

FIELD FORCE CODE OF CONDUCT AND VALUES

1. I acknowledge that each Field Force member performs the Field Force mission at the pleasure of the USMA Director of Admissions and the Regional Commanders, and in coordination with their State and District Coordinators. Assisting in the Admissions mission is my primary obligation and responsibility as a member of the Field Force.
2. I will support the mission of the Directorate of Admissions (DAD) and follow the guidance and directives of the DAD and the Regional Commander.
3. I will uphold the values of the United States Military Academy and the Army.
4. I will be professional and not be disparaging of the DAD, USMA, Army, Congressional offices, other services/service academies, the Department of Defense, or the Commander-in-Chief (including verbally, in writing, and on social media).
5. I will allow all official decisions regarding candidate files (e.g., letters, waivers, offers) to originate from the DAD, and I will not give promises about potential decisions to candidates.
6. I will accurately portray my role as an advocate, assistant, and liaison to the DAD for candidates applying to West Point, and that I am not involved in making decisions about candidate files.
7. I will follow NCAA rules and the guidance of the Admissions Recruited Athletes Officer with respect to recruited athletes.
8. I will ensure candidates are fully informed that the mission of USMA is to commission officers in the Army and that they will have a service obligation upon graduation. To the best of my ability, I will accurately portray the opportunities available through West Point, the duties and responsibilities of a military officer, and service in the Army.
9. I will treat all candidates fairly and equally, regardless of any candidate's personal attributes or background.
10. I will encourage military service in any form (including other service academies, components, commissioning sources), regardless of a candidate's eligibility for USMA.
11. I will maintain the confidentiality of personal candidate information (including email addresses, phone numbers, gender, race, and medical information).
12. I will not discuss my personal opinions (including politics, race, religion, and gender) with candidates, or allow these opinions to influence my evaluation of a candidate.
13. I will provide every candidate an equal opportunity to apply to West Point. While I may offer advice on how to improve their file, I will maintain an impartial view of their opportunity.
14. I will respond to candidates in a timely manner and assist them to the best of my ability. If I am unable to do so adequately, I will refer them to another Field Force member or Regional Commander.
15. I will respect the primacy of the local Congressional District Coordinator (CDC) and State Coordinator (SC) and not engage with candidates, school leadership, and Congressional offices from other districts unless requested by/coordinated with the local CDC, State Coordinator, or Regional Commander.

16. I will stay abreast of Admissions and Academy requirements, processes, and policies by attending DAD and local training sessions, accessing the FF portal, reading update emails, engaging with other FF members/CDCs/SCs, etc.
17. I will not use my Field Force position for personal gain.
18. In matters of potential conflict of interest (e.g., child, relative, close friend), I will involve another impartial Field Force member. I will not provide the candidate with confidential information about their fellow candidates.
19. I recognize there are many variables in achieving success in the FF mission. I will not disparage or criticize other Field Force members about perceived shortcomings in how they are performing their Field Force mission.
20. I will interact respectfully and professionally with the Admissions staff.
21. I will respect other Field Force members, including their personal time and other obligations and commitments. I will respect the contribution of every Field Force member and behave in a civil manner in all of our interactions.
22. I will uphold the integrity of the Field Force. If I become aware of potential violations of the Field Force Code of Conduct and Values, I will speak/provide feedback to the Field Force member (if possible) or report such behavior to my State Coordinator and/or Regional Commander.
23. If I am not able to adhere to the tenets of the Field Force Code of Conduct, I will resign my position as a Field Force member.

Signature/Name_____ Date_____

Revised: 14 November 2024
Approved by DAD: 1 July 2025