



UNITED STATES MARINE CORPS
MARINE DETACHMENT
6th ARMOR CAVALRY ROAD, BUILDING 8545
FORT GEORGE G. MEADE
FORT MEADE, MARYLAND 20755-5540

1700
CO
25 Aug 17

POLICY LETTER 01-17

From: Commanding Officer
To: Distribution List

Subj: FRATERNIZATION

Ref: (a) OPNAVINST 5370.2C
(b) Marine Corps Manual

1. Inappropriate social conduct will not be tolerated. To clarify this point, all Marines assigned to DINFOS are broken down into three general categories which are defined as follows:

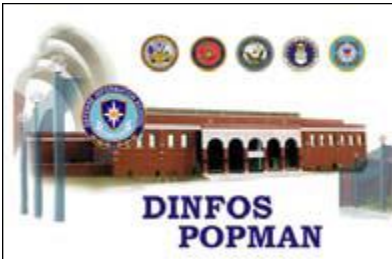
a. Staff/Faculty. Permanent personnel assigned to any service detachment or DINFOS.

b. Fleet Returnees. A fleet returnee is defined as any Marine from the Operating Forces, regardless of rank, who has received orders to DINFOS for follow-on career training from any unit or installation other than SOI East or West.

c. ELS Marines. Marines still in the accession training pipeline, or those who come from SOIs East or West or another entry-level training environment.

2. At no time will individuals from these population groups interact in a social setting without the permission of the MarDet chain of command. These prohibitions include those who have pre-existing relationships formed through earlier assignments.

J. S. DIDDAMS



Chapter 1-2

Standards of Conduct

The Defense Information School

Commandant Approved: 30 July 2008
Proponent: Commandant

1-201. Purpose

To establish policy governing the relationships, transactions, official and unofficial activities between members of different ranks or duty assignments at DINFOS and to provide an environment free from discrimination based on race, color, gender, national origin, or religion and in the case of civilians, age or handicap. Students, staff and faculty (officer, enlisted, civil service and contractor personnel) share the responsibility to ensure the highest standards of conduct are maintained within this school. All personnel are responsible for treating others with dignity and respect. Discrimination, sexual harassment and improper staff/faculty/student relationships and improper senior/subordinate relationships in any form will not be tolerated. Violations of this policy will be noted in the member's annual performance rating or evaluation report and may result in adverse administrative, disciplinary or legal action.

1-202. Applicability

The provisions of this chapter apply to all military and civilian personnel, to include contractors, assigned or attached to DINFOS and its service detachments. This includes all military and civilian students attending or awaiting a course at DINFOS or those who have completed training and remain in a holdover status while awaiting further assignment. This chapter, as it applies to improper senior/subordinate relationships, is extended for a period of 90 days after the graduation or transfer of a student.

1-203. Responsibilities

A. The **DINFOS Commandant** will:

1. Ensure the policies set forth in this chapter are adhered to at DINFOS.
2. Act promptly to prevent or correct situations that may rise to complaints of improper staff/faculty/student relationships or behavior.
3. Ensure leaders and subordinates refrain from actions or comments that might be viewed as retribution for such complaints.
4. Take appropriate measures if an investigation indicates a violation of the policy.
5. Encourage an environment of open communication in which questions and concerns are readily addressed.

B. The **Deputy Commandant or Director of Staff** will immediately appoint an investigating officer to conduct a prompt investigation into the circumstances whenever an allegation of improper staff/faculty/student relationship or improper senior/subordinate relationship is brought to the attention of the command, and other factors relevant to reports of misconduct. If the investigation determines the complaint has merit, the Director of Staff will resolve the complaint at the lowest appropriate level.

C. The **Investigating Officer** will:

1. Be an officer appointed by orders signed by the Commandant, Deputy Commandant or Director of Staff.
2. Should in most instances be appointed from outside the directorate in which the subject of the complaint works to preclude perceptions of bias.
3. Immediately contact the post legal office at (301) 677-9174 for a briefing on the proper procedures for investigating the complaint.
4. Provide a written report to include findings and recommendations to the Deputy Commandant or Director of Staff within 14 full working days of appointment.

D. The **Alleged Perpetrator** will be immediately removed from position of responsibility that may afford influence over the victim and/or witnesses until the completion of the investigation and possible adjudication unless specific and temporary limitations are deemed appropriate by the Commandant.

1. If the alleged perpetrator is an instructor, the individual will be immediately removed from all contact with students until the conclusion of the investigation.
2. If the allegations are unsubstantiated, the member will be returned to the directorate.
3. If the allegations are substantiated, appropriate actions will be taken as determined by the Commandant.

1-204. Definitions

For the purpose of this chapter, the following definitions apply:

A. **Reasonable Person Standard.** An objective test used to determine if behavior meets the legal test for unlawful discrimination and sexual harassment. The test requires a hypothetical exposure of a reasonable person (third party) to the same set of facts and circumstances. If the behavior is offensive to the third party, then the test is met. What's acceptable to one person is not necessarily acceptable to another. The reasonable person standard considers the complainant's perspective and does not rely upon stereotyped notions of acceptable behavior within that particular work environment.

B. **Work/academic environment:** The workplace, academic environment or any other place that is work- or school-connected, as well as the conditions or atmosphere under which people are required to work. Examples of work environment include, but are not limited to, an office, an entire office building, a DoD base or installation, government vehicles, or anywhere when engaged in official DoD business, as well as command-sponsored social, recreational and sporting events, regardless of location.

C. **Unwelcome behavior:** Behavior which a person does not expect and which that person considers undesirable or offensive. Not everyone has the same perception of "undesirable or offensive." Since the person being subjected to the behavior is the one being affected, it is the recipient's perception that counts. Using a "reasonable person standard," from the perspective of the recipient, is considered a common sense approach in determining which behaviors might be considered offensive and/or unwelcome.

D. **Professional relationships:** Contribute to the effective operation of the school. Personnel are encouraged to communicate freely with their superiors regarding their academics, careers, performance, duties and missions. This type of communication enhances morale and discipline and improves the operational environment while, at the same time, preserving proper respect for authority and focus on the mission. Participation by military and civilian members of all grades 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.

E. Fraternalization: Occurs when relationships between personnel of different ranks are prejudicial to good order and discipline, when they compromise the chain of command, involve or result in the appearance of partiality, preferential treatment, the improper use of rank or position for personal gain, or otherwise undermine good order, discipline, authority, or unit morale. Fraternalization is gender neutral and can occur between males, between females and between males and females.

F. Improper Senior/ Subordinate Relationships: Occur when relationships between service members and/or civilians of different rank, grade or position create an actual or clearly predictable adverse impact on discipline, authority or morale, or involve or give the appearance of partiality, preferential treatment, or the improper use of rank or position for personal gain. Improper relationships can involve faculty, staff and students. Whether pursued on or off duty, relationships are unprofessional or improper when they detract from the authority of superiors, or result in or can create the appearance of favoritism, misuse of office or position, or the abandonment of organizational goals for personal interest. Improper relationships can exist between officers, between enlisted members, between officers and enlisted members, between military and civilian employees or contractor personnel.

G. Prior Relationships: Occur when two individuals knew and socialized with each other prior to becoming attached and/or assigned to DINFOS. This often occurs with individuals having been stationed together at a previous command and one is now a student at DINFOS constitutes a prior relationship. Or, this could occur in the instance of being a relative of someone who is now a student at DINFOS.

H. Permanent Party Personnel: All officer, warrant officer, enlisted, government civilian personnel and contractors assigned or attached to Fort George G. Meade, Maryland, or working at DINFOS, or assigned to the DINFOS staff and faculty (permanent or temporary) who are directly or indirectly involved in the training or education of students, and could influence or use their positions to take advantage of students in training, awaiting training or awaiting transfer.

I. Student: All officer, warrant officer, enlisted, and civilian personnel, DoD or international, attached to, or on temporary duty (TDY/TAD) with DINFOS, assigned or attached to Student Company, U.S. Army Signal School Detachment, USAF Detachment 2, 336TS, the Center for Service Support Detachment DINFOS Fort Meade and the Marine Detachment Fort Meade for attendance in a DINFOS course of instruction.

J. Subordinate: Any military or civilian member over whom there is a direct supervisory or command relationship (i.e., duty rating chain-of-command).

K. Senior: Any military or civilian member of a higher grade, rank, title, or position. All permanent party, regardless of rank, grade, title, or position is deemed to be a senior to students for the purposes of this policy.

1-205. Prohibited conduct and practices

An unofficial or personal relationship that conveys or could give the appearance of favoritism or partiality, or any activity that is or could be prejudicial to good order and discipline will not be tolerated and may lead to disciplinary action.

A. DINFOS permanent party personnel will not engage in the following activities:

1. Offensive or unwelcome physical contact or offensive touching of any person including subordinates and students. This includes, but is not limited to caressing, manhandling, striking, kicking, fondling, and jabbing with fingers or objects. This prohibition shall not prevent reasonable physical contact or touching necessitated in cases of emergency, for the protection of life and limb, for self-defense, or as a necessary part of training or administrative activities.
2. Use of insulting, obscene, or sexually offensive language. This includes, but is not limited to sexual innuendo, actions, mannerisms, and language that a reasonable person would consider obscene or offensive.
3. Displaying any material detrimental to good order and discipline, or detracts from the professional environment that DINFOS strives to foster, and/or which may be deemed offensive by students or fellow staff and faculty members. Such material includes, but is not limited to nude or semi-nude photographs or artwork; sexually suggestive material; material displaying obscene or offensive language; and material which demeans or is offensive to any religious, ethnic, racial, or gender group.
4. Use of rank or position to intimidate or influence any person, including a student or subordinate into a position of servitude for personal gain regardless of whether or not the individual is to be compensated for services rendered. This prohibition precludes, but is not limited to using a student or subordinate as a baby-sitter, house sitter, laborer, chauffeur, bartender, waiter, model or in any personal function.
5. Borrowing or loaning money to anyone junior by rank, grade, title, or position to include students.
6. Dating, attending meetings of a personal or unofficial nature, or engaging in any other personal unofficial association with a student or subordinate. This restriction is intended to prohibit inappropriate interaction, sexual contact, and other types of short or long-term close personal relationships between permanent party personnel, subordinates, and/or students where favoritism, partiality, or improper exploitation of rank, grade, position, or title could undermine discipline, authority, or morale.
 - a. This provision does not prohibit socializing during school-sponsored social functions, such as formal receptions, or during the normal course of business, such as at office luncheons or intramural team sporting events.
 - b. Staff and faculty will not be allowed to attend social functions (i.e. welcome receptions, mixers, etc.) at off-post establishments without specific written approval at the Director-level (paragraph 1-206).
 - c. When staff and faculty are granted permission to attend social functions with students, staff and faculty will not be allowed to consume alcohol during the function.
7. Staff and faculty will not have a personal relationship with any student for a minimum of 90 days after graduation or transfer from DINFOS student status. This means there will be no personal contact with students by home phone, personal cell phone or personal e-mail for at least 90 days after that student graduates or is eliminated from DINFOS. This does not include prior relationships (i.e. a family member) or relationships with staff and faculty members who attend courses at DINFOS.

8. Making telephone calls to the private residences of students or subordinates or establishing any other informal communication with students or subordinates for other than official purposes or giving home phone numbers, personal cell phone numbers and personal e-mail addresses to students. Under no circumstances is a student to be given a staff or faculty member's home phone number, personal cell phone number or personal e-mail address.
9. Entertaining students at a private residence, on or off-post, or unofficial socializing with students in any restaurant, bar, tavern, or public/ private establishment, on or off-post. This prohibition should not be construed to prohibit socializing between members of immediate families.
10. Counsel students at any location other than DINFOS facilities or designated training sites.
11. Offer or accept rides in privately owned vehicles with students except in emergency situations.
12. Engage in unauthorized outside employment or business activities
(paragraph 1-210).

B. Students will not engage in the following activities:

1. Any personal unofficial relationship or association with permanent party personnel. Students will not socialize, date, have sexual contact, personal conversations of an inappropriate nature or engage in any other strictly personal and unofficial associations with permanent party personnel.
2. Visiting private residences of permanent party personnel, either on or off-post, or unofficially socializing with permanent party personnel in any restaurant, bar, tavern, or public/private establishment on or off-post.
3. Riding or accepting a ride in the privately owned vehicle of permanent party personnel except in emergency situations (paragraph 1-206 E.).
4. Making or accepting an appointment for counseling with any permanent party personnel at any location other than DINFOS facilities or designated training sites.
5. Contact staff and faculty via their home phone numbers, personal cell phone numbers or personal e-mail addresses under any circumstances. If students need to contact staff and faculty, the students will go to or call their respective detachment and have the staff duty call that staff member's home. Students attending officer courses may contact the duty instructor(s) via the official duty instructor cell phone(s) provided by DINFOS.

1-206. Acceptable Practices

A. When students request the presence of their instructor(s) at graduation parties, the graduation parties will be held during the duty day before the graduation date at DINFOS in Room 1164B or other appropriate area of the school. If students want to give personal gifts (valued at no more than \$30) to instructors, gifts will be presented at the graduation party. All gifts must be in good taste and will be pre-approved by the Department Head, Academic Director or NCOIC.

B. All students will have access to the cell phone number for the DINFOS Staff Duty NCO. Staff and faculty can give their students DINFOS (or other .mil) e-mail addresses. Students attending courses whereby they have questions about overnight written assignments in the Public Affairs Leadership Department and the Public Affairs Department may contact the duty instructor(s) for their respective department via the duty cell phone or blackberry provided by DINFOS. Students will not be given instructors' home phone numbers under any circumstances.

C. Staff and faculty desiring to conduct unofficial social gatherings involving students (i.e., a faculty adviser inviting advisees to their homes for a holiday meal) must forward a written request for permission through the Director of Training.

D. Immediate family members of students may socialize with that student family member based on pre-existing bona fide relationship with permanent party personnel or their families. Students related to DINFOS staff members are allowed to attend a school-sanctioned gathering of several students at the homes of permanent party personnel for a special event (i.e., a holiday meal) if the Director of Training has given written permission for the gathering. If invited to such a gathering, the student(s) will seek permission to attend the event via their chain of command.

E. If a staff member gives a student a ride in his personal vehicle for emergency purposes, that staff member must notify his DINFOS chain of command by forwarding a SITREP via the chain of command no later than 24 hours or the next working day of giving the student a ride.

F. Students have been and will continue to be encouraged to stay in professional contact with their instructors following the completion of training. This may be done via official channels including military phone or military e-mail.

1-208. Procedures for Redress

A. Questions about the appropriateness of a senior/subordinate or permanent party/student action or relationship should be brought to the immediate attention of the chain-of-command for resolution and guidance.

1. Enlisted personnel will route questions pertaining to proposed gathering/ relationships in writing through their Director and the Senior Enlisted Advisor to the Commandant for guidance and resolution.

2. Officer and civilian personnel will route questions pertaining to proposed gatherings/relationships in writing through their Director and the Director of Staff to the Commandant for guidance and resolution.

3. All military personnel will inform and seek the guidance of their directorate and the DOT (when it applies to students) prior to attending a social gathering where students and subordinates may be present, or before engaging in any activities which may give the appearance of violating the policies delineated herein. (See Enclosure 1)

4. Approval will not be granted if alcohol is involved.

B. Anyone who has information or first-hand knowledge of any potential violation of this policy must report the situation to the chain-of-command immediately. Each violation or suspected violation will be investigated and corrective action, if warranted, will be taken.

C. Individuals who believe they have been sexually harassed will be provided the opportunity to seek resolution and redress without retribution. Directors and those in supervisory positions will ensure that notification of sexual harassment can be made in a command climate that does not tolerate acts of reprisal, intimidation or further acts of harassment. All personnel will be made aware of the avenues available.

D. A full range of administrative and disciplinary actions is available to address incidents of proven inappropriate behavior. In the case of military personnel, these include informal counseling, comments in fitness reports and evaluations, administrative separation, and punitive measures under the Uniform Code of Military Justice. In the case of civilians and contractors, options include formal counseling, comments in performance evaluations and disciplinary action including removal from the Federal Service for government employees and dismissal for contractors.

E. Supervisor actions should not automatically result in an unfavorable evaluation or efficiency report, being relieved from duty, or other adverse action. The chain of command will act immediately to terminate the relationship and/or the violation and initiate the appropriate disciplinary action when:

1. The investigation demonstrates and documents actual favoritism or improper exploitation of rank or position.
2. There is a violation of DINFOS policy, which has an actual or clearly predictable adverse impact on discipline, authority, or morale.

F. Civilian personnel violating the provisions of sexual harassment will also be subject to appropriate disciplinary action. Contracting companies for contractor personnel who violate this provision will be contacted immediately to seek guidance in the dismissal of the contractor.

G. Military personnel will be subject to the appropriate administrative or disciplinary action deemed necessary by the DINFOS Commandant on the substantiated incident involving action, threats, or attempts to influence another's career or job in exchange for sexual favors; or physical contact of a sexual nature which, if charged as a violation of the UCMJ, could result in punitive discharge.

1-209. UCMJ Punishable Offenses

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| Types of violations of the UCMJ under which a military member may be charged if allegations of EO/EEO, sexual harassment or improper senior/subordinate relationships are substantiated: Accessory after the fact | Article 78 |
| Failure to obey order or regulation | Article 92 |
| Cruelty and maltreatment | Article 93 |
| Provoking speeches or gestures | Article 117 |
| Rape and carnal knowledge | Article 120 |
| Sodomy | Article 125 |
| Extortion | Article 127 |
| Assault | Article 128 |
| Conduct unbecoming an officer and a gentleman | Article 133 |
| All disorders and neglects to the prejudice of good order and discipline in the armed forces, all conduct of a nature to bring discredit upon the armed forces (i.e. Communicating a threat, bribery, indecent, insulting or obscene language or conduct prejudicial to good order and discipline | Article 134 |

EXAMPLE

MEMORANDUM

From: GySgt I.M. Marine, USMC
To: Director of Training

Subj: REQUEST FOR PERMISSION OF OFF-DUTY ASSOCIATION BETWEEN GYSGT I.M. MARINE AND SSGT I.M. STUDENT

1. Respectfully request permission to associate with SSgt I.M. Student. He is a student in the Broadcast Management Course. His stay at DINFOS is 17 days long.
2. I was stationed with him at Camp Pendleton, CA from June 2000 to March 2003.
3. As a Basic Still Photography Course instructor, I am not directly associated with his training at DINFOS. I understand that I cannot and will not offer any academic assistance that would give him an unfair advantage, either directly or through other DINFOS staff members. I have no personal or professional interest in her performance outside the success we hope for in all students.
4. We will be having dinner at the Cheesecake Factory and then going to a Baltimore Orioles game.
5. Our off-duty association will have no negative impact on our professional military relationship at DINFOS where proper military bearing and protocol will be exercised always.

Very respectfully,
I.M. Marine
GySgt, USMC

DoT Approval Signature Date