



Department of Defense DIRECTIVE

NUMBER 5160.58E
August 31, 2005

PDUSD(P&R)

SUBJECT: Recruiting Facilities

- References:
- (a) DoD Directive 5160.58, "Recruiting Facilities," March 21, 1986 (hereby canceled)
 - (b) DoD Directive 5101.1, "DoD Executive Agent," September 3, 2002
 - (c) U.S. Army Corps of Engineers, Military Service Recruiting Offices, Intermediate Commands and Main Stations, February 2003¹
 - (d) Consolidated Policies and Procedures, DoD Recruiting Facilities Program, Army Corps of Engineers, October 1, 2004¹
 - (e) DoD Directive 4165.6, "Real Property," October 13, 2004

1. REISSUANCE AND PURPOSE

This Directive:

- 1.1. Reissues reference (a) to update policies and guidance for providing adequate space for recruiting offices, intermediate commands and main stations.
- 1.2. Establishes the Joint Recruiting Facilities Committee (JRFC) to oversee implementation of DoD policy regarding recruiting facilities.
- 1.3. Designates the Secretary of the Army as the DoD Executive Agent for the acquisition, maintenance, and disposal of space needed for recruiting offices, intermediate commands, and main stations of the Military Services, hereafter referred to as the "DoD Executive Agent" in accordance with reference (b).

¹ References (c) and (d) are available at <http://www.hq.usace.army.mil/cere/policy.htm>

2. APPLICABILITY AND SCOPE

This Directive:

2.1. Applies to the Office of the Secretary of Defense, the Military Departments (including their Reserve components - specifically their respective Recruiting Commands) and the Office of the Inspector General of the Department of Defense. The term "Military Services," as used hereafter, refers to the Army, the Navy, the Air Force, the Marine Corps, and their Reserve components.

2.2. Specifies the responsibilities, policies, and guidance for the acquisition, maintenance, and disposal of space for military recruiting personnel.

3. DEFINITIONS

Terms used in this Directive are defined in enclosure 1.

4. POLICY

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

4.2. Recruiting Offices and Intermediate Commands and Main Stations. The space standards, layout features, and quality standards in the U.S. Army Corps of Engineers Military Services Recruiting Offices, Intermediate Commands and Main Stations, February 2003 (reference (c)), and the Consolidated Policies and Procedure Guidance, and DoD Recruiting Facilities Program (reference (d)) shall be followed to evaluate, select, and maintain space for recruiting offices, intermediate commands and main stations. Locations considered suitable for recruiting offices should have good access to mass transportation, high pedestrian traffic, good visibility, and proximity to schools or other areas where military-aged men and women congregate.

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

4.2.2. Part-Time Recruiting Offices. Part-time offices may be leased in sparsely populated areas where suitable rent-free space is not available and the potential for additional recruits is worth the cost of acquiring and maintaining the space. Part-time offices shall normally be placed in office space instead of higher cost retail space.

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

4.4. Use of Government-Owned and Leased Space for Intermediate Commands and Main Stations. When lease agreements are to be established or renewed, suitable space available at military installations, Reserve training centers, National Guard armories and in Federally owned or leased buildings shall be identified and considered. Proposed actions shall be coordinated with the Chairperson of the JRFC.

4.5. Collocation. When two or more Military Services plan to establish or relocate recruiting offices or stations in the same area of a community, maximum effort will be made to collocate them to achieve greater economy and efficiency in space management.

4.5.1. If all offices or stations may not be collocated, efforts should be made to collocate as many as practicable, and when feasible, they shall be located as close together as possible in the same building or community.

4.5.2. If the Military Services and the DoD Executive Agent are unable to agree on a collocation plan, the issue shall be submitted to the Chairperson of the JRFC for resolution.

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

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness shall direct the Deputy Under Secretary of Defense for Military Personnel Policy (DUSD(MPP)) to:

5.1.1. Provide oversight and guidance for implementing the policies and responsibilities this Directive establishes regarding recruiting facilities, space and quality standards, and budget allocation.

5.1.2. Approve implementation of DoD policies established in this Directive.

5.1.3. Assist the DoD Executive Agent in defending requirements during the programming and budgetary process.

5.1.4. Chair the JRFC.

5.2. The Secretary of the Army shall:

5.2.1. Act as the DoD Executive Agent, in accordance with reference (b), for the acquisition, maintenance, and disposal of space needed for recruiting offices, intermediate command and main stations of the Military Services consistent with policies in reference (d) and DoD Directive 4165.6 (reference (e)).

5.2.2. Establish, in coordination with the DUSD(MPP) and the Military Services, space authorizations, policies and procedures guidance and quality standards for recruiting offices, intermediate commands and main stations.

5.2.3. Develop, in coordination with the DUSD(MPP), an annual DoD Recruiting Facilities Program and Budget. Finance all costs to the Department of Defense for acquiring, maintaining and disposing of recruiting facilities, such as costs for rent, utilities (excluding the Military Services' telecommunications equipment and installation), repair and maintenance of facilities, security, and administration of the DoD Recruiting Facilities Program.

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

5.2.5. Establish and maintain an automated management information system to support cost-effective planning, programming, budgeting, and program/budget execution of the DoD Recruiting Facilities Program. The system shall support the management responsibilities of the DUSD(MPP), the Military Services, the Executive Agent, and the JRFC. A change to automated systems in support of the DoD Recruiting Facilities Program requires the approval of the JRFC prior to implementation.

5.3. The Secretaries of the Military Departments shall:

5.3.1. Develop requirements and supporting rationale for recruiting facilities actions for preparation and justification of annual programs and budget requests. Proposed actions to open, relocate, expand, or close recruiting offices, intermediate commands or main stations shall be linked to authorized recruiting personnel and organizational plans.

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

5.3.3. Promptly submit essential program changes to the DoD Executive Agent prior to program execution.

5.3.4. Plan, program, and budget for office and station furnishings and equipment, such as office furniture and fixtures, office supplies, telecommunications (including installation, service and removal), automated data processing equipment, and vehicles.

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

6. EFFECTIVE DATE

This Directive is effective immediately.



Gordon England
Acting Deputy Secretary of Defense

- Enclosures - 2
E1. Definitions
E2. Guidance

E1. ENCLOSURE 1

DEFINITIONS

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

E1.1.2. Bold Venture. An initiative to locate U.S. Armed Forces administrative recruiting facilities (intermediate level and above) on active Military installations. This approach satisfies recruiting office space requirements, utilizes excess space on active installations to the fullest extent possible, saves funds normally expended on commercially-leased space, and provides increased physical security for recruiting personnel.

E1.1.3. Collocated Offices or Stations. Two or more recruiting offices or stations located within a leased space and under one lease or space assignment.

E1.1.4. DoD Recruiting Facilities Program. Annual program that specifies the facility actions required to acquire and maintain the minimum number of facilities at the lowest cost adequate to support the recruiting missions of the Military Services.

E1.1.5. Excess Leased Space. Space exceeding the guidelines in reference (b) for recruiting offices, intermediate commands and main stations, and designated excess space by the Chairperson, JFRC.

E1.1.6. Expansion. The addition of space to an existing facility.

E1.1.7. Full-Time Recruiting Offices. Recruiting facilities leased and maintained for authorized full-time personnel.

E1.1.8. Intermediate Command Stations. Facilities for the Army Company Commanders, the Navy Zone Supervisors, and the Air Force and Air Force Reserve Flight Supervisors.

E1.1.9. Main Stations. Facilities for authorized headquarters personnel and equipment of Army Recruiting Battalions, Navy Recruiting Districts, Marine Corps Recruiting Stations, and Air Force Recruiting Squadrons.

E1.1.10. Part-Time Recruiting Offices. Recruiting facilities that are normally leased in remote locations with no full-time authorized personnel assigned.

E1.1.11. Recruiting Facilities. Recruiting offices, intermediate command stations, and main stations, including office and parking space, utilities, security, and custodial services.

E1.1.12. Recruiting Facility Programs.

E1.1.12.1. Lease Support. Actions associated with lease renewals, forced relocations and terms and conditions of the lease.

E1.1.12.2. Mission Support. Actions associated with establishing new facilities, relocations (excluding Bold Venture) and expansions.

E1.1.12.3. Maintenance and Repair. Upgrade actions (excluding security enhancements) and emergency repairs.

E1.1.12.4. Cost Reduction. Actions associated with reduction in lease costs, i.e., reduction in leased space or closures.

E1.1.12.5. Special Programs. Actions or specific programs that are not included as part of the Lease Support, Mission Support, Maintenance and Repair or Reduction programs. It includes Bold Venture relocations, security enhancement upgrades and energy conservation.

E1.1.13. Relocations. The movement of personnel and equipment from one recruiting facility to another. The action includes reduction of space or disestablishment of an existing facility and establishment of a new facility.

E1.1.14. Upgrades. The renovation of an existing facility to maintain the facility in accordance with current Recruiting Facilities construction standards.

E2. ENCLOSURE 2

GUIDANCE

E2.1. JRFC

The JRFC shall be chaired by the DUSD(MPP). Members of the JRFC shall include representatives for the DoD Executive Agent and recruiting organizations of the Military Services. The JRFC shall meet at the request of the Chairperson to review implementation of policies while planning, programming, budgeting, and executing the DoD Recruiting Facilities Program. The Chair shall resolve collocation plan issues between the Military Services and the Executive Agent, approve changes to automated systems in support of the DoD Recruiting Facilities Program, and designate excess leased space.

E2.2. SPACE MANAGEMENT

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