



**DIRECTOR  
INTER-AMERICAN DEFENSE COLLEGE  
FORT LESLEY J. McNAIR  
WASHINGTON, DC 20319-5066**

CID / 58-16  
March 16, 2016

MEMORANDUM FOR ALL IADC PERSONNEL

FROM: DIRECTOR

SUBJECT: Personal Conduct Policy

REFERENCES: (a) IADB Order #6, "*Civilian Personnel Rules,*"  
(b) Washington Headquarters Service Administrative Instruction #8,  
"*Disciplinary and Adverse Actions,*"  
(c) IADC Student Catalog

1. **Purpose:** The College is committed to the highest standard of personal conduct, upholding and promoting an organizational culture based on personal accountability, openness, honesty, trust and ethical behavior. All assigned personnel will exercise judgement and conduct themselves with the utmost of professionalism in all settings and at all times, including off-duty hours. Personal conduct standards must be upheld by everyone assigned to the IADC and all personnel assigned must maintain the highest respect for faculty, staff members, students and visitors to the College.
2. **Applicability:** This policy applies to all faculty, staff and students assigned to the IADC.
3. **Policy:**
  - a. All IADC members, regardless of nationality or government service, are expected to comply with U.S. Federal and State Laws governing personal conduct, including but not limited to, laws prohibiting domestic violence, sexual harassment or assault, illegal and legal drug abuse, and driving under the influence of alcohol or drugs.
  - b. Unacceptable personal conduct in and outside the College will be addressed accordingly. Any information regarding potential infractions by IADC staff personnel will be brought to the attention of the Director, who will take appropriate administrative action coordination.
    - 1) Staff members involved in an issue relating to a potential violation of any U.S. Federal or State Law must communicate it immediately to the IADC Director, via the IADC Chief of Staff as shown in Enclosure 1. It is recommended that within 24 hours, the staff member will provide the Chief of Staff with information about the occurrence as shown in Enclosure 1.

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2) Students involved in any issue related to a potential violation of any U.S. Federal or State Law must communicate it directly to the Chief of Course and the IADC Vice Director within 24 hours as shown in Enclosure 1.

c. Serious incidents or repeated inappropriate conduct may lead to administrative disciplinary action, which could include potential dismissal from the College. Incidents involving international civilian staff personnel will be processed in accordance with reference (a). U.S. Government civilian employees will be processed in accordance with reference (b). U.S. military staff may be referred to their respective U.S. Military Departments for action in accordance with the Uniform Code of Military Justice and other applicable laws and regulations. Students will be processed in accordance with reference (c).

d. Administrative disciplinary actions involving international military members, civilian staff personnel or students will be coordinated with the respective IADB Chief of Delegation and if necessary the country's Ambassador to the OAS. Violations of U.S. Federal or State criminal laws may also result in prosecution in U.S. federal or state courts, a process that is completely independent of IADC administrative actions.

**4. Responsibilities:**

- a. Individuals will adhere to this policy at all times.
- b. The point of contact for this policy is the Chief of Staff.

**5. Effective Date:** This policy supersedes CID/160-15 and remains in effect until superseded in writing.



MARTHA E. G. HERB, EdD  
RADM, USN  
Director

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ENCLOSURE 1

NOTIFICATION PROCESS FOR POTENTIAL VIOLATION OF  
U.S. FEDERAL OR STATE LAW

