BY ORDER OF THE COMMANDER AIR EDUCATION AND TRAINING COMMAND

AIR EDUCATION AND TRAINING COMMAND INSTRUCTION 36-2909

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RECRUITING, EDUCATION, AND TRAINING STANDARDS OF CONDUCT

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This instruction implements AFPD 1-1, *Air Force Culture*, AFI 1-1, *Air Force Standards*, AFPD 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 an Air Education and Training Command (AETC) unit, or participating in an AETC-sponsored training or education program, as faculty, staff, trainees, cadets, or students: active duty military, Air National Guard of the United States (ANGUS), and Air Force Reserve Command members; Department of Defense (DoD) civilians; Air Force Reserve Officer Training Corps (AFROTC) cadets; international military or civilian personnel;

and contractor personnel. It also applies to entry-level status Airmen assigned or attached to AETC units. It also applies to recruiting personnel and first-term Airmen who participate in the Recruiter Assistance Program (RAP). *Military* members, including Reserve members on activity duty or inactive duty for training and ANGUS members, who violate a prohibition in paragraphs **1.3.1.**, **2.3.**, **3.3.**, **4.2.**, or **5.2** (or any subparagraphs thereunder) of this instruction, and/or paragraph **3.5** (or any subparagraphs thereunder) 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 paragraphs **1.3.1.**, **2.3.**, **3.3**, or **4.2**, or **5.2** (or any subparagraphs thereunder) of this instruction and/or paragraph **3.5** (or any subparagraphs thereunder) of AFI 36-2909 are subject to administrative disciplinary action under AFI 36-704, *Discipline and Adverse Actions*, without regard to otherwise applicable criminal or civil sanctions for violations of related laws. *Contractor* personnel who violate any prohibition of this instruction are subject to penalties according to local laws and the terms of the governing contract. The ability to take adverse action against personnel from other Services, international personnel, or contractor personnel will depend on the existence and applicability of a current memorandum of understanding, memorandum of agreement, international agreement, or contract. This instruction may only be supplemented with the prior approval of HQ AETC/JA. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. **Attachment 1** contains a glossary of references and supporting information.

(59MDW) This supplement implements and extends the guidance of AETCI 36-2909, *Recruiting, Education, and Training Standards of Conduct*, 2 December 13. This supplement describes procedures for alleged misconduct reporting, suspension, and decertification of military training instructors, military training leaders, and technical training instructors, command implementation and management of reporting tools, and mandatory staff, faculty, trainee, and student training. This supplement applies to all personnel assigned, attached, or on contract to the 59th Medical Wing (MDW). This supplement does not apply to the Air National Guard or Air Force Reserve. This supplement requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force; as implemented by AFI 36-2608 and E.O. 9397 (SSN). The applicable SORN F036 AF PC C, Military Personnel Records System is available at: **http://dpclo.defense.gov/privacy/SORNs/SORNs.html**. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: the document title was changed from *Professional and Unprofessional Relationships* to *Recruiting, Education, and Training Standards of Conduct* and the document was broken into

five chapters to address specific standards of conduct. Chapter 1 specifies initial disposition authorities for certain classes of misconduct, establishes individual and command reporting requirements, and mandates personnel information files for derogatory information. Chapter 2 clarifies the applicability of unprofessional relationships rules in various training, education, and recruiting environments; requires individuals to provide notice of past relationships with trainees, students, or recruits; provides commanders authority to grant exceptions to policy in certain limited circumstances; prohibits personal relationships between faculty/staff and Airmen in entry-level status; and provides specific guidance on unprofessional relationships for Building Partnership Capacity (BPC) training programs. Chapter 3 is new and establishes command-wide prohibitions and responsibilities regarding trainee abuse and hazing. Chapter 4 is new and details command-wide policy on academic integrity. Chapter 5 is new and details recruiting standards of conduct.

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Chapter 1

GENERAL GUIDELINES

1.1. Responsibilities.

1.1.1. Commanders and leaders at all levels will ensure that all applicants, recruits, trainees, cadets, and students are treated with dignity and respect. The success of AETC's mission depends largely upon the trust these individuals place in our recruiters, faculty, and staff. Conduct that erodes this trust detracts from the mission and will not be tolerated.

1.1.2. Most applicants, recruits, trainees, cadets, and students are young and impressionable. They may not yet fully appreciate what constitutes acceptable and unacceptable conduct in the professional military environment. Interaction with recruiters and training staff offers the first examples of professional conduct expected of a military member and creates lasting impressions on new personnel. Accordingly, commanders and leaders at all levels must set the example through their steadfast commitment to Air Force standards.

1.1.3. Commanders. One of the most important and fundamental responsibilities of command is maintaining good order and discipline within the unit. This responsibility is not delegable and commanders are held to a high standard in this area.

1.1.3.1. The recruiting, education, and training environments present unique challenges in maintaining good order and discipline, particularly in the areas of sexual misconduct, unprofessional relationships, trainee abuse, hazing, and academic integrity. Commanders must be particularly vigilant in order to successfully dissuade, deter, and detect these threats.

1.1.3.2. Violations of standards must be addressed proactively, consistently, and at the appropriate level. Experience has shown that failure to consistently enforce standards or to hold violators appropriately accountable can lead to an environment that does not deter more serious forms of misconduct. Accountability is not limited to, and does not end with, disciplinary action. Accountability also includes appropriate consideration of an individual's misconduct in subsequent personnel actions, such as performance reports, awards, promotions, transfers, special duty assignments, and selection for increased leadership responsibility.

1.2. Initial Disposition of Misconduct Allegations.

1.2.1. **Unprofessional Relationships**. Initial disposition authority is withheld to wing commanders (or equivalent) and group commanders (or equivalent) who report directly to a general court-martial convening authority (GCMCA) (direct-report group commanders), or higher, for the following alleged offenses: (1) unprofessional relationships as defined by this instruction <u>between</u> faculty, staff, and recruiters <u>and</u> applicants, recruits, Recruiter Assistance Program participants (RAPpers), trainees, cadets, students, and entry-level status (ELS) Airmen; (2) fraternization, as defined in Article 134, UCMJ, and AFI 36-2909; and (3) any attempts to commit such offenses. This initial disposition authority applies to all other alleged offenses arising from or relating to the same incident(s), whether committed by the alleged perpetrator or the alleged victim.

1.2.2. **Rape, Sexual Assault, and Forcible Sodomy**. In accordance with Secretary of Defense Memorandum, "Withholding Initial Disposition Authority Under the Uniform Code of Military Justice in Certain Sexual Assault Cases," 20 April 2012, ("SECDEF Withholding memo") (**Attachment 2**), initial disposition authority is withheld from all commanders who do not possess at least special court-martial convening authority (SPCMCA) and who are not in the grade of O-6 or higher, for the following alleged offenses: (1) rape, in violation of Article 120, UCMJ; (2) sexual assault, in violation of Article 120, UCMJ; (3) forcible sodomy, in violation of Article 125, UCMJ; and (4) all attempts to commit such offenses, in violation of Article 80, UCMJ. Initial disposition authorities will report initial disposition decisions in such cases in accordance with Attachment 3.

1.2.2.1. Commanders who are not initial disposition authorities under the SECDEF Withholding memo should coordinate with the host-installation SPCMCA on the appropriate disposition of allegations covered by the SECDEF Withholding memo.

1.2.2.2. Initial disposition authority for all alleged violations of Articles 120, 120a, 120b, 120c, and 125, UCMJ, not otherwise withheld under the SECDEF Withholding memo, including any attempts to commit such offenses, is withheld to wing commanders (or equivalent) and group commanders (or equivalent) who report directly to a GCMCA (direct-report group commanders), or higher. This initial disposition authority applies to all other alleged offenses arising from or relating to the same incident(s), whether committed by the alleged perpetrator or the alleged victim. Commanders of tenant wings and direct-report groups who do not possess full SPCMCA shall coordinate with the host SPCMCA where resolution includes consideration of a court-martial.

1.2.3. **Trainee Abuse**. Initial disposition authority for allegations of trainee abuse as defined by this instruction is withheld to squadron commanders or higher. This initial disposition authority applies to all other alleged offenses arising from or relating to the same incident(s), whether committed by the alleged perpetrator or the alleged victim.

1.2.4. **Recruiter Misconduct**. Initial disposition authority for alleged violations of paragraph **5.2** by recruiters is withheld to squadron commanders or higher.

1.2.5. **Initial Disposition Authority Responsibilities**. Commanders exercising initial disposition authority are responsible for determining what initial action is appropriate and whether the matter can or should be resolved within their existing authorities. The initial disposition decision shall be based upon review of the allegations transmitted, any independent review and recommendation received, and consultation with a judge advocate. Subordinate unit commanders are encouraged to provide their own recommendations regarding initial disposition. Upon review of the case file and consultation with a judge advocate, the commander's options include: (1) no action, (2) corrective administrative action, (3) nonjudicial punishment, (4) preferral or disposition of charges previously preferred, and (5) forwarding the matter to a superior or subordinate authority for disposition. If the commander deems it appropriate to forward a case to a subordinate commander for further disposition, the commander may not direct the actions the subordinate commander should take.

1.2.6. The following command actions are not considered an "initial disposition" for purposes of this instruction: receiving a report of an offense; apprehending and taking custody of a member; investigating a reported offense; imposing pretrial restraint and pretrial

confinement; preferral of charges; and issuing military protective orders (i.e., "no contact" orders).

1.2.7. Commanders at every level retain the authority and responsibility to create and maintain a professional environment, to provide support and assistance to victims, and to maintain good order and discipline within their units.

1.3. Misconduct Reporting Requirements.

1.3.1. **Duty to Report**. Recruiters, faculty, and staff members with knowledge of an alleged violation, or attempted violation, of this instruction shall immediately report the allegation to an appropriate authority, unless otherwise exempted by operation of law, regulation, or policy. Personnel receiving such reports will forward the report through appropriate channels to the alleged violator's squadron/detachment commander. Failure to observe the provisions of this paragraph and its subparagraphs by military personnel is a violation of Article 92, UCMJ. Violations by civilian personnel may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

1.3.1.1. "Knowledge" means awareness of an allegation. It does not require a belief in the accuracy or truth of the allegation. Knowledge may be obtained by any means, including, but not limited to, witnessing the offense, statements by third parties, and course surveys, critiques or comment cards.

1.3.1.2. Except as specified below, an "appropriate authority" includes a supervisor, a member of the chain of command, legal office personnel, Air Force Office of Special Investigations (AFOSI), Security Forces, the Inspector General, and/or the Sexual Assault Response Coordinator.

1.3.1.2.1. Pursuant to AFI 36-6001, *Sexual Assault Prevention and Response (SAPR) Program*, paragraph 2.12.1., any Air Force member or civilian employee, other than those personnel authorized to receive confidential communications or otherwise exempted by operation of law, regulation, or policy, who receives a report of a sexual assault incident about a subordinate in the individual's supervisory chain shall, as soon as possible, report the matter to the AFOSI. If a report cannot be made to the AFOSI, the report will be made to the Security Forces which will then notify the AFOSI.

1.3.1.2.2. Allegations of the following offenses will be reported to wing commanders (or equivalent) and/or direct-report group commanders: (1) unprofessional relationships as defined by this instruction <u>between</u> faculty, staff, and recruiters <u>and</u> applicants, recruits, RAPpers, trainees, cadets, students, and ELS Airmen; (2) fraternization, as defined in Article 134, UCMJ, and AFI 36-2909; and (3) any attempts to commit such offenses.

1.3.1.2.3. Faculty and staff assigned to, or functionally managed by, Second Air Force with knowledge of an alleged violation shall report the matter in accordance with Second Air Force misconduct reporting policies and procedures.

1.3.1.2.3.1. **(Added-59MDW)** Alleged violations of this instruction shall be reported via alleged misconduct report, which shall provide, at minimum, the

following information, so far as it is available: date of report, person reporting, person receiving report, date of offense, type of offense, alleged victim's name, status, squadron, and graduation date, alleged perpetrator's name, status and squadron, and detailed description of the allegation. The alleged misconduct report shall be forwarded through command channels to the respective training squadron commander. The report must be forwarded by each individual as soon as possible, but no later than 24 hours after the allegation or observation is made.

1.3.1.2.3.2. **(Added-59MDW)** Each training squadron shall annotate the final disposition and remove all personally identifiable information (PII) from the alleged misconduct report after final disposition of the allegation. Each training squadron shall maintain these non-PII alleged misconduct reports in addition to information describing their disposition IAW the Records Disposition Schedule. A record in any format, electronic or physical, that maintains this information without PII is acceptable. (e.g. Excel spreadsheet, database, scanned redacted docs).

1.3.1.2.3.3. **(Added-59MDW)** Alleged misconduct reports shall be reported to command channels to 59 MDW/CC with copies to 2AF/CC, 502 ABW/CC, and 502 ISG/JA.

1.3.1.2.4. Recruiting personnel will, at a minimum, immediately report actual or suspected violations of the prohibitions and mandatory provisions contained in paragraph **5.2** to their squadron commander.

1.3.1.3. Victims of an alleged violation of this instruction are not required to report.

1.3.2. **Command Misconduct Reporting Requirements**. This paragraph establishes general command misconduct reporting requirements. Reportable offenses include allegations against AETC personnel, tenant unit personnel on AETC installations, and personnel on temporary duty (TDY) to AETC installations. These reporting requirements are not limited to alleged violations of the standards of conduct governed by this instruction.

1.3.2.1. **Sexual Assault**. Unrestricted allegations of rape, sexual assault, and forcible sodomy, including attempts, must be immediately reported through command channels to HQ AETC/CC, with copies to AETC/CV and AETC/JA. Units that report directly to AETC A2/3/10 shall also copy the Director of AETC A2/3/10.

1.3.2.2. **Certain Unprofessional Relationships**. Alleged violations of the specific prohibitions in paragraph **2.3** by faculty, staff, and recruiters must be immediately reported through command channels to HQ AETC/CC, with copies to AETC/CV and AETC/JA. Units that report directly to AETC A2/3/10 shall also copy the Director of AETC A2/3/10.

1.3.2.3. **Other Special Interest Cases**. Allegations of the following offenses shall be reported through command channels to the first general officer exercising GCMCA over the member. Violations by TDY personnel or members of other U.S. military services will also be reported to the member's parent command.

1.3.2.3.1. Unprofessional relationships as defined in this instruction and in AFI 36-2909, *Professional and Unprofessional Relationships*, not otherwise reportable under

paragraph **1.3.2.2** Examples include: allegations of unprofessional relationships involving students, ELS Airmen, and RAPpers.

1.3.2.3.2. Trainee abuse as defined in this instruction, including attempts.

1.3.2.3.3. Academic integrity violations by officers and senior non-commissioned officers.

1.3.2.3.4. Violations of paragraph **5.2** by recruiters.

1.3.2.3.5. Regardless of offense, all allegations involving officers, cadets, CMSgts, and SMSgts.

1.3.2.3.6. Regardless of grade, allegations involving serious crimes, as defined in Section 13E, AFI 51-201, *Administration of Military Justice*, including attempts, conspiracies, and solicitations to commit these crimes.

1.3.2.3.7. Any other allegations with potential community impact or reaction, or potential or actual media coverage.

1.3.2.3.8. **(Added-59MDW)** Military Training Leader (MTL) and Tech Training Instructor (TTI) negligent actions which result in injury, intentional or not, will be identified using the Alleged Misconduct Reporting (AMR) process. While such actions may not be misconduct as strictly defined, the AMR identifies and addresses potential negligence on the MTI's part to properly execute training objectives.

1.3.2.3.9. **(Added-59MDW)** Any such actions will be identified using the AMR process and is reportable to command channels to 59 MDW/CC with copies to 2AF/CC, 502 ABW/CC, and 502 ISG/JA.

1.3.2.3.10. **(Added-59MDW)** Retaliating against students or others who use the reporting mechanisms is a violation of the intent of these programs and will be identified using the AMR process and is reportable to command channels to 59 MDW/CC with copies to 2AF/CC, 502 ABW/CC, and 502 ISG/JA.

1.3.2.3.11. **(Added-59MDW)** Personnel failing to comply with the duty to report as outlined in this instruction will be identified using the AMR process.

1.3.2.4. Violations of this instruction by international personnel will be reported to the International Military Student Officer, who will facilitate any required notifications to the head of the sponsoring security assistance implementing agency.

1.3.2.5. Commanders at all levels shall also report all initial allegations of such misconduct to the servicing office of the staff judge advocate and provide frequent updates thereafter.

1.3.2.6. **(Added-59MDW)** GCMCA Immediate Reporting. The following incidents shall be immediately reported to command channels to 59 MDW/CC with copies to 2AF/CC, 502 ABW/CC, and 502 ISG/JA, all incidents or allegations of the following types.

1.3.2.6.1. **(Added-59MDW)** Events include those that do not involve misconduct or involve physical contact from restraint of a student during technical training.

Exceptions include actions by Security Forces officers in the course of law enforcement duties and purely incidental contact, such as uniform correction.

1.3.2.6.2. **(Added-59MDW)** Violations of report anonymity. This consists of using collateral information to identify the source of a submission intended to be anonymous. Collateral information includes both involuntarily solicited biographical information from a survey, and information associated with completion of the report itself. Some examples include, but are not limited to, the handwriting of a written comment, color of pen used, time of day the comment was made, observations of personnel using the comment box, body language/facial expressions of those completing a survey, similarity of the anonymous complaint with prior command channel complaint by an individual, or time needed by a member to complete a survey.

1.3.2.6.3. **(Added-59MDW)** Reprisal or retaliation against a member for use of reporting systems, including all punitive, administrative, or adverse personnel action. Reporting systems include, but are not limited to, Sexual Assault Response Coordinator (SARC) hotlines and personal contacts, contact with other outside agencies, and internal critique boxes, surveys, and person-to-person reports.

1.3.2.7. **(Added-59MDW)** Alleged Misconduct Report Procedures.

1.3.2.7.1. **(Added-59MDW)** Allegations can be from many sources, including but not limited to: Technical Training End of Course Surveys, chaplain, medical provider, self-reporting and chain of command. **Note:** Mistreatment of MTLs during the MTL School or their qualification training while assigned to the training squadron will be captured on an AMR.

1.3.2.7.2. **(Added-59MDW)** The group commander or squadron commanders may initiate an AMR at any time based on the health and safety of trainees/students.

1.3.2.7.3. **(Added-59MDW)** Upon receipt of an allegation, it will be categorized into one of the following areas:

1.3.2.7.3.1. **(Added-59MDW)** Tier One. Sexual assault (unrestricted allegations of rape, sexual assault, and forcible sodomy, including attempts), sexual harassment and unprofessional relationships as defined in chapter 2.

1.3.2.7.3.2. **(Added-59MDW)** Tier Two. Special interest allegations defined in paragraph 1.3.2.3, including trainee/student abuse defined in Chapter 3.

1.3.2.7.3.3. **(Added-59MDW)** Tier Three:

1.3.2.7.3.4. **(Added-59MDW)** Behavior Reflecting Lack of Professionalism. These are allegations which do not meet the definition of misconduct as identified in policy, but suggest unprofessional behavior or other conduct not in line with organizational standards. **Note:** These allegations do NOT require an AMR.

1.3.2.7.4. **(Added-59MDW)** Squadron commanders will verify if the allegation meets the definition of misconduct defined in this instruction (commander determination) and will initiate an AMR.

1.3.2.7.4.1. **(Added-59MDW)** If the squadron commander disagrees with the

tier level of the allegation or disagrees the allegation is misconduct, they will notify and consult with the 59th Training Group (TRG)/CC/CD for adjudication.

1.3.2.7.4.2. **(Added-59MDW)** When the commander determines the allegation is NOT misconduct in contrast to the original classification (with 59 TRG/CC/CD concurrence), the rationale will be forwarded to 59 TRG/CD/CCE for documentation. **Note:** Squadron commanders will document ALL allegations of violations of this instruction on an AMR.

1.3.2.7.5. **(Added-59MDW)** The commander who has authority over the alleged member is responsible for completing the AMR and will work in concert with the squadron commander with authority over the person making the allegation (if applicable).

1.3.2.7.5.1. **(Added-59MDW)** The AMR will state the allegation verbatim as it was received. The specific offense(s) of the allegation will also be included on the AMR. AMR will be For Official Use Only and distribution handled appropriately with access limited to the relevant chain of command/personnel. The squadron commander is responsible for the accuracy of the information on the AMR, such as previous disciplinary history (review the alleged member's PIF).

1.3.2.7.5.2. **(Added-59MDW)** Initial allegations are not assumed to be substantiated or unsubstantiated until an inquiry is complete and analysis of the evidence has been conducted. Individuals accused of misconduct are innocent until deemed otherwise. If an individual named in an AMR exercises their right to counsel/right to remain silent, no adverse inference will be made. Depending on the severity of the allegation, the individual accused may be removed from the technical training environment.

1.3.2.7.5.3. **(Added-59MDW)** Violations will be classified as one of the following on the AMR: verbal maltreatment, physical maltreatment, sexual harassment, sexual contact crime, sexual assault, unprofessional relationship (UPR) as UPR-no sex, UPR-verbal sexual, UPR-sexual contact, hazing or maltraining.

1.3.2.7.5.3.1. **(Added-59MDW)** AMR final dispositions will be classified as one of the following:

1.3.2.7.5.3.1.1. **(Added-59MDW)** Unsubstantiated. Incident as alleged not supported by facts or evidence. This does not include situations where the allegation did in fact occur but was not a violation. In this case, the disposition "non-reportable violation" (below) will be used.

1.3.2.7.5.3.1.2. **(Added-59MDW)** Automated Military Justice Analysis & Management System has been assigned a case number.

1.3.2.7.5.3.1.3. **(Added-59MDW)** Command Action. Commander has taken an action but not directly against an individual, such as emphasizing during commander's call or initiating in-house training.

1.3.2.7.5.3.1.4. **(Added-59MDW)** Insufficient information to investigate.

Not enough information provided in the allegation to investigate.

1.3.2.7.5.3.1.5. **(Added-59MDW)** Non-reportable violation. Concluded after the inquiry the allegation was not a violation of this instruction.

1.3.2.7.5.3.1.6. **(Added-59MDW)** Disciplinary action/remediation. Includes verbal counseling, letter of counseling, letter of admonishment, letter of reprimand, discharge, Article 15, court martial.

1.3.2.7.6. **(Added-59MDW)** Upon receipt of a Tier One allegation. AFOSI or Security Forces, as appropriate will be notified to handle the investigation. An AMR will be completed and may be closed out once a case number has been assigned. The disposition of the alleged individual(s) will be handled IAW paragraph 3.3.5.4.

1.3.2.7.7. **(Added-59MDW)** Upon receipt of a Tier Two allegation.

1.3.2.7.7.1. **(Added-59MDW)** The 59 TRG/CC/CD will appoint an inquiry officer to investigate on the squadron commander's acknowledgement of an allegation. When administrative inquiry officer workload exceeds capacity for timely response (not to exceed 10 workdays) the 59 TRG/CC/CD may direct the inquiry to a squadron DO/Flight/CC of a different squadron using a roster, rotating assignments as needed.

1.3.2.7.7.2. **(Added-59MDW)** Tier Two allegations will require notifications IAW this instruction. The disposition of the alleged individual(s) will be handled IAW paragraph 3.3.5.5. and 3.3.5.6.

1.3.2.7.7.3. **(Added-59MDW)** The inquiry officer will gather evidence for the squadron/CC to substantiate or unsubstantiate the allegation.

1.3.2.7.7.3.1. **(Added-59MDW)** Upon conclusion of the inquiry, the inquiry officer will provide a copy of their report, any statements and other pertinent information to 59 TRG/CCE for review.

1.3.2.7.7.3.2. **(Added-59MDW)** 59 TRG/CCE reviews the information and identifies any concerns to the inquiry officer for corrections. Any disagreements between the parties will be addressed with the 59 TRG/CC/CD and legal.

1.3.2.7.7.3.3. **(Added-59MDW)** After review, the inquiry officer will present findings to the squadron commander of the alleged individual with a courtesy copy provided to the 59 TRG/CC/CD.

1.3.2.7.7.4. **(Added-59MDW)** AMR findings. The squadron commander can address any concerns with the inquiry officer's findings either with the inquiry officer or the 59 TRG/CC/CD. In cases where the squadron commander disagrees with the inquiry officers findings, they should consult with the legal office or the 59 TRG/CC/CD.

1.3.2.7.7.5. **(Added-59MDW)** During the coordination process, the inquiry officer or squadron commander will provide copies of statements and reports to the servicing legal office and 59 TRG/CC/CD/CCE.

1.3.2.7.8. **(Added-59MDW)** Upon receipt of a Tier Three allegation:

1.3.2.7.8.1. **(Added-59MDW)** The squadron commanders will determine if an inquiry is necessary, and, if so, will appoint an internal inquiry officer. **Note:** Tier three offenses may not require an inquiry.

1.3.2.7.8.2. **(Added-59MDW)** The squadron commander may change the tier level to Two based on their discretion such as repeat offenders.

1.3.2.7.8.3. **(Added-59MDW)** The squadron commander will determine whether an allegation is substantiated or unsubstantiated.

1.3.2.7.8.4. **(Added-59MDW)** The squadron commander will complete the process with a legal review and disposition of the offender.

1.3.2.7.8.5. **(Added-59MDW)** The completed AMR will be forwarded to 59 TRG/CC/CD/CCE and will not be finalized until 59 TRG/CC/CD acknowledgment.

1.3.2.7.9. **(Added-59MDW)** At any point during the AMR process the group commander may exercise their authority to pull the AMR and assign it as a group level AMR which includes expanding the inquiry.

1.3.2.7.10. **(Added-59MDW)** Inquiry Officer.

1.3.2.7.10.1. **(Added-59MDW)** The inquiry officer receives direction from the 59 TRG/CC/CD, input from the owning squadron commander, and counsel from the servicing legal office and 59 TRG/CCE in the performance of their investigative duties.

1.3.2.7.10.2. **(Added-59MDW)** The inquiry officer will use sound judgment and practices when conducting inquiries. An understanding of the training environment and trainee/student reporting concerns is required when dealing with trainees/students

1.3.2.7.10.3. **(Added-59MDW)** Squadron leadership may provide initial commanders intent however, they will not alter or impede the direction of the inquiry. During this time, the inquiry officer may share their approach and questions with squadron leadership; however, this is based on the inquiry officer's discretion and the circumstances of the inquiry.

1.3.2.7.10.4. **(Added-59MDW)** The inquiry officer will not reveal or attempt to discover the identity of those making anonymous allegations. If during the course of the inquiry it becomes clear to the inquiry officer the identity of those making the anonymous allegation, the inquiry officer can interview those persons, and others, to gain clarity.

1.3.2.7.10.5. **(Added-59MDW)** If during the course of the inquiry additional allegations come to light, the inquiry officer will notify the 59 TRG/CC/CD, the squadron commander and JA. If the allegations are of similar nature as the original (e.g.: same offender or types of behavior), then those items will be included into the inquiry. If the allegations are different and are not associated with current inquiry, the squadron commander will make a new determination and a separate AMR. (**Note:** AMRs will not have multiple alleged personnel listed; instead a separate AMR is required for each individual in situations where more

than one person is identified).

1.3.2.7.10.6. **(Added-59MDW)** Once assigned, an inquiry officer may begin the research needed to develop an effective inquiry plan.

1.3.2.7.10.7. **(Added-59MDW)** Areas to consider for inclusion in the Inquiry Plan are contained in Attachment 6.

1.4. Personnel Information Files (PIFs). All AETC units must establish and maintain PIFs to document general misconduct, substandard performance, and other derogatory information on permanent party officer and enlisted members assigned to AETC. Commanders and supervisors must review the PIF in conjunction with other personnel actions, to include performance reports, awards and decorations, promotions, reassignments, special duty assignments, and promotion to supervisory and/or leadership positions. Commanders and supervisors must also review PIFs in conjunction with subsequent disciplinary and adverse actions, such as decertification.

1.4.1. Examples of derogatory information that must be documented in the PIF include memoranda for record, “no contact” orders, letters of counseling/admonition/reprimand, derogatory documentation not placed in an Unfavorable Information File, as well as disciplinary and temporary/permanent decertification actions specific to certain career fields (e.g., military training instructor temporary “hat removals”).

1.4.1.1. **(Added-59MDW)** All substantiated cases of misconduct regardless of the final disposition are required to be maintained in the PIF and IAW paragraph 1.4.2.

1.4.2. Reference AFI 36-2608, *Military Personnel Record System*, for general information regarding PIF record content, storage, and access. AETC units are only required to establish PIFs if misconduct or other derogatory information is documented on an individual. For intra-command reassignments, PIFs must be forwarded to the gaining commander. For inter-command reassignments, the PIF must be given to the individual or destroyed.

1.5. Training Requirements. All commanders, judge advocates, investigators, and supervisors will familiarize themselves with this instruction. Commanders of education, training, and recruiting units will ensure all personnel - including faculty and staff, trainees, cadets, students, ELS Airmen, recruiters, and RAPpers - are briefed on the relevant provisions of this instruction upon their arrival, and at least annually thereafter.

Chapter 2

PROFESSIONAL AND UNPROFESSIONAL RELATIONSHIPS

2.1. Overview.

2.1.1. **Professional Relationships.** Personnel 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. At the same time, it preserves proper respect for authority and focuses on the mission.

2.1.2. **Unprofessional Relationships.** Unprofessional relationships covered by this instruction include those between faculty, staff, recruiters, and RAPpers and applicants, recruits, RAPpers, trainees, cadets, students, and ELS Airmen. 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 may include relationships between officers; between enlisted members; between officers and cadets or enlisted members; between military personnel and civilian employees or contractor personnel; between recruiters and recruits, applicants, or RAPpers; and between RAPpers and recruits or applicants.

2.2. General Guidance on Relationships.

2.2.1. The AETC mission demands that personnel maintain proper and professional relationships in the recruiting, training, and education environments. Faculty, staff and recruiters will be held primarily accountable for consensual but unprofessional relationships with trainees, cadets, students, recruits, applicants, RAPpers, or ELS Airmen. In addition to possible disciplinary action, a substantiated allegation of an unprofessional relationship may result in removal from the recruiting, education, or training environment, temporary/permanent decertification, and/or withdrawal of associated Special Duty Identifiers. Trainees, cadets, students, RAPpers, and ELS Airmen have an independent obligation to avoid prohibited behaviors. However, given the power imbalance between such personnel and faculty, staff, and recruiters, commanders must exercise special care in assessing the subordinate member's culpability as it may be more appropriate to treat them as victims in particular cases.

2.2.2. Not all contact or association between trainees, cadets, students, recruits, applicants, RAPpers, or ELS Airmen and faculty, staff, or recruiters is prohibited. This instruction provides general guidance to allow for the application of sound judgment and common sense on a case-by-case basis. Commanders must consider the totality of the circumstances when determining whether the personal relationship at issue violates this instruction. Factors to consider include, but are not limited to, 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.

2.2.3. 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, assignment selection events, sponsorship programs, student achievements, Air Force-approved fund drives, membership campaigns, religious and civic events, and similar activities authorized by their commander.

2.3. Specific Prohibitions and Responsibilities. Military members, DoD civilian employees, and applicable contractor personnel are responsible for complying with this instruction both on and off duty in their personal behavior and in their treatment of others. These personnel must ensure their relationships are professional and impartial, do not create the appearance of favoritism, and do not detract from the professional image the Air Force intends to project. Conduct that violates the prohibitions and mandatory provisions of this paragraph and its subparagraphs by military personnel is a violation of Article 92, UCMJ. Violations by civilian personnel may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

2.3.1. **Applicability**. Except as noted below, the specific prohibitions and responsibilities detailed in paragraph 2.3 of this instruction, including its subparagraphs, continue throughout all periods of accession, training, and instruction. This includes periods where personnel are awaiting basic military or initial skills training (including breaks in basic military or initial skills training), and periods where personnel have been eliminated from basic military or initial skills training and are awaiting discharge or reclassification. It also includes the entire period of entry-level status for enlisted personnel, regardless of their training status.

2.3.1.1. Specific prohibitions and responsibilities pertaining to applicants, recruits, RAPpers, trainees, cadets, students in initial skills training, and ELS Airmen apply regardless of the existence of any past, present, or anticipated future relationship between such personnel and a recruiter, RAPper, faculty member, or staff member. For purposes of this instruction, initial skills training is not complete until a student graduates from initial skills training and reports to his or her first permanent duty station of assignment or follow-on training program. For example, a technical training instructor at one installation may not engage in a personal relationship with a student in initial skills training at another installation, even if there is no prior, current, or anticipated training relationship between the instructor and the student. Similarly, a Specialized Undergraduate Pilot Training (SUPT) instructor at one installation may not engage in a relationship with an SUPT student (to include personnel in casual status awaiting training) assigned to another installation.

2.3.1.2. Specific prohibitions and responsibilities pertaining to relationships between faculty, staff, and recruiters and students who have completed initial skills training and are no longer in entry-level status (non-ELS students), apply only when there is a training relationship (direct or indirect) between such personnel, and they apply throughout the entire training program or course of instruction. For example, a student attending retraining, continuation, or upgrade training may not engage in a personal relationship with a faculty or staff member in that student's training program. Similarly, PME faculty and staff may not engage in personal relationships with students enrolled in their course of instruction.

2.3.2. **Covered Relationships.** The prohibited activities detailed in paragraph **2.3.3** generally apply to relationships between recruiters, RAPpers, faculty, and staff and

applicants, recruits, RAPpers, trainees, cadets, students, ELS Airmen, and their immediate family members. Specifically:

2.3.2.1. Faculty and staff will not engage in the activities detailed in paragraph **2.3.3** with applicants, recruits, trainees, cadets, students, ELS Airmen, and/or their immediate family members.

2.3.2.2. Trainees, cadets, students, and ELS Airmen assigned to AETC will not engage in the activities detailed in paragraph **2.3.3** with faculty, staff, recruiters, and/or their immediate family members.

2.3.2.3. Recruiters will not engage in the activities detailed in paragraph **2.3.3** with recruits, applicants, RAPpers, trainees, cadets, students in initial skills training, ELS Airmen, and/or their immediate family members.

2.3.2.4. RAPpers will not engage in the activities detailed in paragraph **2.3.3** with recruiters, recruits, applicants, and/or their immediate family members. This instruction does not govern otherwise proper relationships between RAPpers and trainees, cadets, students, other RAPpers, and/or ELS Airmen.

2.3.3. **Prohibited Activities.** Personnel shall not engage, or try to engage, in the following activities within the context of relationships covered by paragraph **2.3.2**

2.3.3.1. Engaging in *personal, social contact* by any means. Prohibited contact includes, but is not limited to, personal, social media contact, such as: e-mail, texting, Facebook, Twitter, and similar virtual social networks.

2.3.3.2. Developing, establishing, or carrying on *personal, social relationships*. This includes, but is not limited to: attending or hosting unofficial social gatherings; frequenting clubs, bars, theaters, or sporting events; participating in personal sports activities (e.g., golf, racquetball, bowling); or providing alcohol to, accepting alcohol from, or consuming alcohol with such personnel.

2.3.3.3. Establishing, developing or conducting *intimate or sexual relationships*. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited *intimate or sexual relationships* may be conducted in person and/or via cards, letters, telephone calls, e-mails, texting, instant messaging, videos, photographs, or any other means of communication or social media.

2.3.3.4. Making sexual advances toward, or seeking or accepting sexual favors.

2.3.3.5. Using one's grade or position, threats, pressure, or promises of return favors or favorable treatment to gain, or attempt to gain, sexual favors.

2.3.3.6. Establishing a common household (that is, sharing 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.

2.3.3.7. Soliciting donations, except for official Air Force campaigns or pursuant to approved fundraisers.

2.3.3.8. Gambling, lending money, borrowing money, or otherwise becoming indebted.

2.3.3.9. Accepting personal goods for storage or any other reason.

2.3.3.10. Accepting personal services for any reason, even if for compensation.

2.3.3.11. Basic military training instructors may not attend technical training graduations without prior written approval from the 737 TRG/CC.

2.3.3.12. Recruiters may not attend Basic Military Training or technical training graduations without prior written approval from their squadron commander.

2.3.4. **Building Partnership Capacity (BPC) Training Programs.** This paragraph applies to faculty, staff, trainees, cadets, and students participating in programs that support the BPC mission. Relationships between BPC faculty and staff and BPC trainees, cadets, and students are not subject to the specific prohibitions and responsibilities contained in paragraph **2.3.3** However, BPC faculty and staff:

2.3.4.1. Shall comply with the limitations identified in AFI 36-2909 as well as the more specific guidelines in this instruction. This includes the specific prohibitions and responsibilities contained in paragraph **2.3.3** relating to relationships with non-BPC applicants, recruits, trainees, cadets, students, ELS Airmen, and their immediate family members.

2.3.4.2. Shall not establish, develop, try to develop, or conduct *intimate or sexual relationships* with BPC trainees, cadets, or students. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited intimate or sexual relationships may include relationships conducted in person and/or via cards, letters, telephone calls, e-mails, texting, instant messaging, videos, photographs, or any other means of communication or social media.

2.3.4.3. Shall not make, or try to make, sexual advances toward, or seek or accept sexual favors from BPC trainees, cadets, or students.

2.3.4.4. Shall not use, or try to use, their grade or position, threats, pressure, or promises of return of favors or favorable treatment to gain, or attempt to gain, sexual favors from BPC trainees, cadets, or students.

2.3.4.5. Shall not establish a common household with BPC trainees, cadets, or students (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.

2.3.4.6. Shall not solicit, or try to solicit, donations from BPC trainees, cadets, or students, except for official Air Force campaigns or pursuant to approved fundraisers.

2.3.4.7. Shall not gamble with, lend money to, borrow money from, or otherwise become indebted to BPC trainees, cadets, or students.

2.3.5. **Notice of Pre-Existing Relationships**. Recruiters, RAPpers, faculty, and staff members shall immediately inform their chain of command if they learn that a relative, friend, or anyone with whom they have had a personal or intimate relationship, is an applicant, recruit, RAPper, trainee, cadet, or student in their particular accession, training, or instruction program. Faculty and staff members will also inform their chain of command if a permanent party ELS Airman with whom they have had a personal or intimate relationship is assigned to their training unit. Leadership shall take reasonable steps to avoid placing such applicants, recruits, RAPpers, trainees, cadets, students, or ELS Airmen under the direct

supervision of these recruiters, RAPpers, faculty, or staff members. Trainees, cadets, students, and RAPpers should not be assigned to the same squadron/detachment as such faculty, staff, or recruiters. Recruiters, faculty, and staff members will ensure their actions do not give the appearance of preferential treatment or favoritism towards these RAPpers, trainees, cadets, students, or ELS Airmen.

2.3.6. **Waivers and Exceptions**.

2.3.6.1. Common sense exceptions, to include accommodations of a blood or marriage relationship, may be allowed when authorized in writing by the person's commander. Personnel authorized such exceptions will respect all military customs and courtesies when they are on duty, in uniform in public, or at official social functions. Other common sense exceptions are permitted for organizational functions recognized by appropriate authorities (e.g., intramural sports, squadron picnics, field days, chapel and religious activities, and holiday parties). Participants in such events shall observe appropriate customs and courtesies.

2.3.6.2. **Non-ELS Students**: Group commanders (or equivalent) may grant exceptions to permit *personal, social contact and/or relationships* between recruiters, faculty, and staff and non-ELS students. Such exceptions should be granted only when there is no official and/or training relationship (direct or indirect) between the parties and no such relationship is anticipated during the remainder of the student's training program or course of instruction. Exceptions are not authorized for intimate or sexual contact with non-ELS students, as described in paragraph **2.3.3.3**

2.3.6.3. **Permanent Party ELS Airmen**: Training Squadron commanders (or equivalent) are authorized to grant appropriate exceptions to permit *personal, social contact and/or relationships* between faculty and staff members and ELS Airmen assigned as permanent party to their training units. Such exceptions should be granted only when necessary to encourage and facilitate the professional integration of ELS Airmen at their first permanent duty station. Exceptions are not authorized for intimate or sexual contact with ELS Airmen, as described in paragraph **2.3.3.3**

2.3.6.4. **First Assignment Instructors**: The continuation of a pre-existing personal, social, intimate, or sexual relationship between two students is subject to written commander approval when one of the students transitions to instructor status; e.g., as a First Assignment Instructor Pilot. In such cases, commanders will ensure the student and instructor are not assigned to the same squadron for training purposes. Personnel authorized such an exception will avoid actions that may give the appearance of preferential treatment or favoritism.

2.3.7. **Reporting and Documenting Unprofessional Relationships.** Alleged violations of this chapter will be reported in accordance with paragraph **1.3** Substantiated unprofessional relationship allegations will be documented and maintained in the member's PIF in accordance with paragraph **1.4**

Chapter 3

TRAINEE ABUSE AND HAZING

3.1. Overview. Leadership, faculty, and staff are responsible for safeguarding the safety, morale, and welfare of assigned trainees, cadets, and students, to include providing them with a healthy learning environment. Faculty and staff must treat all trainees, cadets, and students with dignity and respect. Trainee abuse and hazing, as defined by this instruction, are wholly inconsistent with these responsibilities and will not be tolerated.

3.2. Terms Explained.

3.2.1. **Trainee Abuse**. Any unauthorized physical or verbal act or omission by a faculty or staff member against a trainee, cadet, or student intended to cause, or likely to result in, unlawful physical, emotional, psychological, or financial harm. Examples include, but are not limited to: maltraining, cruelty and maltreatment (verbal and/or physical), hazing, unlawful discrimination, wrongful appropriation, abuse of authority, sexual harassment, rape, sexual assault, and forcible sodomy.

3.2.2. **Maltraining.** Any practice not designed to meet a course training objective. Examples of maltraining include, but are not limited to: using abusive or excessive physical exercise; unnecessarily rearranging the property of a trainee to correct infractions; and misapplication of motivational training tools. Any practice for the purpose of inducing a trainee, cadet, or student to self-eliminate is considered maltraining. Other examples include: making a trainee perform degrading or humiliating tasks; assigning remedial training to an entire group based on the deficiencies of an individual or a few individuals; and assigning remedial training that does not fit the deficiency. Training conducted in violation of applicable risk management plans and/or in violation of hydration and work rest cycle standards also constitutes maltraining.

3.2.3. **Cruelty and Maltreatment Generally.** Military personnel who are cruel toward, oppress, or maltreat persons subject to their orders are guilty of cruelty and maltreatment under Article 93, UCMJ. The cruelty, oppression, or maltreatment, although not necessarily physical, is measured by an objective standard. Assault, improper punishment, and sexual harassment may constitute this offense. The imposition of necessary or proper duties and the exaction of their performance does not constitute this offense even though the duties are arduous or hazardous or both. Acts constituting this offense may also violate other provisions of the UCMJ. For purposes of this instruction, the offense of cruelty and maltreatment is further subdivided into physical maltreatment, verbal maltreatment, and sexual harassment.

3.2.3.1. **Physical Maltreatment.** Causing or engaging in unauthorized and unwanted physical contact with another or improperly depriving another of basic physical necessities. Examples include, but are not limited to: poking, hitting, thumping, pushing, grabbing, physical violence, physical intimidation, assault, rape, sexual assault, forcible sodomy, as well as unauthorized deprivation of medical care, basic sustenance, hydration, hygiene, restroom breaks, and recuperation. **Note:** Within Basic Military Training, the M16 Trainer Weapon will not be used in any capacity as a disciplinary tool.

3.2.3.2. **Verbal Maltreatment**. Verbal maltreatment includes any language that degrades, belittles, demeans, maliciously embarrasses, or slanders an individual or group. This includes any such language that unlawfully discriminates on the basis of the color, national origin, race, religion, age, ethnic group, gender, sexual orientation or physical stature of any individual or group. Examples include, but are not limited to: profanity; depicting, suggesting, insinuating, condoning, or encouraging immoral, unethical, illegal, or unprofessional conduct; crude, offensive language in rhymes or prose as memory devices (mnemonics); racially disparaging remarks; training tools that contain profane words, offensive language, or inappropriate sexual or gender references; and any language that establishes a hostile environment, promotes sexual harassment, or engenders disrespect toward a particular race, religion, or gender.

3.2.3.3. **Sexual Harassment.** Sexual harassment is a form of sexual discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's job or career; (2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment. In short, it includes influencing, offering to influence, or threatening the career, pay, or job of another person in exchange for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature.

3.2.4. **Hazing.** Any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or 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. Examples of hazing include, but are not limited to: unauthorized psychological games (e.g., "loyalty checks"); initiation rites or rituals that threaten or result in bodily harm to any person (e.g., "blood wings," branding, tattooing, striking); forced or coerced consumption of alcohol, drugs, or tobacco products; and forced or coerced consumption of excessive or harmful liquids, foods, or any other substances. Hazing may occur among faculty and staff members, <u>between</u> faculty and staff <u>and</u> trainees, cadets, and students; and among trainees, cadets, and students.

3.3. Specific Prohibitions and Responsibilities. Conduct that violates the prohibitions and mandatory provisions of this paragraph, including its subparagraphs, by military personnel is a violation of Article 92, UCMJ. Violations by civilian personnel may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

3.3.1. Faculty and staff shall not engage in, or try to engage in, trainee abuse. Faculty and staff shall not encourage or condone trainee abuse by others.

3.3.2. AETC personnel shall not engage in, or try to engage in, hazing, regardless of the rank, position, or training status of the perpetrator or victim.

3.3.3. Allegations of trainee abuse and/or hazing will be reported in accordance with paragraph **1.3**

3.3.4. Substantiated allegations of trainee abuse and/or hazing will be documented and maintained in the member's PIF in accordance with paragraph **1.4** In addition to possible disciplinary action, substantiated allegations of trainee abuse and/or hazing may result in a faculty or staff member's removal from the training environment, temporary/permanent decertification and/or withdrawal of associated Special Duty Identifiers.

3.3.5. (59MDW) (Added) Suspension and Decertification.

3.3.5.1. **(Added-59MDW)** Handling allegations against MTLs and military member TTIs. Upon any allegation of an unprofessional relationship as defined in this instruction or trainee abuse, if the subject is a MTL or military member TTI (as opposed to a civilian or contractor instructor), the MTL's or military member TTI's squadron commander will review the allegation and, within 24 hours of receipt, make a determination concerning potential suspension from duties pending resolution of the matter. Upon disposition, if the allegation is substantiated, the MTL or military member TTI shall be temporarily or permanently decertified.

3.3.5.1.1. **(Added-59MDW)** When considering potential suspension, the squadron commander will consider the severity and nature of the alleged offense as well as good order and discipline in the squadron.

3.3.5.1.2. **(Added-59MDW)** If a commander declines to suspend a member alleged to have committed or engaged in a sexual assault, an unprofessional relationship with sexual contact, physical maltreatment, or an attempt to commit one of these offenses, the commander must document his/her rationale to command channels to 59 MDW/CC with copies to 2AF/CC, 502 ABW/CC, and 502 ISG/JA via the Compliance Management Report.

3.3.5.1.3. **(Added-59MDW)** During suspension, the MTL or military member TTI will be prohibited from contact with trainees and students, be removed from the active training environment, and discontinue the wear of the blue aiguillette (MTLs only).

3.3.5.1.4. **(Added-59MDW)** Suspension shall continue until at least such time as the allegation that triggered the suspension is initially disposed by the appropriate authority. At the latest, suspension shall be continued until final disposition of the allegation. Within this time window, as appropriate, the MTL's or military member TTI's squadron commander shall first discover whether the allegation was unsubstantiated or substantiated as determined by appropriate disposition authorities. If the allegations is unsubstantiated, the suspension shall be lifted and the member notified.

3.3.5.1.5. **(Added-59MDW)** If the allegation is substantiated, the squadron commander shall choose between the following options: temporary decertification until completion of remedial training or permanent decertification. The squadron

commander must consider the AFECD SDI 8B100 retention criteria or other appropriate eligibility guidance when deciding between temporary or permanent decertification. Remedial training may begin immediately, and temporary decertification has no minimum required duration.

3.3.5.1.6. **(Added-59MDW)** The initial period of suspension, along with the resulting determinations regarding decertification, shall be documented via memorandum containing, at minimum, the information provided in Attachment 4. Such memoranda shall be retained in a member's PIF in accordance with governing guidance. The squadron commander has the discretion to maintain such memoranda relating to an unsubstantiated allegation in the member's PIF with documentation as to why the allegation was unsubstantiated, or to remove these memoranda from the PIF.

3.3.5.1.7. **(Added-59MDW)** Upon law enforcement and judge advocate advice, in order to facilitate investigation or to protect victims, witnesses, or other personnel, commanders may remove a member from MTL or TTI duties without providing formal notification in accordance with these instructions. The member should be provided formal notification as soon as practicable and suspension documentation completed and filed as described in this guidance.

3.3.5.2. **(Added-59MDW)** Handling allegations against civilian or contractor MTLs or TTIs**.** Upon any allegation of an unprofessional relationship as defined in this instruction or trainee abuse, if the subject is a civilian or contractor MTL or TTI, the squadron commander shall consult with a judge advocate and either civilian personnel or contracting office in order to determine an appropriate course of action. Ensuring student and trainee safety shall be given the highest priority in determining an appropriate course of action.

3.3.5.3. **(Added-59MDW)** No Contact Order. In certain circumstances commanders may impose a no contact order for MTLs during an inquiry. During this process one of the orders is that the MTI will wear the ABU soft cap or flight cap until the order is rescinded. This action is not punitive but rather a way to prevent trainees from inadvertently approaching an MTI during the imposed no contact order.

3.3.5.4. **(Added-59MDW)** Alleged Misconduct.

3.3.5.4.1. **(Added-59MDW)** Within 24 hours of learning of alleged misconduct by an MTL, the squadron commander, in consultation with the group commander, will determine whether or not to remove the MTL from MTL duties pending the allegation's resolution.

3.3.5.4.2. **(Added-59MDW)** Allegations of sexual assault, sexual harassment, or unprofessional relationship will result in immediate removal and imposition of a no contact order.

3.3.5.4.3. **(Added-59MDW)** Allegations of trainee abuse (e.g. maltraining or maltreatment) will be assessed by the squadron commander on a case-by-case basis. Factors to consider include, but are not limited to: the nature and seriousness of the allegation, any past history of substantiated misconduct by the MTL, whether the misconduct was directed at a trainee, if the MTL self-identified, etc.

3.3.5.4.4. **(Added-59MDW)** The 59 TRG/CC may reconsider their decision for MTL removal at any time.

3.3.5.4.5. **(Added-59MDW)** If an MTL was temporarily removed, and allegations of misconduct are investigated and found to be unsubstantiated, the MTL can be returned to full duties upon squadron/CC consultation and approval from 59 TRG/CC.

Chapter 4

ACADEMIC INTEGRITY

4.1. Terms Explained.

4.1.1. **Academic Integrity**. Uncompromising adherence to a code of ethics, morality, conduct, scholarship, academic standards, and other values related to academic activity.

Note: Academic integrity is distinct from the concept of academic freedom, which relates to the freedom of inquiry, discussion, and debate among faculty, staff members, trainees, cadets, and students without fear of sanctions or reprisal. Within the educational setting, guest lecturers, faculty, staff members, trainees, cadets, and students are encouraged to support or criticize any objective, policy, or opinion in the pursuit of knowledge and understanding, but must do so with dignity and respect, and with appropriate regard to military customs and courtesies.

4.1.2. **Individual Work Assignments**. Academic assignments, examinations, or research efforts in which individuals are expected to do their own work without consulting or collaborating with others, or using any materials that were researched, drafted, or prepared by another person, except as specifically authorized by the assignment instructor.

4.1.3. **Group Work Assignments**. Academic assignments, examinations, or research efforts not otherwise specified as individual work assignments. **Note:** Specified group assignments may also limit or prohibit consultation or collaboration with other groups or with individuals outside of a specified group.

4.1.4. **Cheating**. The act of intentionally providing and/or receiving improper assistance on academic assignments, examinations, or research efforts. Examples include, but are not limited to: plagiarism; misrepresentation; gaining unauthorized access to faculty materials that have not been released for student use; copying answers from another's work; using unauthorized texts, notes, materials, or other references for examinations or other assigned work; knowingly permitting another student to copy one's writing assignments, speeches or briefing materials, or answers from an examination paper; submitting as individual work product any materials that were researched, drafted, or prepared by another person; and collaborating or consulting with other persons on individual work assignments except as specifically authorized by the assignment instructions.

4.1.5. **Plagiarism**. The act of appropriating the written work of another, parts or passages of their writings, or the ideas or language of another, and intending to pass them off as the product of one's own mind. An example of plagiarism is copying material verbatim without quotation marks or citation and with the intent to claim the material as one's own work. Another example is the intentional use of a source's sentence structure, style, and content with only minor word changes (i.e., paraphrasing), without giving credit to the source.

4.1.5.1. Writing in an academic environment differs significantly from traditional "staff work." As AFH 33-337, *The Tongue and Quill*, states: "In the staff environment, we frequently reuse previously prepared data to save time and avoid 'reinventing the wheel,' but we rarely need to cite the source of such data. In the academic world, however, reusing another's work without giving that person credit and deliberately trying to pass it off as your own, is *plagiarism*."

4.1.5.2. Although academic guidelines should make plagiarism rules as clear as possible, students also must take responsibility for their work. Students who have any questions about citation or crediting a source have an obligation to ask for clarification from a faculty or staff member.

4.1.6. **Misrepresentation**. The act of making an assertion or omission to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so, for example, false reporting. A student may also commit misrepresentation by omission, such as deliberately withholding material information. Students who resubmit research papers or other work prepared by them to fulfill a prior academic requirement, while disguising or failing to disclose the resubmission, would be guilty of misrepresentation. For example, a student may not resubmit a research paper that was previously submitted in another course (or a variant of the current course, for example, a nonresident version of the same course), without disclosing the resubmission.

4.1.7. **Intent**. Intent is a state of mind in which a person seeks to accomplish a given result through a course of action. Intent can seldom be proven by direct evidence, but must ordinarily be inferred from the surrounding facts and circumstances. Intent is an element of plagiarism, cheating, and misrepresentation. Intent is different from "motive," which is what prompts a person to act or fail to act - in other words, *why* he or she acted or did not act. Thus, a student who cheats may be motivated by laziness or a desire to get a better grade, rather than by a desire to violate the rules of academic integrity. However, as long as the student intends to engage in the conduct that constitutes cheating (e.g., using notes in a closed-book examination), he or she has the requisite intent to cheat.

4.2. Specific Prohibitions and Responsibilities. Conduct that violates the prohibitions and mandatory provisions of this paragraph or its subparagraphs by military personnel is a violation of Article 92, UCMJ. Violations by civilian personnel may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

4.2.1. All faculty, staff, trainees, cadets, and students must adhere to the highest standards of academic integrity. They shall not engage in, try to engage in, or assist others to engage in, cheating, plagiarism, misrepresentation, or any other act constituting a lack of academic integrity. Failure on the part of any individual to practice academic integrity reflects discredit both on the Air Force and on the individual.

4.2.2. Each AETC education and training activity will clearly specify the types of study and reference materials that trainees, cadets, and students may use in accomplishing their academic assignments.

4.2.3. Each AETC education and training activity will ensure all faculty, staff, trainees, cadets, and students, including students in AFIT civilian institution programs, are fully aware of these academic integrity standards.

4.2.4. Personnel who violate academic integrity standards are subject to disenrollment and expulsion from the training program or course of instruction. Students disenrolled from Air University (AU) courses of instruction for academic integrity violations are not allowed to reenroll or attend the course unless the school commandant approves a waiver in accordance with AU policy.

4.2.5. Trainees, cadets, and students whose violations of academic integrity are not discovered until after program completion are still subject to appropriate disciplinary and/or adverse action. For AU students, completion certificates and/or diplomas may be subject to revocation, as set forth in applicable AU policies.

4.2.6. AFROTC cadets are held to the same academic integrity standards as other AETC students; however, they are not usually subject to punishment under the UCMJ. Initially, violations of academic integrity are handled under the rules and authority of the host academic institution. After institutional actions, the AFROTC unit commander reviews the specifics of the situation. If the unit commander determines that a violation of academic integrity standards took place, he or she takes appropriate action under AFROTC policies, up to and including elimination of non-contract cadets, disenrollment for contract cadets, and UCMJ action for cadets subject to the UCMJ.

4.2.7. Violations by TDY personnel or members of other U.S. military services will be reported to the individual's commander for appropriate disciplinary or administrative action. The report should include all documentation supporting the alleged violation and a request to the individual's commander for a notice of final case disposition. Violations by international trainees and cadets will be reported to the International Military Student Officer, who will facilitate any required notifications to the head of the sponsoring security assistance implementing agency. Violations by international students are reported to AU/IA for appropriate notifications through Air Force and international channels.

4.2.8. Violations by students enrolled in AU nonresident (distance learning) programs are reported by the school/Center commandant/commander to the student's commander for appropriate disciplinary action. The report should include all documentation supporting the alleged violation and a request to the individual's commander for a notice of final case disposition.

4.2.9. All other alleged violations of this chapter will be reported in accordance with paragraph **1.3**

4.2.10. For AETC personnel, substantiated violations of academic integrity will be documented and maintained in the member's PIF in accordance with paragraph **1.4**

Chapter 5

RECRUITING STANDARDS OF CONDUCT

5.1. Overview. The standards in this chapter serve as the foundation for professionalism and integrity in the conduct of day-to-day recruiting operations. Personnel who violate any prohibition of paragraph **5.2** or its subparagraphs are subject to disciplinary action under the UCMJ, Article 92. Violations by civilian personnel may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

5.2. Specific Prohibitions and Responsibilities. In addition to the prohibitions and mandatory provisions contained elsewhere in this instruction, recruiting personnel will not:

5.2.1. Conceal, advise an applicant/recruit or other person to conceal, or conspire with an applicant/recruit or other person to conceal disqualifying factors.

5.2.2. Take any action to qualify an ineligible applicant/recruit in violation of directives.

5.2.3. Take any action to mislead or misinform a prospect or applicant/recruit regarding any aspect of recruiting policies, procedures, entitlements, or benefits.

5.2.4. Provide misinformation designed to induce an applicant/recruit to apply for or accept enlistment, commissioning, or appointment.

5.2.5. Advise applicants/recruits regarding the transfer of dependent custody or changing marital status for the purpose of entry into the Air Force.

5.2.6. Violate any other recruiting policy or procedure that results in the processing or enlistment, commissioning, or appointment of an ineligible applicant/recruit.

5.2.7. Initiate or participate in any action to influence lawyers, attorneys, law enforcement officials, or judicial authorities to release, dismiss, drop charges, or otherwise mitigate dispositions to qualify an individual for Air Force enlistment, commissioning, or appointment. Recruiting personnel will not accompany applicants or recruits to court for any reason.

5.2.8. Purchase, use, or give advice regarding any type of drug testing product to attempt to determine an applicant's or recruit's qualifications.

5.2.9. Release any applicant/recruit information to agencies or persons outside of the DoD. Instead, recruiting personnel will refer all inquiries or requests for such information to their Recruiting Squadron commander.

5.2.10. Make statements that imply the Air Force will take legal action against an applicant/recruit who refuses to enter active duty or extended active duty.

5.2.11. Become involved in, or otherwise assist in, general educational development (GED) testing of individuals beyond advising them to contact the nearest state education official authorized to administer the GED test.

5.2.12. Sponsor an alien for permanent residence in the United States by citing the Air Force as a prospective employer. Additionally, recruiting personnel will not recruit in a foreign country unless invited by the foreign government (specifically, Canada and Mexico). Some

countries have laws forbidding the armed forces of a foreign state from recruiting in their country, such as Canada's "Foreign Enlistment Act."

5.2.13. Engage in recruiting irregularities. A "recruiting irregularity" is defined as any other failure to follow recruiting procedures not covered under this instruction that causes a prospect, applicant, or recruit to be misinformed about any aspect of the recruiting or enlistment process, policies, procedures, entitlements, and benefits.

5.3. Reporting and Documentation Requirements. Alleged violations of this chapter will be reported in accordance with paragraph **1.3** Substantiated allegations will be documented and maintained in the member's PIF in accordance with paragraph **1.4**

Chapter 6 (Added-59MDW)

ENABLING STUDENT REPORTING

6.1. (Added-59MDW) End of Course Surveys. All end of course (EOC) surveys performed at the conclusion of training in 59 MDW will contain questions inviting students or trainees to provide anonymous reports in regard to unprofessional relationships governed by this regulation and trainee abuse. This requirement may be fulfilled via the automated Technical Training Management System (TTMS) EOC misconduct survey.

6.2. (Added-59MDW) Anonymous Feedback Boxes. Anonymous feedback boxes shall be locked and permanently affixed within high-traffic student gathering areas (e.g. community centers, student lounges) and within high-use student areas of student dormitories.

6.2.1. **(Added-59MDW)** In order to preserve anonymity, refrain from installing feedback box locations in view of the camera monitoring system.

6.2.2. **(Added-59MDW)** Feedback boxes must be checked at minimum twice per week.

6.3. (Added-59MDW) Handling All Student Feedback. Group commanders shall select, by name, trusted personnel to review all student feedback products by which misconduct reports are solicited, whether provided via electronic means (TTMS EOC comments on misconduct questions) or paper based (feedback box critiques). These trusted personnel shall not include MTLs, TTIs, or their immediate supervisors. Appropriate reviewers are any personnel assigned specifically to perform full-time group evaluation or misconduct reporting functions, squadron or detachment commanders, directors of operation, first sergeants, detachment chiefs, and the senior enlisted member assigned to a unit. This responsibility may not be delegated and should not be assumed by personnel temporarily filling the position in an “acting” capacity.

6.4. (Added-59MDW) Squadron commanders, detachment commanders, or commanders of the respective training groups for all squadrons performing initial skills training shall provide an in-brief to all trainees and students in initial skills training containing, at minimum, the information in Attachment 5.

6.5. (Added-59MDW) Commanders of all training squadrons shall ensure that students or trainees have access to anonymous reporting options. They shall employ the following means:

6.5.1. **(Added-59MDW)** All students in initial skills training shall receive a hotline card, if they do not already have one, containing, at minimum, the information in Attachment 6 with reasonable prominence.

6.5.2. **(Added-59MDW)** All training squadrons shall ensure that posters presenting, at minimum, the information in Attachment 6 are posted prominently in squadron facilities.

6.6. (Added-59MDW) In order to support the effective use of these reporting tools in complex technical training endeavors and pipelines, the 59 TRG/CC shall have waiver authority to designate appropriate locations, timeframes, personnel, and materials to meet the above intent. Submit all waiver requests to 59 TRG/CC for review.

EDWARD A. RICE, JR. General, USAF
Commander

(59MDW)

SCOTT S. SUCKOW, Colonel, USAF, MSC
Administrator

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Uniform Code of Military Justice (UCMJ)

AFPD 1, *Air Force Culture*, 7 August 2012

AFPD 36-29, *Military Standards*, 29 October 2009

AFPD 36-23, *Military Education*, 27 September 1993

AFI 1-1, *Air Force Standards*, 7 August 2012

AFI 36-704, *Discipline and Adverse Actions*, 22 July 1994

AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999

AFI 36-3003, *Military Leave Program*, 26 October 2009

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

AFI 51-201, *Administration of Military Justice*, 6 June 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

AFH 33-337, *The Tongue and Quill*, 1 August 2004

Secretary of Defense Memorandum, "*Withholding Initial Disposition Authority Under the Uniform Code of Military Justice in Certain Sexual Assault Cases*," 20 April 2012

Under Secretary of the Air Force Memorandum, "*General Court-Martial Convening Authority (GCMCA) Review in Certain Sexual Assault Cases*," 17 June 2013

Prescribed Forms

This instruction does not prescribe any forms.

Adopted Forms

Air Force Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACSC—Air Command and Staff College

AFIT—Air Force Institute of Technology

AFOSI—Air Force Office of Special Investigations

AFROTC—Air Force Reserve Officer Training Corps

ALS—Airman Leadership School

AU—Air University

AWC—Air War College

BPC—Building Partnership Capacity

COT—Commissioned Officer Training

DEP—Delayed Entry Program

ELS—Entry-Level Status

GCMCA—General Court-Martial Convening Authority

GED—General Educational Development

NCOA—Noncommissioned Officers Academy

OTS—Officer Training School

PIF—Personnel Information File

PME—Professional Military Education

RAP—Recruiter Assistance Program

RAPper—Recruiter Assistance Program Participant

SECDEF—Secretary of Defense

SNCOA—Senior Noncommissioned Officers Academy

SOS—Squadron Officers School

SPCMCA—Special Court-Martial Convening Authority

SUPT—Specialized Undergraduate Pilot Training

TDY—Temporary Duty

UNT—Undergraduate Navigator Training

UCMJ—Uniform Code of Military Justice

Terms

Abuse of Authority—An arbitrary and capricious exercise of power by a faculty or staff member. To qualify as arbitrary or capricious, the act must: (1) either adversely affect any person or result in personal gain or advantage to the perpetrator; and (2) must not be within the perpetrator's authority granted under applicable regulations, law, or policy; or must not be based on relevant data and factors; or must not be not rationally related to the relevant data and factors.

Applicant—Any person who tells a recruiter that he or she is interested in joining the Air Force. Applicant status: (1) terminates upon signing of the enlistment, appointment, or commissioning contract; (2) continues as long as the applicant pursues entrance into the Air Force; or (3) continues until the applicant is notified in writing of permanent disqualification.

Cheating—The act of intentionally providing or receiving improper assistance on academic assignments, examinations, or research efforts.

Course of Instruction—Professional Military Education and Developmental Education programs designed to educate members, including, but not limited to: ALS, NCOA, SNCOA, SOS, ACSC and AWC. Education courses of instruction are distinct from training programs.

Entry-Level Status Airmen—Airmen within the first 180 days of continuous active military service, as defined in AFI 36-3208, *Administrative Separation of Airmen*. For Reserve component members, this includes Airmen within the first 180 days after beginning an initial period of entry-level active duty training, as defined in AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

Faculty and Staff—DoD, contract, and international personnel - either military or civilian - who are directly or indirectly involved in formal AETC training or education programs. This category does not include installation support personnel (for example, finance, personnel, contracting). It includes, but is not limited to, military training instructors; military training leaders; technical training instructors; Officer Training School (OTS) instructors; instructor pilots; professional military education (PME) instructors; developmental education instructors, AFROTC instructors; contract instructors; other instructors of trainees, cadets, and students; and training support staff.

Hazing—Any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or 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.

Immediate Family Member—Parents, siblings, spouse, and children, including step-relations.

Initial Skills Training—A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers. Used as an overarching term for enlisted and officer initial skill training. Note: For purposes of this instruction, initial skills training is not complete until a student graduates from initial skills training and reports to his or her first permanent duty station of assignment or follow-on training program.

Maltraining—Any practice not designed to meet a course training objective. Examples of maltraining include, but are not limited to: using abusive, excessive physical exercise; unnecessarily rearranging the property of an Airman to correct infractions; and misapplication of motivational training tools. Any practice for the purpose of inducing an Airman to self-eliminate is considered maltraining. Training conducted in violation of applicable risk management plans and/or in violation of hydration and work rest cycle standards also constitutes maltraining.

Misrepresentation—The act of making an assertion or omission to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so, for example, false reporting. A student may also commit misrepresentation by omission, such as deliberately withholding material information.

Personal, Social Contact—Any contact for other than official, professional and/or organizational purposes.

Personal, Social Relationship—Any relationship for other than official, professional and/or organizational purposes.

Physical Maltreatment—Causing or engaging in unauthorized and unwanted physical contact with another or improperly depriving another of basic physical necessities.

Plagiarism—The act of appropriating the written work of another, parts or passages of their writings, or the ideas or language of another, and intending to pass them off as the product of one's own mind.

RAPper—First-term Airmen who participate in the Recruiter Assistance Program (RAP), governed by AFI 36-3003, *Military Leave Program.*

Recruit—An individual who applies for an enlistment, appointment, or commissioning program and signs an enlistment, appointment, or commissioning contract, respectively. Recruit status terminates upon entry into the Air Force, withdrawal of selection, permanent disqualification, or applicant-initiated termination of processing.

Recruiter—Any commissioned officer, noncommissioned officer (NCO), Airman, or recruiting staff member whose primary duty is to recruit Air Force enlisted members, officers, or officer candidates (including OTS, health professions programs, AFROTC, and other officer accession programs). Recruiters include, but are not limited to: recruiters, Military Entrance Processing Station liaison NCOs, production supervisors, flight chiefs, production superintendents, recruiting squadron/detachment staff, AFROTC admissions liaison officers, liaison officer directors, regional directors of admissions, assistant regional directors of admissions (commonly referred to as "gold bars"), and unit admissions officers.

Sexual Harassment—Sexual harassment is a form of sexual discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's job or career; (2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Student—U.S. military, foreign military, and civilian personnel who are assigned or are on temporary duty to AETC bases, wings, detachments, or schools to attend technical training (including initial, supplemental, and advanced training, and retraining) or academic courses of instruction. It also includes personnel enrolled in Air University nonresident courses (distance learning). Examples include, but are not limited to, technical training schools, professional military education, developmental education, SUPT/UNT, and personnel participating in AFIT civilian institution programs.

Trainee Abuse—Any unauthorized physical or verbal act or omission by a faculty or staff member against a trainee, cadet, or student intended to cause, or likely to result in, unlawful physical, emotional, or psychological, or financial harm.

Trainees and Cadets—U.S. military, foreign military, and civilian personnel who are assigned or on temporary duty to AETC bases, wings, detachments, or schools to attend Basic Military Training, Officer Training School (OTS), Commissioned Officer Training (COT), or to participate in AFROTC. This includes personnel who are awaiting such training (including breaks in training), have been eliminated such training and are awaiting discharge, or have completed such training but are awaiting initial skills training. This definition also includes Reserve component personnel who - upon completion of such training - return to their permanent duty station or home of record while awaiting initial skills training.

Training—Programs of accession, initial skills, and technical training, including, but not limited to: Basic Military Training, technical training, AFROTC, OTS, COT, SUPT, UNT, and similar AFSC-awarding courses or pipelines. Training programs are distinct from education courses of instruction.

Verbal Maltreatment—Verbal maltreatment includes any language that degrades, belittles, demeans, maliciously embarrasses, or slanders an individual or group. This includes any such language that unlawfully discriminates on the basis of the color, national origin, race, religion, age, ethnic group, gender, sexual orientation, or physical stature of any individual or group.

Attachment 1 (59MDW)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AMR—Alleged Misconduct Reporting
EOC—End of Course
IAW—In Accordance With
MDW—Medical Wing
MTL—Military Training Leader
PII—Personally Identifiable Information
SARC—Sexual Assault Response Coordinator
TRG—Training Group
TTI—Tech Training Instructor
TTMS—Technical Training Management System
UPR—Unprofessional Relationship

Attachment 2

SECDEF WITHHOLDING MEMO

Figure A2.1. SECDEF Withholding Memo.

SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

APR 2 0 2012

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
COMMANDERS OF THE COMBATANT COMMANDS
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE

SUBJECT: Withholding Initial Disposition Authority Under the Uniform Code of Military Justice in Certain Sexual Assault Cases

Pursuant to my general court-martial convening authority under Article 22 of the Uniform Code of Military Justice (UCMJ) and Rules for Courts-Martial 306, 401, and 601, I hereby withhold initial disposition authority from all commanders within the Department of Defense who do not possess at least special court-martial convening authority and who are not in the grade of 0-6 (i.e., colonel or Navy captain) or higher, with respect to the following alleged offenses: (i) rape, in violation of Article 120; (ii) sexual assault, in violation of Article 120 of the UCMJ; (iii) forcible sodomy, in violation of Article 125 of the UCMJ; and (iv) all attempts to commit such offenses, in violation of Article 80. Additionally, this withholding applies to all other alleged offenses arising from or relating to the same incident(s), whether committed by the alleged perpetrator or the alleged victim of the rape, sexual assault, forcible sodomy, or the attempts thereof.

The effective date of this action will be June 28, 2012. The Services have discretion to further elevate initial disposition authority for these offenses.

The special court-martial convening authority shall be responsible for determining what initial disposition action is appropriate, to include whether further action is warranted and, if so, whether the matter should be resolved by court-martial, nonjudicial punishment, or adverse administrative action. The special court-martial convening authority's initial disposition decision shall be based upon his or her review of the matters transmitted, any independent review and recommendation received (including court-martial charges, if any), and consultation with a judge advocate. Subordinate unit commanders are encouraged to provide their own recommendations regarding initial disposition.

Nothing in this directive removes the responsibility of commanders, at every level, to maintain an environment free of sexual assault, to provide support and assistance to victims, and to maintain good order and discipline within their units.

cc:
Acting USD(P&R)
Director, Sexual Assault Prevention and Response Office

Attachment 3

GCMCA REVIEW IN CERTAIN SEXUAL ASSAULT CASES

Figure A3.1. GCMCA Review in Certain Sexual Assault Cases.

UNDER SECRETARY OF THE AIR FORCE
WASHINGTON

17 JUN 2013

MEMORANDUM FOR AF/CC

SUBJECT: General Court-Martial Convening Authority (GCMCA) Review in Certain Sexual Assault Cases

Effective ten days after the signing of this memorandum, I hereby direct that all cases involving the covered alleged offenses defined in paragraph 3 below, the Special Court-Martial Convening Authority (SPCMCA) is required to provide the GCMCA in the grade of O-7 or above written notice of the initial disposition action he or she has taken in the case within 30 days following the date of the initial disposition decision.

When disposition of the alleged offense is complete, the GCMCA will sign the written report of command action required to be produced on all covered offenses and maintained by the Air Force Office of Special Investigations (AFOSI) or Security Forces Office of Investigation (SFOI). This requirement is not delegable. AFOSI and SFOI will not close out investigative files regarding these covered offenses until receipt of the memorandum from the GCMCA.

Covered alleged offenses include (i) rape, in violation of Article 120, UCMJ; (ii) sexual assault, in violation of Article 120, UCMJ; (iii) forcible sodomy, in violation of Article 125, UCMJ; and (iv) all attempts to commit such offenses, in violation of Article 80, UCMJ.

Eric K. Fanning

Attachment 4 (Added-59MDW)

SAMPLE SUSPENSION/DECERTIFICATION MEMORANDUM

Figure A4.1. Sample Suspension/Decertification Memorandum.

MEMORANDUM FOR Date

FROM: /CC

SUBJECT: Temporary Suspension as Military Training Leader [or Technical Training Instructor]

1. As of_____, you are temporarily suspended from your duties as a military training leader [or technical training instructor] because of an allegation of misconduct. During this suspension, you are prohibited from any contact with non-prior service (NPS) Airmen. If you find that you have unintentionally contacted a NPS Airman, you will report this contact to the first sergeant or to me immediately. If your duties require any contact with an NPS Airman, you will contact me or the first sergeant to have your duty altered or obtain a written exception.

2. [MTL ONLY: During the period of suspension, you will discontinue wear of the blue aiguillette and any MTL-specific PT gear.] This suspension is precautionary and non-punitive, and is not based on substantiation of any misconduct. This suspension is a temporary measure, and will only continue until such time as I am prepared to render a decision regarding your return to duty. You are entitled to a status update on your suspension every 30 days.

3. You will acknowledge receipt of this suspension and the orders contained herein. This letter will be filed and maintained in your Personnel Information File (PIF) and maintained IAW AFI 36-2608, *Military Personnel Record System*, and command policy

SIGNATURE BLOCK

1st Ind,_____MEMORANDUM FOR_____/CC Date

Receipt and understanding acknowledged on_____at_____. I understand that I am prohibited from intentional contact with trainees or students except with written waiver, am required to report unintentional contact, [MTL ONLY: and must discontinue wear of the blue aiguillette and MTL-specific PT gear during this period of suspension.]

SIGNATURE BLOCK

2d Ind,_____/CC MEMORANDUM FOR_____ Date

The allegation underlying your suspension has been disposed. After consideration of this disposition, and the standards for performance of MTL [or TTI] duty [MTL ONLY: described by the Air Force Enlisted Classification Directory, Special Duty Identifier 8B100, *Military Training Leader*], I make the following determination:

_____Remove the suspension without remedial training;
_____Require remedial training prior to removal of the suspension;
_____Continue the suspension and permanently decertify you for performance of MTL [or TTI] duties.

SIGNATURE BLOCK

Receipt and understanding acknowledged on_____at_____.

SIGNATURE BLOCK

3d Ind,_____/CC

_____has completed their remedial training, and I have returned them for duty as a MTL [or TTI] and withdrawn their suspension on_____at_____.

SIGNATURE BLOCK

Attachment 5 (Added-59MDW)

SAMPLE TRAINEE IN-BRIEF

A5.1. (59MDW) Please note that only the information herein, not the precise language, is mandatory

A5.2. (59MDW) Be aware, MTLs should not contact you in any way upon graduation from technical training, except for official reasons.

A5.3. (59MDW) You will ensure your relationships with MTLs, instructors, faculty and staff, to include DoD and international personnel, either military, civilian or contract, are professional. These professional relationships should continue throughout your entire period of training or instruction received here in technical training, and further until you report to your permanent duty assigned and have been in the Air Force more than 180 days. If any of these individuals must counsel you one-on-one in private (i.e., behind closed doors), another permanent party staff member (or leadership rope if a permanent party member is not reasonably available) of the same gender as you will be present. Furthermore, you must maintain these professional relationships until you report to your permanent duty station of assignment and have been in the Air Force for more than 180 days. Similarly, you will not establish, develop, attempt to develop or conduct a social, personal, intimate or sexual relationship with MTLs, instructors, faculty or staff. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing and engaging in sexual activities. Prohibited personal, intimate or sexual relationships include those unprofessional relationships, that are conducted in person and/or via cards, letters, e-mails, telephone calls, social media (e.g.,Twitter, Facebook, MySpace, YouTube), photographs and any other means of communication.

A5.4. (59MDW) If an MTL, faculty or staff member attempts to contact you for other than official business, immediately contact your chain of command or the SARC at (210) 808-7272, or the 2 AF Abuse Hotline at DSN 487-4007 or commercial (210) 652-4007.

Attachment 6 (Added-59MDW)

INFORMATION FOR POSTERS/CARDS

Attachment 6 (Added)
INFORMATION FOR POSTERS/CARDS
Figure A6.1. Information for Posters/Cards.

59 TRG WINGMAN CARD FORT SAM HOUSTON – USAF CQ: 210-808-6004/210-808-6016 TAXI: 210-222-2222 MTL ON CALL: 210-386-0405 381 TRS 1Sgt: Mobile-210-391-3355/Office-210-808-1125 382 TRS 1Sgt: Mobile-210-391-3260/Office-210-808-1140 303 TRS 1Sgt: Mobile-210-391-3363/Office-210-808-1138 Suicide Prevention Hotline: 1-800-273-8255 Military Police: 210-221-2222 SARC: 210-808-7272 Emergency Room: 210-916-4466 Ambulance: 210-221-2727
We Need Your Vigilance! *Use Your Hotlines to Report:* Unprofessional Relationships; Call the 2 AF team, 24/7 Inappropriate Social Contacts; DSN 487-4007 or 210-652 Verbal/Physical Abuse; 4007 Contact your local SARC or Sexual Assault DoD SAFE helpline at (877)-995-524; Sexual Offenses Text:55-247, or www.SafeHelpline.org We are seeking your help in provide information and helping us to eradicate abuse and maltreatment in the Air Force. Reports can be made anonymously.