



# Department of Defense INSTRUCTION

**NUMBER** 1304.24  
September 20, 2005

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USD(P&R)

**SUBJECT:** Use of Directory Information on Secondary School Students for Military Recruiting Purposes

- References:
- (a) Section 503c of title 10, United States Code
  - (b) Section 7908 of title 20, United States Code
  - (c) DoD Directive 1304.24, subject as above, April 20, 1984 (hereby canceled)
  - (d) Deputy Secretary of Defense memorandum, "DoD Directives Review – Phase II," July 13, 2005
  - (e) DoD 5400.7-R, "DoD Freedom of Information Act Program," October 1998
  - (f) DoD 5400.11-R, "DoD Privacy Program," August 1983

## 1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Supports the provisions of current legislation in references (a) and (b) regarding access to secondary school campuses and student directory information.

1.2. Reissues reference (c) as a DoD Instruction according to the guidance in reference (d). It updates policy, guidance, and responsibilities concerning the collection, retention, and use of secondary school student directory information for military recruiting purposes.

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments (including their Reserve components, and the Coast Guard by agreement with the Department of Homeland Security when it is not operating as a Service in the Navy). The term "Military Services," refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

### 3. DEFINITIONS

3.1. Student. A person 17 years or older, or in the eleventh grade (or its equivalent) or higher, enrolled in a secondary school in the United States, its territories, possessions, the Commonwealth of Puerto Rico, or in DoD high schools worldwide.

3.2. Directory Information. The names, addresses, and telephone listings of secondary school students.

3.3. Recruiter Access to High Schools (RAHS) Database. The web-based database on secondary school campus access and access to student directory information supporting references (a) and (b). Recruiter-reported input is based on interactions with high schools.

3.4. Interservice Recruitment Committee (IRC)<sup>1</sup>. A committee composed of commanders of the Army Recruiting Battalion, the Navy Recruiting Command District, the Air Force Recruiting Squadron, the Marine Corps Recruiting Station, the Military Entrance Processing Station (MEPS), and the Recruiter-In-Charge of the Coast Guard Recruiting Office or Recruiting Detachment. The IRC serves as the coordinating body through which harmonious relationships between local recruiting organizations and MEPS are maintained. It functions to coordinate discussion and resolve areas of mutual concern pertaining to the MEPS and does not have the authority to make operational decisions for the MEPS.

### 4. POLICY

4.1. It is DoD policy that the Military Services shall strive for voluntary cooperation between education officials and military recruiters to attract a high-quality cross-section of American youth to military service.

4.2. Further guidance is provided in enclosure 1.

### 5. RESPONSIBILITIES

5.1 The Deputy Under Secretary of Defense for Military Personnel Policy under the Under Secretary of Defense for Personnel and Readiness shall:

5.1.1. Provide overall guidance for implementing the policies and responsibilities established by this Instruction.

5.1.2. Ensure full compliance with references (a), (b), (e), and (f).

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<sup>1</sup>The IRC is chartered in the following Joint Regulation: Army Regulation 601-270, Air Force Regulation 33-7, Chief of Naval Operations Instruction 1100.4A, Marine Corps Order P1100.75A, "Military Entrance Processing Station (MEPS)," November 20, 1999

5.1.3. Maintain oversight of the Defense Manpower Data Center's RAHS database management pertaining to secondary school student directory information access and use throughout the United States and in the DoD Dependent Schools worldwide.

5.1.4. Request, receive, compile, and report incidents of schools denying military recruiters access to student directory information for recruiting purposes.

5.1.5. Validate incidents of misuse of student directory information by the Military Services.

5.2. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall:

5.2.1. Ensure recruiting officials collect, compile, use, safeguard, and dispose of student directory information as required by references (d) and (e).

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

5.2.3. Comply with the provisions of reference (a) concerning the requirement to send a senior officer in a grade not below the grade of Colonel (or, in the case of the Navy, Captain) or a senior executive of that Military Service to meet with school representatives to gain the appropriate access.

5.2.4. Adhere to applicable state public records and freedom-of-information legislation governing the disclosure of student directory information to ensure that military recruiters contacting educational agencies and institutions follow proper request procedures.

## 5. EFFECTIVE DATE

This Instruction is effective immediately.



**David S. C. Chu**  
**Under Secretary of Defense**  
**(Personnel and Readiness)**

Enclosures – 1

E1. Guidance on Collection and Use of Directory Information

## E1. ENCLOSURE 1

### GUIDANCE ON COLLECTION AND USE OF DIRECTORY INFORMATION

E1.1.1. The Military Services shall coordinate information collection procedures to avoid duplication of effort and to facilitate continued access to education officials and student directory information.

E1.1.2. Coordination shall be accomplished at the local level by the IRC.

E1.1.3. Military recruiters' access to each secondary school campus and access to student directory information shall be entered in the RAHS database to maintain a centralized record of access afforded to each Military Service.

E1.1.4. The local commander of the military recruiting service who obtains student directory information shall provide the information to the IRC. The IRC shall compile and disseminate the information to the appropriate recruiters from each of the Military Services.

E1.1.5. Student directory information, collected and compiled consistent with this Instruction, shall be used for military recruiting purposes and shall be handled as follows:

E1.1.5.1. Consistent with references (a) and (b), directory information shall only be collected and compiled by the Military Services on each student who is 17 years of age or older, or in the eleventh grade (or its equivalent) or higher, who is enrolled in a secondary school in the United States or its territories, possessions, or the Commonwealth of Puerto Rico, unless the parent/student (18 years or older) has submitted to the school a request that such information not be released. No information will be collected from private secondary schools that document a religious objection to service in the armed forces.

E1.1.5.2. Where directory information is collected on individuals from sources other than secondary schools, and the level of education is missing, the Military Services shall try to ensure the information compiled is based on the date of birth, to include those individuals who are likely to be enrolled in the 11th grade (or its equivalent) or higher.

E1.1.5.3. Consistent with DoD 5400.7-R and 5400.11-R (references (e) and (f)), no one having access to student directory information may disclose or further disseminate such information, for purposes other than military recruiting.

E1.1.5.4. Directory information about any student shall not be maintained for more than 3 years after the initial date of collection and compilation