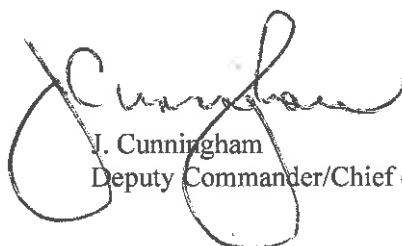


DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

USMEPCOM Regulation
No. 600-22

Effective Date: February 5, 2019
Personnel - General
Personal Relationships

FOR THE COMMANDER:



J. Cunningham
Deputy Commander/Chief of Staff

DISTRIBUTION:

Unlimited. This Regulation is approved for public release.

Summary. This regulation establishes policy on personal relationships within the United States Military Entrance Processing Command (USMEPCOM).

Applicability. This regulation applies to military and civilian members of USMEPCOM.

Supplementation. Supplementation of this regulation and establishment of forms is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MEJA, 2834 Green Bay Road, North Chicago, Illinois 60064-3091.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM. Users may send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms), or memorandum, to HQ USMEPCOM, ATTN: MEJA, 2834 Green Bay Road, North Chicago, Illinois 60064-3091.

Internal control process. This regulation does not contain internal control provisions.

*This regulation supersedes USMEPCOM Reg 600-22, 5 March 2012.

Summary of Changes

Minor revisions have been made to this USMEPCOM Regulation (UMR), changes are in **red text**. Information that is obsolete and will be deleted is in **red text** with **strikethrough**.

Incorporating changes effective February 5, 2019

- Paragraph 1-4: Specified the punitive nature of this regulation.
- Paragraph 1-5: Specified relationships need not be romantic or intimate.
- Paragraph 1-6: Specified applicability to enlisted service members. Specified policy on cohabiting. Specified applicability to Reservist/National Guard not on Active Duty
- Paragraph 1-7: Specified applicability to when previous personal relationship with the applicant exists. Inserted reference to UMR 25-53.

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Chapter 1 General

1-1. Purpose

This regulation prescribes policy and establishes rules concerning personal relationships between United States Military Entrance Processing Command (USMEPCOM) personnel, and relationships between USMEPCOM personnel and applicants and enlistees, and superiors and subordinates to preclude adverse impact on the USMEPCOM mission.

1-2. References

References are in [Appendix A](#).

1-3. Abbreviations

Abbreviations used in this regulation are explained in the [Appendix B, Glossary](#).

1-4. Responsibilities

a. **Military Entrance Processing Station (MEPS)** Commanders will ensure personal relationships in their commands are not in violation of this regulation.

b. Commanders will notify Sector Commanders through their chain of command and also notify the Staff Judge Advocate within 24 hours of learning of allegations of a violation of this regulation involving inappropriate applicant or enlistee/staff relationships that violate paragraph 1-7a below. **This regulation is punitive. Failure to comply with this regulation may lead to disciplinary action under the Uniform Code of Military Justice (UCMJ) or AR 690-700, Chapter 751, Table 1-1: Table of Penalties for Various Offenses, as appropriate.**

1-5. Superior/subordinate staff relationships

The following relationships between USMEPCOM personnel of different rank, grade or position are prohibited:

- a. Relationships that compromise or appear to compromise the integrity of supervisory authority.
- b. Relationships that cause actual or perceived partiality or unfairness.
- c. Relationships that involve or appear to involve the improper use of rank, grade or position for personal gain.
- d. Relationships that are or appear to be exploitive or coercive in nature.
- e. Relationships that cause an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.
- f. Relationships that create or appear to create a conflict of interest between a member's duties or responsibilities and the relationship. A conflict of interest exists when a USMEPCOM member's personal (non-official) interests are contrary to their loyalty or responsibility regarding their official duties.
- g. **Relationships do not have to be romantic or intimate.**

1-6. Certain Prohibited Relationships

a. The following types of relationships are prohibited between: 1) any officer, Senior Enlisted Advisor, or **enlisted Service Member** assigned to the MEPS and any person assigned to the same MEPS; or 2) supervisor and subordinate relationship or 3) persons in leadership positions and personnel subject to their leadership to include:

(1) On-going business relationships, to include borrowing or lending money, or commercial solicitation. This does not include landlord-tenant relationships or one-time transactions such as the sale of an automobile. **However a landlord-tenant relationship when parties are cohabiting is prohibited, this prohibition applies whether the relationship is romantic or not.**

(2) Dating, shared living accommodations other than those required by the mission, and intimate or sexual relationships.

b. A leadership position need not involve a traditional supervisor-subordinate relationship. Leadership positions include positions such as, but not limited to, Lead Human Resource Assistant, Lead Health Tech, other team leads, and Special Staff (Inspector General, Staff Judge Advocate, Equal Opportunity, Equal Employment Opportunity) who regularly provide guidance to management regarding personnel issues. Personnel should consult their supervisor prior to beginning any relationship which may violate this regulation.

c. Officers and Senior Enlisted Advisors or **any enlisted Service Member** are prohibited from engaging in relationships described in this paragraph even when no supervisory relationship exists. **This includes situations where one of the parties is a Reservist/National Guard not on Active Duty.**

d. Commanders and supervisors will counsel personnel involved in such relationships or will take other actions, as appropriate. (See paragraph 1-8 for more information on appropriate actions.)

1-7. Applicant or enlistee/staff relationships

a. Military and civilian members of USMEPCOM will not socialize or have any contact with any applicant or enlistee for any reason other than that required in order to accomplish the unit mission. Soliciting personal information, such as telephone numbers, addresses, email addresses, or social media user names, from applicants or enlistees processing at a Military Entrance Processing Station (MEPS) to be used to contact an applicant or enlistee for other than official business is strictly prohibited. Providing personal information to an applicant to be used by the applicant to contact a military or civilian member of USMEPCOM for other than official business is strictly prohibited. **This includes where the USMEPCOM employee has a previous personal relationship with the applicant. Every effort will be made to ensure no appearance of conflict exists.**

b. USMEPCOM personnel will not use familiar terms of address (e.g., beautiful, sweetheart, hon, handsome) when addressing applicants and enlistees.

c. Recruiting is not a part of the USMEPCOM mission and engaging in such activity impedes the efficient and effective processing of applicants through the accessions process. USMEPCOM personnel are prohibited from passing any applicant's personal information to any person, Service, or agency other than the sponsoring service processed for (SPF) liaison or recruiter. Intentionally releasing personal information without proper authorization is also a violation of the Privacy Act of 1974 (5 USC section 552a(i)(1)) and [USMEPCOM Regulation 25-53, Personally Identifiable Information and Protected Health](#)

[Information Procedures.](#)

d. USMEPCOM personnel are prohibited from recruiting or referring an applicant or enlistee to a specific uniformed Service. This prohibition specifically does not apply to referrals of applicants or enlistees with whom a USMEPCOM member had a relationship that began prior to the applicant or enlistee being brought into the MEPS by a service recruiter (e.g. family member).

e. This regulation does not prohibit the continuation of a personal relationship that began prior to the individual becoming an applicant or enlistee, unless the relationship involves or gives the appearance of involving one of the six prohibited relationships in paragraph 1-5 above.

1-8. Penalties

This regulation is issued as a general regulation by the Commander, USMEPCOM in his capacity as a joint General Court-Martial Convening Authority and is punitive. Penalties for violation of this regulation include the full range of statutory and regulatory sanctions for military and civilian personnel according to:

a. For military personnel, the Uniform Code of Military Justice (UCMJ) Article 92(1), violation of a lawful general regulation, and service-specific regulations.

b. For civilian personnel, Army Regulation (AR) 690-700, Chapter 751; and the Code of Federal Regulation, Title 5, Chapter 1, Part 752. Commanders should contact their servicing civilian personnel activity for assistance concerning disciplinary actions for civilian personnel.

**Appendix A
References**

Section I

Publications referenced in this regulation

Air Force Instruction 36-2909

Professional and Unprofessional Relationships

AR 690-700

Personnel Relations and Services (General), Chapter 751

AR 600-20

Army Command Policy

Title 5 Code of Federal Regulations

Chapter I, Office of Personnel Management, Part 752 Adverse Actions

Marine Corps Manual 1100.4

OPNAVINST 5370.2C

Navy Fraternalization Policy

Uniform Code of Military Justice

UMR 25-53

Personally Identifiable Information and Protected Health Information Procedures

Section II

Forms referenced in this regulation

None

Section III

Record Numbers/Disposition Instructions referenced in this regulation

None

Appendix B
Glossary

Abbreviations

AR
Army Regulation

MEPS
Military Entrance Processing Station

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

UCMJ
The Uniform Code of Military Justice

USMEPCOM
United States Military Entrance Processing Command