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SECRETARY OF THE AIR FORCE**



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This Air Force Instruction implements Air Force Policy Directive 36-29, *Military Standards*, and Air Force Policy Directive 51-5, *Administrative Law, Gifts, and Command Relationships*. This instruction applies to civilian employees and uniformed members of the Regular Air Force, Air Force Reserve and Air National Guard. **Failure to observe the mandatory provisions of**

paragraphs **2.3.7, 3.2, 4.2.1, 5.1, and 5.2.2** is punishable under article 92, 93, 93a, 132, and 134, Uniform Code of Military Justice, for Regular Air Force, Air Force Reserve and Air National Guard members in Title 10 status; and punishable in accordance with applicable state military codes for Air National Guard members in Title 32 status. Civilian employees are held accountable in accordance with Air Force Instruction 36-704, *Discipline and Adverse Actions of Civilian Employees*. Nonappropriated Fund Employees are held accountable in accordance with Air Force Manual 34-301, *Nonappropriated Funds Personnel Program Management and Administration Procedures*. Prior to publication, this instruction was provided to applicable national labor organizations for consultation in accordance with Title 5 United States Code Section 7113.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule in the Air Force Records Information Management System. This publication requires the collection and/or maintenance of information protected by Title 5 United States Code Section 552a, The Privacy Act of 1974. The authorities to collect or maintain the records prescribed in the publication are Title 10 United States Code Section 9013, Secretary of the Air Force; Executive Order 9397 (Social Security Number), as amended; and Air Force Instruction 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. The applicable SORN, F036 AF PC C, Military Personnel Records System, is available at: <http://dpcl.dod.mil/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569821/f036-af-pc-c/>.” Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non- tiered compliance items.

(AETC) This Air Force Instruction implements and extends the guidance in Air Force Instruction 36-2909, *Air Force Professional Relationships and Conduct*, Air Force Policy Directive 36-29, *Military Standards*, and Air Force Policy Directive 51-5, *Administrative Law, Gifts, and Command Relationships*. This instruction applies to civilian employees and uniformed members of the Regular Air Force, Air Force Reserve and Air National Guard. **Failure to observe the mandatory provisions of paragraphs 2.3.7, 3.2, 4.2.1, 4.8 (AETC), 4.9 (AETC), 4.10 (AETC), 5.1, and 5.2.2 is punishable under article 92, 93, 93a, 132, and 134, Uniform Code of Military Justice, for Regular Air Force, Air Force Reserve and Air National Guard members in Title 10 status; and punishable in accordance with applicable state military codes for Air National Guard members in Title 32 status.** Civilian employees are held accountable in accordance with Air Force Instruction 36-704, *Discipline and Adverse Actions of Civilian Employees*. Nonappropriated Fund Employees are held accountable in accordance with Air Force Manual 34-301, *Nonappropriated Funds Personnel Management and Administration*. Prior to publication, this instruction was provided to applicable national labor organizations for consultation in accordance

with Title 5 United States Code Section 7113. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule in the Air Force Records Information Management System. This publication requires the collection and/or maintenance of information protected by Title 5 United States Code Section 552a, The Privacy Act of 1974. The authorities to collect or maintain the records prescribed in the publication are Title 10 United States Code Section 9013, Secretary of the Air Force; Executive Order 9397 (Social Security Number), as amended; and Air Force Instruction 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. The applicable SORN, F036 AF PC C, Military Personnel Records System, is available at: <http://dpclld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569821/f036-af-pc-c/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command. See Department of the Air Force Instruction 33-360_DAFGM2020-01, *Publications and Forms Management*, 7 August 2020, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. This publication may be supplemented by lower levels, but all Supplements must be routed to aetc.jainbox@us.af.mil of this publication for coordination prior to certification and approval.

(2AF) AFI 36-2909_AETCSUP, 27 October 2020, is supplemented as follows:

(2AF) This Second Air Force (2 AF) Supplement extends the guidance in AFI 36-2909, Air Education and Training Command (AETC) Supplement (SUP), *Air Force Professional Relationships and Conduct*. This supplement applies to civilian employees, contractors, and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard and Sister Service uniformed personnel attached to 2 AF units. **Failure to obey paragraph 4.10.1 constitutes a violation of Article 92(1), UCMJ--failure to obey lawful general order or regulation, for Regular Air Force, Air Force Reserve, and Air National Guard members in Title 10 status. These articles of the UCMJ do not apply to members of the ANG while in Title 32 status (that is, activated for state duty under state command), but ANG members may be subject to an equivalent article under a state military justice code. Additionally, the failure to obey paragraph 4.10.1 may constitute violations of Article 93, 93a, 132, and 134, UCMJ.** Violations by military personnel may also subject personnel to discharge in accordance with Department of Defense Instruction 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*, and DAFI 36-3211, *Military Separations*. Civilian employees are held accountable in accordance with Department of the Air Force Instruction (DAFI) 36-148, *Discipline and Adverse Actions of Civilian Employees*. Nonappropriated fund employees are held accountable in accordance with AFI 34-301, *Nonappropriated Funds Personnel Management and Administration*. Contractors are held accountable in accordance with their Statement of Work, Performance Work Statement, and/or Associated Contract Clauses. Prior to publication, this instruction was provided to applicable national labor organizations for consultation in accordance with Title 5 United States Code Section 7113.

(2AF) Compliance with the attachments is mandatory.

(2AF) This supplement must be implemented within 30 days from the published date.

(2AF) The authorities to waive wing/unit level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Process and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. T-2 waiver authority is with the 2 AF Commander. All waivers are requested/approved using DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*. A copy of all approved waivers must be sent to the Office of Primary Responsibility of the publication being waived and 81 CS/SCOK within 30 days of approval.

(2AF) Refer recommended changes and questions about this publication to the office of primary responsibility using DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional manager’s chain of command.

(2AF) This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C., Sec 9013, *Secretary of the Air Force*. The applicable System of Record Notice(s) (SORN) F036 AF PC C, Military Personnel Records System is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

(2AF) This publication may be supplemented at any level, but all supplements must be routed to 2AF.A36.Workflow, the office of primary responsibility of this publication, for coordination prior to certification and approval.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include definitions pertaining to Article 93a, Uniform Code of Military Justice, regarding prohibited activities with military recruits or trainees by persons in positions of special trust, as required by Section 5542 of the Military Justice Act of 2016, division E of the National Defense Authorization Act for Fiscal Year 2017, revises provisions concerning the prohibition of retaliation against Airmen in accordance with Article 132, Uniform Code of Military Justice, adds a new chapter addressing the responsibility to self-report criminal convictions for certain positions, and changes the tier number specifying the waiver approval authority for this instruction’s training requirement.

(AETC) This document supersedes AETC Instruction 36-2909, *Recruiting, Education, Accessions, and Training Standards of Conduct*, published on 10 July 2017, and has substantial changes and must be completely reviewed. Major changes include definitions pertaining to Article 93a, Uniform Code of Military Justice, regarding prohibited activities with military recruits or trainees by persons in positions of special trust, as required by Section 5542 of the Military Justice

Act of 2016, division E of the National Defense Authorization Act for Fiscal Year 2017, revises provisions concerning the prohibition of retaliation against Airmen in accordance with Article 132, Uniform Code of Military Justice, adds a new chapter addressing the responsibility to self-report criminal convictions for certain positions, and changes the tier number specifying the waiver approval authority for this instruction's training requirement. Additional changes include AETC training and misconduct reporting requirements, as well as additional prohibited actions in the education and training environment.

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LOOKING INTO UNPROFESSIONAL ALLEGATIONS (SAMPLE)**

Chapter 1

GENERAL GUIDELINES

1.1. General. Professional relationships are essential to the effective operation of military organizations. The nature of the military mission requires absolute confidence in command and an unhesitating adherence to orders. This distinction makes the maintenance of professional relationships in the military more critical than in civilian organizations. While personal relationships between Air Force members are normally matters of individual choice and judgment, they become matters of official concern when they adversely affect or have the reasonable potential to adversely affect the Air Force by eroding morale, good order, discipline, respect for authority, unit cohesion, or mission accomplishment. The needs of the institution will sometimes outweigh personal desires. The guidance in this instruction focuses on the impact of personal relationships on the interests of the Air Force as an institution.

1.1. (AETC) General. The Air Force Core Values provide the guidance needed for all Airmen to conduct themselves professionally and effectively in support of the Air Force mission. Serving in the United States Air Force is an honor and privilege, and for many Airmen, the first experience with the United States Air Force is through Air Education and Training Command (AETC). AETC Airmen have the opportunity and responsibility to establish the proper foundation for the military lives and careers of all Airmen assigned to or going through AETC recruiting and accessions programs. AETC Airmen are involved in both recruiting and initial training, as well as advanced and supplemental training and military education, so AETC Airmen must demonstrate an unwavering commitment to upholding the standards of conduct; protecting applicants, recruits, trainees, cadets, and students in an inclusive environment; and accomplishing the mission in a manner that safeguards the dignity and respect of all members of the AETC team. AETC leaders set the standard in upholding these responsibilities and exhibiting the types of professional relationships that are critical to mission success. All AETC Airmen must resist the ethical drift that can erode the standards of conduct and sense of duty and honor that must be instilled in AETC's recruiting, education, accessions, and training environments.

1.1.1. **(Added-2AF)** Leaders will maintain an organizational culture across trainees, students, and permanent party/temporary duty personnel that values diversity and is inclusive to all, characterized by mutual respect and care for each other, and free of inappropriate bias and discrimination.

1.1.2. **(Added-2AF)** All personnel, to include instructors, staff, trainees, and students, will adhere to behavioral and ethical standards instilled in Basic Military Training (BMT) and technical training. The publications identified in the preface of AFI 36-2909 and the related AETC supplement cover behaviors that violate the standards instilled in BMT and technical training.

1.2. Roles and Responsibilities.

1.2.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).

1.2.1.1. 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 military standards, in accordance with Air Force Policy Directive 36-29, *Military Standards*, paragraph 3.1.

1.2.1.2. Responsible for policy governing professional and unprofessional relationships between Air Force members, Air Force members and members of other uniformed services, Air Force members and civilian employees of the Department of Defense, Air Force members and government contractor employees, Air Force members and cadets, and Air Force members and prospective members of the Air Force.

1.2.2. The Judge Advocate General (AF/JA).

1.2.2.1. Develops, coordinates and executes personnel policy and procedural guidance for the management of professional and unprofessional relationships within the Air Force in accordance with federal law, Department of Defense issuances and policy set by the Secretary of the Air Force.

1.2.2.2. Responsible for ensuring personnel policy reflects standards that all Air Force members will refrain from relationships between Air Force members that violate the customary bounds of acceptable behavior, to include fraternization and other unprofessional relationships, due to the negative impact on good order, discipline, respect for authority, maintenance of unit cohesion, and mission accomplishment.

1.2.2.3. Approval authority for this instruction. Authority is delegated to AF/JA from the Secretary of the Air Force in Air Force Policy Directive 51-5 as an exception to the approval authority guidance in Air Force Instruction 36-8101, *Total Force Human Resource Management (HRM) Domain Governance*.

1.2.2.4. Ensures Staff Judge Advocates are trained to advise commanders and supervisors on the law and policy governing professional and unprofessional relationships in the Air Force.

1.2.2.5. The Administrative Law Directorate (AF/JAA).

1.2.2.5.1. On behalf of AF/JA, bears responsibility for the development and coordination of Air Force policy and procedural guidance for professional and unprofessional relationships by and between Air Force members in accordance with federal law, Department of Defense issuances and policy set by the Secretary of the Air Force and is the certifying authority for this instruction.

1.2.2.5.2. Coordinates with the Air Force Judge Advocate General's School to ensure Staff Judge Advocates are trained to advise commanders and supervisors on the law and policy governing professional and unprofessional relationships in the Air Force.

1.2.3. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1). Coordinates, and executes personnel policy and procedural guidance for the management of military standards in collaboration with Chief, Air Force Reserve, while liaising with the Air National Guard, in accordance with Air Force Policy Directive 36-29, paragraph 3.2.

1.2.4. The Commander, Air Education and Training Command.

1.2.4.1. Develops, coordinates and executes training for the Air Force by ensuring that instruction for all Air Force members, on the concepts of unprofessional relationships and

fraternization contained in this instruction, are made a part of the curricula for basic training, commissioning programs, technical training, advanced training and professional military education.

1.2.4.2. Ensures all Air Force instructors and staff, trainees, students and cadets, are trained on the prohibition of unprofessional relationships between trainers and trainees listed in Chapter 4 and all administrative requirements outlined in [paragraph 4.4](#) are met.

1.2.4.3. **(Added-AETC)** AETC Numbered Air Force (NAF) and NAF-equivalent commanders have significant responsibility for setting and maintaining standards of conduct in their respective areas of responsibility. The following are the designated AETC NAF and NAF-equivalent commanders:

1.2.4.3.1. **(Added-AETC)** Commander, Air University (AU/CC);

1.2.4.3.2. **(Added-AETC)** Commander, Second Air Force (2 AF/CC);

1.2.4.3.3. **(Added-AETC)** Commander, Nineteenth Air Force (19 AF/CC);

1.2.4.3.4. **(Added-AETC)** Commander, 59th Medical Wing (59 MDW/CC);

1.2.4.3.5. **(Added-AETC)** Commander, 502d Air Base Wing (502 ABW/CC);

1.2.4.3.6. **(Added-AETC)** Commander, Air Force Recruiting Service (AFRS/CC).

1.2.4.4. **(Added-AETC)** In the event of re-designation or re-nomenclature, the responsibility shall transfer to the commander of the successor organization.

1.2.4.5. **(Added-AETC)** AETC NAFs and NAF-equivalents may establish supplemental guidance to this instruction in the form of command-level supplements, memoranda, or other formal written instructions or guidance for their respective areas of responsibility. All supplemental guidance to this instruction must be routed through the servicing NAF or NAF-equivalent legal office to AETC/JA for coordination and concurrence prior to publication to ensure consistency with this instruction.

1.2.4.6. **(Added-AETC)** AETC NAFs and NAF-equivalents shall establish and administer training programs in accordance with paragraphs [1.3](#) through [1.3.4 \(T-1\)](#). The training shall include education on fostering positive professional relationships and inclusiveness, in addition to the relationships and conduct prohibited by this instruction **(T-1)**. All training materials must be routed to the servicing NAF or NAF-equivalent legal office for coordination and concurrence prior to implementation to ensure consistency with this instruction **(T-1)**.

1.2.4.7. **(Added-AETC)** Direct Report Group Commander. A direct-report group (DRG) commander is a group commander (or equivalent) who reports directly to a general court-martial convening authority (GCMCA), rather than to a wing commander (or equivalent) with special court-martial convening authority (SPCMCA). DRG commanders have the same reporting responsibilities as wing commanders (or equivalent).

1.2.5. **The Superintendent, United States Air Force Academy (USAFA).**

1.2.5.1. Develops, coordinates and executes unprofessional and professional relationship training for all military and civilian personnel assigned to USAFA.

1.2.5.2. Ensures all USAFA faculty, staff and cadets are trained on the prohibition of unprofessional relationships between trainers and trainees listed in Chapter 4 and all administrative requirements outlined in [paragraph 4.4](#) are met.

1.2.6. **The Commander, Air Force Recruiting Service.**

1.2.6.1. Develops, coordinates and executes training for the Air Force by ensuring that instruction on the concepts of unprofessional relationships and fraternization are made a part of initial and periodic instruction for all military and civilian recruiters.

1.2.6.2. Ensures all Air Force recruiters and recruits are trained on the prohibition on unprofessional relationships between recruiters and recruits listed in Chapter 4 and all administrative requirements outlined in [paragraph 4.3](#) are met.

1.2.7. **Commanders, first sergeants and supervisors.** Commanders must act swiftly and effectively to investigate any allegations of unprofessional relationships within their unit and, if the allegations are substantiated, to take corrective action. **(T-1)**. Commanders must actively discourage unprofessional relationships and create a command climate that encourages the formation of professional relationships within the unit. **(T-1)**. Equally, commanders must discourage unprofessional relationships as harmful to good order, discipline, unit cohesion, morale, and unit effectiveness. **(T-1)**. If a relationship is prohibited by this instruction or is causing a degradation of morale, good order, discipline or unit cohesion, a commander or supervisor should take appropriate corrective action.

1.2.7.1. **(Added-AETC)** All commanders, first sergeants, supervisors, recruiters, trainers, and instructors with knowledge of alleged violations or alleged attempted violations of the standards set forth in [Chapter 4](#) shall report the allegations through the commander's chain of command to ensure the notification to the NAF or NAF-equivalent commander and the NAF or NAF-equivalent legal office within 24 hours **(T-1)**. All other alleged misconduct arising from or relating to the same incident or incidents (e.g., underage alcohol consumption by a trainee, cadet, or student involved in an unprofessional relationship with an instructor) must also be reported at that time **(T-1)**. Notification to all other appropriate authorities also will be made within 24 hours, or as soon as practicable **(T-1)**. NAF and NAF-equivalent commanders may authorize additional time to report in supplemental guidance, but no more than 48 hours after a subordinate commander has knowledge of a violation or alleged violation **(T-1)**. These requirements apply in addition to, not in place of, any other reporting requirements imposed by law, regulation, or policy **(T-1)**.

1.2.7.1.1. **(Added-2AF)** Wing Professionalism Reporting.

1.2.7.1.1.1. **(Added-2AF)** The following incidents will be reported (via email) through command channels to 2 AF/CC with copies to 2 AF/CV, 2 AF/CCC, and 2 AF/JA, as soon as possible, but no later than 48 hours after a subordinate commander has knowledge of a violation or alleged violation. **(T-2)** **Note:** If a higher-level guidance requires reporting sooner than this window (e.g., certain Commander's Critical Information Requirements, Sexual Assault Prevention and Response, or Congressional/high-interest/media interest), the timelines for the higher-level guidance will be followed.

1.2.7.1.1.1.1. **(Added-2AF)** All unprofessional conduct allegations against

officers, chief master sergeants, senior master sergeants, and first sergeants assigned to training groups whether assigned as instructors, staff, or students.

1.2.7.1.1.1.2. **(Added-2AF)** Any incident involving instructors or staff physically touching a trainee/student even if unprofessional conduct is not involved. Exceptions include contact prescribed by regulation, including but not limited to contact such as needed for uniform corrections; shaking hands, fist-bumps, high-fives, or a gesture of similar nature; or emergency contact intended to prevent the occurrence of an event that could cause injury to a trainee or student, and/or damage to Department of Defense property. Physical contact that is an integral or inherent part of an approved training course objective is exempt from this reporting requirement. Examples include but are not limited to combatives training, equipment/gear checks, medical training that uses instructors or casual students as patients, and/or applying moulage to students or instructors acting as patients, prevention of safety-related incidents such as adjusting a student's body position before firing a weapon or administering a medical intervention for training purposes (such as inserting an IV).

1.2.7.1.1.1.3. **(Added-2AF)** Reporting minor incidents of alleged non-egregious maltreatment or maltraining (e.g., instances that do not result in injury or safety issues), as described in AETC Supplement **paragraph 4.9.1.**, its subparagraphs, and this supplement, that do not involve conduct described in other paragraphs covered by another reporting requirement (Commander's Critical Information Requirements, other DAFIs, etc.), is satisfied via timely entry into the Professionalism Reporting Database once it is operational for this purpose.

1.2.7.1.2. **(Added-2AF)** Professionalism Reporting Database. Enter initial professionalism incidents/allegations into the database no later than 48 hours after the allegation or observation is brought to the attention of the person responsible for reporting. **(T-2)** Professionalism incident/allegation reporting will be updated in the database no later than the 10th day of every month until final disposition. **(T-2)** Monthly updates should include the type of investigation as well as identity of the investigating agency or official. Any unusual delays in processing a case should also be addressed. These reports will be provided in a format or a database, if applicable, as 2 AF Chief Training Officer (2 AF/CTO) directs. Data will be pulled quarterly to brief 2 AF/CC each January, April, July, and October. **(T-2)** Training group trusted agents will check the database daily for new professionalism incidents/allegations. **(T-2)**

1.2.7.1.3. **(Added-2AF)** Final Disposition of Incident/Allegation. Upon final disposition of an allegation, each training squadron will annotate the results of the investigation and final disposition. **(T-2)** Each training squadron will maintain these allegations in addition to information describing their disposition in accordance with Air Force Records Information Management System Records Disposition Schedule Table **33-45.**, Rule 06.00. **(T-2)** A record in any format, electronic or physical, that maintains this information is acceptable (e.g., Excel spreadsheet, database, scanned redacted documents) unless superseded by additional 2 AF guidance.

- 1.2.7.1.4. **(Added-2AF)** Professionalism Incident/Allegation Reporting. Professionalism incident/allegation reporting, as required by **paragraph 1.2.7.1.1** will provide, at a minimum, the following information, so far as it is available: conduct category, brief description of incident, frequency of incident, status (Prior Service or Non-Prior Service) of individual, wing, squadron, and Air Force specialty code. **(T-2)** The respective training squadron commander will be notified of the incident/allegation no later than 48 hours after the allegation or observation is brought to the attention of person responsible for reporting. **(T-2)**
- 1.2.7.2. **(Added-AETC)** Commanders at all levels shall notify and consult their servicing legal offices to ensure commanders satisfy all reporting requirements after receiving a report of alleged violations or attempted violations of prohibitions in **Chapter 4** or other provisions of this instruction **(T-1)**.
- 1.2.7.3. **(Added-AETC)** Wing commanders (or equivalent) and DRG commanders shall ensure students and trainees have access to anonymous reporting options **(T-1)**. Reporting options include but are not limited to: surveys, anonymous feedback drop boxes, and feedback systems. No efforts will be made to discover the source or identity of the anonymous feedback without prior approval of the initial disposition authority for the allegation **(T-2)**.
- 1.2.7.3.1. **(Added-2AF)** Violations of Report Anonymity. Anonymous reports will be investigated, but the investigation will not be used to discover the identity of the reporter. **(T-2)** Deliberate steps to discover the identity of the source of a report are prohibited. 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, observations of personnel using the comment box, body language/facial expressions of those completing a survey, similarity of the anonymous complaints with prior command channel complaints by an individual, or time needed by a member to complete a survey.
- 1.2.7.4. **(Added-AETC)** “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; email, text messaging, or social media; and course surveys, critiques, or comment cards.
- 1.2.7.5. **(Added-AETC)** “Appropriate authority” includes supervisors, members of the chain of command, legal office personnel, Air Force Office of Special Investigations (AFOSI), Security Forces, Inspector General (IG), and Sexual Assault Response Coordinator (SARC). Potential violations or other issues involving contractor personnel shall be reported through leadership to the Contracting Officer (CO) and the Contracting Officer Representative (COR) within 48 hours, with corrective actions taken **(T-1)**.
- 1.2.8. **Judge Advocates.** Advise commanders, first sergeants and supervisors, at all levels, on Air Force policy governing unprofessional relationships between Air Force members, Air Force members and members of other uniformed services, Air Force members and civilian employees of the Department of Defense, Air Force members and government contractor

employees, Air Force members and cadets, and Air Force members and prospective members of the Air Force. (T-1).

1.2.8.1. (Added-AETC) All wing or wing-equivalent Staff Judge Advocates will provide notification of alleged violations or alleged attempted violations of the standards set forth in **Chapter 4** through the appropriate channels to their NAF or NAF-equivalent Staff Judge Advocate offices (T-1). The reporting procedures established in this instruction are required in addition to any other reporting requirement imposed by law, regulation, or policy.

1.2.9. **All Air Force members.** All Air Force members share the responsibility for maintaining professional relationships. The senior member (officer, enlisted or civilian) in a personal relationship bears primary responsibility for maintaining the professionalism of that relationship.

1.2.9.1. (Added-AETC) Instructors, faculty, recruiters, and staff members with knowledge of alleged violations or alleged attempted violations of the standards set forth in **Chapter 4** shall report allegations to an appropriate authority, as defined in this instruction, within 24 hours, unless otherwise exempted by law, regulation, or policy (T-1).

1.2.9.2. (Added-AETC) Faculty or staff will report allegations whether or not they believe them to be true. These matters must have wing commander (or equivalent) or DRG commander visibility and an emphasis on proper resolution of complaints, as well as a tracking mechanism in case this information is requested by higher authorities (T-1).

1.2.9.3. (Added-AETC) All personnel receiving reports of alleged violations or alleged attempted violations of the standards set forth in **Chapter 4** will forward the report through appropriate channels to the alleged violator's squadron or detachment commander within 24 hours, unless otherwise exempted by law, regulation, or policy (T-1). If the allegation involves the squadron or detachment commander, then personnel receiving reports will forward the report to the next higher commander in the alleged violator's chain of command within 24 hours (T-1).

1.2.9.4. (Added-AETC) Victims of alleged violations of this supplement are encouraged, but not required, to use their chain of command, when possible, in addition to relevant agencies, including AFOSI, Security Forces, IG, SARC, and Equal Opportunity, to address misconduct and its impacts and consequences. Victims are not required to report.

1.2.10. **Air Reserve and Air National Guard component personnel.** Applying the issues addressed in this Instruction to Air Reserve and Air National Guard personnel not performing active duty, full-time Reserve or National Guard duty, or inactive duty training, is a complex issue of law. The nature of part-time service, however, does not negate application when a personal relationship adversely affects morale, good order and discipline, or mission accomplishment during that part-time service.

1.2.11. Prior to imposing administrative or punitive action on a part-time Air Reserve or Air National Guard member, supervisors and commanders must consult with their servicing staff judge advocate. (T-0).

1.2.12. (Added-AETC) **International Military Personnel.** In addition to the reporting requirements in paragraph **1.2.7.1**, all commanders, first sergeants, and supervisors with

knowledge of alleged violations or alleged attempted violations of the standards set forth in **Chapter 4** by international military instructors, staff, and students participating in AETC programs shall be reported to the appropriate international military student officer within 24 hours, and the officer will facilitate any required notifications to the head of the sponsoring security assistance implementing agency **(T-1)**.

1.3. Training requirements. Commanders, judge advocates, first sergeants, and supervisors should familiarize themselves with this instruction and provide training to unit members as necessary. Recruiters and trainers will receive live training on unprofessional relationships on an annual basis and certify their understanding of their responsibilities on the Department of Defense Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgment*. **(T-0)**.

1.3.1. **(Added-AETC)** In accordance with provisions of this instruction, NAF and NAF-equivalent commanders shall develop training programs, in coordination with their servicing legal office, to ensure all covered personnel (i.e., recruiters, applicants, recruits, instructors, staff, trainers, trainees, students, and cadets) are familiar with this instruction **(T-1)**. The covered personnel must accomplish initial training within 30 days of in-processing into a covered position, annually thereafter for as long as assigned to an AETC unit. NAF and NAF-equivalent commanders will report compliance with initial and annual training requirements through their servicing legal offices to AETC/JA on 31 January of each year **(T-1)**. NAF and NAF-equivalent commanders may issue command supplements to DD Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgment*, and DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgment*, to document training on this instruction.

1.3.2. **(Added-AETC)** All commanders, judge advocates, investigators, and supervisors directly involved in an AETC recruiting, education, accessions, or training activity shall review this instruction within 30 days of their arrival, and at least annually thereafter for the duration of their involvement in the AETC recruiting, education, accessions, or training activity **(T-1)**.

1.3.3. **(Added-AETC)** Commanders and recruiting, education, accession, or training units shall ensure that all personnel, not otherwise required to review this instruction per paragraphs **1.3**, **1.3.1**, and **1.3.2**, are briefed on the relevant provisions of this instruction within 30 days of their arrival **(T-2)**. This shall include training on misconduct reporting options **(T-2)**.

1.3.4. **(Added-AETC)** Guidance may vary amongst NAFs and NAF-equivalents, so the 30-day training requirement applies to personnel arriving from another AETC organization, if that individual is transferring from one NAF or NAF-equivalent to another **(T-2)**. In such cases, commanders are strongly encouraged to ensure these individuals are trained as soon as possible upon arrival to ensure personnel are trained on NAF or NAF-equivalent specific guidance that applies based upon their new assignment and position.

1.3.5. **(Added-2AF)** Wing commanders, through their wing Training Officer, will report compliance with initial and annual training requirements, with courtesy copies sent to their servicing legal offices and to 2 AF/CTO on 15 January of each year. **(T-2)** Reports shall state the wing is either in compliance or not in compliance.

1.3.5.1. **(Added-2AF)** Instructors/staff will be briefed on the requirements of AFI 36-2909 and its supplements within 30 days of their arrival and at least annually thereafter for the duration of their time in an accessions, education, or training unit. **(T-2)**

1.3.5.2. **(Added-2AF)** Military Training Instructors (MTI), Military Training Leaders (MTL), and Technical Training Instructors (TTI). The Department of Defense (DD) Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgement*, and 2 AF Form 4, *Military Training Instructors/Leaders and Instructors of Initial Skills Training Abuse of Power Agreement*, describe the material to be briefed and will be used to document the briefing for all MTIs, MTLs, and TTIs (military, civilian, or contract) of initial skills training courses. **(T-2)**

1.3.5.3. **(Added-2AF)** Staff. The DD Form 2982 and 2 AF Form 3, *Advanced Skills Training Instructors, Other Instructors (Non-Initial Skills Training), and Staff Abuse of Power Agreement*, describe the material to be briefed and will be used to document the briefing for all “staff” as defined in the glossary under *Terms*. **(T-2)** For contractors, completion and filing of the 2 AF Form 3 will be coordinated through the applicable contract officer representative as detailed in the Statement of Work, Performance Work Statement, and/or Associated Contract Clauses.

1.3.5.4. **(Added-2AF)** Trainees and Students. The DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgement*, and 2 AF Form 1, *Trainee/Student Rights and Duties*, describe the material to be briefed and will be used to document the briefing for all trainees and students. **(T-2)** **Exception:** Students (not including BMT trainees) sign one form per year (per training location) while in technical training.

1.3.5.5. **(Added-2AF)** To promote a culture of professionalism and continual improvement, each wing in 2 AF will develop an internal program to address and cross-feed lessons learned derived from incidents or trends involving alleged unprofessional behavior toward and among trainees/students. **(T-2)** The program must include live discussions about trainee/student abuse prevention and response with all cadre as directed by the Group Commander or higher authority. **(T-2)** Each wing will send a copy of their wing internal program (overall plan) to 2AF.A36.Workflow, office of primary responsibility of this publication, and courtesy copy 2 AF/JA. **(T-2)** Incident summaries used as teaching material for lessons learned will not contain personally identifiable information, and, insofar as possible, should not allow for identification of the individuals involved. **(T-2)**

1.3.6. **(Added-2AF)** Waivers. In order to support effective training required under **paragraph 1.3** and its sub-paragraphs in complex technical training endeavors and pipelines, the 2 AF/CTO will have waiver authority to designate appropriate locations, timeframes, and local variations to meet the above intent. **(T-2)** Requests for waiver will be submitted by the wing or direct-report group commander to 2AF.A36.Workflow. **(T-2)** Waiver requests will follow the waiver process and limitations directed in DAFMAN 90-161. **(T-2)**

Chapter 2

PROFESSIONAL AND UNPROFESSIONAL RELATIONSHIPS

2.1. Professional relationships. Professional relationships are those interpersonal relationships that reflect Air Force standards of conduct and the Air Force core values. Effective professional relationships enhance morale, unit cohesion, good order and discipline and improve the operational environment while, at the same time, preserve proper respect for authority and focus on the mission. Air Force members are encouraged to communicate freely with their superiors regarding their careers, performance, duties and missions. In addition, Air Force members are encouraged to seek mentors to build professional relationships both inside and outside of their direct chain of command or functional area of expertise. Participation by Air Force members in organizational activities, unit-sponsored events, intramural sports, chapel activities, community welfare projects, youth programs and the like can enhance morale and contribute to unit cohesion.

2.2. Unprofessional relationships. Relationships are unprofessional, whether pursued on or off duty, when the relationship detracts from the authority of superiors or results in or reasonably creates the appearance of: favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Unprofessional relationships can exist between officers, between enlisted members, between officers and enlisted members, between military personnel and civilian employees, or between Air Force members and contractor personnel. Fraternalism is a unique form of unprofessional relationship and is discussed in more detail in Chapter 3.

2.2.1. Similarly, the rank of cadet is a unique military rank reserved for cadets at the Air Force Academy and the Reserve Officers' Training Corps. A cadet is neither enlisted, nor an officer. Dating, close friendships, and sexual relationships between cadets and officers or between cadets and enlisted personnel are prohibited. More specific guidance concerning relationships among different classes of cadets is left to the discretion of the United States Air Force Academy and Air Force Reserve Officers Training Corps programs.

2.2.2. All relationships, whether pursued on or off duty, are prohibited if the relationship:

2.2.2.1. Compromises, or reasonably appears to compromise, the integrity of the supervisory authority or the chain of command.

2.2.2.2. Causes actual or reasonable perception of favoritism, partiality, or unfairness.

2.2.2.3. Involves, or reasonably appears to involve, the improper use of grade or position for personal gain or demonstrates the abandonment of organizational goals for personal interests.

2.2.2.4. Is, or is reasonably perceived to be, exploitive or coercive in nature.

2.2.2.5. Creates an actual or reasonably foreseeable adverse impact on good order, discipline, authority, morale, or command's ability to accomplish its mission.

2.3. Avoiding unprofessional relationships. Military experience has shown that certain kinds of personal relationships present a high risk of becoming unprofessional. Personal relationships that are not initially unprofessional may become unprofessional when facts or circumstances change. For example, a close personal relationship between officers or between enlisted members can easily become unprofessional if one member becomes the commander, supervisor, or rater of

the other. Air Force members must be sensitive to the formation of these personal relationships, as well as the possibility that relationships that are not initially unprofessional may become so due to changed circumstances. The rules regarding personal relationships must be somewhat elastic to accommodate differing conditions and operational necessities; however, the underlying standard is that Air Force members are expected to avoid those relationships that negatively affect morale, good order and discipline, respect for authority, and unit cohesion. When economic constraints or operational requirements place senior and junior members in close proximity with one another (such as combined ranks or joint use clubs, joint recreational facilities, or mixed officer/enlisted housing areas) Air Force members are, nevertheless, expected to maintain professional relationships. The mere fact that maintaining professional relationships may be more difficult under certain circumstances does not relieve a member from the responsibility to maintain Air Force standards.

2.3.1. Relationships within an organization. Familiar relationships between members in which one member exercises supervisory or command authority over the other can easily be or become unprofessional. Similarly, differences in grade increase the risk that a relationship will be, or will be perceived to be unprofessional, because senior members in military organizations normally exercise authority or some direct or indirect organizational influence over the duties and careers of more junior members. The potential for an abuse of authority is always present. The ability of the senior member to influence, directly or indirectly, assignments, promotion recommendations, duties, awards, and other privileges and benefits, places both the senior member and the junior member in vulnerable positions. Once established, such relationships often do not go unnoticed by other members of a unit. Unprofessional relationships, including fraternization, between members of different services, particularly in joint service operations, can have the same impact on morale, discipline, respect for authority and unit cohesion as if the members were assigned to the same service and must be avoided.

2.3.2. Relationships with government contractor personnel. Contractor personnel are an integral part of Air Force and contribute directly to readiness and mission accomplishment. Consequently, Air Force members have a duty to maintain professional relationships with government contractor personnel, particularly those whom they supervise or direct, and to avoid relationships that adversely affect or reasonably can adversely affect morale, discipline, and respect for authority or that violate law or regulation.

2.3.2.1. (Added-AETC) Contractor Management. All new contract requirements for recruiting, education, and training will include the following language in the Performance Work Statement (PWS) **(T-1)**.

2.3.2.1.1. (Added-AETC) Contractors shall comply with the provisions of AFI 36-2909, *Air Force Professional Relationships and Conduct*, and the AETC supplement to AFI 36-2909, and shall take immediate action to resolve violations of the prohibition on unprofessional relationships.

2.3.2.1.2. (Added-AETC) Unprofessional relationships include relationships involving recruiters, instructors, staff, applicants, recruits, trainees, cadets, students (to include international military students), and Airmen who participate in the Recruiter Assistance Program (RAP). Whether pursued on-duty 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 enlisted members; between recruiters and recruits, applicants, or RAP participants; between RAP participants and recruits or applicants; and between military personnel and civilian employees or contractor personnel.

2.3.3. Dating and close friendships. Dating, courtship, and close friendships between Air Force members are subject to the same policy considerations as are other relationships. Like any personal relationship, they become matters of official concern when they adversely affect morale, discipline, unit cohesion, respect for authority, or mission accomplishment. Dating and close friendships may adversely affect morale and discipline, even when the members are not in the same chain of command, unit, military service, or component. The formation of such relationships between superiors and subordinates within the same chain of command or supervision is prohibited because such relationships invariably raise the perception of favoritism or misuse of position and erode morale, discipline and unit cohesion.

2.3.4. Cases involving sexual relationships. Sexual relationships between Air Force members are subject to the same policy considerations as are other relationships. However, unprofessional relationships that include sexual activity have increased potential to significantly degrade unit cohesion, respect for authority in a unit and mission accomplishment. When an unprofessional relationship includes evidence of sexual acts, the entirety of the unprofessional relationship and its adverse impact on the unit should be considered when determining an appropriate disposition unless discharge is required. When a relationship has had an adverse impact on the Air Force, the unprofessional relationship should not be excused simply because the parties to the unprofessional relationship subsequently marry, change status, or one of the parties leaves the Service.

2.3.5. Shared activities. Sharing living accommodations, vacations, transportation, and off duty interests on a frequent or recurring basis can be, or could reasonably be perceived to be, an unprofessional relationship. These types of arrangements often lead to claims of abuse of position or favoritism. It is often the frequency of these activities or the absence of any official purpose or organizational benefit which causes them to become, or reasonably perceived to be, unprofessional relationships. While an occasional round of golf, game of basketball or similar activity between a supervisor and a subordinate could constitute a professional relationship, daily or weekly activities could result in the perception of an unprofessional relationship. Similarly, while it might be appropriate for a first sergeant to play golf with a different group of officers from his or her organization each weekend in order to get to know them better, playing with the same officers every weekend might be, or reasonably perceived to be, an unprofessional relationship.

2.3.6. Recruiting, training, schools and professional military education. Personal relationships between recruiters and prospective military members, applicants and recruits during the recruiting process or between students and faculty or staff in entry-level training, training schools or professional military education settings are generally prohibited. These interpersonal relationships are especially susceptible to abuse of position, partiality or favoritism, or can easily create the appearance of such. This is particularly true during the officer and enlisted recruiting and accessions process, and in the officer and enlisted entry-level training environment, because the trainee, student or cadet is often unfamiliar with Air

Force standards and dependent on the senior member, and the senior member is in a position to directly affect, positively or negatively, the career of the junior member. Consequently, additional, specially tailored rules exist for the recruiting and training environments and are discussed in Chapter 4 of this instruction.

2.3.7. Treatment, care, and counseling. Persons undergoing medical or psychological treatment or care, or receiving medical, psychological, pastoral, legal, or other counseling, or other support services through the Sexual Assault Prevention and Response or the Family Advocacy Programs, may be dependent on, and therefore vulnerable to, those providing such services. Air Force members or contractors providing treatment, care and counseling have a duty to refrain from using their position to gain any personal benefit from persons who are receiving their services. In particular, while providing such services, personnel will not seek or engage in sexual activity with, make sexual advances to, or accept sexual overtures from persons who are receiving or have received their services or the dependent family members of those receiving or have received their services. ***Failure by Regular Air Force members, Air Force Reserve members on active duty or inactive duty for training, and Air National Guard members in Title 10 status to obey the mandatory provisions in this paragraph constitutes a violation of Article 92 of the Uniform Code of Military Justice. Air National Guard members in Title 32 status performing full-time National Guard duty or inactive duty for training, who violate the mandatory provisions of this instruction, may be held accountable through similar provisions of their respective state military codes.***

2.3.8. Relationships prohibited by the Joint Ethics Regulation. Some relationships between Air Force members may violate the ethical provisions outlined in Department of Defense 5500-7.R, *Joint Ethics Regulation*. A relationship between Air Force members that violates a prohibition in the *Joint Ethics Regulation* is unprofessional.

2.3.8.1. Limitation on solicited sales. Per Department of Defense 5500-7.R, subsection 2-205, Air Force members shall not knowingly solicit or make solicited sales to other Air Force members who are junior in rank, grade or position, or to the family members of such personnel, on or off duty. In the absence of coercion or intimidation, this does not prohibit the sale or lease of an Air Force member's noncommercial personal or real property or commercial sales solicited and made in a retail establishment during off duty employment. The posting of an advertisement in accordance with Federal Government building management policies does not constitute solicitation for purposes of this section. See also Title 5 of the Code of Federal Regulation, Part 3601.106.

2.3.8.2. Commercial dealings involving military and civilian employees. Department of Defense 5500-7.R, subsection 5-409, further clarifies the limitation on the solicited sales provision in Department of Defense 5500-7.R, subsection 2-205:

2.3.8.2.1. An Air Force member shall not make a solicited sale of insurance, stocks, mutual funds, real estate, cosmetics, household supplies, vitamins, or other goods or services, to another Air Force member who is junior in rank, grade or position, or to family members of such personnel, on or off duty. **(T-0).** Both the act of soliciting and the act of selling as a result of soliciting are prohibited. Sales made because a junior member approaches the senior military or civilian member and requests the sale to be made are not prohibited, absent coercion or intimidation by the senior military or civilian member.

2.3.8.2.2. Personal commercial solicitations by the spouse or other household dependent of an Air Force member to those who are junior in rank, grade, or position to the Air Force member, may give rise to the appearance that the Air Force member is using his public office for personal gain. When a spouse or household dependent of an Air Force member engages in such activity, the supervisor of the Air Force member must consult an Ethics Counselor, and counsel the member that such activity should be avoided where it may: (1) cause actual or perceived partiality or unfairness; (2) involve the actual or apparent use of rank or position for personal gain; or (3) otherwise undermines good order, discipline, morale, or authority. **(T-0)**.

2.3.9. Conduct on social media and other digital mediums. Air Force members interact with individuals through many forms of communication, including face-to-face, telephone, letter, e-mail, text messages, social networking services, social media, and online dating sites. Social networking services include weblogs, message boards, file sharing (e.g., photos, videos, and documents), and social networking sites, (e.g., YouTube, Facebook, Twitter, Snapchat), which are web-based services that provide digital platforms for personal correspondence and file sharing. Regardless of the method of communication used, Air Force standards must be observed at all times, both on and off duty. Air Force members have an obligation to maintain appropriate communication and conduct between officer and enlisted personnel, peers, superiors, and subordinates (to include civilian superiors and subordinates) whether the communication is via a social networking service or other forms of communication, such as e-mail, instant messaging, or texting.

2.3.10. Family relationships. Family relationships among military members may be by blood, legal adoption or marriage. For many members, service in the military is a family tradition and members of the same family often serve in the military at the same time. To the extent that members of the same family serve in the military, with one member of superior rank, grade or position to the other, flexibility should be afforded to those relationships within the standards described in this instruction. All members, regardless of familial relation, are expected to respect customs and courtesies observed by members of different grades when they are on duty, in uniform in public, or at official social functions.

2.3.11. Other relationships and activities. Other relationships, not specifically addressed above, can, depending on the circumstances, lead to actual or perceived favoritism or preferential treatment and, if so, should be avoided.

2.4. Relationship of unprofessional conduct to other provisions of the Uniform Code of Military Justice. All military members are subject to lawful orders. When a military member has been lawfully ordered to cease an unprofessional relationship or refrain from certain conduct, the military member is subject to prosecution under the Uniform Code of Military Justice for violation of the order under Article 92, Failure to Obey a Lawful Order. Similarly, all military members are subject to prosecution for criminal offenses committed incidental to an unprofessional relationship (e.g., adultery, maltreatment, etc.). If commanders find a relationship prohibited by this instruction or causing a degradation of morale, good order, discipline or unit cohesion, a commander or supervisor should take appropriate corrective action.

2.4.1. Administrative action. The full spectrum of administrative actions is available and should be considered. Administrative actions include, but are not limited to, counseling, admonishment, reprimand, creation of an unfavorable information file, control roster, removal

from position, reenlistment denial, reassignment, demotion, delay of or removal from a promotion list, adverse or referral comments in performance reports, and administrative separation. One or more complementary actions may be taken. Counseling is often an effective first step in curtailing unprofessional relationships. Commanders may also lawfully order members to cease an unprofessional relationship or refrain from certain conduct. Violations of such orders may result in disciplinary action under Article 92 of the Uniform Code of Military Justice; however, an order is not required to hold the member accountable for dereliction of duty, if the facts support that avenue.

2.4.2. Nonjudicial punishment or court-martial. More severe forms of punishment, such as nonjudicial punishment proceedings or court-martial, may be appropriate where an unprofessional relationship causes significant degradation in morale, discipline, respect for authority, or the mission of the Air Force. Instances of actual favoritism, partiality, or misuse of grade or position may constitute independent violations of the Uniform Code of Military Justice.

2.4.3. Administrative discharge. Administrative discharge may be pursued for substantiated violations of this instruction where a valid basis for discharge exists. Administrative discharge processing must be initiated for a substantiated violation of [paragraphs 4.2.1](#) and its subparagraphs of this instruction, by any Air Force recruiter or trainer providing entry-level training. **(T-0)**. For further guidance, see [paragraph 4.6](#). See Air Force Instruction 36-3206, *Administrative Discharge Procedures for Commissioned Officers*; Air Force Instruction 36-3207, *Separating Commissioned Officers*; Air Force Instruction 36-3208, *Administrative Separation of Airmen*; Air Force Instruction 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*; or Air Force Instruction 36-3501, *Air Force Academy Operations*.

2.4.4. Civilian employees who engage in unprofessional relationships as defined in this instruction or in AFI 36-703, *Civilian Conduct and Responsibility*, may be subject to disciplinary action up to and including removal when the unprofessional relationship impedes the efficiency of the service or adversely affects the mission. Appropriate corrective action should be taken in accordance with Air Force Instruction 36-704, *Discipline and Adverse Actions of Civilian Employees*, and Air Force Manual 34-301, *Nonappropriated Funds Personnel Management and Administration Procedures*.

Chapter 3

SPECIFIC PROHIBITIONS RELATING TO OFFICERS

3.1. General. The guidance set forth in this chapter is based, in part, on the custom prohibiting fraternization that has been an integral part of, and enforced within, the American military for over 200 years. Unprofessional relationships between officers and enlisted members can be especially damaging to unit morale, good order and discipline in the unit, and mission accomplishment. In addition, unprofessional relationships can compromise the standing of officers in the unit. Consequently, officers have an ethical and a legal obligation to avoid certain relationships and activities with enlisted members. Officers must not engage in any activity with an enlisted member that reasonably may prejudice good order and discipline, discredit the armed forces or compromise the officer's standing. **(T-0).** An officer who engages in an unprofessional relationship with an enlisted member may be subject to prosecution under the Uniform Code of Military Justice, as detailed below. Although the officer is ultimately responsible, the enlisted personnel involved in the prohibited behavior described below may also be held accountable through administrative actions or, when appropriate, under the Uniform Code of Military Justice.

3.1.1. Fraternization. Fraternization is a unique type of unprofessional relationship between an officer and enlisted member that is specifically criminalized in the Uniform Code of Military Justice under Article 134, *Fraternization* (Manual for Courts-Martial (2019), Part IV, Paragraph 83) (10 United States Code Section 934). Fraternization exists when a relationship between an officer and an enlisted member puts the enlisted member on terms of military equality with the officer in such a way that prejudices good order and discipline in the armed forces or is of a nature to bring discredit upon the armed forces. This custom of the service recognizes that officers will not form personal relationships with enlisted members on terms of military equality, whether on or off duty.

3.1.1.1. Whether the contact or association constitutes fraternization depends on the surrounding circumstances. Factors to be considered include whether the conduct has compromised the chain of command, resulted in the appearance of partiality, or otherwise undermined good order, discipline, authority, or morale. The prohibition on fraternization extends beyond organizational and chain of command lines to include members of different services or different Air Force components. In short, it extends to all officer and enlisted relationships.

3.1.1.2. When fraternization occurs, the officer will be held primarily responsible, and is the only member subject to disciplinary action for fraternization. **(T-1).** However, an enlisted member involved in consensual fraternization is still engaged in an unprofessional relationship and is likewise subject to discipline under Article 92, Uniform Code of Military Justice, for violation of this instruction (see paragraphs **2.2 and 2.3**).

3.1.2. Failure to obey a lawful order. Officers and enlisted members are subject to lawful orders. When an officer or enlisted member has been lawfully ordered to cease an unprofessional relationship or refrain from certain conduct, the member is subject to prosecution under Article 92, Uniform Code of Military Justice, for violations of the order.

3.1.3. Dereliction of duty. A duty may be imposed on an officer or enlisted member by treaty, statute, regulation, lawful order, standard operating procedure or custom of the service.

This Instruction is a lawful regulation and creates the basis for a military duty. An officer or enlisted member who knew or reasonably should have known of a duty or who performs a duty in a culpably inefficient manner may be held accountable under Article 92, Uniform Code of Military Justice, for failure to perform his or her duties.

3.1.4. Conduct unbecoming an officer. Officers are accountable for conducting themselves at a higher standard of personal and professional behavior. A failure by an officer to maintain this higher standard, by engaging in an unprofessional relationship, may constitute a violation of Article 133, Uniform Code of Military Justice, *Conduct Unbecoming an Officer* (10 United States Code Section 933). The Manual for Courts-Martial defines conduct unbecoming an officer as "...action or behavior in an official capacity which, in dishonoring or disgracing the person as an officer, seriously compromises the officer's character as a gentleman, or action or behavior in an unofficial or private capacity which, in dishonoring or disgracing the officer personally, seriously compromises the person's standing as an officer. There are certain moral attributes common to the ideal officer and the perfect gentleman, a lack of which is indicated by acts of dishonesty, unfair dealing, indecency, indecorum, lawlessness, injustice, or cruelty."

3.2. Specific prohibitions. Officers are specifically prohibited from the following actions and may be held accountable through the Uniform Code of Military Justice articles listed in paragraphs **3.1.1-3.1.4**, or any other applicable punitive article (**Note:** *Failure by Regular Air Force members, Air Force Reserve members on active duty or inactive duty for training, and Air National Guard members in Title 10 status to obey the mandatory provisions in this paragraph and subparagraphs that do not otherwise constitute a violation of Article 134, Uniform Code of Military Justice, constitutes a violation of Article 92, Uniform Code of Military Justice. Air National Guard members in Title 32 status performing full-time National Guard duty or inactive duty for training, who violate the mandatory provisions of this instruction, may be held accountable through similar provisions of their respective state military codes*).

3.2.1. Officers will not gamble with enlisted members. (T-0).

3.2.2. Officers will not lend money to, borrow money from or otherwise become indebted to enlisted members. (T-0). This prohibition does not apply to infrequent, non-interest-bearing loans of small amounts to meet exigent circumstances.

3.2.3. Officers will not date or engage in sexual relations with enlisted members. (T-0). Dating as set out here includes not only traditional, prearranged, social engagements between two members, but also includes contemporary social activities that may reasonably be perceived as a substitute to traditional dating. When evidence of fraternization exists, the fact that an officer and enlisted member subsequently marry does not preclude appropriate command action based on prior fraternization that violates this paragraph.

3.2.3.1. Officer-Enlisted marriages, generally. Officer-enlisted marriages entered into while the spouses were in officer or enlisted status, respectively, may constitute fraternization if the marriage has compromised the chain of command, resulted in the appearance of partiality, or otherwise undermined good order, discipline, authority, or morale. An officer-enlisted marriage may subject the officer to potential disciplinary action under the Uniform Code of Military Justice articles listed in paragraphs **3.1.1-3.1.4** and any other applicable punitive article.

3.2.3.2. Officer-Enlisted marriages entered into prior to either spouse acquiring officer status. Officer-enlisted marriages that occurred prior to either spouse acquiring officer status are less likely to constitute fraternization. The following are examples: officer-enlisted marriages created by the commissioning of civilians married to enlisted members, by the commissioning of enlisted members married to other enlisted members, and that result from force reductions and nonselection for promotion of some officers who then reverted to enlisted status. Regardless of how the officer-enlisted marriage came to be, married members are expected to respect all customs and courtesies observed by members of different grades when they are on duty, in uniform in public, or at official social functions.

3.2.4. Officers will not share living accommodations with enlisted members except when required to accomplish a military operation. (T-0). The exigency of a military operation may require shared living accommodations between officers and enlisted members and commanders in charge of such military operations must assess the military necessity for shared accommodations in accordance with the commander's responsibility as outlined in [paragraph 1.2.7.](#)

3.2.5. Officers will not engage, on a personal basis, in business enterprises with enlisted members, or solicit or make solicited sales to enlisted members. (T-0). See [paragraph 2.3.8](#) of this instruction for more detail on the Joint Ethics Regulation and prohibitions on solicited sales and commercial dealings.

Chapter 4

PROHIBITION AGAINST INAPPROPRIATE RELATIONS DURING RECRUITING AND ENTRY LEVEL TRAINING

4.1. Recruiting, entry-level processing, and entry-level training. The first impression that most prospective Air Force members form of the Air Force is through contact with an Air Force military or civilian recruiter. This experience is a critical first step in the development of prospective Air Force members because the recruiter establishes expectations about all aspects of life in the Air Force. In addition, the relationship provides the prospective Air Force members the first example of Air Force core values and standards of conduct. Once a prospective Air Force member gains acceptance and enters the Air Force, the next critical developmental steps are entry-level processing and entry-level training. The positive attitude, approach to professionalism, demonstration of proper professional relationships, and reflection of the Air Force core values by recruiters and trainers in these steps are critical to shaping new Air Force members. These critical developmental steps must not be compromised by unprofessional relationships between recruiters and prospective Air Force members or recruits; nor between trainers and trainees, students, or cadets.

4.1.1. Air Force members should treat prospective Air Force members, applicants, recruits, cadets, students, and trainees with dignity and respect as they pursue their aspirations of serving in the military. Air Force policy prohibits inappropriate relationships between recruiters and prospects, applicants, and/or recruits and between trainers providing entry-level training and trainees, students and cadets.

4.1.2. Unprofessional relationships and prohibited activities, as defined in this instruction, between recruiters and prospective Air Force members, applicants, and/or recruits and between trainers providing entry-level training and trainees, students, and/or cadets, are not permitted.

4.2. Prohibited activities between recruiter-recruits and trainer-trainees. Prohibited activities of a military or civilian recruiter when dealing with a prospective Air Force member, an applicant, or a recruit are outlined in [paragraph 4.2.1.](#) Prohibited activities of a military or civilian trainer providing entry-level training to a trainee, student or cadet are also outlined in [paragraph 4.2.1.](#) Prohibited activities for which a recruit or trainee, student, or cadet may be held accountable are outlined in [paragraph 4.2.2.](#) These prohibitions begin on the date on which the prospective member became a member of the Air Force and for six months after the trainee, following graduation from initial skills training, reports to his or her first permanent duty station of assignment or follow-on training program. The specific prohibitions in this chapter apply only to the Air Force recruiting and entry-level training environments. **(T-0).**

4.2. (AETC) Prohibited activities between recruiter-recruits and trainer-trainees. The prohibited activities in [paragraph 4.2.1](#) also apply to those performing Recruiter Assistance Program (RAP) duties. The prohibited activities in [paragraph 4.2.1](#) extend to activities between recruiters and immediate family members of recruits, and between trainers and immediate family members of trainees. Additionally, if a prospective Air Force member or applicant decides not to join the Air Force, the prohibition terminates one year from the date the prospective Air Force member or applicant notifies recruiting personnel that prospective Air Force member or applicant is no longer interested in pursuing joining the Air Force. If a prospective Air Force member or applicant is permanently disqualified, the prohibition terminates upon notice to the prospective Air

Force member or applicant. If a prospective Air Force member or applicant is temporarily disqualified from joining the Air Force (e.g, physical condition, ASVAB scores, medical issues, legal matters), the prohibition remains in place. These standards apply between recruiters and any prospective Air Force member, applicant or recruit, regardless of which recruiter is responsible for processing the applicant.

4.2.1. Recruiters, and trainers who provide entry-level training, will not engage or attempt to engage in any of the following prohibited activities: **(T-0)**. *Failure by Regular Air Force members, Air Force Reserve members on active duty or inactive duty for training, and Air National Guard members in Title 10 status to obey the mandatory provisions in this paragraph and subparagraphs that do not otherwise constitute a violation of Article 93a, Uniform Code of Military Justice, in accordance with the definitions provided in [paragraph 4.7](#) and its subparagraphs, constitutes a violation of Article 92, Uniform Code of Military Justice. Air National Guard members in Title 32 status performing full-time National Guard duty or inactive duty for training, who violate the mandatory provisions of this instruction, may be held accountable through similar provisions of their respective state military codes.*

4.2.1.1. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a prospective Air Force member, an applicant, a recruit, a trainee, a student, or a cadet. 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 relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, texting, or any other means of communication. **(T-0)**.

4.2.1.2. Use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from a prospective Air Force member, an applicant, a recruit, a trainee, a student, or a cadet. **(T-0)**.

4.2.1.3. Make sexual advances toward, or seek or accept sexual advances or favors from, a prospective Air Force member, an applicant, a recruit, a trainee, a student, or a cadet. **(T-0)**.

4.2.1.4. Allow entry of a prospective Air Force member, applicant, recruit, trainee, student, or cadet into their dwelling. Exceptions are permitted when the safety or welfare of the prospective member, applicant, recruit, trainee or student is at risk; or, to conduct official business, with command approval, in accordance with [paragraph 4.5](#). **(T-0)**.

4.2.1.5. Establish a common household with a prospective Air Force member, an applicant, a recruit, a trainee, a student, or a cadet, that is, sharing the same living area in an apartment, house, or other dwelling. This prohibition does not include facilities open to all members of a homeowners association or all tenants in an apartment complex. **(T-0)**.

4.2.1.6. Allow entry of a prospective Air Force member, applicant, recruit, trainee, student, or cadet into a recruiter's or trainer's privately-owned vehicle(s). Exceptions are permitted for official business or when the safety or welfare of recruit(s) or trainee(s) is at risk. When practicable, recruiters and trainers should travel in pairs when transporting a recruit or trainee in a privately-owned vehicle. **(T-0)**.

4.2.1.7. Provide alcohol to, or consume alcohol with, a prospective Air Force member, an applicant, a recruit, a trainee, a student, or a cadet, on a personal social basis. **(T-0)**.

4.2.1.8. Attend social gatherings, clubs, bars, theaters, or similar establishments; or, participate in sporting activities (e.g., golf, racquetball, bowling) on a personal social basis with a prospective Air Force member, an applicant, a recruit, a trainee, a student, or a cadet. **(T-0)**.

4.2.1.9. Gamble with a prospective Air Force member, an applicant, a recruit, a trainee, a student, or a cadet. **(T-0)**.

4.2.1.10. Lend money to, borrow money from, or otherwise become indebted to a prospective Air Force member, an applicant, a recruit, a trainee, a student, or a cadet. **(T-0)**.

4.2.1.11. Solicit donations from a prospective Air Force member, an applicant, a recruit, a trainee, a student, or a cadet. **(T-0)**.

4.2.1.11.1. **(Added-2AF)** All training courses - Unit Memorabilia. Trainees/students may be informed regarding the availability and opportunity to purchase unit memorabilia. If a student declines to purchase unit memorabilia, no adverse action may result from such decision.

4.2.1.11.2. **(Added-2AF)** All training courses. Trainees/students may donate funds to be used by a class to purchase common items. If a trainee/student donates funds which will be used for a class gift, the particulars will comply with the Joint Ethics Regulation with respect to voluntary donations and the maximum amount for the total value of the gift. **(T-2)** The funds may not be used to purchase personal gifts for any instructor/staff member.

4.2.1.12. Hire or otherwise employ or accept uncompensated personal services from a prospective Air Force member, applicant, recruit, trainee, student, or cadet (e.g., baby-sitting, maintenance jobs). **(T-0)**.

4.2.1.13. Accept personal goods, in an unofficial or personal capacity, from a prospective Air Force member, an applicant, a recruit, a trainee, a student, or a cadet for storage or any other reason. **(T-0)**.

4.2.1.14. Participate in closed-door discussions with a prospective Air Force member, applicant, recruit, trainee, student or cadet. **(T-0)**. The recruiter or trainer will keep doors open when meeting with a prospective Air Force member, applicant, recruit, trainee, student, or cadet except when:

4.2.1.14.1. There is another person at least 18 years of age present;

4.2.1.14.2. Based on the proximity of others, there is a need to protect personally identifiable, sensitive, or confidential information (closed-door sessions must be short in duration and will only last as long as needed to protect personal identifiable, sensitive or confidential information); or,

4.2.1.14.3. The design of the office is such that the door opens to a public area, where the office is left unprotected from the elements, or allows unwanted public interaction. In these cases, the door will be left unlocked and clearly marked that it is open for business and that visitors are welcome. **(T-0)**.

4.2.1.15. **(Basic Military Training instructors only)** Attend technical training graduations without prior written approval from the instructor's squadron commander or higher. **(T-0)**.

4.2.1.16. **(Recruiters only)** Attend Basic Military Training or technical training graduations without prior written approval from the recruiter's squadron commander or higher. **(T-0)**.

4.2.1.17. Fraternize with a recruit, a trainee, a student or a cadet. **(T-0)**.

4.2.2. A recruit or a trainee, a student or a cadet in entry-level training will not:

4.2.2.1. Develop or conduct a personal, intimate, or sexual relationship with a recruiter or trainer. **(T-0)**. 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 relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, texting, or any other means of communication.

4.2.2.2. Establish a common household with a recruiter or trainer, that is, share the same living area in an apartment, house, or other dwelling. **(T-0)**. This prohibition does not include facilities open to all members of a homeowners association or all tenants in an apartment complex.

4.2.2.3. Consume alcohol with a recruiter or trainer on a personal social basis. **(T-0)**.

4.2.2.4. Attend social gatherings, clubs, bars, theaters, or similar establishments; or, participate in personal sporting activities (e.g., golf, racquetball, bowling), on a personal social basis with a recruiter or trainer. **(T-0)**.

4.2.2.5. Allow entry of any recruiter or trainer into their dwelling or privately-owned vehicles. **(T-0)**. Exceptions are permitted when the safety or welfare of a recruiter or trainer is at risk; or, to conduct official business. Recruiters may only enter dwellings for official business when a parent or guardian, or other appropriate chaperone (in the cases where the recruit is not a minor) is present for the entirety of the visit and, if no parent or guardian is available, entering the dwelling is prohibited.

4.2.2.6. Gamble with a recruiter or trainer. **(T-0)**.

4.2.2.7. Make sexual advances toward, or seek sexual advances or favors from, a recruiter or trainer. **(T-0)**.

4.2.2.8. Lend money to, borrow money from, or otherwise become indebted to a recruiter or trainer. **(T-0)**.

4.3. Administrative requirements for recruiters and recruits. At a minimum and as required, recruits and recruiters will complete the following administrative actions. Commands may add requirements to this list.

4.3.1. Before performing recruiter duties, recruiters will sign a Department of Defense Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgment*, to acknowledge their understanding of the prohibitions listed in **paragraph 4.2.1** of this instruction and their responsibilities to avoid the prohibited inappropriate behaviors and relations outlined in this chapter. **(T-0)**. Recruiters will certify the form annually. **(T-0)**. The form will be locally filed

and, in accordance with Air Force Records Information Management System (AFRIMS) Table 36-14 rule 5, destroyed 1 year after individual is removed from recruiter production status. **(T-1)**. DoD requires the form to be kept for at least one year. **(T-0)**.

4.3.1. **(AETC)** For purposes of this instruction, recruiter production status within AETC applies to any personnel who are assigned duties associated with recruiting, regardless of the extent of contact with applicants and recruits.

4.3.2. During the initial visit, recruiters will provide all prospective Air Force members with contact information that can be used to notify someone if they believe their recruiter has acted improperly. **(T-0)**.

4.3.3. Prior to scheduling applicant for any processing with the Military Entrance Processing Station (MEPS), recruiters must have recruits sign a Department of Defense Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgment*, to acknowledge their understanding of the prohibitions listed in **paragraph 4.2** of this instruction and their responsibilities to avoid the prohibited inappropriate behaviors and relations outlined in this chapter. **(T-0)**. File the Department of Defense Form 2983 in the recruit's personnel file and keep in accordance with AFRIMS, Table 36-14 rule 3. **(T-0)**.

4.3.4. Exceptions may be granted to accommodate relationships that existed before the recruit started the recruiting process. These relationships include, but are not limited to, family members. Only the recruiter's commander in the grade of O-4 or higher, or a higher level authority, has the authority to approve these exceptions. **(T-0)**. Recruiters must request the exception in writing from their commander. **(T-0)**. Higher level commanders may withhold this authority from subordinate commanders. Document all exceptions on Department of Defense Forms 2982 and/or 2983 as applicable. **(T-0)**.

4.4. Administrative requirements for trainers and trainees. At a minimum and as required, trainers who provide entry-level training, and trainees in entry-level training will complete the following administrative actions. Commands may add requirements to this list.

4.4.1. Trainers providing entry-level training will sign a Department of Defense Form 2982 that acknowledges their understanding of the prohibitions listed in the subparagraphs of **paragraph 4.2** of this instruction and their responsibilities regarding the policies prohibiting inappropriate behaviors and relationships outlined in this instruction. **(T-0)**. The form will be locally made, filed, and, in accordance with AFRIMS, destroyed 1 year after individual is removed from trainer status **(T-1)**. DoD requires the form to be kept for at least one year after the trainer has left the unit. **(T-0)**.

4.4.1.1. **(Added-2AF)** The signed DD Form 2982 and 2 AF Form 3 or 2 AF Form 4, as applicable, will be maintained per AFI 36-2909, **paragraph 4.4.1**. **(T-2)**

4.4.2. At the onset of the first training session, trainers will brief trainees on the policies stated in this instruction and will provide information that trainees can use to contact someone in leadership if they wish to report any issue related to inappropriate conduct by the trainer. **(T-0)**.

4.4.2.1. **(Added-2AF)** Trainees and Students. The 737th Training Group Commander will ensure all trainees receive a briefing on their rights and duties no later than Day of Training 1 at BMT. **(T-2)** Commanders of squadrons performing initial skills training will ensure all students in initial skills training receive a briefing on their rights and duties the

first duty day after arrival at technical training. **(T-2)** Use topics on 2 AF Form 1 to supplement the sample briefing at [Attachment 3](#).

4.4.3. Trainees will sign a Department of Defense Form 2983 to acknowledge their understanding and responsibilities as outlined in this instruction no later than the first day of entry-level training **(T-0)**. The form will be locally made, filed, and, in accordance with AFRIMS, destroyed 1 year after individual has completed training. **(T-1)**. The Department of Defense requires the form to be kept for at least one year after the trainee has left the unit. **(T-0)**.

4.4.3.1. **(Added-2AF)** The signed 2 AF Form 1 will be maintained with the DD Form 2983 per AFI 36-2909, **paragraph 4.4.3. (T-2)**

4.4.3.2. **(Added-2AF)** All trainees/students will be briefed on the availability and use of the Professional Conduct survey, anytime feedback tool, feedback/critique boxes, and any other available reporting options. **(T-2)** Although trainees/students are encouraged to employ their chain of command, they must not be discouraged from employing anonymous reporting options.

4.4.4. Exceptions for trainers who provide entry-level training and trainees may be granted to accommodate relationships that existed before the trainee started entry-level training. These relationships include, but are not limited to, family members. Only the trainee's or trainer's commander, O-4 or higher, or higher-level authority, has the authority to approve these exceptions. Higher level commanders may withhold this authority from subordinate commanders. Trainers and trainees, students or cadets must request the exception in writing to their commander. **(T-0)**. Document exceptions on the Department of Defense Form 2982.

4.4.4.1. **(Added-2AF)** BMT. Instructors/staff will only communicate with trainees in person and through official modes of communications, and for mission- and duty-related purposes. **(T-2)** Instructors/staff and trainees who are related by blood, legal adoption, or marriage (including step-parents, step-children-and/or step-siblings) may engage in personal communication with the approval of their respective squadron commanders.

4.4.4.1.1. **(Added-2AF)** Trainees will only have personal or social contact with the immediate family members of instructors/staff who are related by blood, legal adoption, or marriage (including step-parents, step-children-and/or step-siblings) with the approval of their respective squadron commanders. **(T-2)**

4.4.4.2. **(Added-2AF)** Initial Skills Training. Instructors/staff will only communicate with students in initial skills training for official and professional purposes. **(T-2)** Instructors/staff and students who are related by blood, legal adoption, or marriage (including step-parents, step-children-and/or step-siblings) may engage in personal communication with the approval of their respective squadron commanders.

4.4.4.2.1. **(Added-2AF)** Instructors/staff will only have personal or social contact with the immediate family members of students when either the student or immediate family member is related to the instructor/staff by blood, legal adoption, or marriage (including step-parents, step-children-and/or step-siblings) for in-person contact, but the event will be approved by their respective squadron commander(s). **(T-2)** This contact does not require the student family member to have a wingman.

4.4.4.2.2. **(Added-2AF)** Squadron commanders may further limit communication between instructors/staff and initial skills training students to promote professional purposes through local written guidance.

4.4.4.3. **(Added-2AF)** Advanced Skills Training. Instructors/staff in a direct training relationship with students defined in [paragraph 4.1.1.2](#) will only communicate with students for official and professional training purposes. **(T-2)** Instructors/staff not in a direct training relationship with prior service students may engage in communication with these students.

4.4.4.3.1. **(Added-2AF)** Squadron commanders may further limit communication between instructors/staff and advanced skills training students to promote professional purposes through local written guidance.

4.5. Special considerations. The prohibited activities listed in paragraphs [4.2.1](#) and [4.2.2](#) of this instruction are not intended to eliminate all trainer and trainee, student, and cadet external classroom professional development and mentorship opportunities, as these opportunities are an important part of the learning process and lead to healthy mentoring relationships. Leaders are responsible for setting the right command climate and providing guidelines for outside the classroom mentoring, morale and welfare and team-building activities. **(T-0)**. Consistent with this philosophy the below exceptions apply:

4.5.1. The prohibitions listed in paragraphs [4.2.1](#) and [4.2.2](#) related to private dwellings, privately-owned vehicles, alcohol, social gatherings, and storage of personal goods do not apply to command-authorized programs such as the Air Force Academy's Cadet Sponsorship program or other similar social development programs within Reserve Officers Training Corps programs, which provide breadth and depth to the education of future leaders.

4.5.1.1. **(Added-2AF)** Events or activities to promote professional interaction, outside-the-classroom mentoring, team-building activities, language and/or cultural learning activities such as the American Members of International Goodwill to Others sponsorship program, are permitted, with prior written approval in the apartment, house, or dwelling of instructors/staff. Such events will be approved in writing, to include emails, in advance by the squadron commander or higher-level commander. **(T-2)** For the purposes of this paragraph, these events will not occur in hotels, base lodging, temporary living facilities, or other similar temporary housing sites. **(T-2)**

4.5.1.2. **(Added-2AF)** BMT. Instructors/staff may transport or ride in privately-owned vehicles (POV) with trainees for non-emergency official business with squadron commander written approval, to include emails. **(T-2)** Trainees will have a wingman present when riding in a POV with instructors/staff. **(T-2)**

4.5.1.3. **(Added-2AF)** Initial Skills Training. Instructors/staff may transport or ride with students in POVs for non-emergency official business, to include professional interaction, outside-the-classroom mentoring, and team-building activities, with squadron commander written approval, to include emails. **(T-2)** Students will have a student wingman present when riding in a POV with instructors/staff. **(T-2)**

4.5.1.3.1. **(Added-2AF)** Instructors/staff who are related to students by blood, legal adoption, or marriage (including step-parents, step-children-and/or step-siblings) may

transport their family members to events without a student wingman but will have approval from their respective squadron commanders. **(T-2)**

4.5.1.4. **(Added-2AF)** Advanced Skills Training. Instructors/staff may transport or ride in POVs with students with whom they have a direct training relationship with squadron commander written approval, to include emails. **(T-2)** Instructors/staff will ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship. **(T-2)**

4.5.2. The prohibitions in paragraphs **4.2.1** and **4.2.2** related to private dwellings, alcohol and social gatherings also do not apply to command-authorized unit social or professional development events, such as unit dining in/out events, holiday receptions, or hail and farewell events, or inclusive group social functions, such as those by a wing, group, squadron, or element, to which all group members are invited.

4.5.2.1. **(Added-2AF)** BMT (Thanksgiving Events). Trainees with family members related by blood, legal adoption, or marriage (including step-parents, step-children-and/or step-siblings) who are instructors/staff residing in the local San Antonio area may attend Operation Home-Cooking Thanksgiving dinner but will have approval from their respective squadron commanders. **(T-2)** Trainees with family members related by blood, legal adoption, or marriage (including step-parents, step-children-and/or step-siblings) who are instructors/staff in the local San Antonio area may attend off-base liberties upon graduation but will obtain approval from their respective squadron commanders. **(T-2)**

4.5.2.2. **(Added-2AF)** Initial Skills Training (Thanksgiving Events). Initial skills training students may attend Thanksgiving dinners at the residence of instructors/staff as part of a program approved by the wing or direct-report group commander. **(T-2)** Students will have a student wingman when attending Thanksgiving dinners at the residence of instructors/staff. **(T-2)** If no wing-level program exists, attendance will be approved by the squadron commander or higher-level commander. **(T-2)**

4.5.2.2.1. **(Added-2AF)** Initial skills training students with family members related by blood, legal adoption, or marriage (including step-parents, step-children-and/or step-siblings) who are instructors/staff may attend Thanksgiving events at the home of their family members without a student wingman, but the event will be approved by their respective squadron commanders. **(T-2)**

4.5.2.3. **(Added-2AF)** Initial Skills Training (Other Events). Initial skills training students may attend approved events at the home of a squadron commander, director of operations, or senior enlisted leader. These events will be approved at the group commander level and include the majority (i.e., more than 50 percent) of the members of the class. **(T-2)** Students will not attend these events unless at least one other student wingman is present. **(T-2)**

4.5.2.3.1. **(Added-2AF)** Initial skills training students with family members related by blood, legal adoption, or marriage (including step-parents, step-children-and/or step-siblings) who are instructors/staff may attend other events at the home of their family members without a student wingman, but the event will be approved by respective squadron commanders. **(T-2)**

4.5.2.4. **(Added-2AF)** Advanced Skills Training. Squadron commanders, directors of operations, senior enlisted leaders, and instructors/staff may host an event at their home which includes students with whom they have a direct training relationship. These events will be approved in advance by the squadron commander. **(T-2)** Events at the home of squadron commanders will be approved by their group commander. **(T-2)** Students will not attend these events unless at least one other student is present. **(T-2)** Instructors/staff will ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship. **(T-2)**

4.5.2.5. **(Added-2AF)** BMT. All professional interactions, classroom mentoring, outside-the-classroom mentoring, physical training, and team-building activities are included in the curriculum. No additional events are authorized. **(T-2)**

4.5.2.6. **(Added-2AF)** Initial Skills Training. Professional interaction, outside-the-classroom mentoring, and team-building activities with instructors/staff may occur at any on- or off-base facilities with the written approval of the squadron commander or higher-level commander. **(T-2)** Such events will not take place in those establishments which primarily serve alcohol, or which would bring discredit upon the DAF if members of the general public were aware that an official function was being held at the establishment. **(T-2)**

4.5.2.7. **(Added-2AF)** Advanced Skills Training. Professional interaction, outside-the-classroom mentoring, and team-building activities with instructors/staff with whom students have a direct training relationship may occur at any on- or off-base facility with the written approval of the squadron commander or higher-level commander. **(T-2)** Under no circumstances may such events take place in those establishments which primarily serve alcohol, or which would bring discredit upon the DAF if members of the general public were aware that an official function was being held at the establishment. **(T-2)**

4.5.3. **(Added-AETC)** Alcohol shall not be consumed as part of any syllabus, lesson plan, or plan of instruction training activity, and students shall not be required or encouraged to consume alcohol for any purpose, including as a method of gaining acceptance in the training community **(T-1)**. Squadron commanders in training squadrons will establish an alcohol consumption policy, after consultation and review from their servicing base legal offices **(T-2)**. Alcohol will only be consumed IAW those directives **(T-2)**.

4.5.3.1. **(Added-2AF)** BMT. Instructors/staff will not provide nor consume alcohol with any BMT trainee. **(T-2)**

4.5.3.2. **(Added-2AF)** Initial Skills Training. Squadron commanders have the authority to allow instructors/staff to consume alcohol in the presence of students when such interaction promotes professional interaction, outside-the-classroom mentoring, or team-building activities. Examples of these occurrences include attendance at official functions (e.g., dining-ins, Air Force Ball, annual awards ceremonies, picnics, holiday events, sporting events, assignment selection events, and special Morale, Welfare, and Recreation Club activities [Boss and Buddy Nights, Super Bowl parties]). Any of these types of events require squadron commander written approval. **(T-2)** Instructors/staff will ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship. **(T-2)**

4.5.3.3. **(Added-2AF)** Advanced Skills Training. Squadron commanders have the authority to allow instructors/staff with a direct training relationship with students to consume alcohol in the presence of students when such interaction promotes professional interaction. **(T-2)** Examples of these occurrences include attendance at official and unit functions (e.g., dining-ins, Air Force Ball, annual awards ceremonies, picnics, holiday events, sporting events, promotion/assignment selection events, and special Morale, Welfare and Recreation Club activities [e.g., seasonal or themed events, Super Bowl parties]). Where not expressly included in the squadron commander's alcohol consumption policy memo, any of these types of events require advance squadron commander written approval. **(T-2)** Instructors/staff will ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship. **(T-2)**

4.6. Accountability for violations.

4.6.1. Violations of the specific prohibitions and requirements of this chapter by military personnel may result in prosecution under the Uniform Code of Military Justice, adverse administrative action, or discharge from active duty. Substantiated violations of the prohibitions outlined in paragraphs **4.2.1.1, 4.2.1.2, 4.2.1.3, and 4.2.1.4**, of this instruction, by any Air Force recruiter or trainer providing entry-level training, will require the offender to be processed for administrative discharge, unless the offender is otherwise punitively discharged or dismissed from the Air Force for the violation through Uniform Code of Military Justice prosecution. **(T-0)**. The requirement to initiate administrative discharge processing does not mean that the result of the initiation of processing must be administrative discharge; whether administrative discharge is appropriate depends upon the specific facts of each individual case. Commanders should consult **paragraph 1.2.7** and the staff judge advocate for guidance on the full range of potential disciplinary actions. See Air Force Instruction 36-3206, Air Force Instruction 36-3207, Air Force Instruction 36-3208, or Air Force Instruction 36-3209.

4.6.2. Civilian recruiters, or civilian trainers providing entry-level training, who violate one or more of the subparagraphs of **paragraph 4.2.1** of this instruction may be subject to disciplinary action up to removal. Organizations are reminded to fulfill applicable labor relations obligations before implementing this directive for civilian employees. Air Force organizations that have Air Force publications, supplements, or other guidance on this topic should review their policies and update them as required.

4.6.3. Contract employees, who have had complaints of violations of **paragraph 4.2** of this instruction made against them, will be addressed through the cognizant contracting officer. The command to whom the contractor provides recruiting or training services will immediately contact the cognizant contracting officer for the contract who has authority to contact the contractor. **(T-0)**. The command should not take disciplinary action against either the contractor or the contractor employee. The contracting officer has authority to take such action against the contractor as is warranted under the contract to the extent that a complaint of a violation of **paragraph 4.2** by the contractor's employee is deemed a violation of the terms and conditions of the contractor's contract with the Air Force.

4.7. Article 93a, Uniform Code of Military Justice (10 United States Code Section 893a), Definitions. Article 93a, Uniform Code of Military Justice prohibits certain specified activities with military recruits or trainees by persons in positions of special trust. The following subparagraphs defines specific terms from Article 93a, Uniform Code of Military Justice.

4.7.1. For the purposes of Article 93a(d)(1)(C) and Article 93a(d)(2)(A), Uniform Code of Military Justice, “training program for initial career qualification” includes entry-level or initial skills training as defined in this instruction.

4.7.2. For the purposes of Article 93a(d)(1)(C) and Article 93a(d)(2)(A), Uniform Code of Military Justice, “training program for initial career qualification” includes entry-level or initial skills training as defined in this instruction.

4.7.3. For the purposes of Article 93a(d)(4), Uniform Code of Military Justice, a “military recruiter” is a recruiter as defined in this instruction.

4.7.4. For purposes of Article 93a(d)(5), the following conduct is “prohibited sexual activity”:

4.7.4.1. Any sexual act, as defined by Article 120, Uniform Code of Military Justice (10 United States Code Section 920).

4.7.4.2. Any sexual contact, as defined by Article 120, Uniform Code of Military.

4.7.5. **(Added-AETC)** For purposes of Article 93a(d)(3), Uniform Code of Military Justice, an “applicant for military service” is any person who has commenced processing for enlistment or appointment in any of the Military Services.

4.8. (Added-AETC) Cruelty and Maltreatment. Cruelty and Maltreatment is defined in Article 93, Uniform Code of Military Justice (10 United States Code Section 893), and is incorporated into this instruction. Cruelty and Maltreatment under this instruction may include conduct among instructors and staff members; conduct between instructors and staff and trainees, cadets, and students; and conduct among trainees, cadets, and students. *Failure by Regular Air Force members, Air Force Reserve members on active duty or inactive duty for training, and Air National Guard members in Title 10 status, to obey the mandatory provisions in this paragraph and these subparagraphs may constitute a violation of Article 93 of the Uniform Code of Military Justice. Air National Guard members in Title 32 status performing full-time National Guard duty or inactive duty for training who violate the mandatory provisions of this instruction, may be held accountable through similar provisions of their respective state military codes. Violations by civilian personnel may result in disciplinary or adverse action and/or civilian criminal or civil sanction.*

4.8.1. **(Added-AETC)** Cruelty and Maltreatment consists of:

4.8.1.1. **(Added-AETC)** Cruelty, oppression, or maltreatment;

4.8.1.2. **(Added-AETC)** Of a military subordinate;

4.8.1.3. **(Added-AETC)** By a military superior.

4.8.2. **(Added-AETC)** For purposes of this instruction, the offense of cruelty and maltreatment is subdivided into physical maltreatment, verbal maltreatment, and sexual harassment.

4.8.2.1. **(Added-AETC) Physical Maltreatment.** Causing or engaging in unauthorized and unwanted physical contact with another or improperly depriving another of basic physical necessities. Examples of physical maltreatment may include, but are not limited to:

4.8.2.1.1. **(Added-AETC)** Poking;

- 4.8.2.1.2. **(Added-AETC)** Hitting;
 - 4.8.2.1.3. **(Added-AETC)** Pushing;
 - 4.8.2.1.4. **(Added-AETC)** Grabbing;
 - 4.8.2.1.5. **(Added-AETC)** Physical Violence;
 - 4.8.2.1.6. **(Added-AETC)** Physical intimidation;
 - 4.8.2.1.7. **(Added-AETC)** Intentional or reckless deprivation of medical care, basic sustenance, hydration, hygiene, restroom breaks, and recuperation.
- 4.8.2.2. **(Added-AETC) Verbal Maltreatment.** Any communication that threatens, degrades, belittles, demeans, maliciously embarrasses, or slanders an individual or group. Examples of verbal maltreatment include, but are not limited to:
- 4.8.2.2.1. **(Added-AETC)** Depicting, suggesting, insinuating, condoning, or encouraging immoral, unethical, illegal, or unprofessional conduct.
 - 4.8.2.2.2. **(Added-AETC)** Crude, offensive language in rhymes or prose as memory devices or mnemonics.
 - 4.8.2.2.3. **(Added-AETC)** Racially, ethnically, or sexually disparaging remarks or demeaning, belittling, or degrading remarks towards a particular individual or group.
 - 4.8.2.2.4. **(Added-AETC)** Training tools that contain profane words, offensive language, or inappropriate sexual or gender references.
 - 4.8.2.2.5. **(Added-AETC)** Any communication that establishes a hostile environment, or engenders disrespect or unlawful discrimination toward a particular color, national origin, race, religion, age, ethnic group, gender, sexual orientation, gender identity, or physical stature of any individual or group.
- 4.8.2.3. **(Added-AETC) Sexual Harassment** is defined in AFI 36-2710, *Equal Opportunity Program*, pursuant to DoDI 1020.03. Unlawful sexual harassment involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated comments or gestures of a sexual nature when: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of person's job, pay, or career; (2) Submission to or rejection of such conduct by an individual is used as the 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 creating an intimidating, hostile, or offensive working environment; and is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive. In addition to the reporting requirements stated in this instruction, additional reporting may be required in accordance with AFI 36-2710.

4.9. (Added-AETC) Maltraining. Instructors and staff shall not engage in, or attempt to engage in, maltraining as defined in the Terms of this Instruction. Instructors and staff shall not encourage or condone maltraining by others. *Failure by Regular Air Force members, Air Force Reserve members on active duty or inactive duty for training, and Air National Guard members in Title 10 status, to obey the mandatory provisions in this paragraph and these subparagraphs may constitute a violation of Article 92 and/or 93 of the Uniform Code of Military Justice. Air National Guard members in Title 32 status performing full-time National Guard duty or inactive duty for*

training who violate the mandatory provisions of this instruction, may be held accountable through similar provisions of their respective state military codes. Violations by civilian personnel may result in disciplinary or adverse action and/or civilian criminal or civil sanction.

4.9.1. **(Added-AETC)** Examples of maltraining may include, but are not limited to:

4.9.1.1. **(Added-AETC)** Requiring abusive and excessive physical exercise.

4.9.1.2. **(Added-AETC)** Unnecessarily rearranging the property of a trainee, cadet, or student to correct infractions.

4.9.1.3. **(Added-AETC)** Misapplication of motivational training tools.

4.9.1.4. **(Added-AETC)** Engaging in any practice for the purpose of inducing a trainee, cadet, or student to self-eliminate from an AETC program.

4.9.1.5. **(Added-AETC)** Making a trainee, cadet, or student perform degrading or humiliating tasks.

4.9.1.6. **(Added-AETC)** Assigning remedial training to an entire group based on the deficiencies of an individual or a few individuals, or assigning remedial training that does not fit the deficiency.

4.9.1.7. **(Added-AETC)** Conducting training in violation of applicable risk management plans and/or in violation of hydration and work/rest-cycle standards.

4.9.2. **(Added-AETC)** Maltraining does not include properly-directed command activities that serve a legitimate purpose or the training activities required to prepare for such activities (e.g., administrative corrective measures, extra military instruction, or command-authorized physical training). NAF and NAF-equivalents may provide guidance distinguishing properly-directed activities from maltraining in their respective areas of responsibility.

4.10. (Added-AETC) Hazing. Any conduct whereby Service members or DoD employees, regardless of rank and without proper military or other governmental purpose, but with a nexus to military Service cause another Service member, regardless of rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning or harmful. Hazing includes acts that are physically or psychologically damaging or create a risk of physical or psychological injury to Service members. Hazing can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person. Military personnel shall not engage in, or attempt to engage in, hazing. *Failure by Regular Air Force members, Air Force Reserve members on active duty or inactive duty for training, and Air National Guard members in Title 10 status, to obey the mandatory provisions in this paragraph may constitute a violation of Article 92 and/or 93 of the Uniform Code of Military Justice. Air National Guard members in Title 32 status performing full-time National Guard duty or inactive duty for training who violate the mandatory provisions of this instruction, may be held accountable through similar provisions of their respective state military codes. Violations by civilian personnel may result in disciplinary or adverse action and/or civilian criminal or civil sanction.*

4.10.1. **(Added-2AF)** Personnel, including instructors, staff, trainees, and students, will not engage in, or attempt to engage in, hazing as defined in **AFI36-2909_AETCSUP, paragraph 4.10.**, regardless of rank, position, training status, or service of the perpetrator or victim. **(T-2)** Failure to obey this paragraph constitutes a violation of Article 92(1), UCMJ--*failure to obey*

lawful order or regulation. Violations by civilian personnel may result in disciplinary or adverse action and/or civilian criminal or civil sanction.

4.10.1.1. **(Added-2AF)** Examples of hazing under this definition include, but are not limited to:

4.10.1.1.1. **(Added-2AF)** Pressing any object into another person's skin, regardless of the manner in which it pierces the skin, such as "pinning," "tacking on," "blood winging," or "blood badging," of rank insignia, aviator wings, jump wings, diver insignia, badges, medals, or any other object.

4.10.1.1.2. **(Added-2AF)** Oral or written (including on-line posts, blogs, comments) berating of another for the purpose of belittling or humiliating; degrading or damaging another's property or reputation.

4.10.1.1.3. **(Added-2AF)** Encouraging another to engage in illegal, harmful, demeaning, or dangerous acts.

4.10.1.1.4. **(Added-2AF)** Playing abusive or malicious tricks on a person.

4.10.1.1.5. **(Added-2AF)** Branding, handcuffing, duct taping, tattooing, shaving, greasing, or painting of a person.

4.10.1.1.6. **(Added-2AF)** Subjecting to excessive or abusive use of water on a person. **Exception:** Does not apply to Special Warfare water confidence training that is part of meeting training objectives.

4.10.1.1.7. **(Added-2AF)** Sexual simulation.

4.10.1.1.8. **(Added-2AF)** Forced consumption of food, alcohol, drugs, tobacco, or any other substance. **Exception:** Does not apply to recommended caloric intake and hydration requirements implemented by human performance personnel in Special Warfare courses. Mandated food and water intake is a key risk mitigation step for high-intensity Special Warfare Training Wing courses.

4.10.1.1.9. **(Added-2AF)** Unauthorized psychological activities (e.g., "loyalty checks" - when one instructor has another instructor ask a trainee about his or her opinion of the first instructor, so that the first instructor can use the trainee's words against him or her).

4.11. (Added-AETC) Initial Disposition Authority for Offenses Defined in this Instruction.

4.11.1. **(Added-AETC) Unprofessional Relationships.** AETC/CC withholds initial disposition authority from all officers below wing commanders (or equivalent) and group subordinate commanders who report directly to a GCMCA or higher for allegations of unprofessional relationships, as defined in this instruction, between recruiters, instructors, and staff and applicants, recruits, trainees, cadets, and students; allegations of attempted unprofessional relationships; and all other alleged offenses arising from or relating to unprofessional relationships, whether committed by an alleged perpetrator or any other individual.

4.11.2. **(Added-AETC) Education and Training Abuse and Hazing.** AETC/CC withholds initial disposition authority from all officers below the level of squadron or detachment commander (or equivalent) for allegations of education and training abuse and

hazing, as defined in this instruction; allegations of attempted education and training abuse and hazing; and all other alleged offenses arising from or relating to education and training abuse and hazing.

Chapter 5

PROHIBITION OF RETALIATION AGAINST AIRMEN

5.1. Prohibition on retaliation. Air Force members shall not retaliate against any person, ostracize a military member, or maltreat any person. **(T-0).** *Failure by Regular Air Force members, Air Force Reserve members on active duty or inactive duty for training, and Air National Guard members in Title 10 status to obey the mandatory provisions in paragraph 5.1, in accordance with the definitions provided in Article 132, UCMJ, constitutes a violation of Article 132, Uniform Code of Military Justice. Air National Guard members in Title 32 status performing full-time National Guard duty or inactive duty for training, who violate the mandatory provisions of this instruction, may be held accountable through similar provisions of their respective state military codes.*

5.1.1. **Retaliation.** Retaliation is a prohibited personnel action where an Air Force member wrongfully takes or threatens to take an adverse personnel action against any person, or wrongfully withholds or threatens to withhold a favorable personnel action with respect to any person, with the intent to: (a) retaliate against any person for reporting or planning to report a criminal offense, or making or planning to make a protected communication; or (b) discourage any person from reporting a criminal offense or making a protected communication. Retaliation is also prohibited under Article 132 of the Uniform Code of Military Justice (10 United States Code Section 932). Commanders, first sergeants and supervisors should evaluate cases involving retaliation or allegations of retaliation to determine if they involve the following and, if so, they must immediately refer the allegation to the Inspector General Complaints Resolution Program in accordance with Air Force Instruction 90-301, *Inspector General Complaints Resolution*:

5.1.1.1. Reprisal for making a protected communication in violation of Title 10 United States Code, Section 1034 (see Air Force Instruction 90-301) or,

5.1.1.2. Restriction from making lawful communications to a member of Congress or an Inspector General in violation of Title 10 United States Code, Section 1034 (see Air Force Instruction 90-301).

5.1.1.3. **(Added-2AF)** Retaliation and reprisal 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, internal feedback boxes, surveys, and person-to-person reports.

5.1.2. **Ostracism.** Ostracism, a prohibited form of retaliation under this instruction, is wrongfully excluding a military member from social acceptance or membership in or association with a group of which such military member was a part or a reasonable person would conclude wanted to be a part, with the intent to do any of the following: (1) inflict emotional distress on the military member; (2) discourage reporting of a criminal offense or sexual harassment; or (3) otherwise discourage the due administration of justice concerning a criminal offense or sexual harassment; and, because the perpetrator knew or believed that **(Note: Ostracism requires a nexus to military service):**

5.1.2. (2AF) Ostracizing military personnel to include excluding from social acceptance, privilege, or friendship with the intent to discourage the use of reporting systems.

5.1.2.1. The member reported or was planning to report a criminal offense or sexual harassment;

5.1.2.2. The member was a victim or alleged victim of a criminal offense or sexual harassment;

5.1.2.3. The member was reported by another as being a victim of a criminal offense or sexual harassment;

5.1.2.4. The member intervened to prevent or attempted to prevent a criminal offense or sexual harassment from occurring; or,

5.1.2.5. The member cooperated in an investigation or the member has served or will or may serve as a witness or otherwise cooperate in the future in a criminal, disciplinary, or administrative proceeding or investigation involving a criminal offense or sexual harassment.

5.1.3. **Maltreatment.** Maltreatment, a prohibited form of retaliation under this instruction, is treatment by peers or by other persons, that, when viewed objectively under all the circumstances, is cruel, abusive or otherwise unnecessary for any lawful purpose, that is done with the intent to discourage reporting of a criminal offense or otherwise discourage the due administration of justice because (**Note:** Unlike maltreatment under Article 93, Uniform Code of Military Justice (Title 10 United States Code Section 893), maltreatment under this instruction follows the definition provided by 113 Public Law 66, *Fiscal Year 2014, National Defense Authorization Act*, Section 1709(b), which does not require a senior-subordinate relationship):

5.1.3. (2AF) Mistreating military or civilian personnel, to include treatment by peers or other persons, that, when viewed objectively under all the circumstances, is abusive or otherwise unnecessary for any lawful purpose, that is done with the intent to discourage use of reporting systems, and results in physical or mental harm or suffering or reasonably could have caused physical or mental harm or suffering.

5.1.3.1. The individual reported a sex-related offense or sexual harassment or is believed to have reported a sex-related offense or sexual harassment;

5.1.3.2. The individual was the victim of a sex-related offense or sexual harassment or is believed to have been the victim of a sex-related offense or sexual harassment;

5.1.3.3. The individual was reported by another as being the victim of a sex-related offense or sexual harassment or is believed to have been reported by another as being the victim of a sex-related offense or sexual harassment;

5.1.3.4. The individual intervened, or attempted to intervene, to prevent or attempt to prevent a sex-related offense or sexual harassment or is believed to have intervened or attempted to intervene to prevent or attempt to prevent a sex-related offense or sexual harassment; or

5.1.3.5. The individual has cooperated or is believed to have cooperated in an investigation, has served as a witness, will or may serve as a witness, or is believed to have

served as a witness, or it is believed that the individual will or may serve as a witness in the future in a criminal or disciplinary proceeding, or in an investigation, including an administrative investigation, involving a sex-related offense or sexual harassment.

5.1.4. Personnel action. Any action taken on a military member that affects or has the potential to affect that military member's current position or career. Such actions include promotion; disciplinary or other corrective action; transfer or reassignment; a performance evaluation; decisions concerning pay, benefits, awards, training, or relief and removal; separation; discharge; referral for mental health evaluations in accordance with Department of Defense Instruction 6490.04, *Mental Health Evaluations of Members of the Military Services*; and any other significant change in duties or responsibilities inconsistent with the military member's grade.

5.1.4.1. **(Added-2AF)** Taking or threatening to take an adverse personnel action, or withholding or threatening to withhold a favorable personnel action, with respect to military or civilian personnel because the member used reporting systems.

5.1.5. **Criminal Offense.** An act or omission punishable under the Uniform Code of Military Justice, or other federal, state or local criminal law.

5.2. Commander, first sergeant and supervisory responsibilities to prevent retaliation. Commanders, supervisors, and first sergeants, at all levels, have the authority and responsibility to ensure subordinates do not retaliate against an alleged victim or other military member who reports a criminal offense. Commanders, supervisors, and first sergeants have a duty to prevent retaliation and may be held accountable for failing to act in appropriate cases. **(T-0).**

5.2.1. A commander, first sergeant, or supervisor should take appropriate action if it is reasonable to believe retaliation has occurred. At a minimum, the commander should order the member or members suspected of engaging in retaliation to cease from engaging in any further retaliation.

5.2.2. As soon as practicable, the alleged victim, or other military member who is believed to have been retaliated against, shall be informed that the command is aware of the suspected act or acts of retaliation, and that the alleged offenders have been ordered to cease from engaging in any further retaliation. **(T-1).** The command shall advise the individual retaliated against to report any further acts of retaliation. **(T-1).** *Failure by Regular Air Force members, Air Force Reserve members on active duty or inactive duty for training, and Air National Guard members in Title 10 status to obey the mandatory provisions in this paragraph constitutes a violation of Article 92 of the Uniform Code of Military Justice. Air National Guard members in Title 32 status performing full-time National Guard duty or inactive duty for training, who violate the mandatory provisions of this instruction, may be held accountable through similar provisions of their respective state military codes.*

5.3. Relationship of retaliation to Inspector General Complaints Resolution Program.

5.3.1. Reprisal for making a protected communication in violation of Title 10 United States Code, Section 1034 (see Air Force Instruction 90-301) or,

5.3.2. Restriction from making lawful communications to a member of Congress or an Inspector General in violation of Title 10 United States Code, Section 1034 (see Air Force Instruction 90-301).

5.4. Questions regarding retaliation. Military members who have questions as to the application or interpretation of this policy should consult their commander. Commanders are highly encouraged to consult their staff judge advocates or servicing legal offices for assistance in interpretation.

Chapter 6

SELF-REPORTING CRIMINAL CONVICTION

6.1. Self-reporting criminal convictions.

6.1.1. All Air Force commissioned officers, enlisted members above the grade of E-6, and any member serving in a Designated Special Duty assignment who are in the Regular Air Force or in an active duty status in the Reserve Component will report, in writing to their commander, any conviction for a violation of a criminal law of the United States or while serving overseas. The member must report a conviction whether or not the member was on active duty or inactive duty at the time of the conduct that provides the basis for the conviction. **(T-1)**. Reporting is required for any criminal conviction announced on or after 1 January 2009. **(T-1)**.

6.1.1.1. A member is required to provide the following information concerning his or her conviction:

6.1.1.1.1. the date of conviction;

6.1.1.1.2. the municipality, city, county, and state in which the conviction occurred;

6.1.1.1.3. the offense(s) for which the member was convicted;

6.1.1.1.4. any sentence received.

6.1.1.2. Supervisors and commanders should refrain from questioning any military member concerning other underlying details of the offense unless they first advise the member of his or her rights under Article 31, Uniform Code of Military Justice (Title 10 United States Code, Section 831).

6.1.2. The report will be made to the Airman's commander within 15 calendar days of the date the conviction is announced, even if the sentence has not been imposed or the Airman intends to appeal the conviction. **(T-1)**. If unable to report within 15 days, the Airman will get an extension from the commander.

6.1.3. Reserve Component Airmen not on active duty but in an active status will submit reports under this policy at the first drill period after the date the conviction is announced, or within 30 days of the date the conviction is announced, whichever is earlier, even if the sentence has not been imposed or the Airman intends to appeal the conviction. **(T-1)**.

6.1.4. Airmen in the Individual Ready Reserve will submit their report to the Commander, Air Force Reserve Command, within 30 days of the date the conviction is announced. **(T-1)**.

6.1.5. The written report will be in memorandum format and will include: Airman's name; grade; unit of assignment; date of offense(s); specified nature of the offense (charged offense(s)); place and date of trial; result of the trial; sentence (if available at the time of conviction); and any other supporting documents. **(T-1)**. Airmen may include statements of extenuation or mitigation with their report. Statements of extenuation or mitigation may be used by the chain of command in determining the filing disposition of the conviction as outlined in [paragraph 6.3](#) below.

6.2. Understanding self-reporting terminology.

6.2.1. Conviction. For the purposes of this policy, the term “conviction” is any result other than a dismissal without any conditions or a finding of not guilty. It includes a plea or finding of guilty, a plea of nolo contendere (plea of no contest – plead guilty to the charge(s) without admitting guilt), and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into adult or juvenile pretrial intervention programs, and any similar disposition of charges.

6.2.2. Criminal Law of the United States. Includes any conviction of Federal criminal law, or the law of any State, district, commonwealth, territories, or equivalent criminal law or ordinance, and any criminal law or ordinance of any county, parish, municipality, or local subdivision of any such authority, other than motor vehicle violations that do not involve a court appearance.

6.2.3. Suspension of Favorable Personnel Actions. Suspension of favorable personnel actions (including, but not limited to, promotions) is highly encouraged when an investigation (formal or informal) is initiated on an Airman by military or civilian authorities.

6.3. Forwarding reports within the Air Force.

6.3.1. Upon receipt of a report of a criminal conviction, the commander will forward that report to the special court-martial convening authority and will include any statements of extenuation or mitigation, if provided. **(T-1)**. The special court-martial convening authority, with the assistance of the servicing staff judge advocate, will obtain an authenticated copy of the conviction and the sentence, if available, from civilian authorities and all available supporting evidence. **(T-1)**.

6.3.1.1. In accordance with Air Force Instruction 36-2907, *Unfavorable Information File (UIF) Program*, Table 2.2, commanders will file the conviction in the official military personnel file in the Airman’s Unfavorable Information File. **(T-1)**.

6.3.1.2. Commanders at all levels may consider the conviction for official purposes, to include, but not limited to, evaluation reports, assignments, selection for school, awards, initiation of separation, and suspension of a security clearance. Depending on the Airman’s security clearance level, there may be additional, more specific reporting requirements (e.g., reporting arrests) which are a separate requirement that must be met. (Air Force Policy Directive 36-29, *Military Standards*, Department of Defense Manual 5200.02_Air Force Manual 16-1405, *Air Force Personnel Security Program*).

6.3.1.3. If the commander initiates separation action, the case will be processed through the chain of command to the separation authority for appropriate action. **(T-1)**.

6.3.2. Commanders will forward a copy of the report, including all attachments and any statements of extenuation or mitigation provided by the Airman, to the Department of Defense Consolidated Adjudication Facility (Air Force Division) using derogatory information reporting procedures in the Joint Personnel Adjudication System. **(T-1)**. The report will include the Commander’s recommendation regarding retention or revocation of the Airman’s security clearance. **(T-1)**. See Department of Defense Manual 5200.02_Air Force Manual 16-1405, *Air Force Personnel Security Program*.

6.3.3. Commanders will notify the local inspector general when an officer reports a conviction in accordance with [paragraph 6.1.1](#). (T-1).

6.3.4. Local inspectors general will notify the Secretary of the Air Force, Office of The Inspector General, Complaints Resolution Directorate (SAF/IGQ), through the Automated Case Tracking System within 7 days (through the Major Command, Numbered Air Force, Joint Force Headquarters-State, Field Operating Agency, or Direct Reporting Unit Inspector General) when an officer reports a conviction in accordance with [paragraph 6.1.1](#). (T-1).

6.4. Forwarding reports for all military members. In the event a commander or military law-enforcement official receives information that a member of the Armed Forces who is obligated to report under the jurisdiction of another military department has become subject to a conviction for which a report is required by this section, the commander or military law-enforcement official receiving such information will forward it to the member's immediate commander. (T-1). If the member's immediate commander cannot be readily identified, the commander or military law-enforcement official receiving the information will forward it to the appropriate Service point of contact listed below (T-1):

6.4.1. U.S. Army: Army Operations Center, 3200 Army Pentagon, Washington, DC 20310-3200; (703) 697-0219/DSN 227-0219.

6.4.2. U.S. Marine Corps Active Duty: Commandant of the Marine Corps (HQMC-JAM), 3000 Marine Corps Pentagon, Washington, DC 20350-3000; (703) 614-4250.

6.4.3. U.S. Marine Corps Reserve: Staff Judge Advocate, Marine Corps Mobilization Command, 15303 Andrews Road, Building 100, Kansas City, MO 64147-1207; 1-800-255-5082.

6.4.4. U.S. Air Force: Headquarters, Air Force Personnel Center (AFPC/DPISIM), Special Programs Office, 550 C Street West, Randolph Air Force Base, TX 78150-4745; (210) 585-2591/DSN 665-2591.

6.4.5. U.S. Navy Active Duty: Commander, Navy Personnel (PER-83), 5720 Integrity Drive, Millington, TN 38055-8340. Officers: (901) 874-4424/DSN 882-4424. Senior Enlisted: (901) 874-4433/DSN 882-4433.

6.4.6. U.S. Navy Reserve: Commander, Navy Personnel Command (PERS-9), 5720 Integrity Drive, Millington, TN 38055-8340; (901) 874-3087/DSN 882-3087.

6.5. (Added-AETC) Forwarding reports for members of other federal agencies. In the event a commander or military law-enforcement official receives information that a member of another federal agency who is obligated to report under the jurisdiction of that agency has become subject to a conviction for which a report is required by this section, the commander or military law-enforcement official receiving such information will forward it to the member's agency leadership (T-1). If the member's immediate supervision cannot be readily identified, the commander or military law-enforcement official receiving the information will identify and forward the information to the appropriate federal agency point of contact (T-1).

Chapter 7 (Added-2AF)

ENABLING TRAINEE AND STUDENT REPORTING

7.1. (2AF) BMT Trainee Feedback.

7.1.1. (2AF) End-of-Course (EOC) Surveys. These surveys contain training-related questions completed by all trainees.

7.1.2. (2AF) Random Trainee Safety and Well-Being Survey. These surveys are completed by approximately 30 percent (%) of the trainees in a weekgroup, although it can be targeted to specific trainees if leadership has concerns.

7.1.3. (2AF) AETC RAND Surveys. These surveys contain questions inviting trainees to provide anonymous reports regarding unprofessional conduct or trainee abuse governed by AFI 36-2909 and related supplements. These surveys are given during the last week in training and are proctored by a non-instructor trusted agent in a classroom environment. Attendance is mandatory and squadrons are notified of any no-shows for rescheduling. (T-2)

7.1.4. (2AF) Anonymous Feedback Boxes or available digital equivalent. Anonymous feedback boxes will be readily available throughout the unit. The boxes will have controlled access and be tamper resistant. Trusted agents will collect feedback at minimum three (3) times per week. (T-2)

7.1.5. (2AF) In-Person Contact. Trainees may provide feedback via in-person contact.

7.2. (2AF) Student Feedback and Reporting.

7.2.1. (2AF) End-of-Course (EOC) Surveys. All 2 AF technical training EOC surveys will contain questions inviting students or trainees to provide anonymous reports in regard to unprofessional relationships governed by this regulation and any trainee abuse. (T-2) This requirement may be fulfilled via the automated Technical Training Management System (TTMS) Professional Conduct survey. The TTMS Professional Conduct survey is available anytime during the student's time in a technical training course.

7.2.2. (2AF) AETC Form 736, *Student Feedback*. This form is made available in training locations and dormitories or can be found on the Air Force e-publishing website at <https://www.e-publishing.af.mil>. The completed form may be submitted to a staff member or placed in an anonymous feedback box.

7.2.3. (2AF) In-Person Contact. Students may provide feedback via in-person contact.

7.2.4. (2AF) Additionally, schoolhouses will implement the following options: (T-2)

7.2.4.1. (2AF) Anonymous Feedback Boxes.

7.2.4.1.1. (2AF) Anonymous feedback boxes for hard-copy feedback will be controlled access, tamper resistant, and permanently affixed within high-traffic student areas (e.g., community centers, student lounges, near building entrances/exits) and within high-use student areas of student dormitories. (T-2)

7.2.4.1.2. (2AF) To preserve anonymity, refrain from installing box locations in view of the camera monitoring system.

- 7.2.4.1.3. **(2AF)** Feedback boxes will be checked at minimum three (3) times per week. **(T-2)**
- 7.2.4.2. **(2AF)** Quick Response (QR) Code for Online Feedback and Online Reporting.
 - 7.2.4.2.1. **(2AF)** QR codes allow for anytime, anywhere anonymous feedback. Place QR codes within high-traffic student areas (e.g., community centers, student lounges, restrooms, near building entrances/exits) and within high-use areas of student dormitories. **(T-2)**
 - 7.2.4.2.2. **(2AF)** Online feedback will be checked daily. **(T-2)**

Chapter 8 (Added-2AF)

HANDLING TRAINEE AND STUDENT FEEDBACK

8.1. (2AF) Handling Student Feedback. Group commanders will appoint, by name, trusted personnel at the group- squadron-, or geographically separated unit-level to review all trainee and student feedback products, by which unprofessional conduct reports are solicited, whether provided via electronic means (AETC RAND and TTMS EOC surveys), paper-based (AETC Forms 736 and anonymous feedback box critiques), online feedback via QR code use, or in-person contact. **(T-2)** These trusted personnel will not include MTLs, MTIs, TTIs, or their immediate supervisors. Appropriate reviewers are personnel assigned specifically to perform full-time group evaluation or unprofessional conduct reporting functions, squadron or detachment commanders, directors of operations, first sergeants, detachment chiefs, senior civilian assigned to a unit, and the senior enlisted member assigned to a unit. This responsibility will not be delegated and will not be assumed by personnel temporarily filling the position in an “acting” capacity. **(T-2)**

8.2. (2AF) Student In-processing Briefing. Squadron commanders, detachment commanders, or commanders of the respective training groups for all BMT and squadrons performing initial skills training, will provide an in-brief to all trainees and students, containing at minimum, their rights and duties based on 2 AF Form 1. **(T-2)** Reference **Attachment 3, Trainee/Student In-Brief (Sample)**.

8.3. (2AF) Anonymous Reporting Options. Commanders of all training squadrons will ensure that students and trainees have access to anonymous reporting options. **(T-2)** Commanders will employ the following means:

8.3.1. **(2AF)** All trainees at BMT and students in initial skills training will receive a wallet card, if they do not already have one, containing at minimum, the information in **Attachment 4**. **(T-2)** A digital version of the wallet card loaded to trainee-issued electronic devices satisfies this requirement.

8.3.2. **(2AF)** All training squadrons will ensure that posters presenting the information in **Attachment 4** are posted prominently in squadron facilities. **(T-2)**

8.4. (2AF) Resolving Complaints and Allegations. All squadrons will have a mechanism to collect, evaluate, and resolve allegations and complaints where a formal inquiry or investigation is not required. **(T-2)** **Attachment 5, Framework - Guidance to Commanders for Looking into Unprofessional Allegations (Sample)**, provides a suggestion as to how to resolve such complaints or allegations. This attachment includes an algorithm and a feedback resolution worksheet to aid in the process.

Chapter 9 (Added-2AF)

SUSPENSION AND DECERTIFICATION OF INSTRUCTORS

9.1. (2AF) The Suspension and Decertification of Instructors Program. This program directs suspension, temporary and permanent decertification, and remedial training in cases of an unprofessional relationship or trainee abuse as defined in this instruction.

9.2. (2AF) Military Training Instructors. A program directing suspension, temporary and permanent decertification, and remedial training in cases of an unprofessional relationship or trainee abuse as defined in this instruction, if the subject is an MTI, will be developed and implemented by 37th Training Wing (delegable to 737th Training Group). **(T-2)** This program will be submitted to 2AF.A36.Workflow for review and approval. **(T-2)**

9.3. (2AF) Military Training Leaders and Military Technical Training Instructors. Upon allegation of an unprofessional relationship or student abuse as defined in this instruction and the subject is an 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. **(T-2)** Upon disposition, if the allegation is substantiated, the MTL or military member TTI will be temporarily or permanently decertified. **(T-2)**

9.3.1. **(2AF)** 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. **(T-2)**

9.3.2. **(2AF)** 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 will document his/her rationale in the Professionalism Reporting Database described in [paragraph 1.2.7.1.2](#) and will, within 24 hours of the decision, notify their Wing CC who will then notify 2 AF/CC with copies to 2 AF/CV, 2 AF/CCC, and 2 AF/JA. **(T-2)**

9.3.3. **(2AF)** 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). **(T-2)**

9.3.4. **(2AF)** Suspension will continue until at least such time as the allegation that triggered the suspension is initially disposed by the appropriate authority. **(T-2)** At the latest, suspension will be continued until final disposition of the allegation. **(T-2)** Within this timeframe, as appropriate, the MTL's or military member TTI's squadron commander will first discover whether the allegation was unsubstantiated or substantiated as determined by appropriate disposition authorities. **(T-2)** If the allegation is unsubstantiated, the suspension will be lifted, and the member notified. **(T-2)**

9.3.5. **(2AF)** If the allegation is substantiated, the squadron commander will choose between the following options: temporary decertification until completion of remedial training or permanent decertification. **(T-2)** The squadron commander will consider the Air Force Enlisted Classification Directory Special Duty Identifier 8B100 retention criteria or other appropriate eligibility guidance when deciding between temporary or permanent decertification. **(T-2)**

Remedial training may begin immediately, and temporary decertification has no minimum required duration.

9.3.6. **(2AF)** The initial period of suspension, along with the resulting determinations regarding decertification, will be documented via memorandum containing, at minimum, the information provided in **Attachment 2**. Such memoranda will be retained in a member's personnel information file in accordance with governing guidance. **(T-2)** The squadron commander has the discretion to maintain such memoranda relating to an unsubstantiated allegation in the member's personnel information file with documentation as to why the allegation was unsubstantiated, or to remove these memoranda from the personnel information file.

9.3.7. **(2AF)** 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.

9.4. (2AF) Civilian or Contractor Technical Training Instructors. Upon any allegation of trainee abuse or unprofessional relationship as defined in this instruction, if the subject is a civilian or contractor TTI, the squadron commander will consult with a judge advocate and either civilian personnel or contracting office to determine an appropriate course of action. **(T-2)** Ensuring student and trainee safety will be given the highest priority in determining an appropriate course of action. **(T-2)**

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(2AF)

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-AETC) AFI 33-322, Records Management and Information Governance Program, 23 March 2020.

(Added-2AF) AFI 34-301, *Nonappropriated Funds Personnel Management and Administration*, 1 July 2019

(Added-AETC) AFI 36-2710, Equal Opportunity Program, 18 June 2020

(Added-2AF) AFI 36-2909, *Air Force Professional Relationships and Conduct*, 14 November 2019

(Added-2AF) AFI 36-2909_AETCSUP, *Air Force Professional Relationships and Conduct*, 27 October 2020

(Added-2AF) AFI 36-7001, *Diversity & Inclusion*, 19 February 2019

(Added-2AF) DAFI 36-148, *Discipline and Adverse Actions of Civilian Employees*, 27 September 2022

(Added-2AF) DAFI 36-2608, *Military Personnel Records Systems*, 16 April 2021

(Added-2AF) DAFI 36-3211, *Military Separations*, 24 June 2022

(Added-2AF) DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

(Added-2AF) 737th Training Group Operating Instruction 36-3, *Basic Military Training (BMT)*, 2 June 22

(Added-AETC) DAFI 33-360_DAFGM2020-01, *Publications and Forms Management*, 7 August 2020

(Added-AETC) DoDI 1020.03, *Harassment Prevention and Response in the Armed Forces*, 8 February 2018

National Defense Authorization Act for Fiscal Year 2017, 113 Public Law 114-328, 130 Stat. 2000, 2967 (2016).

National Defense Authorization Act for Fiscal Year 2014, 113 Public Law 66, Sections 1709(b) and 1741

Executive Order 9397

Title 5 Code of Federal Regulations Section 3601.106

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Title 5 United States Code Section 7113

Title 10 United States Code Section 815

Title 10 United States Code Section 831

Title 10 United States Code Section 893

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Manual for Courts-Martial United States (2019 Edition)

Department of Defense 5500.7-R, *Joint Ethics Regulation (JER)*, August 1993

Department of Defense Instruction 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*, 28 January 2015

Department of Defense Instruction 6490.04, *Mental Health Evaluations of Members of the Military Services*, 4 March 2013

Department of Defense Manual 5200.02_Air Force Manual 16-1405, *Air Force Personnel Security Program*, 1 August 2018

Air Force Policy Directive 36-29, *Military Standards*, 11 April 2019

Air Force Policy Directive 51-5, *Administrative Law, Gifts, and Command Relationships*, 31 August 2018

Air Force Instruction 33-360, *Publications and Forms Management*, 1 December 2015
Air Force Instruction 36-703, *Civilian Conduct and Responsibility*, 30 August 2018

Air Force Instruction 36-704, *Discipline and Adverse Actions of Civilian Employees*, 3 July 2018

Air Force Instruction 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

Air Force Instruction 36-2907, *Unfavorable Information File (UIF) Program*, 26 November 2014

Air Force Instruction 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

Air Force Instruction 36-3207, *Separating Commissioned Officers*, 9 July 2004

Air Force Instruction 36-3208, *Administrative Separation of Airmen*, 9 July 2004

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

Air Force Instruction 36-3501, *Air Force Academy Operations*, 28 December 2018

Air Force Instruction 36-8101, *Total Force Human Resource Management (HRM) Domain Governance*, 4 December 2013

Air Force Instruction 90-301, *Inspector General Complaints Resolution*, 28 December 2018

Air Force Manual 33-363, *Management of Records*, 1 March 2008

Air Force Manual 34-310, *Nonappropriated Funds Personnel Program and Administration Procedures*, 28 September 2011

Prescribed Forms

(Added-2AF) 2 AF Form 1, *Trainee/Student Rights and Duties*

(Added-2AF) 2 AF Form 3, *Advanced Skills Training Instructors, Other Instructors (Non-Initial Skills Training), and Staff Abuse of Power Agreement*

(Added-2AF) 2 AF Form 4, *Military Training Instructors/Leaders and Initial Skills Training Instructors Abuse of Power Agreement*

Adopted Forms

Department of Defense Form 1966, *Record of Military Processing – Armed Forces of the United States*

Department of Defense Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgment*

Department of Defense Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgment*

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

Abbreviations and Acronyms

(Added-2AF) 2 AF—Second Air Force

(Added-AETC) AETC—Air and Education Training Command

(Added-AETC) AFOSI—Air Force Office of Special Investigations

(Added-AETC) ASVAB—Armed Services Vocational Aptitude Battery

(Added-AETC) BMT—Basic Military Training

(Added-AETC) CO—Contracting Officer

(Added-AETC) COR—Contracting Officer's Representative

(Added-2AF) DAFI—Department of the Air Force Instruction

(Added-2AF) DD—Department of Defense

(Added-AETC) DRG—Direct-Report Group

(Added-2AF) EOC—End-of-Course

(Added-AETC) GCMCA—General Court-Martial Convening Authority

(Added-AETC) IG—Inspector General

(Added-2AF) MTI—Military Training Instructors

(Added-2AF) MTL—Military Training Leaders

(Added-AETC) NAF—Numbered Air Force

(Added-2AF) **POV**—Privately-Owned Vehicle

(Added-2AF) **QR**—Quick Response

(Added-AETC) **RAP**—Recruiter Assistance Program

(Added-AETC) **SARC**—Sexual Assault Response Coordinator

(Added-AETC) **SPCMCA**—Special Court-Martial Convening Authority

(Added-2AF) **TTI**—Technical Training Instructors

(Added-2AF) **TTMS**—Technical Training Management System

(Added-AETC) **UCMJ**—Uniform Code of Military Justice

Office Symbols(Added)

(Added-2AF) **2 AF**—Second Air Force

(Added-2AF) **2 AF/A3/6**—Operations and Communication

(Added-2AF) **2 AF/CC**—Commander, Second Air Force

(Added-2AF) **2 AF/CCC**—Command Chief, Second Air Force

(Added-2AF) **2 AF/CTO**—Chief Training Officer, Second Air Force

(Added-2AF) **2 AF/CV**—Vice Commander, Second Air Force

(Added-2AF) **2 AF/JA**—Judge Advocate, Second Air Force

(Added-2AF) **81 CS/SCOK**—Manager, Base Publications and Forms

Terms

(Added-2AF) **Advanced Skills Training**—Students, whether officer or enlisted, who have completed accessions and initial skills training and have an awarded Air Force specialty code or another service's equivalent. These students are attending 2 AF advanced or supplemental courses or are cross-training into a new career field.

Applicant—Any person who has commenced processing for enlistment or appointment in any of the Military Services by initiating a Department of Defense Form 1966, *Record of Military Processing - Armed Forces of the United States*, or comparable form.

(Added-AETC) **Applicant**—Any person who has commenced processing for enlistment or appointment in any of the Military Services.

(Added-AETC) **Appropriate Authority**—Individuals to whom reports shall be made, including supervisors, members of the chain of command, legal office personnel, Air Force Office of Special Investigations (AFOSI), Security Forces, Inspector General (IG), and Sexual Assault Response Coordinator (SARC). Issues involving contractor personnel shall be reported through leadership to the Contracting Officer (CO) and the Contracting Officer Representative (COR) within 48 hours, with corrective actions taken.

At Risk—Air Force members whose health or safety is in danger due to inclement weather, unsafe setting, or other conditions that warrant immediate action.

Cadet—U.S. citizens having been appointed to one of the academies and having taken the oath as a cadet.

(Added-AETC) Cadet—U.S. citizens having been appointed to one of the academies or a member of the Reserve Officers' Training Corps and having taken the oath as a cadet.

(Added-2AF) Cadre—Instructors, trainers, staff, and others as directed by the Group Commander or higher authority.

Commander—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a “command.” This designation is used in all Air Force units authorized to be led by a commander except the United States Air Force Academy, which is commanded by a superintendent, and school/academic units, which may be commanded by commandants.

Conviction—. For the purposes of this policy, the term “conviction” is any result other than a dismissal without any conditions or a finding of not guilty. It includes a plea or finding of guilty, a plea of nolo contendere (plea of no contest – plead guilty to the charge(s) without admitting guilt), and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into adult or juvenile pretrial intervention programs, and any similar disposition of charges

Criminal Law of the United States—. Includes any conviction of Federal criminal law, or the law of any State, district, commonwealth, territories, or equivalent criminal law or ordinance, and any criminal law or ordinance of any county, parish, municipality, or local subdivision of any such authority, other than motor vehicle violations that do not involve a court appearance.

Criminal Offense—An act or omission punishable under the Uniform Code of Military Justice, or other federal, state or local criminal law.

(Added-AETC) Direct Report Group Commander—A direct-report group (DRG) commander is a group commander (or equivalent) who reports directly to a general court-martial convening authority (GCMCA), rather than to a wing commander (or equivalent) with special court-martial convening authority (SPCMCA).

(Added-2AF) Direct Training Relationship—For BMT and Initial Skills Training, a direct training relationship exists between all instructors/staff and all trainees/initial skills training students, regardless of course of instruction. For Advanced Skills Training, a direct training relationship exists between all instructors/staff and all students within the same course of instruction from the first day of the training through graduation or completion of the training program or course of instruction.

(Added-2AF) Diversity—Per AFI 36-7001, *Diversity & Inclusion*, the Air Force broadly defines diversity as a composite of individual characteristics, experiences, and abilities consistent with the Air Force Core Values and the Air Force Mission. Air Force diversity includes but is not limited to personal life experiences, geographic and socioeconomic backgrounds, cultural knowledge, educational background, work experience, language abilities, physical abilities, philosophical and spiritual perspectives, age, race, ethnicity, and gender.

Entry-Level Processing—Actions taken by recruiting personnel to effect the enlistment, commissioning, appointment, or selection of an Air Force applicant. Recruiting personnel include

enlisted members, civilian employees or contractors, or commissioned officers whose duties include recruiting Air Force enlisted members, officers, or officer candidates, including recruiters, Air Force Reserve Officer Training Corps admission or liaison officers and Air Force Academy liaison officers. Entry-level processing also includes enlisted members, civilian employees or contractors, or officers performing duties at recruiting offices, Military Entrance Processing Station or Officer Training Program Examining Centers, where qualifying examinations are processed and interviews and drug abuse briefings are administered to applicants for training leading to enlistment or appointment into the Air Force.

Entry—Level or Initial Skills Training—Overarching terms for enlisted and officer training programs including, but not limited to: Basic Military Training, Enlisted Initial Skills training (a formal school course that results in an Air Force Specialty Code 3-skill level award), Air Force Reserve Officer Training Corps, Officer Training School (including Total Force Officer Training, Commissioned Officer Training, and Reserve Commissioned Office Training), United States Air Force Academy, and Officer Initial Skills Training (provides skill sets required to be successful in award of Air Force Specialty Code; skill sets range from technical to managerial skills; officer initial skills training may not be Air Force Specialty Code awarding, but is used in conjunction with experience, on-the-job training, and other supplemental training to provide required skill sets), which includes initial air frame specific training and sensor operator training. **Note:** entry-level or initial skills training includes the period beginning on the date on which the prospective member became a member of the Air Force and for six months after the trainee, following graduation from initial skills training, reports to his or her first permanent duty station of assignment or follow-on training program.

Entry-Level Trainee—Any military or civilian member undergoing entry-level or initial skills training in a formal training course defined as “Entry-Level or Initial Skills Training.”

Entry-Level Trainer—Any military or civilian employee or civilian contractor who is responsible for planning, organizing, or conducting entry-level or initial skills training as part of a formal training course as defined above for “Entry-Level or Initial Skills Training.”

Ethics Counselor—An attorney appointed in writing to generally assist in implementing and administering the Department of Defense Component command’s or organization’s ethics program and to provide ethics advice to Department of Defense employees of the Department of Defense Component command or organization in accordance with Department of Defense 5500.7-R. Communications received in an Ethics Counselor capacity are not protected by the attorney-client privilege, while communications received in a legal assistance capacity may be. Attorneys who serve as Ethics Counselors must advise individuals being counseled as to the status of that privilege prior to any communications.

(Added-AETC) First Assignment Instructor Pilots—A military member whose first assignment is as an Instructor Pilot. For purposes of this instruction, First Assignment Instructor Pilots will be categorized as Trainers only after they are awarded a “K” prefix AFSC, are Form 8 certified, and have met all local certification requirements to serve as an Instructor Pilot.

(Added-2AF) Gender Bias—Any one of a variety of stereotypical beliefs about individuals on the basis of their sex, particularly as related to the differential treatment of females and males. A form of discrimination; that is, treating one differently, or less favorably, because of gender, and making career decisions based on stereotypes (unfair or untrue beliefs) about abilities and traits associated with gender.

(Added-AETC) Gold Bar Recruiters—Second lieutenants recently commissioned through the ROTC program who are assigned to a different ROTC detachment as a recruiter. For purposes of this instruction, Gold Bar Recruiters will be categorized as and subject to the restrictions of the Recruiter position (and not in a Trainee status).

(Added-2AF) Inclusion—Per AFI 36-7001 inclusion is the process of creating a culture where all members of an organization are free to make their fullest contributions to the success of the group, and where there are no unnecessary barriers to success.

(Added-2AF) Initial Skills Training—As stated in AFI 36-2909_AETCSUP 36-2909, definition of Entry-Level or Initial Skills Training.

(Added-AETC) Instructors—Officer, enlisted, civilian, and contract personnel who design, develop, deliver, and assess learning of AETC trainees, cadets, and students. Instructors include military training instructors (MTI); military training leaders (MTL); technical training instructors (TTI); Officer Training School (OTS) instructors in the Total Force Officer Training, Commissioned Officer Training, and Reserve Commissioned Officer Training programs; Air Force Reserve Officer Training Corps instructors and cadre members; instructor pilots (IP); professional military education (PME) and professional civilian education (PCE) instructors; developmental education instructors; contract instructors; and other instructors of trainees, cadets, and students.

(Added-AETC) Knowledge—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; email, text messaging, or social media; and course surveys, critiques, or comment cards.

(Added-AETC) Maltraining—Any practice by an instructor or staff member involving a trainee or student with no reasonable connection to a course training objective and that recklessly or intentionally causes, or is likely to result in, unlawful physical, emotional, psychological, or financial harm. Any practice for the purpose of inducing an Airman to self-eliminate is considered maltraining.

(Added-2AF) Maltreatment—Any conduct that consists of cruelty, oppression, abuse of a subordinate by a superior. Maltreatment includes unwanted physical contact, verbal communication, and sexual harassment. This conduct may occur among military training instructors, military training leaders, instructors, and staff members; conduct between military training instructors, military training leaders, instructors, and/or staff and trainees and/or students; and conduct among trainees and/or students.

(Added-2AF) Out-of-Training—When an initial skills training student is out of training either due to graduation or elimination and does not depart the base within one (1) duty day.

(Added-2AF) Outside-the-Classroom Mentoring—A professional relationship that encompasses formal or informal support, guidance, coaching, teaching, role modeling, counseling, advocating, and networking. It occurs outside the classroom and may include career guidance as a military member. Instructors/staff will ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship.

Personnel action—Any action taken on a military member that affects or has the potential to affect that military member's current position or career. Such actions include promotion;

disciplinary or other corrective action; transfer or reassignment; a performance evaluation; decisions concerning pay, benefits, awards, training, or relief and removal; separation; discharge; referral for mental health evaluations in accordance with Department of Defense Instruction 6490.04, *Mental Health Evaluations of Members of the Military Services*; and any other significant change in duties or responsibilities inconsistent with the military member's grade.

(Added-2AF) Professional Interactions—Discussions or activities between students and instructors/staff that contribute to professional growth as a military member. These interactions cover a variety of topics. Instructors/staff will ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship.

Prospective Member of the Armed Forces or Prospect—Any person who has expressed, to recruiting personnel, an interest in enlisting or receiving an appointment as a commissioned officer in a Military Service and who appears to possess, or who may in the future possess, the potential and qualifications for enlistment or appointment as a commissioned officer in said Military Service. An individual who expresses a loss of interest in enlistment or appointment as a commissioned officer will continue to be a prospect for the purpose of this instruction for a period of one year from the date they express this loss of interest to recruiting personnel. Individuals who possess the potential or qualifications for enlistment or appointment in the future may include, but are not limited to, individuals who do not meet minimum age requirements, who scored too low on the qualification testing but will be eligible to retest, or who have not completed their education. An individual who expresses an interest in enlistment or appointment as a commissioned officer but is permanently barred under existing regulations is not a prospect.

Recruit—An individual who has joined a Military Service to include military academy cadets, Reserve Officer Training Corps cadets who are under contract, and individuals in the Delayed Entry Program, Direct Accession Program or similar programs.

Recruiters—Any military or civilian employee or contractor whose primary duty is to recruit persons for military service regardless of program. Recruiters include, but are not limited to, Reserve Officer Training Corps admission or liaison officers, service academy liaisons and enlisted recruiters.

(Added-AETC) Recruiters—Any military or civilian employee or contractor whose duty, goal, or mission is to recruit persons for military service regardless of program. Recruiters include, but are not limited to, Reserve Officer Training Corps admission or liaison officers, service academy liaisons, and all Air Force members with an 8RXX primary AFSC.

(Added-AETC) Staff—Non-instructor personnel assigned to a training or education environment, either permanently or temporarily, who have direct contact with trainees, cadets, or students (for example, medical professionals assigned to a clinic supporting Basic Military Training (BMT); AFROTC administrative assistants and unit admissions officers; and any commanders, superintendents, and first sergeants who have direct contact with trainees, cadets, or students).

(Added-2AF) Staff—Non-instructor personnel (military, civilians, and contractors) assigned to a training or education environment, either permanently or temporarily, who have direct contact with trainees or students (includes, but is not limited to, technical training group and squadron personnel, medical professionals and personnel in mission support functions such as personnel,

finance, security forces, chaplains, dining facilities, or other staff agencies) and any commanders, senior enlisted leader, and first sergeants who have direct contact with trainees or students.

Student—Any military or civilian member undergoing initial skills training in a formal training course with a unique training course identifier, or in an in-residence training or education course.

(Added-2AF) Student—Military or civilian member undergoing initial skills training in a formal training course with a unique training course identifier or an in-residence training or education course. Student also includes a military or civilian member actively enrolled in a non-resident training course (distance learning). Those members in “awaiting-training” status pending class start date or “out-of-training” status pending departure after graduation are considered students within 2 AF for the purposes of this instruction.

Substantiated Violation—A violation shall be treated as substantiated if there has been a court-martial conviction for a violation of the prohibited activities listed in **paragraph 4.2**, but the adjudged sentence does not include discharge or dismissal; if a nonjudicial punishment authority under Title 10 United States Code, Section 815 has determined that an Airman has committed an offense in violation of the prohibited activities listed in **paragraph 4.2** and imposed nonjudicial punishment upon that member; if command authority has determined that an Airman has committed an offense in violation of the prohibited activities listed in **paragraph 4.2** and issued a reprimand, admonition or counseling for such conduct; or, if there has been any substantiated adverse finding or conclusion from an officially documented investigation, proceeding, or inquiry conducted by competent military or civilian authorities, that a violation of one or more of the prohibited activities listed in **paragraph 4.2** occurred. See **paragraph 4.6.2** for discussion of civilian employees and **paragraph 4.6.3** for discussion of civilian contractors.

(Added-2AF) Team-Building Activities—Activities designed to help unit members work together interdependently and cooperatively to accomplish the mission. Team-building activities help build morale and provide support to members of the team. Instructors/staff will ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship.

Trainee—Any military or civilian member undergoing initial military training in a formal training course with a unique training course identifier, or in an in-residence training or education course.

(Added-2AF) Trainee—Any military or civilian member undergoing initial military training in a formal training course or an in-residence training or education course. Trainee status begins on the day of arrival at BMT until given an arrival status at their first technical training location or official arrival at their first duty station, whichever comes first.

Trainer—Any military or civilian member who is responsible for planning, organizing, or conducting initial military training as part of a formal training course, with a unique training course identifier, or as part of an in-residence training or education course.

(Added-2AF) Unit Memorabilia—Notable items worthy of remembrance concerning the unit, such as patches, tumblers, shirts, etc.

Attachment 2 (Added-2AF)

SAMPLE SUSPENSION/DECERTIFICATION MEMO

Figure A2.1. (2AF) Suspension/Decertification Memo in Accordance with Paragraph 9.3.6. (Sample).

MEMORANDUM FOR _____	Date _____
FROM: _____/CC	
SUBJECT: Temporary Suspension as Military Training Leader or Technical Training Instructor	
<p>1. As of _____, you are temporarily suspended from your duties as a military training leader (technical training instructor) because of an allegation of unprofessional conduct. During this suspension, you are prohibited from any contact with non-prior service (NPS) students. If you find that you have unintentionally contacted an NPS student, you will report this contact to the first sergeant or to me immediately. If your duties require any contact with an NPS student, you will contact me or the first sergeant to have your duty altered or obtain a written exception.</p>	
<p>2. This suspension is precautionary and non-punitive and is not based on substantiation of any unprofessional conduct. 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.</p>	
<p>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) in accordance with DAFI 36-2608, <i>Military Personnel Records Systems</i>, and command policy.</p>	
SIGNATURE BLOCK	
1st Ind, _____	
MEMORANDUM FOR _____/CC	
Receipt and understanding acknowledged on _____ at _____ I understand that I am prohibited from intentional contact with trainees or students except with written waiver, and I am required to report unintentional contact.	
_____ Signature, Rank	
2d Ind, _____/CC	DATE _____
MEMORANDUM FOR _____	DATE _____
The allegation underlying your suspension has been disposed. After consideration of this disposition and the standards for performance of MTL (TTI) duty (MTL ONLY: Described by the Air Force Enlisted Classification Directory, Special Duty Identifier 8B100, Military Training Leader), I make the following determination:	

Attachment 3 (Added-2AF)**TRAINEE/STUDENT IN-BRIEF (SAMPLE)**

A3.1. (2AF) Trainee In-Brief in accordance with [paragraph 8.2](#).

A3.2. (2AF) Please note that only the information herein, not the precise language, is mandatory.

A3.3. (2AF) [TT ONLY] Be aware, MTIs should not contact you in any way upon graduation from BMT or upon arrival here at technical training, except for official reasons.

A3.4. (2AF) [ALL] You will ensure your relationships with MTIs, MTLs, TTIs and staff, to include DoD and international personnel, either military, civilian or contractor, are professional. These prohibitions begin on the date on which the prospective member became a member of the DAF and for six (6) months after the trainee, following graduation from initial skills training, reports to the individual's first permanent duty station of assignment or follow-on training program. If any of these individuals 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 six (6) months after you complete initial skills training.

A3.5. (2AF) Similarly, you will not establish, develop, attempt to develop, or conduct a social, personal, intimate, or sexual relationship with MTIs, MTLs, TTIs, or staff (to include civilian or contractor). 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, YouTube), photographs, and any other means of communication.

A3.6. (2AF) If an MTI, MTL, TTI or staff member (to include civilian or contractor) attempts to contact you for other than official business, immediately contact your chain of command or the Sexual Assault Response Coordinator (SARC) at DSN XXX-XXXX or Commercial (XXX) XXX-XXXX. Other feedback submission options include: EOC surveys, feedback drop boxes, AETC Form 736, *Student Feedback*, and QR Codes.

Attachment 4 (Added-2AF)

**INFORMATION FOR POSTERS/WALLET CARDS IN ACCORDANCE WITH
PARAGRAPH 8.3.1. AND 8.3.2.**

Figure A4.1. (2AF) Information for Posters/Wallet Cards (Sample).

We Need Your Vigilance!	
Use Your Hotlines to Report:	
Unprofessional Relationships	Call the [SQ/Group/Wing] Team, 24/7
Inappropriate Social Contacts	DSN XXX-XXXX or (XXX) XXX-XXX
Verbal / Physical Abuse	Other Options: Feedback Drop Box, AETC Form 736, or QR Code
Sexual Assault	Contact your local SARC at XXX-XXXX or
Sexual Offenses	(XXX) XXX-XXXX
	DoD SAFE Helpline at (877) 995-5247
	Safe Helpline App, or www.SafeHelpline.org
We are seeking your help in providing information and helping us promote the highest standards of professionalism and eradicate abuse and maltreatment in the DAF.	
Reports can be made anonymously!	

Attachment 5 (Added-2AF)

**FRAMEWORK – GUIDANCE TO COMMANDERS FOR LOOKING INTO
UNPROFESSIONAL ALLEGATIONS (SAMPLE)**

Table A5.1. (2AF) Framework (Sample).

Framework - Guidance to Commanders for Looking into Unprofessional Allegations (Sample)	
a.	Understand the allegation
	1) What policy was violated? Is this unprofessional conduct? Are there several violations?
	2) Complete a Feedback Resolution Form for ALL staff (military, civilian and contractor) unprofessional conduct allegations identified in the below references.
	Note: Refer to AFI 36-2909 and related supplements which cover unprofessional relationships and retaliation; and Department of Defense Instruction 1020.03, <i>Harassment Prevention and Response in the Armed Forces</i> , and 737th Training Group Operating Instruction 36-3, <i>Basic Military Training (BMT)</i> , as applicable, for unprofessional conduct and treatment.
b.	Notify leadership, as required
	1) Are allegations of an unprofessional relationship, maltreatment, maltraining, hazing, retaliation, anonymity violations, or leadership misconduct being reported through the chain of command to the Wing-Level Commander?
	Note: As a general rule, inform group leadership if you believe: <u>If the allegation were true, it would result in administrative or UCMJ action.</u>
c.	Determine who should look into the allegation
	1) Consider seriousness of the allegation.
	2) Never give the feedback allegation directly to the involved person to resolve.
	3) Consider the skill of the person you select to inquire (e.g., communication, analytical thinking, and policy knowledge).
	4) Consider if a person outside of the unit should be appointed to look into the allegation.
	Note: Trainees and students are briefed their feedback to senior leadership is protected communication, so when requested, anonymity must be protected.
d.	Talking with trainees or students
	1) Always talk to the trainee/student if they left their name, either to get specifics and/or to provide follow-up feedback to them.
	2) In cases where trainees/students do not leave their name, a general discussion of the concern with the flight/class may be helpful.
	3) Do not solely rely on student/class leaders for information.
	4) Do not attempt to get further insight into the allegation in a group setting; randomly select trainees/students to talk with privately.
	Note: Do not assume the unprofessional conduct allegation is the only violation occurring. Commonly trainees/students only cite the issue most pressing to them, while other significant behavior is occurring. Trainees/students not knowing what can or cannot be done to them often will not report. Reaching out for complete information is vital.
e.	Think about if there is anything else to consider
	1) Talking with team member/wingman.
	2) Reviewing video.
	3) Examining damaged items/facilities.
	4) Required medical treatment.
f.	Be aware and guard against your own biases
	1) Negative trainee/student behavior does not justify staff misbehavior.

	2) Limit assumptions; verify concerns. This builds trust among all subordinates, including trainees/students.
g.	Provide specifics in the action taken
	1) Discuss how you looked into the incident to include with whom you talked, conclusions drawn, and actions taken.
	2) Examine the situation with the “Just Culture Algorithm” to help in decision making.
	3) If directing someone to take action, give the name of who took action and the date of the action (e.g., “Capt Jones verbally briefed SSgt Smith on DD MMM YY on...”).
	4) Remember you are documenting whether the unprofessional conduct allegation occurred and how you addressed or corrected it. Include remedial actions given to correct behavior; and provide follow-up with the trainee/student.

Figure A5.1. (2AF) Just Culture Algorithm which may be used with the sample allegations framework.

Figure A5.1. Just Culture Algorithm which may be used with the sample allegations framework.

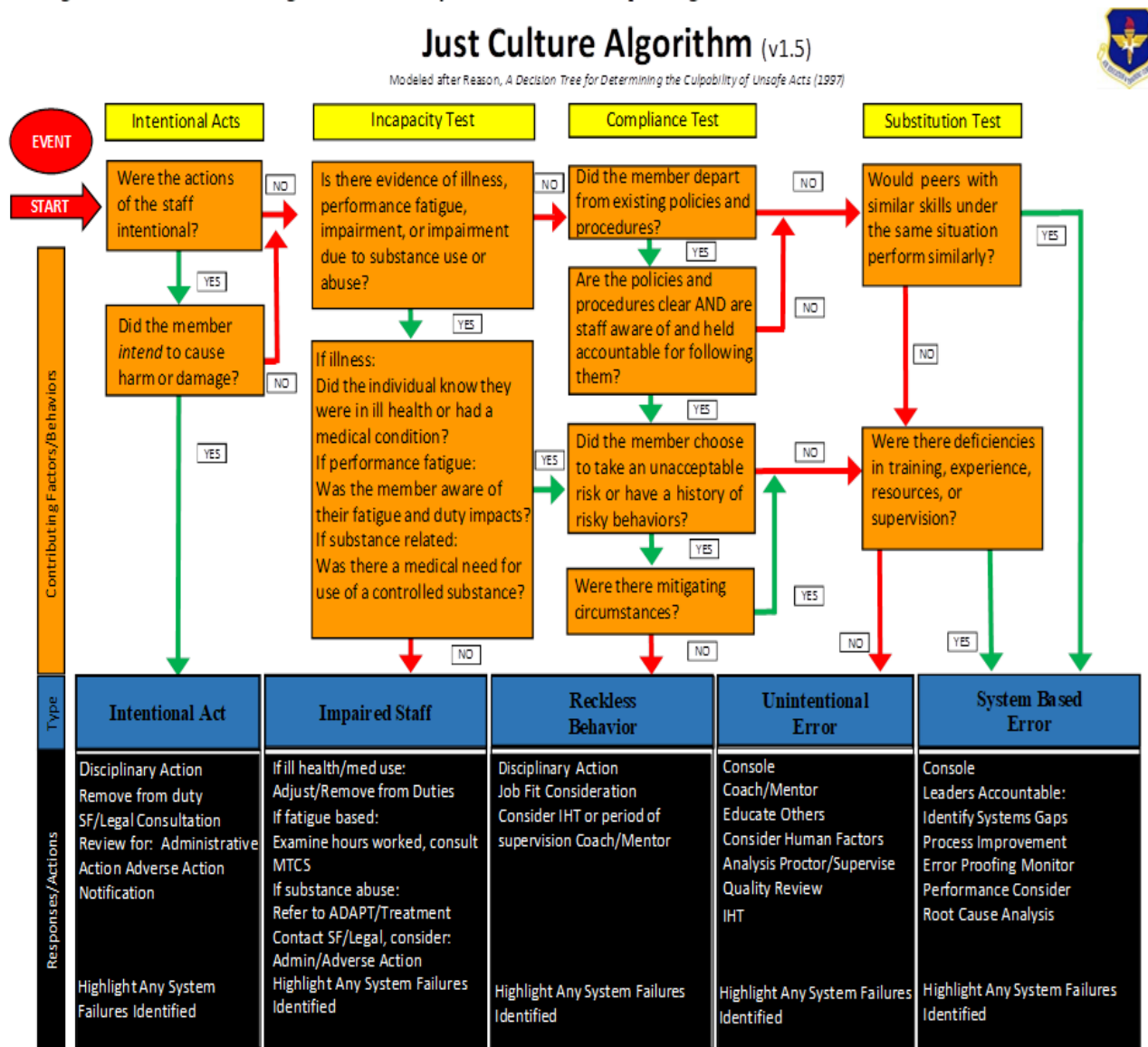


Figure A5.2. (2AF) Feedback Resolution Worksheet (Sample) that may be used in conjunction with the sample allegations framework.

Feedback Resolution Worksheet USE ONLY FOR STAFF MISCONDUCT ALLEGATIONS			
Squadron:		Date:	
Comment Tracking Number(s):			
Allegation(s):			
Wing Notification Required?		If so, Date:	
Subject Name/Rank:			
Substantiated (Y/N)?			
Action Taken (see reverse for additional space):			
Name of Squadron Commander:	Signature:		

Action Taken (continued):

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