of the Marine Corps (Code MR) at the end of each fiscal year announcing those units qualifying for the "superior achiever" designation. No ranking system will be used.

7. Awards for social affairs in honor of a particular individual or purchases of memento-type items for guests to the command, including entertainers, civilian dignitaries, foreign military personnel are prohibited, except as specified in paragraphs 1302 and 1303, below.

1302. HONORARY AWARDS. District directors are encouraged to develop programs to recognize public service contributions. Honorary awards will be granted to private citizens and organizations who make a significant contribution bearing on the accomplishment of the Marine Corps mission. Nominations will be made in accordance with the current edition of SECNAVINST 5061.12 and forwarded to the Commandant of the Marine Corps (Code MR).

1303. OFFICIAL REPRESENTATION FUNDS. Formerly identified as "contingencies of the Navy funds." Official representation funds are authorized to maintain the standing and prestige of the United States by extending official courtesies to certain officials and dignitaries. Use of these funds is outlined in the current edition of SECNAVINST 7042.7 and requests for funds will be in accordance with that instruction.

CHAPTER 1

GENERAL INFORMATION

SECTION 4: MOBILIZATION

1400. INTRODUCTION AND POLICY. Marine Corps policy and procedures concerning Recruiting Service responsibilities upon mobilization are set forth in annex F of the Marine Corps Mobilization Management Plan (MPLAN).

1401. MOBILIZATION SUPPORT FOR THE SELECTIVE SERVICE SYSTEM (SSS). The Marine Corps has agreed to provide support to the SSS upon mobilization. This support, as pertains to the Recruiting Service, includes:

1. Providing pre-designated recruiters to assist in the administration of the SSS.
2. Responsibility for the administrative details leading to induction of designated SSS registrants at Military Entrance Processing Stations (MEPS).

1402. MOBILIZATION ACTIONS (GENERAL). The Marine Corps Recruiting Service, in support of mobilization, will also:

1. Assist in the call-up of the Delayed Entry Pool (DEP) members when so directed.
2. Administer and provide for pre-designated Casualty Assistance/Family Assistance Teams.
3. Adjust the size of the recruiting force to a strength set forth in the MPLAN, or as otherwise directed.
4. Submit the Mobilization Status Report in accordance with this Manual in the format depicted in figure 1-1. Report Symbol MC-3060-06 has been assigned to this report.

From: Director
To: Commandant of the Marine Corps (Code MRRP)
Subj: Mobilization Status Report (Report Symbol MC-3060-06)
Ref: (a) MCO P1100.71A

1. In accordance with the reference the following status is submitted:

Area Office	Personnel Designated	Training Completed
State/City	Name/Grade	Date
	Address (Home and Business)	
	Phone Numbers (Home and Business)	

SIGNATURE

Copy to:
CG MCRD/WRR, San Diego, CA

Figure 1-1.--Mobilization Status Report.

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CHAPTER 2

FISCAL INFORMATION

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CHAPTER 2

FISCAL INFORMATION

SECTION 1: INTRODUCTION

2100. INFORMATION. This chapter contains information, instruction, and guidance pertinent to the financial support of the Marine Corps Recruiting Service. Fiscal matters contained in other directives will not be discussed unless an interpretation peculiar to the Recruiting Service is necessary.

2101. PURPOSE. The purpose of this chapter is to furnish information on fiscal matters not covered in other directives which relate specifically to the Recruiting Service.

2102. GENERAL GUIDANCE. Commanding officers of recruiting stations will familiarize themselves with all fiscal directives, procedures, and current guidance relative to these matters.

2103. MARINE CORPS DISTRICT DIRECTIVES. Directives published in support of district fiscal matters will be provided to the Commandant of the Marine Corps (Code MRFL) for review and dissemination to other Marine Corps districts when the information may be of interest or benefit.

CHAPTER 2

FISCAL INFORMATION

SECTION 2: IMPLEMENTING INSTRUCTIONS

2200. INTRODUCTION AND POLICY

1. Budget procedures set forth herein are designed to assure the necessary funding for military personnel procurement purposes. The purpose of this section is to provide the Recruiting Service with information that should be of assistance in accomplishing the assigned responsibilities.

2. The fund source for Regular military recruiting and advertising is the appropriation: Operation and Maintenance, Marine Corps Program 8, Program Elements 81711M/81712M.

3. The fund source for Reserve military recruiting and advertising is the appropriation: Operation and Maintenance, Marine Corps Reserve, Budget Activity 3, Program Elements 58144M/58140M.

a. In addition to instructions contained in the annual field budget guidance directives, the current edition of MCO 1130.56 provides fiscal guidance for submission of the O&M,MCR recruiting budget.

b. Those expenses specifically identifiable as related to Reserve recruiting will be funded from the O&M,MCR appropriation. These expenses consist of:

(1) Out-of-pocket expenses for recruiter aides.

(2) Vehicle lease and mileage costs for Reserve recruiting vehicles.

(3) Temporary additional duty (TAD) costs to include travel and per diem for Reserve Recruiter Aides.

(4) Travel, subsistence, board and lodging for USMCR applicants.

(5) Advertising in support of Reserve procurement as coordinated with the Commandant of the Marine Corps (Code MRM).

c. It is not the intent of these funding measures to restrict any recruiter to the procurement of either Regular or Reserve Marines, but to provide a common basis for accounting and budgeting for all recruiting activities. All other Marine Corps district operation and maintenance recruiting expenses not listed above will be funded from the O&M,MC appropriation.

4. The fund source for Reserve officer candidates is the appropriation: Reserve Personnel, Marine Corps, Budget Activity 2. These funds provide:

a. Stipend for participants in the Platoon Leaders Class (PLC) while attending an accredited institution of higher education.

b. Travel expenses to and from summer officer candidate training.

c. Clothing issues to Reserve officer candidates.

d. Subsistence while attending summer training.

e. Pay and allowances while in a training status.

2201. BUDGET CONCEPT

1. Since the policy of the Commandant is to align financial responsibility with command responsibility, the budget formulation and execution for appropriations: Operation and Maintenance, Marine Corps; and Operation and Maintenance, Marine Corps Reserve are decentralized. Accordingly, the Recruiting Service is required to provide budget estimates, on an annual basis, to reflect the dollar requirements necessary for accomplishment of the assigned mission. The annual field budget guidance directives and other pertinent Marine Corps directives should provide the commanding officers of recruiting stations with sufficient guidance to translate their assigned mission into specific requirements expressed in monetary amounts. Recorded fiscal accounting data, reflecting the costs of current and past operations, provide the principal basis for arriving at sound estimates of fund requirements for future performance. Thus, the importance of accurate fiscal records, reports, and realistic estimates cannot be overemphasized.

2. The field budget guidance, phases I and II, published annually as Marine Corps bulletins in the 7100 series, and the current edition of MCO P7100.8, Field Budget Guidance Manual, provide the specific guidance as to budget formulation and submission. Additional source information pertaining to budgets and budget formulation is contained in the Navy Comptroller Manual, volume VII, chapter 2, NAVSO P3006, Financial Management of Resources (Department and Field Activities).

2202. RECRUITING BUDGET ESTIMATE

1. To assist the district directors in formulation of the annual recruiting budget submission, guidance and other information is found in the current editions of the following directives:

- a. NAVSO P3006, Financial Management of Resources.
- b. Marine Corps Order P7100.8, Field Budget Guidance Manual.
- c. Marine Corps Order 1130.56, Total Force Recruiting.
- d. Marine Corps Order 1542.2, Flight Indoctrination Program (FIP) and Marine Corps Order 3770.1, Marine Corps Flight Orientation Program (MCFOP).
- e. Marine Corps Order 7000.13, Centers of Influence (COI) Program.
- f. Marine Corps Order 7042.6, Award of Trophies and Similar Devices in Recognition of Accomplishments.
- g. SECNAVINST 7042.7, Guidelines for Use of Official Representation Funds.
- h. SECNAVINST 5061.12, Honorary Awards to Private Citizens and Organizations.

2. The following will be considered when formulating budget estimates:

- a. The end-strength of enlisted recruiting and officer selection personnel will be in accordance with authorizations current at the time of budget preparation unless guidance to the contrary is provided.
- b. Officers and sergeants major assigned to recruiting duty will be required upon assignment to attend a recruiting management course conducted by the Commandant of the Marine Corps (Code MRRT). Expenditures for other training will be in support of the approved district annual training plan.
- c. Expenditure of recruitment advertising funds contained in district operating budget is discussed in paragraph 2205.

d. The current accession plan assigned to the district to include programmed input to the Delayed Entry Program (DEP) pool.

e. Establishment of a recruiting awards program in recognition of recruiting accomplishments. General funding provisions of this program will be as follows:

(1) Costs of recruiting awards program will be funded under locally available operations and maintenance funds by the command establishing the program. Programs established by the districts will not exceed, in aggregate, \$2,000 per district headquarters plus \$750 for each recruiting station within the district. Programs established by each Marine Corps recruit depot in recognition of recruiting accomplishments will be made a part of the overall command awards program at each depot.

(2) Continuous close examination of recruiting resources dictate that the Marine Corps take positive action to reduce unnecessary expenses; therefore, recruiting awards expenditures must be kept to a carefully monitored minimum commensurate with a viable, realistic program in support of the recruiting mission.

f. Attendance of Marine officer instructors (MOI's) assigned to Navy Reserve Officer Training Corps units within district boundaries, when appropriate, at district level officer selection conferences.

3. District directors will submit requests for investment-type items (costing \$3,000 or more) to the Commandant of the Marine Corps (Code LBO) for consideration and further processing. A copy of each request shall be submitted to the Commandant of the Marine Corps (Code MRFL).

4. The date of submission of district budget estimates will be in accordance with the instructions contained in the current edition of MCO P7100.8, Field Budget Guidance Manual or other amplifying directives.

2203. IMPREST FUND

1. Disbursements from imprest funds, including advances for transfer fees and subsistence, will be made and substantiated in accordance with the Navy Comptroller Manual, volume 4, paragraphs 046280 and 046371, and the current edition of MCO P4200.15. Members in the following categories will be processed, as indicated below, utilizing imprest funds:

a. Those who travel incident to travel orders wherein such transportation is considered to be furnished in connection with the members' orders and subject to reimbursement at the new duty station.

b. Those who receive transportation requests only if a request for checkage against their pay record is initiated for the cost thereof.

2. Members in the category of paragraph 2203.1a, above, may elect cash equivalent for the meal tickets and be advanced cash for necessary transfer fees by endorsement to their travel orders. To substantiate the cash advance, the imprest fund cashier will complete the Travel Voucher, [DD Form 1351](#) in triplicate (see figure 2-1), requiring payee's signature on the original form. The original and one copy of the complete [DD Form 1351](#), together with two copies of the member's orders with all endorsements thereto will be transmitted to the disbursing officer to effect reimbursement of funds.

3. Members in the category of paragraph 2203.1a, above, may elect cash equivalent for the meal tickets and be advanced cash for transportation fees subject to checkage of their pay at their duty station. In addition to the procedures outlined in paragraph 2203.2, above, it is required that [DD Form 1351](#), two copies of the member's orders with all endorsements thereto,

and the original plus two copies of DD Form 139, Pay Adjustment Authorization be forwarded to the Marine Corps Finance Center, Adjustments Section (Code CPJ-25), Kansas City, Missouri 64141 to effect checkage of the member's pay. (See figure 2-2.)

4. Recruiting stations required to advance imprest funds for state, county and municipal services (e.g., police checks, birth certificates, etc.) will establish procedures in compliance with paragraph 046363, volume 4, Navy Comptroller Manual.

2204. BUDGETING IN SUPPORT OF MOBILIZATION. Costs arising from the support of the Selective Service System and the Selected Marine Corps Reserve during periods of mobilization (see section 4, chapter 1) will not be included in the normal budget submissions required by paragraph 2202. In the event of mobilization activities, funds allocated to district directors will be utilized as required. Request for additional operation and maintenance funds (Program Element 81711) will be submitted to the Commandant of the Marine Corps (Code FDB) as soon as requirements are identified.

2205. RECRUITING MEDIA EXPENDITURES

1. The Commandant of the Marine Corps will budget annually for recruitment advertising expenditures in support of both Regular and Reserve recruiting programs. Advertising dollars will be allocated to district directors in order to provide them with the capability for conducting local advertising designed to augment and complement the national advertising program executed by the Commandant of the Marine Corps (Code MRM).

2. Advertising support for prior service (PS) Reserve procurement will be funded by the Commandant of the Marine Corps (Code RES) through the Director, Marine Corps Reserve Support Center (MCRSC). The Commandant of the Marine Corps (Code MRM) has been designated as the executor of Reserve advertising fund allocations.

3. Expenditures of district level recruitment advertising funds in the operating budget is authorized where the amount involved in the exercise of special or general authority does not exceed \$10,000. This authority for district directors includes advertising in newspapers and magazines of general circulation; newspapers, yearbooks, and other periodicals of high schools and colleges; train, bus, and taxi placards; posters, billboards and other outdoor advertising; theater screen advertising; handbills; sports programs; event programs (e.g., fairs, exhibitions, special celebrations), and broadcast media; provided that the medium selected is published and distributed within the Marine Corps district involved, but not nationally. This same authority applies to the commanding officers of recruiting stations with the exception that their monetary ceiling is \$500 vice \$10,000 and, that the medium selected is published and distributed within the assigned recruiting station territory, but not elsewhere. Redlegation of this authority below the recruiting station level is not authorized.

4. Expenditure of recruitment advertising funds for prior service (PS) Reserve procurement advertising is authorized in the same mediums as those listed for the Marine Corps districts. However, this authorization covers advertisements limited in the amount only by appropriation availability and is without restriction as to the locale of the publication and distribution of the medium selected.

5. The preceding delegation to purchase paid advertising for military recruitment/retention programs is granted up to the limit of the normal purchase authority; i.e., \$2,500 per transaction, or \$10,000 per transaction when placing orders against established contracts or basic ordering agreements. The ordering agreement established with the Marine Corps advertising agency is to be utilized whenever possible. Transactions utilizing local funds up to \$10,000 are authorized without prior approval from this Headquarters.

a. The use of DD Form 1535 (Request/Approval for Authority to Advertise) is required to be forwarded with the applicable purchase/delivery order to the disbursing officer in accordance with paragraph 0738 of the current edition of MCO P4200.15.

b. The imprest fund, blanket purchase agreements, and SF 44 purchase method will not be used for the purchase of paid advertising.

c. Paid advertising for any other purpose than the preceding will not be accomplished without first obtaining the written approval of the Commandant of the Marine Corps (Codes LB and MRM).

6. As a result of increased scrutiny of advertising expenditures, accountability and quantification of regional advertising expenditures is required. Accordingly, the Director, MCRSC and district directors are directed to report cumulative regional funds obligated for recruitment advertising expenditures quarterly in the format of figure 2-3 to the Commandant of the Marine Corps (Code MRM). These reports are to arrive by the 15th day following the reporting period. Report Symbol MC-7000-07 has been assigned to this report. All data reported represents the cumulative obligations for the fiscal year. These obligations impacting on both Regular and Reserve recruitment will necessitate a pro rata estimate to avoid double accounting; i.e., for a total expenditure of \$150, delineate \$110 Regular and \$40 Reserve not \$150 Regular and \$150 Reserve.

7. Budgeting for advertising requirements will be in accordance with the current edition of MCO 1130.56, Total Force Recruiting. Advertising budgets will support advertising plans which have been previously approved by the Commandant of the Marine Corps (Code MRM).

8. Purchase of Promotional Items

a. Continued close scrutiny of military recruitment advertising expenditures requires the most judicious use of authorized funds, and a shifting of priorities in local advertising to more traditional mediums such as classified newspaper advertising, radio, and printed collateral support. Promotional items may still be procured at the local level subject to the following guidelines:

- (1) The intended purpose of the item is recruitment related.
- (2) Purchases are executed no lower than the district level.
- (3) Unit price of promotional items will not exceed \$2.30.
- (4) Control procedures are established regarding the storage and issuance of the promotional items.

b. The Director, MCRSC and district directors are authorized to purchase promotional items, to be used for recruitment advertising/promotional purposes, where the unit value is \$2.30 or less. This pertains only to the procurement of recruitment advertising material and does not constitute policy guidance with regard to the recruiter awards program. Guidance and policy regarding the award of presentation items for superior recruiter achievement are contained in paragraph 1301.

9. Repair/Maintenance and Replacement Procedures

a. District recruiting film libraries (RFL) have been split into two categories: recruiting films and advertising films. The chart shown in paragraph 2205.9c, indicates the proper ordering source and appropriate funding to use for repair/maintenance and replacement of films in either category.

b. Definition of Terms

(1) Repair/Maintenance. Costs incurred for splicing of existing films, fixing existing film cartridge cases, reloading existing films into new cartridge cases, cleaning or lubrication of film prints or existing cartridge cases.

(2) Replacement. Costs incurred (either by local contract or MIPR'd funds) for purchase of new 16mm or 8mm film prints, purchase of new 8mm films loaded in new cartridges or purchase of empty cartridge cases.

(3) Category (1) Films. Recruiting films (produced within the governmental (DAVA) system).

(4) Category (2) Films. Advertising films (produced outside the DAVA system; e.g., by a commercial advertising agency).

c. The following chart and notes indicate the proper funding, by category, for actions defined above.

RECRUITING FILM LIBRARY

ACTION	Category (1) Recruiting Films		Category (2) Advertising Films	
	16mm	8mm	16mm	8mm
Repair/ Maintenance	1	2	1	2
Replacement	3	3	4	5

Notes:

1. Request support from designated servicing training and audiovisual support center (TAVSC) (no cost to district).
2. Local contract with commercial supplier. Cite local O&M support funds, charge to cost account code 6B69.
3. Order from Commanding General, Marine Corps Development and Education Command (Code E 04), Quantico, Virginia 22134. (Use district O&M support funds, charge to cost account code 6B69.)
4. Order through district advertising agency representative. (Cite district held advertising funds.)
5. Order semiannually using forms contained in annual recruitment advertising plan (RAP) (Jan and Jul) through the Commandant of the Marine Corps (Code MRM) (no cost to district).

2206. OUT-OF-POCKET EXPENSES

1. Expenses Incurred by Personnel Assigned Recruiting as a Primary Duty

a. Section 428, Title 27, U.S. Code, as implemented by the Joint Travel Regulations, paragraphs M5600 through M5603, provides authority for reimbursement of actual and necessary out-of-pocket expenses incurred in connection with recruiting duty performed on the basis of assignment as a primary duty.

b. A member of the Marine Corps or the Marine Corps Reserve, who is assigned to perform recruiting duty as a primary duty for either the Regular component or the Reserve component of the Marine Corps, is entitled to reimbursement of actual and necessary expenses defrayed from personal funds in the performance of such duty. The following personnel are considered to be assigned recruiting duty as a primary duty:

(1) Commanding officers and executive officers of recruiting stations.

(2) Recruiters (MOS 8411/8412, Regular and Reserve Establishments (excluding MEPS liaison NCO's, operations chiefs, district contact teams and instructors at Recruiter School)).

(3) Officer selection officers and assistant officer selection officers (excluding supplemental and temporary officer selection officers).

(4) Recruiter officer selection officer assistant (MOS 8411/8412).

(5) Recruiting station sergeants major.

(6) Reserve recruiter aides assigned to active duty or active duty for training for the primary purpose of recruiting.

c. Items for which reimbursement is authorized are limited to the following categories:

(1) Snacks, nonalcoholic beverages, and occasional but not frequent lunches and dinners when purchased by the member for prospective recruits or candidates and their immediate families, or other individuals who directly assist in the recruiting effort. (In this respect, "occasional but not frequent" should be construed to mean only when the situation demands such and when not providing a lunch or dinner would adversely affect the recruiting effort.) This will not be considered to be a source of funds for entertainment of groups of prospective recruits, candidates and their immediate families or other individuals who directly assist in the recruiting effort. Reimbursement for purchases of such items for other members of the Armed Forces on active duty is not authorized.

(2) Parking fees incurred while at itinerary stops.

(3) Official local telephone calls made while away from the office and paid out-of-pocket by recruiting personnel.

(4) Purchase of photostatic copies of documents for prospective recruits and candidates, including birth certificates, school transcripts, diplomas, registration certificates, etc.

(5) Other necessary expenditures related to recruiting duty that the member must pay from personal funds (e.g., fees for record searches, probation record checks) which must be supported by a billing document.

(6) Under normal circumstances police checks or medical examination/document costs for prospective applicants should be included under applicant processing costs. Often these charges will exceed the maximum recruiter out-of-pocket expenses (ROPE) monthly allowance when included with other authorized recruiter out-of-pocket expenses (ROPE) charges.

d. Reimbursements are intended to be not more than \$40 monthly except in unusual cases wherein the total claim approved will not exceed \$60. Claims for reimbursement in excess of \$60 must be supported with a narrative explanation describing the nature of the unusual circumstance and the necessity of the expenditures. Reimbursement is not authorized for expenses which are covered under other regulations (e.g., for temporary additional duty, local travel expenses, or meals purchased by a member for their own consumption).

e. A monthly review shall be instituted at the RS to audit, at random, out-of-pocket claims of recruiters who appear to have an improbable consistency in their claim levels; e.g., \$39-\$40 every month.

f. Procedures and responsibilities for submission, approval and reimbursement of claims are as follows:

(1) Members entitled to reimbursement will submit claims on [Standard Form 1164](#) (Claim for Reimbursement for Expenditures on Official Business) in the format of figure 2-4.

(2) Claims for reimbursement must be supported by an itemized list of expenditures; if applicable, a narrative explanation for claims in excess of \$60 is required and receipts for any individual expenditure of over \$15 or when the total claim exceeds \$40 receipts are required for all items regardless of amount. Claims for reimbursement must include statement of justification/explanation for any receipts required but not included.

(3) Administrative approval of claims by the commanding officer of the recruiting station is required before submission for payment. This approval authority can, with the concurrence of the cognizant Marine Corps district director, be delegated to the executive officer of the recruiting station. This administrative approval will be made as a direct result of a review of the claimants recruiting activities for the month claimed. Claims submitted by personnel on leave, hospitalized, TAD, or otherwise unavailable for recruiting duties for the period claimed will not be approved for expenses claimed during these periods of nonrecruiting.

(4) Claims will be submitted for payment by the Consolidated Disbursing Officer, Fiscal Department, Marine Corps Finance Center, Kansas City, Missouri 64131. Claims will not be paid from imprest funds or by other disbursing officers servicing the activity.

(5) Claims are to be submitted monthly as of the last day of the month, by the 10th day of the month following. No accumulation for bimonthly, quarterly, etc., payment is authorized.

(6) The claimant will:

(a) Identify and total expenditures using the format shown in figure 2-5.

(b) Complete the [Standard Form 1164](#) as prescribed in the Navy Comptroller Manual, paragraph 046377, and in accordance with the format shown in figure 2-4.

(c) Submit to the approving official the [Standard Form 1164](#), with required supporting documents.

(7) The approving official will:

(a) Review the claims to ensure completeness of submission to include claimant's signature, verification of totals, and inclusion of all supporting documents.

(b) Examine expenses to ensure that each is within the scope and intent of this Manual.

(c) Return the claim for correction if the foregoing requirements have not been satisfied.

(d) Submit the claim, with all required supporting documents, to the disbursing officer for payment.

(8) The disbursing officer will:

(a) Review the claim for compliance with this Manual, and propriety of payment under the provisions of the Joint Travel Regulations, paragraphs M5600 through 5603.

(b) Process the claim for payment or return the claim with notification concerning any items of doubtful propriety.

2. Expenses Incurred in Connection with Recruiting Performed on Other Than a Primary Duty Basis. Personnel involved in recruiting who are not assigned the primary duty of recruiting, may be reimbursed from imprest funds for necessary expenses incurred on official business, other than snacks or meals for prospective recruits, candidates, their immediate families, or other individuals who directly assist in the recruiting effort. Claims submitted for reimbursement of personal funds which have been expended on official business when not in a travel status under competent orders are to be completed as prescribed in the Navy Comptroller Manual, paragraph 046377.

2207. BOARD AND LODGING SERVICES FOR APPLICANTS AND NEWLY ACCEPTED MEMBERS

1. The Military Entrance Processing Command (MEPCOM) provides board and lodging services for applicants being processed at MEPS. Pre-entry board and lodging expenses are charged against the Operation and Maintenance, Marine Corps (O&MMC) appropriation for Regular applicants, and the Operation and Maintenance, Marine Corps Reserve (O&MMCR) appropriation for Reserve applicants. Post-entry board and lodging charges; that is, those charges incurred after an applicant is sworn in, are charged to the Military Personnel, Marine Corps (MPMC) or Reserve Personnel, Marine Corps (RPMC) appropriations.

2. Charges for pre-entry board and lodging expenses will be funded from Marine Corps district held O&MMC and O&MMCR funds. Post-entry expenses will be funded from Headquarters Marine Corps held MPMC and RPMC funds.

3. The Military Entrance Processing Command through the commanders of MEPS provides board and lodging services for applicants on a reimbursable basis. Authority to negotiate separate contracts for such services is retained by the commanding officer of the Marine Corps recruiting stations for use in those instances where MEPS service is neither feasible or economical. Such agreements will conform to the current edition of MCO P4200.15.

a. MEPS commanders currently maintain a daily record of services which include the number and cost of meals and commercial lodgings provided for Marine Corps applicants. This record is compiled by Marine Corps MEPS liaison noncommissioned officers in accordance with MEPCOM Regulation No. 601-1.

b. Each month the MEPS commanders will enter the number and costs of meals and commercial lodgings upon a MEPCOM Form 926. These documents will be forwarded to the commanding officer of the appropriate Marine Corps recruiting station, or their designated representative for certification as to their correctness.

c. MEPS commanders will submit certified originals of the MEPCOM Forms 926 to the Commander, Military Entrance Processing Command by the 5th of the month following the month in which services were received. A certified copy will be submitted by the responsible Marine Corps recruiting officer, or their designated representative, to the appropriate Marine Corps district director, by the 5th day of the month following the month in which services are received.

d. At Headquarters, Military Entrance Processing Command, the MEPCOM Form 926 will be consolidated and a billing document ([Standard Form 1080](#)) prepared for submission to the directors

of Marine Corps districts. District headquarters will verify billing documents as proper and correct and initiate appropriate actions to effect reimbursements.

4. In order to set forth a Marine Corps program consistent to that of the other services the following policy guidance is provided in paragraph 2207.4a, below, for the feeding of applicants at Mobile Examining Team (MET) sites.

a. Feeding at MET sites is authorized to applicants who test during any part of a recognized meal period, or who travel more than 1 hour (by normally available public transportation) to or from a MET site when that travel occurs during any part of a recognized meal period as shown below. Usually, only one meal per day per applicant will be offered under this program. Based on local conditions, more than one meal may be authorized for applicants in selected communities when collectively approved by members of the appropriate Interservice Recruiting Committee (IRC). Payment for such meals will be the responsibility of each sponsoring component through the use of Uniformed Services Meal Ticket (DD Form 652) which is limited in value as shown below.

Meal Authorized	Meal Period	Maximum Authorized Cost
Breakfast	0600 - 0730	\$4
Lunch	1130 - 1300	\$5
Supper	1700 - 1830	\$8

b. Each district processing applicants through a MEPS MET site will:

(1) Incorporate the policy in paragraph 2207.2, above, in its recruiting procedures.

(2) Ensure IRC coordination in finding businesses which are convenient to the MEPS MET locations and amenable to accepting meal tickets. Upon request, MEPCOM personnel will assist in finding businesses convenient to MEPS MET locations open to accepting meal tickets.

(3) Incorporate appropriate issuance, accounting and control procedures for meal tickets in district recruiting regulations as required by the current edition of MCO P4600.7 (Marine Corps Transportation Manual).

2208. TRAVEL COSTS OF APPLICANTS AND NEWLY ACCEPTED MEMBERS

1. The Marine Corps has experienced a dramatic increase in the cost of pre-entry travel and subsistence of Marine Corps applicants since FY 1976. Investigation has revealed that uncertainty exists as to the appropriation data that should be cited at various stages in the processing (pre-entry and post-entry) of an applicant and recruit. Appropriation data is contained in the current edition of MCO P7301.104.

2. All travel and subsistence costs (pre-entry and post-entry) of Regular Marine Corps applicants and recruits are chargeable to one of the following appropriations, as indicated:

a. Military Personnel, Marine Corps (17FY1105.2750) (Post-Entry Travel and Subsistence). As shown in figure 2-6 this appropriation is chargeable for:

(1) Travel of all Regular recruits from MEPS to the Marine Corps recruit depot.

(2) Travel of personnel to Marine Corps Development and Education Command for Officer Candidate Class Course.

(3) Travel of newly commissioned officers from home or school to Marine Corps Development and Education Command for The Basic School.

b. Operation and Maintenance, Marine Corps (17FY1106.2780) (Pre-Entry Travel and Subsistence). District-held funds under this appropriation are chargeable for all travel of Regular applicants prior to shipment to the Marine Corps recruit depot. Travel and subsistence of applicants for officer programs is chargeable to district-held funds except for the summer training trips for Officer Candidate School or Platoon Leaders Class.

3. All travel and subsistence costs (pre-entry and post-entry) of USMCR applicants and recruits are chargeable to one of the following two Marine Corps Reserve appropriations, as indicated:

a. Operation and Maintenance, Marine Corps Reserve (17FY1107.2730) (Pre-Entry Travel and Subsistence). District-held funds under this appropriation are chargeable for all travel of Marine Corps Reserve applicants prior to shipment to the Marine Corps recruit depot.

b. Reserve Personnel, Marine Corps (17FY1108.2731) (Post-Entry and Subsistence). As shown in figure 2-6 this appropriation is chargeable for the one trip from home of record to a Marine Corps recruit depot for recruits on orders to IADT or incremental IADT.

c. Reserve Personnel, Marine Corps (17FY1108.2732) (Summer Training and Graduation Travel and Subsistence). As shown in figure 2-6 this appropriation is chargeable for costs associated with the travel to and from summer training of Platoon Leaders Class and Women Officer Candidate Program.

4. Cost of transportation, meals, and lodging furnished applicants for the Platoon Leaders Class, Officer Candidate Course and Woman Officer Candidate Program in conjunction with the taking of physical examinations will be charged as described in paragraph 2208.2b. Costs incurred when the services of a civilian physician must be utilized to conduct the physical examination will be charged to the same appropriation data except that Cost Account Code 1E82 will be used. Applicants for these programs must bear all other expenses incident to processing.

5. Figure 2-6 provides a current ready reference for use in determining the correct appropriation to charge for specific categories of travel. Where there is conflicting data the provisions of the current edition of MCO P7301.104 applies.

6. District directors will ensure that the correct appropriation data is cited on all travel vouchers prepared within their districts, including any vouchers prepared at MEPS under "by direction" authority.

2209. RECRUITING BUDGET FINANCIAL REVIEW. To permit evaluation of the financial operations within Marine Corps districts, a mid-year financial review will be conducted by each district. Specific guidelines and instructions for submission will be published by separate correspondence. The purpose of the mid-year financial review is to identify unprogrammed deficiencies or surpluses. Seldom are there valid reasons for requesting additional funds during a fiscal year, unless there are unanticipated expenses of such magnitude that internal reprogramming of organizational resources cannot compensate for the deficiency.

2210. SELECTED EXPENDITURE DATA FOR STATES

1. The Marine Corps has provided annually to Comptroller of the Navy an estimated obligation by state report. This report is retitled by NAVCOMPINST 7720.3, Estimated Expenditure Data for States and Selected Areas. This report has been assigned Report Symbol MC-7000-08.
2. Marine Corps districts will submit the required report in the format provided in figure 2-7 to reach the Commandant of the Marine Corps (Code MRFL) not later than 15 November of each year. This annual report will display operation and maintenance, Marine Corps data by state for the budget year. Only direct expenditures are to be included. All other obligations are reported elsewhere.

2211. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

1. State Educational Counselors' Associations

a. Paragraph 046363.5, Navy Comptroller Manual and Comptroller General Decision 52-495 provide for payment of membership fees in professional organizations in the name of the appropriate governmental agency, when such membership is administratively determined to be necessary in carrying out authorized agency activities.

b. This Headquarters has administratively determined that membership in state educational counselors' associations is necessary in carrying out the recruiting mission assigned to the Marine Corps.

c. Accordingly, membership in the name of the U.S. Marine Corps, by commanding officers of Marine Corps recruiting stations in the educational counselor's association of the state(s) within which the recruiting station is located is strongly encouraged. Membership fees may be defrayed from district held O&M,MC funds.

d. Commanding Officers of Marine Corps recruiting stations should actively participate in the educational counselor association affairs, to include attendance at meetings, workshops, and other activities. Such participation will be extremely beneficial to the recruiting effort.

2. Other Organizations

a. Marine Corps districts can request authority from the Commandant of the Marine Corps (Code MR) to purchase unit memberships in local organizations for purposes of physically screening applicants for officer programs. District-held-appropriated funds will be used to pay for such memberships. Individual memberships are prohibited.

b. In addition, unit memberships may be obtained for the purpose of staff members engaging in Marine Corps mandatory physical fitness programs as required by the current editions of MCO 6100.3 and MCO 6100.10.

c. The above memberships are authorized contingent on there being no local military or other (school or municipal) facilities reasonably available for the conduct of such activities.

d. Requests for authorization to pay for membership in other organizations necessary in carrying out the recruiting mission should be referred to the Commandant of the Marine Corps (Code MRFL).

2212. SUBSCRIPTIONS FOR MAGAZINES, NEWSPAPERS AND OTHER PERIODICALS

1. The Commandant of the Marine Corps (Code MRFL) has in the past budgeted for magazines, newspapers and other periodicals for distribution to the recruiting force and educational institutions. This function was decentralized during FY 1974 to allow direct procurement of subscriptions by the Marine Corps districts in accordance with Marine Corps directives in the 5604 series. This guidance has been modified to establish centralized procurement of certain subscriptions. This centralization has resulted in considerable savings to the Marine Corps for the particular subscriptions discussed below. Therefore, all subscription requirements within Marine Corps districts for the Gazette and Leatherneck magazines will be submitted to the Commandant of the Marine Corps (Code MRFL) for procurement.

2. The Gazette magazine will be furnished to districts in the following numbers unless otherwise authorized:

- a. One per each officer selection team.
- b. One per each productive college or university (list provided by each recruiting station).
- c. One per each MCJROTC unit.
- d. One per each recruiting station headquarters.
- e. Five per each district headquarters.

3. The Leatherneck magazine will be furnished to districts in the following numbers unless otherwise authorized:

- *a. One per each quality high school (list provided by each recruiting station).
- b. One per each MCJROTC unit.
- *c. One per each MCJROTC school library.
- d. Three per each recruiting station headquarters.
- e. One per each recruiting substation and permanent contact station.
- f. One per each officer selection team.
- g. Five per each district headquarters.

*These subscriptions contain an advertising insert.

4. Updated lists and requests to modify subscriptions allotted to each district are to be submitted as required to the Commandant of the Marine Corps (Code MRFL), but in all cases the list of productive colleges and the list of quality high schools will be updated at least once annually and submitted to arrive no later than 31 March each year. It can be expected that adjustments to subscriptions will be effective as of 1 September following the submission of a request for adjustment.

5. Allowances and procurement of other magazines, newspapers and periodicals will be in accordance with Marine Corps directives in the 5604 series. Funding for these subscriptions will be from district-held monies.

W. Va. Co. 1911-12		1912-13	
Total		Total	
1911-12		1912-13	
1911-12		1912-13	
1911-12		1912-13	
1			
2	1.85	.64	3.30
3			.75
4			
5			
6	3.75		3.75
7	.92	.80	1.70
8			
9		3.42	3.40
10			
11	2.50		2.50
12	.80	.70	1.50
13	1.50		1.50
14			
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Form 2-6--Recruiting Expenses Recipients Daily Expense Record. 2-23

1957		1958		1959	
Actual		Budget		Actual	
1957		1958		1959	
Line Item	Amount	Amount	Amount	Amount	Amount
1					
2					
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Figure 2-5. --Surrendering Expenses Resulting in Early Expense Record-
[2-3]

From: Commanding General/Director
To: Commandant of the Marine Corps (Code MRM)

Subj: Regional Advertising Obligation Report
(Report Symbol MC-7000-07)

Ref: (a) MCO P1100.71A

1. In accordance with the reference the following tabulation of regional funds obligated for recruitment advertising purposes is submitted. All dollar amounts are cumulative for the period _____ to _____.

	REGULAR	RESERVE
a. Advertising Funds		
Authorized to Date (show source of authority; e.g., national/district, etc.)	_____	_____
b. Funds Redistributed to RS, Reserve unit, RSS level (included in amounts at subparagraph 1c.)	_____	_____
c. Advertising Obligations		
(1) Paid Media		
Production/Creative - Print	_____	_____
Magazines (Regional)	_____	_____
Newspaper, General Readership	_____	_____
High School/College Periodicals	_____	_____
Special Event Programs (Sports, Conventions)	_____	_____
Billboards	_____	_____
Transit Posters	_____	_____
Paid Broadcast:		
Production/Residuals	_____	_____
Television	_____	_____
Radio	_____	_____
Media Subtotal	_____	_____
(2) All Other Advertising		
Public Service Broadcast Production	_____	_____
Films	_____	_____

Figure 2-3.--Regional Advertising Report.

	REGULAR	RESERVE
Promotional Items	_____	_____
Direct Mail/ Fulfillment	_____	_____
Printed Materials (Brochures) Production/ Creative	_____	_____
Printing	_____	_____
Exhibits and Displays	_____	_____
Other (Specify in Detail)	_____	_____
Subtotal	_____	_____
Total Obligated to Date	_____	_____
(3) Public Service Value Received		
Television	_____	_____
Radio	_____	_____
Outdoor	_____	_____
Other (Explain)	_____	_____

Figure 2-3.--Regional Advertising Report--Continued.

TRAVEL VOUCHER

FORM 5-54
Rev. 10-1-53

DD FORM 13
1-54

TO BE COMPLETED BY THE DISBURSING OFFICER

PERSONAL USE

1. Name of the individual (Last, First, Middle Initial) _____
 2. Grade or rank _____
 3. Branch or service _____
 4. Duty station _____
 5. Date of travel _____
 6. Purpose of travel _____

TRAVEL INFORMATION

7. Mode of transportation _____
 8. Class of service _____
 9. Route _____
 10. Date of departure _____
 11. Date of return _____

TRAVEL EXPENSES

12. Amount for transportation _____
 13. Amount for subsistence _____
 14. Amount for other expenses _____
 15. Total amount _____

APPROVALS

16. Signature of the individual _____
 17. Signature of the commanding officer _____
 18. Signature of the disbursing officer _____

DISBURSING OFFICER'S CERTIFICATION

I hereby certify that the above is a true and correct statement of the travel expenses incurred by the individual named above, and that the same are in accordance with the regulations governing travel expenses.

YOUR SIGNATURE BY THE DISBURSING OFFICER

Travel 2-1-54 Form 5-54

on Official Business.

MCD	STATE	FISCAL YEAR 1981
1st	CONNECTICUT	\$ 261,414
	MAINE	15,228
	MASSACHUSETTS	266,490
	NEW HAMPSHIRE	159,894
	NEW JERSEY	208,116
	NEW YORK	1,598,940
	PENNSYLVANIA	5,076
	RHODE ISLAND	10,152
	VERMONT	12,690
	TOTAL	2,538,000

Figure 2-7.--Estimated Expenditure Data for States and Selected Areas.

CHAPTER 3

LOGISTICS INFORMATION

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CHAPTER 3

LOGISTICS INFORMATION

SECTION 1: INTRODUCTION AND GENERAL INFORMATION

3100. INTRODUCTION. This chapter contains information, instructions and guidance pertinent to the logistical support of the Marine Corps Recruiting Service. Logistical matters contained in other directives will not be discussed unless an interpretation peculiar to the Recruiting Service is necessary.

3101. PURPOSE. The purpose of this chapter is to furnish information on logistical matters not covered in other directives which relate specifically to the Recruiting Service.

3102. GENERAL GUIDANCE. Commanding officers of recruiting stations will familiarize themselves with all logistical directives, procedures and current guidance relative to these matters.

3103. MARINE CORPS DISTRICT DIRECTIVES. Directives published in support of district logistical matters will be provided to the Commandant of the Marine Corps (Code MRFL) for review and dissemination to other Marine Corps districts when the information may be of interest or benefit.

CHAPTER 3

LOGISTICS INFORMATION

SECTION 2: IMPLEMENTING INSTRUCTIONS

3200. POLICY

1. Material resources necessary to conduct and accomplish the mission are of paramount interest to the Recruiting Service. Strict adherence to appropriate Marine Corps orders and the proper utilization of logistics personnel is mandatory.

2. Recruiting officers are enjoined to personally supervise the functioning of their logistics staff. Logistics personnel will not be assigned duties beyond the scope of the matter discussed in this section and section 3 of this chapter.

3201. PURCHASE OF SUPPLIES AND SERVICES. Supplies and services which are required by the Recruiting Service, and which are to be purchased with appropriated funds, will be procured in accordance with current directives. Problems arising within the field of purchasing which cannot be resolved will be referred to the Commandant of the Marine Corps (Code LBO).

3202. COMMUNICATIONS

1. Recruiting Activities Listing

a. A Marine Corps Recruiting Activities Listing is published periodically. This listing contains addresses and telephone numbers for the Marine Corps recruiting activities, MEPS and other related offices.

b. The usefulness of the listing depends on the accuracy and timely input of all corrections and changes. These will be submitted to the Commandant of the Marine Corps (Code MRFL) in the format shown in figure 3-1. Minor changes may be reported by telephone.

2. Federal Telecommunications System. The Federal Telecommunications System (FTS) is a General Services Administration (GSA)-leased telephone network designed to carry long distance voice communications within the continental United States at reduced rates. To ensure that FTS service remains cost effective to the Government, GSA/COMNAVTELCOM will validate and periodically recertify each FTS line by means of user compiled logbooks. Maintenance of logbooks is a mandatory requirement for all FTS subscribers. The current edition of NAVTELCOMINST 2300.17 is the appropriate reference source for the FTS system. District directors will ensure participation in FTS whenever cost analysis indicates its use is more economical than continued use of commercial service or other telecommunications systems.

3203. MOTOR VEHICLES

1. District vehicular assets are divided into three primary categories; Marine Corps owned, General Services Administration (GSA) leased and commercial leased. The majority of GSA-leased vehicles are utilized to support Regular/Reserve, officer and enlisted, personnel procurement requirements.

2. The operation, maintenance, marking, and reporting of motor vehicles in the aforementioned categories will be in accordance with the instructions contained in the current editions of MCO 11240.48, Maintenance Procedures for Garrison Mobile (Automotive and Materials Handling Equipment) and MCO 4440.27, Garrison Mobile Equipment Inventory Control and Reporting System, and this Manual as appropriate. In addition, district directors will issue such instructions as to ensure that all such vehicles are subject to uniform wear by rotation among users. Maximum vehicular safety will be stressed at all times by strict adherence to maintenance schedules and inspections as prescribed in the current edition of MCO 11240.48 and GSA Handbook FSS P5600.7. Vehicles will be kept clean and polished at all times.

3. Vehicles will be used only for official purposes. What constitutes official purposes is a matter of administrative discretion to be exercised within applicable laws; however, within the limits of 31 U.S.C. 638a(c)(2), the general rule may be stated that where transportation is essential to perform, such transportation is considered to be for official purposes. Except as provided in paragraph 3203.4, below, the conduct of official business may not be considered to entail transportation of members to, from or between their domicile and their place of duty, such transportation being considered a personal responsibility. Further, the transportation of personnel in a government vehicle whose presence in that vehicle is not directly associated with a recruiting or other government function is prohibited.

4. The use of government transportation is authorized for domicile-to-duty transportation of certain members of the Recruiting Service who are engaged in field work.

a. Field work is duty performed, on the basis of valid orders issued by competent authority, by personnel who, while so engaged, do not report regularly to the same fixed office or post before entering upon official duties or at the close thereof. This authority to utilize government transportation domicile-to-duty is limited to those situations where the individual concerned has an assignment of official obligations away from regular duty station which requires either individuals (1) to proceed directly to the place of assignment or obligation without reporting first to regular duty station; or (2) to return from such place of assignment or obligation after normal duty hours. The intent of this provision is to make government transportation readily available to the specified Recruiting Service personnel for the performance of official business during other than normal working hours. In no way should this be construed as giving a person in the Recruiting Service authority to utilize government transportation to and from regular duty station on a continuous basis for personal use both during and outside normal working hours.

b. The authority to utilize government transportation domicile-to-duty is limited to personnel in the following Marine Corps billets:

- (1) Commanding officers of recruiting stations.
- (2) Executive officers of recruiting stations.
- (3) Sergeants major of recruiting stations.
- (4) Officer selection officers.

(5) Enlisted recruiters (MOS 8411/8412) in recruiting or officer selection billets (excluding MEPS liaison and Recruiters Schools billets).

c. Records will be maintained showing where vehicles assigned to domicile-to-duty transportation were parked during other than normal working hours. To serve as a record of parking locations, Vehicle and Equipment Operational Records (NAVMC Form 10627) or DD Form 1970, Motor Vehicle Utilization Record, may be utilized. These records will be maintained on file for a period of 12 months. Every effort will be made to ensure that vehicles are parked off the street during the night. Driveways, carports, and garages will be utilized whenever possible to reduce the possibility of vandalism to the vehicle. The vehicle will be secured by locking all doors and removing all tempting items, such as cameras, typewriters, and other valuables from the interior and out of sight of passing individuals.

d. District directors, and appropriate commanders will conduct a continuing review of this program to prevent possible abuses.

5. Vehicle markings criteria discussed herein apply to both Marine Corps-owned and GSA-leased vehicles. The procurement of decals and the display on recruiting vehicles will be in compliance with the following:

a. General Marking Information

(1) The General Services Administration has embarked on a program of vehicle replacement on a 2- to 3-year cycle. The effect of this program will be to provide much newer recruiting vehicles for Marine Corps districts than previously available. A major contributing factor to this program will be the high resale value of a GSA vehicle that has been well cared for over a short 2- to 3-year period. To assist GSA in their efforts to keep the resale value of the vehicles as high as possible it is important that no unnecessary damage be done to the original paint of the vehicle body.

(a) No decals, murals, or other decorative or advertising applications will be placed on the vehicle's painted surfaces, chromed surfaces, window surfaces or bumpers.

(b) Recruiting Service decals will not be used on the interior of recruiting vehicles.

(2) Strictest adherence to paragraph 3203.5a, above, is essential to the maintenance of a high quality vehicle fleet. The recruiting vehicle is a means of government business transportation only. Decoration of the recruiting vehicle will not be permitted as an augmentation of established advertising programs.

b. Sedans. "OFFICIAL USE ONLY" decals will be placed only as required by the providing GSA Fleet Management Center.

c. Station Wagons, Standard Model Carryalls, Forward Control Carryalls, and Jeep-Type Vehicles. Use the same criteria as specified for sedans.

d. Pickup and Panel Trucks. If the vehicle is Marine Corps owned, center the "OFFICIAL USE ONLY" decal on each front door. Do not use the Recruiting Service or officer selection decal on this type vehicle.

6. The driver who drinks is one of the major problems affecting highway safety. While it is not possible to state how many motor vehicle accidents are in fact the result, or even in part the result, of the driver's consumption of alcohol, the statistics do indicate clearly that alcohol is a factor present to some degree in about 50 percent of all accidents. Investigative reports have disclosed that some personnel driving government vehicles have been involved in accidents that have been a result of the individual's previous indulgence in alcoholic beverages.

a. One of the most adverse effects on driver ability is alcoholic consumption before or while driving. It is recognized that in the performance of assigned duties and while using a government vehicle for transportation functions are attended during which alcoholic beverages may be served. The dangers in driving after participating in such functions and where alcoholic consumption occurs, cannot be over emphasized.

b. District directors will:

(1) Prohibit the consumption of alcoholic beverages while driving a government vehicle and for a period of at least 8 hours preceding a driving assignment. Ensure that every member under their command signs the following statement which will be maintained on record at that organization: "I have read and understand the provisions contained in the current edition of MCO P1100.71 which prohibits consumption of alcoholic beverages at least 8 hours prior to operating a recruiting vehicle."

(2) Ensure that the following statement is stamped on the face of each NAVMC 10627 issued within their organization: "Consumption of Alcoholic Beverages 8 Hours Prior to or While Operating a Recruiting Vehicle is Prohibited."

7. Marine Corps districts have a vehicle allowance established by the Commandant of the Marine Corps. Each district has a table of equipment (T/E) which is firm as to type (sedan, station wagon, van, etc.) and number of vehicles. Normally district allowances will be satisfied through the use of GSA, USMC, or commercial-leased vehicles. If for some reason the district allowance is not filled, or a vehicle goes out of service for a period of time, assets may be obtained to satisfy mission requirements for short-term lease or rental of commercial vehicles. The following guidelines apply:

a. Thirty Days or Less. District directors, without approval of higher authority, may within funding limitations approve the hire of motor vehicles for periods not exceeding 30 days to maintain the district at T/E but not to exceed the assigned vehicle allowance.

b. More Than 30 Days. In those cases where a lease or rental of a commercial vehicle is required for more than 30 calendar days, approval must be obtained from the Commandant of the Marine Corps (Code LME) in accordance with the current edition of MCO 11240.72 (Hire of Commercial Motor Vehicles).

8. No citizens band radios of any make, model or description are authorized for use in any government recruiting vehicle (marine Corps owned, GSA leased, or commercially leased) without prior written approval from the Commandant of the Marine Corps (Code MRFL).

9. In the operation of government-owned or -leased vehicles, recruiters are obligated to abide by the normal traffic regulations of states or municipalities. In the case of parking meter fees or municipal parking lot fees (where such fees are not a tax) the Attorney General and the Comptroller General have taken the position that the government vehicle operator is obligated to abide by the local laws and regulations and pay the required fee. Once paid, the cost of the parking fee can be reimbursed to the government employee. However, a government vehicle operator is personally responsible for both moving and parking violations and is obligated to pay any fines imposed without government reimbursement.

10. The Federal Register of 8 April 1982, page 15141, requires that all users (military or civilian) of government-owned vehicles use self-service pumps only. Exceptions to using self-service pumps which may apply are:

- a. Under severe weather conditions.
- b. Physical handicap of the driver.
- c. If the gas station will not honor government credit cards at self-service pumps.
- d. If there are no self-service pumps at a service station under a defense fund supply center contract.

3204. CROSS-SERVICING AND INTERSERVICE SUPPLY SUPPORT AGREEMENTS

1. Generally, cross-servicing and interservice supply support agreements will lead to a monetary savings as well as a convenient supply point for recruiting activities.
2. Prior to entering into such agreements, district directors and commanding officers of recruiting stations will ensure that the terms of the agreements, as administered by the agreeing service, will be of operational or financial benefit to the Marine Corps.

3205. TRANSPORTATION OF PERSONNEL ON PERMANENT CHANGE OF STATION ORDERS

1. General instructions pertaining to arranging and furnishing transportation are contained in the current editions of MCO P4600.7 (MARCORTRANSMAN) and MCO P4600.14 (Military Traffic Management Regulations).
2. The following amplifying instructions are furnished for guidance:
 - a. No request for checkage will be issued except when transportation, meal tickets, or mileage allowances have been previously issued. MCO P4600.7C, paragraph 1110, and MCO P4650.37A, chapter 7, section 5, contain information on issuing transportation requests under circumstances requiring checkage.
 - b. Discount fare transportation shall be arranged to the maximum extent available. One way of obtaining discount fares is through use of contract air/city air fares. Contract fares and cities served are identified in the Federal Travel Directory, which is published monthly. Recruiting stations not receiving this publication may be included in the distribution list by writing the Commandant of the Marine Corps (Code HQSP).

CHAPTER 3

LOGISTICS INFORMATION

SECTION 3: RECRUITING FACILITIES

3300. PURPOSE. To prescribe uniform methods, policies, and procedures for obtaining adequate space for recruiting installations of the Marine Corps and for collocating such facilities.

3301. BACKGROUND. The General Services Administration (GSA) is responsible for initiating and maintaining plans and programs for acquisition and use of federally owned and leased office space located in the continental United States, the District of Columbia and Puerto Rico. GSA has designated space for recruiting facilities (not to include recruiting stations) as special purpose space and has delegated first term leasing authority to the Army Corps of Engineer divisions and districts. Under the provisions of DoD Directive 5160.58 (appendix A) the Secretary of the Army designated the Chief of Engineers, Department of the Army, the Executive Agent with overall responsibility for the acquisition, disposal, and maintenance of space needed for recruiting facilities of the Armed Forces. Department of the Army letter of 16 February 1967 (appendix B) was issued as the procedures and implementing instructions for providing adequate space and for collocating such facilities. All recipients of this Manual should be thoroughly familiar with appendices A and B.

3302. DEFINITIONS

1. Facility. Land, buildings, space within buildings, utilities and fixed improvements.
2. Recruiting District Headquarters. A facility and activity established to command all recruiting activities within a specified geographic area and to perform administrative, operational, coordination and logistical functions necessary to direct, support, and supervise the operations of those activities and facilities subordinate to the headquarters.
3. Recruiting Facility. A general term for any installation of the Recruiting Service below the district level responsible for recruiting personnel for the Regular Marine Corps and the Marine Corps Reserve.
4. Collocated Recruiting Facility. Those recruiting facilities occupying space acquired under a single lease or other document which also provides space for recruiting activities of one or more of the other armed services. Such facilities may be:
 - a. Adjacent or adjoining with separate entrances.
 - b. Grouped together in the same room or suite with a common entrance.
 - c. On the same floor of a building other than those in paragraphs 3302.4a and 4b, above.
 - d. Within the same building or building complex.
5. Lease. A conveyance of an exclusive possessory interest in real property for a specified term reserving to the owner rent or other consideration.
6. Space Assignment Record. General Services Administration document reflecting specified space assigned to designated government agencies in buildings or areas where GSA exercises space assignment authority.

7. Occupancy Guides. The objective of this guide is to furnish the information necessary for the planning of space allocations.

8. General Purpose Space. Space in buildings which may be suitable for use by government agencies.

- a. Space on Department of Defense installations.
- b. Space designated by GSA as special purpose.

Note: GSA has designated space below the recruiting station level as special purpose space.

9. General Services Administration (GSA). Agency responsible for acquisition and use of federally owned and leased office space.

10. Office of the Chief of Engineers (OCE). The Executive Agent with overall responsibility for acquisition of space needed for the recruiting facilities of the Armed Forces.

11. Command Budget Estimate (CBE). A facilities budget projecting facilities actions necessary to meet the operational requirements of the Armed Forces recruiting mission 2 years prior to execution.

12. Command Operating Budget (COB). A facilities budget planned 1-year prior to execution and within parameters established by the CBE budgeting process.

13. Fiscal Year Recruiting Facilities Program. The program includes all planned facility actions for a particular fiscal year developed by the Armed Forces recruiting activities in conjunction with OCE.

14. Facility Actions

- a. New Office. Acquiring space to support a newly created organizational entity organized to service a locality, city, or area of a city where no office currently exists.

- b. Relocation. Moving an existing organizational entity to a physically different location but within the same area of responsibility.

- c. Expansion. Providing additional space for an existing organizational entity at the existing location.

- d. Upgrade. Improving the space of an existing organizational entity.

- e. Deactivation. Termination of a facility when a requirement no longer exists in the area.

15. Emergency Action. A facility action not previously programmed but necessitated by eviction, fire, flood, vandalism, or other reasons not the cause of the Recruiting Service.

16. Recruiting Station (RS). A recruiting facility and activity subordinate to the district headquarters and under a commanding officer who exercises supervisory control over enlisted recruiting operations within a specified geographic area. Additionally, the RS maintains administrative and operational control over the officer selection substations within the geographic area.

17. Officer Selection Substation (OSS). A recruiting facility and activity subordinate to the recruiting station and under the supervision of an officer in charge who exercises control over officer recruiting operations within a specified geographic area.

18. Recruiting Substation (RSS). A recruiting facility and activity which operates at least 5 days per week and is manned by an NCOIC and/or other recruiters. (Quota is provided to the NCOIC for recruiting personnel assigned to the RSS.)

19. Permanent Contact Station (PCS). A recruiting facility and activity which operates at least 5 days per week. A PCS is under the operational control of the NCOIC assigned to the RSS.

20. Transient Recruiting Facility (TRF). A recruiting facility and activity which is manned less than 5 days per week, but serviced on a regular basis by either the staff of RSS or PCS.

3303. BASIC POLICIES

1. Revised procedures for the formulation and implementation of the recruiting facilities program became effective in FY 1978. The annual program is extremely important to mission accomplishment. Unsatisfactory locations, inadequate facilities or insufficient space can seriously curtail the effectiveness of operations regardless of the professionalism and drive of recruiting personnel. The district director, in coordination with the commanding officers of the recruiting stations, develop requirements for the administration of the program. Marine Corps representatives from district headquarters and cognizant recruiting stations shall attend all local collocation meetings to ensure that the Marine Corps' interests are considered in all actions. Changes to the recruiting facilities program will initially be reported via telephone to the Commandant of the Marine Corps (Code MRFL).

2. Characteristics of recruiting facilities are discussed in the Occupancy Guide for Armed Forces Recruiting Offices. Requests for facilities actions should conform as closely as possible to Occupancy Guide for Armed Forces Recruiting Offices amended by joint OCE/GSA letter of 10 March 1976 (appendix C).

3. A recruiting facility may be authorized in a city or an area of a city upon determination that such establishment will be in the best interest of the Marine Corps. Officer selection substations are subject to the limitations imposed by Table of Organization 5132.

4. When two or more services have established or plan to establish recruiting facilities in the same area within a community, maximum effort will be expended to collocate as defined in paragraph 3302.3, above. This action will be coordinated at the recruiting station level. The Executive Agent has established a 60-day period as the time limit in which to locate space for collocated recruiting facilities. If suitable space cannot be found within this period, the cognizant commanding officer of the recruiting station is authorized to pursue the fulfillment of the space requirement through the use of less than fully collocated space. This action will be coordinated through the cognizant Corps of Engineers district headquarters.

5. Real estate actions involving transient recruiting will ensure compliance with DoD policy relative to collocation.

a. Requirements for transient recruiting facilities will be included in the annual recruiting facilities program submissions.

b. In some instances, transient recruiting facilities may be located in rent-free space. The responsibility for acquiring genuinely rent-free space remains with the commanding officer of the recruiting station. In case of doubt as to whether a proposed space is rent-free, advice will be sought from the appropriate Corps of Engineers district headquarters.

c. TRF's will not be indiscriminately established. Furthermore, the status of all TRF's will be continually scrutinized to the extent that only those facilities which are unquestionably instrumental and vital to the recruiting effort are used.

d. In the case of leased space, care will be taken to ensure that the terms of the lease reflect the fact that the facility is to be used on less than a full-time basis so that government funds are properly expended. Occupants will be expected to fulfill their rental contract obligations or close the facility permanently.

6. Specific policies between the Executive Agent and General Services Administration will be found in appendix D.

3304. RESPONSIBILITIES

1. Pursuant to the provisions of DoD policy, the Chief of Engineers, Department of the Army has been designated the Executive Agent.

2. The Director of Real Estate, Office of the Chief of Engineers, is responsible for programming, budgeting and financing all costs to DoD related to acquiring and maintaining recruiting facilities such as:

- a. Leased agreements.
- b. Utilities (including overtime/weekend costs).
- c. Repair and maintenance to facilities.
- d. Custodial services.
- e. Security.

f. Administration of leases and other agreements for facility occupancy.

3. The Executive Agent is responsible for preparation of a consolidated directory of recruiting facilities which will be published annually as of 31 December, with changes issued bimonthly.

4. The district directors and/or their duly appointed representative will:

a. Provide the Commandant of the Marine Corps (Code MRFL), upon request, with the necessary assistance and information for preparation of budget estimates.

b. Provide the Commandant of the Marine Corps (Code MRFL), with timely information covering significant changes in requirements to permit fund adjustments in the Executive Agent's regular budget and apportionment cycle, or for minor changes which can be accommodated within existing funding limitations.

c. Furnish and equip the facility as required, including the responsibility for alterations peculiar to the needs of the Marine Corps.

d. Forward space requirements either on their own initiative or upon request to the Commandant of the Marine Corps (Code MRFL).

e. Appoint in writing a representative as a member of the Executive Agent Recruiting Facilities Committee for the Marine Corps district/engineer division and recruiting station/engineer district level. This representative will ensure that liaison is maintained on all matters pertaining to facility acquisition and status. A copy of all reports on local committee meetings will be forwarded to the Commandant of the Marine Corps (Code MRFL), within 20 working days after completion of the meeting.

f. Assure cooperation with collocation policy.

g. Evaluate requests for relocation and lease renewals for recruiting activities to assure adequacy and validity of data submitted.

h. Maintain a telephone directory of all offices and stations established for recruiting purposes. The Commandant of the Marine Corps (Code MRFL) will be notified of any changes in addresses and telephone numbers, including the area code, Federal Telecommunications System number and AUTOVON number, if applicable.

i. Conduct periodic inspections of all recruiting facilities to ensure adequacy of the facility, proper lessor/Corps of Engineers performance, and recruiter involvement in facilities discrepancy identification and reporting. Figure 3-2 contains a recommended checklist to be used for facilities inspections.

3305. PROCEDURES

1. Mission accomplishment is directly affected by the quality of a facility, the location within a city and the location within a building. Activation, plans to establish or relocate a recruiting facility will be coordinated at the district and recruiting station level. Submission of coordinated requirements to the Corps of Engineers will be executed by the Commandant of the Marine Corps (Code MRFL). Collocation possibilities and acquisition of space will be coordinated with a representative of the Corps of Engineers. The applicable standards for a Marine Corps recruiting facility include:

a. Projection of the Marine Corps image to create a favorable impression upon applicants, parents, local dignitaries and other visitors.

b. Heating to maintain a temperature of 65.

c. Air-conditioning (in areas where it is generally found) to maintain a temperature of 78.

d. Illumination, using of fluorescent fixtures, to be capable of maintaining adequate lighting at the work level with a minimum of glare.

e. Color coordination of walls, ceilings, floor coverings, and draperies.

f. Light-colored resilient floor coverings, carpeting is preferred.

g. Acoustically tiled ceilings where practical.

h. Passenger elevator service if located above the second floor.

i. Easily accessible chilled drinking water.

j. Restroom facilities for recruiting personnel and visitors.

k. Drapes, blinds, sun screens or other approved means of shading and reducing glare at all windows.

l. Janitorial services to maintain high standards of cleanliness; daily is most desirable.

- m. Limited access facilities are not acceptable unless other space is unavailable.
- n. Vehicle parking for government-owned or leased vehicles within one quarter of a mile.
- o. Adequate display area.
- p. Facilities free of safety and fire hazards with free access to building exits in case of an emergency.
- q. Display of signs advertising presence of Armed Forces.
- r. Assignment of secure, separate, and readily accessible storage areas.
- s. Ceiling high partitions to separate branches of the Armed Forces in a collocated facility.
- t. Minimum of space authorized in GSA Occupancy Guide for Armed Forces Recruiting Offices, February 1969 amended by joint GSA-OCE memorandum of March 10, 1976 (appendix C).
- u. Completion of improvements and renovations prior to occupancy.
- v. Location standards to include:

(1) Within a city or area of a city the most desirable are urban and suburban shopping centers store fronts in active commercial and business districts, high pedestrian areas, near schools, etc. Site selection is not limited to these areas.

(2) Interior locations should be readily accessible near main lobby or entrance.

2. Representatives of the Executive Agent will, on a continuing basis, examine existing assignments and leases of space for recruiting offices of all services for the purpose of initiating action to collocate these facilities at the earliest practicable time. All actions will be coordinated with the Executive Agent and the Recruiting Facilities Committee. Collocation studies of each area involved will be submitted in accordance with paragraph V of appendix A.

3. If agreement to collocate cannot be reached by all services involved, the facts relating to the case, the views of each service concerned, and recommendations will be prepared by the Office of the Chief of Engineers for submission to the Assistant Secretary of Defense, Manpower, Reserve Affairs and Logistics for decision. When the Marine Corps representative determines that collocation is not practical (due to inadequate or unsuitable space/location), a fully documented report of the reasons for nonconcurrence will be forwarded within 10 working days to the Commandant of the Marine Corps (Code MRFL) via the district director. Space used by the Marine Corps is rejected only if one or more of the following conditions exist:

- a. Not within specified geographic area.
- b. Within specified geographic area; however, the building is in an area that would be detrimental to the accomplishments of the recruiting mission to include residential areas or areas where undesirables congregate.
- c. Within an unsafe building.
- d. Insufficient space as established by GSA Occupancy Guide and amended by joint GSA-OCE memorandum of March 10, 1976 (appendix C).

- e. Lack of access at night or on weekends.
- f. Exclusion from collocation development.

Space should not be rejected because of the following:

- a. Collocated.
- b. Not as nice as the facility presently occupied.
- c. The Marine Corps would have to occupy an office in the rear.
- d. Floor plans; do not reject site until it is determined floor plans cannot be amended to meet recruiting mission requirements.

4. Certain types of minor upgrade actions will not be included in the annual recruiting facilities programs. At the request of the recruiting station commanding officer minor upgrade actions will be accomplished subject to the availability of funds. While it is difficult to define exactly each item that would come with the minor upgrade category, it is visualized that items such as the following would constitute reasonable interpretation of minor upgrades:

- a. Minor electrical modifications such as the installation of electrical receptacles, light fixtures, etc.
- b. Minor wall, door, window, ceiling and floor upgrades.
- c. Minor sign installation and upgrades.
- d. Minor fire prevention items which are not the responsibility of the General Services Administration or civilian lessors.
- e. Minor plumbing such as water coolers.

Requests for minor upgrade action will be submitted by the commanding officer of the recruiting station to the district engineer. The total of such upgrade actions will not exceed \$500 per office per year. Items not listed above will continue to be programmed as part of the annual recruiting facilities program regardless of cost. The district engineer will determine whether a given item is to be accomplished immediately or is to be considered for a future program.

5. Administrative Procedures for the Annual Recruiting Facilities Program. Commencing within Fiscal Year 1978 the administrative procedures for the annual recruiting facilities program were modified substantially. These procedures provide for coordinated development of annual program requirements at the local level which have resulted in a more cohesive, easier to implement DoD program. The procedural flow chart which appears at figure 3-3 provides a step-by-step explanation of the methodology to be employed in administering the annual recruiting facilities program within the Marine Corps Recruiting Service.

6. District directors will ensure that liaison is conducted by Marine Corps representatives with the appropriate division and district engineer within the Marine Corps district's area of responsibility. (See appendix E.)

7. District directors will ensure cooperation with collocation policy.

3306. RECRUITING FACILITY ACTIVATION. The Commandant of the Marine Corps (Code MRFL) will be notified by the cognizant district director or recruiting officer within 10 working days upon:

1. The activation of any recruiting facility (RS, RSS, PCS, TRF, or OSS as previously defined.) The format of figure 3-1 will be used. For the purpose of this report "activation" is synonymous with "occupancy." Report Symbol MC-1100-02 has been assigned to this report.

2. The change of any information on the activation report. Forward revised reports to the Commandant of the Marine Corps (Code MRFL).

3307. RECRUITING FACILITY DEACTIVATION. The Commandant of the Marine Corps (Code MRFL) will be notified by the cognizant district director or recruiting officer of the deactivation of any recruiting facility, via letter, stating the reason for deactivation and the disposition of recruiters and vehicles. A copy of the letter to the Corps of Engineer district requesting disposition of the office space will also be included. In the case of spaces leased from the General Services Administration (GSA) the regional GSA office will be notified via the local Corps of Engineers district not later than 60 days prior to the intended date of deactivation.

3308. RECRUITING FACILITIES EMERGENCIES. The Marine Corps views personnel as its most valuable resource. In accordance with GSA Bulletins FPMR D-170 dated December 20, 1977 and FPMR D-179 dated November 18, 1980 which requires the senior agency in a GSA-managed facility to implement an Occupant Emergency Plan, all Marine Corps personnel should implement and/or familiarize themselves with the actions required during the different types of emergencies covered by the Occupant Emergency Plan (bomb threats, fires, medical emergencies, demonstrations, power failures, and natural disasters.) Similar plans should be implemented by Marine Corps personnel in those facilities not directly controlled by GSA (free space, COE leased).

(date) _____

- _____ New
- _____ Relocation (old address was) _____
- _____ Deactivation
- _____ Change in Status/Information Update

1. MCD _____ 2. RS, MEPS, OSO _____
(circle one)

3. RSS _____ 4. PCS, TRF _____
(circle one)

5. Address _____
(street #, street, P.O. Box #, building, room #, all applicable information)

County _____ ZIP code _____

6. Telecommunications systems: If not in service indicate N/A.
Include all numbers.

Commercial _____ WATS _____

FTS _____ AUTOVON _____

7. Square footage of MARINES' space only: _____ Sq.ft.

8. Number of military assigned: (TRF's are 0) _____ Military
Number of civilians assigned: _____ Civilians

9. Number of vehicles assigned: _____ Vehicles

10. Number of days occupied per week: ____ days (less than full day is .5)

11. Collocated with: (circle applicable) Marine Corps RS, OSO

A N AF CG Other _____

12. Occupancy date as as Marine Corps recruiting activity month/
year _____

14. Facility location (circle one): S-Suburban; R-Rural;
M-Metropolis

Figure 3-1.--Recruiting Facilities Report.

15. Occupancy status (circle one): C-Commercial-leased space;
F-Federal Government Building: S-State, County, City Building;
M-Military Base, Reserve Center; O-Other

16. Facility desirability for recruiting purposes; i.e., large
enough, professional appearance (circle one): S-Satisfactory
U-Unsatisfactory
(explain) _____

17. Location desirability for recruiting purposes; i.e., within
or near market, easily accessible (circle one): S-Satisfactory
U-Unsatisfactory
(explain) _____

18. Parking availability for recruiting purpose (circle one):
S-Satisfactory U-Unsatisfactory (explain) _____

19. Facility-Lease Particulars:

Lease # _____ Expiration Date _____

20. Parking-Lease Particulars:

Lease # _____ Expiration Date _____

Address _____

Figure 3-1.--Recruiting Facilities Report--continued.

I. LAYOUT FEATURES	YES	NO	REMARKS
<hr/>			
A. Location in community			
1. Downtown location within commercial/business districts?			
2. Urban shopping center?			
3. Business or shopping center in the vicinity of industrial complexes or educational institutions?			
4. Area serviced by good public transportation?			
5. High pedestrian traffic count? (If not, please elaborate.)			
6. Is facility readily accessible to the public?			
7. Other (Elaborate)			
<hr/>			
B. Collocation			
1. Is facility collocated with other services? If so, with which service(s)?			
2. Adjacent or adjoining with separate entrance?			
4. On same floor?			
5. On different floor?			
<hr/>			
C. Location in building			
1. On first floor? If not, state which floor.			
2. Near main entrance or lobby?			
3. If on first floor but not near lobby, so describe.			
4. If on a floor other than the first floor, is the office situated conveniently to stairs or elevator?			
5. If one the third or higher floors, is elevator service available?			

Figure 3-2.--Facility and Vehicle Inspection Checklist.

- D. Admittance to building
1. Is free access to office available anytime? If not, during which hours on which days?
 2. If free access is not available, how, if at all, does this handicap the recruiter?

E. Parking

1. How many gov't-owned-leased vehicles are assigned to the facility?
2. Is parking available for these vehicles? Where?
3. Is parking secure?
4. Is parking space available to visitors in the near area?

F. Signs

1. Is an exterior sign displayed prominently? If necessary, does this sign state the location of the office within the building?
2. In the case of multiple-occupancy buildings, is the office's location clearly described in the lobby or near the entrance?
3. In the case of collocated or multiple-occupancy offices, is an interior sign prominently displayed indicating office's location?

G. Office arrangement

1. Display area
 - (a) Is a display area available?
 - (b) In the case of collocation offices, is the area jointly utilized.
 - (c) Does this display area consist of window space for recruiting poster and promotional material? If not, describe the display area.
2. How many personnel require reception and office space?
3. In the case of one- or two-man offices, does the reception and office area occupy the same room?

Figure 3-2.--Facility and Vehicle Inspection Checklist--
Continued.

- G. Office arrangement (contd)
4. In the case of three-man or larger offices, is the reception area located in a separate room or separated from the working area by ceiling, high bank-type partitions?
 5. How many of the following items of furniture are available?
 - (a) Visitors chairs _____
 - (b) Davenports _____
 - (c) End and/or small tables _____
 - (d) Pamphlet racks for promotional literature _____
 - (e) Tables to be used for completing recruitment forms _____
 - (f) Typist stands _____
 - (g) Flag stands _____
 - (h) Standard office desks _____
 - (j) Executive chairs _____
 - (k) Clothing racks _____
 6. In the case of offices where supervisors (OIC's) or WM recruiters are assigned, is a separate, private work space provided for them?
 7. In collocated facilities, is complete separation between the various services provided?
 8. Is adequate storage area provided? Is the storage area secure and accessible only to authorized personnel?
 9. Is adequate testing area providing?
 - (a) Is a separate, enclosed area provided for this purpose?
 - (b) If the recruiting office is collocated with others, is the testing area jointly used?
 - (c) Is the testing area adjoining the recruiters' work area?
 - (d) Can the testees be monitored without any undue hardship on the recruiter; i.e., can the recruiter monitor the testees while continuing with normal activities?
 10. What is the number of square feet authorized by existing regulations?
 11. What is the number of square feet actually occupied?

Figure 3-2.--Facility and Vehicle Inspection Checklist--
Continued.

- H. Is the facility arranged and decorated in such a manner as to be psychologically conducive to enlisting?
1. Does the office present a clean, neat, trim military appearance?
 2. Is the facility well constructed? What building deformities exist?
 3. Is office furniture clean and in a state of good repair?
 4. Is the office in need of any repairs/improvements? If so, elaborate.

I. General

1. Action to take to correct intolerable discrepancies (elaborate).
2. Overall evaluation of the facility's productive usefulness: Outstanding_____, Excellent_____, Good_____, Fair_____, Poor_____.
3. Are you satisfied with the location and facility?

Figure 3-2.--Facility and Vehicle Inspection Checklist--
Continued.

-
- A. Telephones
1. Is Federal Telecommunications System service available?
 - (a) If available, is maximum use being made of this service, (long-distance applicants, police checks and communication with recruiting hqtrs)?
 - (b) If not available, would it improve the effectiveness of the facility?
 2. Does the commercial source provide the necessary service for recruiting purposes?
 - (a) Is more than one telephone number required to handle recruiting affairs?
 - (b) Is the number of extensions adequate for the personnel in the facility?
 3. Is any type of answering service or telephone answering machine on hand when the recruiter is not in the facility?
 - (a) Is the system beneficial to recruiting?
 - (b) Are responses promptly made to messages?
 4. Are all telephone numbers and addresses listed correctly and easily accessible in local telephone directories?
 5. Is the facility layout compatible with an effective telephone installation layout?
- B. Are restrooms conveniently available?
- C. Is drinking water conveniently available?
- D. Is the lighting adequate? Does it cause a minimum of glare?
- e. Is adequate heating/air-conditioning provided? Air-conditioning should be provided in those geographic areas where it is generally found in newer commercial office space.
- F. Are adequate janitorial services provided? In leased space, are these services delineated in the contract?
- G. Are adequate utility services provided after normal working hours?
- H. Are adequate maintenance services provided? In leased spaces is the scope of the service provided delineated in the contract?
- I. What actions are taken, and by whom, to correct deficiencies/discrepancies?
- J. Is response time satisfactory?
- K. Have utilities conservation measures been implemented in keeping with the current energy conservation emphasis?

-
- A. Are vehicles being properly utilized in cases of domicile to duty transportation requirements?
Personnel authorized this privilege are:
- (a) CO's of RS's
 - (b) XO's of RS's
 - (c) SgtMaj of RS's
 - (d) OSO's
 - (e) Enlisted recruiters (8411/8412's) in recruiting or OSO billets (excluding MEPS liaison and Recruiters School billets)
 - (f) Active duty enlisted men (any MOS) in MARTD, MARTU or I-I staffs formally assigned the primary duty of recruiting.

- B. Marking
Is vehicle marking in accordance with the following:
- (a) MCO 11240.48
 - (b) MCO P1100.71, Military Personnel Procurement Manual Volume 1, Administration

- C. Maintenance
Are vehicles in good condition and properly maintained IAW MCO 11240.48 (to include use of [DD Form 314](#) which is a record of scheduled and unscheduled maintenance services)?
-

Figure 3-2.--Facility and Vehicle Inspection
Checklist--Continued.

CHAPTER 4

MANAGEMENT INFORMATION SYSTEM

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CHAPTER 4

MANAGEMENT INFORMATION SYSTEM

SECTION 1: GENERAL INFORMATION

4100. INTRODUCTION

1. This chapter contains a general description of the primary management information reports required on a recurring basis for use in managing the Marine Corps enlisted recruiting effort at all levels.

2. Detailed instructions for the preparation and submission of these reports are provided by separate correspondence.

CHAPTER 4

MANAGEMENT INFORMATION SYSTEM

SECTION 2: REPORTS REQUIRED

4200. REGULAR ENLISTMENTS AND INDUCTIONS

1. This is an automated report extracted from the Automated Recruit Management System (ARMS) data base on a weekly and monthly basis. This report is the source document for the majority of the management and reporting information pertaining to enlistment and induction data utilized by the Commandant of the Marine Corps (Code MRRP-2). Therefore, it is imperative that timely and accurate personal data be entered into the data base.

2. Cognizant Marine Corps recruit depots will ensure the following instructions for submission of the report are complied with:

a. Recruiting stations and districts will automatically receive or extract the weekly ARMS generated NAVMC 5022a from the ARMS reports module on the first Monday following the close of a weekly reporting period. The weekly reporting period is Friday through Thursday of each week. Reports are not generated for 3 or less recruiting days. (Sunday is not considered a recruiting day.) Each recruiting station will thus have 2 days, Friday and Saturday, of each week to obtain applicant data from outlying MEPS and input the data into ARMS. (Report Symbol MC-1130-01 has been assigned to this report.)

b. Recruiting stations and districts will automatically receive or extract the monthly ARMS generated NAVMC 5022a on the morning of the second workday of each month.

c. Ensure the districts provide detailed, audited telephone corrections for the monthly automated NAVMC 5022a to the Commandant of the Marine Corps (Code MRRP-2) by the fourth workday of each month unless requested sooner by the Commandant of the Marine Corps (Code MRRP-2). A schedule for submission of the corrections will be published by separate correspondence.

d. Ensure districts and recruiting stations forward a corrected and properly authenticated NAVMC 5022a original to the Commandant of the Marine Corps (Code MRRP-2) to arrive not later than the eighth working day of the month following the month being reported. Recruiting stations will submit this report via the cognizant district headquarters.

4201. VEHICLE STATUS

1. The purpose of this report is to obtain necessary vehicle data required for budgetary and management efforts for the Commandant of the Marine Corps (Code MRFL).

2. General instructions for preparation of this report are in figure 4-1 of this Manual. Additional instructions are provided by separate correspondence as required.

3. Cognizant Marine Corps district directors will ensure that the following instructions for submission of this report are complied with:

a. Submitted to the Commandant of the Marine Corps (Code MRFL) for each appropriate district headquarters, by recruiting station, no later than the 20th of the month following the end of each fiscal quarter. Report Symbol MC-1130-25 has been assigned to this report.

b. Corrections to submitted reports will be made immediately in writing.

4202. RECRUITER AIDES REPORT

1. The purpose of this report is to provide necessary budgetary and management data relative to the quantity of recruiter aides utilized and to obtain required management data relative to their usefulness and success.
2. Cognizant Marine Corps recruit depots will ensure that the following instructions for submission of the report is complied with:
 - a. Submitted to the Commandant of the Marine Corps (Code MRRE) for each appropriate district, no later than the 10th of the month following the month being reported. Report Symbol MC-1142-01 has been assigned to this report.
 - b. Entries on this report will be made telephonically, to the Commandant of the Marine Corps (Code MRRE), immediately, followed up with a written report.

4203. RECRUITS DISCHARGED/RELEASED FROM INITIAL ACTIVE DUTY FOR TRAINING

1. The purpose of this report is:
 - a. To provide a basis for statistical tabulation and analysis of the Recruiting Service achievement of quality recruiting.
 - b. To indicate any shortcomings in recruiting regulations or the physical and mental screening of applicants so that immediate corrective action may be taken.
2. The commanding general of each Marine Corps recruit depot will submit a monthly report of recruits discharged prior to completion of recruit training to the Commandant of the Marine Corps (Code MRRP-2) no later than the 10th of the month following the month being reported. Report Symbol MC-1510-03 has been assigned to this report.
3. Entries on this report will be made in accordance with detailed instructions published under separate correspondence.

4204. PERFORMANCE STATEMENT. In accordance with the current edition of MCO P7300.10, Mechanized Financial Procedures for Selected Marine Corps Posts and Stations, chapter 5, the performance statement is to be submitted to the Commandant of the Marine Corps (Code FDB). In addition, on a monthly basis, a copy of the performance statement will be forwarded by each Marine Corps district to the Commandant of the Marine Corps (Code MRFL), to arrive no later than the 15th of the month following the period being reported. Report Symbol MC-7300-06 has been assigned to this report.

4205. STATISTICAL INFORMATION RECORDS

1. Cognizant Marine Corps recruit depots will ensure that district directors and commanding officers of recruiting stations maintain statistical records which will include but not necessarily be limited to the following:
 - a. Monthly recruiter production.
 - b. Monthly recruiter strength.
 - c. Monthly vehicle availability.
 - d. Monthly reject rate.

- e. Monthly fund obligations.
- f. Semiannual per capita production per recruiter.
- g. Semiannual and annual per capita recruit cost.

2. The purpose of this information is to provide a ready reference of past performance and to present an easily understandable form, the level of efficiency of management in economically achieving recruiting goals. It will also serve as a ready aid for briefing inspectors and visitors.

4206. OFFICER SELECTION PERSONNEL ASSIGNMENT

1. Officer selection substations are assigned personnel directly by the Commandant of the Marine Corps. Assignments are monitored by the Commandant of the Marine Corps (Code MRRO).

2. In order to control and maintain personnel strength as authorized on current tables of organization (T/O) of the 5132 series, certain procedures are established as outlined below:

a. Cognizant Marine Corps recruit depots will ensure that for each appropriate district, the information outlined in figure 4-2 is furnished to the Commandant of the Marine Corps (Code MRRO) in a report to be submitted as of the last working day of each month. Only actual changes are required; however, projected changes may be, indicated provided they are identified as such. Negative reports are required. Report Symbol MC-1300-22 has been assigned to this report.

b. Because of direct assignment and monitoring by Headquarters Marine Corps, officer selection team personnel will be transferred within districts only after coordination with the Commandant of the Marine Corps (Code MRRO).

4207. ESTIMATED COST OF RECRUITING AND EXAMINING. The Commandant of the Marine Corps (Code MRFL) has an annual requirement to provide higher headquarters with a statement of estimated cost of recruiting and examining by state. See paragraph 2210.

4208. PERMANENT CHANGE OF STATION MOVES WITHIN THE MARINE CORPS DISTRICT. The current edition of Marine Corps Order 7130.1 provides authority for the Marine Corps district to transfer personnel within the district with permanent change of station (PCS) orders and requires that a report of all such moves be made. Fiscal year ceilings for intra-district moves are provided by the Commandant of the Marine Corps (Code MRFL). In the event that personnel movement requirements dictate an increase in established ceilings, then directors must request approval for additional PCS moves from the Commandant of the Marine Corps (Code MRFL). This report is exempt from report control and requires no report symbol.

INSTRUCTIONS FOR COMPLETING VEHICLE STATUS REPORT

1. Place the name of each recruiting station on the lines provided.
2. Display the number and quarterly mileage of USMC-owned vehicles.
3. Display the number and quarterly mileage of General Services Administration (GSA) vehicles expensed under Operation and Maintenance, Marine Corps (O&M,MC) monies.
4. Display the number and quarterly mileage of those GSA vehicles expensed under reimbursable funding provided by the Operation and Maintenance, Marine Corps Reserve (O&M,MCR) monies.
5. Display the number and quarterly mileage of all commercially leased vehicles.
6. To determine the number of vehicles for any vehicle category divide the number of vehicle-lease/USMC-owned days by 90. For example, if eight vehicles were commercially leased for 240 total days during the quarter the proper number of vehicles would be 2.7.

Figure 4-1.--Vehicle Status Report--Continued.

APPENDIX A

DEPARTMENT OF DEFENSE DIRECTIVE 5160.58 W/CH 1

September 26, 1966
NUMBER 5160.58 W/Ch 1

ASD(M)

Department of Defense Directive

SUBJECT: Recruiting Facilities

- Refs: (a) DoD Directive 1304.7, "Recruiting", March 9, 1954
(cancelled herein)
(b) ASD(M) memorandum to the Under Secretaries of the
Military Departments, "Recruiting Facilities",
May 2, 1966 (cancelled herein)
(c) DoD Directive 4165.6, "Real Property; Acquisitions,
Management and Disposal", September 15, 1955
(d) "Occupancy Guide for Armed Forces Recruiting Offices
(Department of Defense) February 1969

I. PURPOSE

This directive establishes uniform DoD policies and procedures for providing adequate space for use by recruiting offices and recruiting main stations or detachments of the Armed Services (Army, Navy, Air Force and Marine Corps) and for co-locating such facilities to the maximum extent practicable.

II. CANCELLATION

References (a) and (b) are hereby cancelled.

III. DEFINITIONS

- A. Recruiting Office. The basic activity of each of the four Services whose primary responsibility is concerned with recruiting personnel for the Service concerned. Includes Army Recruiting Offices, Navy Class A and Class B Substations and Branch Stations, Marine Corps Substations and Air Force Recruiting Offices.

- B. Recruiting Main Station or Detachment. That part of the recruiting organization of each of the four Services which exercises supervisory control over recruiting offices within a specific geographic area. Includes Army Recruiting Main Stations, Navy Main Recruiting Stations, Marine Corps Recruiting Stations and Air Force Recruiting Detachments.
- C. Co-Located Offices. Those recruiting offices or recruiting main stations or detachments which are:
 - (1) adjacent or adjoining with separate entrances;
 - (2) grouped together in the same room or suite with a common entrance; or
 - (3) on the same floor of a building, other than those in (1) and (2) above.

IV. RESPONSIBILITIES

- A. Designation of Executive Agent. The Secretary of the Army is designated Executive Agent with overall responsibility for real property management connected with the acquisition, disposal and maintenance of space needed for recruiting offices and recruiting main stations or detachments of the Armed Services, consistent with the general policies established by reference (c). The Secretary of the Army is authorized to re-delegate this authority to the Chief of Engineers.
- B. Programming, Budgeting and Financing
 - 1. The Executive Agent will be responsible for programming, budgeting and financing all costs to DoD related to acquiring and maintaining recruiting facilities such as:
 - a. lease agreements
 - b. utilities
 - c. repair and maintenance of facilities
 - d. custodial services
 - e. security
 - f. administration of leases and other agreements for facility occupancy

2. Transfers of FY 1967 funds to the Department of Army as required to carry out the provisions of this Directive will be in accordance with established Department of Defense procedures.
3. Effective with the FY 1968 budget estimates, the Executive Agent will be responsible for programming and budgeting all costs identified in paragraph IV.B.1. above.
4. The Military Departments occupying or requiring a recruiting facility will be responsible for the following:
 - a. Providing the Executive Agent, at the Executive Agent's request, with necessary assistance and information for preparation of budget estimates.
 - b. Providing the Executive Agent with timely information covering significant changes in requirements so as to effect fund adjustments in the regular budget and apportionment cycles, or for minor changes which can be accommodated by the Executive Agent through reprogramming actions.
 - c. Furnishing and equipping the facility including such requirements as office furniture and fixtures, window air conditioners, office supplies, communication services and vehicles. In addition, special requirements for alteration of facilities peculiar to the needs of the individual Military Department will be the responsibility of that department.
- C. Submission of Requirements. The space requirements for recruiting offices and recruiting main stations and detachments will be submitted by the Army, Navy, Marine Corps and Air Force, either on their own motion or, upon request, to the Executive Agent.
- D. Publication of Consolidated Directory. The Executive Agent will publish and distribute a consolidated directory of recruiting offices and recruiting main stations and detachments

of all Services, arranged by State and locality within State. Street addresses and room numbers will be shown and co-located offices will be appropriately identified. The directory will be published annually with changes issued bi-monthly.

V. POLICY

A. Recruiting Offices. Subject to the Executive Agent's concurrence with respect to availability of financing:

1. A recruiting office may be established by a Military Department in those communities in which it is determined by the Service concerned that the number of prospective applicants for enlistment will be sufficient in number to warrant the assignment of at least one full-time recruiter. In making a determination to establish a recruiting office, consideration will be given to factors such as the number of military-age men living in the community, the projected number of male high school graduates and past recruiting experience. In determining appropriate locations within a community for recruiting offices the criteria contained in the paragraph, "Location in the Community" on page 6 of reference (d) shall be used. A recruiting office may be relocated or disestablished whenever the existing office is determined not to meet the criteria described in this subsection or in paragraph V.A.4.
2. Additional recruiting offices may be established or maintained in a community by a Service already having an office in that community:
 - a. If warranted under criteria establishing such offices as provided in paragraph 1., above, and
 - b. If in view of the concentrations of potential applicants, including those among Negro and other minority groups, there is a reasonable prospect of receiving

a substantially greater volume of applicants for enlistment from the area in which the additional office is to be established than could otherwise be obtained, and

c. If it is economically justifiable, taking into consideration the various costs related to the operation of a recruiting office.

3. When two or more Services have established or plan to establish recruiting offices in the same community, or in the same area within a community, maximum efforts shall be made to co-locate all offices as defined in section III, above. If not all offices can be co-located, efforts should be made to co-locate as many as practicable. Co-located recruiting offices enhance the effectiveness of recruiting operations, reduce the number of locations to be visited by potential applicants to a minimum, reduce the number of space assignment actions, and make possible greater economy and efficiency in space management operations. If recruiting offices cannot be co-located, they should be located as close together as possible in the building, community or area.

4. The criteria contained in reference (d) relating to quality standards, space layout, space requirements, etc., shall be used to evaluate space considered for lease or assignment as to whether it meets requirements for recruiting office space.

B. Recruiting Main Stations or Detachments. Subject to the Executive Agent's concurrence with respect to availability of financing:

1. Recruiting main stations or detachments may be established by the Military Services in accordance with requirements determined by them.

2. When two or more Services have established or plan to establish recruiting main stations or detachments in the same community, maximum efforts shall be made to co-locate those offices as a means of making possible greater economy and efficiency in space management operations.

VI. PROCEDURES

A. In each case where a Service requests the Executive Agent to acquire space for a recruiting office in a

community, or in an area within a community, whether by GSA or other agency assignment, initial lease or renewal or extension of an existing lease, the Executive Agent, in coordination with all Services having recruiting offices in the community or area, will thoroughly explore the practicability of co-locating recruiting offices as provided in paragraph V.A.3., above.

B. The Executive Agent will, as soon as possible and on a continuing basis, examine existing assignments and leases of space for recruiting offices of all Services in each community or area within a community in which more than one Service has a recruiting office for the purpose of initiating action to co-locate all offices in the community or area within a community at the earliest and most practical time. All actions taken by the Executive Agent will be coordinated with the affected Services.

C. If agreement to co-locate all offices in the community or area within a community cannot be reached among the Services involved under subsections A. and B., above, the Executive Agent will submit all pertinent facts relating to the case, the views of each affected Service, as well as a recommendation, to the Assistant Secretary of Defense (Manpower) for decision.

* D. After a co-location plan has been approved and *
* action has been taken to obtain space for the *
* offices to be co-located to the point where specific *
* space is being offered for consideration, each *
* Service shall have the responsibility for accepting *
* or rejecting the proposed space. If a majority of *
* the Services involved disapprove the proposed space, *
* no further consideration is necessary. If unanimous *
* agreement to accept the proposed space cannot be *
* reached, the Division or District Engineer shall, *
* within ten (10) days from the original date of *
* offer, forward all pertinent information, including *
* the reasons for a finding of non-acceptability by *
* one or more Services, to the Executive Agent. The *
* Executive Agent will, as soon as practicable, in no *
* case to exceed five (5) days, convene a meeting of *
* representatives of the recruiting headquarters of *
* the Services involved to resolve the case. Final *
* decision shall be by majority vote of the Service *
* representatives. In cases where a majority vote *
* cannot be reached, the plan will be submitted to *
* the Executive Agent for final resolution.

* E. Similar procedures established in subsections *
* A., B. and C., above, for recruiting offices will be *
* used in efforts to co-locate recruiting main *
* stations or detachments.

#First amendment (Ch 1, 4/23/69)

VII. EFFECTIVE DATE

This Directive is effective immediately.

VIII. IMPLEMENTATION

- A. The Executive Agent shall issue procedures to implement this Directive in coordination with the Military Departments. Prior to such issuance and within sixty (60) days from the date of this Directive, a Service-coordinated draft of the proposed issuance will be submitted to ASD(M) for approval. Publication and distribution will be accomplished promptly after approval.
- B. Each Service will publish covering directives to assure compliance within their command structures.
- C. Distribution of implementing procedures and directives will be made as follows: two (2) copies each to Assistant Secretary of Defense (Manpower) and the Assistant Secretary of Defense (Comptroller). Additionally, fifty-four (54) copies of the Executive Agent's approved procedures will be furnished to the Assistant Secretary of Defense (installations and Logistics) who will make distribution to the Central and Regional Offices of the General Services Administration.

Secretary of Defense

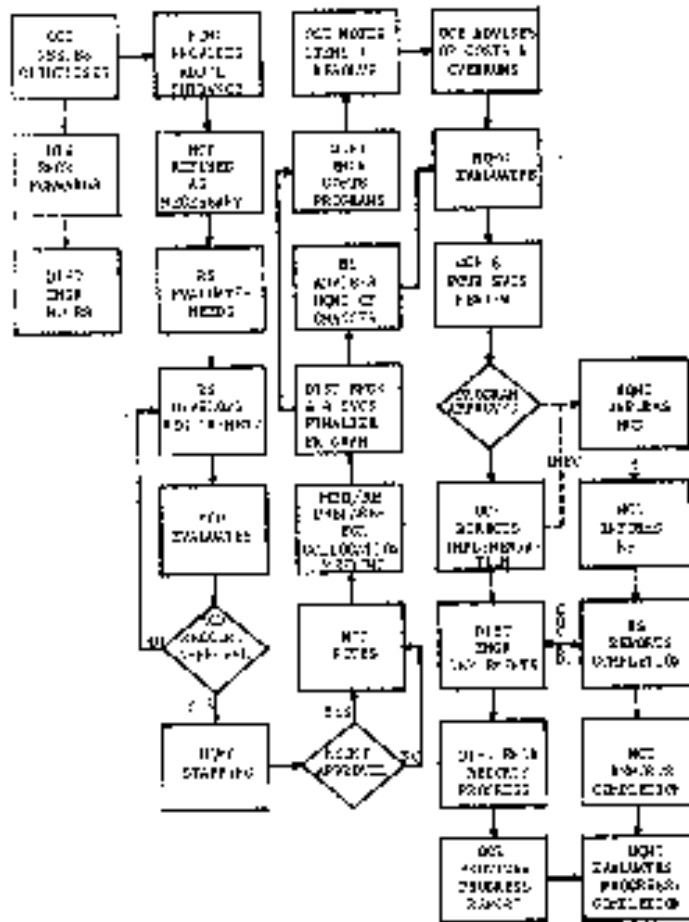


Figure 2-1.—General Hospital Facilities Program.

DEPARTMENT OF DEFENSE
DIRECTIVES SYSTEM TRANSMITTAL

NUMBER	DATE	DISTRIBUTION
5160.58 - Ch 1	April 23, 1969	5100 series

ATTACHMENTS

Pages 5 and 6 of DoD Directive 5160.58, Sept 26, 66.

INSTRUCTIONS FOR RECIPIENTS

The following page and pen changes to DoD Directive 5160.58, "Recruiting Facilities, dated September 26, 1966, have been authorized:

PAGE CHANGES

Remove: Pages 5 and 6
Insert: Attached replacement pages.

Changes appear on page 6 and are indicated by marginal asterisks.

PEN CHANGE

Page 1 - Change reference (d) to read: "Occupancy Guide for Armed Forces Recruiting Offices (Department of Defense)," February 1969

EFFECTIVE DATE AND IMPLEMENTATION

This change is effective immediately. Two (2) copies of revised implementing documents shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within sixty (60) days.

MAURICE W. ROCHE
Director, Correspondence
and Directives Division
OASD (Administration)

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

SD FORM 106_1
1 MAR 02

PREVIOUS EDITIONS ARE OBSOLETE

16 February 1967

Procedures and Instructions of the Executive Agent in
Implementation of DOD Directive Number 5160.58, as amended by
change 1 dated 20 June 1969

Subject: Recruiting Facilities

1. References:

a. DOD Directive 5160.5B, Recruiting Facilities, 26
September 1966, as amended by Change 1 dated 23 April 1969.

b. Department of the Army Memorandum dated 1 December
1966, to the Chief of Engineers, Subject: Recruiting
Facilities Re-delegation Authority from the Secretary of the
Army to the Chief of Engineers.

c. Occupancy Guide for Armed Forces Recruiting Offices
dated February, 1969.

d. Executive Order 11035, Management of Federal Office
Space, 9 July 1962.

e. Army Regulation 405-10, dated 28 May 1962, as amended

f. Engineer Regulation 405-1-660, Real Estate, Acquisition
by Lease, dated 11 February 1966.

2. By virtue of the responsibilities vested in the Executive
Agent by paragraph IV.A of DOD Directive 5160.58, Recruiting
Facilities, and as required by paragraph VIII thereof, the
procedures and instructions contained herein are issued in
implementation of the DOD Directive for providing adequate
space for use by recruiting offices and recruiting main
stations or detachments (facilities) of the Army, Navy, Air
Force, and Marine Corps, and for collocating such facilities.
These procedures and instructions are applicable to those U. S.
Army Division and District Engineers having military real
estate responsibilities as listed in Enclosure (1) and to the
Armed Services.

3. The Director of Real Estate, Office, Chief of Engineers, will act for and on behalf of the Chief of Engineers, the Executive Agent, and will have overall responsibility for real property management connected with the acquisition, disposal, maintenance and collocation of facilities. The U. S. Army Division and District Engineers are responsible for all real property management functions of the Executive Agent at field level in coordination with the field elements of the Armed Services. The Director of Real Estate will maintain liaison with all military departments and the General Services Administration (GSA), Central Office, and the U. S. Army Division and District Engineer will maintain liaison at field level with the field elements of the Armed Services and the regional offices of the GSA.

4. Each U. S. Army District Engineer, and the Division Engineers in New England, North Central and the Pacific Ocean Divisions, listed on Enclosure (1), will establish a recruiting facilities committee, within their geographical area of responsibility, with members from each service at the field level and the regional office of GSA. The committee chairman will be the Division or District Engineer, or his designee who normally will be the chief of his real estate division. To achieve the objectives of the DOD Directive, the committee will promptly initiate studies with the objective of collocating facilities of all services in each community or area within a community. In recognition that the collocation program will be on a phased basis because of funding availability and the magnitude of the collocation program and other factors, the recruiting facilities committee will prepare detailed plans for the collocation of recruiting facilities in each area and a schedule for the execution of the proposed plans. The collocation studies for each area in which there are more than one facility will be submitted to the Executive Agent for approval and will include the following:

a. Statement of existing stations, to include the address of each station, the square footage, existing rental and housekeeping costs, and a map depicting the location of each station.

b. Space and location requirements as submitted by the services covering personnel, square footage requirements, geographic area desirability or preference and government vehicle parking.

c. Summary of the total collocation plan, along with discussion of collocation problems and areas of disagreement, if any, of the plan among the services.

d. Summary of proposed collocated actions to include but not limited to: a map depicting the collocated sites; total estimated rental under the collocation plan, including the cost of utilities, repair and maintenance of facilities, custodial services, security, alterations, parking space and other anticipated costs; target date for collocation.

e. A list of those stations that are collocated under the criteria and definition in reference 1.a.

f. Committee recommendations.

5. a. If agreement to collocate all offices in a community or area cannot be reached among the military services involved, the Division or District Engineer directly administering the applicable recruiting facilities collocation program will submit a report of all pertinent facts relating to the case direct to the Executive Agent, ATTN: ENGRE-AL, furnishing one copy to the Division Engineer (except in the case of the New England, North Central and Pacific Ocean Divisions) and to the recruiting headquarters of each of the affected military services. The report will include the following:

(1) A detailed presentation of the plan and any alternate plan(s) proposed by the area recruiting facilities committee, by any committee member or by the Division/District Engineer, including each of the items of information enumerated in paragraph 4a through 4f above and photographs if appropriate.

(2) A detailed presentation of the position of each of the military services and the Division or District Engineer regarding each proposed plan for the area in question, with major emphasis accorded to the recruiting productivity expected to result from each plan. Such factors as incidence of foot and vehicular traffic, accessibility to potential recruits, proximity to schools and other places frequented by military liables, geographic location within the city or community, type of neighborhood and general environmental conditions, availability of reasonably-priced space of desirable type, size, configuration and location, and all other factors which would be pertinent in the particular case, should be considered in evaluating each proposal. The Division/District Engineer's comments will include an analysis of the proposed plan and any alternate plans, together with his recommendation and reasons therefor and discussion of the merits of all pertinent objections by committee members.

(3) All other information considered by the committee and/or the Division/District Engineer to be necessary to a proper evaluation of the proposed plan(s).

(4) Upon receipt of a report conforming to the requirements of (1), (2) and (3) above, the Executive Agent will convene a meeting of representatives of the recruiting headquarters of the military services involved to consider the case. If the representatives of the services at the meeting agree upon a collocation plan, the decision will be transmitted to the Division/District Engineer for continuance of action. If agreement cannot be reached at the meeting, the case will be submitted to the Assistant Secretary of Defense (Manpower) for decision in accordance with paragraph VI C of DOD Directive 5160.58 (Reference a).

(5) The Executive Agent will at all times maintain a current list of the representatives and alternate representatives of the recruiting headquarters of each of the military services, as supplied by such headquarters, to attend meetings convened by the Executive Agent pursuant to (4) above and paragraph 5b(4) below, with authority to state the position and cast the vote of their respective services. Should it be impossible for a designated representative to attend, within the required 5-day period, a meeting convened under paragraph 5b(4), the recruiting headquarters concerned will promptly designate a substitute, with full representative and voting authority, who can attend within such time.

b. (1) When, pursuant to an approved collocation plan, a specific site is located by the area committee or Division/District Engineer, or space is offered by the General Services Administration in a GSA-administered area, the Division/District Engineer will immediately notify the area recruiting facilities committee, furnishing the necessary information concerning the space. It would be desirable, prior to reaching a decision, that all committee members concerned in the space selection, including the appropriate representative of the Division/District Engineer, view the site, preferably in a group, and collaborate in preparing a preliminary floor plan sketch or drawing. The recommendation of all committee members concerned, supported by statement of reasons, must be received by the Division/District Engineer as soon as practicable, in no event later than six days from the original date of offer by the property owner or by the General Services Administration, if in a GSA-administered area. The submission by committee members should contain sufficient information to assist the Division/District Engineer in preparing the required report to the Executive Agent. Any additional information or documentation considered pertinent by committee members may be submitted.

(2) If a majority of the military services involved disapprove the proposed space, the Division/District Engineer will reject the offer. Prior to rejection, the Division/District Engineer may, at his discretion, forward a report of the necessary facts concerning the space direct to the Executive Agent, Attn: ENGRE-AL, for final confirmation to the position of the recruiting command headquarters, furnishing one copy to the Division Engineer, except where the Division is the office of primary action.

(3) If a majority of the military services involved do not reject the proposed space, but unanimous agreement to accept the space cannot be reached, the Division or District Engineer who directly administers the applicable collocation facilities program shall, within ten (10) days from the original date of offer by the owner, or by the General Services Administration in a GSA-administered area, forward a report containing all pertinent facts relating to the case direct to the Executive Agent, Attn: ENGRE-AL, furnishing one copy to the Division Engineer (except in the case of the New England, North Central and Pacific Ocean Divisions) and to the recruiting headquarters of each of the affected military services. The report will include the following:

(a) A detailed narrative description of the proposed site, with particular emphasis upon aspects of the space about which there is disagreement. The narrative will also contain the following information, as appropriate in the particular case, concerning the proposed space:

- 1 Address.
- 2 Geographic location within the city or community and whether in or near downtown area or shopping center.
- 3 Type of building and whether Federally-owned.
- 4 Type of neighborhood and general environmental conditions.
- 5 Accessibility of building to potential recruits and proximity to schools and places frequented by military liables.
- 6 Floor on which located.

7 Availability of vehicle parking.

8 Interior accessibility, including proximity to entrances, elevators and the like.

9 Number of recruiters, each service.

10 Area in square feet, with functional breakdown, including office, testing, storage, and reception rooms or areas. Allocations to each service should be given, together with comments upon the adequacy of the amount and suitability of each category of space for its purpose.

11 Number of recruits tested per week or month, if testing space is in issue, together with comments upon possible arrangements for sharing of testing space and availability of other nearby space for such purpose.

12 Recruitment totals and quotas of the services concerned for past two years, where productivity is relevant in particular case.

13 The position of General Services Administration, if known.

14 Cost of initial alterations, annual rental, utilities, custodial, and maintenance service, parking space and all other costs.

(b) A detailed presentation and analysis of the position of each of the military services and of the Division/District Engineer regarding each proposed site, with major emphasis accorded to the recruiting productivity expected to result from use of the site. Consideration should be given to those factors enumerated in paragraph 5a(2) which are applicable to an individual site and to those listed in paragraph 5b(3)(a) which are relevant to the particular case. The criteria contained in the Occupancy Guide for Armed Forces Recruiting Offices (Department of Defense), February 1969, shall be used as a guide in evaluating the proposed space, however, as stated in the Preface to the Guide, the suggested standards are not intended as flexible criteria. The Division/District Engineer's comments upon the positions of the military services favoring and those opposed to selection of the space should address each of the issues and arguments advanced in support of such views. The recommendation of the Division/District Engineer, with supporting reasons, will also be included.

(c) Map showing location within the city or community.

(d) Floor plan (A clear sketch, showing areas, in square feet will suffice if time limitations preclude submission of finished plan).

(e) Interior and exterior photographs showing, to the extent possible, the quality, utility and accessibility of the space and the general environmental conditions, including foot and vehicular traffic.

(f) All other information and documentation considered by the area committee or Division/District Engineer to be necessary to a proper evaluation of the space concerned.

(4) The Executive Agent will, as soon as practicable, in no case to exceed 5 days from receipt of the foregoing report, convene a meeting of representatives of the recruiting headquarters of the services involved, as designated in accordance with paragraph 5a(5) above, to resolve the case in accordance with paragraph VI D of DOD Directive 5160.58 (Reference a).

6. Recognizing initial funding limitations in connection with the country-wide collocation program, the committee should recommend to the Executive Agent a priority of collocation by area, considering overall costs for the collocation plan, recruiting productivity in particular areas, and other similar factors. By 15 May 1967, the Division Engineer should report to the Executive Agent the time frame for all collocation studies for each area within his jurisdiction, with a copy to Recruiting Service Headquarters of each service.

7. Pending accomplishment of the collocation of all stations within each area, requests of a service to acquire additional space for a new facility in a community or in an area within a community, whether by GSA or other agency assignments, initial lease, or renewal or extension of an existing lease, will be submitted to the Division or District Engineer who will take action to provide the necessary space. Prior to the acquisition of new space or the renewal or extension of an existing lease, the recruiting facilities committee will promptly initiate a collocation study of the particular area involved and report to the Executive Agent. It is recognized that in some areas acquisition of new space or extension or renewal of existing leases will be required pending the overall collocation study. In such cases, the Division or District Engineer, immediately upon approval by the Executive Agent, should take prompt action to satisfy the requirements for a new facility pending accomplishment of the collocation plans. In those cities, where only a single military service has a

recruiting office, appropriate action will be taken by the Division or District Engineer, without prior approval of the Executive Agent, to arrange for the renewal, extension or renegotiation of the lease involved.

8. The Executive Agent is responsible for programming, budgeting and financing all costs to DOD related to acquiring and maintaining the facilities, such as lease agreements, utilities, repair and maintenance of facilities, custodial services, security and administration of leases and other agreements for facility occupancy. In the area of programming, budgeting and financing, the following procedures will govern:

a. For FY 1967, each military service will continue to finance all expenses incident to existing space assignments and allocations. The Division and District Engineers will be reimbursed by the military service involved for all new space requirements during FY 1967. Collocation expenses will be funded by the Executive Agent.

b. Effective with FY 1968, the Executive Agent will be responsible for programming, budgeting and financing all costs to DOD related to facilities. Divisions and Districts will furnish FY 1968 resource requirements for this with the FY 1966 Command Operating Budget (COB) for the O&M, A appropriation. Funds included in the FY 68 budget of the Air Force, Navy and Marine Corps for recruiting facilities will be transferred to the Army as of 1 July 1967 in accordance with established DOD procedures. For budget planning purposes, these amounts will be reported at Departmental level to the Chief of Engineers by 1 April 1967. This report will list the funds by appropriation and expense categories shown in paragraph IV.B.1. of DOD Directive 5160.58.

c. Division and District Engineers will arrange with the services for the transfer of the lease and/or other space assignment documents, records and supporting documents, effective 1 July 1967. Such transfer should be accomplished so as not to delay rental and/or other payments.

9. A consolidated directory of recruiting facilities will be published annually as of 31 December, with changes issued bi-monthly. The initial consolidated directory will be as of 30 June 1967 to be published 1 August 1967. Separate instructions will be issued by the Executive Agent regarding input data requirements and ADP format to be utilized for reporting purposes.

10. Facilities excess to the services will be reported to the Division or District Engineers who will take appropriate disposal action in accordance with existing Corps or Engineers regulations.

11. In the Washington, D.C., Metropolitan Area, the Executive Agent will be responsible for the submission of space requests to the Director of Space Management Service, Washington, D.C., in accordance with existing regulations. The appropriate District Engineer office will prepare and submit collocation studies and submit recommendations, in accordance with paragraphs 4 and 5 above.

FOR THE CHIEF OF ENGINEERS:

/S/
WOODROW BERGE
Director of Real Estate

1 Incl
List of Division and District
Engineers Having Military Real
Estate Responsibilities
(Not Attached)

B-9

PREFACE

This Guide is published for use by the General Services Administration and the Department of Defense, when providing space for Recruiting Offices. Its development is the result of joint efforts on the part of GSA and the Department of Defense, and has the endorsements of the Headquarters of these agencies. It is issued in accordance with the provisions of Executive Order 11035, dated July 9, 1962, which stipulates that the General Services Administration issue standards and criteria for the use of office space.

The information contained herein is intended to assist in the several planning phases involved in providing adequate housing for Recruiting Offices, including space location, quantity, quality, and utilization. The layout features discussed in this Guide are based on tested principles of space usage. They reflect both the general and special needs of the Recruiting Offices and are derived from detailed studies of their organization, internal operations, and their relationships with other Government agencies and the public. The objective of this Guide is to furnish, through the introduction of the latest concepts in interior treatment and work station arrangement, the data necessary for the planning of functionally effective space in such quantities as will satisfy Recruiting Office requirements.

Modern principles of space usage naturally find their best expression in today's modern office buildings. Nevertheless, a marked degree of productivity can be attained in those offices housed in older or less efficiently designed buildings by applying these principles. Through their application, the best possible layout within the physical limitations imposed by the design characteristics of the building can be obtained.

It should be borne in mind by persons using this Guide that the principles and data contained herein are established for purpose of guidance and are not intended to be inflexible criteria. In this connection, the estimated space requirements listed on pages 11 and 12 are not to be construed as either maximum or minimum allowances. On the other hand, it is considered that the allowances indicated are generally adequate for efficient operations under normal conditions. This Guide is intended to provide uniform criteria, based on accredited principles of space utilization, that will enable GSA and the Department of Defense to adequately evaluate space considered for assignment and to decide whether it meets Recruiting Office requirements.

Space variations are primarily due to structural elements and layout characteristics such as room dimensions, window spacing, etc., imposed at the time the building is constructed. Therefore, in order to cope with the variable nature of different blocks of space, the use of a template layout is the best means of judging space adequacy. However, when making the template layout, it is important that the principles contained in this Guide be applied with the knowledge of the particular situation. The combination of these two factors when making space determinations should insure the highest degree of efficiency and space utilization.

The issuance of this Guide does not require that all offices immediately conform to criteria and arrangements shown. It may, however, improve working conditions when used as the basis for rearranging present offices, and it will be of assistance in the selection of the most suitable space when relocations are necessary.

William H. Point
Director
Real Property Management
Office of the Assistant
Secretary of Defense
(Installations & Logistics)

John W. Chapman, Jr.
Assistant Commissioner
for Space Management
Public Buildings Service
General Services Administration

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General

Each Military Service of the Department of Defense maintains Recruiting Offices. Recruiting offices are the basic operating units which discharge at the local level the responsibilities of the Military Services relative to personnel recruitment.

Mission and Organization

Recruiting Offices of the respective services perform similar missions and are somewhat analogous in organizational structure. Their basic mission is to locate, select, counsel and recruit for voluntary enlistment from civilian sources a sufficient number of personnel, both male and female, to meet the manpower requirements of the specific military service. In the performance of this mission, recruiters or recruiter-salesmen staffing these offices carry out the following activities:

Advertising and Publicity

Conduct community relations and special event activities; maintain liaison with news media personnel, educators, business and industry leaders, civic groups, and other centers of influence on advertising and publicity matters pertaining to recruiting; and prepare and submit news stories and photographs for publication in local and other external A&P outlets. Disseminate advertising and publicity literature and other materials supporting the recruiting programs. Set up displays calling attention to these programs.

Counseling and Processing

Interview and advise prospective applicants and the applicants' parents on recruiting requirements and advantages of the specific service; administer mental screening and/or aptitude tests to determine applicants' qualifications; verify references; and make necessary arrangements for further mental, medical and administrative processing incident to enlistment at the Armed Forces Examining and Entrance Stations.

Administration

Maintain active files, directives, circulars, etc.; secure test materials; and prepare reports on recruiting activities for submission to immediate command elements responsible for

the direction of recruiting activities within a specific area of jurisdiction.

The number of recruiters or recruiter-salesmen staffing these offices will vary depending on such factors as population of the area to be served, leading industries, educational institutions, and the number of military liables which determines the productivity of the area for recruitment purposes. Hence, in terms of staffing, these activities may range from one-man recruiting offices to installations of eight or more men.

The following chart lists the basic recruiting office units of the various Military Services and their official organizational titles. These recruiting units are designated as Recruiting Offices in this Guide in order to achieve a degree of uniformity in nomenclature.

Flooring

A light-colored, resilient floor covering is preferred for all office areas.

Sound Conditioning

Ceilings should be covered with an acoustical material, where practicable.

Elevators

Suitable passenger elevator service should be provided if the space assigned is located above the second floor.

Drinking Fountains

Chilled drinking water should be provided at convenient locations.

Toilet Facilities

Toilet facilities must be accessible to recruiting personnel and visitors to the recruiting offices.

Window Covering

All windows must be provided with venetian blinds, sun screens, or other approved means for shading and reducing glare.

Building Services

Janitorial and cleaning services will be provided on a daily basis, or as indicated by the usage of the space involved. Painting and repainting of offices will be performed on a three-year cycle, or more frequently if required. Leasing arrangements should take into consideration the location and climatic environment in determining frequency of cycle. Building maintenance will be performed as required.

LAYOUT FEATURES

This section deals with the general arrangements of Recruiting Offices, the type and location of space required, and other special requirements based on known programs and operations performed.

General

Recruiting Offices of the Military Services are entitled to occupy space in federally-owned or leased space under GSA control. These activities also occupy space in Post Office Buildings in which the Post Office Department has assignment responsibility, and in leased locations not under GSA control.

Location in the Community

The Military Services are obligated to obtain their personnel through voluntary methods to the maximum extent. It is important that easily located, properly designed and constructed recruiting offices be made available to individuals who desire to volunteer for military service.

Areas within the community or city considered functionally suited for Recruiting Offices are: (1) downtown locations within the commercial and business districts; (2) urban shopping centers; (3) business or shopping centers in the vicinity of industrial complexes or educational institutions; and (4) locations near Selective Service System Local Boards. These areas are serviced by good transportation facilities, have a high pedestrian traffic count, and are generally productive in terms of recruitment potential. The location and appearance of a Recruiting Office should be comparable to that of an employment office. An inconvenient or unattractive location may adversely influence a prospective applicant's decision to inquire about enlistment in a military service.

Collocated Recruiting Locations

When two or more Services have established or plan to establish Recruiting Offices in the same community, or in the same area within a community, maximum efforts shall be made to collocate all the offices. Collocated offices are defined as: Those recruiting offices which are: (1) adjacent or adjoining with separate entrances; (2) grouped together in the same suite with a common entrance; or (3) on the same floor of a building, other than those in (1) and (2) above. If all offices cannot be collocated, efforts should be made to collocate as many as practicable. Collocated offices enhance the effectiveness of recruiting operations, reduce

the number of locations to be visited by potential applicants to a minimum, reduce the number of space assignment actions, and make possible greater economy and efficiency in space management operations. If recruiting offices cannot be collocated, they should be located as close together as possible in the building, community, or area.

Location in the Building

Recruiting Offices must be readily accessible to the public. They should be assigned space on the first floor near the main entrance and lobby of the building. When such space is not available, they may be located on an upper or lower floor, provided the space to be assigned is situated conveniently to stairways or elevators and the space meets established quality standards. Elevator service will be provided if it is necessary to locate the Recruiting Office on the third or higher floor. When basement floor space is assigned, this space shall meet GSA standards as to appearance and accessibility.

Admittance to Building

Access to the building is frequently required during evening hours and on weekends for the purpose of interviewing prospective applicants who are unable to visit the office during normal working hours. Accordingly, space in limited access facilities should not be leased for or assigned to recruiting activities, unless other space is unavailable.

In the case of leased space, GSA will endeavor to arrange for the use of space on the following basis: (1) The using service shall have the right to use the space beyond normal working hours and on Saturdays, Sundays, and Federal holidays, including use of elevators, lights and toilet facilities, but excluding other building operating services, without additional payment. (2) If building operating services, including heat and/or air conditioning, are required by the using service on a regularly scheduled overtime basis of four hours or more beyond normal working hours, they will be furnished by the lessor upon request of the using service and reimbursement to the lessor shall be limited to extra cost of electricity, fuel, and personal services as authorized by the using service.

If overtime service on the foregoing basis cannot be arranged, the terms of such use shall conform to the needs of the Military Service occupants insofar as possible.

Any additional costs for overtime services will be reimbursable by the using service.

GSA shall endeavor to arrange with the buildings manager for access and use of space in Government buildings to the extent of the need of the Military Service occupants.

Parking

One or more vehicles is assigned to each of the Services for official use. The availability of either Government-owned or commercial parking facilities in the vicinity of the office is desirable, but should not be considered mandatory to the selection of space. Official vehicles may be parked at other than the office site through arrangements with local service stations, etc.

Signs

Provision should be made for the permanent display of signs advertising the presence of Armed Forces Recruiting Office(s) and, if necessary, stating their location within the building. A standard Armed Forces recruiting sign, for exterior use, has been adopted by the DOD to be used in lieu of the "A" frame type. One or more such signs should be clearly visible to pedestrian traffic. Where recruiting offices are established within multiple-occupant buildings, the location or room number of the recruiting office(s) should also be indicated in the lobby. Directory Boards are the preferred interior method for identifying location of the Recruiting Offices. Free standing signs should be avoided where feasible, the separate Military Service occupants shall utilize joint signs. In each instance, the type, quality and placement of signs, including directional signs within the building will be agreed upon by GSA and the using service(s).

Office Arrangement

The internal space required for recruiting offices, either collocated or solely occupied, of the various services can be classified according to four categories: (1) Display Area; (2) Reception and Office Area; (3) Storage; and (4) Testing Room.

Display Area

Space should be provided for the display of recruitment posters and other promotional material. Window space for these exhibits is highly desirable and considerably more effective than inside space. When window space is not available, a small area inside the entrance of the recruiting office should be set aside for this purpose.

Joint use of display area is recommended.

Reception and Office Area

For most one- or two-man Recruiting Offices, a single room will suffice for reception and office area. The space assigned must be sufficient in size and arrangement to accommodate several visitors' chairs, davenport, small tables, pamphlet rack for promotional literature, bookcase, table to be used for completing recruitment forms, typist stand(s), flag stand(s), filing cabinet(s), standard office desk(s), executive chair(s), and rack for wearing apparel. For 3-man or larger recruiting offices, the reception area should be a separate room or separated from the working area by ceiling-high or bank-type partitions.

In those offices where area, sector, or zone Supervisors and/or women counselors/recruiting are assigned, a private office with ceiling-high partitions will normally be provided to allow them to conduct their assigned duties (counseling, conferences with community representatives, interviews, etc.) in private.

See paragraph on partitioning under this division of the Guide ("Layout Features"), for exceptions to the normal requirements.

Joint use of reception and office areas by two or more services is not recommended. Experience has shown that operational efficiency in terms of meeting established recruitment goals is usually hampered when recruiter-salesmen of separate services are housed in the same office area. This arrangement generally restricts the effectiveness of the recruitment sales techniques of one or more of the service representatives due to the absence of privacy in conducting interviews with potential applicants.

The configuration and dimensions of the space must be conducive to operational efficiency.

Storage

Office supplies, equipment, recruiting forms, and advertising and publicity material will normally be stored in an area with ceiling-high partitions. Materials stored in such area may be placed in supply cabinets or on shelves. Joint use of storage area is acceptable, provided each service is assigned a separate, readily accessible, secure storage space. (See paragraph on partitioning under this division of the Guide ("Layout Features") for exceptions to partitioning requirements.) If acceptable to the using service, storage may be in lower cost space, not necessarily contiguous to the office space.

Testing Room

Mental screening tests are administered at the recruiting office level by all Military Services. The various tests given to potential applicants range in duration from 15 minutes to over 5 hours. In U.S. Air Force Recruiting Offices, applicants who pass the Enlisted Screening Test are required to take the Airman Qualifying Exam (2 1/2 hours duration). A separate room enclosed with ceiling-high partitions is required at all Recruiting Offices (collocated or single-service) where tests are to be administered. Allocation of space at each collocated or single-service office will be based on the number of applicants tested at an office at one time. A minimum of 15 square feet per examinee and, if required by Military Service regulations, space for a raised platform and lectern for the tester will be provided. The testing room(s) should be situated near the rear of the office and adjoining the recruiters' work area. If required by the particular circumstances, as determined with reference to the foregoing criteria, two or more testing rooms will be provided for collocated facilities. When one of the collocated services is the Air Force, one of the testing rooms must be of sufficient size to support the Air Force requirements. (See footnote to "Testing" under "Estimates of Net Usable Space Requirements for Armed Forces Recruiting Offices," this Guide, for additional criteria.)

Partitioning

Ceiling-high partitions will be provided to separate the recruiting offices of the Military Services. Certain areas within recruiting offices will be enclosed by ceiling-high or bank-type partitioning, as indicated elsewhere in this division of the Guide ("Layout Features"), and in accordance with the criteria there supplied. With respect to office areas other than testing rooms, an exception to the normal criteria may be made by substituting bank-type partitioning for the ceiling-high variety, where the latter would interfere with the proper functioning of heating, air conditioning, ventilation, or other like services. Testing rooms will invariably be enclosed by ceiling-high partitions.

ESTIMATING SPACE REQUIREMENTS

The following table sets forth the positions and administrative service and support areas generally found in recruiting offices maintained by the Military Services. Some offices may include some but not all of the positions listed. The extent to which this variance will affect total space requirements can only be determined through a study of the particular office under consideration. In a collocated facility, space requirements will be computed on an individual service basis. The allowances listed are considered adequate to accommodate the furniture and equipment usually associated with the positions and support areas. The fact that these allowances are for estimating purposes only is emphasized. The adequacy of space must be determined in individual cases by the application of the material contained in this Guide (together with a template layout) in the light of known operational requirements and authorized personnel staffing.

POSITION OR FUNCTION	TYPE OF SPACE	SQ. FT. PER PERSON
Woman Recruiter/ Counselor	Private Office (ceiling-high partitions)	100
Area, Sector or Zone Supervisor (non- commissioned officer)	Private Office (ceiling-high partitions)	100
Recruiters (1- and 2-man offices)	Open for 1&2 man offices (Bank partitions for other type offices)	100*
Testing Area	Room (ceiling-high partitions)	As justified**
Storage	Room (secured by ceiling-high partitions)	As justified**
Reception (1-man Office)	Open	50***
Display Area	Open	As justified**
Clerk-typist	Open	66

*Increases by increment of 72 sq. ft. for each recruiter in excess of 2.

**See following page.

***Increases by increment of 10 square feet for each additional recruiter.

RECRUITING OFFICES

* To be increased 66 feet per assigned clerk. (Clerical work station)

** U.S. Air Force Recruiting Offices which administer mental tests require a minimum of 15 square feet per applicant with the allocation of space based on the number of applicants tested by that office at one time. Space in addition to the above-estimated amounts should be furnished as needed to satisfy these requirements. Where testing needs, as indicated by the foregoing criteria and the requirements set forth under the heading "Testing Rooms", (Layout Features), this Guide, exceed the applicable estimate shown in the above schedule, space in addition to the above-estimated amounts will be furnished. In such case, or in any case where sufficient testing space is unavailable, arrangements may be made for use of satisfactory supplementary space, such as FOB joint testing or conference room facilities, provided exclusive use for military service testing at fixed regular intervals and at frequency required by military service operations, is assured. Leasing of such supplementary testing space is authorized, either within the building in which the recruiting offices are located, or in space which is within the same neighborhood or area and convenient to the offices served.

***Recruiting Offices where the Area, Sector, or Zone Supervisor is assigned will require additional space for storage of A&P Literature, Displays, & Office Supplies.

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

DATE: MAR 10 1976 Public Buildings Service
Washington, DC 20405

REPLY TO
ATTN OF: Space Management Division - PRM

SUBJECT: Space Standards for Recruiters

All Regional Commissioners, PBS
All Division and District Engineers, Corps of
Engineers

Under date of November 14, 1975, the Commissioner of the Public Buildings Service advised all PBS Regional Commissioner of new guidelines for Phase II of the Accelerated Space Utilization Program (ASUP). All Division and Engineers, Corps of Engineers, as well as DOD Recruiting Commands have also been informed of these guidelines.

One action taken in connection with the new guidelines was the replacement of Occupancy Guide work station allowances with FPMR work station allowances contained in Section 101-17.304.1. Since the FPMR does not cite specific space allowances by military grade or rank, but rather by GS grade, it is necessary to clarify the new provisions as they relate to military recruiting offices. We have, therefore, established the following space allowances:

Sector Supervisor	- 125 square feet
Supervisory Recruiter	- 100 square feet
Recruiter	- 75 square feet

The allowances for administrative support and special requirements identified in the February 1969 Occupancy Guide for Armed Forces Recruiting Office remain in effect.

Your cooperation in implements the provisions and spirit of the revised ASUP Phase II guidelines is appreciated.

/S/

LOY M. SHIPP, JR.
Assistant Commissioner for
Space Planning and Management
Public Buildings Service, GSA

WOODROW BERGE
Director of Real State
Corps of Engineers

cc: All Regional Administrators, GSA

OCCUPANCY GUIDE

DEPARTMENT OF DEFENSE
(U.S. ARMY, NAVY, MARINE CORPS, AIR FORCE)

ARMED FORCES RECRUITING OFFICES



FEBRUARY 1969

Armed Forces Recruiting Offices

GENERAL SERVICES ADMINISTRATION
Public Buildings Service
Office of Space Management

ESTIMATES OF NET USABLE SPACE REQUIREMENTS FOR ARMED FORCES RECRUITING OFFICES

SIZE OF OFFICE

(Requirements for delineated offices to be computed on individual office basis)

POSITION OR FUNCTION	1-Man	2-Man	3-Man	4 Man	5-Man	6-Man	7-Man	8-Man
Reception	100	200	272	344	416	488	560	632
Display	30	50	55	40	40	45	50	50
Reception *	50	60	70	80	90	100	110	120
Working **	50	65	80	90	100	110	120	130
Storage ***	80	65	70	75	80	90	100	110
TOTAL	280	420	527	629	726	833	940	1,042

APPENDIX E

LIST OF CORPS OF ENGINEERS DIVISIONS AND DISTRICTS

Division Engineer
U.S. Army Engineer Division, North Atlantic
90 Church Street
New York, NY 10007

Division Engineer
U.S. Army Engineer Division, South Atlantic
510 Title Bldg.
30 Pryor St., S.W.
Atlanta, GA 30303

Division Engineer
U.S. Army Engineer Division, Ohio River
P.O. Box 1159
Cincinnati, OH 45201

Division Engineer
U.S. Army Engineer Division, Missouri River
P.O. Box 103
Downtown Station
Omaha, NE 68101

Division Engineer
U.S. Army Engineer Division, Southwestern
1114 Commerce Street
Dallas, TX 75202

Division Engineer
U.S. Army Engineer Division, South Pacific
630 Sansome Street
San Francisco, CA 94111

Division Engineer
U.S. Army Engineer Division, North Pacific
210 Custom House
Portland, OR 97209

District Engineer
U.S. Army Engineer Division, Pacific Ocean
APO San Francisco, CA 96558

District Engineer
U.S. Army Engineer District, Alaska
P.O. Box 7002
Anchorage, AK 99510

District Engineer
U.S. Army Engineer District, Albuquerque
P.O. Box 1580
Albuquerque, NM 87103

District Engineer
U.S. Army Engineer District, Baltimore
P.O. Box 1715
Baltimore, MD 21203

District Engineer
U.S. Army Engineer District, Fort Worth
P.O. Box 17300
Fort Worth, TX 76102

District Engineer
U.S. Army Engineer District, Galveston
P.O. Box 1229
Galveston, TX 77553

District Engineer
U.S. Army Engineer District, Jacksonville
P.O. Box 4970
Jacksonville, FL 64106

District Engineer
U.S. Army Engineer District, Kansas City
700 Federal Building
Kansas City, MO 64106

District Engineer
U.S. Army Engineer District, Little Rock
P.O. Box 867
Little Rock, AR 72203

District Engineer
U.S. Army Engineer District, Los Angeles
P.O. Box 2711
Los Angeles, CA 90053

District Engineer
U.S. Army Engineer District, Louisville
P.O. Box 59
Louisville, KY 40201

District Engineer
U.S. Army Engineer District, Mobile
P.O. Box 2288
Mobile, AL 36628

District Engineer
U.S. Army Engineer District, New York
26 Federal Plaza
New York, NY 10007

District Engineer
U.S. Army Engineer District, Omaha
6014 USPO and Courthouse
215 North 17th Street
Omaha, NE 68102

District Engineer
U.S. Army Engineer District, Sacramento
650 Capitol Mall
Sacramento, CA 95814

District Engineer
U.S. Army Engineer District, Savannah
P. O. Box 889
Savannah, GA 31402

District Engineer
U.S. Army Engineer District, Seattle
P.O. Box C-3755
Seattle, WA 98124

District Engineer
U.S. Army Engineer District, Tulsa
P.O. Box 61
Tulsa, OK 74121

District Engineer
U.S. Army Engineer District, Norfolk
803 Front Street
Norfolk, VA 23510

ERRATUM

to

MCO P1100.71A

Military Personnel Procurement Manual, Volume 1
Administration

1. Page 3-14 was erroneously dropped in printing. Remove page 3-13 and replace with attached pages 3-13 and 3-14.

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