

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-703

18 FEBRUARY 2014



Personnel

**CIVILIAN CONDUCT AND
RESPONSIBILITY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1PC

Certified by: AF/A1P (Mr. John Park)

Pages: 16

Supersedes: AFI 36-703, 1 August 1999

This publication implements AFD 36-7, *Employee and Labor-Management Relations*. It provides guidance and procedures on civilian employee standards of conduct and individual responsibility throughout the Air Force (AF). It applies to Title 5 civilian employees, Title 10, Defense Civilian Intelligence Personnel System (DCIPS) employees, and Defense Intelligence Senior Executive Service (DISES) and Senior Leader (DISL) employees. It applies to Air Force Reserve and Air National Guard; however, it does not apply to Title 32 Air National Guard Technicians. Where appropriate this Instruction references the civilian standards of conduct specified in DoD 5500.07-R, *Joint Ethics Regulation (JER)*. In the event of a conflict between this Instruction and the *JER*, the guidance of the *JER* is controlling.

This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS)

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: updates reference from Civilian Personnel Flight (CPF) to Civilian Personnel Section (CPS) throughout; transfers Office of Primary Responsibility (OPR) from AFPC/DPIE to AF/AIPC; revises sections to paragraphs renumbered throughout; adds AFPC in Para. 2.2. and judge advocate responsibilities in Para. 2.5.; adds guidance on nepotism in Para. 4.4.3.3.; adds violence in the workplace guidance in chapter 5; adds guidance on supervisor and managers conduct and responsibility in chapter 6; adds guidance on misuse of government-owned computers in para.7.6. and vehicles in para7.7.; adds guidance for reporting fraud waste and abuse in Para. 7.9.; removes all reference to AF Form 971, *Supervisor's Employee Brief*, throughout.

Chapter 1

OVERVIEW

1.1. Maintaining a productive work environment in which management and employees comply with standards of conduct and responsibilities is essential to the effective functioning of the Air Force and accomplishment of its national security mission.

1.2. Air Force Policy Directive 36-7 establishes policy for Labor-Management Relations, civilian conduct, discipline and adverse actions, and agency grievance procedures. This Instruction provides guidance to implement that policy and directs that civilian management officials, supervisors, and employees will perform official duties lawfully and comply with ethical standards of conduct. An employee's violation of any provision in this Instruction may be cause for disciplinary action, which may be in addition to any penalty prescribed by law.

1.3. The Air Force will ensure civilian conduct and responsibilities are communicated and prescribed without unlawful discrimination because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or prior EEO activity.

Chapter 2

AUTHORITIES AND RESPONSIBILITIES

- 2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).** Serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing civilian conduct and responsibility.
- 2.2. Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services (AF/A1).** Develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the Administrative Grievance System.
- 2.3. Force Management Directorate, Civilian Force Policy Division (AF/A1PC).** Develops policy for civilian standards of conduct for areas not covered in the *JER*, and provides policy guidance on provisions of this Instruction. Monitors programs and assesses implementation to ensure compliance with this Instruction.
- 2.4. Air Force Personnel Center Integration Division (AFPC/DPI).** The Air Force Personnel Center, Directorate of Civilian Force Integration, provides current operational oversight, instructions, and training to Major Commands and Civilian Personnel Sections (CPSs) regarding provisions of this Instruction.
- 2.5. Major Commands (MAJCOM), Direct Reporting Units (DRU), and Forward Operating Agencies, and Combatant Commands.** Provide guidance and support to employees and subordinate Civilian Personnel Sections. Monitor and track programs for compliance with this instruction. Inform AF/A1PC of status of investigations, grievances, or cases filed with third parties.
- 2.6. Civilian Personnel (CPS).** Civilian Personnel Sections advise and train managers and employees on provisions of this Instruction. Provide employees procedural guidance on administrative actions consistent with this Instruction. Provide supervisors and managers with employee management relations advisory services. Ensure local training for all civilian personnel specialists, attorneys, and management officials, also covers civilian conduct and responsibilities. Provide a copy of this Instruction, or provide a current web link, to new employees.
- 2.7. Judge Advocate (JA).** Advise and train management officials and employees on compliance with provisions of the *JER*.
- 2.8. Installation Commanders, Managers and Supervisors.** Establish workplace policies and procedures consistent with the *JER* and this Instruction. Ensure employees are kept informed of standards of conduct and responsibilities. Provide direction for adhering to standards. Set an example for appropriate workplace conduct consistent with this Instruction. Take timely and appropriate action in accordance with this instruction and related guidelines to ensure employee standards meet the spirit and intent of Air Force policy on proper conduct.
- 2.9. Employees.** Perform official duties lawfully and comply with prescribed standards of conduct in all official matters.

Chapter 3

STANDARDS OF CONDUCT

3.1. Furnishing Testimony. Employees may be requested to provide testimony or information to the Air Force, Office of the Secretary of Defense, Merit Systems Protection Board, Equal Employment Opportunity Commission, Office of Personnel Management, and other government agencies on official matters. If an employee believes he or she may be subject to disciplinary or adverse action, he or she may request a representative.

3.1.1. Refusal to reply to questions during an investigation may be the basis for disciplinary action. The employee must be warned that a failure to provide answers may subject them to discipline, including the possibility of removal in appropriate cases, and that any statements cannot be used against them in a criminal prosecution. Employees who lie, or otherwise affirmatively mislead an investigation, may be subject to discipline, including removal, when appropriate.

3.1.2. Under no circumstances should an employee be questioned by management officials concerning a suspected criminal offense without the prior approval of the servicing legal office. Employees may be questioned by proper law enforcement officials, such as Office of Special Investigation agents or Federal Bureau of Investigation agents. The servicing legal office is responsible for ensuring that any information or allegation relating to a possible violation of Federal criminal laws is reported to the office of the United States Attorney for the district in which the crime allegedly occurred before the employee is questioned. The United States Attorney's Office must approve, in advance, all requests to compel the testimony of employees suspected of criminal offenses during administrative hearings or investigations. An employee is entitled to request and have a union representative present if the employee believes disciplinary action may occur.

3.1.3. Local Judge Advocates (JA) and CPS should be contacted prior to questioning employees to ensure compliance with local contractual requirements, if any, regarding statutory rights to union representation. Air National Guard supervisors should contact their state JA and the Chief Counsel, National Guard Bureau, Litigation and Employment Law Division for guidance.

3.2. Participating in Public or Civic Activities. Employees may participate in political demonstrations, petitions, speeches, private organizations, and similar activities in their private capacity when not in a duty status as the exercise of their constitutional rights of speech, peaceable assembly, and petition to Congress. However, if an employee's participation in such activities interferes with the mission of the armed forces or interferes with the duty performance of the employee, other employees or military members, the employee may be subjected to disciplinary action. Employees may also be subject to disciplinary action, including removal, if convicted of inciting or taking part in a riot, civil disorder, or any group activity that results in damage to property or injury to people. Refer to AFI 36-704, *Discipline and Adverse Actions*, for guidance on actions that may be taken when off duty misconduct interferes with employees' ability to fulfill their job responsibilities or when their actions create an adverse effect on the Air Force.

3.3. Indebtedness. Consistent with the *Standards of Ethical Conduct for Employees of the Executive Branch* found in Title 5, Code of Federal Regulations, Part 2635, employees shall satisfy, in good faith, their just financial obligations, especially those such as Federal, State, or local taxes that are imposed by law. A just financial obligation includes any financial obligation acknowledged by the employee or reduced to judgment by a court. In good faith means an honest intention to fulfill any just financial obligation in a timely manner. In the event of a dispute between an employee and an alleged creditor, the Air Force does not determine the validity or amount of the disputed debt or collect debts on the alleged creditor's behalf. However, where the validity of a private debt is established by court order or admitted, a failure to satisfy an obligation can result in disciplinary action (See AFI 36-704).

3.3.1. The CPS should establish procedures for responding to indebtedness complaints from creditors. A creditor is a person or company to whom a debt is owed. These procedures should not apply to debt collectors, persons or companies who regularly collect or attempt to collect debts owed to another. Requests from creditors should include information about previous direct attempts to collect the debt from the employee, and proof that the employee has been informed of his/her responsibility. The creditor is entitled to a courteous response that clearly states "the Air Force does not collect or determine the validity of debts". It must neither admit or imply an admission of an employee's liability, nor report any action taken against an employee as a result of the complaint.

3.3.2. When an Air Force employee with a debt has been reassigned to another Air Force activity and a creditor seeks locator assistance, the losing CPS must either furnish the current duty address to the requestor, or send the correspondence to the gaining CPS. In cases where a government agency seeks an address for law enforcement purposes (i.e., a child support enforcement agency, attempting to enforce a child support order), the CPS may provide the last known mailing address of a current or former employee. However, in no instance will the CPS or the Air Force act as an intermediary in private matters that concern current or former employees.

3.4. Employee Work. All employees are expected to:

3.4.1. Discharge assigned duties conscientiously and effectively.

3.4.2. Be present for duty unless authorized to be absent.

3.4.3. Follow Air Force Instructions and comply in a timely manner with proper instructions or orders.

3.4.4. Confer with line management (starting with immediate supervisor) to discuss matters/concerns, obtain information, or solve problems that relate to the job.

3.4.4.1. This does not limit the right of employees to contact the Equal Opportunity (EO) Office without first going through supervisors regarding matters of equal employment opportunity, consistent with AFD 36-27, *Equal Opportunity (EO)*. This also does not limit the right of employees to contact the Inspector General (IG) to report fraud, waste, and abuse, or to the CPS or union representative to file grievances or complaints, without first going through supervisors.

3.4.5. Comply with safety and health standards set for the job environment.

3.4.6. Shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

3.4.7. Treat other employees and stakeholders with respect and consideration. Maintain high standards of honesty, responsibility, and accountability as well as adhere to the Air Force Core Values of “*Integrity First, Service Before Self, and Excellence in All We Do.*”

3.5. Canvassing, Soliciting, and Peddling. Canvassing, soliciting, or peddling among employees during working hours or in federal facilities is not allowed except for officially approved events, e.g. Combined Federal Campaign. However, this does not preclude office collections for fellow workers or passive activities such as “For Sale” notices on unit bulletin boards. This restriction does not apply to conducting labor organization membership drives during lunch periods or after duty hours. For other restrictions that involve commercial solicitation and sales to subordinates, refer to the legal office.

3.6. Gambling. Gambling is prohibited on federally owned or leased property or while in a duty status regardless of location. Gambling includes participation in “office pools” and the joint purchase of lottery tickets by employees. Refer to the *JER* for specific exemptions regarding law enforcement activities, private legal wagers conducted entirely within assigned government quarters, and case-by-case exemptions approved by the Secretary of the Air Force. (*JER*, Para 2-302a(2))

3.7. Outside Employment. All Air Force (AF) civilian employees must report outside business activity or compensated outside employment to their supervisors. This is in addition to the requirement that certain AF personnel (financial disclosure filers) must receive prior supervisory approval to engage in business activity or compensated outside employment with prohibited sources IAW 5 CFR 3601.107. AF financial disclosure filers must request approval of outside activities using AF Form 3902, Application and Approval for Off-Duty Employment. Approval shall be granted unless a determination is made that the business activity or compensated outside employment is expected to involve conduct prohibited by statute or regulation or that the outside employment or business activity might detract from readiness or pose a security risk. Approval to participate in outside employment or business activity will be documented by supervisors on the Supervisor’s Employee Brief. Consistent with the requirements of the *JER*, Para 2-206, employees required to file financial disclosure report, OGE Form 450, Confidential Financial Disclosure Report or Office of Government Ethics (OGE) Form 278, Public Financial Disclosure Report, and those serving as procurement officials are subject to additional restrictions regarding outside employment and business activities. Employees should address specific questions to their local ethics counselor at their servicing legal office.

3.8. Misuse of Government Property. Employees may not use government equipment, personnel, or other resources for personal benefit or benefit of friends or relatives unless specifically authorized. This includes resources such as computers, copiers, facsimile machines, office supplies, telephones, email, or vehicles. Government property is for official use and limited authorized personal use only. Limited personal use must be of reasonable duration and frequency that have been approved by the supervisor and do not adversely affect performance of official duties, overburden systems or reflect adversely on the Air Force or the DoD IAW 5 CFR 2635.702. Misuse of Air Force resources is misconduct, which may result in corrective disciplinary action IAW AFI 36-704.

Chapter 4

DRESS, APPEARANCE, AND RELATIONSHIPS

4.1. Professional Public Image. Employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. Due to the diversity of work functions and locations, appropriate dress standards may vary significantly.

4.2. Civilian Dress. Employee attire will be in good repair, and should not be considered offensive, disruptive, or unsafe. Commanders or civilian equivalents may establish and publish civilian dress standards. Such standards should be consistent with the provisions of paragraph 4.1, above. Management disagreement with styles, modes of dress, and grooming currently in fashion is not an adequate criterion for making such a determination.

4.3. Civilian Uniform Wear. Military grooming and appearance standards do not apply to civilian employees. However, employees who wear standard uniforms, such as those prescribed in AFI 36-801, *Uniforms for Civilian Employees*, or medical or food service personnel furnished uniforms under Table of Allowances 016, may be expected to comply with grooming and appearance standards for employees in similar occupations employed by other Federal, state, or municipal governments. Air Reserve Technicians will adhere to the requirements as those prescribed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, when wearing the military uniform in civilian status.

4.4. Relationships. While personal relationships between Air Force employees or between Air Force employees and military members are normally matters of individual choice and judgment, they become matters of official concern when they violate existing law or impede the efficiency of the service.

4.4.1. Professional relationships are those that contribute to the effective operation of the Air Force, thus promoting the efficiency of the service. The Air Force encourages personnel to communicate freely with their superiors regarding their careers, performance, duties, and missions. Such communications enhance morale, further the Air Force mission, and preserve the proper respect between employees, supervisors and managers. Participation by employees of all grades in organizational activities and unit-sponsored events enhances morale and unit cohesion.

4.4.2. Unprofessional relationships are those, whether pursued on or off-duty, which detract from the authority of supervisors and managers or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals, and adversely affect the efficiency of the service. Unprofessional relationships can exist between civilian employees, military officers, enlisted members and contractors.

4.4.3. Guidelines for Avoiding Unprofessional Relationships. Romantic and other familiar relationships present a high risk for being or developing into unprofessional relationships. While some personal relationships are not in and of themselves unprofessional, they may be or become unprofessional when other facts or circumstances are taken into consideration.

4.4.3.1. Relationships within the Organization. Overly familiar relationships between individuals where one person exercises supervisory authority over the other can easily be

or become unprofessional. The danger of abuse of authority and perception of favoritism is always present. The ability of a supervisor or manager to influence, directly or indirectly, assignments, promotions, training opportunities, awards, and other employment opportunities places both the supervisor or manager and the subordinate in a vulnerable position.

4.4.3.2. Dating and Close Friendships. Dating and courtship between a supervisor or manager and an employee under their supervision invariably raises the perception of favoritism. Such relationships can adversely affect morale and impede the efficiency of the service.

4.4.3.3. Nepotism. Air Force employees may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, in or to an Air Force civilian position or a position over which he or she exercises jurisdiction or control any individual who is a relative of the employee. An individual may not be appointed, employed, promoted, or advanced in or to an Air Force civilian position if such appointment, employment, promotion, or advancement has been advocated by an employee, serving in or exercising jurisdiction or control over the Air Force activity, who is a relative of the individual. "Relative" means an individual who is related to the employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister IAW 5 CFR 3110. Additionally, relatives may not directly supervise each other.

4.4.3.4. Other Relationships. Other relationships, not specifically addressed above and depending on the circumstances, can lead to actual or perceived favoritism or preferential treatment and must be avoided. (See *JER*, Para 5-409) Examples of such activities, but is not all inclusive, are soliciting or making solicited sales to personnel who are junior in grade or position and joint business ventures between supervisors and employees under their supervision.

4.4.4. Individual Responsibility to Maintain Professional Relationships. All Air Force employees share the responsibility for maintaining professional relationships. However, supervisors and managers in personal relationships bear primary responsibility for maintaining the professionalism of that relationship. Supervisors and managers are in leadership positions which require the maturity and judgment to avoid relationships which impede the efficiency of the service or adversely affect mission performance.

4.4.5. Actions in Response to Unprofessional Relationships. When unprofessional relationships impede the efficiency of the service or adversely affect the mission, appropriate corrective action should be taken IAW AFI 36-704.

4.4.6. Employees should avoid direct-reporting relationships with spouse and relatives as to avoid the appearance of favoritism or a conflict of interest.

Chapter 5

VIOLENCE IN THE WORKPLACE

5.1. Violence in the Workplace. The Air Force is committed to working with employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. All employees are responsible for promoting a safe work environment.

5.1.1. Workplace violence can be any act of physical violence or threat of physical violence, including harassment, intimidation, or other threatening, disruptive behavior.

5.1.2. Workplace violence can affect or involve employees, visitors, contractors, and other non-Federal employees.

5.1.3. Workplace violence can be inflicted by an abusive employee, manager, supervisor, co-worker, customer, family member, or even total stranger.

5.1.4. Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated.

5.2. Commanders. Develop local workplace violence awareness and response plans, and ensure employees are aware of plans. Members of the planning group should include representatives from management, employee relations, employee assistance program managers, legal counsel, law enforcement, and security, safety, health unit, medical department, equal employment opportunity, public affairs, and other appropriate offices and organizations.

5.3. Supervisors. Supervisors play a key role in recognizing potentially violent situations and attempting to mitigate them. Supervisors are expected to manage work centers in a manner that promotes good order supported by workplace violence awareness and response plans.

5.3.1. When a supervisor becomes aware of a situation or behavior indicating potential violence they must assess the situation and, in consultation with Security Forces, the Civilian Personnel Section, the legal office, and base medical staff, as appropriate, take steps to reduce the risk of violence. Supervisors must:

5.3.1.1. Inform employees of workplace violence policies, plans and procedures.

5.3.1.2. Ensure employees know specific procedures for dealing with workplace threats and emergencies, and how to contact police, fire, and other safety and security officials.

5.3.1.3. Respond to potential threats and refer situations to entities such as law enforcement, medical services, protective services, and human resources staff as necessary.

5.3.1.4. Take all threats seriously.

5.3.1.5. Inform Commander of potential or actual workplace violence.

5.4. Employees. Employees contribute to maintaining a safe work place through observation and by reporting potential concerns to their supervisor or other available authority in their work location. Employees need to:

5.4.1. Be familiar with guidance regarding workplace violence.

- 5.4.2. Be responsible for securing their own workplace.
- 5.4.3. Be responsible for questioning and/or reporting strangers/unauthorized personnel to supervisory authority.
- 5.4.4. Be aware of any threats, physical or verbal, and report such to supervisory authority.
- 5.4.5. Be familiar with local procedures for dealing with workplace threats and emergencies.
- 5.4.6. Not confront individuals who are a threat.
- 5.4.7. Take all threats seriously.

5.5. Awareness of surroundings is key to taking responsive action. A workplace response plan should address key situations that can give rise to violence or potential violence. Violence, threats, harassment, intimidation, and other disruptive behavior will not be tolerated in the workplace; all reports of incidents will be taken seriously and will be dealt with appropriately. Those who engage in such behavior may be:

- 5.5.1. Immediately removed from the premises.
- 5.5.2. Denied re-entry pending completion of an appropriate investigation.
- 5.5.3. Subject to removal from federal service, criminal prosecution, or both.

Chapter 6

SUPERVISOR AND MANAGEMENT OFFICIALS OF CIVILIAN EMPLOYEES

6.1. Supervisor and Manager Official Conduct. The Air Force depends on a large civilian workforce to successfully accomplish its missions. Supervisors and management officials are expected to judiciously and timely accomplish duties in managing civilian employees. Supervisors failing to comply with Air Force standards of conduct and responsibilities adversely reflect upon the integrity of the management process, and may be reassigned to non-supervisory positions under 5 CFR 752 for the efficiency of the service. Follow procedures established in AFI 36-704, Discipline and Adverse Actions.

6.2. Supervisor and Management Official Responsibility. Supervisors shall:

- 6.2.1. Comply with civilian personnel laws, regulations, and negotiated labor agreements.
- 6.2.2. Treat employees with respect and consideration and motivate employees to improve.
- 6.2.3. Create a work environment free from harassment.
- 6.2.4. Comply with attendance, leave, and overtime approval procedures.
- 6.2.5. Complete civilian personnel management actions without unnecessary delay.
- 6.2.6. Constructively counsel and correct employee performance and conduct.
- 6.2.7. Attend required supervisory training and implement same.

Chapter 7

RELATED DIRECTIVES

7.1. Privacy. AFI 33-332, *The Air Force Privacy Act Program*. Employees who have access to systems of records, or who are involved in developing, operating, or maintaining personnel record systems must be informed of and comply with all requirements to protect individual privacy.

7.2. Discipline. AFI 36-704, *Discipline and Adverse Actions*, prescribes guidance and procedures to use in considering corrective conduct or disciplinary action for violations of this Instruction or other prescribed standards of conduct.

7.3. Drug and Alcohol Abuse. AFI 44-107, *Air Force Civilian Drug Demand Reduction Program*, and AFI 44-121, *Alcohol & Drug Abuse & Treatment Program* now contain the format for the program that addresses civilian substance abuse prevention and control. The program's purpose is to foster and maintain standards of conduct and performance. Civilian employees of the Air Force must refrain from using illegal drugs whether on or off duty. Use of illegal drugs is inconsistent with the high standards of performance necessary to accomplish the Air Force mission.

7.4. Ethical Conduct. The *JER* characterizes standards of ethical conduct and ethics guidance including direction in the areas of financial and employment disclosure systems, post-employment rules, gifts and gratuities and outside activities. Civilian employees should become familiar with the provisions of the Regulation to be sure their official activities and personal relationships with outside organizations and outside employment comply with its standards. Employees with questions concerning the Regulation should seek guidance from an appropriate ethics counselor.

7.5. Use of Government-Issued Credit Card. AFI 64-117 *Air Force Government-Wide Travel Card (GTC) Program* governs the use of credit cards issued for use in conjunction with official travel. This AFI directs each cardholder to pay all valid charges when billed. It also states the card is to be used only for cash advances prior to or during travel and/or for expenses incident to and incurred during official travel with the Government. Use of the card for personal purchases will subject the holder to disciplinary action as these types of purchase are not authorized and are a violation of the credit card contract.

7.6. Use of Government-Owned Computers. AFMAN 33-152, *User Responsibilities and Guidance for Information Systems* prescribes controls and requirements for use of government provided hardware and software. Government computers are for official use and limited authorized personal use only. Limited personal use must be of reasonable duration and frequency that have been approved by the supervisor and do not adversely affect performance of official duties, overburden systems or reflect adversely on the Air Force or the DOD. Unauthorized use and other violations of Air Force information systems policies may result in immediate suspension of access to unclassified and classified systems and disciplinary action.

7.7. Use of Government Vehicles. AFI 24-301, *Vehicle Operations*, prescribes controls and requirements for use of government vehicles. All civilian employees need to take appropriate measures to prevent misuse, abuse, or willful acts/omissions that could cause damage to

government vehicles. Directing personnel to violate official use restrictions is an unlawful order and should be reported to command or other appropriate agencies.

7.8. Discrimination and Sexual Harassment. AFI 36-2706, *Equal Opportunity, Program Military and Civilian*, states the Air Force will conduct its affairs free from unlawful discrimination and harassment. There will be zero tolerance for discrimination or sexual harassment.

7.9. Fraud, Waste, and Abuse (FWA). AFI 90-301, *Inspector General Complaints*, provides instructions for reporting FWA. Any individual aware of FWA or lack of controls that could permit resources to be wasted or diverted should report the situation through appropriate channels. Keep in mind there are some practices and procedures where money is expended because of regulatory guidelines or specifications. Employees may choose to remain anonymous; however, they will not be contacted regarding the complaint resolution outcome.

7.10. Other Provisions on Employee Conduct. All restrictions on employee conduct cannot be specified in an AFI. Therefore, supervisors, managers, and employees who have specific questions regarding standards of conduct which are not covered in this AFI or the publications referenced above, should consult the commander, civilian personnel section, or the staff judge advocate for assistance.

SAMUEL D. COX, Lieutenant General, USAF
DCS, Manpower, Personnel and Services

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

5 USC, Chapter 73, *Suitability, Security, and Conduct*

5 CFR, Part 735, *Employee Responsibilities and Conduct*

5 CFR, Part 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*

DoD Directive 5400.11, *Department of Defense Privacy Program*, May 8, 2007

DoD 5500.07-R, *The Joint Ethics Regulation (JER)*, August 30, 1993

HAFMD 1-24, *Assistant Secretary of the Air Force (Manpower and Reserve Affairs)*, December 15, 2008

AFPD 36-7, *Employee and Labor-Management Relations*, December 15, 2008

AFPD 36-27, *Equal Opportunity (EO)*, May 22, 2009

AFI 33-332, *Privacy Act Program*, January 29, 2004

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

AFI 36-801, *Uniforms for Civilian Employees*, April 29, 1994

AFI 36-2706, *Equal Opportunity, Program Military and Civilian*, October 5, 2010

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, August 2, 2006

AFI 44-107, *Air Force Civilian Drug Demand Reduction Program*, April 7, 2010

AFI 44-121, *Alcohol & Drug Abuse & Treatment Program*, September 26, 2001

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, January 31, 2006

AFMAN 37-104, *Managing Information To Support The Air Force Mission*, June 1, 1995

AFI 90-301, *Inspector General Complaints Resolution*, August 23, 2011

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

CFR—Code of Federal Regulations

CPS—Civilian Personnel Section

DoD—Department of Defense

EO—Equal Opportunity

FBI—Federal Bureau of Investigation

GPC—Government-wide Purchase Card

IG—Inspector General

JA—Judge Advocate

JER—Joint Ethics Regulation

OGE—Office of Government Ethics

OSI—Office of Special Investigation

RDS—Records Disposition Schedule