

2 January 2003

**Personnel – General**

**STANDARDS OF CONDUCT**

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**Summary.** This regulation clearly defines terms and specifically identifies prohibited practices.

**Applicability.** This regulation applies to all military and civilian personnel assigned or attached to the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH). Civilian employees, who engage in conduct that constitutes an abuse of their position, and undermines the efficiency of the service, are subject to appropriate disciplinary action under the provisions of applicable civilian personnel regulations in those cases where a connection is established between the violation of the regulation and the efficiency of the service. Military personnel who engage in conduct that constitutes an abuse of their position and undermines the efficiency of the service are subject to appropriate disciplinary action under the provisions of the Uniform Code of Military Justice (UCMJ).

**Supplementation.** Supplementation of this regulation is prohibited unless approved by the Commander, USAIC&FH, ATTN: ATZS-CDR, Fort Huachuca, Arizona 85613-6000.

**Suggested Improvements.** The proponent of this regulation is the Commander, USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USAIC&FH, ATTN: ATZS-CDR, Fort Huachuca, Arizona 85613-6000.

**AVAILABILITY.** This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

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\*This regulation supersedes FH Regulation 600-50, 6 March 1997

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**Chapter 1  
Introduction**

**1-1. Purpose.**

a. This regulation identifies and sets forth standards of conduct pertaining to all personnel assigned or attached to elements of the USAIC&FH. It further identifies prohibited practices for those personnel. It is directive in nature, and violations of this regulation may subject offenders to punitive action under the UCMJ or administrative action under applicable regulations.

b. This regulation prohibits nonprofessional relationships between soldiers and/or civilians that involve or give the appearance of partiality, unfairness, preferential treatment, or the improper use of rank or position for personal gain; or cause an actual or clearly predictable adverse impact on discipline, authority, and morale.

c. This regulation prohibits superior and subordinate nonprofessional relationships among personnel whenever the senior member has direct command or supervisory authority over the subordinate member or has the ability to influence subordinate personnel through disciplinary action, assignments, benefits, or privileges.

d. This regulation prohibits engaging in commercial activities with subordinates, discrimination because of race, religion, gender, national origin or color, and denying the right of any soldier or civilian to see a Chaplain; Equal Opportunity Advisor (EOA); Equal Employment Opportunity (EEO) Representative; Judge Advocate; Inspector General (IG); the chain of command; or to seek medical care

**1-2. References.**

a. Required Publications.

- (1) The Manual for Courts Martial, United States.
- (2) DoD 5500.7-R, paragraph 2-302, Joint Ethics Regulation, August 1993.
- (3) AR 600-20, Army Command Policy, 13 May 2002.
- (4) TRADOC Regulation 350-6, Initial Entry Training Policies and Administration, 3 July 2001.
- (5) DA Pamphlet 600-35, Relationships Between Soldiers of Different Rank, 21 February 2000.

b. Prescribed Form. FH Form 600-5-R-E (Acknowledgement Form to FH Reg 600-50).

c. Referenced Form. DA Form 2028 (Recommended Changes to Publication and Blank Forms).

**1-3. Explanation of abbreviations and terms.**

a. Abbreviations.

- (1) ANCOC—Advanced Noncommissioned Officers Course
- (2) AR—Army Regulation
- (3) BNCOC—Basic Noncommissioned Officers Course
- (4) DoD—Department of Defense
- (5) EO—Equal Opportunity
- (6) EOA— Equal Opportunity Advisor
- (7) EEO—Equal Employment Opportunity
- (8) FH—Fort Huachuca
- (9) IET—Initial Entry Training
- (10) IG—Inspector General
- (11) MICCC—Military Intelligence Captain’s Career Course
- (12) NCO—Noncommissioned Officer
- (13) OBC—Officer Basic Course
- (14) TAC—Training Assessment and Counseling
- (15) TRADOC—Training and Doctrine Command
- (16) UCMJ—Uniform Code of Military Justice
- (17) USAIC&FH—United States Army Intelligence Center and Ft. Huachuca
- (18) WOAC—Warrant Officer Advanced Course
- (19) WOBC—Warrant Officer Basic Course

b. Terms.

(1) Permanent Party. All military and civilian personnel assigned or attached to elements of the USAIC&FH for reasons other than attending a military course or school. This includes organizations that reside and/or conduct business on Fort Huachuca, regardless of rank, grade, or branch of service.

(2) Initial Entry Training (IET) Students.

(a) All enlisted military personnel with no prior military service, or prior service soldiers with a break in service requiring retraining in Basic Combat Training (BCT), who are undergoing initial entry training at Fort Huachuca.

(b) For the purpose of this regulation, this includes members of other services in the grade of E4 and below attending Skill Level 1 training at Fort Huachuca.

(c) A person assigned or attached as an IET student who becomes a holdover/holdunder or who is placed in a casual duty status remains an IET student for purposes of this regulation until that person returns to their duty station of origin, or signs into a new unit on permanent change of station, or is permanently assigned to a unit on USAIC&FH.

(3) Reclassified/Prior Service Student. All military personnel who are graduates of IET but are at Fort Huachuca attending Skill Level 1 training as a result of reclassification or enlistment actions, where they did not require retraining in BCT.

(4) Nonprofessional relationship. Except as otherwise authorized by this regulation any relationship, association, contract or affair of a personal nature between personnel listed in paragraph 2-1.c. Nonprofessional relationships can give the appearance of partiality or preferential treatment and/or give the appearance of degrading the integrity of a permanent party person. Nonprofessional relationships may include, but are not limited to:

(a) Dating or engaging in sexual activities.

(b) Consumption of alcoholic beverages.

(c) Offering or accepting a ride in a privately owned vehicle or rental car except in emergency situations or official functions sanctioned by the command.

(d) Sharing living quarters.

(e) Any social activities that may create familiarity between personnel listed in paragraph 2-1.c., except as otherwise authorized by this regulation.

(5) Harassment. Directing any verbal or nonverbal humiliating, abusive, vulgar, or obscene language, gesture, or action toward any individual or group. Requiring any military

individual or military group to participate in any formation, drill, exercise, or activity that is not reasonably related to the training mission. Harassment includes, but is not limited to:

(a) Engaging in physical contact with or touching including, but not limited to: caressing, striking, kicking, fondling, and jabbing with fingers, fist, or object. This will not prohibit reasonable physical contact or touching necessary in cases of emergency, for protection in a training environment, or to facilitate training or administrative activities.

(b) Use of insulting, obscene, or sexually offensive language in communicating at any time to include, but not limited to, sexual innuendo, jokes, requests for dates, or meetings of a personal and unofficial nature.

(c) Using racial or ethnic jokes, slurs, or allegations toward or about individuals or groups.

(d) Punishing or correcting personnel except under the provisions of the UCMJ or appropriate administrative regulations.

(e) Irregular military practices, such as hazing, use of physical fitness pits, interference with legitimate privileges, mass punishment, room trashing (e.g. emptying trash on floor, taking clothes from wall locker or closet and throwing them on the floor, putting food items on the bed or on the floor, etc.), and unwarranted interruption of sleep.

#### **1-4. Responsibilities.**

a. Commanders and supervisors of all elements attached or assigned to the USAIC&FH, will:

(1) Implement and enforce provisions of this regulation.

(2) Ensure all military and civilian personnel are briefed on this regulation during in-processing, and ensure all personnel assigned or attached to elements of the USAIC&FH read and review this regulation; AR 600-20, chapters 4 & 6; and DoD 5500.7-R, paragraph 2-302, semi-annually.

(3) Take appropriate actions, as prescribed in chapter 3, in the event of a violation or alleged violation of the regulation.

b. Individuals. All military and civilian personnel of all elements assigned or attached to the USAIC&FH, will be familiar with and comply with the provisions of this regulation, to include reading and reviewing this regulation; AR 600-20, chapters 4 & 6; and DoD 5500.7-R, paragraph 2-302, semi-annually.

**Chapter 2**  
**Prohibited Practices**

**2-1. Prohibited Practices.** The following are prohibited practices:

a. Harassing or encouraging another individual to harass any personnel assigned or attached to elements of the USAIC&FH, including partner organizations of Fort Huachuca. Harassment is defined above in paragraph 1-3.b.(5).

b. Engaging in commercial activities with a subordinate. This includes, but is not limited to:

(1) Using any subordinate for personal gain or purpose.

(2) Soliciting, accepting, receiving, lending, or borrowing money, property, favors, or anything of value from subordinates.

(3) Soliciting for or acting as an agent or sponsor for any commercial enterprise. Soliciting is the sale or offer of sale of goods under circumstances in which either the seller or buyer is a superior/supervisor and the other party is a subordinate. Soliciting shall not include those situations in which the buyer and seller are of equal bargaining position, e.g., want ads in the paper, cars placed in the For Sale Lot. However, sales or offers of sale in which the buyer or seller could or does use his or her status as a superior/supervisor to affect the course or final outcome of the purchase or sale are strictly prohibited. Soliciting includes situations in which persons are employed off duty in commercial establishments.

(4) Participating in any gambling activity while on Government property or while on duty for the Government.

c. Engaging or attempting to engage in any nonprofessional relationship (see paragraph 1-3.b.(4)) between:

(1) Any permanent party member and an IET student.

(2) Any instructor, Drill Sergeant, TAC Officer or other cadre member for any USAIC&FH course and any student of that course.

(3) Any supervisor and a subordinate when the senior member has direct command or supervisory authority over the subordinate member or has the ability to influence personnel or disciplinary actions, assignments, or other benefits or privileges of the subordinate member.

(4) Soldiers of unequal status, regardless of rank or branch of service. Examples include but are not limited to the following types of relationships:

(a) Officer students and enlisted/ Noncommissioned officer (NCO) students.

(b) NCO students and IET students.

(c) Reclassified/Prior Service students and IET students.

d. Denying the right of any soldier or civilian to see a Chaplain, EO Advisor, EEO Office, a Judge Advocate, the IG, the chain of command, or to seek medical care.

**2-2. Official Socializing.** These prohibited practices are not to be construed as prohibitions against socializing involved with protocol or the normal course of business; for example, student counseling or coaching, command-sanctioned activities such as office or unit parties, luncheons, right arm nights, seasonal activities, or team sports.

### **Chapter 3**

#### **Orientation, Investigations and Reports**

**3-1. Purpose of orientation.** This chapter defines the orientation system and ensures all civilian and military personnel understand and comply with this regulation. This orientation must emphasize how violations of the regulation prejudice good order and discipline. The orientation will explain that violations of this regulation may be serious enough to warrant administrative and/or punitive action.

#### **3-2. Training of all USAIC&FH personnel.**

a. All personnel newly assigned or attached to elements of the USAIC&FH will:

(1) Be briefed during in-processing by commanders, their representatives, or supervisors on FH Regulation 600-50; AR 600-20, chapters 4 & 6; and DoD 5500.7-R, paragraph 2-302.

(2) Read this regulation.

(3) Understand the necessity to report any violations of this regulation to the chain of command, or when appropriate to the Inspector General.

(4) Understand that false allegations and/or false official statements negatively impact good order and discipline. Personnel found to have made false allegations may be charged under appropriate articles of the UCMJ or other appropriate regulations.

b. Commanders or supervisors will ensure all personnel assigned or attached to elements of the USAIC&FH read and review this regulation; AR 600-20, chapters 4 & 6; and DoD 5500.7-R, paragraph 2-302, semi-annually, and sign FH Form 600-5-R-E. A copy of FH Form 600-5-R-E will be maintained on unit file as long as the soldier is assigned to Fort Huachuca.

**3-3. Investigation procedures.** Alleged violations will be promptly and thoroughly investigated in accordance with the UCMJ, investigation by the Criminal Investigation Command, or other appropriate avenues.

**3-4. Reports.** Commanders will keep records of incidents alleging violations of this regulation for two years.

#### **Chapter 4**

##### **Exceptions to Policy**

**4-1. Exceptions to policy.** Personnel may seek exceptions to this policy. For example, this regulation does not preclude relationships between spouses or siblings, where one is an IET student and the other is a permanent party. Relationships will not be routine or continuous in nature, regardless of the relationship to one another. They should be the exception, rather than the norm. Questions regarding what is a prohibited practice should be addressed through the chain of command.

a. Requests for exceptions to policy will only be granted through a formal, written request through the chain of command to the first O5 (LTC) or higher.

b. The memorandum will include, at a minimum, the following information:

(1) Names, ranks, and status of personnel involved.

(2) Data fully explaining any prior relationship.

(3) Justification for exception to policy.

c. The memorandum must be endorsed by the chain of command at each level. When personnel are in separate organizations, both chains of command must execute and approve the exception to policy.

d. If approved, a member of the chain of command will notify the requestor of the approval, and the exception to policy memorandum will be placed in the individual's local file.

e. If disapproved, the individual will be formally counseled by their chain of command. A copy of this counseling will be placed in the individual's local file.

f. Soldiers may not engage in the relationship until the request is approved.

## **Chapter 5**

### **Examples of Acceptable and Prohibited Relationships**

**5-1. Purpose.** This chapter gives specific examples of acceptable and prohibited relationships to clarify the guidance in this regulation.

**5-2. DA Pamphlet 600-35.** DA Pamphlet 600-35, Relationships Between Soldiers of Different Rank, 21 February 2000, provides guidance and examples about relationships between soldiers of different ranks in the United States Army. USAIC&FH personnel should consult DA Pam 600-35 for additional examples.

### **5-3. Examples.**

a. Officer Basic Course (OBC) instructors, TAC officers and other OBC cadre WILL NOT socialize with OBC students except as authorized in paragraph 2-2.

b. Military Intelligence Captain's Career Course (MICCC) instructors, TAC officers and other MICCC cadre WILL NOT socialize with MICCC students except as authorized in paragraph 2-2.

c. Warrant Officer Basic Course (WOBC) instructors, TAC officers and other WOBC cadre WILL NOT socialize with WOBC students except as authorized in paragraph 2-2.

d. Warrant Officer Advanced Course (WOAC) instructors, TAC officers and other WOAC cadre WILL NOT socialize with WOAC students except as authorized in paragraph 2-2.

e. OBC, MICCC, WOBC and WOAC students may socialize with permanent party officers of any grade or service, provided the permanent party officer is not an instructor, TAC officer or other cadre member for the course the student is attending.

f. Basic Noncommissioned Officers Course (BNCOC) instructors and cadre WILL NOT socialize with BNCOC or ANCOG students except as authorized in paragraph 2-2.

g. Advanced Noncommissioned Officers Course (ANCOG) instructors and cadre WILL NOT socialize with BNCOC or ANCOG students except as authorized in paragraph 2-2.

h. BNCOC and ANCOG students may socialize with permanent party NCOs of any grade or service, provided the permanent party NCO is not an ANCOG or BNCOC instructor or cadre member.

i. Reclassified/Prior Service students may socialize with permanent party enlisted members of any grade or service, provided the permanent party enlisted member is not a Drill Sergeant, instructor or other cadre for any skill level 1 course.

j. Drill Sergeants, instructors and other cadre for any skill level 1 course WILL NOT socialize with Reclassified/Prior Service students except as authorized in paragraph 2-2.

k. Drill Sergeants, instructors and other cadre for any skill level 1 course WILL NOT socialize with IET students except as authorized in paragraph 2-2.

l. Permanent Party personnel WILL NOT socialize with IET students except as authorized in paragraph 2-2.

m. Students attending any functional course may socialize with permanent party personnel of similar grade of any service, provided the permanent party person is not a functional course instructor or cadre.

n. Functional course instructors and cadre WILL NOT socialize with functional course students except as authorized in paragraph 2-2.

**5-4. Additional Guidance.**

a. If anyone is unsure of the propriety of a relationship, they will seek guidance from their chain of command. The Company and Battalion Commander will be apprised of the situation and provide necessary guidance.

b. These examples are intended to clarify the guidance contained in this regulation. All personnel must also adhere to other Army standards, including those pertaining to relationships, fraternization and standards of conduct addressed in AR 600-20, chapter 4, and The Manual for Courts-Martial.

(ATZS-IMO-IP)



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REPLY TO  
ATTENTION OF:

ATZP-CDR

MAR 21 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Prohibited Relationships

1. **References.**

- a. Secretary of Defense Memorandum, Subject: Ensuring the Good Order and Discipline Required for Effective Military Forces, 29 July 1998.
- b. Army Regulation 600-20, Army Command Policy, 7 June 2006.
- c. Air Education and Training Command Instruction 36-2909, Professional and Unprofessional Relationships, 2 Mar 2007.
- d. Navy Directive OPNAVINST 5370.2C 26 April 2007.
- e. Marine Corps Training Command General Order 01-03, Prohibited Activities, 1 October 2003.
- f. Marine Corps Detachment Order 5370.1A, Fraternalization and Sexual Harassment, 29 June 2010.
- g. TRADOC Regulation 350-6, Enlisted Initial Entry Training (IET) Policies and Administration, 01 July 2009, including Change 1.

2. **Proponent.** The proponent for this policy is the Assistant Commandant's office.

3. **Purpose.** To establish a command policy on prohibited relationships for the Defense Language Institute Foreign Language Center and Presidio of Monterey (DLIFLC and POM). Department of Defense (DoD) and individual Service regulations and policies regarding prohibited relationships are designed to prevent the development of situations that undermine the good order and discipline of military organizations, detract from training and readiness, or lead to potential abuses of rank or position. This policy supplements applicable Service regulation and replaces all previous DLIFLC and POM command policies regarding improper or prohibited relationships.

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#### 4. Scope.

a. This policy applies to all:

- (1) Military and civilian personnel attending classes at the DLIFLC and POM as students;
- (2) Military and civilian personnel assigned to, attached to, or employed by the DLIFLC and POM, to include faculty and staff members at the Language Schools;
- (3) Military and civilian personnel performing temporary duty (TDY) at, or in support of, the DLIFLC and POM;
- (4) Military and civilian personnel assigned to, attached to, or employed by tenant units at the Presidio of Monterey (POM) or the Ord Military Community (OMC); and,
- (5) Contractor personnel working at the POM, OMC and all satellite locations.

b. In the event that this policy conflicts with policies published by other Service components or agencies, this policy is neither restricted nor limited and I reserve my right and obligation as the Commandant to maintain good order and discipline and conduct investigations and take those adverse administrative actions available to me.

5. **Supplementation.** Subordinate and Service component commanders assigned or attached to DLIFLC and POM may supplement this policy with more stringent guidelines when supplemented policies and guidelines comply with all applicable Service regulations.

6. **Enforceability.** This policy is punitive. Individuals who violate this policy may be subject to criminal, disciplinary, or other adverse administrative action. All alleged violations of this policy will be referred to the appropriate military commander, supervisor, Dean, or Associate Provost for disposition after consultation with the Office of the Staff Judge Advocate.

#### 7. Definitions.

a. Initial Entry Training (IET) Student. For purposes of this policy only, IET students are any of the following individuals who are waiting for a class to begin, currently in a class, pending a permanent change of station (PCS) after completing or graduating from a class, or in a casual status after being dropped from a class:

- (1) Soldiers who have not completed Phase V+, as defined in Training and Doctrine Command (TRADOC) Regulation 350-6;
- (2) Airmen in Initial Technical Training status who have not been awarded the 3-Skill-Level Air Force Specialty Code;

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(3) Sailors who have reported directly from Recruit Training Command and are not Fleet Returnees.

(4) Marines who have reported directly from USMC School Of Infantry East (SOI-E), Camp Geiger North Carolina, or USMC School Of Infantry West (SOI-W), Camp Pendleton California, and are not Fleet Returnees.

b. Careerist Students. For purposes of this policy only, careerist students are any of the following individuals who are waiting for a class to begin, currently in a class, pending a PCS after completing or graduating from a class, or in a casual status after being dropped from a class:

(1) Non-IET students; and,

(2) Civilians.

c. Permanent Party Personnel. For purposes of this policy only, permanent party personnel are any of the following individuals:

(1) Non-student military or civilian personnel assigned to, attached to, or employed by the DLIFLC and POM, to include faculty and staff members at the Language Schools;

(2) Military or civilian personnel performing TDY at, or in support of, the DLIFLC and POM;

(3) Military or civilian personnel assigned or attached to tenant units at the POM or the OMC;

(4) Contractor personnel working at the POM or the OMC; and,

(5) Military or civilian personnel assigned to, attached to, or employed by other military installations (*e.g.*, the Naval Postgraduate School, Fleet Numeric, Travis Air Force Base, etc.).

d. Language School. Distinct schools within the DLIFLC that each have: (1) the primary mission of teaching certain language(s); and (2) its own Dean.

e. Improper Relationships. Improper relationships are interactions between specific individuals listed in paragraph 8b below, which are not necessary to the performance of those individual's official duties, or which interfere—or could reasonably be perceived to interfere—with those individual's official duties.

(1) Examples of improper interactions/relationships include, but are not limited to: dating; engaging in romantic or inappropriate dancing; engaging in romantic relationships or

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sexual activities; sharing living accommodations; gambling; borrowing or loaning money; engaging in business ventures or ongoing commercial transactions; performing personal services; employment; use of social networking sites such as Facebook™ and MySpace™ or other like sites for non-academic reasons or use that requires personnel to be privy to another individual's private life and prearranged meetings other than those approved activities listed in paragraph 6e(2)-(3) below. The specified groups of individuals who may not engage in these types of activities are listed in paragraph 8b below.

(2) Examples of interactions/relationships not normally considered improper include: interactions at chain of command or school-sponsored activities related to unit cohesion, esprit de corps, and team building; group activities at chain of command or school-sponsored functions (e.g., military balls or school-sponsored cultural activities); chain of command or school-sanctioned group study activities; Morale, Welfare and Recreation (MWR) or Better Opportunities for Single Soldiers (BOSS) events; intramural sports; community welfare projects; youth programs; organized religious activities; occasional neighborhood gatherings; and school-related events (as defined in paragraph 7e(3)).

(3) School-Related Events include, but are not limited to: Immersions at the DLIFLC Immersion center, as coordinated by the Immersion Language Office (ILO), overseas Immersions coordinated by the ILO, class presentations, class or school sponsored events after duty hours, class picnics with the language instructors and administration and any other school-sponsored events known to the chain of command as approved school language enrichment functions.

(a) When approved by the School Dean, military or civilian faculty or staff members may demonstrate social customs unique to, or typical of, a particular country or ethnic group associated with the target language. Such demonstrations must be part of the course of instruction, and the entire class must be invited to participate. If less than 50% of the class plans to participate in a previously approved event, the faculty or staff member in charge of the event must obtain permission from the School Dean to continue with the event.

(b) Gifts between military or civilian faculty or staff and students at school-related events are generally limited to the equitable exchange of food and non-alcoholic drinks at appropriate events described above. However, faculty/staff may give gifts of little intrinsic value as prizes or awards at school sponsored competitions that are open to students and/or faculty, and are approved in advance by the school's Office of the Dean, after an appropriate legal review. These gifts of little intrinsic value may not be given from students to faculty/staff.

## **8. Prohibited Relationships.**

a. General Prohibition. Individuals subject to this policy will not engage in any relationship that:

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(1) Compromises, undermines, or appears to compromise or undermine, the integrity of supervisory authority or the chain of command;

(2) Causes actual or perceived partiality or unfairness, or results in actual or perceived preferential treatment;

(3) Involves, or appears to involve, the improper use of rank or position for personal gain, or calls into question the objectivity of a superior, a supervisor, an instructor, or a staff member;

(4) Is, or is perceived to be, exploitative or coercive in nature; or,

(5) Creates an actual or clearly predictable adverse impact on good order, discipline, authority, morale, or the ability of the command to accomplish its mission.

b. Specific Prohibitions.

(1) IET students will not have improper relationships with any:

(a) Permanent party personnel from DLIFLC and POM or any other installation;

(b) Officer;

(c) Careerist students; or,

(d) Civilian students.

(2) Enlisted careerist student, will not have improper relationships with any:

(a) Permanent party personnel performing duties in the same Language School in which the student is attending classes;

(b) Officer;

(c) Enlisted student in their unit chain of command or school supervisory chain; or,

(d) IET student.

(3) Civilian students will not have improper relationships with any: Permanent party personnel (Military or Civilian) performing duties in the same Language School in which the student is attending classes.

(4) Officer students will not have improper relationships with any:

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(a) Permanent party personnel performing duties in the same Language School in which the student is attending classes;

(b) Enlisted member; or,

(c) Officer or civilian student who is in their unit chain of command.

(5) Enlisted permanent party personnel will not have improper relationships with any:

(a) Military or civilian personnel in their unit chain of command or workplace supervisory chain;

(b) Officer;

(c) IET student; or,

(d) Student attending classes in the same Language School where they work.

(6) Officer permanent party personnel will not have improper relationships with any:

(a) Officer or civilian employee who is in their unit chain of command or workplace supervisory chain;

(b) Enlisted member; or,

(c) Student attending classes in the same Language School where they work.

(7) Civilian permanent party personnel will not have improper relationships with any:

(a) IET student;

(b) Military or civilian personnel in their workplace supervisory chain; or,

(c) Student attending classes in the same Language School where they work.

#### **9. Requests for Determinations or Exceptions.**

a. If individuals to whom this policy applies are uncertain as to whether a relationship or interaction constitutes an improper or prohibited relationship, or believe special circumstances exist that justify an exception to this policy, the individuals will bring the matter to the attention of their immediate supervisors.

(1) For military members, notification will follow each individual's:

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- (a) Military chain of command until the local unit commander is aware of the matter; and,
- (b) Workplace supervisory chain until the School Dean or Directorate Head is aware of the matter.

(2) For civilian faculty and staff member personnel, notification will follow each individual's workplace supervisory chain until the School Dean or Directorate Head is aware of the matter.

b. Requests for determinations regarding, or exceptions to, this policy will:

- (1) Be submitted in writing;
- (2) Clearly state each individual's status (*e.g.*, IET student, permanent party, etc.);
- (3) Provide a detailed explanation of the relationship or interactions; and
- (4) Provide a detailed justification for any requested exception to this policy.

c. Commander(s) will make a recommendation to the final approving authority regarding whether the relationship or interaction is prohibited and whether the circumstances merit an exception to this policy.

d. The Assistant Commandant (AC), DLIFLC and POM, is the approving authority for all determinations and requests for exceptions.

(1) The AC will provide a written determination through the supervisory chain or chain of command to the individual(s) requesting the determination or exception.

(2) Individuals who are not satisfied with the AC's determination may ask to speak with the AC via the open-door policy.

(3) Individuals who are still not satisfied with the AC's determination may submit an appeal to the Commander, DLIFLC and POM.

#### 10. **Responsibility:**

a. All permanent party personnel are required to review this policy annually. Schools and military units will include this policy as part of their annual training, and keep a log of all personnel who attend this training for my review upon request.

b. As leaders, all permanent party personnel have a duty to live up to and enforce this policy, both in the classroom, on the rest of installation, and off installation. All permanent party

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SUBJECT: Command Policy on Prohibited Relationships

personnel, as well all student leaders, must be cognizant at all times of the unique mix of officer and enlisted Soldiers, Sailors, Airmen, Marines, DoD civilian employees, and contractors who work together on the POM and the OMC on a daily basis. In all cases where a violation of this policy occurs, the senior individual involved bears the greater responsibility. However, all individuals assigned to, employed by, or performing duties on (or in support of) DLIFLC & POM share responsibility for maintaining proper relationships and may be held accountable for relationships that violate federal law, military regulations, or this policy.

c. I expect military and civilian leaders at all levels to watch for potential abuses of this policy, and to take immediate corrective action when they witness a violation. Furthermore, all military and civilian personnel are required to report blatant and obvious violations of this policy that they witness. Fair enforcement of this policy requires sound judgment on the part of all leaders and individuals concerned.

d. Military and civilian personnel have an affirmative duty to ascertain the status (IET, Careerist, student, officer, enlisted, faculty, staff, etc.) of individuals they interact with relating to non-official duties. This is to include on-duty and off-duty to ensure they are not violating this policy. An example includes, but is not limited to, interacting in social settings (restaurant, club, bar, etc.,) where it is not apparent of the other individual's status.

e. If you have doubts regarding whether a particular relationship or interaction violates this policy, consult your supervisory chain or chain of command before—rather than after—any question of impropriety arises.



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DEPARTMENT OF THE ARMY  
US Army Combined Arms Support Command & Fort Lee  
Fort Lee, Virginia 23801  
26 September 2003

\*CASCOM&FL Regulation 600-27

## Personnel – General

### IMPROPER RELATIONSHIPS WITH INITIAL ENTRY TRAINING (IET) SOLDIERS

**SUMMARY.** This regulation prohibits certain transactions, relationships and activities between Fort Lee Personnel (FLP) and Initial Entry Training (IET) soldiers. It is intended to establish and provide a uniform policy for the treatment of soldiers undergoing IET at the United States (US) Army Quartermaster Center and School.

**APPLICABILITY.** This regulation applies to all IET & FLP (as defined below) assigned or attached to Fort Lee. Violation or attempted violation of paragraphs 4 and or 5 of this regulation provides a basis for punitive action under the Uniform Code of Military Justice.

**IMPACT ON NEW MANNING SYSTEM.** This regulation does not contain information that affects the New Manning System.

**SUPPLEMENTATION.** Supplementation of this regulation by subordinate commanders is prohibited.

**INTERIM CHANGES.** Interim changes to this regulation are not official unless they are authenticated by the Director, Information Management. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**1. PURPOSE AND INTRODUCTION.** Traditionally, the Army has demanded a respect for authority by subordinate personnel towards senior-ranking individuals as a means of obtaining unquestioning obedience during combat or in times of military crisis. Military authority and unquestioning obedience are enhanced by the observance of decorum, customs, traditions, and conventions which are unique to our Army. Officers are appointed and noncommissioned officers are selected to hold positions of trust and honor in the proper exercise of military authority. They are responsible for the physical, moral, and mental welfare of subordinate personnel and for their discipline and military training. Only through a consistent demonstration of impartiality, self-control, honor, and moral courage can this responsibility be filled. Improper relations between FLP and IET soldiers are particularly harmful to the training environment and to the morale of the IET soldier. Social relationships between FLP and IET soldiers must be avoided. Acts of improper familiarity are prejudicial to good order and discipline and seriously impede

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\*This regulation supersedes CASCOM&FL Reg 600-27, 18 May 1998

## **CASCOM&FL REG 600-27**

mission accomplishment. The morale, welfare, development, and discipline of soldiers undergoing IET is the responsibility of all military personnel with whom they come in contact. Inherent in fulfilling that responsibility is the establishment of, and strict adherence to, high standards of personal and professional conduct.

### **2. EXPLANATION OF TERMS.**

a. Fort Lee Personnel (FLP). All military personnel and their family members (other than IET soldiers and Holdovers) or civilian personnel residing on Fort Lee, and all military personnel (other than IET soldiers and Holdovers) or civilian personnel who are permanently or temporarily assigned, attached to, or performing duties at any organization at Fort Lee. Included are members of the Reserve Component (RC) or National Guard (NG) on active duty for training and performing in assignments normally performed by permanent party.

b. Students. All military personnel (and their family members), whether Army, Air Force, Navy, Marine, or Coast Guard (other than IET soldiers) who are assigned/attached to Fort Lee for professional training to include Marines who have completed Basic Combat Training and are at Fort Lee for other than initial Military Occupational Specialty (MOS) training. "Students" also includes members of the RC or NG on active duty for training and receiving other than initial MOS professional training. Also included are soldiers undergoing training for reclassification purposes. For purposes of this regulation "students" are considered FLP.

c. IET soldier. All Army personnel (and their family members) who are assigned to Fort Lee for initial MOS training. For purposes of this regulation, all IET soldiers are considered IET soldiers:

- until they become Fort Lee permanent party by being assigned permanently to Fort Lee, or;
- until after they actually depart Fort Lee for their permanent-party or other assignment, or;
- while in AIT Plus and Phase V+ status.

d. Holdover. A "holdover" is considered an IET soldier and includes all:

- IET soldiers who have graduated MOS training but have not been permanently assigned to Fort Lee.
- Nongraduate IET soldiers who are in remedial training after course/cycle or who have been removed from training for administrative or medical reasons.

### **3. RESPONSIBILITIES.**

Commanders and directors of staff agencies or comparable responsible officials will establish procedures to ensure compliance with this regulation.

**4. PROHIBITED PRACTICES BETWEEN FLP AND IET SOLDIERS.** The terms “FLP” and “IET” soldiers includes the families of both FLP and IET soldiers. All prohibited conduct described in paragraphs 4a through 4d below applies to both FLP and IET soldiers. FLP and IET soldiers are prohibited from seeking or having social, financial, or business relationships with each other. FLP and IET soldiers are prohibited from accepting or requesting any gift, personal service, or other benefit from each other. FLP are also prohibited from hazing, mistreating, injuring, restraining, or denying any right of access to an IET soldier. The following prohibitions provide further guidance on relationships between FLP and IET soldiers.

a. Prohibition on Gifts. FLP will not solicit or accept any gift, favor, money, or thing of value for themselves or others from an IET soldier or their family member. FLP will not solicit money or property from IET soldiers for the perceived benefit of the command. Such items include, but are not limited to, floor wax, cleaning supplies, and paint. This prohibition does not apply to IET soldiers paying for or replacing items they lost, misplaced, or damaged. Fundraising or charitable drives specifically authorized by the Department of the Army such as the Combined Federal Campaign, other fundraising specifically authorized by DoD Directive 5500.7-R, Joint Ethics Regulation, and chapel offerings are exempt from the above prohibitions. For purposes of this regulation the definition of “gift” is the same definition as contained in 5 Code of Federal Regulations, section 2635.203.

b. Prohibited Business Dealings. FLP are prohibited from pursuing or engaging in any financial dealings with IET soldiers. FLP will not borrow money from, or loan money to, IET soldiers. FLP will not cosign any loan or contract or otherwise become liable for the obligation of an IET soldier; nor will FLP allow any IET soldier to cosign any loan or contract or otherwise become liable for the obligation of a FLP. FLP will not sell any product, item, or service (whether personal or commercially obtained), or opportunity to an IET soldier, and will not act as an agent, go-between, or sponsor, for any specific commercial vendor, such as insurance agents, financial advisors, food deliverers, jewelers, motels, etc. This prohibition does not apply to sales personnel of the Army and Air Force Exchange Service (AAFES) or its authorized concessionaires, MWR approved vendors, FLP working on off-duty time at local businesses as sales personnel while off the installation (“moonlighting”), and FLP working on off-duty time for bona fide commercial taxis, whether on or off the installation. This prohibition does not prohibit FLP from advising or informing IET soldiers of the benefits of obtaining insurance, seeking out financial planners, or encouraging smart shopping – as long as the FLP has no personal, financial, or other relationship with the vendor and by giving such advice or information the FLP does not appear to be endorsing a specific product or service. This prohibition also does not apply to FLP selling items on the installation as part of an approved fundraiser of a private organization, as long as the sale was not initiated or encouraged by a personal solicitation by the FLP. No IET soldiers will participate in, or make purchases at, fund-raising activities conducted in the brigade, battalion, or company area, or in any training area. No fund-raising activities which involve IET soldiers as customers will be conducted during the training cycle by IET units, informal funds, or family support groups/private organizations associated with IET

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units. This prohibition also does not apply to selling by or purchases from installation MWR approved vendors, as these are business transactions and not fundraising activities.

c. Prohibitions on Receipt/Request for Personal Services. FLP will not solicit or accept any personal service from any IET soldier. Such services include, but are not limited to, the IET soldier picking up or doing personal laundry or picking up any item for the FLP's convenience, shining shoes, making coffee, and cleaning the FLP's home, or car. This does not prohibit IET soldiers being required to perform police call, barracks or office clean up, and other such duties for the benefit of the Army. No IET soldier labor will be used to support fundraising activities of informal funds or family support groups/private organizations.

d. Prohibited Personal Relationships. FLP and IET soldiers will not engage in any personal or social relationships. Only professional relationships which accomplish the training mission are allowed. This prohibition on FLP and IET soldier conduct includes, but is not limited to:

- writing personal letters,
- having personal telephone calls that are not related to the training mission,
- playing cards,
- gambling,
- dancing,
- hand-holding,
- hugging,
- meeting privately for entertainment, dining, dating, or intimacy,
- entertaining in the FLP's home,
- sharing a motel room,
- providing alcohol to a IET soldiers,
- consuming alcohol or socially mixing at other than approved (by the unit commander) unit activities,
- engaging in any activity that gives the appearance of partiality, preferential treatment, or improper use of rank or position for personal gain,
- requesting to engage in or engaging in any intimate or sexual relationship to include, but not limited to, kissing, dating, embracing, or caressing.

This prohibition does not preclude the normal exchange of military courtesies, the standard courtesies extended at command-sponsored functions, participation in religious activities, or any activity or action that is specifically and previously approved by a company or higher-level commander. Pre-existing relationships between FLP and IET soldiers may be maintained without violating this prohibition if all the following conditions are met:

- the relationship is a normal personal or social relationship between relatives by blood or marriage, or other long-standing relationship such as godparents, and

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- the interaction is not inconsistent with the duties and responsibilities of the FLP and not inconsistent with other prohibitions of this regulation (e.g. the relationship does not involve dating or sexual activity), and
- the relationship is disclosed to the unit commander and the scope of interaction between the FLP and the IET soldier is approved by the unit commander before any such interaction occurs.

e. Prohibitions on Verbal and Physical Abuse. FLP are prohibited from hazing IET soldiers in any manner. Hazing is defined as any conduct whereby a military member or members, regardless of rank, causes another military member, regardless of rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Specifically prohibited conduct includes, but is not limited to, language or comments directed towards an IET soldier that is abusive or degrading, such as vulgar, obscene, profane, sexually explicit, humiliating, gender specific, racially or ethnically-slanted, or that ridicule an IET soldier's religious beliefs. Other example of prohibited conduct include, but are not limited to, requiring IET soldiers to:

- shave without soap,
- take physical training in ponchos,
- take "sand baths,"
- eat, drink, or smoke any substance in quantities or under conditions beyond their desires and normal consumption (drinking hot sauce, smoking under a bucket or poncho, eating excessively spiced foods or nonedible substances, etc), (This does not prohibit requiring or forcing IET soldiers to eat meals, drink water, etc., that is required for the health of the soldier), or
- participate in any "ceremony" or "ritual" designed to humiliate, embarrass, or injure an IET soldier, such as, but not limited to, "kangaroo courts," mock executions, mock burials, etc.

FLP will not physically abuse any IET soldier in any manner, to include but not limited to:

- sticking, kicking, shoving, or manhandling,
- placing the boot on the back or buttocks to straighten the body during push-ups,
- shoving or dragging IET soldiers to make them move faster,
- marching behind and deliberately stepping on the heels of the IET soldiers to get them in step,
- requiring IET soldiers to run into objects, to do PT on any surface that is likely to inflict injury or unnecessary discomfort, or to assume unnatural or unnecessarily painful positions, or

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- participating with, encouraging, or allowing any IET soldier to strike or harm another IET soldier, giving the other IET soldier a “blanket party,” a “GI bath,” or to cause injury in any other way.

FLP will not intentionally expose IET soldiers to unnecessary suffering or dangerous environments. This prohibition includes, but is not limited to:

- marching IET soldiers into or through swamps, through deep or swift streams, or across railroad trestles,
- requiring IET soldiers to stand in the sun, rain, cold, or any other exposure to environmental elements over and above that required for training, or
- requiring IET soldiers to sleep outside or in any other way denying them available comfort as a form of punishment.

Physical contact with IET soldiers for disciplinary or other reasons is prohibited, except where the safety of the IET soldier is in question (e.g. heat exhaustion, physical injury, etc.). Reasonable physical contact when making corrections directly related to training is permitted. There is no requirement to ask an IET soldier permission to make corrections.

f. Prohibition on Sexual Harassment. Sexual harassment by FLP of any IET soldier is prohibited. Sexual harassment is defined in DODD 1350.2, Department of Defense Military Equal Opportunity (MEO) program, August 18, 1995, para E2.1.15.

g. Physical Training (PT) As Punishments. PT will not be used as punishment. PT is designed primarily to enhance physical fitness, however physical exercises as listed in FM 21-20, such as push-ups, sit ups, etc., may be used as corrective instruction for those minor infractions of military behavior which are dealt with by an immediate leadership response. When PT is used for corrective instruction (such as talking in formation, being late, being inattentive, exhibiting substandard appearance, etc.) the following guidelines apply:

- Corrective PT will be used for attitude deficiencies, never for a lack of ability.
- Corrective PT will be used in moderation within the bounds of good judgment.
- These prohibitions are not intended to preclude using PT to develop or enhance physical fitness.

Only drill sergeants, uniformed military instructors, and the IET soldier’s immediate chain of command are authorized to employ physical exercise for corrective action. IET soldier’s occupying training leadership positions are prohibited from administering physical exercise as corrective training.

h. Prohibition on Denying Access. No FLP will deny, discourage, or unnecessarily delay an IET soldier’s access to sick call, the chain of command, legal services, chaplain, or Inspector General. IET soldiers will be informed of their right of access to these services without fear of actual or perceived retribution.

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i. Prohibition on Restraining IET Soldiers. Except in emergency situations for the IET soldier's own safety or protection, or for the safety or protection of others, no IET soldier will be restrained in any manner. This prohibition includes, but is not limited to, locking in rooms, handcuffing, tying, holding, and other forms of physical restraint. If such an emergency situation results in the need for restraint, the SJA On-Call officer will be contacted immediately. This prohibition does not apply to law enforcement personnel in the official performance of their duties or to FLP making lawful arrests.

**5. REPORTING.** All personnel (FLP and IET) will report suspected violations of this regulation to their chain of command, unit commander, director/head of staff agency, or to the Military Police, who will take appropriate action to investigate the matter.

**6. DISSEMINATION.** Personnel will be informed of the provisions of this regulation upon implementation and as follows:

- Permanent Party: Within 5 days of assignment or attachment to, or occupying government quarters on, Fort Lee and at least annually thereafter.
- Students: Prior to the beginning of each new training class.
- IET Soldiers: Prior to the beginning of each new training class.

**7. MANAGEMENT INFORMATION REQUIREMENTS (MIR).** This publication requires no MIR.

The proponent agency of this regulation is the Office of the Staff Judge Advocate. Users are invited to send comments and suggested improvements on DA Form 2028

(Recommended Changes to Publications and Blank Forms) directly to the Commander, USACASCOM&FL, ATTN: ATCL-JA, Fort Lee, Virginia 23801-5107.

//Signed//  
TERRY E. JUSKOWIAK  
Major General, US Army  
Commanding

OFFICIAL:

//Signed//  
ALFREDA B. McMURREN  
Director  
Information Management

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REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
32D MEDICAL BRIGADE  
2851 HARNEY PATH  
JOINT BASE SAN ANTONIO, TEXAS 78234-5093

32d Medical Brigade Policy Memo 13-028

MCCS-A

19 March 2013

Expires: 18 March 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prohibited Associations

1. References.

- a. DOD 5500.7-R, The Joint Ethics Regulation (JER), Changes 1-7, 17 November 2011.
- b. AR 600-20, Army Command Policy, 18 March 2008, RAR 20 September 2012.
- c. TRADOC Regulation 350-6, Enlisted Initial Entry Training (IET) Policies and Administration, 28 January 2011.
- d. AMEDDC&S Regulation 600-8, Improper Relationships Involving Student Personnel, 20 October 1995.
- e. AMEDDC&S Policy Memo 12-019, AMEDDC&S Tobacco Use Policy, 14 May 2012.

2. Purpose. To establish 32d Medical Brigade's policy regarding Improper Association and Relationships Involving Student Personnel, Prior Service Personnel, and Permanent Party Personnel.

3. Proponent. 32d Medical Brigade Executive Officer at (210) 221-5105.

4. Applicability. This policy applies to personnel assigned or attached to the 32d Medical Brigade.

a. Permanent Party. All personnel assigned or attached to the 32d Medical Brigade, except those personnel classified as "student personnel."

b. Students and Student Personnel. Personnel assigned or attached to the 32d Medical Brigade for the purpose of receiving training to include:

(1) Initial Entry Training Soldier. Any Service Member not holding a military occupational specialty (MOS), or Service equivalent, who is undergoing initial entry training, in hold-under or hold-over status, or in reception whether on or off the military installation.

(2) Non-Initial Entry Training Soldier. Any Soldier is commonly known as the prior service IET Soldier, of any rank, on or off the military installation who has previously completed an MOS producing school and is attending Skill Level 1 training in IET units as a result of reclassification or enlistment actions or those Soldiers obtaining an ASI. These Soldiers are assigned to IET units and are subject to IET policies.

(3) Temporary Duty Soldier. Any Soldier on or off the military installation, assigned to another General Court-Martial Convening Authority's jurisdiction and currently assigned on orders for training to Fort Sam Houston.

(4) Officers assigned or attached to the 32d Medical Brigade for the purpose of receiving training.

## 5. Policy.

a. Prohibited Associations. Any actual or attempted personal relationship, association, contact or socializing on or off the military installation not required by the training mission between permanent party and student personnel or between different categories of student personnel. The following list, while not all inclusive, are some of the prohibited actual, perceived or attempted activities, personal relationships, associations, contacts or socializing:

- (1) Gambling, wagering, or business relationships.
- (2) Touching of a sexual nature, handholding, embracing, caressing, massaging, kissing, engaging in sexual intercourse, sexual fondling, sodomy, dating, or other intimate acts.
- (3) Using sexually explicit, suggestive, or obscene language or gestures.
- (4) Viewing or showing sexually explicit magazines or videos.
- (5) Loaning or borrowing money.
- (6) Providing alcoholic beverages to members of the above groups.
- (7) Using tobacco products in violation of AMEDDC&S Policy Memo 12-019 or providing tobacco products to IET or non-initial entry training status Soldiers.
- (8) Writing or sending letters, notes, e-mail or messages of any non-duty type or having non-duty-related conversations or meetings in person, electronically, or telephonically. This prohibition includes all forms of text messaging, social media, and instant messaging.
- (9) Accepting or providing gifts, services, or favors, except for voluntary gifts in accordance with the JER.

(10) The consumption of alcoholic beverages between the above listed groups, except for moderate drinking at official group social activities, such as an official Dining In or cadre approved class party. IET Soldiers, non-initial entry training status Soldiers, and Soldiers in holdover or reception status are not permitted to drink alcohol unless they have advanced to the appropriate level and have been given proper authorization. Underage drinking (under the age of 21) and driving under the influence are prohibited under all circumstances.

(11) Dancing between these groups, except during official group social activities, such as an official Dining In or cadre approved class party. Slow dancing, excessive physical contact, or dancing repeatedly with the same individual are prohibited.

(12) Riding in or on any personal motor vehicle. Exceptions to this would be emergency situations or transportation in a military vehicle as required by training.

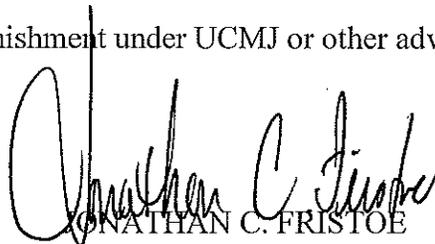
(13) Pursuing any personal favor, advantage, or financial gain in dealing with a student.

(14) Engaging in commercial dealings with or other commercial solicitation of student personnel in violation of the JER. The permanent party member's battalion or higher level commander, senior to the personnel involved, may approve sales or leases of real or personal property between permanent party and student personnel in advance, in writing.

(15) Collecting or taking money from student personnel for any reason, such as informal funds or charitable contributions. The only exception to this prohibition is officially sponsored programs authorized by battalion or higher level commanders.

6. The intent of this policy is not to prevent permanent party Soldiers from associating with friends or family who are permanent party Soldiers attending other professional development courses (other than IET training), including OES and NCOES, at Joint Base San Antonio. Social interaction is permitted in these cases but good order and discipline must be maintained. However, in the case of an instructor and student situation with a previous friendship or acquaintance, the instructor must obtain an exception to policy from his or her supervisor.

7. Violations of this policy may result in punishment under UCMJ or other adverse administrative actions.



NATHAN C. FRISTOE  
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