RECRUITER/TRAINER PROHIBITED ACTIVITIES ACKNOWLEDGMENT

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction 1304.33, Standardized Protection Policies Prohibiting Inappropriate Relations Between Recruiters and Recruits, and Trainers and Trainees.
PRINCIPAL PURPOSE(S): To document your understanding of the prohibitions identified in section 7 of this form.
ROUTINE USE(S): The DoW Blanket Routine Uses found at http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx apply to this collection.
DISCLOSURE: Voluntary. However, if you fail to provide the requested information or complete this form, you may not be assigned to recruiter or trainer positions.

INSTRUCTIONS

In accordance with DoDI 1304.33, this form will be read and signed prior to performing recruiting duties or upon assignment to a training command where the individual will be providing an entry-level training. As a minimum, the signed original will be retained in the service member's recruiting/training record while assigned to recruiting or training duty. This form will be certified annually. Please initial beside each entry acknowledging that you have read and understand the statement.

1. RECRUITER/TRAINER NAME *(Last, First, Middle)*	**2. PAY GRADE**	**3. UNIT/COMMAND**
4. UNIT/COMMAND ADDRESS *(City, State, ZIP Code)*	**5. DATE SIGNED** *(YYYYMMDD)*	**6. SIGNATURE**

7. I ACKNOWLEDGE AND UNDERSTAND THAT AS A RECRUITER OR TRAINER, I WILL NOT:

(Initial)	
_____	a. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruit/trainee. 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, or any other means of communication.
_____	b. Use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from a recruit/trainee.
_____	c. Make sexual advances toward, or seek or accept sexual advances or favors, from a recruit/trainee.
_____	d. Allow entry of any recruit/trainee into my dwelling.
_____	e. Establish a common household with a recruit/trainee, that is, share the same living area in an apartment (does not include facilities open to all members of a homeowners association or all tenants in an apartment complex), house, or other dwelling.
_____	f. Allow entry of any recruits/trainees into my privately-owned vehicle. Exceptions are permitted for official business when the safety or welfare of a recruit/trainee is at risk.
_____	g. Provide alcohol to, or consume alcohol with a recruit/trainee on a personal social basis.
_____	h. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a recruit/trainee.
_____	i. Gamble with a recruit/trainee.
_____	j. Lend money to, borrow money from, or otherwise become indebted to a recruit/trainee.
_____	k. Solicit donations from a recruit/trainee.
_____	l. Hire or otherwise employ recruits/trainees (e.g., baby-sitting, maintenance).
_____	m. Accept personal goods, in an unofficial or personal capacity, from a recruit/trainee for storage or any other reason.

(Initial) _____

n. Participate in closed-door discussions with recruits/trainees. Recruiters will keep doors open when meeting recruits/trainees except when:
(1) there is another person at least 18 years or older present; or
(2) based on the proximity of others, there is a need to protect Personal Identifiable Information, sensitive information, or confidential information. These "closed-door" sessions shall be short in duration; or
(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 shall be left unlocked and clearly marked that it is open for business and that visitors are welcome.

8. EXCEPTIONS. Exceptions may be granted to accommodate relationships that existed prior to the Recruiter or Trainer performing recruiting or training duties. The exception also applies to the recruit/trainee prior to the start of the recruiting process or the trainee starting the formal training process. These relationships include, but are not limited to, family members. Only the Recruiter's or Trainer's Commander, O-4 or higher, or higher level authority, has the authority to approve these exceptions. Approved exceptions will be documented below and signed by the Recruiter's or Trainer's Commander, O-4 or higher, or higher level authority.
DESCRIPTION OF EXCEPTION(S):

(Initial) _____

9. VIOLATIONS. Violations of any part of paragraph 7.a. through 7.n., not granted an exception in paragraph 8, may result in disciplinary action.

10. APPROVED BY

a. NAME *(Last, First, Middle Initial)*	b. TITLE	c. DATE SIGNED *(YYYYMMDD)*	d. SIGNATURE/RANK

11. ANNUAL RECERTIFICATION.
By signing below, I certify I have reviewed this form and acknowledge that I have read and understand this policy.

NAME *(Last, First, Middle Initial)*	SIGNATURE	DATE SIGNED *(YYYYMMDD)*
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