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Personnel

PROFESSIONAL AND UNPROFESSIONAL RELATIONSHIPS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-29, *Military Standards*, and AFI 36-2909, *Professional and Unprofessional Relationships*, with an emphasis on recruiting, training, and education environments. It applies to the following individuals assigned or attached to, or operating on, an AETC unit as staff, faculty, students, trainees, or cadets: active duty military, Air National Guard, and Air Force Reserve Command members; DoD civilians; Reserve Officer Training Corps (ROTC) cadets; international military or civilian personnel; and contractor personnel. It also applies to recruiters performing in any of the capacities detailed in paragraph 3.3. This instruction may only be supplemented with the prior approval of HQ AETC/JA. Attachment 1 contains a glossary of references and supporting information.

Military members who violate a prohibition in paragraph 4 (or any subparagraph there under) of this instruction and/or paragraph 3.5 (or any subparagraph there under) of AFI 36-2909 are subject to prosecution under Article 92 of the *Uniform Code of Military Justice* (UCMJ) as well as any other applicable article of the UCMJ. Civilian personnel who violate a prohibition in paragraph 4 (or any subparagraph there under) of this instruction and/or paragraph 3.5 (or any subparagraph there under) of AFI 36-2909 will be subject to disciplinary action under AFI 36-704, *Discipline and Adverse Actions*. The ability to take adverse action against personnel from other Services, international personnel, or contractor personnel will depend on the applicability of a current memorandum of understanding, memorandum of agreement, international agreement, or contract.

Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Expands the definition of recruiter in paragraph 3.3 to include all military members. Clarifies the definition of applicant and recruit in paragraph 3.4. Adds the words applicants and recruits in paragraphs 1.1, 2.1, 2.2, 4.3.1 through 4.3.13. Adds the word applicants, and clarifies that unprofessional relationships can exist between recruiters and applicants, or recruits in paragraph 1.2. Clarifies the definition of immediate family in paragraph 3.5.

1. Policy:

★1.1. Professional Relationships. Professional relationships covered by this instruction include faculty, staff, trainees, students, recruiters, recruits, applicants, ROTC cadets, and detachment staff. Personnel in each category are encouraged to communicate freely regarding their careers, classroom performance, duties, and missions. This type of communication enhances performance, morale, and discipline, and improves the training environment while preserving proper respect for authority and focusing on the mission.

★1.2. Unprofessional Relationships. Unprofessional relationships can involve faculty, staff, trainees, students, cadets, recruiters, recruits, or applicants. Whether pursued on or off duty, relationships are unprofessional when they detract from the authority of superiors, or result in (or reasonably create the appearance of) favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Unprofessional relationships can exist between officers, between enlisted members, between officers and enlisted members, between recruiters and recruits or applicants, and between military personnel and civilian employees or contractor personnel.

2. General Guidance:

★2.1. The AETC mission demands personnel maintain proper and professional relationships in the training and recruiting environment. Faculty, staff, or recruiters involved in consensual, but unprofessional, relationships with trainees, students, cadets, recruits, or applicants will be held primarily accountable. Conversely, students, trainees, and cadets have an independent obligation to avoid prohibited behaviors.

★2.2. Not all contact or association between trainees, cadets, students, recruits, or applicants and staff, faculty, or recruiters is prohibited. This instruction provides general guidance to allow for the application of sound judgment and common sense. A commander should consider the total circumstances when determining whether the personal relationship at issue violates this instruction. Factors to consider include whether the conduct has compromised the chain of command, resulted in the appearance of partiality, or otherwise undermined good order, discipline, authority, and/or morale.

2.3. The camaraderie essential to military organizations is particularly beneficial in the military training and education process. Personnel covered by this instruction are encouraged to participate in appropriate organizational functions, such as picnics, sporting events, graduations, student achievements, Air Force-approved fund drives, membership campaigns, and other activities authorized by the commander.

3. Terms Explained:

3.1. Faculty and Staff. This includes all DoD and international personnel, either military or civilian, who are directly or indirectly involved in training or education, and could influence or use their positions to take advantage of trainees, students, and cadets attending courses of instruction. This term does not include base support personnel (for example, finance, personnel, contracting, etc.).

3.2. Trainees, Students, and Cadets. This includes military and civilian personnel who are assigned or on temporary duty to AETC bases, wings, detachments, or schools to attend training or courses of instruction. This also includes personnel who are awaiting, or have completed, training or instruction, as well as those who have been eliminated or disenrolled from training or instruction, and are awaiting reassignment or discharge.

★3.3. Recruiters. This includes any military member whose primary duty is to recruit persons for the Air Force's nonprior service (NPS), prior service (PS), Officer Training School (OTS), health professions (HP) programs, or Reserve Officer Training Corps (ROTC). Recruiters include, but are not limited to, ROTC admissions liaison (AL) officers, liaison officer directors (LOD), regional directors of admissions (RDA), assistant regional directors of admissions (ARDA) (commonly referred to as goldbars), and unit admissions officers (UAO).

★**3.4. Recruit.** This includes any person who applies for an enlistment, appointment, or commissioning program and signs an enlistment, appointment, or commissioning contract. Recruit status terminates upon entry into the Air Force or withdrawal of selection, permanent disqualification, or applicant-initiated termination of processing.

★**3.5. Applicant.** This includes anyone who expresses to a recruiter an interest in joining the Air Force. Applicant status terminates upon signing of the enlistment, appointment, or commissioning contract, or continues as long as the applicant pursues entrance into the Air Force, or until the applicant is notified in writing of permanent disqualification.

★**3.6. Immediate Family.** This includes the mother, father, siblings, and spouses of the trainees, students, and cadets.

4. Specific Prohibitions. Military members, DoD civilian employees, and applicable contractor employees are responsible for complying with this instruction both on and off duty in their personal behavior and in the treatment of others. Members must ensure their actions do not detract from the professional image the Air Force intends to project. (*NOTE:* Common sense exceptions, to include accommodations of a blood or marriage relationship, may be allowed by the member's commander when authorized in writing. Members authorized such exceptions will respect all customs and courtesies observed by members of different grades when they are on duty, in uniform in public, or at official social functions.) Prohibitions specifically include, but are not limited to, the following:

4.1. Faculty and Staff. Faculty and staff will:

4.1.1. Ensure their relationships with students, trainees, cadets, and members of the immediate families of trainees and students are professional and impartial.

4.1.2. Comply with the limitations identified in AFI 36-2909, as well as the more specific guidelines in this instruction.

4.1.3. Not establish, develop (or attempt to develop), or conduct a personal, intimate, or sexual relationship with a trainee, student, cadet, or member of a trainee's, student's, or cadet's immediate family. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities.

4.1.4. Not establish a common household (that is, share the same living area in an apartment, house, or other dwelling) with a trainee, student, cadet, or member of a trainee's, student's, or cadet's immediate family. This prohibition does not extend to situations where military operations reasonably require the sharing of living accommodations.

4.1.5. Not use his or her grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from a trainee, student, or cadet.

4.1.6. Not make sexual advances toward, or seek or accept sexual favors from, a trainee, student, or cadet, or member of a trainee's, student's, or cadet's immediate family.

4.1.7. Not solicit donations (other than for official Air Force campaigns) from a trainee, student, cadet, or member of a trainee's, student's, or cadet's immediate family.

4.1.8. Not gamble with a trainee, student, cadet, or member of a trainee's, student's, or cadet's immediate family.

4.1.9. Not lend money to, borrow money from, or otherwise become indebted to a trainee, student, cadet, or member of a trainee's, student's or cadet's immediate family.

4.1.10. Not develop (or attempt to develop), establish, or carry on a personal social relationship with a trainee, student, or cadet.

4.1.11. Not attend social gatherings or frequent clubs, bars, or theaters on a personal social basis with a trainee, student, or cadet.

4.1.12. Not provide alcohol to, or consume alcohol with, a trainee, student, or cadet on a personal social basis.

4.2. Trainees, Students, and Cadets. Trainees, students, and cadets will:

4.2.1. Ensure their relationships with faculty and staff are professional.

4.2.2. Not engage with faculty and staff in the activities identified in AFI 36-2909.

4.2.3. Not establish, develop (or attempt to develop), or conduct a personal, intimate, or sexual relationship with faculty or staff that includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities.

4.2.4. Not use threats, pressure, or promise of return of favors or favorable treatment for the purpose of gaining sexual favors from faculty or staff.

4.2.5. Not make sexual advances toward, or seek or accept sexual advances or favors from, faculty or staff.

4.2.6. Not gamble with faculty or staff.

4.2.7. Not lend money to, borrow money from, or otherwise become indebted to faculty or staff.

4.2.8. Not establish a common household with a member of the faculty or staff (that is, share the same living area in an apartment, house, or other dwelling). This prohibition does not extend to situations where military operations reasonably require the sharing of living accommodations.

4.2.9. Not develop (or attempt to develop), establish, or carry on a personal social relationship with faculty or staff.

4.2.10. Not attend social gatherings or frequent clubs, bars, or theaters on a personal social basis with faculty or staff.

4.2.11. Not accept alcohol from, or consume alcohol with, faculty or staff on a personal social basis.

4.3. Recruiters. Recruiters will:

★4.3.1. Maintain high standards of conduct and be totally professional in their relationships with recruits or applicants.

4.3.2. Comply with the limitations identified in AFI 36-2909, as well as the more specific guidelines in this instruction.

★4.3.3. Not establish, develop (or attempt to develop), or conduct a personal, intimate, or sexual relationship with a recruit or an applicant. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities.

★4.3.4. Not establish a common household with a recruit or an applicant (that is, share the same living area in an apartment, house, or other dwelling).

★4.3.5. Not use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from a recruit or an applicant.

★4.3.6. Not make sexual advances toward, or seek or accept sexual advances or favors from, a recruit or an applicant.

★4.3.7. Not gamble with a recruit or an applicant, or a recruit or an applicant's immediate family.

★4.3.8. Not lend money to, borrow money from, or otherwise become indebted to a recruit or an applicant or a recruit or an applicant's immediate family.

★4.3.9. Not develop, attempt to develop, establish, or carry on a personal social relationship with a recruit or an applicant.

★4.3.10. Not attend social gatherings or frequent clubs, bars, or theaters on a personal social basis with a recruit or an applicant.

★4.3.11. Not provide alcohol to, or consume alcohol with, a recruit or an applicant on a personal social basis.

★4.3.12. Not solicit donations (other than for official Air Force campaigns) from a recruit or an applicant.

★4.3.13. Not accept a recruit or an applicant's personal goods for storage or any other reason.

5. Training. Commanders will adhere to the requirements contained in AFI 36-2909. In addition, they will ensure faculty, staff, students, trainees, cadets, and recruiters are briefed upon their arrival regarding the requirements of AFI 36-2909 and this instruction.

DONALD G. COOK, General, USAF
Commander

Attachment

1. Glossary of References and Supporting Information

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

AFPD 36-29, *Military Standards*

AFI 36-704, *Discipline and Adverse Actions*

AFI 36-2909, *Professional and Unprofessional Relationships*

AFMAN 37-139, *Records Disposition Schedule*

Uniform Code of Military Justice

Abbreviations and Acronyms

AL—admissions liaison

ARDA—assistant regional director of admissions

HP—health professions

LOD—liaison officer director

NPS—nonprior service

OTS—Officer Training School

PS—prior service

RDA—regional director of admissions

ROTC—Reserve Officer Training Corps

UAO—unit admissions officer

UCMJ—Uniform Code of Military Justice