

**BY ORDER OF THE COMMANDER  
AIR FORCE RECRUITING SERVICE**

**AIR FORCE RECRUITING SERVICE  
INSTRUCTION 32-9002**



**13 SEPTEMBER 2012**

**Civil Engineering**

**REAL ESTATE SUPPORT FOR  
RECRUITING FACILITIES**

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This instruction implements Air Force Policy Directive (AFPD) 32-90, *Real Property Asset Management*, AFI 32-9002, *Use of Real Property Facilities*, and DoD Directive 5101.1, *Executive Agent*. It establishes responsibilities and procedures for managing real estate required to support Air Force Recruiting Service (AFRS). Headquarters Air Force Recruiting Service Real Estate and Logistics Branch (HQ AFRS/RSXL) must approve supplements to this instruction. This publication replaces Air Force Recruiting Service Instruction (AFRSI) 32-9002, 4 November 2002, *Real Estate Support for Recruiting Facilities*. Air Education and Training Command Instruction (AETCI) 32-9002, 10 May 96, no longer exists. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. The use of names, trademarks or trademark names of any source, specific manufacturer, commercial product, commodity or service either stated, referred to, or implied, in this instruction publication, does not imply any endorsement by the United States Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

All references to Corps of Engineers (COE) have changed to United States Army Corps of Engineers (USACE). References to Air Force Reserve Command (AFRC) and Air National Guard (ANG) have been removed from this publication. The Recruiting Groups (RCGs) review of Recruiting Squadrons (RCSs) not located on military installations is no longer required. The process for Recruiting Facilities Program (RFP) has changed so actions can be input into the Rental Facility Management Information System (RFMIS) at any time of the year. References to Recruiting Facilities Existing Program have changed to the Recruiting Facilities Lease Support Program. Recruiting Facilities Maintenance Program is divided into Recruiting Facilities Maintenance and Repair Program, and Mission Support Program to reflect changes in RFMIS. Furthermore, minor facility problems will be followed up by the unit POC until issues are resolved, eliminating the 30-day follow-up suspense file. Inspection of recruiting facilities will now be conducted by logistics personnel or squadron POC knowledgeable of the facility standard requirements, vice the unit commander or support flight commander. Recruiting units will no longer maintain a complete case history file of facility records; these are now available online in RFMIS. However, they will maintain limited file of key documents. HQ AFRS/RXLR will manage the facility identification process. HQ AFRS/RXLR and unit POCs will now monitor the status of their real estate actions during the program fiscal year (FY) through RFMIS.

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### *Section A— Terms*

**1. Annual RFP.** Annual RFP is the annual consolidation of recruiting facility actions for all services along with required actions created by USACE. The program includes all planned actions for a particular FY, and is the sole means for budgeting the real estate costs for opening new offices, expanding, relocating, upgrading, or closing existing offices.

**2. Collocated Facility.** Collocated facilities are recruiting offices or squadron headquarters activities 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:

- 2.1. Adjacent or adjoining with separate entrances.

- 2.2. Grouped together in the same room or suite with a common entrance.
- 2.3. On the same floor of a building, other than those in paragraph 2.1.
- 2.4. Within the same building or building complex.

**3. Consolidated Policies and Procedures Guide.** Issued by HQ USACE under the authority of DoD Directive 5160.58E, *Recruiting Facilities*, which prescribes uniform quality and space standards for evaluating, selecting, and maintaining facilities for full-time, part-time, intermediate command offices (flight chief offices), Health Professions (HP) flight offices and main stations (squadron and HP headquarters) for all military services.

**4. Executive Agent.** USACE acts as the executive real estate agent on behalf of all the recruiting commands for the military services.

**5. Facility Actions:**

- 5.1. Closure - terminating a recruiting office or squadron headquarters in a locality when a requirement no longer exists for any such facility in that area.
- 5.2. Expansion - providing additional space for an organization at its existing location.
- 5.3. New Office - acquiring space to support a new organization or requirement established to service a locality, city, or area of a city where no office now exists.
- 5.4. Reduction - reducing the real estate cost of a space by reducing the square footage or renegotiating the terms of the lease agreement.
- 5.5. Relocation - moving an organization to a different location within the same area of responsibility.
- 5.6. Renewal - negotiation of a succeeding agreement allowing the continued use of a location.
- 5.7. Upgrade - improving, by one or more methods, the space currently housing an organization.

**6. General Purpose Space.** Space that may be suitable for use by government agencies interchangeably, except for space in buildings located on Department of Defense (DoD) installations. Squadron headquarters facilities not located on a DoD installation are identified as General Purpose Space.

**7. Joint Recruiting Facilities Committee (JRFC).** Comprised of headquarters personnel from each military service, representatives from USACE, and JRFC Chairman, as assigned by the Office of the Assistant Secretary of Defense (OASD). The JRFC formulates recruiting facility policy, reviews and approves actions with significant cost impacts and serves as a focal point in resolving disagreements between local recruiting commands.

**8. Part-time Office (PTO).** Space used by a recruiter at a location other than his or her assigned office. PTOs have no authorized manpower positions assigned.

**9. Recruiting Operational Facility.** A real property facility that supports or is required to support an AF recruiting activity. This term includes facilities for squadron headquarters, HP recruiting offices, flight chiefs, Air Force Recruiting Offices (AFRO), and PTOs. It does not

include facilities to support any AF recruiting organizational element above squadron level or any AF activities or personnel associated with Military Entrance Processing Stations (MEPS).

**10. Rental Facilities Management Information System (RFMIS).** Database system used by OASD, military services, and USACE to program, approve, and monitor the execution of required recruiting facility actions. RFMIS is also used to maintain facility inspection data, lease and space assignment information, such as square footage and annual cost data. RFMIS is considered the official source of RFP information.

**11. Space Assignment Record.** Document used by General Services Administration (GSA) to show a specified space has been assigned to designate governmental agencies in buildings or areas where GSA has space assignment authority.

**12. Special Purpose Space.** A GSA space classification, which describes space that generally represents a unique requirement that is specific to fulfilling the needs of a particular agency and would not normally be suitable to meeting the needs of most other federal agencies. Recruiting offices are designated as special purpose space.

### ***Section B—Responsibilities for Real Property***

**13. Commanders.** Commanders with operational control of recruiting facilities will ensure unit POCs:

13.1. Maintain up-to-date, accurate facility inspection, facility address, and telephone number data in RFMIS for all facilities under their control.

13.2. Input annual RFP actions consistent with recent facility inspections.

13.3. Request a relocation action only when the current location does not meet minimum mission requirements.

13.4. Not commit or appear to commit the government to lease or occupy real estate. Only the responsible USACE districts and GSA regions may negotiate leases on behalf of the recruiting commands.

13.5. In conjunction with approved new office and relocation actions, provide USACE with reasonable and justifiable delineated boundaries where the AFRO could be located. When existing DoD recruiting offices are located within the defined area, every effort should be made to collocate with the other services at that site.

13.6. Evaluate in a fair and reasonable manner all potential sites that appear to meet DoD standards as defined in the DoD RFP, *Consolidated Policies and Procedures Guide* when relocating an office or establishing a new office. Reject space only when one or more of the exceptions in paragraph 26 of this instruction exist.

13.7. Obtain commander's or support flight commander's signature on proposed floor or site plans provided by USACE within five workdays, and ensure that the amount of space is within DoD standards as defined in the *Consolidated Policies and Procedures Guide*. Logistics personnel may sign the proposed floor plans when the commander and support flight commander are not available and brief the commander immediately upon his/her return.

13.8. Monitor the progress of USACE in carrying out the RFP, and report any significant known or anticipated problems to HQ AFRS/RSXLR.

**14. HQ USACE.** Serves as executive agent and has overall responsibility for real property management connected with the acquisition, disposal, and maintenance of space needed for recruiting facilities of the armed services. HQ USACE:

14.1. Convenes annual armed services collocation meetings to discuss overall policies and procedures and to resolve disputes between the services.

14.2. Coordinates with OASD to budget, program, and finance all costs related to acquiring and maintaining DoD recruiting facilities, including the operation and maintenance of RFMIS.

**15. USACE District.**

15.1. Convenes periodic meetings with local commands to review and discuss facility issues.

15.2. Acquires office space, custodial services, utilities, parking, maintenance and repair, and security for the recruiting facilities of the armed forces.

15.3. Provides and is responsible for uploading copies of space assignment records, leases, lease supplements, GSA space assignments, floor plans, and other pertinent documents into RFMIS.

**16. GSA.**

16.1. Initiates and maintains plans and programs for the effective acquisition and use of federally owned and leased office space.

16.2. Leases space for recruiting offices and delegates firm term leasing authority to HQ USACE.

**17. Headquarters Air Force Recruiting Service (HQ AFRS).** HQ AFRS/RSXLR is the only office authorized to advise HQ USACE and the individual USACE districts of space requirements, relocations, new offices, and closures resulting from shifting applicant markets, unsatisfactory locations or facilities, etc. Other responsibilities include but are not limited to:

17.1. Requests periodic RFMIS input and concurrence from each unit POC in order to prepare the RFP.

17.2. Reviews, approves or disapproves and, if necessary, forwards requests to establish, relocate, expand, upgrade, or close recruiting facilities to the JRFC Chairman.

17.3. Concurs or non-concurs in RFMIS with relocation actions proposed by other armed services based on local command input, DoD and Air Force policy.

17.4. Consolidates and prioritizes requirements from all sources, and approves actions based on priority and available funding. Submits via RFMIS an approved program to HQ USACE to be included in a DoD recruiting facilities program package that includes all military services.

17.5. Updates personnel and vehicle information in RFMIS according to manpower changes approved on AFRS Form 1399, *Air Force Recruiting Service Authorization Change*

*Request*, and the Unit Manning Document (UMD). Validates personnel and vehicle information quarterly.

**18. Air Force Recruiting Units.** In addition to the command responsibilities outlined in paragraph 13, each unit will:

18.1. Ensure the logistics program manager or other assigned POC coordinates on AFRS Form 1399 for all relocations, new offices, and all movement of manpower authorizations in accordance with (IAW) AFRSI 38-201, *Manpower and Organization, Air Force Recruiting Service Operational Organization*.

18.2. Promptly concur or non-concur in RFMIS with relocation actions proposed by other services, and include a brief explanation in the RFMIS comments block explaining the unit's position.

18.3. Notify and, if possible, represent HQ AFRS at any specially called recruiting facilities meeting.

18.4. Notify HQ AFRS/RSXLR immediately of and submit written requests to USACE for emergency upgrades.

18.5. Promptly notify USACE of problems with janitorial services, utilities, or other facility problems.

18.6. Plan and budget for required communications and organizational equipment moves in connection with all facility actions.

### **Section C—Space Acquisition Process and Standards**

**19. Acquisition Standards.** The *Consolidated Policies and Procedures Guide* provides information on general policy, quality standards, and space standards that apply to AF recruiting facilities as well as the facilities of the other armed services. Logistics personnel should be familiar with the content and application of the *Consolidated Policies and Procedures Guide*. AF recruiting space standards may not differ from DoD standards. Proposed supplements to this instruction that address space standards may not contradict the DoD standard.

**20. Space Acquisition Process for Recruiting Offices.** For new offices and relocations, an approved process exists to evaluate potential sites and select from a defined geographic area the best overall site in terms of cost and mission effectiveness. This process is required by the Competition in Contracting Act (CICA), 41 USC 251. USACE must fully involve each military service in the site evaluation process for all relocations and new offices. **NOTE:** Any failure by USACE to use the approved rating process should be reported to HQ AFRS/RSXLR immediately.

20.1. Unit POC will input into RFMIS a proposed delineated area with well-defined boundaries such as streets, roads, rivers or other landmarks that represents the acceptable/non-acceptable areas to relocate or establish the new office. On a multi-service relocation, the overlap in the delineated areas between all of the services represents the area that USACE will look for and solicit offers for space. Delineated areas must be large enough for USACE to obtain adequate competition on the solicitation. In some cases, USACE may ask that the size of a delineated area be increased in order to meet CICA requirements.

20.1.1. Current and out year, add-on new office and relocation actions, as well as those actions added after the collocation meetings, except for upgrade actions, will require the unit to provide USACE a proposed delineated area.

20.1.2. Failure to provide the required proposed delineated area will result in moving to a new or relocated office site without AF input to the new site's location. However, the service will be allowed to participate in the site rating evaluation as well as the floor plan approval process.

20.2. Participate in a site survey after USACE finds minimally acceptable sites within the delineated area. USACE will provide a site rating form to each service at the site survey (units should provide a representative familiar with the standard criteria to attend). Use the form to evaluate each site against the standard criteria.

20.2.1. Avoid rating sites against one another. Rate them against the standard. The AF representative must enter their site evaluation rating into RFMIS according to the RFMIS timeline after the USACE realty specialist has loaded the site rating ID. If the unit fails to input a rating, USACE will notify HQ AFRS/RSXLR who then inputs a rating based on how the other services rated the sites.

20.2.2. Site rating information provided by all of the services is combined with lease cost information for each site and, based on a JRFC-approved formula, the lease is awarded to the highest scoring site.

20.2.3. After the site survey, USACE must provide a floor plan to the services. Floor plans should include wall-to-wall measurements, window, door and column measurements (if any) and locations, and placement of outlets and phone jacks.

20.2.4. When approving floor plans ensure that the space provided allows the minimum space authorized by the DoD standard outlined in the *Consolidated Policies and Procedures Guide*. Units will have five working days to approve or propose changes to the floor plan. If the unit fails to respond, USACE must notify HQ AFRS/RSXLR who then has five working days to provide a response. Failure by the service to respond will negate inputs regarding the floor plan layout. Floor plans will be signed by the commander, support flight commander, or in their absence, the logistics specialist.

**21. Air Force Part-time Office Approval Guidance.** HQ AFRS/RSXLR and OASD will only approve maintaining a PTO in a locality when it meets the established criteria. When a PTO is collocated with full-time offices of other services in retail space programmed for relocation, the PTO should close when the other services relocate. Unit POCs will submit requests with justification for a new PTO to HQ AFRS/RSXLR for approval.

21.1. Leased PTOs are authorized to provide a limited AF presence in remote, sparsely populated areas at least 50 miles away from the nearest full-time AFRO. PTOs will be used a minimum of 2 days per week, and leased only when suitable rent-free space cannot be located. The potential for recruits in the area must be great enough to justify the cost of acquiring and maintaining the space.

21.2. The continuing requirement for PTOs must be evaluated 120 days prior to the end of lease term. The justification will include the following:

21.2.1. The distance of the PTO from the full-time office to which it is attached.

21.2.2. The percent of the total market and production of the full-time office served by or obtained from the PTO.

21.2.3. The hours per week the PTO is used.

21.3. All PTOs are carried in RFMIS as “active” offices and must be closed whenever possible.

#### ***Section D—Annual Recruiting Facilities Program (RFP)***

**22. Key Components of the RFP.** The RFP consists of five key components: maintenance and repair, reduction, mission support, lease support programs and special program support.

22.1. It is critical that program actions be input into RFMIS. Actions can be input into RFMIS for out-years at any time. Recruiting units must not add actions to the current fiscal year without prior approval from HQ AFRS/RXSLR after the current year program has been approved/stamped. The program stamp date is a floating date determined by JRFC Chairman. When the date is announced, HQ AFRS/RXSLR will notify the unit POCs via e-mail.

22.2. The JRFC meets periodically to determine total facility program funding levels, identify special funded actions (for example, squadron relocations), and discuss collocated relocations that are priorities for more than one service. Service headquarters will finalize the prioritized program by the stamp date, as determined by the JRFC chairman. This final list becomes the USACE approved program. After the approved program is established, any additions are considered add-on actions. These additions generally receive a lower funding priority, and USACE may not be able to accomplish the action during the program FY. Current year funded and obligated, yet not completed, actions will be accomplished in the following FY. Current year unfunded, unobligated, and not yet completed actions will not roll over to the next FY, but will need to re-compete during the prioritization process. Recruiting unit POCs will receive training and guidance on this process.

**23. Recruiting Facilities Maintenance and Repair, and Mission Support Programs.** These programs represent the local recruiting command's portion of the total recruiting facility budget, and they are used for mission-related facility actions. The Maintenance and Repair Program consists of upgrades to improve facility appearance and improve the recruiter work environment and quality of life. Examples of Mission Support Program actions include relocating unsatisfactory offices, expanding offices to provide room for additional personnel and opening new offices.

23.1. As program actions are input into RFMIS, the system will provide instant cost estimates that will allow local commands to monitor the estimated cost of their actions.

23.2. HQ AFRS/RXSLR will make necessary adjustments to the program based on unit actions that are entered into RFMIS. The unit POC will use priority code 777 for high priority actions and numbers one, two, three, etc., through the last action to indicate what action is to be accomplished first, second, third, and so on, as determined by the unit commander. High priority actions should be limited to 10% of the unit's program.

23.3. JRFC approval is required for relocations, expansions and new offices. These actions affect the other services and have a significant impact on the total annual cost of the facilities

program. All local commands must load justification documents which explain why the requested action is needed from a mission-related perspective into RFMIS.

23.4. Maintain all AFROs in accordance with the DoD standards found in the *Consolidated Policies and Procedures Guide*. Follow the annual facility inspection process in paragraph 31 of this instruction. Major upgrades for offices (such as, replacing carpet, repainting, etc.) should be planned for and programmed well in advance. (As a general rule of thumb, carpet should not be replaced more than once every 5 years, and repainting should not be required more than once every 3 years.) Because of the time and effort spent by USACE to obtain bids, upgrades should be programmed in the same FY as the lease is to be renewed. This allows USACE to save program dollars by negotiating the lease renewal and the upgrades at the same time.

23.5. Minor upgrades are improvements estimated at \$2,500 or less. Local commands may request a minor upgrade at a particular office at any time during the year through HQ AFRS/RSXLR prior to inputting the action in RFMIS. Common examples of minor upgrades include steam-cleaning carpet, touching up paint, replacing a few ceiling tiles, or repairing holes in walls.

**24. Recruiting Facilities Reduction Program (RFRP).** Input and update of RFMIS information in the RFP is shared between the USACE and recruiting commands. Potential reduction program actions include space reductions and expansions to reallocate the space between two or more of the services, and office closures. In collocated offices, it is often not possible for a single service to close an office (doing so typically leaves excess and unusable space). Most recruiting office leases do not allow for terminating only a portion of the space. Unit POCs should immediately notify HQ AFRS/RSXLR of any proposal to close an office. Refer to paragraph 30 for space occupancy and release procedures.

**25. Recruiting Facilities Lease Support Program.** USACE controls this program. Components of the Lease Support Program include lease renewals, emergency upgrades, and unplanned relocations.

25.1. Unplanned relocations are situations where the services have no choice but to move; this could be due to deteriorating conditions resulting from acts of nature. Examples include, but are not limited to flooding, hurricanes, fires, tornados, etc.; also, a lessor's refusal to renew the lease or perform needed repairs.

25.2. Emergency upgrades are defined as actions that must be taken immediately to preserve and protect the health and safety of persons at the office, and the security of the property itself. Report actions of this nature telephonically to USACE, then follow up with a written request as soon as possible.

**26. Rejection of Proposed Sites/Floor Plans:**

26.1. Commanders should use sound judgment before rejecting a proposed site or floor plan. In general, reject sites or floor plans only when one or more of the following conditions exist:

26.1.1. The site is not within the delineated area specified.

26.1.2. The space is within a building that prohibits effective recruitment. (Address specific problems.)

26.1.3. The space is within a rundown or unsafe building.

26.1.4. Insufficient space is available for effective recruitment. Compromising some space requirements is inevitable because the exact amount required is seldom available. As a general rule, an offer of space containing less than that authorized may be rejected.

26.1.5. The space is impossible to arrange or subdivide to afford integrity and provide privacy to the AF.

26.1.6. There are no provisions for installing ceiling-high partitions around the test area.

26.1.7. Because of the dimensions, any floor plan developed that would require occupancy of a main office area too narrow to permit effective use.

26.1.8. Lack of access to the office at night, on weekends, and on holidays.

26.1.9. The local command was not invited to participate in the site survey.

26.2. Do not reject a space offer for any of the following reasons:

26.2.1. Solely on the basis that it is collocated.

26.2.2. Friction could develop between the recruiters of the various armed services.

26.2.3. The facility offered is no better than the one currently occupied.

26.2.4. The AF would be located in the rear office of the collocated facility. Of prime importance is assurance that the method used to determine office location within the facility is fair and equitable. USACE is required by DoD policy to use a random process to assign space.

### ***Section E—Recruiting Facility Management***

#### **27. Janitorial and Utilities Services:**

27.1. USACE provides janitorial and utilities support to all the armed services recruiting facilities. If services and support are not performed in accordance with the terms of a lease, procurement document, or a space assignment record, local commands should notify USACE. Document continuous problems on the janitorial checklist, and forward the checklist to the USACE District. Notify HQ AFRS/RSXLR of unresolved or ongoing service and support issues.

27.2. Some leases for commercial space do not include provisions for furnishing lighting, heating, air-conditioning, etc., except during normal duty hours (40 to 50 hours a week). Local commands will arrange directly with USACE to obtain adequate utility and services support. USACE is responsible to contract for all costs involved for overtime services it authorizes.

#### **28. Minor Facility Problems:**

28.1. Report either telephonically or via e-mail to USACE, facility problems that do not fall into the minor or emergency upgrade category that are handled by, or are lessor responsibilities, outside of the RFP. USACE, as the lease holder, is the only entity authorized to communicate with the lessor or lessor's representative. Examples might include minor ceiling leaks, burned out light bulbs, or heating and air conditioning problems. Follow-up is the unit POC's responsibility until the issue is resolved. If the issue is not resolved in a timely manner, elevate to HQ AFRS/RSXLR.

## 29. Vehicle Parking:

29.1. USACE provides parking spaces for assigned government motor vehicles (GMV) based on the number of assigned vehicles in RFMIS. USACE is not responsible for providing parking space for privately owned vehicles (POV); however, availability of adequate POV parking should be a prime consideration in evaluating sites for potential office locations.

29.2. Local commands should validate RFMIS vehicle numbers once a year during facility inspections, particularly for unit headquarters, and report any discrepancies to HQ AFRS/RSXLR.

29.3. Leased parking at a PTO is not authorized. PTOs do not have personnel permanently assigned to them; therefore, PTOs are not authorized GMV parking.

29.4. Unless otherwise specified by USACE, recruiter POVs should be parked in employee parking areas at recruiting offices (i.e., at the rear or side of the building or in perimeter lots). Recruiter GMVs and POVs must not occupy space required for applicants, visitors, and other tenants of the building or shopping center.

## 30. Space Occupancy and Release Procedures:

30.1. When new space is obtained through a relocation, new office or expansion action, do not occupy the space until you are authorized to do so by USACE.

30.2. When an office closure is proposed, units **will not** vacate the space until directed by HQ AFRS/RSXLR or until an approved AFRS Form 1399 authorizing the office closure is received by the unit. Units should coordinate the turn-in of office keys, parking passes, etc., with USACE.

30.3. Immediately refer any problems with regard to occupying or vacating space to HQ AFRS/RSXLR.

## 31. Inspection of Recruiting Facilities:

31.1. To ensure facilities are maintained according to the DoD standards, inspect each recruiting facility (to include PTOs, flight chief offices, and squadron headquarters) at least once a year and enter the rating in RFMIS not later than 10 days after the inspection. **NOTE:** New offices must also be inspected and the rating entered in RFMIS not later than 30 days after the acceptance of the new office.

31.2. The unit POC, or if unavailable, the flight chief for facility's AOR familiar with the process will inspect each new or relocated facility before occupancy, and any failures to meet the DoD standards as contained in the *Consolidated Policies and Procedures Guide* should be brought to the attention of USACE for correction. Document any deficiencies and the proposed timeframe for corrective actions, for example, missing exterior recruiting signs.

31.3. Document all facility inspections within 10 days on the facility inspection screen in RFMIS. Attachment 2 provides criteria for completing the facility inspection screen in RFMIS. Based on inputs to the facility inspection detail screen, the system will assign an overall rating of excellent, satisfactory, marginal or unsatisfactory to each facility. Unit commanders must be made aware of facilities with marginal or unsatisfactory ratings, and actions need to be programmed in RFMIS to correct the deficiencies.

**32. Maintaining Facility Records.** RFMIS is the storage area for case history files for each facility location. Office information should match the data on the Unit Manning Document (UMD).

32.1. One or more office numbers may be assigned per USACE lease number. For enlisted production offices, use four characters to identify recruiting office numbers. Normally, the first two characters will be numeric and the last two characters will be alpha. The first two characters of the office number will identify the squadron. The last two characters will identify the office designator within a particular flight. **EXCEPTION:** Squadron headquarters office number where all four characters are numeric. For example, AFRO 3200 is the 332 RCS Headquarters. For an office occupied by a flight chief, the last character of each office designator will be a zero (for example, 32B0). For an office occupied by officer recruiters, the first character will begin with an "H", followed by a numeric/alpha/numeric character.

32.2. As a minimum, unit recruiting facility files must contain the following documents for each facility:

32.2.1. The lease and any lease renewal supplemental agreement, permit, and right of entry or GSA space assignment document, as applicable for the present location (downloaded from RFMIS).

32.2.2. Current annual facility inspection data (current calendar year and previous year's data).

32.2.3. A current floor plan of the location, showing window locations, column locations, dimensions and square footage for all services at the location (downloaded from RFMIS). Whenever USACE replaces a floor plan (as a result of a new office, relocation, expansion or space **reconfiguration action**), **the unit POC should ensure USACE has loaded the most current floor plan(s) into RFMIS.**

32.2.4. A schedule of janitorial services (downloaded from RFMIS). Unit POCs are to be aware of scheduled services and brief recruiters and flight chiefs on the importance of ensuring offices are manned during scheduled visits. This a contracted service and results in wasted funds if offices cannot be serviced as required by contract.

32.3. Each unit POC will ensure the facility address is correct (to include street name, suite numbers, town, city and zip code), and telephone information for each office in the RFMIS facility location screen. The address on the location screen should match the address on the lease.

**33. Monitoring Program Execution.** Units will monitor the status of their real estate actions during the program FY. Obtain estimated action completion dates and project status data through RFMIS screen queries or reports. Review this data at least monthly.

33.1. Units should closely coordinate with and advise USACE on the dates that high priority actions are needed in order to support mission critical activities (such as, expansions and new offices to support new recruiters).

33.2. Refer concerns with program execution to HQ AFRS/RSLR for resolution.

KIMBERLY K. TONEY, Colonel, USAF  
Vice Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-9002, *Use of Real Property Facilities*, 22 November 1993

AFPD 32-90, *Real Property Asset Management*, 6 August 2007

AFRSI 38-201, *Manpower and Organization, Air Force Recruiting Service Operational Organization*, 26 September 2011

DoD Directive 5101.1 *DoD Executive Agent*, 3 September 2002

DoD Directive 5160.58E, *Recruiting Facilities*, 31 August 2005

DoD Recruiting Facilities Program, *Consolidated Policies and Procedures Guide*

***Forms Adopted***

AFRS Form 1399, *AF Recruiting Service Authorization Change Request*, 1 March 2003

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AETC**—Air Education and Training Command

**AFRO**—Air Force Recruiting Office

**CICA**—Competition in Contracting Act

**USACE**—United States Army Corps of Engineers

**DoD**—Department of Defense

**FY**—Fiscal Year

**GMV**—Government Motor Vehicle

**GSA**—General Services Administration

**HQ AFRS/RSXLR**—Headquarters Air Force Recruiting Service Real Estate Office

**HQ USACE**—Headquarters United States Army Corps of Engineers

**HP**—Health Professions

**JRFC**—Joint Recruiting Facilities Committee

**MEPS**—Military Entrance Processing Station

**OASD**—Office of Assistant Secretary of Defense

**POC**—Point of Contact

**POV**—Privately Owned Vehicle

**PTO**—Part-time Office

**RCG**—Recruiting Groups

**RCS**—Recruiting Squadrons

**RDS**—Records Disposition Schedule

**RFMIS**—Rental Facilities Management Information System

**RFP**—Recruiting Facilities Program

**RFRP**—Recruiting Facilities Reduction Program

**UMD**—Unit Manning Document

**Attachment 2**

**FACILITY INSPECTION FORM**

**Figure A2.1. Facility Inspection Form.**

# Facility Inspection Form

Contact Hotline

Facility:

Lease:

Inspection Date:

Created By:

Inspection Type:

Inspection Rating:

Remarks:

Item	Area	Excellent	Satisfactory	Marginal	Unsatisfactory
<b>PART A Location</b>					
1	Location within community	<input type="checkbox"/> Ideal/central location for assigned market, high-volume traffic adjacent to main traffic artery	<input type="checkbox"/> Within prime area of market but does not hamper mission accomplishment	<input type="checkbox"/> Hard to locate, does not hamper mission accomplishment	<input type="checkbox"/> Impairs mission accomplishment, unworkable, hard to locate
2	Location within building	<input type="checkbox"/> Ideal easy access first floor storefront space	<input type="checkbox"/> Conveniently located for visitors	<input type="checkbox"/> Hard to locate, does not hamper mission accomplishment	<input type="checkbox"/> Hard to locate within building, impairs mission accomplishment
3	Access to	<input type="checkbox"/> Ideal, easy access	<input type="checkbox"/> Unrestricted no impairment on mission or times	<input type="checkbox"/> Restricted, does not hamper mission accomplishment	<input type="checkbox"/> Restricted or limited access
4	Exterior Condition	<input type="checkbox"/> Highly attractive for community standards, well maintained.	<input type="checkbox"/> Average compared to community standards.	<input type="checkbox"/> Meets community standards some work required	<input type="checkbox"/> Dilapidated, well below community standards
<b>PART B Parking</b>					
5	Parking Arrangements	<input type="checkbox"/> Sufficient, close to proximately	<input type="checkbox"/> Gov parking at or near the office	<input type="checkbox"/> GOV parking within a four block distance	<input type="checkbox"/> GOV parking unavailable within a four block distance, security is a problem
<b>PART C Interior Facility Conditions</b>					
<b>Excellent</b>					
6	Overall Interior condition	<input type="checkbox"/> Majority of sub items are excellent	<input type="checkbox"/> Majority of sub items are satisfactory	<input type="checkbox"/> Majority of sub items are serviceable, some work needs to be done	<input type="checkbox"/> Majority of sub items are unsatisfactory
7	Doors and windows	<input type="checkbox"/> Not damaged, attractive, modern (storefront windows)	<input type="checkbox"/> Average, evident of fair wear and tear	<input type="checkbox"/> Stained or missing ceiling tiles, maintained, but needs work	<input type="checkbox"/> Damaged, evidence of being poorly maintained
8	Ceilings	<input type="checkbox"/> Not damaged, attractive, modern	<input type="checkbox"/> NA	<input type="checkbox"/> Worn, but needs cleaning	<input type="checkbox"/> Damaged, poorly maintained
9	Floors	<input type="checkbox"/> Carpeted, attractive material, color blends with decor	<input type="checkbox"/> NA	<input type="checkbox"/> Nail holes, scuffs, need minor repair	<input type="checkbox"/> Damaged, degraded, cosmetic discrepancies
10	Walls	<input type="checkbox"/> Panels, wallpaper, or mural color blends with decor	<input type="checkbox"/> NA	<input type="checkbox"/> Serviceable, some work needs to be done	<input type="checkbox"/> Damaged, degraded, cosmetic discrepancies
11	Lavatory Facilities	<input type="checkbox"/> Not damaged, attractive, modern	<input type="checkbox"/> Good working order, well maintained, within close proximity	<input type="checkbox"/> Serviceable, some work needs to be done	<input type="checkbox"/> Damaged, degraded, cosmetic discrepancies not within close proximity
<b>PART D Space Layout</b>					
<b>Excellent</b>					
12	Space Adaptability	<input type="checkbox"/> Ideal, good functional arrangement	<input type="checkbox"/> Adequate and functionality	<input type="checkbox"/> Some unusable space	<input type="checkbox"/> Inadequate, lots of unusable space
13	Office Space	<input type="checkbox"/> Exceeds DoD Standards in all areas	<input type="checkbox"/> Meets DoD Standards in all areas	<input type="checkbox"/> Adequate	<input type="checkbox"/> Insufficient Space
22	Reception	<input type="checkbox"/> Exceeds DoD Standards in all areas	<input type="checkbox"/> Meets DoD Standards in all areas	<input type="checkbox"/> Adequate	<input type="checkbox"/> Non-Existent
23	Display	<input type="checkbox"/> Exceeds DoD Standards in all areas	<input type="checkbox"/> Meets DoD Standards in all areas	<input type="checkbox"/> Adequate	<input type="checkbox"/> Non-Existent

# Facility Inspection Form

Contact Hotline

Facility: \_\_\_\_\_

Lease: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Created By: \_\_\_\_\_

Inspection Type: \_\_\_\_\_

Inspection Rating: \_\_\_\_\_

Remarks: \_\_\_\_\_

Item	Area	Excellent	Satisfactory	Marginal	Unsatisfactory
<b>PART D Space Layout</b>					
24	Storage	Exceeds DoD Standards in all areas <input type="checkbox"/>	Meets DoD Standards in all areas <input type="checkbox"/>	Adequate <input type="checkbox"/>	Non-Existent <input type="checkbox"/>
25	Testing	Exceeds DoD Standards in all areas <input type="checkbox"/>	Meets DoD Standards in all areas <input type="checkbox"/>	Adequate <input type="checkbox"/>	Non-Existent <input type="checkbox"/>
<b>PART E Utilities</b>					
<b>Excellent</b>					
14	Air-Conditioning and Heating	Maintains proper temperature, meets DoD Standards <input type="checkbox"/>	Both cooling and heating maintains proper temperature <input type="checkbox"/>	One or the other does not maintain proper temperature <input type="checkbox"/>	Damaged, inadequate requires replacement <input type="checkbox"/>
15	Lighting	Exceeds DoD Standards in all areas <input type="checkbox"/>	Meets DoD Standards in all areas <input type="checkbox"/>	Meets DoD Standards in some areas <input type="checkbox"/>	Unacceptable, glare problem, major repairs needed <input type="checkbox"/>
16	Water	Exceeds DoD Standards <input type="checkbox"/>	Drinking fountain within 150 feet <input type="checkbox"/>	Drinking fountain within 150 feet, but inoperable <input type="checkbox"/>	Unavailable, unsuitable, and/or inconvenience <input type="checkbox"/>
17	Communication	Adequate number of communication lines and DSL Capable <input type="checkbox"/>	Adequate number of communication lines <input type="checkbox"/>	Limited number of communication lines <input type="checkbox"/>	Inadequate number of communication lines <input type="checkbox"/>
26	Sewage	Exceeds DoD Standards in all areas <input type="checkbox"/>	Meets DoD Standards in all areas <input type="checkbox"/>	Adequate <input type="checkbox"/>	Non-Existent <input type="checkbox"/>
<b>PART F Signage</b>					
<b>Excellent</b>					
18	Internal Sign	Professional appearance, neat displayed properly <input type="checkbox"/>	Adequate <input type="checkbox"/>	Not properly displayed <input type="checkbox"/>	Non-Existent <input type="checkbox"/>
19	External Sign	Properly located, easily read from street, well maintained <input type="checkbox"/>	Adequate <input type="checkbox"/>	Discolored, missing or faded lettering, cracked or broken facial or not properly displayed <input type="checkbox"/>	Non-Existent <input type="checkbox"/>
<b>PART G Janitorial</b>					
<b>Excellent</b>					
20	Janitorial Service	Performed regularly IAW contract <input type="checkbox"/>	Adequately provided 95% of the time <input type="checkbox"/>	Available most of the time <input type="checkbox"/>	Unavailable most of the time, nonexistent <input type="checkbox"/>
<b>PART H Furniture (Optional) For Service Use Only</b>					
<b>Excellent</b>					
21	Furniture	Non/Standard, professional appearance, neat <input type="checkbox"/>	Non/Standard, neat appearance, needs cleaning <input type="checkbox"/>	Non standard, neat, presentable, clean <input type="checkbox"/>	Non Standard, soiled, worn and torn <input type="checkbox"/>