

## LESSON PLAN

### Ethics and Prohibited Practices

#### DISCUSSION POINT

#### RELATED INSTRUCTOR ACTIVITY

#### I. Presentation

#### A. Navy Core Values

#### 1. Honor

- a. "I will bear true faith and allegiance..." I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans.

"I am the sort of person who...."

- 1) Behaves with honesty, responsibility and decency.
- 2) Takes responsibility for my actions.
- 3) Keeps my word.
- 4) Does not Lie, Cheat, or Steal.
- 5) Respects the dignity of others, whatever their race, religion or cultural background.
- 6) Rejects violence as a way of solving personal problems.

Ref: SECNAVINST 5350.15 series DON Core Values, CRNCINST 5370.1 series Fraternization, UCMJ, CNRCINST 1137.2 series Policies and Procedures Governing Irregularities

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- 7) Conduct myself in the highest ethical manner in all relationships with seniors, peers and subordinates.
- 8) Is willing to make honest recommendations and accept them from junior personnel.
- 9) Encourages new ideas and delivers the bad news, even when it is unpopular.
- 10) Abides by an uncompromising code of integrity.

#### 2. Courage

- b. "I will obey the orders..." Courage is the value that gives us the moral and mental strength to do what is right even in the face of temptation or adversity.

"I am the sort of person who...."

- 1) Is proud to be an American.
- 2) Is loyal to the Navy, and ultimately to the Constitution.
- 3) Knows and values the Navy's history.
- 4) Has the courage to resist negative peer pressure.

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- 5) Has the strength of mind and spirit to confront danger with personal bravery.
- 6) Has the courage to meet the demands of our profession and the mission when it is hazardous, demanding or otherwise difficult.
- 7) Meets these challenges while adhering to a higher standard of personal conduct and decency.
- 8) Is loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful, and efficient way.

#### 3. Commitment

- c. "I will support and defend..." The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of work, our people, and ourselves.

"I am one who..."

- 1) Studies and works to become proficient in my profession.
- 2) Is a team player.
- 3) Takes pride in doing a good job.

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- 4) Demonstrates courage, dedication, enthusiasm, and courtesy.
- 5) Maintains a healthy, physically fit, and drug-free lifestyle.

I will:

- 6) Demand respect up and down the chain of command.
- 7) Show respect toward all people without regard to race, religion, or gender.
- 8) Treat each individual with human dignity.

#### 4. Foundation of Navy Core Value Training

- a. Delayed Entry Program
- b. Basic Training
- c. Follow-on Training
- d. Navy Rights and Responsibilities Workshop
- e. Leadership Continuum

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##### 5. Goals of Navy Core Value Training

- a. Learn – understand that Navy Core Values serve as the basis for decisions and actions everyday.
- b. Think – recognize when Core Values are being compromised.
- c. Act – do the right thing

B. Fraternalization. The Navy firmly prohibits fraternization. The Recruiting Command defines and prohibits fraternization between recruiting personnel and prospects, applicants, or DEP personnel.

1. A Prospect is any person who has expressed to recruiting personnel an interest in enlisting or receiving an appointment in the U.S. Navy or U. S. Naval Reserve and who appears to possess the potential, or who may in the future possess, the potential and qualifications for enlistment or appointment in the U.S. Navy or the U.S. Naval Reserve.
2. A prospect that expresses a loss of interest in enlistment or appointment shall continue to be a prospect under this instruction for a period of one year from the date they express this loss of interest to recruiting personnel.

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3. Individuals who may in the future possess the potential and qualifications for enlistment or appointment include, but are not limited to, individuals who do not meet minimum age requirements, who score too low on the qualification testing but will be eligible to re-test, or who have not completed their education.
4. An individual who expresses an interest in enlistment or appointment but is permanently barred under existing regulations is not a prospect.
5. An Applicant is any person who has commenced processing for enlistment or appointment in any of the Armed Forces by beginning to complete a DD form 1966, NAVCRUIT form 1100/11, or comparable form.
6. DEP Personnel is any person who accesses into the Delayed Entry Program of any of the Armed Forces and has agreed to commence active duty or active duty for training at a later date.
7. Recruiting Environment is any function, gathering or meeting, in a public or private place that recruiting personnel attend in their official capacity.

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8. Prohibited Activities. Recruiting personnel shall not:
  - a. Form, or attempt to form, a dating or private and unofficial social relationship with anyone known to be a prospect, applicant or DEP personnel. Mutual attendances at previously planned, command authorized DEP functions or similar recruiting environment events are not prohibited.
  - b. Allow anyone known to be a prospect, applicant or DEP personnel to remain in any recruiting offices except for official business.
  - c. Allow anyone known to be a prospect, applicant or DEP personnel to ride in any Government vehicle except for official purposes, or ride in the personal vehicle of anyone known to be a prospect, applicant or DEP personnel.
  - d. Engage in consensual or nonconsensual physical contact with anyone known to be a prospect, applicant or DEP personnel when the contact is not authorized in the performance of official duties, or required in an emergency to protect against injury, or in self-defense against an unprovoked attack. Examples of authorized physical contact include, but are not limited to, shaking hands or performing required body fat measurements on a member of the same sex.

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- e. Examples of prohibited physical contact include, but are not limited to, caressing, massaging, hugging, kissing, fondling and holding hands.
  
- f. Perform body fat measurements on any prospect, applicant or DEP personnel of the opposite sex. If a prospect, applicant or DEP personnel requires measurement and none of the recruiting personnel at the station are of the same gender of that individual, the measurement can be delayed until the individual goes to MEPS for processing. In the alternative, the measurements may be taken by the individual him or herself, a person of the same sex from another branch of service, or any other adult person of the same sex.
  
- g. Harass any prospect, applicant or DEP personnel. Harassment includes, but not limited to:
  - 1) Any language or act, which would, measured by an objective standard, constitute cruelty, oppression or maltreatment under article 93, UCMJ, if the victim were subject to the orders of the harasser.
  
  - 2) Abusive language which, when taking due consideration of the individual sensitivities of the victim, tends to degrade a prospect, applicant or DEP personnel, whether directed at or used in the presence of such person.

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- h. Use anyone known to be a prospect, applicant or DEP personnel to provide any benefit, financial or otherwise, for themselves or others.
- i. Allow or invite any prospect, applicant or DEP personnel to enter into, operate, or be transported in the recruiting personnel's private vehicle unless authorized in advance by a POV use authority for official purposes, or as a matter of Standard Operating Procedure (e.g., attendance at a DEP function).
- j. Gamble with any prospect, applicant or DEP personnel, including playing any game of skill with money or other things of value at stake.
- k. Solicit or accept, directly or indirectly, anything of value from any source in return for granting favors, privileges or other preferential treatment to any prospect, applicant or DEP personnel.
- l. Solicit or accept, directly or indirectly, anything of value from anyone known to be a prospect, applicant or DEP personnel.
- m. Borrow money or any articles of value from, or lend the same to, anyone known to be a prospect, applicant or DEP personnel.

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- n. Offer to engage in, or engage in, any unofficial financial or business dealings with anyone known to be a prospect, applicant or DEP personnel.
- o. Photograph or accept any pictures of anyone known to be a prospect, applicant or DEP personnel other than those required for official purposes.
- p. Spend the night with, or allow anyone known to be a prospect, applicant or DEP personnel to spend the night, in the same home or apartment, without prior command approval.
- q. Process for enlistment or appointment any person with whom they developed a social relationship prior to that person becoming a prospect, applicant, or DEP personnel, or prior to learning that person was a prospect, applicant, or DEP personnel. Recruiting personnel will refer such a person to another recruiter and disclose the nature of the relationship to the Commanding Officer via the Chain of Command.

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- r. Enter any portion of an establishment known to be a MEPS lodging and/or meal facility, except that recruiting personnel may enter the main lobby of such a facility when their official duties make it necessary to assist in the proper check-in and check-out of an applicant and/or DEP person. Recruiting personnel may not enter any other part of such facility and will depart the facility upon completion of the check-in or check-out process.
9. Recruiting Irregularities.
- a. An irregularity is any noncompliance with prescribed written policy or established procedure.
    - 1) Malpractice: Malpractice is concealment of or conspiracy to conceal a disqualifying factor of an applicant; action to qualify an ineligible applicant in violation of directives; or any intentional violation of recruiting policy or procedure, which results in the processing and enlistment of an ineligible applicant. A person in recruiting, while dealing with an applicant or processing an application for enlistment, is guilty of malpractice when he/she intentionally violates an established law, regulation, written policy, or directive in order to enlist an applicant who does not meet the basic enlistment eligible requirements.

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- 2) Erroneous enlistment: An enlistment agreement into which the government would not have entered had the true facts been known or had the legal conclusion based up such facts been correctly reached at that time.
- 3) Fraudulent enlistment: An enlistment with deliberate misrepresentation, omission, or concealment by an applicant to the government, which, if know at the time, might have resulted in rejection of that applicant.
- 4) Misconduct: Conduct that does not affect the enlistment qualifications of the applicant, but which is in violation of regulations or policy.

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