

# Summary of Changes

USMEPCOM Regulation 600-22, 5 March 2012

Personnel - General  
Personal Relationships

This revision supersedes the December 13, 2002 version. Specifically, this revision-

- Establishes the requirement for commanders to notify their Sector Commander and the Office of the Staff Judge Advocate regarding allegations of a violation of paragraph 1-7 of this regulation (par. 1-4b).
- Clarifies existing policy regarding prohibited relationships by including relationships which create or appear to create a conflict of interest (par. 1-5f).
- Establishes categories of personnel who are prohibited in engaging in on-going business relationships and dating or intimate relationships (par. 1-6).
- Incorporates requirements of USMEPCOM Policy Memo 11-1, Personal Relationships, concerning recruiting or referring applicants or enlistees to a specific service (par. 1-7c, d).

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

USMEPCOM Regulation  
No. 600-22

5 March 2012

**Effective: 5 March 2012**

**Personnel - General  
PERSONAL RELATIONSHIPS**

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**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.

**Management control process.** This regulation does not contain management control provisions.

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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 glossary.

### **1-4. Responsibilities**

a. 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.

### **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.

### **1-6. Certain Prohibited Relationships**

a. The following types of relationships are prohibited between: 1) any officer or Senior Enlisted Advisor 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.

(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 HRA, Lead Health Tech, other team leads, and Special Staff (IG, SJA, EO, EEO) 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 are prohibited from engaging in relationships described in this paragraph even when no supervisory relationship exists.

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.

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)).

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

**AR 690-700**

Personnel Relations and Services (General), Chapter 751.

**Code of Federal Regulations**, Title 5, Chapter I, Office of Personnel Management, Part 752  
Adverse Actions.

**Uniform Code of Military Justice**

***Section II***

Forms referenced in this regulation

None

***Section III***

Record Numbers/Disposition Instructions referenced in this regulation

None

**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