

Effective 28 February 2001

## Real Estate

### Facility Management

For the Commander:

DAVID L. SLOTWINSKI  
Colonel, GS  
Chief of Staff

Official:

ROGER H. BALABAN  
Director, Information Management

**History.** This regulation revises USAREC Reg 405-1 which is effective 28 February 2001.

**Summary.** This regulation prescribes policies, procedures, and methods related to the overall management of United States Army Recruiting Command facilities. It is not applicable to the management of the leased housing program.

**Applicability.** This regulation is applicable to all

elements of the United States Army Recruiting Command. If any provisions of this regulation, not required by law, conflict with the terms of a collective bargaining agreement, the collective bargaining agreement shall take precedence.

**Proponent and exception authority.** The proponent of this regulation is the Commander of the United States Army Recruiting Support Brigade. The proponent has authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to the Director of the Logistics Support Center within the proponent agency in the grade of GS-13.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 but does not

identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Commander of the United States Army Recruiting Support Brigade. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the United States Army Recruiting Support Brigade (RCRS-LSC-FS), Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution B. This regulation is published in the Recruiting Company Operations and Administration UPDATE.

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#### Glossary

##### 1. Purpose

This regulation prescribes policies, procedures, and methods related to the overall management of United States Army Recruiting Command (USAREC) facilities. It is not applicable to the management of the USAREC leased housing program.

##### 2. References

- a. Related publications:
  - (1) AR 5-10 (Stationing).
  - (2) DOD 5160-58 (Recruiting Facilities).
  - (3) USAREC Reg 25-10 (Telecommunications Management).
  - (4) USAREC Reg 601-87 (Recruiting Market Analysis).
- b. Required form. USAREC Form 842 (Justification for Recruiting Substation).

##### 3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

##### 4. Basic policies

Space provided for occupancy by recruiting battalions (Rctg Bns), recruiting companies (Rctg Cos), and recruiting stations (RS's) should be acquired, maintained, and disposed of in accordance with DOD 5160.58, Department of Defense (DOD) space guidelines, and annual program guidelines issued by the Corps of Engineers (COE). The following policies pertain to the facilities used by activities of USAREC.

a. The DOD Military Recruiting Facilities Program Space Management Guide is to be used to develop space guidelines for Rctg Bns. The following is a guide for private office space:

- (1) Commanding officer -- 200 square feet.
- (2) Executive officer (XO) -- 150 square feet.
- (3) Adjutant -- 135 square feet.
- (4) Sergeant major -- 135 square feet.
- (5) Education coordinator -- 100 square feet.
- (6) Family support specialist -- 100 square feet.

b. The COE and the General Services Administration are the only agencies authorized to conduct negotiations with lessors or prospective lessors of facilities occupied by Rctg Bns, Rctg Cos, or RS's. Any negotiations between recruiting personnel and contractors, vendors, lessors, or prospective lessors may result in the soldier or civilian being held liable for the cost of services and/or work rendered.

c. USAREC retains the authority to establish new RS's and substations, relocate, expand, or

close recruiting brigades (Rctg Bdes), Rctg Bns, Rctg Cos, and RS's. New facilities and closures require an approved recruiting market analysis (RMA) in accordance with USAREC Reg 601-87. Space will be provided on the basis of authorized tables of distribution and allowances (TDA) positions only.

d. Proposed relocation or closure of Rctg Bde or Rctg Bn headquarters may require submission of a case study with justification folder and an environmental impact statement prepared in accordance with AR 5-10.

e. Headquarters, United States Army Recruiting Command (HQ USAREC) will approve funding for alterations and repairs to non-Joint Recruiting Facilities Committee (JRFC) facilities (e.g., Rctg Bdes, Golden Knights, or outside continental United States facilities). Requests will include detailed information on actual work to be performed with floor plans to show work layout, justification for requested renovation, and a statement of coordination with supporting installation engineers.

f. Self-help projects will be accomplished in accordance with the Recruiting Facilities Program Consolidated Policies and Procedures Guidance published by the COE. The use of USAREC funds for such work is not authorized.

g. The establishment of recruiting substations requires HQ USAREC approval, even after the RMA recommendations. Requirements for retention of substations will be forwarded to HQ USAREC with the Rctg Bn's RMA to the Director of Program Analysis and Evaluation. Any substations being relocated will also com-

\*This regulation supersedes USAREC Regulation 405-1, 1 February 1990.

ply with requirements for retention prior to 1 October of the year of the program implementation. The Director of Program Analysis and Evaluation will review and approve all requirements. Every effort will be made to acquire rent-free space for a substation. Additional guidance is contained in USAREC Reg 601-87. See figure 1 for a sample of a completed USAREC Form 842 (Justification for Recruiting Substation). Communication support for recruiting substations will be authorized in accordance with USAREC Reg 25-10.

h. Headquarters will use three factors in determining approval of substations: Distance, cost, and market percentage. For the distance requirement to be met, a recruiting substation must be located at least 30 miles (straight-line distance) from its parent RS. Regarding cost, the recruiting substation shall be located in rent-free space whenever possible. When rent-free space is not available, cost space will be procured provided it can be established within DOD guidelines.

i. Inspections of RS's will be held once a year within 13 months of the last inspection. New offices will be inspected within 30 days of establishment. Inspections are to be entered into the Recruiting Facilities Management Information System (RFMIS) in a timely manner. See inspection rating standards at appendix A.

## 5. Responsibilities

a. The United States Army Recruiting Support Brigade, Logistics Support Center (LSC), Facilities and Services Division, will:

(1) Have staff responsibility for management and supervision of the Command Recruiting Facilities Program, including approval of maintenance program actions, excess space, excess cost leases, policies, standards, design criteria, space utilization requirements, and emergency or mobilization readiness. Resolve problems regarding recruiting facilities that are beyond the Rctg Bde and/or Rctg Bn commander's capabilities to rectify.

(2) Coordinate with HQ USAREC, Program Analysis and Evaluation Directorate, for reviewing and validating recruiting facilities requirements developed through the RMA process.

(3) Represent USAREC at JRFC meetings and DOD and/or COE collocation meetings.

(4) Provide assistance to the field for the RFMIS.

b. Rctg Bdes will:

(1) Monitor the Recruiting Facilities Program to ensure compliance with applicable regulations and policies.

(2) Consolidate and prioritize Rctg Bn Recruiting Facilities Maintenance Program (RFMP) actions in the RFMIS.

(3) Coordinate program changes with the LSC, Rctg Bns, and supporting COE districts.

(4) Maintain administrative files for each active recruiting facility to include janitorial specifications, floor plans, and facility documents on space assignments and correspondence relative to facility actions. Upon implementation of

LiveLink Lease electronic folders, this requirement will be satisfied through maintaining the electronic file.

(5) Ensure that all facilities under their command are inspected annually (within 13 months of last inspection) and the results entered into the RFMIS. Newly established RS's will be inspected within 30 days of opening and results entered into the RFMIS.

(6) Designate a Rctg Bde realty specialist to represent the Rctg Bde and Rctg Bns at recruiting facility collocation meetings.

(7) Designate the Rctg Bde realty specialist as a member of the RMA team.

(8) Assist Rctg Bns in the resolution of facility problems as necessary.

c. Rctg Bns' responsibilities:

(1) Commanders may delegate responsibility for facility management to the XO; however, the commander shall sign and approve all floor plans for facilities that do not meet minimum DOD standards for recruiting facilities. The XO can approve new or relocated facilities in the absence of the commander, if designated in writing by the commander.

(2) Commanders will designate in writing a Rctg Bn facilities manager (FM) to assist in the management of facilities and participate as an RMA team member.

(3) The FM and XO will represent the Rctg Bn at facilities collocation meetings held by the COE.

(4) The FM will assist the command in all site selection processes initiated by the COE; however, final approval of facilities rests with the commander (see (1) above).

(5) The FM will assist in the development of the annual RFMP. Duties include entering proposed actions into the RFMIS and assisting in the preparation of required justification packets, and:

(a) Reviewing and updating current and subsequent fiscal year recruiting facilities programs ensuring elimination of program duplications.

(b) Monitoring the Recruiting Facilities Program through the preparation and review of RFMIS reports. Notifying responsible parties at the Rctg Bn and/or Rctg Bde level of the opening, closure, or change of address of affected facility. The FM is also responsible for entering the appropriate information required in Facility Screen 5, Miscellaneous Information, RFMIS.

(c) Providing assistance in the resolution of emergency maintenance and janitorial problems and coordinating resolution with the supporting COE. Unresolved problems will be reported, in writing, to the Rctg Bde realty specialist. Use of electronic mail is acceptable.

(d) Requesting minor upgrades, by memorandum, directly to the supporting COE. Minor upgrades cannot exceed \$1,500 per recruiting station identification, per year, per service. Copy furnish the Rctg Bde.

(e) Ensuring RS appearance is maintained in accordance with standards established by DOD space guidelines.

(f) Maintaining administrative and program

files. Maintain administrative files for each active recruiting facility to include copies of floor plans of the facilities, facility documents on space assignments, and correspondence relative to facility actions. Upon implementation of LiveLink Lease electronic folders, this requirement will be satisfied through maintaining the electronic file. A copy of janitorial specifications and frequency will be provided to the respective Rctg Co commander for distribution to RS's under their command.

(g) Identifying Rctg Cos for possible relocation onto military installations or reserve centers.

(h) All property occupied by Rctg Bns, Rctg Cos, and RS's shall be inspected annually (within 13 months of last inspection). The commander shall ensure that all command facilities are inspected and results of the inspection are entered into the RFMIS. When feasible, the required inspection should be accomplished by the FM (see app A). Report INSPECT3 can be run in RFMIS which indicates the last date a facility was inspected.

d. Rctg Co commanders will:

(1) Ensure professional appearance of RS's is maintained and report deficiencies to the FM.

(2) Distribute copies of janitorial specifications and frequency to the RS level.

(3) Assist the Rctg Bn facilities team in the preparation of the outyear RFMP.

(4) Ensure that RS's are used only for the recruiting mission. For the purpose of this paragraph, mission applies to the maintenance of general office space to process applicants and voter registration. Utilization of space as a maintenance shop, to lodge applicants, house pets, etc., is prohibited (see app B). Any questions concerning activities at Rctg Cos and RS's will be addressed to the Chief of Facilities and Services Division, LSC.

e. RS commanders will:

(1) Report all maintenance and janitorial non-compliance or deficiencies to the Rctg Co commander and FM. In the case of extreme emergency (damage to real property or security compromise) also contact the lessor or property manager.

(2) Report completion of all facility alterations (upgrades) or repairs, change of addresses, or RS openings to the FM.

(3) Submit change of address cards to the servicing post office(s).

**Justification for Recruiting Substation**  
 (For use of this form see USAREC Reg 405-1)

Columbia  
 Recruiting Battalion

1. The proposed/existing recruiting substation is essential in supporting the recruiting efforts of Statesboro Recruiting Station (RS). The recruiting substation is located 40 miles from the parent RS. It will be used 3 days a week by zones \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Substation location is: Emanuel County Office Bldg., 415 N. Main Street, Swainsboro, GA 30401.

2. This request has been approved by Rctg Bde Marketing Section (yes/no) SFC R Smith.

Authorized,  
 CPT Harold Jones  
 \_\_\_\_\_  
 Name/Rank  
 Brigade Marketing Officer

3. The annual cost of the facility does not exceed the limit determined by HQ USAREC for this Rctg Bn (yes/no) \$600. (If yes, explain why.)

4. Recruiting substation Market Data. The market information is to be extracted from the Zone Report (ZRPT). The ZRPT is provided to each Rctg Bn at the completion of a recruiter zone analysis (RZA). The Rctg Bde Marketing Section can provide a copy of the report.

High School Name and Number	DISTANCE FACTOR Miles From School to RS	MARKET DATA (from the ZRPT)		
		HSMM13A	HSM(M)	HSSRM
<u>23/085 Emanuel County</u>	<u>75</u>	<u>11</u>	_____	_____
<u>23/224 Swainsboro HS</u>	<u>50</u>	<u>39</u>	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

5. Station/zone production. Include a station/recruiter production report from the Battalion Operations and Awards Reporting System (BOARDS) for current and previous fiscal years. Ensure the report is done by separate column mission box. This is option 3 Main Menu and option 3 Boards Menu.

See Rctg Bn operations for a year-to-date run.

**Figure 1. Sample of a completed USAREC Form 842**

6. Justify why this facility is requested as a substation rather than a one or more person full-time RS:

Request lease #DACA21-5-85-160 be renewed for a period of 5 years. The Swainsboro Substation is an integral part of the Charleston Rctg Co operation. It is very successful and operates three times a week to help the Rctg Bn achieve mission.

7. Attach a map (8½" x 11") that clearly shows the location of the substation, parent station, and the high schools listed in paragraph 3. The map must include major roads and distances.

8. Utilization of facility in paragraph 1:	YES	NO
a. Is the facility presently an authorized substation?	<u>  X  </u>	<u>      </u>
b. Is this facility presently utilized by Army recruiters?	<u>  X  </u>	<u>      </u>

If you answered yes to b:

(1) Does USAREC or the Army Corps of Engineers pay for:		
Lease or rent?	<u>  X  </u>	<u>      </u>
Utilities?	<u>      </u>	<u>  X  </u>
Telephone and/or answering device?	<u>  X  </u>	<u>      </u>
Janitorial services?	<u>      </u>	<u>  X  </u>
(2) Could utilization requirements be terminated within 12 months?	<u>      </u>	<u>  X  </u>
(3) Could utilization requirements be terminated within 24 months?	<u>      </u>	<u>  X  </u>

9. Other Rctg Bn comments:

10. Rctg Bn or Rctg Co commanders point of contact:

Cathleen C. Wiblemo (Name)

(803) 253-3860 (Telephone)

11. Rctg Bn commander's authentication: Date: 9 Nov 2002

Peter H. Rodda, LTC, AG, Commanding (Name)

(803) 253-3918 (Telephone)

Figure 1. Sample of a completed USAREC Form 842 (Continued)

**Appendix A  
Inspection Rating Standards**

**A-1.** Listed below are the inspection rating standards:

- a. Excellent -- Exceeds most requirements; no items were rated unsatisfactory.
- b. Satisfactory -- Meets basic requirements.
- c. Marginal -- Does not meet basic requirements.
- d. Unsatisfactory -- Does not meet critical requirements.
- e. Table A-1 lists the inspection detail criteria.

**A-2.** Be aware of these factors when assigning the rating:

- a. An unsatisfactory sign should not be just

cause to rate the facility unsatisfactory. It may, however, contribute collectively to the overall assessment.

b. Poor janitorial supplies or services should not be just cause for an overall unsatisfactory rating.

c. An overall unsatisfactory rating indicates serious impairment of the recruiting mission. This usually means a combination of several unsatisfactory items.

d. The COE does not respond to, or generally even look at, your inspection ratings. A memorandum needs to be sent to the COE requesting corrective action be taken on specific items. Upgrade actions which cannot be accomplished as minor upgrades should be added during the annual facilities program call.

**A-3.** The overall rating will determine whether the office should be included in the COE real estate program.

a. Excellent -- Do not include this office in the COE real estate program. This office is not a candidate for closure, relocation, or upgrade.

b. Satisfactory -- Identify those items requiring repair as upgrades on the COE real estate program. This office is not a candidate for closure or relocation.

c. Marginal -- Identify the items requiring major upgrades. Relocation is not normally the solution for fixing the problems with the office.

d. Unsatisfactory -- This office is a candidate for closure or relocation. Upgrade actions will not normally resolve problems in this facility.

**Table A-1  
Inspection detail criteria**

	Area	Excellent	Satisfactory	Marginal	Unsatisfactory
1	Location within community	Ideal or central location for assigned market; high-volume traffic adjacent to main traffic artery.	Not within the prime area of market, but does not hamper mission accomplishment.	Hard to locate but does not hamper mission accomplishment.	Impairs mission accomplishment, unworkable, hard to locate.
2	Location within building	Ideal, easy access, first-floor storefront space.	Not conveniently located for visitors.	Hard to locate but does not hamper mission accomplishment.	Hard to locate within building; impairs mission accomplishment.
3	Access to building		Unrestricted, no impairment on mission or times.		Restricted or limited access.
4	Exterior condition	Highly attractive for community standards; well maintained.	Average compared to community standards; some work required.	Meets community standards; some work required.	Dilapidated; well below community standards.
5	Interior condition	Majority of subitems are excellent.	Majority of subitems are satisfactory.	Some, but not a majority of subitems are unsatisfactory or marginal.	Majority of subitems are unsatisfactory.
	a. Doors and windows	Not damaged; attractive, modern (storefront windows).	Average; evidence of fair wear and tear.	Serviceable; some work required.	Damaged; evidence of poor maintenance.
	b. Ceilings	Not damaged; attractive, modern.		Stained or missing tiles; maintained but requires work.	Damaged; poorly maintained.
	c. Floors	Carpeted, attractive material, color blends with decor.		Good carpet but needs cleaning.	Damaged; degraded cosmetic discrepancies.
	d. Walls	Paneling, wallpaper, or mural color blends with decor.		Nail holes, scuffs, requires minor repairs.	Damaged; degraded cosmetic discrepancies.
	e. Lavatory facilities		Good working order, well maintained, within close proximity.		Damaged; degraded cosmetic discrepancies, not within close proximity.

**Table A-1**  
**Inspection detail criteria--continued**

	<b>Area</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Unsatisfactory</b>
6	Partitioning	Majority of subitems are excellent.	Majority of subitems are satisfactory.	Some, but not a majority of subitems are unsatisfactory or marginal.	Majority of subitems are unsatisfactory.
7	Space layout adaptability	Ideal, good, functional arrangement; minimal unusable space.	Adequate, no functional degrade; some unusable space.	Some functional degrade.	Functional degrade, inadequate; lots of unusable space.
8	Parking arrangements		Government-owned vehicle parking at or near the office, secured (lighted area).	Parking not within reasonable distance; security is a concern.	Government-owned vehicle parking is unavailable; security is a problem.
9	Space adequacy	Office area plus majority of other subitems are excellent.	Office area plus majority of other subitems are satisfactory.	Office area plus majority of subitems are marginal.	Office area plus majority of subitems are unsatisfactory.
	a. Office area	Meets DOD Space Management Guide.	Not more than 10 percent below DOD Space Management Guide.	More than 10 percent below DOD Space Management Guide.	More than 15 percent below DOD Space Management Guide.
	b. Reception	Same as a above.	Same as a above.	Same as a above.	Same as a above.
	c. Display	Same as a above.	Same as a above.	Same as a above.	Same as a above.
	d. Storage	Same as a above.	Same as a above.	Same as a above.	Same as a above.
	e. Testing	Same as a above.	Same as a above.	Same as a above.	Same as a above.
10	Services and utilities	Not applicable.	Majority of subitems are satisfactory.	Not applicable.	Majority of subitems are unsatisfactory.
	a. Air-conditioning and heating		Maintains proper temperature, meets DOD standards.		Damaged; inadequate, requires replacement.
	b. Electricity (lighting)		Meets DOD space guideline standards.		Unacceptable; major repairs required.
	c. Water		Available; suitable, conveniently located.		Unavailable, unsuitable, and/or inconvenient.
	d. Janitorial supplies	Provided in accordance with contract.	Adequately provided 95 percent of the time.	Available most of the time.	Unavailable most of the time; nonexistent.
	e. Janitorial services	Performed in accordance with contract.	Minor discrepancies noted and corrected.	Available when needed; occasional gross violations.	Unavailable when needed; lack of cleanliness; gross contract violations.
11	Signs	Both internal and external signs are rated excellent.	Both internal and external signs are adequate.	Either internal or external sign is rated marginal.	Nonexistent or either sign is rated unsatisfactory.
	a. Internal	Professional appearance, neat, properly displayed.	Adequate.	Nonfunctional; not the proper type or not properly displayed.	Nonexistent; improperly displayed (does not apply if storefront space is occupied).
	b. External	Properly located, easily read from street; well maintained.	Adequate.	Nonfunctional; not the proper type or not properly displayed.	Nonexistent; missing or faded lettering, cracked or broken fascia.

**Appendix B**  
**Do's and Don'ts Checklist**

**B-1. Do's**

- a. Inspect facilities at least once a year (within 13 months of last inspection).
- b. Rctg Bn FMs will input inspection results into the RFMIS.
- c. Rctg Bn FMs will assist RS's in resolving emergencies and janitorial problems.
- d. DOD space management guidelines for recruiting facilities will be used to determine and evaluate space requirements.
- e. USAREC recruiting facilities must always present a dignified, businesslike appearance conducive to the business of recruiting.
- f. Rctg Bns have 5 working days to approve and/or comment on floorplans after plan receipt.
- g. RS's will be collocated whenever possible.

**B-2. Don'ts**

- a. Vending machines are prohibited in RS's.
- b. RS's will not be used as lodging facilities.
- c. Tobacco use is prohibited in recruiting facilities.
- d. Animals, reptiles, or fish are prohibited in RS's.
- e. Motorcycles, heavy equipment, and tools are prohibited in recruiting facilities.
- f. Bottled water contracts are not authorized unless local health officials test and determine water to be unsafe or water fountain cannot be provided.

**B-3. Locks**

- a. The recruiting facilities program will only pay for the initial installation of locks during the buildout of new space. Replacement of keys and locks for any reason, except as noted below, will be the responsibility of USAREC.
- b. The COE will remain responsible for lock and key replacement on common area doors and locks that are damaged or keys that are lost by outside contractors.

## Glossary

### Section I Abbreviations

#### COE

Corps of Engineers

#### DOD

Department of Defense

#### FM

facilities manager

#### HQ USAREC

Headquarters, United States Army Recruiting Command

#### JRFC

Joint Recruiting Facilities Committee

#### LSC

Logistics Support Center

#### Rctg Bde

recruiting brigade

#### Rctg Bn

recruiting battalion

#### Rctg Co

recruiting company

#### RFMIS

Recruiting Facilities Management Information System

#### RFMP

Recruiting Facilities Maintenance Program

#### RMA

recruiting market analysis

#### RS

recruiting station

#### TDA

tables of distribution and allowances

#### USAREC

United States Army Recruiting Command

#### XO

executive officer

### Section II

#### Terms

##### recruiting battalion

The echelon of command exercising supervisory command control over Rctg Cos and RS's.

##### recruiting brigade

USAREC has five Rctg Bdes: U.S. Army 1st Rctg Bde with headquarters at Fort Meade, Maryland; U.S. Army 2d Rctg Bde with headquarters at Forest Park, Georgia; U.S. Army 3d

Rctg Bde with headquarters at Fort Knox, Kentucky; U.S. Army 5th Rctg Bde with headquarters at San Antonio, Texas; and U.S. Army 6th Rctg Bde with headquarters at North Las Vegas, Nevada. Each Rctg Bde headquarters is the command and control element for the Rctg Bns, Rctg Cos, and RS's located within its respective geographical territory.

##### recruiting company

Several geographically grouped RS zones for which a Rctg Co commander is responsible. A geographic territory subdivided by population content into smaller geographic RS areas. There are six to ten RS's within each Rctg Co.

##### Recruiting Facilities Program

An annual program for the establishment of new recruiting facilities and for relocating, expanding, and upgrading existing facilities for which the COE has the programming, budgeting, and funding responsibility.

##### recruiting market analysis

A Rctg Bde effort conducted at each Rctg Bn to define the chargeable market and equitably distributed same to the recruiting force. Proponency for RMA is HQ USAREC, Program Analysis and Evaluation Directorate.

##### recruiting station

A permanent location, within a facility, authorized by the TDA which is manned on a full-time basis by one or more recruiters for the purpose of conducting recruiting operations. It may be either leased or rent-free space.

##### recruiting substation

A permanent location within a facility, which is manned on a part-time regular basis (i.e., 1, 2, or 3 days per week, biweekly, monthly, etc.), by one or more recruiters for the purpose of conducting recruiting operations. Substations are not documented on the TDA nor are recruiters assigned to a substation on the TDA. It may be either leased or rent-free and requires HQ USAREC approval.

##### rent-free space

Rent-free space could be an RS or substation. There are no leasing costs associated with this facility; however, there could be authorized expenditures for USAREC-supplied furniture, equipment, or telephones.