



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
FORT SILL, OKLAHOMA 73503-5600

ATSF-W

16 September 2014

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: Academy Policy Letter # 7, Student and USA NCO Academy Assigned Permanent Party Relationships

1. The NCO Academy requires Soldiers/Leaders assigned to the Academy to present an impeccable image as moral, professional and uncompromising role models. Soldiers/Leaders will not have social relationships and involvement with students and/or subordinates, or Soldiers of lesser rank within the Academy unless sponsored as an Academy event.

2. **PROHIBITED PRACTICES.** As outlined below, any actual, attempted, or solicited unprofessional personal associations between NCOA assigned permanent party or students are prohibited practices. This includes, but is not limited to, the following actual or attempted personal relationships, associations, contacts, or socializing between any NCOA assigned permanent party Soldier and student.

a. Engaging or attempting to engage in an unprofessional personal association to include, but not limited to, dating, socializing, and meeting for the purpose of entertainment, dining, dancing, consumption of alcoholic beverages, recreation, or any other meeting that is not official in nature.

b. Engaging in or attempting to engage in physical contact or touching, to include, but not limited to, caressing, kissing, embracing, hugging, handholding, stroking, pinching, touching, massaging, fondling, sexual intercourse, sodomy, or any other physical contact that is not official in nature.

c. Borrowing or lending money, property, or any item of value or attempting to borrow or lend such items.

d. Playing cards, gambling, or engaging in games of chance or attempting or offering to play cards, gamble, or engage in games of chance.

e. Viewing or showing sexually explicit publications, videos, websites, or other sexually explicit materials or items.

f. Accepting, receiving, or soliciting money, property, favors (including sexual favors), or anything of value by permanent party personnel in return for government property, leaves, passes, documents, privileges, or other preferential treatment for any student.

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g. Allowing students to use or inviting students to living quarters, on or off Fort Sill, that are assigned to, occupied, rented, owned, or maintained by a NCOA assigned permanent party Soldier, unless required by official duties, in the case of an emergency, or under circumstances authorized by the Commandant. This also prohibits students from entering into any quarters, on or off Fort Sill, that are assigned to, occupied, rented, owned, or maintained by a NCOA assigned permanent party Soldier, unless required by official duties, in the case of any emergency or under circumstances authorized by the Commandant. This prohibition does not apply to circumstances where students are invited to homes during a holiday period as part of a program to ensure they do not spend holidays alone.

h. Allowing or inviting a student to enter or be transported by a privately owned vehicle (POV) owned or used by any NCOA assigned permanent party Soldier. This prohibition shall not preclude such transportation in cases of medical emergency or other emergency when military transportation is not available or under circumstances authorized by the Commandant. This prohibition does not apply to circumstances where students are invited to homes during a holiday period as part of a program to ensure they do not spend holidays alone.

i. Soliciting or attempting to solicit gifts, contributions for gifts, services, or other gratuities.

j. Influencing, offering to influence, attempting to influence, or threatening the career, student status, military rank, benefits, privileges, or transfer of a student in exchange for sexual or economic favors.

k. Soliciting, requesting, allowing, or attempting to procure personal services to be performed by a student, regardless of compensation.

l. Making abusive or offensive comments or gestures, of a racial, ethnic, religious, or sexual nature toward anyone.

m. Smoking with or providing tobacco products to students.

n. Writing letters, notes, or sending electronic mail of an unprofessional, personal nature or having telephone conversations of an unprofessional, personal nature with any student.

o. Entering any living quarters or latrines designated for students of the opposite sex, unless required by official duties or in the case of an emergency. This also prohibits students from inviting any NCOA assigned permanent party Soldier to enter any living quarters or latrines designated for students of the opposite sex, unless required by official duties or in case of an emergency.

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p. Attendance by a NCOA assigned permanent party Soldier at a party or social gathering at which a student is present, unless such party or social gathering is sponsored by the Fort Sill Morale, Welfare, and Recreation Fund or the NCO Academy on Fort Sill and NCOA assigned permanent party Soldiers, as well as students, have been invited by the activity sponsoring the party or social gathering. This prohibition does not apply to circumstances where students are invited to homes during a holiday period as part of a program to ensure they do not spend holidays alone.

q. Arranging dates for after graduation is prohibited. Using first names by either cadre or student is prohibited.

3. PROHIBITED ASSOCIATIONS BETWEEN STUDENTS. Any actual or attempted--

a. Consensual contact or socializing (that is not platonic) between or among students that involves conduct including, but not limited to, caressing, kissing, embracing, hugging, handholding, stroking, pinching, touching, massaging, fondling, sexual intercourse, sodomy, or any other physical contact.

b. Writing of letters, notes, sending electronic mail of a personal nature or having telephone conversations of an unprofessional, personal nature between or among students.

c. Use by a student of sexually explicit, suggestive, or obscene language or gestures directed towards, or with respect to another student.

d. Gender-based or race-based harassment or disparaging language or actions by a student or a group of students directed towards another student or group of students.

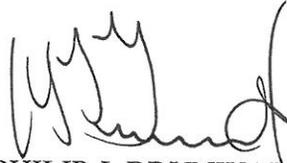
e. Entry into the living quarters, latrines, or other areas designated for the exclusive use of students of the opposite sex, unless required by the training mission, official duties, or emergencies. There will be no unauthorized visitation between genders in living areas.

4. REPORTING PROCEDURES. Report all suspected violations of this policy to the student chain of command, the Small Group Leader, Senior Small Group Leader, the School 1SG, or directly to the Commandant or Deputy Commandant. The Commandant will take appropriate action to investigate and process the case. Failure to report violations constitutes a violation of his policy and may be grounds for disciplinary action. If an incident qualifies as a serious incident, such as incidents of sexual harassment, fraternization, or serious misconduct IA W AR 190-40, TRADOC Supplement 1 to AR 190-40, or USAFACFS Supplement 1 to AR 190-40, it will be reported pursuant to those regulatory requirements.

5. RESPONSIBILITIES. All Leaders assigned to this Academy will ensure compliance with this policy.

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A handwritten signature in black ink, appearing to read 'Philip J. Brunwald', with a stylized flourish at the end.

PHILIP J. BRUNWALD
CSM, USA
Commandant