

USAREC Regulation 600-25

Personnel—General

Prohibited and Regulated Activities

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, KY 40121-2725
4 February 2009**

UNCLASSIFIED

SUMMARY of CHANGE

USAREC Reg 600-25

Prohibited and Regulated Activities

This rapid action revision, 4 February 2009--

- Updates table 1-1.
- Revises paragraph 2-6 concerning weapons.
- Makes administrative changes throughout.

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***USAREC Regulation 600-25**

Effective 15 February 2009

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Prohibited and Regulated Activities



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Major General, USA
Commanding

History. This publication is a rapid action revision. The portions affected by this rapid action are listed in the summary of change.

Summary. This regulation identifies U.S. Army Recruiting Command prohibited activities. Failure by any U.S. Army Recruiting Command personnel to comply with its provisions may subject Soldiers to disciplinary action under the Uniform Code of Military Justice and civilian employees to disciplinary or adverse actions under Federal law and regulations. The enumeration of pro-

scribed activities herein does not preclude prosecution for violations of other Army or Recruiting Command regulations or of other laws.

Applicability. This regulation applies to and is binding on all military and civilian personnel assigned, attached, detailed, or on temporary duty with the U.S. Army Recruiting Command.

Proponent and exception authority. The proponent of this regulation is the Staff Judge Advocate. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to the deputy within the proponent agency.

Army management control process. This regulation contains management con-

rol provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCSJA, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is intended for command levels A and Y.

*This regulation supersedes USAREC Regulation 600-25, dated 12 April 2007.

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Glossary

Chapter 1 General

1-1. Purpose

This regulation enumerates certain prohibited activities by U.S. Army Recruiting Command (USAREC) personnel. It is not intended to be all inclusive. Violations of law or other USAREC or Army regulations may result in adverse administrative or disciplinary actions.

1-2. References

Required and related publications and referenced forms are listed in appendix A. Table 1-1 lists other punitive USAREC publications.

**Table 1-1
Other punitive USAREC publications**

Publication	Description
USAREC Reg 25-2	Prohibits misuse of Government automation equipment and breaches of security when using remote terminals.
USAREC Reg 380-4	Provides guidance on the handling of classified and For Official Use Only information.
USAREC Reg 600-22	Prohibits poaching.
USAREC Reg 601-45	Prohibits intentional or grossly negligent acts or omissions to process or enlist unqualified applicants.
USAREC Reg 601-56	Provides for the proper processing of waivers and Future Soldier Training Program (FSTP) separations. Failure to follow proper procedures may result in adverse action.
USAREC Reg 601-89	Prohibits presigned USMEPCOM Form 680-3A-E (Request for Examination).
USAREC Reg 601-101	Prohibits credential laundering, transportation of applicants to and from school, and the enlistment of applicants without required tier evaluation.
USAREC Reg 611-4	Prohibits the coaching of applicants, practice testing, and compromise of the Computerized Adaptive Screening Test or the Enlistment Screening Test.
USAREC Reg 700-5	Prohibits the use of Government vehicles for unofficial use including domicile-to-duty unless specifically authorized, transportation of family members, and personal errands; plus prohibited items and property accountability.
USAREC Reg 715-1	Prohibits unauthorized commitments, conflicts of interest by procurement officials, and unauthorized disclosures.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Policy

a. Chapter 2 is punitive. This means that failure by any USAREC personnel to comply with its provisions may subject Soldiers to disciplinary action under the Uniform Code of Military Justice (UCMJ) and civilian employees to disciplinary or adverse actions under Federal law and regulations.

b. The authority to impose nonjudicial punishment for violations of paragraphs 2-1 through 2-13 of this regulation is limited to summary court-martial convening authority (SCMCA) unless jurisdiction is withheld by a senior commander or the Commanding General (CG) (although subject to change, the CG's withholding policy is currently in USAREC CG Policy B-8).

c. Should any portion of this regulation be declared invalid by a court of law, that declaration shall not affect the validity of any other portion of this regulation.

1-5. Responsibilities

a. USAREC personnel must report known or suspected violations of this regulation to the first commissioned officer in the chain of command or supervision.

b. Battalion commanders will report known or suspected violations of this regulation to Headquarters, U.S. Army Recruiting Command (HQ USAREC), Assistant Chief of Staff, G3, Command Operations Center, in accordance with

USAREC Reg 190-4, if the violation may have an adverse impact on recruiting. Improper relationships between recruiters and subjects of recruiting efforts such as members of the FSTP are presumed to have an adverse impact on recruiting and must be reported.

c. Felony level and serious offenses will be reported to HQ USAREC in accordance with USAREC Reg 190-4 and to the servicing U.S. Army Criminal Investigation Command office (see USAREC Reg 27-2, table 2) to ensure necessary investigations and reports are initiated. A serious offense is defined in AR 635-200, paragraph 14-12c as, "...if the specific circumstances of the offense warrant separation and a punitive discharge is, or would be, authorized for the same or a closely related offense under the MCM."

d. Battalion commanders will investigate each known or suspected violation by conducting either a commander's inquiry under the provisions of Rule 303, Manual for Courts-Martial, United States (2008 Edition), or an informal investigation under the provisions of AR 15-6. Specific investigative procedures for informal investigations are provided in USAREC Pam 27-65.

e. Reports of investigation and statements of action taken will be sent to the appropriate brigade headquarters, ATTN: Brigade Judge Advocate, within 15 days of completion of the investigation.

1-6. Processing

a. Upon completion of a commander's inquiry and/or informal investigation, commanders shall consult with the brigade judge advocate (BJA) prior to initiating adverse administrative or UCMJ action against a Soldier or civilian employee or to recommending action against a contractor employee.

b. Alleged or suspected recruiting improprieties will be processed in accordance with USAREC Reg 601-45.

Note: Unlike some recruiting improprieties, substantiated violations of this regulation do not require CG, USAREC, action for final disposition, unless jurisdiction is withheld under another provision, such as under USAREC CG Policy B-8.

Chapter 2 Prohibited Practices

2-1. Unauthorized relationships

a. The following activities with subjects of recruiting efforts including contacts and prospects (includes all high school students regardless of qualification for military service), applicants, or members of the FSTP or sister service equivalent are prohibited (see USAREC Msg 07-100):

(1) Any social activity of a personal, unofficial nature. Prohibited activities include, but are not limited to:

- (a) Any type of romantic or sexual conduct;
- (b) Sharing of lodging or personal vehicle;
- (c) Drinking of alcoholic beverages;
- (d) Unofficial, personal contact such as entertainment, dining, recreation, dating, or other intimacy; and
- (e) Entry of any subject of a recruiting effort into the dwelling place of any recruiter.

(2) Sale, purchase, lease, giving, receiving, loaning, borrowing, or other exchange of any money, property, or service.

(3) Personal employment (that is, baby-sitting, maintenance, etcetera).

(4) Meeting a prospect, applicant, or Future Soldier of the opposite gender during the recruiting process without at least one qualifying person present at all times unless an exception listed in USAREC Msg 07-100 applies.

b. Recruiting responsibilities concerning the subjects of recruiting efforts are not completed except as follows:

(1) Enlistees must physically depart for active duty or initial active duty for training.

(2) Applicants who are permanently disqualified must be returned home from the military entrance processing station and/or the recruiting station (RS).

(3) Applicants who are temporarily disqualified continue to be regarded as prospects. This includes FSTP losses who may be qualified to enlist at a later date.

(4) Prospects or contacts retain that status even if they are no longer interested in the Army if the USAREC member first met that person in the course of official duty. For example, recruiters can date someone they first met on an unofficial, social occasion but cannot do so if their first meeting was during an official activity such as the result of

followup, a Total Army Involvement in Recruiting event, or FSTP function.

c. This regulation does not prohibit socializing or contact between members of a recruiter's family. If a member of a recruiter's family becomes interested in enlisting, the recruiter may process that person for enlistment and receive enlistment credit subject to the requirements of USAREC Reg 600-22. A notation of the family relationship will be made in the Remarks block of DD Form 1966 series (Record of Military Processing - Armed Forces of the United States).

d. The prohibitions in this paragraph do not apply to social functions or activities such as FSTP functions authorized by regulation or commanders who are SCMCAs or higher.

e. USAREC commissioned officer commanders may on a case-by-case basis, approve in writing, requests from their subordinate USAREC personnel to participate in acts otherwise prohibited in this paragraph if the person already had a personal relationship with an individual who later becomes a contact, prospect, or applicant for enlistment or appointment, or to employ a high school student who is not an applicant. For instance, if someone a recruiter has been dating (other than a high school student) decides to process for enlistment, the commander could approve the recruiter's request to continue dating that person. However, the recruiter will not be able to do any of the enlistment processing for that person or receive enlistment credit. If a change of processing responsibility is necessary, an explanation will be entered in the Remarks block of the DD Form 1966 series.

2-2. Other prohibited practices

USAREC military and civilian personnel will not engage in any conduct, activity, or relationship that:

- a. Involves or appears to involve partiality or unfairness;
- b. Involves an actual or apparent improper use of rank or position for personal gain such as borrowing money from subordinates; or
- c. Creates an actual or clearly predictable adverse impact on discipline, authority, or morale. This includes supervisory or other duty relationships that conflict with personal, unofficial relationships. For example, dating or any type of romantic or sexual relations with a subordinate such as a participant in the social activity, as defined in paragraph 2-1a(1), with Soldiers prior to them reporting to their first permanent duty station (Regular Army) or returning to their units military occupational specialty qualified (Army Reserve), and subordinate Hometown Recruiter Assistance Program or active duty for operational support-reserve component participants, violates this regulation. Similar conduct involving a USAREC member and a member of the U.S. Military Entrance Processing Command is prohibited if the relationship could affect or reasonably appears to affect the mission accomplishment of the USAREC member.
- d. Violates the Buddy System Policy, currently defined as requiring, during the recruiting process, at least one qualifying person be present at all times whenever a recruiter meets with a prospect, applicant, or Future Soldier of the opposite gender. This policy is contained in USAREC Msg 07-100. Violations of this policy, as it evolves, are prohibited under this paragraph.

2-3. Sexual harassment

No USAREC personnel will sexually harass any person. Sexual harassment is also prohibited by AR 600-20 and includes any verbal or physical contact of a sexual nature to control, influence, or affect the career, pay, or job of another; deliberate or repeated verbal comments or gestures of a sexual nature that are offensive to a reasonable person in the same or similar circumstances; or any unwelcome, deliberate, or repeated sexual advances or requests for sexual favors.

2-4. Pornographic material

a. Pornography or related paraphernalia are materials that are grossly offensive to modesty, decency, or propriety, or shock the moral senses because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thoughts, and which violates community standards. Pornography or related paraphernalia are also materials that appear to the prurient interests of a reasonable person, including, but not limited to:

- (1) Nudity of a person, actual, simulated, or animated.
- (2) Sexual excitement of a person, actual, simulated, or animated.
- (3) Sexual conduct or acts, actual, simulated, or animated, normal or perverted, clothed or nude, whether between human beings, animals, or an animal and a human being.

b. No USAREC personnel will possess, store, display, distribute, mail, e-mail, produce, or receive pornography or related paraphernalia in a Government vehicle, Government computer, an RS, any headquarters facility, or any other property controlled, owned, or leased by USAREC.

2-5. Misuse of alcohol

a. The following misuses of alcohol are prohibited:

(1) Consumption of alcoholic beverages while on duty. For purposes of this regulation, on duty includes during meals or other breaks when the Soldier is scheduled to return to a recruiting facility or have contact with an applicant.

(2) Drunk driving. Definitions and procedures are prescribed by USAREC Reg 190-3.

(3) Driving a Government-owned or -provided vehicle (including rental car) within 8 hours of consuming alcohol.

(4) Consuming alcohol with or providing alcohol to a subject of a recruiting effort.

(5) Reporting for duty under the influence of alcohol. For the purpose of this paragraph, an individual with a blood alcohol content of .05 or greater is presumed to be under the influence of alcohol. In the absence of a blood alcohol test, direct or other evidence can be used to establish this condition. The current MCM definition of drunk on duty, which is found at Article 112, UCMJ, should be used to determine whether a Soldier is actually drunk while on duty.

(6) Possession, transportation, or consumption of alcohol in any recruiting facility or Government vehicle, to include Government-provided rental cars. However, personnel who are on temporary duty (TDY) are allowed to transport unopened containers of alcohol, which are for personal use, in a rental car (that is, a Soldier picks up a six-pack of beer at a local convenience store and brings it back to his or her hotel to drink over his or her 3-night TDY).

(7) The use of alcoholic beverages as a recruiting incentive.

(8) Allowing any individual under the state drinking age to consume alcoholic beverages.

b. SCMCAs are permitted to allow possession and consumption of alcoholic beverages in recruiting facilities on special occasions (for example, social activities held at the end of the duty day for an award ceremony, retirement ceremony, holiday balls, functions coordinated with the family readiness group, and other social activities). In the case involving HQ USAREC, the Chief of Staff is authorized to permit possession and consumption of alcoholic beverages for special occasions.

2-6. Weapons

a. The possession of any of the following items in a recruiting facility or the transportation thereof in a Government-owned or -provided vehicle is prohibited:

(1) Privately-owned weapons, including but not limited to, firearms, compressed air guns, BB guns, stun guns, or shotguns;

(2) Government weapons, without the prior written permission of the battalion commander;

(3) Handguns, including but not limited to, pistols, revolvers, or blank and starter pistols;

(4) Knives with a switchblade, automatic opener, or blade longer than 4 inches;

(5) Blackjacks, sappers, nunchucks, billy clubs, night sticks, riot batons, homemade clubs, Kung Fu sticks, garrotes, or other related items;

(6) Brass knuckles, knucklers, and any other device fitting over the hand used for the purpose of striking;

(7) Slingshots, bows, crossbows, or similar devices;

(8) Any type of pyrotechnics or explosives, including simulators, ammunition, or grenades. This does not include military or civilian automotive road flares designed for use as temporary hazard warning devices. Battalion commanders may approve exceptions to the prohibition against using simulators if they are to be used for official recruiting events.

b. Exception is granted to the Golden Knights for incendiary devices and the Army Marksmanship Team for guns as mission requires.

c. Exceptions to the privately-owned weapons policy are rare and will be granted, in writing, by the brigade commander. The brigade commander will coordinate with the BJA to ensure compliance with applicable state law. The BJA will forward the brigade commander's written endorsement to the Staff Judge Advocate.

2-7. Misuse of Government equipment

a. The following misuses of automation equipment are prohibited:

(1) Loading software on to more than one computer at a time, unless authorized by the copyright holder in writing;

(2) Use of computer games other than the official Army game on USAREC equipment; or

(3) Use of Government computers or peripherals for personal use. This includes use of the system in order to dial into or otherwise gain access into other computers that are not a part of official duties.

b. Additional guidance concerning the use of Government automation equipment is contained in AR 25-2 and USAREC Reg 25-2.

c. Misuse of Government communication equipment. Use of Government communication equipment to include

telephones, facsimile machines, and e-mail for other than authorized uses is prohibited. This includes all unofficial toll calls and other unofficial use not approved by the supervisor of the Soldier or employee. Emergency calls are authorized. Supervisors can approve unofficial calls that are in the Government's interest in accordance with USAREC Reg 25-10.

d. Government property, facilities, and personnel (during duty hours) cannot be used to make personal gifts. This prohibition includes the use of the carpentry shop, training aids facility, or any self-service supply center. It also applies even though "scrap" material is used, or a private organization (for example, cup and flower fund) or individual supplies the material at no cost to the Government. This paragraph does not preclude the use of morale support activities (for example, craft shop) during nonduty hours.

e. USAREC personnel, including private associations (for example, cup and flower funds) and family readiness groups, will not operate any private business such as vending machines in a recruiting facility. Coffee charges above cost are also prohibited.

2-8. Demonstrations

Military personnel are prohibited from participating in picket lines or other public demonstrations:

- a. During hours when they are required to be present for duty;
- b. While in uniform or wearing any item which identifies them as a Soldier;
- c. In the vicinity of a recruiting facility or military installation;
- d. When the activities constitute a breach of the peace; or
- e. When violence is reasonably likely to result.

2-9. Gambling

a. Participation in gambling activities is prohibited while in any RS, facility, headquarters, or Government vehicle, when on duty or with subordinates or subjects of recruiting efforts (as defined in para 2-1a) in any location on or off duty. This includes, but is not limited to lotteries, pools, and the sale or purchase of related tickets.

b. This section does not preclude activities:

- (1) Necessitated by an employee's official duties; or
- (2) Under section 7, Executive Order 12353 (approving charitable fundraising through the Combined Federal Campaign) and similar agency-approved activities.

c. This regulation does not forbid Soldiers from participating in legalized gambling at licensed casinos, even while in a TDY status, as long as the gambling is not done in uniform or while a Soldier is supposed to be performing official duty functions and does not interfere with mission accomplishment.

2-10. Dress and appearance

During the hours military personnel are required to be present for duty, they will conform their dress and appearance to the standards prescribed by AR 670-1 and current USAREC policy.

2-11. Misuse of Government credit and/or charge cards

a. No Government credit and/or charge card may be used for unofficial purposes by any member of USAREC. Personnel will not use a Government charge and/or credit card (to include obtaining cash advances) unless on TDY pursuant to official orders or at home station for items reimbursable in accordance with the JFTR, JTR, DFAS-IN Reg 37-1, and USAREC Reg 37-16.

b. No Government credit and/or charge card may be used to obtain cash advances in order to purchase any item for unofficial purposes to include, but not limited to meals, lodging, entertainment, commercial transportation, or retail merchandise.

c. No Government credit cardholder may allow use of their credit and/or charge card or IMPACT card by any other person(s) for any reason.

d. For the purposes of this regulation, Government credit and/or charge card includes any card issued to a USAREC member because of his or her official position even if he or she receives billing for this card directly from the credit and/or charge card company. These cards include, but are not limited to, travel credit and/or charge cards and IMPACT credit cards.

2-12. Voluntary services

Recruiters are prohibited from allowing any personnel, to include prospects, applicants, and FSTP members to provide

voluntary services (such as community service or internships) in an RS without written approval from the servicing civilian personnel office and the battalion commander, with the exception of community service performed pursuant to a criminal conviction or other adverse disposition which is strictly prohibited.

2-13. Security of laptops and portable computer systems

a. When traveling with a laptop outside the regular place of duty:

(1) Recruiting and/or responsible personnel will not leave a laptop unattended in a Government-owned vehicle or privately-owned vehicle. This prohibition applies even if the vehicle is locked, the computer is in the trunk, or the computer is secured by an approved locking device such as a cable lock.

(2) Recruiting and/or responsible personnel will carry the laptop on their person or otherwise maintain positive visual or physical control of the laptop when traveling by airplane or train. If the computer carrying case is too large to be carried on an airplane, recruiting and/or responsible personnel are required to take the computer out of the case and hand-carry it on the airplane.

(3) Recruiting and/or responsible personnel will not leave a laptop unattended in an unsecured hotel room.

b. Recruiting and/or responsible personnel will not leave a laptop unattended in an unsecured personal residence.

c. Recruiting and/or responsible personnel in an RS or company headquarters will not leave a laptop unattended unless it is secured with a cable lock or other approved locking device. Station commanders will secure unassigned laptop computers in a locked closet, locked cabinet, or locked filing cabinet.

Appendix A References

Section I Required Publications

AR 15-6

Procedures for Investigating Officers and Boards of Officers. (Cited in para 1-5d.)

AR 25-2

Information Assurance. (Cited in para 2-7b.)

AR 600-20

Army Command Policy. (Cited in para 2-3.)

AR 635-200

Active Duty Enlisted Administrative Separations. (Cited in para 1-5c.)

AR 670-1

Wear and Appearance of Army Uniforms and Insignia. (Cited in para 2-10.)

DFAS-IN Reg 37-1

Finance and Accounting Policy Implementation. (Cited in para 2-11a.)

JFTR, Vol I

Uniformed Service Members. (Cited in para 2-11a.)

JTR, Vol II

DOD Civilian Personnel. (Cited in para 2-11a.)

MCM

Manual for Courts-Martial, United States (2008 Edition). (Cited in paras 1-5c, 1-5d, and 2-5a(5).)

UCMJ

Uniform Code of Military Justice. (Cited in paras 1-4a, 1-6a, and 2-5a(5).)

USAREC CG Policy B-8

Withholding of Authority Under the Uniform Code of Military Justice (UCMJ). (Cited in paras 1-4b and 1-6b).

USAREC Msg 07-100

USAREC Policy: Recruiting Process: Buddy System. (Cited in paras 2-1a, 2-1a(4), and 2-2d.)

USAREC Reg 25-2

Information Resources Management Program. (Cited in para 2-7b and table 1-1.)

USAREC Reg 25-10

Telecommunications Management. (Cited in para 2-7c.)

USAREC Reg 27-2

Legal Services Support for the United States Army Recruiting Command. (Cited in para 1-5c.)

USAREC Reg 37-16

Recruiter Expense Allowance. (Cited in para 2-11a.)

USAREC Reg 190-3

Procedures in Drunk Driving Cases. (Cited in para 2-5a(2).)

USAREC Reg 190-4

Incident Reporting. (Cited in paras 1-5b and 1-5c.)

USAREC Reg 380-4

Security Program. (Cited in table 1-1.)

USAREC Reg 600-22

Assignment of Enlistment Processing Responsibility. (Cited in para 2-1c and table 1-1.)

USAREC Reg 601-45

Recruiting Improprieties Policies and Procedures. (Cited in para 1-6b and table 1-1.)

USAREC Reg 601-56

Waiver, Future Soldier Program Separation, and Void Enlistment Processing Procedures. (Cited in table 1-1.)

USAREC Reg 601-89

Completion of the Request for Examination Form. (Cited in table 1-1.)

USAREC Reg 601-101

Education Enlistment Credentials. (Cited in table 1-1.)

USAREC Reg 611-4

Screening Tests. (Cited in table 1-1.)

USAREC Reg 700-5

Integrated Logistics Support. (Cited in table 1-1.)

USAREC Reg 715-1

Procurement Management and Control. (Cited in table 1-1.)

USAREC Pam 27-65

Procedural Guide for the United States Army Recruiting Command Investigating Officer. (Cited in para 1-5d.)

Section II

Related Publication

USAREC CG Policy H-2

Security of Laptops and Portable Computer Systems.

Section III

Prescribed Forms

There are no entries for this section.

Section IV

Referenced Forms

DD Form 1966 series

Record of Military Processing - Armed Forces of the United States.

USMEPCOM Form 680-3A-E

Request for Examination.

Glossary

Section I Abbreviations

BJA

brigade judge advocate

CG

Commanding General

FSTP

Future Soldier Training Program

HQUSAREC

Headquarters, U.S. Army Recruiting Command

RS

recruiting station

SCMCA

summary court-martial convening authority

TDY

temporary duty

USAREC

U.S. Army Recruiting Command

Section II Terms

There are no entries for this section.

USAREC

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