

## JUNIOR RESERVE OFFICERS' TRAINING CORPS INSTRUCTOR PROHIBITED ACTIVITIES ACKNOWLEDGEMENT

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 102, Junior Reserve Officers' Training Corps; DoD Instruction 1205.13, Junior Reserve Officers' Training Corps Program.

**PRINCIPAL PURPOSE(S):** To document your understanding of the prohibitions identified in Section 7 of this form.

**ROUTINE USE(S):** Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. To a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. Additional routine uses are listed in the applicable System of Records Notices: Army, A0145-2 TRADOC: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569985/a0145-2-tradoc/> Navy, N01533-1: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570325/n01533-1/> Air Force, F036 AETC B: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/569771/f036-aetc-b/>

**DISCLOSURE:** Voluntary. However, if you fail to provide the requested information or complete this form, you may not be assigned to a JROTC instructor or trainer position.

### PURPOSE

This form supplements DoDI 1205.13 and will be read and signed prior to performing JROTC Instructor Duties. The purpose of this form is establish expected behavior for JROTC instructors and to confirm each Instructor understands and agrees to the statements included in this form. New Instructors shall complete this form prior to the first day of employment, and this form will be certified annually within 30 days of the first day of school each subsequent year. As a minimum, the signed original will be retained in the instructors training/performance record while assigned to JROTC duty. Validation of this form will occur concurrently with the Host Service Annual In-Person inspection of the program.

<b>1. INSTRUCTOR NAME</b> ( <i>Last, First, Middle Initial</i> )	<b>2. POSITION</b>	<b>3. JROTC UNIT/SCHOOL</b>
<b>4. UNIT/SCHOOL ADDRESS</b> ( <i>City, State, Zip Code</i> )	<b>5. DATE SIGNED</b> (YYYYMMDD)	<b>6. SIGNATURE</b>

**7. PROHIBITED ACTIVITIES: I acknowledge and understand that as a JROTC instructor (or trainer), I will not:**

(Initial)

- (a) Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a cadet or student. 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 cadet or student.
- (c) Make sexual advances toward, or seek or accept sexual advances or favors from, a cadet or student.
- (d) Allow entry of any cadets, or students, into my dwelling and must adhere to all existing and related school policies, when applicable.
- (e) Establish a common household with a cadet, or student, 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. Instructors must adhere to all existing and related school policies, when applicable.
- (f) Allow entry of any cadets or students into their privately owned or rental vehicles. Exceptions are permitted for official business when the safety or welfare of a cadet or student is at risk. Exceptions are also permitted for official school functions, with associated guardian permission and/or documentation required by school policy, when it involves more than one cadet or student. Transportation of a single cadet or student is not authorized in this exception.
- (g) Provide alcohol or drugs to, or consume or use alcohol or drugs with, a cadet or student on a personal social basis, and must adhere to all existing and related school policies, when applicable.
- (h) Attend social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis with a cadet or student.
- (i) Gamble with a cadet or student.
- (j) Lend money to, borrow money from, or otherwise become indebted to a cadet or student.
- (k) Solicit donations from a cadet or student.
- (l) Hire or otherwise employ cadets (e.g., baby-sitting, maintenance jobs). Instructors must adhere to all existing and related school policies, when applicable.
- (m) Accept personal goods, in an unofficial or personal capacity, from a cadet or student for storage or any other reason.

- (n) Participate in closed-door discussions with cadets or students. Instructors will keep doors open when meeting with cadets except when:
1. There is another person at least 18 years of age or older present;
  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 will 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 will be left unlocked and clearly marked that it is open for business and that visitors are welcome.

The above list is not all inclusive and the Military Services may add to it. Prohibited activities between JROTC instructors/trainers and cadets listed in paragraph 7 apply from the first contact between an instructor and cadet through 6 months after the cadet or student is no longer affiliated with the JROTC program.

**8. EXCEPTIONS:** Exceptions may be granted to accommodate relationships that existed prior to the Instructor's or cadet's JROTC affiliation. These relationships include, but are not limited to, family members. Only high-level school officials/authority, as designated by the host institution in consultation with the host Service, has the authorities to approve these exceptions. Instructors must request the exception in writing to the appropriate school official.

**9. VIOLATIONS** *(Initial)*

Violations of any part of section 7.a through 7.n not granted an exception in section 8 may result in disciplinary action, which could range from decertification to legal actions by the host school and/or local, state, or federal law enforcement.

**10. APPROVED BY DESIGNATED JROTC PROGRAM OFFICIAL**

a. NAME <i>(Last, First, Middle Initial)</i>	b. TITLE
c. SIGNATURE	d. DATE SIGNED <i>(YYYYMMDD)</i>

**11. ANNUAL RECERTIFICATION**

Require a new form annually. By signing below, I certify I have reviewed this form and acknowledge that I have read and understand this policy.

NAME <i>(Last, First, Middle Initial)</i>	SIGNATURE	DATE SIGNED <i>(YYYYMMDD)</i>

## INSTRUCTIONS FOR COMPLETING DD FORM 3200

1. INSTRUCTOR NAME. Enter the appropriate information of the new or current Instructor.
2. POSITION. Enter the appropriate title you hold within the JROTC Program. (Ex.: Senior Instructor, Assistant Instructor).
3. JROTC UNIT/SCHOOL. Enter the host institution's name and the JROTC Unit (Name/Number).
4. UNIT/SCHOOL ADDRESS. Enter the address of the host institution where the JROTC unit will take place.
5. DATE SIGNED. As stated.
6. SIGNATURE. Enter signature of the instructor completing this form.
7. PROHIBITED ACTIVITIES.
  - INITIAL COMPLETION OF FORM: Read each prohibited activity statement and initial next to each statement to certify that you understand and agree to abstain from these activities.
  - ANNUAL RECERTIFICATION: When recertifying this form annually, re-read the prohibited activity statements. By signing Section 11 of this form, you re-certify that you understand and agree with all statements included on this form.
8. EXCEPTIONS. Guidance is provided on requesting exceptions to the prohibited activities statements listed in Section 7. Follow the guidance outlined here to submit the request with the host institution.
9. VIOLATIONS. Read the statement on violations and initial next to the statement to certify you understand and agree with this statement. When recertifying annually, re-read this statement. By signing Section 11 of this form, you re-certify that you understand and agree with this statement.
10. APPROVED BY DESIGNATED JROTC PROGRAM OFFICIAL. Enter the appropriate information and signature of the JROTC Program Official at the host institution. The Program Official's signature certifies that the DD Form 3200 is correct and complete and recommends approval.
11. ANNUAL RECERTIFICATION. The instructor will re-read the statements included on this form annually and renew the certification of understanding and agreement with each statement by entering the appropriate information and signature in this section. The recertification should occur within 30 days of the first day of school each year.