

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-703**

**30 AUGUST 2018**



**Personnel**

**CIVILIAN CONDUCT AND  
RESPONSIBILITY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 36-7, *Employee and Labor-Management Relations*. It provides guidance and procedures on civilian employee standards of conduct and individual responsibility throughout the Air Force. It applies to Title 5 civilian employees, Title 10, Defense Civilian Intelligence Personnel System or Cyber Excepted Service employees, and Defense Intelligence Senior Executive Service and Senior Leader employees. It applies to Air Force Reserve and Air National Guard; however, it does not apply to Title 32 Air National Guard Technicians. Where appropriate this instruction references the civilian standards of conduct specified in Department of Defense (DoD) 5500.07-R, *Joint Ethics Regulation*. In the event of a conflict between this instruction and the *Joint Ethics Regulation*, the guidance of the *Joint Ethics Regulation* is controlling. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (HQ USAF/A1) develops personnel policy for civilian conduct and responsibility. This Air Force publication may be supplemented at any level; Major Command-level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, *Recommendation for Change of Publication*; route Air Forms 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). The use of the name or

mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. **(T-1)** The authorities to waive wing/unit level requirements in this publication are identified with Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers via AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility for non-tiered compliance items.

### ***SUMMARY OF CHANGES***

This Air Force instruction has been revised and major changes include: (1) tiering authority, (2) changing Civilian Force Policy Division (AF/A1PC) to Civilian Force Management Directorate (AF/A1C); (3) changing name of certifying official; (4) changing Air Force Personnel Center Integration Division (AFPC/DPI) to Air Force Personnel Center, Directorate of Personnel Programs (AFPC/DP3); (5) incorporated previous Chapter 6, *Supervisor and Management Officials of Civilian Employees*, into Chapter 3, *Standards of Conduct*; and (6) updated all references.

## Chapter 1

### OVERVIEW

**1.1. Maintaining a productive work environment** in which management and employees comply with standards of conduct and responsibilities is essential to the effective functioning of the Air Force and accomplishment of its national security mission.

**1.2. AFPD 36-7 establishes policy for Labor-Management Relations, civilian conduct, discipline and adverse actions, and agency grievance procedures.** This instruction provides guidance to implement that policy and directs that civilian management officials, supervisors, and employees will perform official duties lawfully and comply with ethical standards of conduct. **(T-1)** An employee's violation of any provision in this instruction may be cause for disciplinary action, which may be in addition to any penalty prescribed by law.

**1.3. The Air Force will** ensure civilian conduct and responsibilities are communicated and prescribed without unlawful discrimination because of race, color, religion, sex (including pregnancy, gender identity or sexual orientation), national origin, age (40 or older), disability, genetic information, or prior Equal Employment Opportunity Office activity. **(T-1)**

## Chapter 2

### AUTHORITIES AND RESPONSIBILITIES

#### **2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).**

2.1.1. Serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing civilian conduct and responsibility.

#### **2.2. Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services (AF/A1).**

2.2.1. Develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the Administrative Grievance System.

2.2.2. Promotes education and training for leadership and supervisors on standards of conduct.

#### **2.3. Director, Civilian Force Management Directorate (AF/A1C).**

2.3.1. Under the authority and direction of the AF/A1, directs development and implementation of the civilian standards of conduct for areas not covered in the *Joint Ethics Regulation*.

2.3.2. Provides policy guidance on provisions of this instruction.

2.3.3. Monitors programs and assesses implementation to ensure compliance with this instruction.

#### **2.4. Air Force Personnel Center, Directorate of Personnel Programs (AFPC/DP3).**

2.4.1. Provides operational guidance, training and assistance to the Civilian Personnel Section (CPS) specialist as it pertains to civilian conduct based transactions.

2.4.2. Provides current operational oversight, instructions, and training to Major Command management officials and CPSs specialist regarding provisions of this instruction.

#### **2.5. Major Command, Direct Reporting Units , and Forward Operating Agencies, and Combatant Commands.**

2.5.1. Provide guidance and support to employees and subordinate CPS pertaining to civilian conduct based transactions.

2.5.2. Inform AF/A1C of status of investigations, grievances, or cases filed with third parties.

2.5.3. Monitor and track programs for compliance with this instruction.

#### **2.6. Civilian Personnel Section (CPS).**

2.6.1. Advise and train managers and employees on provisions of this instruction.

2.6.2. Provide employees procedural guidance on administrative actions consistent with this instruction.

2.6.3. Provide supervisors and managers with employee management relations advisory services.

2.6.4. Ensure local training for all civilian personnel specialists, attorneys, and management officials, also covers civilian conduct and responsibilities.

2.6.5. Provide a copy of this instruction, or provide a current web link, to new employees.

**2.7. Judge Advocate.**

2.7.1. Advise and train management officials and employees on compliance with provisions of the *Joint Ethics Regulation*.

**2.8. Installation Commander or civilian equivalent.**

2.8.1. Establish workplace policies and procedures consistent with the *Joint Ethics Regulation* and this instruction.

2.8.2. Ensure employees are kept informed of standards of conduct and responsibilities. Provide direction for adhering to standards.

2.8.3. Set an example for appropriate workplace conduct consistent with this instruction.

2.8.4. Take timely and appropriate actions to implement the provisions of this instruction and related Air Force policy regarding employee conduct.

**2.9. Supervisor and Management Official.** The Air Force depends on a large civilian workforce to successfully accomplish its missions. Supervisors and management officials are expected to judiciously and timely accomplish duties in managing civilian employees. Supervisor will:

2.9.1. Comply with civilian personnel laws, regulations, and negotiated labor agreements.

2.9.2. Treat employees with respect and consideration.

2.9.3. Create a work environment free from harassment.

2.9.4. Comply with attendance, leave, and overtime approval procedures.

2.9.5. Complete civilian personnel management actions without unnecessary delay.

2.9.6. Constructively counsel and correct employee and motivate employees to improve performance and conduct.

2.9.7. Attend required supervisory training and implement same.

**2.10. Employees.** Perform official duties lawfully and comply with prescribed standards of conduct in all official matters. Per Title 5 Code of Federal Regulations Part 2635 (5 CFR Part 2635), *Standards of Ethical Conduct for Employees of the Executive Branch*, all employees are expected to:

2.10.1. Discharge assigned duties conscientiously and effectively.

2.10.2. Be present for duty unless authorized to be absent.

2.10.3. Follow Air Force instructions and comply in a timely manner with proper instructions or orders.

2.10.4. Confer with management (starting with immediate supervisor) to discuss matters/concerns, obtain information, or solve problems that relate to the job.

2.10.4.1. This does not limit the right of employees to contact the Equal Employment Opportunity Office without first going through supervisors regarding matters of equal employment opportunity, consistent with Air Force Policy Directive (AFPD) 36-27, *Equal Opportunity*. This also does not limit the right of employees to contact the Inspector

General to report fraud, waste, and abuse, or to the CPSs or union representative to file grievances or complaints, without first going through supervisors.

2.10.5. Comply with safety and health standards set for the job environment.

2.10.6. Shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government. **(T-1)**

2.10.7. Treat individuals with respect and consideration.

2.10.8. Adhere to the Air Force Core Values of “*Integrity First, Service Before Self, and Excellence in All We Do.*”

## Chapter 3

### STANDARDS OF CONDUCT

**3.1. Furnishing Testimony.** Employees may be requested to provide testimony or information to various administrative bodies such as the Air Force or Office of the Secretary of Defense. If an employee does believe he or she may be subject to disciplinary or adverse action, he or she may request a representative.

3.1.1. Refusal to reply to questions during an investigation may be the basis for disciplinary action. The employee must be warned that a failure to provide answers may subject them to discipline, including the possibility of removal in appropriate cases, and that any statements cannot be used against them in a criminal prosecution. Employees who lie, or otherwise affirmatively mislead an investigation, may be subject to discipline, including removal, when appropriate. **(T-0)**

3.1.2. Under no circumstances should an employee be questioned by management officials concerning a suspected criminal offense without the prior approval of the servicing legal office. Employees may be questioned by proper law enforcement officials, such as Office of Special Investigation agents or Federal Bureau of Investigation agents. The servicing legal office is responsible for ensuring that any information or allegation relating to a possible violation of federal criminal laws is reported to the office of the United States Attorney for the district in which the crime allegedly occurred before the employee is questioned. The United States Attorney's Office must approve, in advance, all requests to compel the testimony of employees suspected of criminal offenses during administrative hearings or investigations. **(T-0)**

**3.2. Participating in Public or Civic Activities.** Employees may participate in political demonstrations, petitions, speeches, private organizations, and similar activities in their private capacity when not in a duty status as the exercise of their constitutional rights of speech, peaceable assembly, and petition to Congress. However, if an employee's participation in such activities interferes with the mission of the armed forces or interferes with the duty performance of the employee, other employees or military members, the employee may be subjected to disciplinary action. Employees may also be subject to disciplinary action, including removal, if convicted of inciting or taking part in a riot, civil disorder, or any group activity that results in damage to property or injury to people. Refer to AFI 36-704, *Discipline and Adverse Actions*.

**3.3. Indebtedness.** An indebtedness is a just financial obligation acknowledged by the employee or reduced to judgment by a court. Per 5 CFR Part 2635, employees shall satisfy, in good faith, their just financial obligations, especially those such as federal, state, or local taxes that are imposed by law. **(T-0)** In the event of a dispute between an employee and an alleged creditor, the Air Force does not determine the validity or amount of the disputed debt or collect debts on the alleged creditor's behalf. However, where the validity of a private debt is established by court order or admitted, a failure to satisfy an obligation can result in disciplinary action (See AFI 36-704).

3.3.1. The CPS should establish procedures for responding to indebtedness complaints from creditors. A creditor is a person or company to whom a debt is owed. These procedures should not apply to debt collectors, persons or companies who regularly collect or attempt to collect debts owed to another. Requests from creditors should include information about previous

direct attempts to collect the debt from the employee, and proof that the employee has been informed of his/her responsibility. The creditor is entitled to a courteous response that clearly states “the Air Force does not collect or determine the validity of debts”. It must neither admit or imply an admission of an employee’s liability, nor report any action taken against an employee as a result of the complaint. **(T-1)**

3.3.2. When an Air Force employee with a debt has been reassigned to another Air Force activity and a creditor seeks locator assistance, the losing CPS must either furnish the current duty address to the requestor, or send the correspondence to the gaining CPS. In cases where a government agency seeks an address for law enforcement purposes (i.e., a child support enforcement agency, attempting to enforce a child support order), the CPS may provide the last known mailing address of a current or former employee. However, in no instance will the CPS or the Air Force act as an intermediary in private matters that concern current or former employees. **(T-1)**

**3.4. Canvassing, Soliciting, and Peddling.** Canvassing, soliciting, or peddling among employees during working hours or in federal facilities is not allowed except for officially approved events, e.g. Combined Federal Campaign. However, this does not preclude office collections for fellow workers or passive activities such as “For Sale” notices on unit bulletin boards. This restriction does not apply to conducting labor organization membership drives during lunch periods or after duty hours. For other restrictions that involve commercial solicitation and sales to subordinates, refer to the legal office.

**3.5. Gambling.** Gambling is prohibited on federally owned or leased property or while in a duty status regardless of location. Gambling includes participation in “office pools” and the joint purchase of lottery tickets by employees. Refer to the *Joint Ethics Regulation* for specific exemptions regarding law enforcement activities, private legal wagers conducted entirely within assigned government quarters, and case-by-case exemptions approved by the Secretary of the Air Force. (*Joint Ethics Regulation*, Paragraph 2-302a(2))

**3.6. Outside Employment.** All Air Force civilian employees must report outside business activity or compensation outside employment to their supervisors. **(T-1)** This is in addition to the requirement that certain Air Force personnel (financial disclosure filers) must receive prior supervisory approval to engage in business activity or compensation from outside employment with prohibited sources in accordance with Title 5 Code of Federal Regulations Section 3601.107 (5 CFR § 3601.107). Air Force financial disclosure filers must request approval of outside activities using AF Form 3902, *Application and Approval for Off-Duty Employment*.

3.6.1. Approval shall be granted unless a determination is made that the business activity or compensated outside employment is expected to involve conduct prohibited by statute or regulation or that the outside employment or business activity might detract from readiness or pose a security risk. **(T-3)**

3.6.2. Approval to participate in outside employment or business activity will be documented by supervisors on the Supervisor’s Employee Brief. **(T-1)** Consistent with the requirements of the *Joint Ethics Regulation*, Paragraph 2-206. Employees should address specific questions to their local ethics counselor at their servicing legal office.



**3.7. Misuse of Government Property.** Employees may not use government equipment, personnel, or other resources for personal benefit or benefit of friends or relatives unless specifically authorized. This includes resources such as computers, copiers, facsimile machines, office supplies, telephones, email, or vehicles. Government property is for official use and limited authorized personal use only. Limited personal use must be of reasonable duration and frequency that have been approved by the supervisor and do not adversely affect performance of official duties, overburden systems or reflect adversely on the Air Force or the Department of Defense (DoD) in accordance with Title 5 Code of Federal Regulations 2635.702 (5 CFR § 2635.702), *Use of public office for private gain*. Misuse of Air Force resources is misconduct, which may result in corrective disciplinary action in accordance with AFI 36-704. **(T-1)**

**3.8. Supervisor and Manager Official Conduct.** Supervisors failing to comply with Air Force standards of conduct and responsibilities adversely reflect upon the integrity of the management process, and may be reassigned to non-supervisory positions under Title 5 Code of Federal Regulations Part 752 (5 CFR Part 752) for the efficiency of the service. Follow procedures established in AFI 36-704, *Discipline and Adverse Actions*.

## Chapter 4

### DRESS, APPEARANCE, AND RELATIONSHIPS

**4.1. Professional Public Image.** Employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. Due to the diversity of work functions and locations, appropriate dress standards may vary significantly.

**4.2. Civilian Dress.** Employee attire will be in good repair, and should not be considered offensive, disruptive, or unsafe. Commanders or civilian equivalents may establish and publish local civilian dress standards. Such standards should be consistent with the provisions of paragraph 4.1, above. Management disagreement with styles, modes of dress, and grooming currently in fashion is not an adequate criterion for establishing local civilian dress standards.

**4.3. Civilian Uniform Wear.** Military grooming and appearance standards do not apply to civilian employees. However, employees who wear standard uniforms, such as those prescribed in AFI 36-801, *Uniforms for Civilian Employees*, or medical or food service personnel furnished uniforms under Table of Allowances 016, may be expected to comply with grooming and appearance standards for employees in similar occupations employed by other federal, state, or municipal governments. Air Reserve Technicians will adhere to the requirements prescribed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, when wearing the military uniform in civilian status. **(T-1)**

**4.4. Relationships.** While personal relationships between Air Force employees or between Air Force employees and military members are normally matters of individual choice and judgment, they become matters of official concern when they violate existing law or impede the efficiency of the service.

#### 4.4.1. Types of relationships.

4.4.1.1. Professional relationships are those that contribute to the effective operation of the Air Force, thus promoting the efficiency of the service. The Air Force encourages personnel to communicate freely with their superiors regarding their careers, performance, duties, and missions. Such communications enhance morale, further the Air Force mission, and preserve the proper respect between employees, supervisors and managers. Participation by employees of all grades in organizational activities and unit-sponsored events enhances morale and unit cohesion.

4.4.1.2. Unprofessional relationships are those, whether pursued on or off-duty, which detract from the authority of supervisors and managers or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals, and adversely affect the efficiency of the service. Unprofessional relationships can exist between civilian employees, military officers, enlisted members and contractors.

4.4.2. Guidelines for Avoiding Unprofessional Relationships. Romantic and other familiar relationships present a high risk for being or developing into unprofessional relationships. While some personal relationships are not in and of themselves unprofessional, they may be or become unprofessional when other facts or circumstances are taken into consideration.

4.4.2.1. Relationships within the Organization. Overly familiar relationships between individuals where one person exercises supervisory authority over the other can easily be or become unprofessional. The danger of abuse of authority and perception of favoritism is always present. The ability of a supervisor or manager to influence, directly or indirectly, assignments, promotions, training opportunities, awards, and other employment opportunities places both the supervisor or manager and the subordinate in a vulnerable position.

4.4.2.2. Dating and Close Friendships. Dating and courtship between a supervisor or manager and an employee under their supervision invariably raises the perception of favoritism. Such relationships can adversely affect morale and impede the efficiency of the service.

4.4.2.3. Nepotism. Air Force employees may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, in or to an Air Force civilian position or a position over which he or she exercises jurisdiction or control any individual who is a relative of the employee. An individual may not be appointed, employed, promoted, or advanced in or to an Air Force civilian position if such appointment, employment, promotion, or advancement has been advocated by an employee, serving in or exercising jurisdiction or control over the Air Force activity, who is a relative of the individual. Additionally, relatives may not directly supervise each other. **(T-0)**

4.4.2.4. Other Relationships. Other relationships, not specifically addressed above and depending on the circumstances, that can lead to actual or perceived favoritism or preferential treatment must be avoided. (See *Joint Ethics Regulation*, Paragraph 5-409). **(T-0)**

4.4.3. Individual Responsibility to Maintain Professional Relationships. All Air Force employees share the responsibility for maintaining professional relationships. However, supervisors and managers in personal relationships bear primary responsibility for maintaining the professionalism of their relationship. Supervisors and managers are in leadership positions which require the maturity and judgment to avoid relationships which impede the efficiency of the service or adversely affect mission performance.

4.4.4. Actions in Response to Unprofessional Relationships. When unprofessional relationships impede the efficiency of the service or adversely affect the mission, appropriate corrective action should be taken in accordance with AFI 36-704.

4.4.5. Employees will not engage in direct-reporting personal relationships with spouses and relatives as to avoid the appearance of favoritism or a conflict of interest.

## Chapter 5

### VIOLENCE IN THE WORKPLACE

**5.1. Violence in the Workplace.** The Air Force is committed to working with employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. All employees are responsible for promoting a safe work environment.

5.1.1. Workplace violence can be any act of physical violence or threat of physical violence, including harassment, intimidation, or other threatening, disruptive behavior.

5.1.2. Workplace violence can affect or involve employees, visitors, contractors, and other non-federal employees.

5.1.3. Workplace violence can be inflicted by an abusive employee, manager, supervisor, co-worker, customer, family member, or even total stranger.

5.1.4. Whatever the cause or whoever the perpetrator, workplace violence is not to be tolerated.

#### **5.2. Commanders.**

5.2.1. Develop local workplace violence awareness and response plans working groups.

5.2.2. Members of the working group should include representatives from management, employee relations, employee assistance program managers, legal counsel, law enforcement, safety, medical/health department, equal employment opportunity, public affairs, and other appropriate offices and organizations.

5.2.3. Ensure employees are aware of plans.

**5.3. Supervisors.** Supervisors play a key role in recognizing potentially violent situations and attempting to mitigate them. Supervisors are expected to manage work centers in a manner that promotes good order supported by workplace violence awareness and response plans.

5.3.1. When a supervisor becomes aware of a situation or behavior indicating potential violence they must take all threats of violence seriously, assess the situation and, in consultation with Security Forces, the CPS, the legal office, and base medical staff, as appropriate, take steps to reduce the risk of violence, and inform the next level management official of potential or actual workplace violence. **(T-1)** Supervisors must:

5.3.1.1. Inform employees of workplace violence policies, plans and procedures.

5.3.1.2. Ensure employees know specific procedures for dealing with workplace threats and emergencies, and how to contact police, fire, and other safety and security officials.

**5.4. Employee.** Employees contribute to maintaining a safe work place through observation and by reporting potential concerns to their supervisor or other available authority in their work location. Employees should:

5.4.1. Be familiar with guidance regarding workplace violence.

5.4.2. Be responsible for securing their own workplace.

5.4.3. Be responsible for questioning and/or reporting strangers/unauthorized personnel to supervisory authority.

5.4.4. Be aware of any workplace threats, physical or verbal, and report such to supervisory authority.

5.4.5. Be familiar with local procedures for dealing with workplace threats and emergencies.

5.4.6. Not confront individuals who are a threat.

5.4.7. Take all threats seriously.

**5.5. Awareness of surroundings is key to taking responsive action.** A workplace response plan should address key situations that can give rise to violence or potential violence. Violence, threats, harassment, intimidation, and other disruptive behavior will not be tolerated in the workplace; all reports of incidents will be taken seriously and will be dealt with appropriately. **(T-1)** Those who engage in violent behavior may be:

5.5.1. Immediately removed from the premises.

5.5.2. Denied re-entry pending completion of an appropriate investigation. (See Discipline, paragraph 7.2)

5.5.3. Subject to removal from federal service, criminal prosecution, or both.

## Chapter 6

### RELATED DIRECTIVES

**6.1. Privacy.** AFI 33-332, *The Air Force Privacy And Civilian Liberties Program*. Employees who have access to systems of records, or who are involved in developing, operating, or maintaining personnel record systems must be informed of and comply with all requirements to protect individual privacy.

**6.2. Discipline.** AFI 36-704, *Discipline and Adverse Actions*, prescribes guidance and procedures to use in considering corrective conduct or disciplinary action for violations of this instruction or other prescribed standards of conduct.

**6.3. Drug and Alcohol Abuse.** AFI 90-508 *Air Force Civilian Drug Demand Reduction Program*, 28 August 2014, and AFI 44-121, *Alcohol And Drug Abuse Prevention Treatment Program* addresses civilian substance abuse prevention and control. Civilian employees of the Air Force must refrain from using illegal drugs whether on or off duty.

**6.4. Ethical Conduct.** The *Joint Ethics Regulation* characterizes standards of ethical conduct and ethics guidance including direction in the areas of financial and employment disclosure systems, post-employment rules, gifts and gratuities and outside activities. Civilian employees should become familiar with the provisions of the Regulation to be sure their official activities and personal relationships with outside organizations and outside employment comply with its standards. Employees with questions concerning the Regulation should seek guidance from an appropriate Air Force ethics counselor.

**6.5. Use of Government-Issued Credit Card.** AFI 64-117 *Air Force Government-Wide Purchase Card Program* governs the use of credit cards issued for use in conjunction with official travel. This Air Force instruction directs each cardholder to pay all valid charges when billed. It also states the card is to be used only for cash advances prior to or during travel and/or for expenses incident to and incurred during official travel with the Government. Use of the card for personal purchases will subject the holder to disciplinary action as these types of purchase are not authorized and are a violation of the credit card contract.

**6.6. Use of Government-Owned Computers.** AFMAN 33-152, *User Responsibilities and Guidance for Information Systems* prescribes controls and requirements for use of government provided hardware and software. Government computers are for official use and limited authorized personal use only. Unauthorized use and other violations of Air Force information systems policies may result in immediate suspension of access to unclassified and classified systems and disciplinary action.

**6.7. Use of Government Vehicles.** AFI 24-301, *Vehicle Operations*, prescribes controls and requirements for use of government vehicles. All civilian employees need to take appropriate measures to prevent misuse, abuse, or willful acts/omissions that could cause damage to government vehicles. Directing personnel to violate official use restrictions is an unlawful order and should be reported to command or other appropriate agencies. Civilian employees must not follow an unlawful order to violate official use restrictions.

**6.8. Discrimination and Sexual Harassment.** AFI 36-2706, *Equal Opportunity, Program Military and Civilian*, states the Air Force will conduct its affairs free from unlawful discrimination and harassment. There is zero tolerance for discrimination or sexual harassment. (T-0)

**6.9. Fraud, Waste, and Abuse.** AFI 90-301, *Inspector General Complaints Resolution*, provides instructions for reporting Fraud, Waste, and Abuse. Any individual aware of Fraud, Waste, and Abuse or lack of controls that could permit resources to be wasted or diverted should report the situation through appropriate channels. Employees may choose to remain anonymous; however, they will not be contacted regarding the complaint resolution outcome.

**6.10. Other Provisions on Employee Conduct.** All restrictions on employee conduct cannot be specified in an Air Force instruction. Therefore, supervisors, managers, and employees who have specific questions regarding standards of conduct which are not covered in this Air Force instruction or the publications referenced above, should consult the commander, CPS, or the staff judge advocate for assistance.

SHON J. MANASCO  
Assistant Secretary of the Air Force  
Manpower and Reserve Affairs

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-7, Employee and Labor-Management Relations, April 29, 2015

DoD 5500.07-R, *The Joint Ethics Regulation*, August 30, 1993

5 CFR Part 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*, 2018 Edition

AFI 36-704, Discipline and Adverse Actions, July 22, 1994

AFPD 36-27, Equal Opportunity (EO), April 9, 2012

5 CFR § 2635.702, *Use of Public Office for Private Gain*, 2018 Edition

AFI 36-801, Uniforms for Civilian Employees, December 22, 2015

AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, July 18, 2011

5 CFR Part 3110, *Employment of Relatives; Restrictions*, 2018 Edition

5 CFR Part 752, *Adverse Actions*, 2018 Edition

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, January 12, 2015

AFI 90-508 *Air Force Civilian Drug Demand Reduction Program*, 28 August 2014

AFI 44-121, Alcohol & Drug Abuse Prevention & Treatment Program, July 8, 2014

AFI 64-117, Air Force Government-Wide Purchase Card Program, September 20, 2011

AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*, June 1, 2012

AFI 24-301, *Vehicle Operations*, May 5, 2016

AFI 36-2706, Equal Opportunity, Program Military and Civilian, October 5, 2010

AFI 90-301, Inspector General Complaints Resolution, 27 August 2015

***Prescribed Forms***

AF Form 3902, *Application and Approval for Off-Duty Employment*

***Adopted Forms***

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

OGE Form 450, *Confidential Financial Disclosure Report*

OGE Form 278, *Public Financial Disclosure Report*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction



**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**CFR**—Code of Federal Regulations

**CPS**—Civilian Personnel Section

**DoD**—Department of Defense

**HSB**—Human Resource Management Strategic Board

**IAW**—In Accordance With

**OPR**—Office of Primary Responsibility

**SES**—Senior Executive Service

**RDS**—Records Disposition Schedule

*Terms*

**Indebtedness**—A just financial obligation includes any financial obligation acknowledged by the employee or reduced to judgment by a court.

**Relative**—means an individual who is related to the employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister in accordance with Title 5 Code of Federal Regulations 3110 (5 CFR Part 3110).