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**Personnel**

**MILITARY STANDARDS**

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### **SUMMARY OF REVISIONS**

This revision requires commanders to maintain unfavorable information files (paragraph **8.**); adds DoD reference for commercial solicitation (paragraph **9.**); deletes metric on IG Complaints for Financial Irresponsibility (**Attachment 1**); and updates related documents and interfacing publications (**Attachment 2**). Broad policy statements are applicable to all Air Force personnel regardless of component, and redundant statements found in paragraphs 1.2,1.3,1.4,1.5,1.6,1.8,1.9,1.10,1.11 are deleted. A (/) indicates revisions from the previous edition.

- 1.** The importance of the Air Force's mission and inherent responsibility to the Nation requires its members to adhere to higher standards than normally found in civilian life. This directive establishes Air Force policy for appropriate standards of conduct.
- 2.** All military personnel serving on, or ordered to, active duty will be present for duty unless their absence is authorized.
- 3.** All Air Force members will refrain from relationships between Air Force members that violate the customary bounds of acceptable behavior, to include fraternization and other unprofessional relationships, due to the impact on good order, discipline, respect for authority, maintenance of unit cohesion, and mission accomplishment.
- 4.** All Air Force members will meet their financial obligations in a proper and timely manner.
- 5.** All Air Force members with family members will use all available military and civilian resources to make sure their family members receive adequate care, support, and supervision, compatible with the members' military responsibilities to be worldwide deployable.

6. When wearing the uniform, all Air Force members will adhere to standards of neatness, cleanliness, safety, and military image to provide the appearance of a disciplined Service member. This paragraph applies to Air Force retirees.

7. Air Force members will adhere to standards for physical fitness, weight, and body fat prescribed in AFPD 40-5, *Fitness and Weight Management*, and its subordinate Air Force instructions.

8. Commanders will maintain an unfavorable information file (UIF) to officially document substantiated adverse information about an Air Force member.

9. DoD Directive 1344.7, *Personal Commercial Solicitation on DoD Installations*, is hereby incorporated by reference and applies to all Air Force personnel. Installation commanders will ensure that all commercial soliciting and selling of all types of insurance, securities, and other goods, services, and commodities on their installations are monitored and controlled in accordance with the directive. This paragraph applies to all Air Force installations.

10. The Air Force will have procedures to determine whether certain diseases, injuries, or deaths are suffered by military members while in a Line of Duty status.

11. Active duty, Air National Guard, members of the Air Force Ready Reserve and retirees may neither be employed by a foreign government, directly or indirectly, nor accept any present, emolument, office, or title from a foreign government. Other AFRES members are eligible but are encouraged not to enter such a relationship with a foreign government.

12. Any active duty Air Force general officer contemplating travel to the Washington DC area will notify HQ USAF/CVAP which will, in turn, inform the offices of the Secretary of the Air Force and the Chief of Staff of such visits. See AFI 36-2901, *General Officers Visiting the Washington DC Area*, for procedures to be followed.

13. The following responsibilities and authorities are established:

13.1. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for military standards policy matters as described in Air Force Policy Directive 90-1, *Strategic Planning and Policy Formulation*, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued, or rescinded.

13.2. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and essential procedural guidance for the management of military standards.

13.3. Commanders are responsible for ensuring compliance with these policy statements.

14. See **Attachment 1** for measures used to comply with this policy.

**15. See Attachment 2** for related documents and interfacing publications.

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## Attachment 1 MEASURING COMPLIANCE WITH POLICY

**A1.1.** Compliance with military standards policies will be assessed by measuring two areas: (1) UIF trends and (2) quality control indicator (misconduct separations).

A1.1.1. The number of individuals with a UIF will be measured annually (**Figure A1.1.**). The UIF metric will present UIF trends over time broken out by officer and enlisted members. HQ USAF/DPXE will extract necessary data from the Personnel Data System.

A1.1.2. The second metric (**Figure A1.2.**) will continue to assess how members of the Air Force adhere to high standards of professional conduct by measuring a quality control indicator (misconduct separations). This metric will depict, per 1,000, the number of separations broken out by officer and enlisted members. HQ USAF/DPXE will extract the data from the Personnel Data System.

**Figure A1.1. Sample Metric of UIF Trends Over Time.**

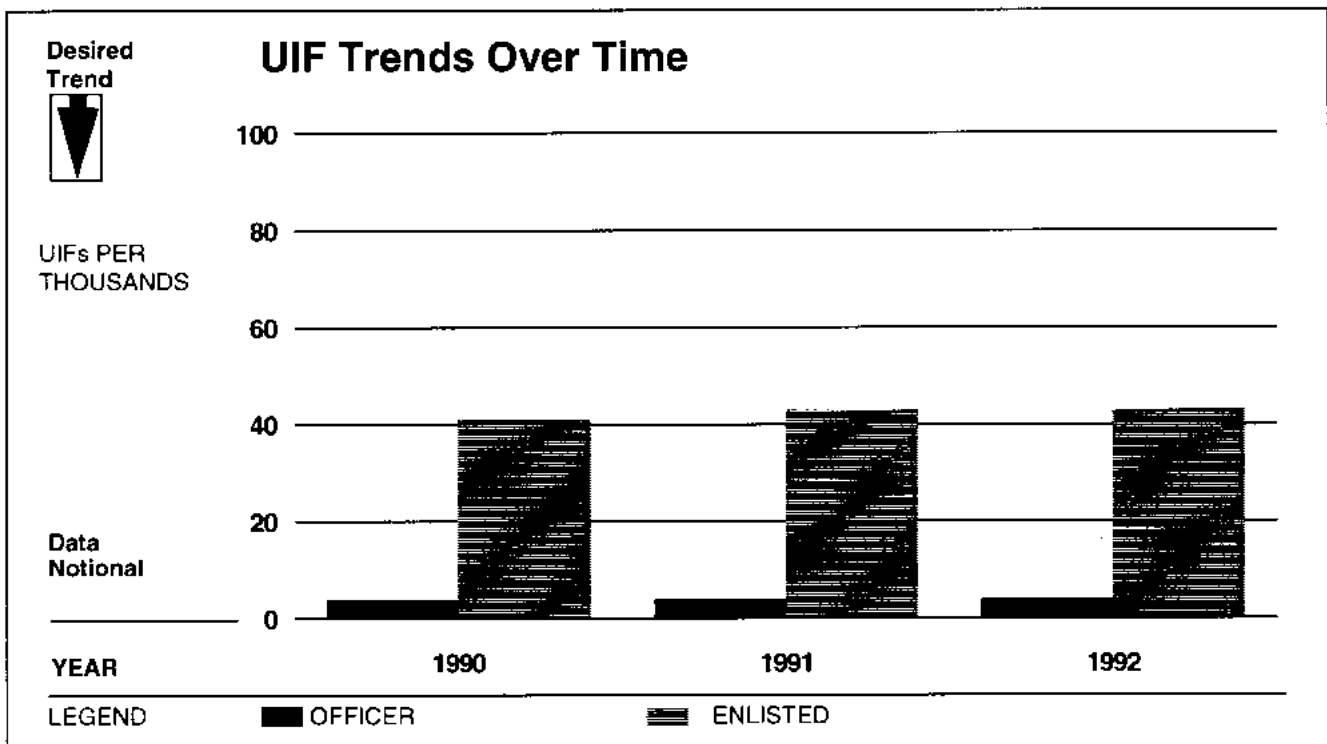
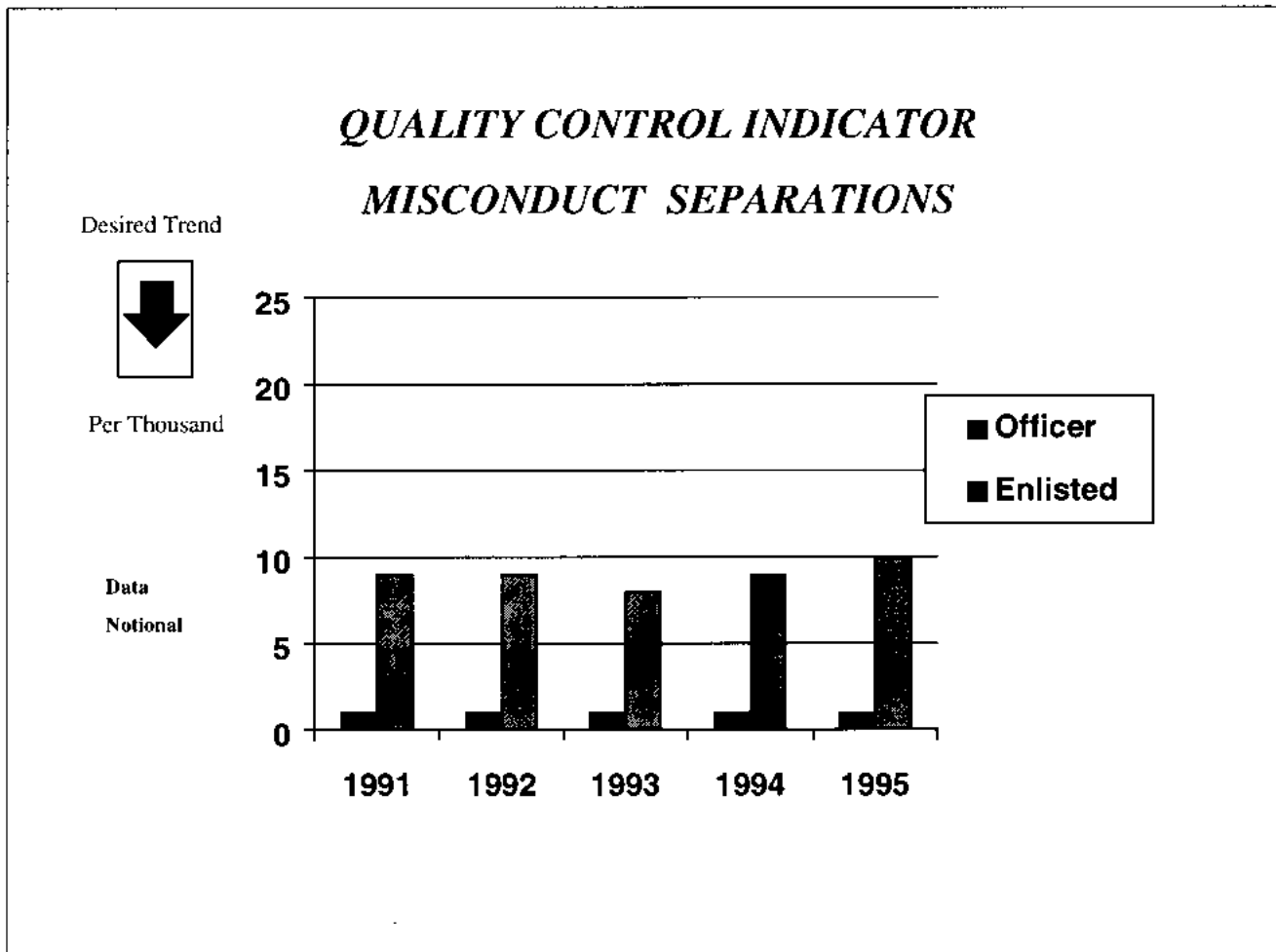


Figure A1.2. Sample Metric of Quality Control Indicator.



## Attachment 2

### RELATED DOCUMENTS AND INTERFACING PUBLICATIONS

DoD Directive 1308.1, *DoD Physical Fitness and Body Fat Program*, July 20, 1995

DoD Instruction 1308.3, *DoD Physical Fitness and Body Fat Programs Procedures*, August 30, 1995

DoD Directive 1325.2, *Desertion and Unauthorized Absence*, August 20, 1979, With Changes 1 through 3

DoD Directive 1334.1, *Wearing of the Uniform*, August 11, 1969

DoD Instruction 1342.19, *Family Care Plans*, July 13, 1992

DoD Directive 1344.3, *Paternity Claims and Adoption Proceedings Involving Members and Former Members of the Armed Forces*, February 1, 1978

DoD Directive 1344.7, *Personal Commercial Solicitation on DoD Installations*, February 13, 1986, With Changes 1 and 2

DoD Directive 1344.9, *Indebtedness of Military Personnel*, October 27, 1994

DoD Instruction 1344.12, *Indebtedness Processing Procedures for Military Personnel*, November 18, 1994

DoD Instruction 1348.33, *Military Awards Program*, August 26, 1985

AFI 36-2901, *General Officers Visiting the Washington DC Area*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 36-2906, *Personal Financial Responsibility*

AFI 36-2907, *Unfavorable Information File (UIF) Program*

AFI 36-2908, *Family Care Plans*

AFI 36-2909, *Professional and Unprofessional Relationships*

AFI 36-2910, *Line of Duty (Misconduct) Determination*

AFI 36-2911, *Desertion and Unauthorized Absence*

AFI 36-2913, *Request for Approval of Foreign Government Employment of Air Force Members*

AFI 36-2914, *Uniform Clothing Item*

AFI 36-2923, *Aeronautical, Duty, and Occupational Badges*

AFPAM 36-2922, *Line of Duty and Misconduct Determination*

AFPAM 36-2924, *Desertion and Unauthorized Absence*

AFPD 40-1, *Health Promotion*

AFPD 40-5, *Fitness and Weight Management*