

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Service Center

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DEC - 9 2013

MEMORANDUM

From: CG PSC

To: Distribution

Subj: GENERAL ORDER: PROHIBITED RELATIONSHIPS BETWEEN COAST GUARD
RECRUITING COMMAND STAFF AND APPLICANTS/RECENT APPLICANTS

Ref: (a) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
(b) Coast Guard Recruiting Command Standard Operating Procedures
(c) Military Separations, COMDTINST M1000.4 (series)

1. This order supplements the standards for Coast Guard Recruiting Command (CGRC) staff contained in article 1.C.1.j of reference (a) and article 1.D.12 of reference (b). Specifically, this order ensures the guidelines for applicant relationships are enforceable as a lawful general order and expands that guidance to (a) all CGRC staff and (b) recent applicants. **This a punitive order, applicable to all CGRC staff subject to the UCMJ, 10 U.S.C. § 801 – 946 (as amended) without further implementation.** CGRC staff includes members of CGRC headquarters, recruiters-in-charge, recruiters, MEPS liaisons assigned to CGRC, College Student Pre-Commissioning Initiative (CSPI) students, and any Coast Guard member assigned temporarily to a CGRC office. A violation of this order is punishable in accordance with the UCMJ, 10 U.S.C. § 801 – 946 (as amended). Furthermore, a violation of this order may also result in adverse administrative action including processing for separation per articles 1.A.14 or 1.B.17 of reference (c).

2. The recruiting process creates an inherently coercive environment. The potentially coercive relationship between CGRC staff and an applicant does not disappear upon the applicant's induction into the military or with the applicant's disengagement from the recruiting process. CGRC staff serve as the face of the Coast Guard to applicants and for those who are interested in Coast Guard service, hold tremendous power over their ability to enter into military service. Violations of this trust constitute an abuse of position, erode respect for military authority, and are prejudicial to the good order and discipline of the Coast Guard.

3. The following definitions apply to persons subject to the authority of PSC for the purpose of this order:

a. Applicant: an individual who has expressed a desire, usually through an overt act, of serving as a military member in the Coast Guard. This overt act may include starting the paperwork needed to join the Coast Guard as a military member or contacting a CGRC staff member. Contact with a CGRC staff member includes, but is not limited to, in-person meetings, electronic mail, social media, over the phone, or through some other means. Prospective leads and prospects are also considered applicants if CGRC staff are in contact with them to possibly enter into the Coast Guard as a military member. Individuals remain an "applicant" until (1) they meet the definition of a "recent applicant" per the subparagraph below; or (2) they have had no contact with a CGRC staff member for more than 365 days.

b. Recent Applicant: any Coast Guard applicant that has, within the past 365 days, either: (1) reported to initial military training with the Coast Guard or another armed service, (ie: recruit training at Training Center Cape May, "Swab Summer" at the Coast Guard Academy, officer

training such as Officer Candidate School or direct commissioning programs); or (2) has indicated a desire to terminate their application for military service.

c. Immediate Family: A parent, guardian, spouse, sibling, child, step-child, foster child, step-parent and/or foster parent.

4. Order. Prohibitions applicable to CGRC staff:

a. CGRC staff shall not socialize or have any contact with any applicant or recent applicant for any reason other than that required in order to accomplish the unit mission. Soliciting personal information, such as telephone numbers, social media profiles, email addresses or physical addresses, from applicants or recent applicants to be used to contact an applicant or recent applicant for other than official business is strictly prohibited. Providing personal information, such as telephone numbers, social media profiles, email addresses or physical addresses, to an applicant or recent applicant to be used by the applicant or recent applicant to contact a CGRC staff member for other than official business is strictly prohibited. Using personal information provided by an applicant or recent applicant as part of the recruiting process for other than official business is strictly prohibited.

b. CGRC staff shall not establish, develop, or attempt to develop a romantic relationship with an applicant, recent applicant, or immediate family member of an applicant or recent applicant. This includes making sexual advances toward, or seeking, accepting or tolerating sexual advances from, an applicant, recent applicant, or immediate family member of an applicant or recent applicant.

c. CGRC staff shall not use familiar terms of address (e.g., beautiful, sweetheart, hon, handsome) when addressing applicants, recent applicants or immediate family member of an applicant or recent applicant.

d. CGRC staff shall not use their personal vehicles to transport nor ride in the personal vehicle of an applicant, recent applicant, or immediate family member of an applicant or recent applicant, even for official business.

e. CGRC staff shall not visit the dwelling of an applicant, recent applicant, or immediate family member of an applicant or recent applicant. CGRC staff shall not allow an applicant, recent applicant, or immediate family member of an applicant or recent applicant to visit their dwelling.

f. CGRC staff shall not establish a common household with an applicant, recent applicant, or immediate family member of an applicant or recent applicant.

g. CGRC staff shall not lend money to, borrow money from, or otherwise become indebted to an applicant, recent applicant, or immediate family member of an applicant or recent applicant.

h. CGRC staff shall not solicit donations from an applicant, recent applicant, or immediate family member of an applicant or recent applicant.

i. CGRC staff shall not personally employ (for example - babysitting, maintenance, et cetera) an applicant, recent applicant, or immediate family member of an applicant or recent applicant.

j. CGRC staff shall not accept personal goods from an applicant, recent applicant, or immediate family member of an applicant or recent applicant for storage or any other reason.

5. This regulation does not prohibit the continuation of a personal relationship that began prior to the individual becoming an applicant. However, CGRC staff shall immediately disclose any personal relationship with an applicant or any immediate family member of an applicant to their immediate supervisor and shall recuse themselves from all aspects of the recruiting process regarding any applicant with whom they have a pre-existing personal relationship. In that regard they shall not act as the recruiter for that applicant, sign any documents related to that applicant or render any accession recommendation or judgment for that applicant.

6. **Continuing duty for former CGRC staff.** CGRC staff who transfer to a unit outside of CGRC have a continuing duty to abide by this order as it pertains to applicants and recent applicants who were engaged in the recruiting process while the CGRC staff member was assigned to CGRC. Former CGRC staff who are stationed with a recent applicant after the recent applicants completion of initial military training may request a waiver from all of the provisions of this lawful general order, with the exception of the prohibition on romantic relationships, from their new Commanding Officer after they have disclosed the recruiter/former applicant relationship. This waiver shall be requested in memorandum form, with a copy provided to Commanding Officer, CGRC. Approval of the waiver is within the sole discretion of the new Commanding Officer. Commanding Officers are requested to contact the Commanding Officer, CGRC for guidance. Approved waivers shall be granted in writing, with a copy provided to Commanding Officer, CGRC.

7. The Commanding Officer, CGRC, is directed to incorporate this order into the reporting aboard and qualification process for CGRC staff and to communicate this order to current CGRC staff. However, because this is a lawful general order, a member may still be punished under the UCMJ in the absence of proof of knowledge of this order.

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Dist: HQ, USMEPCOM
Coast Guard Academy
Training Center Cape May
All CGRC Offices

2.A.2.g. Prohibited Relationships

- (1) **Policy.** Coast Guard policy prohibits the following relationships or conduct, regardless of rank, grade, or position of the persons involved:
 - (a) Engaging in sexually intimate behavior aboard any Coast Guard vessel, or in any Coast Guard-controlled work place,
 - (b) Romantic relationships outside of marriage between commissioned officers and enlisted personnel. For the purposes of this paragraph, Coast Guard Academy cadets and officer candidates (both OCS and ROCI) are considered officers.
 - (c) Personal and romantic relationships between instructors at training commands and students.
- (2) **Punitive Application.** This provision is a punitive general regulation, applicable to all personnel subject to reference (a), Uniform Code of Military Justice, 10 U.S.C. § 801 – 946 (as amended) without further implementation. A violation of this provision is punishable in accordance with reference (a), Uniform Code of Military Justice, 10 U.S.C. § 801 – 946 (as amended).

2.A.2.h. Family Relationships

Service members married to Service members, or otherwise closely related; e.g., parent and child, siblings, etc., shall maintain requisite respect and decorum attending the official military relationship between them while either is on duty or in uniform in public. Members married to members or otherwise closely related shall not be assigned in the same chain of command.

2.A.3. Examples of Acceptable and Unacceptable Relationships and Conduct

2.A.3.a. Acceptable Relationships

Examples of acceptable personal relationships:

- (1) Two crewmembers going to an occasional movie, dinner, concert, or other social event.
- (2) Members jogging or participating in wellness or recreational activities together.

2.A.3.b. Unacceptable Relationships

Examples of unacceptable relationships:

- (1) Supervisors and subordinates in private business together.
- (2) Supervisors and subordinates in a romantic relationship.

2.A.3.c. Unacceptable Conduct