

**AIR FORCE CADET WING  
HONOR CODE  
REFERENCE HANDBOOK**

Volume II – The Honor System



"WE WILL NOT LIE, STEAL, OR  
CHEAT, NOR TOLERATE AMONG US  
ANYONE WHO DOES."

August 2008

## **HONOR CODE**

Adopted 1955

**“WE WILL NOT LIE, STEAL, OR CHEAT, NOR  
TOLERATE AMONG US ANYONE WHO DOES.”**

## **HONOR OATH**

Adopted 1984

**“WE WILL NOT LIE, STEAL, OR CHEAT, NOR  
TOLERATE AMONG US ANYONE WHO DOES.**

**FURTHER MORE, I RESOLVE TO DO MY DUTY  
AND TO LIVE HONORABLY, SO HELP ME GOD.”**

## **SPIRIT OF THE CODE**

**“DO THE RIGHT THING AND LIVE  
HONORABLY.”**

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## **Section 1: Living Honorably**

1. Living honorably in the Cadet Wing is supported by the Honor Code, the Honor Oath, the people, and the honor system.

1.1. **The Honor Code.** “We will not lie, steal, or cheat nor tolerate among us anyone who does.” The Honor Code is the minimum standard by which EACH AND EVERY cadet should conduct himself or herself.

1.2. **The Honor Oath.** “We will not lie, steal, or cheat, nor tolerate among us anyone who does. Furthermore, I resolve to do my duty and live honorably, so help me God.” The Honor Oath highlights the fact there is more to living honorably than just not lying, stealing, cheating, or tolerating those who do. The concept of living with honor is the foundation for officership and service to our nation. We should not simply ride the line of minimum standard, but strive for excellence in all we do--to include every aspect of how we live our lives 24/7/365.

1.3. **The People.** Every person assigned to the USAFA plays a vital role in helping to produce future officers of character whether through serving on the cadet honor staff or modeling integrity and honor in the classroom, the squadron, or on the athletic field. The Code and Oath are just words without the people who live them.

1.4. **The System.** The system is the process by which cadets are held accountable to living by the Honor Code. While the Cadet Wing Honor Code is very simple and straightforward, the honor system supporting it is evaluated by the Secretary of the Air Force, Air Force General Counsel, Congressional members, defense counsel, and members of the media. The honor system at the United States Air Force Academy is different from all other USAF administrative processes because the Honor Code and the honor system are unique to the Academy. The very first graduating class adopted the Honor Code, placing the responsibility of upholding it firmly in the hands of the cadets. It is a duty no cadet takes lightly and the Cadet Wing has proven itself worthy of this responsibility. For this reason, the first two phases of the honor system are the responsibility of cadets with permanent party oversight. The final phase of the honor system rests with the Chain of Command because only it has the authority to sanction cadets.

## **Section 2: Roles and Responsibilities**

2. Cadets, the Cadet Honor Committee and permanent party staff all have roles and responsibilities within the system.

### **2.1. Cadets' roles and responsibilities.**

2.1.1. Each cadet is responsible for establishing and maintaining a sense of personal integrity which serves as the cornerstone for a life of dedication to our country. This sense of personal integrity is a way of life; a standard of honesty and moral strength standing firmly as an inspiration to fellow cadets at the Academy and to fellow officers and enlisted personnel in the United States Air Force after graduation.

2.1.2. Every cadet is a guardian and steward of the Honor Code. As such, they are ultimately responsible for its administration and health. All cadets are expected to report suspected infractions and cooperate with the Cadet Honor Committee in carrying out honor system actions.

### **2.2. Cadet Honor Committee (CHC)/Honor Executive Committee (EXCO) roles.**

2.2.1. The CHC was developed as a representative body of the Cadet Wing to ensure practical and proper administration of the honor system. They are responsible for reporting suspected infractions of the Honor Code, conducting clarifications, investigating allegations, reviewing cases, and conducting Cadet Sanctions Recommendation Panels (CSRPs) or Wing Honor Boards (WHBs).

2.2.2. The CHC consists of three first-class and three second-class honor representatives on Wing Staff, two first-class and two second-class honor representatives from each of the four groups, and two first-class and two second-class honor representatives from each of the 40 squadrons. The CHC is responsible to the Commandant through the Wing Honor Chairman (WHC).

2.2.2.1. **Honor Executive Committee (EXCO).** The EXCO is made up of the Wing and Group members of the Cadet Honor Committee. The Wing Staff honor representatives consist of the WHC, the Deputy Wing Honor Chairman for Education (WHCD-E), the Deputy Wing Honor Chairman for Remediation (WHCD-R), the Wing Honor NCO (WHNCO), the Wing Honor Education NCO (WHENCO), and the Wing Honor Remediation NCO (WHRNCO). The Group Staff honor representatives consist of two Group Honor Chairmen (GHC) and two Group Honor NCOs (GHNCO) from each group.

2.2.2.2. **The Squadron Honor Representatives.** Squadron Honor representatives are part of the CHC, consisting of one Primary Honor Officer and one Primary Honor NCO for each semester. The off-semester representatives, the Secondary Honor Officer and NCO, serve as backups in support of the Primary Honor Representatives.

### **2.3. Cadet Honor Committee/Honor Executive Committee responsibilities.**

**2.3.1. Wing Honor Chairman (WHC).** Responsible to the Commandant of Cadets for the administration of the honor system and honor climate in the Cadet Wing. Develops, recommends, and implements, through the Honor Review Committee (HRC), policies and procedures for the administration of the Air Force Academy Cadet Wing honor system. The WHC is the Cadet Wing authority on questions regarding honor system policies, procedures and education.

2.3.1.1. Reports to the Cadet Wing Commander and is his/her primary advisor on issues of honor.

2.3.1.2. Supervises all investigations of suspected honor violations. Ensures the honor system functions properly by monitoring and coordinating all ongoing honor cases. Responsible for informing the Cadet Wing on the current state of honor.

2.3.1.3. Serves as primary honor liaison between the officer leadership of the Academy and the cadets. Conducts periodic briefings to keep officer leadership apprised of the status of all ongoing honor investigations.

2.3.1.4. Chairs EXCO meetings and is a voting member of the HRC and the Honor Review Committee Executive Panel (HRCEP) (see section 2.6.10).

2.3.1.5. Attends or appoints representative to attend meeting/working groups as required by the Commandant or the Chief, Honor Division (CWCH).

2.3.1.6. Permanent member of Cadet Sanctions Recommendation Panel (CSRP). As such, validates cadet admissions to violating the Honor Code and provides a sanctions recommendation to the CSRP Chair. WHC may delegate this responsibility to WHCD-E or WHCD-R as necessary.

2.3.1.7. Prepares an end-of-tour report. The report should cover: 1) the state of honor in the Cadet Wing, 2) the degree to which the Academy atmosphere is conducive or detrimental to the development of honor, 3) any specific problem areas related to honor, and 4) the degree to which the honor system and those operating it are held in trust and esteem by the wing. This report will be submitted to the Chief, Honor Division no later than 15 May.

2.3.1.8. Ensures both volumes of the Honor Code Reference Handbook (HCRH) are kept current and the procedures are properly followed by the CHC.

2.3.1.9. Ensures all Cadet Honor Committee positions are properly filled.

2.3.1.10. Meets with the Chief, Honor Division, to provide regular updates on the status of open honor cases.

2.3.1.11. Ensures Squadron Honor Representative elections are held. Responsible for selecting alternates to fill vacant positions in CHC. Must provide a list of newly elected honor representatives to the Standardizations and Evaluations (USAFA/CWVV) office prior to review by CWCH and then USAFA/CW.

2.3.1.12. Removes members of the CHC for cause.

2.3.1.13. Nominates to Director, Center for Character Development, CWC, representatives to attend off-site conferences and seminars.

2.3.1.14. Provides case updates to the Commandant on all open honor cases as required.

2.3.1.15. Ensures all honor representatives are properly trained and certified.

**2.3.2. Deputy Wing Honor Chairman for Education (WHCD-E).** Responsible to the WHC. Keeps the Cadet Wing informed on important honor issues and ensures quality honor education takes place.

2.3.2.1. Responsible for ensuring Group Honor Chairmen and Squadron Honor Officers execute academic year and BCT Honor Education lessons professionally. Coordinates with CWT schedulers to ensure all lessons are scheduled.

2.3.2.2. Provides recommendations for improving Honor Education lessons to the Chief, Honor Education.

2.3.2.3. Coordinates with Chief, Honor Division for honor education and other information given to all other Academy organizations.

2.3.2.4. Voting member of the HRC.

2.3.2.5. Coordinates with Office of Institutional Research and Assessment regarding biannual Honor Survey.

2.3.2.6. Responsible for drafting and distributing Cadet X Letters.

2.3.2.7. Provides input to WHC for end-of-tour report.

2.3.2.8. Assists, advises, and assumes role of WHC or WHCD-R as required.

**2.3.3. Deputy Wing Honor Chairman for Remediation (WHCD-R).** Responsible to the WHC. Keeps the Cadet Wing informed on important honor issues and ensures a quality honor remediation program takes place.

2.3.3.1. Mentors all cadets sanctioned with honor remediation in the Wing. Holds two meetings with each of these cadets; one at the beginning and one at the end of probation/rehabilitation. Monitors the progress of these cadets and submits an MFR with each removal package, ensuring the CHC is consulted when deciding whether to restore cadets to the Cadet Wing in good standing.

2.3.3.2. Administers a semiannual critique of honor remediation students to ensure honor remediation is doing the best job it can at helping those who are rehabilitating.

2.3.3.3. Responsible for special projects and initiatives of the CHC.

2.3.3.4. Provides input to WHC for end-of-tour report.

2.3.3.5. Assists, advises and assumes role of WHC or WHCD-E as required.

**2.3.4. Wing Honor NCO (WHNCO), Wing Honor Education NCO (WHENCO), and Wing Honor Remediation NCO (WHRNCO).** Responsible to and assists the WHC, WHCD-E, and WHCD-R in the accomplishment of their tasks. Becomes proficient to assume the positions of WHC, WHCD-E, and WHCD-R the following year.

2.3.4.1. Serves as liaison between the WHC and the Cadet Honor Committee NCOs.

2.3.4.2. Responsible for selection of Honor Executive Committee NCOs for the following year.

**2.3.5. Group Honor Chairman (GHC).** Responsible to the Wing Honor Chairman for executing responsibilities associated with honor system administration. The GHC ensures the activities of the Squadron Honor Representatives are standardized and conform to the guidelines of the HCRH.

2.3.5.1. Reports to the Group Commander and is his/her primary advisor on issues of honor.

2.3.5.2. Monitors the status of the Honor Code and the honor system within the group. Guards against any practices within the group inconsistent with the Honor Code or honor system.

2.3.5.3. Confers regularly with Squadron Honor Representatives within the group concerning current status of the Honor Code and honor education.

2.3.5.4. Serves as liaison between the Group Commander and the Cadet Honor Committee.

2.3.5.5. Updates WHC on the status of each case within the group.

2.3.5.6. Trains Group Honor NCOs as future GHCs.

2.3.5.7. Acts as Case Investigative Chairman when appointed by WHC. Directs and supervises the investigation of suspected honor violations and recommends cases be forwarded to a WHB, CSRP, or dropped.

2.3.5.8. Serves as CSRP/WHB Chair when appointed by WHC. Notifies Squadron Honor Representatives of CSRP/WHB times and locations, as well as case outcomes.

2.3.5.9. Writes sanctions recommendations upon completion of CSRP/WHB for cadets found in violation of the Honor Code.

2.3.5.10. Serves as summer Wing Honor Chairman as required.

2.3.5.11. As required, serves as WHC in the event WHC, WHCD-E, and WHCD-R are unavailable.

**2.3.6. Group Honor NCO.** Responsible to and assists GHC. Tracks progress of ongoing investigations in the group and gives quality updates to the GHC and the WHNCO. Assists the CHC in implementing special honor-related programs at the group level. Becomes proficient to assume the position of GHC the following year.

2.3.6.1. Acts as liaison between Squadron Honor Representatives and GHC.

2.3.6.2. Keeps case log for group honor cases to include start date, Case Investigative Chairman, Investigation Team (IT), Case Legal Advisor (CLA), case status and case outcome.

2.3.6.3. Notifies cadets selected for WHB duty.

2.3.6.4. Acts as Sergeant At Arms for WHB as directed.

2.3.6.5. Ensures squadron honor representatives follow-up with initiators and effected USAFA organizations at the conclusion of cases.

**2.3.7. Squadron Honor Officer.** Responsible to the Group Honor Chairman for executing responsibilities associated with honor system administration and honor education. There is one Primary and Secondary Honor Officer for each semester. At the end of the Fall Semester, these positions are interchanged. The Primary Honor Officer shall not be assigned any other position in the Wing. The Secondary Honor Officer supports the Primary Honor Officer as necessary, but may hold another position in the Wing. In the event both the Primary and Secondary Honor Officers have conflicting duty obligations, i.e., both are selected for Group or Wing Staff positions, they must resolve the situation through the WHC.

2.3.7.1. Reports to the Squadron Commander and is his/her primary advisor on issues of honor.

2.3.7.2. Must inform Squadron Air Officer Commanding (AOC), Academy Military Training Noncommissioned Officer (AMT), and chain of command of all ongoing squadron honor issues.

2.3.7.3. Counsels individuals concerning the Honor Code and acts as ethical advisor. Supports and keeps cadets in the honor system informed of the process and their requirements.

2.3.7.4. Educates all members of the squadron on the Honor Code and system. Coordinates with Squadron Professional Ethics Advisor (SPEA) for preparation and execution of all honor education lesson plans.

2.3.7.5. Attends all group honor meetings.

2.3.7.6. Responsible for conducting all honor clarifications within their squadron. Must notify the Honor Division within 24-hours after the clarification and complete the case call-in sheet if any member of the clarification suspects an honor violation has occurred.

2.3.7.7. Leads IT when designated by GHC.

2.3.7.8. Performs WHB and/or CSRPs duties as directed.

2.3.7.9. Notifies AOC, AMT, SPEA, Squadron Commander, Character and Honor Liaison Officer (CHLO) and initiator of CSRPs or WHB time and location, as well as the outcome of the case.

2.3.7.10. Writes sanctions recommendations for cadets in the squadron found in violation of the Honor Code at CSRPs.

2.3.7.11. Coordinates with individual cadet's supervisors and assists cadets in squadron in Honor Remediation Programs to ensure requirements are completed. Also required to conduct monthly counseling for these cadets.

2.3.7.12. Required to conduct Squadron Honor Representative election and submit results to WHC no later than 20 February (see paragraph 2.4.1).

2.3.7.13. Trains Honor NCOs to become future Honor Officers.

2.3.8. **Squadron Honor NCO.** Responsible to and assists the Squadron Honor Officer. There is one Primary and Secondary Honor NCO for each semester. At the end of the Fall Semester, these positions are interchanged. The Primary Honor NCO should not be assigned any other position in the Wing. The Secondary Honor NCO supports the Primary Honor NCO as necessary, but may hold another position in the Wing. In the event both the Primary and Secondary Honor NCOs have conflicting duty obligations, i.e., both are selected for Group or Wing Staff positions, they must resolve the situation through the WHC.

2.3.8.1. Learns how to administer the honor system and gains the expertise required as a future Honor Officer.

2.3.8.2. Performs IT duty when designated by GHC.

2.3.8.3. Performs WHB and CSRPs duties as directed.

2.3.8.4. Assists the Squadron Honor Officer in teaching honor education lessons.

2.3.8.5. Coordinates with individual cadets and their supervisors to ensure completion of honor remediation program requirements.

2.3.8.6. Capable of serving all Squadron Honor Officer duties after proper training and certification.

## **2.4. Cadet Honor Committee/Honor Executive Committee membership.**

2.4.1. **Squadron Elections.** Before 20 February each academic year, primary Squadron Honor Officers conduct elections for the next academic year's second-class Honor Representatives.

2.4.1.1. Eligibility. All third-class cadets not on any probation are eligible. Cadets on probation must submit a waiver request IAW paragraph 2.4.1.2. The Cadet Squadron Commander and Squadron Honor Officer, in coordination with their Squadron AOC, must approve all nominees for election to positions as second-class Honor Representatives before the elections are held. Cadets running for election to the CHC should be highly respected, trusted, approachable, and professional.

2.4.1.2. Eligibility Waiver. Any cadet on probation wishing to serve as an Honor Representative must submit a waiver request through their Squadron Honor Officer in time to be approved prior to the election. The Honor Officer submits the waiver request through the GHC and WHC to CWCH. CWCH, in coordination with the appropriate Mission Element, may grant the waiver for the cadet on probation to be eligible for election. All other provisions of paragraph 2.4.1.1 must still be met.

2.4.1.3. Procedure. With the entire squadron assembled, the Primary Squadron Honor Officer presents each candidate. Each candidate addresses his or her squadron concerning their qualifications and reason for seeking election. Once presentations are complete, each squadron member casts their votes. Each member may vote for two candidates. Votes will be counted by the Primary Squadron Honor Officer and verified by the Primary Squadron Honor NCO. The two candidates receiving the largest number of votes are appointed to next year's Cadet Honor Committee pending approval. The candidate receiving the third largest number of votes is selected as an alternate. Primary Squadron Honor Officers must turn these results in to the WHC before 20 February.

2.4.2. **Executive Committee Selections.** Second-class cadets on the Honor Executive Committee conduct interviews to select the next academic year EXCO NCOs. This is performed between 20 February and 10 March, with candidates being drawn from the newly elected Squadron Honor Representatives.

2.4.2.1. Eligibility. Must have been elected to next year's Cadet Honor Committee and volunteer for a position on the EXCO. The applicant must also be a cadet in good standing. Academic, military, and athletic standing are taken into consideration.

2.4.2.2. Procedure. WHNCO assembles a selection board consisting of all second-class cadets on the EXCO to conduct interviews. The interviews are based on both written and oral presentations. The written portion will be submitted before the oral portion. Once the eleven new EXCO NCOs are selected, the alternates from their respective squadrons fill the second Squadron NCO positions.

2.4.3. **Cadet Honor Committee approval.** The names of those selected for the EXCO and newly elected squadron honor representatives are forwarded to CWVW for review/input and

then CWCH for final review. The list is then forwarded to the Commandant of Cadets for final approval.

2.4.4. **Tenure.** Since the mechanics of the honor system are physically run by cadets with active duty personnel serving only as overseers, a 4-semester tenure of the Cadet Honor Committee is vital to ensure the integrity and continuity of the honor system are maintained. It is imperative members of the Cadet Honor Committee hold their positions for this period to ensure they are properly trained and the honor system is consistently administered.

2.4.4.1. Once elected to the CHC, a cadet remains on the committee four semesters. Second-classmen, or Honor NCOs, spend their second-class year learning how to properly conduct cadet duties associated with the honor system. This is accomplished through training sessions conducted by the Honor Division and training throughout the year from the first-classmen. The expectation is the second-classmen receive sufficient training throughout the year to step into the position of actually running the system the following year and be able to properly train their NCOs.

2.4.4.2. The Honor Executive Committee must maintain a 4-semester tenure on their respective group or wing staff as validated by the Secretary of the Air Force and HHQ agencies during their reviews. The present tenure ensures cadets are able to receive the training and experience necessary to successfully withstand reviews and effectively administer the system.

2.4.4.3. Primary Squadron Honor Officers shall not be assigned any other positions in the wing for the semester in which they are primary, and EXCO members shall never hold another position. Only secondary Squadron Honor Officers and NCOs are allowed to hold additional positions in the wing. The secondary officer still supports the primary officer as necessary while serving in the other position.

2.4.4.4. After Spring Break, the Honor Executive Committee NCOs begin serving as Chairmen of WHBs and CSRPs for cadets of equal or lesser rank, with oversight from the first-class EXCO officers.

2.4.4.5. At the request of the WHC, the Chief of the Honor Division may approve Honor Executive Committee NCOs conducting CSRPs and WHBs prior to Spring Break in extraordinary circumstances.

2.4.5. **Removal.** Members of the Cadet Honor Committee may be removed for cause. The final authority for removal is the WHC. Only the Commandant of Cadets may remove the WHC.

2.4.6. **Vacancy.** If a vacancy should occur anywhere in the Cadet Honor Committee, the WHC will appoint a replacement to that position.

## 2.5. **Permanent party roles.**

2.5.1. All personnel assigned to the Air Force Academy are expected to uphold Honor Code principles and precepts. Exemplifying the spirit of honor by maintaining high standards of

personal honesty and conduct is the duty of every person. Individuals must report apparent breeches of the Honor Code using the procedures outlined in section 3.1.

2.5.2. While the cadets are responsible for the administration of the honor system, oversight of the system and sanctioning of cadets in violation of the Code falls under the Commandant of Cadets. Daily oversight is the responsibility of the Honor Division in the Center for Character Development.

## **2.6. Permanent party responsibilities.**

### **2.6.1. Chief, Honor Division (CWCH).**

2.6.1.1. Provides support to the Cadet Honor Committee in the administration of the Honor Code and honor system. Provides a copy of this handbook to SAF/GC after any changes or updates.

2.6.1.2. Functions in an advisory and support capacity to the Cadet Honor Committee and assists the honor representatives in maintaining the vitality of the Honor Code and system.

2.6.1.3. Assists the CHC in seeking approval and implementing cadet initiatives related to honor.

2.6.1.4. Advises cadets and officers on honor sanctions procedures.

2.6.1.5. Reviews all honor cases in conjunction with the WHC and GHC.

2.6.1.6. Serves as primary point of contact for post WHB/CSRP sanctions actions and requests for information from outside agencies.

2.6.1.7. Acts as the spokesperson and liaison officer to other Academy agencies on the operation of the honor system and trends.

2.6.1.8. Responsible for training the Honor Executive Committee in the administration of the honor system.

2.6.1.9. Oversees all aspects of the honor system and provides feedback on honor cases up and down the active duty and cadet chains.

### **2.6.2. Deputy Chief, Honor Division (CWCHD).**

2.6.2.1. Assists as directed and performs all duties in absence of CWCH.

2.6.2.2. Oversees status of all honor remediation cases.

2.6.2.3. Schedules annual honor discussion with Academic and Athletic Departments.

2.6.2.4. Schedules monthly Newcomer Orientation honor briefing.

**2.6.3. Director, Honor Education (CWCHE).**

2.6.3.1. Assists as directed and performs all duties in absence of CWCH and CWCHD.

2.6.3.2. Responsible for developing all academic year and BCT Honor Education lessons regarding USAFA's Cadet Wing Honor Code and system.

2.6.3.3. Oversees training of academic year honor and Basic Cadet Training cadre in instruction of the Honor Code and system. Establishes criteria for instructor training, develops course work and certification for cadet honor representatives.

2.6.3.4. Establishes integrity and honor educational priorities for over 4,000 cadets and 1,000 faculty and staff members.

2.6.3.5. Maintains list of current Squadron Professional Ethics Advisors.

**2.6.4. Superintendent, Honor Remediation (CWCHR).**

2.6.4.1. Responsible for developing, administering, and directing USAFA's four honor remediation programs for the cadet wing and assisting with the honor education program.

2.6.4.2. Monitors, evaluates, and makes recommendations for the retention or disenrollment of cadets on Honor Probation through the chain of command.

2.6.4.3. Interviews, counsels, and evaluates cadets on honor remediation.

2.6.4.4. Directs and conducts training on all aspects of the remediation programs with Squadron Honor Officers and NCOs, Squadron Professional Ethics Advisors, and Character & Honor Liaison Officers.

2.6.4.5. Maintains list of senior officer mentors.

**2.6.5. Squadron Professional Ethics Advisor (SPEA).** SPEAs are personnel assigned to the Academy who volunteer to serve as advisors to a cadet squadron on matters of honor and professional ethics.

2.6.5.1. Acts as an advisor to the Squadron Honor Representatives on the Honor Education Program.

2.6.5.2. Provides a perspective of maturity and operational experience to the program and teaching expertise during each honor lesson.

2.6.5.3. Assists the honor representatives in counseling groups and individuals regarding honor issues.

2.6.5.4. Understands the purpose and procedures of honor remediation. Assists in establishing a personal development plan for cadets on honor remediation, as well as counsels/evaluates these cadets monthly.

2.6.5.5. Attends scheduled SPEA training provided by CWCHE.

2.6.6. **Character & Honor Liaison Officer (CHLO).** CHLOs are personnel assigned to an Academy organizational unit or department, typically in DF or AD, who foster the spirit of character and honor in their departments. With respect to the honor system, CHLOs represent their departments in honor system training and procedures.

2.6.6.1. Ensures all department personnel are properly trained and educated about honor, both in their conduct as professionals and their relationships with cadets. Coordinates with CWCH for annual honor discussion with department.

2.6.6.2. Advises the department head on policies and processes from the general perspective of honor and the specific perspective of the honor system. Ensures all unit personnel are aware of these policies and processes.

2.6.6.3. Oversees honor system related matters in their departments. Requests clarifications through the Squadron Honor Representative. This typically includes arranging the preparation and submission of witness statements, if required, and receiving and distributing feedback on honor system outcomes to unit members.

2.6.6.4. Attends annual CHLO training provided by CWCHE.

2.6.7. **Case Legal Advisor (CLA).** An advisor from the Dean of the Faculty Law Department (DFL), familiar with legal implications of honor proceedings, who the IT and Case Investigative Chairman consult regarding any questions about a case, prior to review. Assists in the proper drafting of allegations and helps assure the investigation is complete before review.

2.6.8. **Board Legal Advisor (BLA).** An advisor from DFL or HQ USAFA/JA, familiar with legal implications of honor proceedings, is present at all WHBs. Ensures the WHB meets all due process requirements, are conducted properly, and provides advice and consultation to the WHB Chair. The BLA does not vote on any WHB allegations nor do they take an active role in questioning or discussion. The BLA is not present during deliberations. The BLA for a given case is not the CLA for that case. The BLA is constrained strictly to an advisory role to the WHB Chair's final authority and only intervenes if a problem arises which, if not corrected, could render the WHB legally invalid.

2.6.9. **Honor Review Committee (HRC).** The HRC (reference USAFAI 36-2004) sets Honor Code policy, evaluates the concepts and administration of the honor education program and the Honor Code, and advises the Superintendent. The committee is chaired by the Commandant. The WHC, WHCD-E, and WHCD-R are primary voting members and represent the Cadet Wing along with five other cadets. Eight officers representing various Academy elements are also voting members. The HRC has a standing subcommittee, the HRCEP.

2.6.10. **Honor Review Committee Executive Panel (HRCEP).** The HRCEP (reference USAFAI 36-2004) reviews practices in the Cadet Wing which may be inconsistent with the Honor Code and investigates and makes recommendations on "improper" questioning. Upon completion of the honor case review, the HRCEP may be called upon to make a recommendation as to whether a case falls within the jurisdiction of the honor system. The USAFA-graduate member of the HRC, the WHC, and the Cadet Vice Wing Commander make up the voting members of this panel.

2.6.11. **Academy Board.** For decisions recommending disenrollment in honor cases, the Superintendent may consult the Academy Board. This board is chaired by the Superintendent and includes the Commandant of Cadets, the Dean, the Director of Athletics, and senior leaders representing various mission elements at the Academy.

## **Section 3: The System – Phase 1: Clarification through Case Review**

3. There are three distinct phases in the honor system. Each phase has its own steps and the outcome from some steps determine subsequent steps in subsequent phases. It is imperative each person involved in the honor system understand his/her role within the system and the importance of the system. Because of the importance of honor, when a cadet's honor is questioned all efforts must be made to resolve the situation as quickly and fairly as possible. Therefore, all actions pertaining to the honor system take precedence over any other events/activities/formations except attending class, Academic Call to Quarters, or meetings with the Superintendent, Commandant, Dean of the Faculty, or Athletic Director. If necessary, class can be missed if previously coordinated with the GHC and approved by the academic instructor. If you have any questions as to what takes precedence, contact a member of the Cadet Honor Committee.

3.1. **Clarifications.** As guardians of the Honor Code, all cadets bear the responsibility of confronting other cadets who they suspect violated the Honor Code. This suspicion can be any question or concern about a cadet's conduct. Anyone questioning a cadet's actions is known as the initiator and the cadet being confronted is known as the respondent. The initial phase of the honor system is the clarification phase. There are two types of clarifications, informal and formal.

3.1.1. When questioning a cadet's integrity, the initiator should first understand the serious implications involved and the resulting stress. The manner in which it is addressed could unnecessarily make it more stressful. The guidelines below will minimize the amount of stress imposed on the respondent during informal or formal clarifications.

- Remain neutral and impartial, only seeking the truth
- Choose a non-threatening environment to address the situation
- Ensure the respondent is at ease and comfortable
- Carefully explain your concerns about the suspected violation
- Immediately reveal all evidence or reasons before requesting any response
- Allow the respondent to fully explain the events concerning his or her conduct
- Do not ask misleading, "loaded," or questions you already know the answers to
- Try not to misconstrue the respondent's explanation. Your interpretation of his or her words may not be the only possible interpretation

3.1.2. **Informal Clarifications.** Anyone who suspects an honor violation has occurred should address the situation directly to the respondent IAW the guidelines above. This is an informal clarification.

3.1.2.1. The respondent may decline to answer questions or discuss the matter further at this time.

3.1.2.2. If the situation is resolved to the full satisfaction of the initiator after this initial confrontation, no further action is necessary unless other individuals who are sufficiently aware of the circumstances choose to move forward in the process.

3.1.2.3. If suspicion still exists after this initial confrontation, a formal clarification is necessary. The initiator should inform the cadet suspected of violating the Code (the respondent) a formal clarification is necessary. The initiator, or in cases involving DF or AD the CHLO, contacts the respondent's Primary Honor Officer to schedule a clarification. If unsure of how to contact the respondent's Primary Honor Officer, contact the WHC, GHC, or Honor Division at 333-4275. Initiators outside the Academy should report the matter directly to the WHC via the Honor Division, (719) 333-4275, room 3C18b, Vandenberg Hall.

3.1.3. **Formal Clarifications.** The formal clarification is the first official step in the honor process. Once contacted by an initiator or respondent, the respondent's Primary Honor Officer must conduct the formal clarification.

3.1.3.1. The Primary Honor Officer schedules a time and location to hold the clarification ensuring both the initiator and respondent are present. The Primary Honor Officer must be present to lead the clarification. These three are the only people required to be present for the clarification. The Primary Honor Officer decides if others may attend.

3.1.3.2. In cases involving international cadets, he/she must be given the opportunity to contact an interpreter and have one present during each step of the honor process if desired. The role of the interpreter is solely to interpret the meaning of words; in no way should the interpreter provide advice during the process.

3.1.3.3. The Primary Honor Officer pre-briefs the initiator and respondent about the clarification. This briefing explains the clarification to be a fact-finding meeting, not an interrogation. It also outlines how the clarification will be conducted. The Squadron Honor Officer should:

3.1.3.3.1. Ensure everyone is at ease before beginning.

3.1.3.3.2. The initiator presents all relevant facts and reasons for suspicion. This prevents improper questions and ensures the respondent understands the initiator's exact concerns.

3.1.3.3.3. Once the initiator has presented all relevant facts, the respondent has the opportunity to explain all evidence and facts concerning his or her conduct.

3.1.3.3.4. After the respondent answers, if any questions remain, they are addressed.

3.1.3.3.5. The honor officer may ask the respondent to leave the room so the honor officer and the initiator can discuss the situation. If at any time the clarification strays

from its purpose as a fact-finding meeting, the Honor Officer must take control and redirect the meeting.

3.1.3.4. At the conclusion of the clarification, the Primary Honor Officer asks the initiator and respondent if either of them still suspects an honor violation occurred, i.e., “based on the respondent’s explanation of events is your conscience clear?” This helps determine what needs to be done next.

<b>REMEMBER:</b>	
- Put everyone at ease	- Act professionally
- Fully disclose information	- It’s not an interrogation

3.1.3.5. As an initiator or witness, it is not appropriate either after the clarification or during the investigation to discuss the case with members of the cadet wing or general public. You may discuss the case with the respondent and his/her counsel, Honor Representative, and personnel from the Legal Office.

**3.2. Case Call-in Requirements.** If the initiator, respondent, and Honor Officer at a clarification all agree no honor violation occurred, then no further action is required. If any one of them suspects an honor violation occurred, the Honor Officer must report the situation to the Honor Division (333-4275) within 24 hours or the next duty day. At this point, the suspected honor violation becomes a case.

3.2.1. **International Students.** DFIP provides a list of international students to CWCH (333-4275) by the start of the academic year (i.e., June).

3.2.2. If a case called in to the Honor Office involves an international cadet, the Honor Division will contact the Office of International Programs (DFIP) and ensure they are informed throughout the entire process.

3.3. **Other Systems (UCMJ).** If an action suspected of being an honor violation is also serious enough to warrant punitive action pursuant to the Uniform Code of Military Justice (UCMJ), the matter needs to be reported to authorities beyond the Honor Division. In such an event, the Staff Judge Advocate (USAFA/JA) should be consulted immediately, as well as the Chief, Honor Division. The Commandant decides whether the case is handled under the honor system, another administrative process, or the UCMJ. If the Commandant chooses another administrative process or the UCMJ to handle the matter, the honor case is put on hold pending resolution of the other administrative/UCMJ process as applicable. If the cadet is retained after the other administrative/UCMJ process is complete, the honor case is reopened and processed.

### 3.4. Investigations.

3.4.1. **Purpose.** An investigation is conducted in order to determine whether there is sufficient evidence to support a reasonable belief an Honor Code violation has occurred. The investigation is performed by an Investigative Team (IT). Their function is solely one of fact-finding; to collect all relevant information. Since an IT is neither “prosecutor” nor “counsel for

the defense,” they should determine the facts of the case and present them clearly for consideration in review. An Honor Code investigation may be suspended if evidence is disclosed of a serious offense under military law. Under such circumstances, the cadet will be afforded full due process under the UCMJ (see paragraph 3.3).

3.4.2. **Procedures.** The following is a step-by-step explanation of the investigation process.

3.4.2.1. When a case is reported to the Honor Division, the WHC assigns the case to a GHC, who then becomes the Case Investigative Chairman. The Case Investigative Chairman maintains supervision over the investigation and provides any additional assistance required by the investigators. If the GHC has personal knowledge or possible bias concerning the case, s/he will notify the WHC immediately. The WHC will make the final determination if a new GHC is assigned as the Case Investigative Chairman.

3.4.2.2. The Case Investigative Chairman assigns a case to an IT from a squadron or squadrons other than those of the respondent or initiator. The purpose of this is to minimize any potential conflicts of interest. The IT is normally made up of two members of the Cadet Honor Committee. Usually it is a Primary Honor Officer and Primary Honor NCO from one squadron. The IT composition may vary based on the complexity of the case and at the discretion of the WHC. If an IT member has personal knowledge or possible bias concerning the case, s/he notifies the GHC immediately. The GHC, in consultation with the WHC, makes the final determination if a new IT is assigned to investigate the case.

3.4.2.3. The IT informs DFL a new case has been reported and requests a CLA be assigned. The CLA is available to answer legal and procedural questions throughout the investigation and advises the Cadet Honor Committee, in general, and GHCs responsible for investigations and CSRPs. Specifically, the CLA can give guidance and suggestions on the nature of the allegation(s), what to investigate, and how to obtain difficult evidence.

3.4.2.4. The IT collects all pertinent information for an alleged violation and interviews any witnesses who can help with the case.

3.4.2.4.1. Written statements. Witnesses are advised any statements provided may be used as evidence in a CSRPs, WHB, or other official proceedings. If a written statement from a witness is impractical or not forthcoming, the IT prepares a written summary of the testimony based upon personal interview, telephone interview, or other communication with the witness.

3.4.2.4.2. Evidence. The IT collects all evidence applicable to the case such as academic tests, computer disks, regulations, etc. If a police report is required, it can be obtained by contacting the respondent’s Group AOC office and coordinating with the Chief, Honor Division.

3.4.2.5. The respondent’s Squadron Honor Representatives assists the IT as required.

3.4.2.6. The IT does not reveal any evidence collected to the respondent.

3.4.2.7. The IT conducts a thorough and impartial investigation. The responsibility to be an impartial participant is a serious undertaking and applies to those preparing and investigating the merits of the allegation. A bias or personal involvement by an IT member, CLA, etc., denies a cadet due process and such personnel have a duty to disclose any conflict which renders them unable to be impartial. Professionalism requires detachment and a complete lack of personal interest in the outcome of the investigation.

3.4.2.8. Although thoroughness is more important than speed, the IT should complete the investigation without unnecessary delay. In order to resolve the matter speedily, the IT is empowered to require the presence of the respondent/witnesses during fact-finding interviews for the purpose of obtaining oral and written statements (see paragraph 3). The IT may miss class with prior approval from the GHC and their instructors, if necessary, for investigative purposes. The GHC will also be available for any additional assistance.

3.4.4.3. Questioning of witnesses or the respondent about committing an Honor Code violation is conducted on a non-adversarial basis. Questioning may not be unduly prolonged and must avoid any element of coercion, duress, or similar aggressive means. The approach taken must be a straightforward, fact-finding approach. Such practices as misrepresentation, entrapment, and threats of prosecution have no place in the investigative process.

3.4.2.10. The respondent is free to consult with anyone, including legal counsel, regarding the suspected violation, but such counsel has no standing to “represent” the respondent in dealings with the IT. This restriction prohibiting legal counsel from representing the respondent extends to all aspects of the honor process.

### **3.4.3. Investigation Conclusion.**

3.4.3.1. The IT must consult the CLA before formulating the case allegation(s) on the Letter of Notification(s) (LON). The LON informs the respondent of allegations against them and their rights. It also provides the respondent the opportunity to admit or deny violating the Honor Code.

3.4.3.2. Once allegation(s) is(are) formulated, the IT serves the respondent with the LON. The respondent has 48-hours to decide whether or not to admit to violating the Honor Code. If admitting, the cadet may request Immediate Remediation IAW the procedures outlined in paragraph 6.2.2.1.1.

3.4.3.3. The IT advises the respondent to provide them any statements or other evidence the respondent wishes to submit.

3.4.3.4. After the LON is signed, the IT records their findings in a summary report for the review process. The IT carefully documents all actions, to include unobtainable information, and reasons for omitting obtained information. This is so the CSRP or WHB does not have to go back to determine what information is simply not available.

3.4.3.5. After the IT completes the summary report, they submit the completed Case Evidence Package (CEP) to the Case Investigative Chairman. The Case Investigative Chairman ensures the CEP is complete.

### 3.5. Case Review.

3.5.1. **Purpose.** To determine if the formulated allegations are valid and determine whether substantial evidence of a wrongful act is present to warrant forwarding the case to a CSRP or WHB. The allegation must fall under the definitions of lying, stealing, cheating, or tolerating, as outlined in the Air Force Cadet Wing Honor Code Reference Handbook, Volume I, to be considered under the honor system.

3.5.2. **Procedures.** The following is a step-by-step explanation of the case review process.

3.5.2.1. After an investigation is complete, the Case Investigative Chairman, the WHC, and the Chief, Honor Division review the CEP. During this review, the original package is turned over to the NCOIC of the Honor Division for database update and copying of evidence.

3.5.2.2. The Case Investigative Chairman, WHC, and Chief, Honor Division review the CEP to ensure the investigation is thorough and complete. If any of the three individuals determines the CEP is incomplete, the case is sent back to investigation.

3.5.2.3. When the CEP is deemed complete, the Case Investigative Chairman, WHC, and Chief, Honor Division review the case.

3.5.2.3.1. If there is evidence in the CEP to support additional allegations, these allegations may be added by the Case Investigative Chairman, WHC, or Chief, Honor Division. Any allegations added during the review process are put on an LON and served to the respondent.

3.5.2.3.2. A case is dropped if there is not substantial evidence of a wrongful act. "Substantial evidence" is evidence from which a fact finder could reasonably conclude a fact is true.

3.5.2.3.3. If either the Case Investigative Chairman or the WHC believe the case should be forwarded, the case is forwarded.

3.5.2.3.4. If both the Case Investigative Chairman and the WHC believe the case should be dropped, but the Chief, Honor Division believes the case should be forwarded, the HRCEP reviews the case and is the final determinant as to whether the case is forwarded or dropped.

3.5.3. **Decision point.** The respondent's response on the LON determines which route in the process is followed next. Cases forwarded from review with admitted allegations meet a CSRP. Cases forwarded from review where the allegation(s) is(are) denied meet a WHB. Cases without substantial evidence are dropped.

3.5.3.1. Admit. The term “admit” is reserved for cadets who self-report a violation or confess to an honor violation at any point in the process prior to a WHB. A violation is not admitted unless the respondent admits to both act and intent. If a cadet admits, his or her acceptance of responsibility becomes a factor in the determination of sanctions.

3.5.3.2. Self-report. The term “self-report” applies only to cases where the honor violation would not have been discovered except by the cadet turning himself or herself in. If a clarification is likely or foreseeable, or substantial evidence exists which would put the cadet on notice his violation will soon be discovered, then it is not a self-report. Self-reports are a type of ‘admit.’

3.5.3.3. Deny. A “deny” is when the respondent does not admit to act and/or intent. If a respondent chooses to remain silent and neither admit or deny the allegation(s), his/her case is handled as a “deny.”

## **Section 4: The System – Phase 2: CSRPs and WHBs**

4. Cadet Sanctions Recommendation Panels and Wing Honor Boards are used to determine whether or not a violation of the Cadet Wing Honor Code has occurred. The type of report – admit, self-report, or deny – determines whether a cadet meets a CSR or WHB. There is tremendous responsibility resting with the panel and board members as they represent the cadet wing. All graduates of the Academy have been presumed to have an impeccable sense of honor. The Honor Code is our most sacred tradition and a bond to those who have gone before us. Second-guessing or questioning the results of a CSR or WHB in any official record or communication improperly undermines the decision and respect due the panel/board. References to CSR or WHB findings in collateral proceedings (i.e. ARCs, MRCs, and PRCs) are generally avoided.

4.1. **Cadet Sanctions Recommendation Panel (CSR).** CSRs are convened when a cadet admits to violating the Honor Code, at the earliest opportunity following signing of the Statement of Understanding, in order to validate the cadet had the requisite act and intent.

### **4.1.1. CSR members.**

4.1.1.1. The Case Investigative Chairman is the CSR Chairman.

4.1.1.2. The WHC or a designated WHCD.

4.1.1.3. A Cadet Honor Representative at large. If the respondent is a second-, third-, or fourth-class cadet, the honor representative may be a second-class cadet. If the respondent is a first-class cadet, only first-class honor representatives are used.

### **4.1.2. Procedures.**

4.1.2.1. The respondent chooses to have the panel open or can elect to close the panel to spectators.

4.1.2.1.1. If closed, the only non-participants allowed to attend are Squadron Honor Representatives, Honor Executive Committee members, and Honor Division Staff. The respondent may choose to have his or her AOC, AMT and/or SPEA present.

4.1.2.1.2. Personnel assigned to the USAF Academy are allowed as spectators at open panels, but this does not apply to counsel representing the respondent (see paragraph 3.4.2.10). The WHC may restrict USAF Academy personnel attendance and/or approve spectators other than Academy personnel to attend CSR proceedings.

4.1.2.1.3. All cadets attending CSRs must have prior instructor approval to miss any classes during this proceeding, prior AOC approval for any squadron activities/appointments to be missed during this proceeding, and prior approval from coaches for any intercollegiate activities missed.

4.1.2.1.4. All spectators must be in service dress uniform.

4.1.2.2. The panel members review the evidence.

4.1.2.3. The respondent is brought in and the CSRP asks him/her questions concerning the allegation(s). For an admission to be valid, the respondent must admit to both act and intent. After facing the panel, the respondent leaves the room.

4.1.2.4. The panel members deliberate.

4.1.2.5. Upon completion of deliberations, the CSRP announces its finding to the respondent: 1) validation of Honor Code violation 2) finding of no violation or 3) forward case to a WHB because the respondent did not admit to act and/or intent.

4.1.2.5.1. Once the CSRP validates the respondent's admission, the chairman declares the cadet in violation of the Honor Code and categorizes the violation as a self-report if applicable. The cadet may request Immediate Remediation IAW the procedures outlined in paragraph 6.2.2.1.1.

4.1.2.5.2. If the CSRP Chairman feels the respondent is not admitting to the allegations, the case is treated as a "deny" and is forwarded to a WHB.

4.1.2.5.3. In some instances, the panel may determine act and/or intent were not present. In these instances, the chairman declares the cadet not in violation of the Honor Code. If a cadet is found not in violation by a CSRP, they are returned to the Cadet Wing as a cadet in good standing, and nothing should be presumed because the cadet met a CSRP.

4.1.2.6. Loss of Status as Cadet in Good Standing letter (Loss of Status letter): Upon adjournment of a CSRP, the CSRP Chairman serves the cadet found in violation a Loss of Status letter from the Commandant. All administrative sanctions are immediately applicable. See paragraph 6.1.5 and 6.2.1 for the administrative sanctions.

4.1.2.7. A cadet is subject to all possible sanctions as defined in Section 5.2.

## 4.2. Wing Honor Board (WHB).

4.2.1. **Purpose.** The purpose of the WHB is to review evidence and hear testimony from the respondent and witnesses in the case, to discuss the evidence, and to make a judgment as to whether or not the respondent violated the Honor Code.

4.2.2. **WHB Members.** There are fourteen required participants in a WHB besides the respondent.

4.2.2.1. **WHB Chair.** The WHB Chair is accountable to the Commandant of Cadets for the overall conduct of the WHB and its finding.

4.2.2.1.1. The WHB Chair is a non-voting board member.

4.2.2.1.2. The WHB Chair is responsible for excusal of board members.

4.2.2.1.2.1. The WHB Chair must excuse from the board any board member who, in the Chair’s assessment, has a direct involvement which constitutes an adversarial relationship; has a conflict of interest with the individual cadet or case being considered; or has demonstrated prior to or during the board an inability to remain impartial (i.e., including, but not limited to, making a decision of violation or no-violation prior to the complete hearing of the evidence or witnesses, or indicating the inability to find a fellow cadet in violation of the Honor Code).

4.2.2.1.2.2. In this context, what amounts to an adversarial relationship or conflict of interest must stem from a personal involvement in the case or with the respondent or initiator, as opposed to a professional involvement. Board members have an affirmative duty to recuse themselves in order to comply with this guidance.

4.2.2.1.2.3. The WHB Chair decides all questions regarding the recusal or excusal of WHB members. Mere familiarity with a case, witness, or respondent will not necessarily result in the dismissal of the board member.

4.2.2.2. Board members. A board of nine cadets in good standing is selected randomly from squadrons other than the respondent's squadron as follows:

Class of respondent	1st	2nd	3rd	4th
First Class Honor Rep	3	2	1	1
First Class C/Lt Col or above	2	1	1	1
First Class At-large (C/Maj or below)	1	1	1	1
Second Class Honor Rep	-	1	2	2
Second Class C/MSgt or Above	-	1	1	1
At-large of respondent’s class (not 4 <sup>o</sup> )	3	3	-	-
Third Class At-large	-	-	3	3

4.2.2.2.1. Board members are randomly and individually notified. Per USAFAI 36-180, attendance at a WHB is mandatory and superseded only by a meeting with the Superintendent, Vice Superintendent, Commandant of Cadets, Dean of the Faculty, or Director of Athletics.

4.2.2.2.2. At every WHB, regardless of the respondent’s class, there are three honor representatives, two members of the cadet chain of command, and four at-large cadets.

4.2.2.2.3. The nine board members are the only voting members of the board.

4.2.2.2.4. In the event a second-class cadet honor representative is not available to fill the required honor representative slot, the position may be filled by a first-class regardless of the respondent’s class.

4.2.2.2.5. Alternate board members selected randomly from these groups are available to replace primary members who are successfully challenged or excused so board membership always remains at nine. Once the board is seated, alternates are released.

4.2.2.3. The Sergeant at Arms. The Sergeant at Arms is a non-voting board member and is responsible for enforcing decorum standards during the WHB. He/she calls witnesses as directed by the WHB Chair. The Sergeant at Arms operates the tape recording equipment to ensure a recording exists of the proceedings.

4.2.2.4. The Officer Mentor. The purpose of the officer mentor at WHB proceedings is to offer lessons and insights acquired from years of experience as part of the active duty Air Force. Therefore, the officer mentor observes all proceedings of the WHB, to include reviewing evidence, the questioning of the respondent and witnesses, and deliberations. The Officer Mentor takes part only to the extent their experience is required to ensure all issues are addressed during questioning and deliberations.

4.2.2.4.1. The officer mentor must be a Captain or above, nominated by his or her chain of command, and approved by the Chief, Honor Division. Additionally, graduation from a service academy or having worked with cadets at the USAFA for at least 1 year is required.

4.2.2.4.2. The officer mentor must observe at least one WHB and receive the required training from CWCH prior to serving on a board.

4.2.2.4.3. The officer mentor is a non-voting board member.

4.2.2.5. The Board Legal Advisor (BLA). The BLA is constrained strictly to an advisory role to the WHB Chairman's final authority and only intervenes if a problem arises which, if not corrected, could render the WHB legally invalid.

4.2.2.5.1. The BLA does not vote on any WHB allegations nor does he/she take an active role in questioning or discussion. The BLA is not present during deliberations.

4.2.2.5.2. The BLA for a given case may not be the CLA for that case.

4.2.2.6. The Court Reporter. The Court Reporter's function is making a verbatim transcript of all WHB proceedings except for deliberations. The Court Reporter does not vote.

#### **4.2.3. Preparations.**

4.2.3.1. In a case being forwarded to a WHB, the WHC appoints a GHC other than the Case Investigative Chairman to chair the board. The WHB Chair meets with the BLA to make any redactions if necessary from the CEP for the WHB.

4.2.3.2. Statement of Understanding (SOU). The WHB Chairman serves the respondent a SOU which informs the cadet the date and time he/she is to appear before a WHB. The SOU also outlines the rights of the respondent and other procedural and administrative

requirements associated with the WHB. At this time, the respondent is provided with copies of all statements and evidence which will be presented at the board. The SOU must be served at least 72-hours prior to the scheduled Honor Board.

4.2.3.2.1. The WHB Chairman may approve requests from the respondent for a delay beyond the scheduled board for good cause.

4.2.3.2.2. The respondent may waive the 72-hour notification requirement. If the respondent does not waive the 72-hour requirement, the WHB must be rescheduled to meet the 72-hour notification criteria.

4.2.3.3. Generally, all evidence which is relevant is admitted. Evidence is considered relevant if it tends to make the existence of any material fact more or less certain. A material fact is one which is of consequence to the members in determining whether or not an Honor Code violation has occurred.

4.2.3.4. The WHB Chair must advise the respondent that consultation with third parties is permissible at any time. The respondent is encouraged to seek legal advice, talk with parents, chaplain, coach, friends, other cadets, etc.

4.2.3.5. The respondent may request to present evidence or call witnesses as desired, but the final decision as to the admissibility and relevance of evidence rests with the WHB Chair.

4.2.3.6. The WHB Chair must notify the respondent and witnesses of WHB procedures, to include date, time, location of the hearing, and decorum. The WHB Chair will make every effort to insure all witnesses are able to attend during the designated time as exceptions/exemptions to testimony must meet the criteria outlined in the subsections of paragraph 4.2.4.6.

4.2.3.7. New Evidence. In the event new evidence is provided by other than the respondent prior to the WHB, the respondent must have 72-hour notification or must waive the requirement. New evidence provided by the respondent must also meet this 72-hour requirement unless the WHB Chair agrees to admit it. The WHB Chair is responsible for making determinations regarding the admissibility of evidence. However, the WHB Chair also needs time to review and prepare copies of the evidence. The WHB Chair may grant requests from the respondent for delay beyond the 72-hours for good cause.

**4.2.4. Conduct of a Wing Honor Board.** WHB proceedings are non-adversarial administrative actions having no prosecutor or defense representation. Hence, legal counsel for the respondent is not permitted to be present in the boardroom during any of the proceedings. However, legal counsel may be present outside the boardroom to consult with the respondent during recesses.

4.2.4.1. At the hearing, the WHB Chair uses the WHB Script to advise on the conduct of the proceedings and provide guidance to the respondent.

4.2.4.2. The respondent may have the board open or elect to close the board to spectators.

4.2.4.2.1. If closed, the only non-participants allowed to attend are Squadron Honor Representatives, Honor Executive Committee members, and Honor Division Staff. The respondent may choose to have his or her AOC, AMT and/or SPEA present.

4.2.4.2.2. Normally, personnel assigned to the USAF Academy are allowed as spectators at open boards (this does not apply to counsel representing the respondent-- see section 4.2.4). In consultation with CWCH, the WHC may restrict USAF Academy personnel attendance and/or approve spectators other than Academy personnel to attend WHB proceedings.

4.2.4.2.3. Cadets attending WHBs must have prior instructor approval to miss any classes during this proceeding, prior AOC approval for any squadron activities/ appointments missed during this proceeding, and prior approval from coaches for any intercollegiate activities missed.

4.2.4.2.4. All spectators must be in service dress uniform.

4.2.4.3. The respondent is required to be present during the presentation of all testimony.

4.2.4.4. The respondent may challenge any voting member for cause and the challenge may be sustained or overruled according to the WHB Chair.

4.2.4.5 Every reasonable effort must be made to have the initiator and witnesses present to testify.

4.2.4.5.1. The WHB Chair ensures all previously approved witnesses have testified prior to closing the WHB for deliberations.

4.2.4.5.2. Any exceptions to witness ability to testify which is known before the investigation end date must be cleared by the Case Investigative Chairman and the CLA for the case.

4.2.4.5.3. If an initiator or witness cannot be present, every reasonable effort must be made to hear the verbal testimony of initiators and witnesses (telephone, teleconferencing, etc).

4.2.4.5.4. Should an initiator or witness be unable to testify on the day of the WHB (due to emergency leave, TDY, other duty of higher priority, etc), the WHB Chair must consult with the WHC and/or CWCH (or their deputies) to receive the authority to proceed with the WHB without the testimony of that initiator or witness. If authority is not granted, or the approving authorities cannot be reached, the WHB must be recessed until a later date.

4.2.4.6. The respondent may ask questions of witnesses through the WHB Chair orally or in writing.

4.2.4.7. The respondent must be given full opportunity to call witnesses with WHB Chair approval.

4.2.4.8 Relevancy of evidence/testimony. Relevant evidence/testimony is defined as that which tends to make the existence of any fact of consequence to the determination of the action more probable or less probable than it would be without the evidence/testimony. For WHB proceedings, evidence/testimony is normally considered relevant only if it helps the panel determine the respondent's act and intent. In some cases, other evidence, such as the nature of the relationship between the initiator and the respondent, may be relevant. If a Wing Honor Board Chairman, with the advice of the BLA, is uncertain about the relevance of certain evidence/testimony, he/she should normally allow it to be admitted.

4.2.4.9. The respondent may testify on his/her own behalf. However, if the respondent testifies falsely on material issues and thus raises a separate allegation, the testimony given at the Honor Board can be used in a new honor investigation and/or subsequent related proceedings. The respondent is not required to testify and the WHB Chair must inform him or her of this. The decision not to testify must not be construed as evidence against the respondent.

4.2.4.10. New allegation or evidence during a WHB. If evidence of potential Honor Code violations other than those listed on the LON(s) arises at the WHB, the WHB Chair should call a temporary recess.

4.2.4.10.1. After consulting the Chief, Honor Division, the WHB Chair will either reconvene the board to reach a verdict on the existing allegations or prepare a supplemental LON which incorporates the new allegations.

4.2.4.10.2. The Honor Board may proceed without delay only if further investigation of facts is not requested, the respondent has been served with a supplemental LON, and the respondent waives the requirement of 72-hours notice.

4.2.4.10.3. The WHB Chair may grant requests from the respondent for delay beyond the 72-hours for good cause. If a new WHB is convened, then another set of board members is selected.

4.2.4.11. Deliberations. After delivering the final board instructions, the WHB Chair, voting board members, and the officer mentor discuss the case in closed deliberations.

4.2.4.11.1. Voting members and the officer mentor are not permitted to leave the boardroom during deliberations to communicate with anyone about the case. They are permitted to leave during recesses, but cannot engage in any off-the-record communications with anyone.

4.2.4.11.2. For this session, the room is cleared of all other personnel except members of the Honor Executive Committee and Honor Division staff.

4.2.4.11.2.1. Honor Executive Committee members are allowed to be present so they gain knowledge and experience to better prepare them to act as board chairs.

4.2.4.11.2.2. Members of the Honor Division staff may enter deliberations at any time for the purpose of ensuring the process is being conducted in accordance with all applicable policies and regulations and to be able to provide feedback to the WHB Chair on the conduct of the board after it is over.

4.2.4.11.3. Observers cannot communicate with the WHB Chair, voting members, or the officer mentor while they are in closed session.

4.2.4.11.4. The WHB Chair may recess the board at his or her discretion to consult with the BLA or Honor Division staff for advice in legal or procedural matters. The WHB Chair maintains the responsibility to make independent decisions on such matters.

4.2.4.12. Voting. When deliberations are complete, the board votes by secret written ballot.

4.2.4.12.1. A board member votes a violation has been committed only if the evidence convinces that member beyond a reasonable doubt the respondent has violated the Honor Code as alleged.

4.2.4.12.1.1. Reasonable doubt is a doubt based on reason and common sense.

4.2.4.12.1.2. A reasonable doubt is not mere conjecture; it is an honest, conscientious doubt suggested by the evidence or lack of it. An absolute mathematical certainty is not required.

4.2.4.12.2. A two-thirds majority vote (6 of 9) is required to find a cadet in violation of the Honor Code. The votes are counted by the WHB Chair and verified by the officer mentor.

4.2.4.12.3. Upon completion of the board all ballots are destroyed.

4.2.4.13. Announcement of WHB decision. Upon completion of deliberations, the WHB Chair reconvenes the WHB and reads the board's finding to the respondent: violation or no violation. The decision, but not the vote, is announced to the respondent in a recorded session, during which the WHB Chair indicates for the record the names of any observers who were present during deliberations.

4.2.4.13.1. Cadets found not in violation at the WHB remain as they were, cadets in good standing. However, if the WHB Chair believes the cadet's conduct which brought him/her to a WHB indicates a lack of understanding of, or poor attitude towards, living honorably, the WHB Chair may recommend the cadet be entered in the Honor Mentorship Program (see 6.4).

4.2.4.13.2. When found in violation at a WHB, the sanction is disenrollment. Under extraordinary circumstances, the WHB Chair may request a meeting with the Commandant requesting consideration of a lesser sanction.

4.2.4.14. Loss of Status as Cadet in Good Standing. Upon adjournment of the WHB, the WHB Chair serves the cadet found in violation a Loss of Status letter from the Commandant. All administrative sanctions are immediately applicable. See paragraph 6.2.1 for the administrative sanctions.

4.2.5. **Board Debrief.** At the conclusion of all WHBs (violation and no-violation findings), respondents must schedule a meeting with their WHB Chair 1-3 duty days following the board. The respondent's AOC, Squadron Commander and Primary Honor Officer must also be present. AOCs and Squadron Commanders may designate the AMT or Squadron Operations officer respectively to attend in their absence.

4.3. **New Evidence Obtained After a WHB Violation.** If in the judgment of the WHC, significant new evidence is produced following the conclusion of a WHB in which the respondent was found in-violation, and the evidence is produced within 5 duty days of the Case Releasable File meeting, the evidence will be presented to the reassembled Board which voted on that case. By a majority vote the Board will decide whether the case should be reopened to hear the new evidence. If the Board elects to reopen the case the same Board will rehear and revote on the affected portions of the case. If the same members cannot be recalled, the WHC may convene a new WHB with new members.

4.4. **Joint Case Procedures.** A joint investigation may be conducted when two or more cadets whose participation in an event which possibly constitutes an honor violation was substantially identical, related, and simultaneous.

4.4.1. **Joint Investigation Procedures.** As soon as practical after being notified two or more cadets are alleged to have acted in concert, the WHC determines whether a joint investigation may be appropriate.

4.4.1.1. A CLA is consulted to discuss the legal implications of the recommendation. The CLA (normally from DFL) should seek concurrence with a legal representative from USAFA/JA before proceeding with the joint recommendation. When a potential joint case is submitted to the Honor Division, the normal investigation procedures outlined in section 3.4 are followed.

4.4.1.2. The Case Investigative Chairman appoints a Joint IT from a squadron or squadrons other than those of the respondents or initiators involved. The Joint IT will consist of a sufficient number of investigators as determined by the Case Investigative Chair based on the complexity of the case. The Case Investigative Chair appoints a lead investigator who is responsible for coordinating the investigation.

#### 4.4.2. **Case Review for Joint Wing Honor Boards.**

4.4.2.1. A CLA must always be consulted to discuss the legal implications of the proposed joint investigation and provide an opinion and recommendation on whether or not to

proceed as a Joint Case. The normal procedures outlined in section 3.5 are followed during case review.

4.4.2.2. In addition to the steps required for a normal case review involving only one respondent, the reviewing officers also determine whether or not a Joint WHB is appropriate. Reviewing officers must ensure a Joint WHB would not result in unfair treatment of either respondent. Factors to consider include: timing of the suspected violation, similarity of the allegations, nature of the evidence, identity of the witnesses, how the acts between the respondents are related, and whether the respondents have conflicting interest.

4.4.2.3. Approval authority to conduct a Joint WHB resides with the Director, Center for Character Development (CWC). However, the CLA for the case may sever the respondents' cases if due process is at risk of being compromised.

4.4.2.4. When a respondent admits to the violation, the respondent admitting to the allegation meets a CSRP (see section 4.1). The remaining respondent(s) face a WHB/ Joint WHB.

**4.4.3. Joint Wing Honor Boards.** Joint WHBs are encouraged when feasible in order to ensure consistent disposition of related honor cases. Joint WHB's follow the guidance in section 4.2 with the following additional guidelines.

4.4.3.1. When presented with the SOU, the respondents are notified of the decision to hold a Joint WHB.

4.4.3.2 If at least one respondent of a Joint WHB desires a closed Board, the Board will be closed to spectators.

4.4.3.3. If a group of cadets alleged to have committed honor violations arising out of the same circumstances include cadets of different classes, the WHB members will be chosen based on the highest ranking respondent's class in accordance with paragraph 4.2.2.2.

4.4.3.4. Each respondent must be present during the presentation of all evidence and be provided the opportunity to hear testimony from and question each witness.

4.4.3.5. Each respondent may testify on his or her own behalf. The highest ranking cadet is given the first opportunity to testify, followed by the next highest ranking cadet and proceeding down in rank to the lowest ranking respondent.

4.4.3.6. If at any time the Chief of the Honor Division, WHC, WHB Chair, or BLA feel further WHB proceedings should occur separately, they should notify the WHB Chair.

4.4.3.6.1. The WHB Chair notifies the respondents of the concern and gives them an opportunity for input on the status of the Joint WHB.

4.4.3.6.2. The WHB Chair consults with the BLA and CWCH to help determine the most appropriate course of action.

4.4.3.6.3. If the WHB Chair determines separate WHBs are necessary so as not to unduly prejudice one of the respondents, the WHB Chair stops the current proceeding and convenes new WHBs to hear each case.

4.4.3.7. WHB members vote on each allegation for each respondent separately.

4.4.3.8. Sanctions procedures take place in accordance with section 5.1.

## **Section 5: The System – Phase 3: Sanctions**

5. Each cadet who attends the Air Force Academy is expected to enter with a basic understanding of and commitment to doing what is right. This could be considered as an entry requirement, though one which difficult to measure. Compliance with the Honor Code is a requirement for membership in the Cadet Wing. This has always been true and still exists as the MINIMUM standard. Some Honor Code violations are not the result of a basic flaw in the individual as much as they are the result of a lack of moral conviction or self-discipline to live according to one's conscience. When a cadet breaches the Honor Code, there are serious consequences which may include Honor Rehabilitation, Honor Probation, Honor Readmission, or disenrollment.

### **5.1. Sanctions Procedures.**

5.1.1. **Sanctions recommendations.** Recommendations for sanctions are required when a cadet is found in violation of the Honor Code. Each violation is carefully considered on a case-by-case basis. For CSRPs, recommendations are provided by the CSRP Chair, the cadet's Squadron Commander, Squadron Honor Officer, AOC, and Group AOC. For WHBs, recommendations are made by the WHB Chair, cadet's Squadron Commander, Squadron Honor Officer, AOC and Group AOC (also see paragraph 4.2.4.13.2). When making recommendations, the following four factors must be addressed:

- a) Time under the Code (time at the USAFA Prep School is considered)
- b) Egregiousness of the offense (how severe and/or deliberate was the act)
- c) Fortrightness (how direct and straightforward the cadet was during the honor process)
- d) Type of report: self-report, admit, or deny as defined in paragraphs 3.5.3.1 thru 3.5.3.3

5.1.2. Upon being found in violation of the Honor Code at a CSRP or WHB, the cadet must set up a meeting with CWCH to receive a copy of releasable case file documents. The AOC and/or AMT will also attend this meeting and receive a copy of the Case Releasable File.

#### 5.1.2.1. Releasable case file documents include:

- a) a copy of the Case Summary
- b) the IT Summary
- c) LON(s)
- d) Witness Statement(s)
- e) any other evidence
- f) Statement of Understanding
- g) Loss of Status as a Cadet in Good Standing Letter
- h) Request for Immediate Remediation (if applicable)
- i) WHB Transcript (if applicable)

5.1.2.2. The cadet has 5 duty days from this meeting to submit matters for consideration. Delays may be granted by the Chief, Honor Division.

5.1.2.2.1. Documents which may be submitted include any number of signed and dated character reference letters or written statements, and, if the cadet chooses, a personal written statement from him/herself.

5.1.2.2.2. Only the respondent may request an extension and must submit a letter to the Chief, Honor Division requesting the extension. Extensions may be granted for legitimate causes.

5.1.3. A sanctions package is assembled and consists of:

5.1.3.1. All documents the cadet received at the Case Releasable File meeting.

5.1.3.2. The documents submitted by the respondent.

5.1.3.3. The recommendation of the CSRP or WHB Chair as applicable.

5.1.3.4. Sanctions recommendations by the cadet's Squadron Commander and Squadron Honor Representative.

5.1.3.5. The cadet's Squadron and Group AOC recommendations (submitted on the USAFA Form O-299 within 4 days of the Case Releasable File meeting).

5.1.3.6. A legal review by USAFA/JA is required prior to the Commandant's decision whenever the package includes a recommendation for disenrollment. The review for legal sufficiency includes matters of due process, compliance with Honor Reference Handbook procedures, and any other relevant legal issue which will help the Commandant or Superintendent reach a decision. It will not question cadet interpretation of their Honor Code, nor second-guess the results of a CSRP or WHB (see para. 4).

5.1.4. USAFA/CWCH assembles the sanctions package and routes it through USAFA/CWC and USAFA/CWV for additional sanctions recommendations to the Commandant.

5.1.5. The Commandant has two choices: suspend the disenrollment recommendation and place the cadet on honor rehabilitation/probation or recommend the cadet be disenrolled. (Note: The Form O-299 is released to the respondent if the Commandant recommends disenrollment and the respondent decides to appeal to the Superintendent.)

5.1.5.1. If the Commandant places the cadet on Honor Rehabilitation or Honor Probation, disenrollment proceedings are suspended and the probation/rehabilitation clock starts (except as noted in paragraph 6.2.2.1.7).

5.1.5.1.1. A meeting with USAFA/CWV or USAFA/CWC must be made to be formally served the sanction as soon as possible.

5.1.5.1.2. The cadet must set up a meeting with CWCHR within 24-hours of being served, unless previously approved for Immediate Remediation (see section 6.2.2.1.1).

5.1.5.1.3. The cadet must successfully complete Honor Rehabilitation or Honor Probation (see Section 6) to terminate disenrollment proceedings and be restored to the cadet wing as a cadet in good standing. If the cadet does not successfully complete Honor Rehabilitation or Probation, disenrollment actions resume.

5.1.5.3. If the Commandant's recommendation is for disenrollment, the cadet may resign or appeal the recommendation to the Superintendent. Upon being served disenrollment, the cadet has 24 hours to decide and inform CWCH whether or not he/she will appeal.

**5.1.6. Cadet Appeal Procedures.** Only the Superintendent has the authority to disenroll a cadet found in violation of the Honor Code or place him/her in the Honor Readmission program.

5.1.6.1. If a cadet appeals the Commandant's recommendation for disenrollment, the case is forwarded to the Cadet Disenrollment office.

5.1.6.1.1. The cadet is provided the O-299 and allowed to submit any additional matters relevant to the case which have not already been submitted.

5.1.6.1.2. USAFA/JA provides any further legal concerns, considering all inputs, and prepares a forwarding SSS to the Superintendent.

5.1.6.2. The Superintendent may act on the case or exercise the option to consult the Academy Board (see section 2.6.11.) to discuss the case.

5.1.6.2.1. The Academy Board members are provided a copy of the complete package, to include all matters submitted by the cadet, and the opportunity to review the package prior to convening.

5.1.6.2.2. The Academy Board convenes and discusses the case and makes a recommendation to the Superintendent.

5.1.6.3. The Superintendent has all sanctions options available when making a decision. The Superintendent may concur with the Commandant's recommendation, or non-concur with the Commandant's recommendation and choose to take no action, place the cadet on Rehabilitation or Probation, place the cadet on Honor Readmission, or disenroll the cadet. The Superintendent's decision is final.

#### **5.1.7. Resignations/Disenrollment.**

5.1.7.1. Resignation Procedures. The cadet goes to his/her Squadron AOC to begin the resignation (Form 34) process. Cadets are reminded to speak with their AOC in order to clarify the difference between resigning and being disenrolled.

5.1.7.2. Disenrollment Procedures. Upon notification of Honor Readmission or disenrollment by the Superintendent, the cadet must begin out processing through his/her Squadron AOC's office in coordination with the Cadet Disenrollments office.

5.2. **Sanction Options.** Each violation is carefully considered on a case-by-case basis using the four factors outlined in paragraph 5.1.1, and senior leadership has four sanction options to choose from.

5.2.1. **Disenrollment.** Should the Commandant recommend and the Superintendent concur with disenrollment, the cadet immediately begins out-processing.

5.2.1.1. Third- and fourth-classmen have not incurred a service commitment (unless prior enlisted and a previous service commitment from his/her enlisted time is in effect) and are released from the Air Force.

5.2.1.2. First- and second-class cadets have incurred an active duty service commitment (ADSC) for the training they have received. The cadet's rank at the time of the violation determines the extent of the ADSC, if any. There are two possible methods for recoupment.

5.2.1.2.1. The cadet is disenrolled from the Academy and ordered to enlisted status for a period of two or three years.

5.2.1.2.2. The cadet is disenrolled from the Academy and ordered to pay a certain amount as determined by SAF/FM.

5.2.2. **Honor Probation.** Some Honor Code violations are not the result of a basic flaw in the individual as much as they are the result of a lack of moral conviction or self-discipline to live according to one's conscience. An intense probation period with direct supervision is afforded some cadets to reflect and rehabilitate so they may be restored to the Cadet Wing in good standing.

5.2.2.1. Honor Probation is a state of suspended disenrollment. Failure to successfully complete probation results in the resumption of disenrollment proceedings.

5.2.2.2. Honor Probation is an intense 6-month program (see Section 6). Early release is not an option.

5.2.3. **Honor Rehabilitation.** In cases where a CSRP validates an admission as a self-report, the cadet may be placed on Honor Rehabilitation. This program is a modification of the Honor Probation program (see paragraphs 6.1.5 and 6.2.5), recognizing the cadet's moral courage to admit their dishonorable act and face the consequences, indicating they've already begun the reflection and rehabilitation process.

5.2.3.1. Honor Rehabilitation is a state of suspended disenrollment. Failure to progress satisfactorily may result in conversion from the Rehabilitation Program to the Probation Program and paragraph 5.2.2.1 applies.

5.2.3.2. Depending upon the circumstances of the case, Honor Rehabilitation is normally 3 to 6 months long. Early release is not an option.

5.2.4. **Honor Readmission Program.** This option is at the discretion of the Superintendent and only available to first- and second-classmen. It entails being disenrolled from the Academy to serve in the enlisted force for a period of time (approximately 12-16 months) with an opportunity to return to the Academy and graduate.

5.2.4.1. While enlisted, the former cadet is given certain portions of the Honor Probation Program to complete.

5.2.4.2. A mentor is assigned at the ex-cadet's duty station to aid in his/her rehabilitation.

5.2.4.3. Upon successful completion of the program, the individual is reinstated to the Cadet Wing in a modified Honor Rehabilitation Program.

5.2.4.4. If unsuccessful in the program, the individual continues their active duty enlistment until his/her ADSC incurred is repaid.

## **Section 6: Honor Remediation Programs**

6. One of the basic foundations of the cadet honor system is, under certain conditions, a cadet who has violated the Honor Code may recover from his/her ethical lapse. The assumption is moral development may be accomplished through diligence if the offense is not extreme and the cadet willingly accepts responsibility and demonstrates resolve to live honorably. For this reason, the Commandant of Cadets or the Superintendent has the authority to suspend disenrollment for a period of time, giving the cadet an opportunity to recover from his/her violation and be restored to good standing in the Cadet Wing. This period has been highly formalized and “reengineered” throughout its history for maximum benefit to the cadet, the wing, and the Air Force. There are two remediation programs providing the possibility for a cadet to return to the status of “Cadet in Good Standing”: Honor Rehabilitation and Honor Probation. A third remediation program, Honor Readmission (see paragraph 5.2.4), is reserved for first- and second-class cadets only. For cadets who through their actions have demonstrated a propensity to skirt the “honor line” but have not crossed it, there is an additional honor remediation program called Honor Mentorship.

**6.1. Probation and Rehabilitation Overview.** Honor Probation and Honor Rehabilitation are programs during which a cadet who has violated the Honor Code recognizes and admits his/her mistake, understands it, takes responsibility for it, learns from it, and moves beyond it with a deeper commitment to professional values. Cadets failing to take responsibility for their own development while on probation or rehabilitation have failed the program and are subject to disenrollment.

6.1.1. Honor Probation and Honor Rehabilitation have both punitive and rehabilitative components.

6.1.1.1. The punitive side entails a cadet losing his/her good standing in the wing. This loss of good standing is effective immediately upon being found in violation of the Honor Code. The Commandant specifies the length in each case, and the cadet is subject to the administrative sanctions described in paragraph 6.2.1.

6.1.1.2. The rehabilitative side of these sanctions allows the cadet to grow and develop their understanding of and commitment to professional values. It involves the application and practice of moral values and ethics. It is not the purpose of this sanction to merely avoid further infractions; rather, the goal is to internalize the Code and become a well-rounded cadet.

**6.1.2. Goals of Honor Probation and Honor Rehabilitation: Reflection, Rehabilitation, and Restoration.** The ultimate goal, restoration as a person of absolute integrity, is the top priority. To be restored one must change their habits (rehabilitation) which allowed them to violate the Code. To change habits one must reflect on what habits led to the violation and why.

**6.1.3. Academy representation while on Honor Probation or Rehabilitation.** During the period of suspended disenrollment, the cadet is considered not in good standing. Cadets who are not in good standing as a consequence of an honor violation are ineligible to

represent the Academy. This is necessary to preserve the sanctity of honor by signifying the AFCW does not want to be represented by a cadet who has forfeited honor until such time as honor is restored in that cadet.

6.1.4. **Early release.** Success of this sanctions process is predicated on rehabilitation over the full term of the assigned sanctions period. This is necessary for the cadet to demonstrate genuine acceptance of the consequences and maximize benefit by working authentically and diligently to restore honor; not to speedily produce portfolio results. Therefore, early release, validation of requirements, or any other exemption from the full term and conditions of this sanction is prohibited.

6.1.5. **Honor Rehabilitation.** For self-reported cases, cadets may be placed on Honor Rehabilitation. The punitive administrative sanctions in the Loss of Status letter (paragraph 6.2.1, items e and f) do not apply when a cadet is placed on Honor Rehabilitation. The activities are the same for Rehabilitation and Probation except there is a community service component in the rehabilitation program. If the cadet fails to progress on Honor Rehabilitation as directed, the punitive provisions are implemented and the Rehabilitation is converted to Probation.

**NOTE:** For clarification purposes, in sections 6.2. – 6.3 the term Honor Remediation refers to Probation and Rehabilitation (except as stated in paragraph 6.1.5).

## 6.2. Loss of status and remediation placement.

6.2.1. **Administrative provisions.** The following administrative provisions apply immediately to all cadets when found in violation of the Honor Code and served the Loss of Status letter.

- a) Removal of all rank
- b) Removal from all positions
- c) Removal from all Academy representation (i.e., sports, clubs, etc.)
- d) Removal from all merit lists (wear of merit pins is unauthorized)
- e) Restricted to cadet duty area as defined in USAFA Sight Picture Fig. 5.1.
- f) Loss of all privileges as follows: I know I may not wear civilian clothes except when I am on leave away from the Academy. When traveling to/from the Academy, I must wear service dress. I will not use any audio or video devices for entertainment purposes. I understand that I forfeit the use of these items except when approved IAW the “Deviation from Commandant’s Sanctions” section in the Honor Code Reference Handbook.

6.2.2. **Remediation placement.** There are three times when a cadet may begin the remediation process. The first two are during the honor process (Immediate Remediation) and the last is when formally sanctioned remediation. For all of them, the remediation ‘clock’ does not start until the first meeting with the Superintendent, Honor Remediation.

6.2.2.1. Immediate Remediation. The Chief of the Honor Division may grant Immediate Remediation to some cadets prior to the Commandant’s sanction decision.

6.2.2.1.1. There are only two times during the honor process the respondent is offered a chance to request Immediate Remediation.

- a) when electing to admit on the LON(s)
- b) immediately following a finding of violation at a CSRP

6.2.2.1.2. The cadet submits a letter to the CSRP Chair requesting Immediate Remediation, acknowledging the respondent understands his or her rights, reiterates the presumptive sanctions of disenrollment, and states the Commandant reserves the right to sanction remediation or disenrollment.

6.2.2.1.3. Upon requesting Immediate Remediation, the respondent schedules an appointment with the Honor Division.

6.2.2.1.4. The Request for Immediate Remediation is not a guarantee the CSRP will validate the admission (if the request is submitted before the CSRP).

6.2.2.1.5. Approval for Immediate Remediation is based on the sincerity of the respondent, motivation to be rehabilitated, forthrightness, and knowledge of the remediation process.

6.2.2.1.6. Granting of Immediate Remediation is not a guarantee the Commandant will elect to retain the respondent.

6.2.2.1.7. Upon approval for Immediate Remediation, the cadet must make an appointment and meet with CWCHR to “start the clock” for the sanctioned time.

6.2.2.2. Unless granted Immediate Remediation, Honor Remediation normally begins when the Director, Center for Character Development (or designated representative) formally serves the remediation decision.

### **6.3. Honor Remediation.**

6.3.1. **Administrative requirements.** Cadets sanctioned with Honor Remediation are required to meet with the CWCHR at regular intervals throughout the remediation period.

6.3.1.1. They must schedule an initial counseling session at the beginning of their remediation. This session is used to outline the details, restrictions, and expectations of the program.

6.3.1.2. A follow-up session is held by the third week to assess the probatee’s progress; to ensure their work efforts are on track and all necessary plans are approved and in place.

6.3.1.3. The next mandatory counseling session is conducted at the probatee’s midpoint on remediation.

6.3.1.4. The final mandatory counseling session is conducted five weeks from the end of remediation. During this time, CWCHR sends a reminder to the AOC for the removal

package turn-in date. The removal package is typically due two weeks from the end of remediation.

6.3.2. **Honor Remediation Team.** A critical part of the remediation program is educating and informing all members of the Honor Remediation Team. The team consists of the AOC, AMT, Squadron Commander, Squadron Honor Representatives, Flight Commander, Element Leader, SPEA, and Senior Mentor. These people are involved with guiding, counseling and overseeing the cadet's remediation. CWCHR meets with every remediation cadet's team to brief program expectations so all are "working off the same sheet of music."

6.3.3. **Probatee.** Each cadet afforded the opportunity to partake in this remediation program bears the ultimate responsibility for his or her success or failure. The cadet is given instruction on what is required and provided resources and support from the Honor Division and their Honor Remediation Team. However, the cadet must take the initiative to ensure all work is complete in accordance with their remediation timeline. This program requires actions to be accomplished on a daily, weekly and monthly basis; there are no provisions for cadets who fall behind.

6.3.4. **Portfolio.** The core elements for remediation are maintained in a three-ring binder referred to as a "remediation portfolio." The portfolio contains four sections to include a calendar, daily journal, projects, and counseling/mentoring documentation. The minimum requirements for the portfolio are outlined below. Accomplishing these minimum portfolio requirements and internalization of the Honor Code ensure successful completion of Honor Remediation. Cadets failing the minimum requirements are recommended for disenrollment.

6.3.4.1. Calendar. The calendar is intended to be used as both a planning tool and record of execution. The calendar spells out every aspect of the probatee's remediation to include daily journaling, project milestones and counseling/mentoring sessions.

6.3.4.1.1. A plan should be established for the entire remediation period to complete all requirements. Furthermore, the probatee must continuously update the calendar on a daily basis documenting their actual progress and any new plans. Good time management is essential for a successful probation.

6.3.4.1.1.2. The probatee should schedule all mandatory meetings with their respective counselor or mentor at least one week in advance. Proactive communication is critically important to a successful probation.

6.3.4.1.1.3. If for any reason the probatee feels he/she cannot meet one of their remediation requirements on time, he/she must contact CWCHR immediately to discuss a proactive get well plan. Deficiencies not communicated to the Honor Division could result in failing remediation.

6.3.4.2. Journal. During remediation, cadets keep a journal in which they organize their thoughts and ideas.

6.3.4.2.1. Each cadet is required to make a journal entry at least every two or three days.

6.3.4.2.2. These entries must be about honor, integrity, morals, or values. The journal should have a descriptive and a reflective portion.

6.3.4.2.2.1. The descriptive portion should relate activities/experiences relevant to remediation, such as things highlighting professional values.

6.3.4.2.2.2. The reflective portion is very intense. Cadets typically go through a process where they delve deep within their psyche and examine their personal value system and its foundation. They examine what they see as their current level of integrity in comparison to the level of integrity they believe is required of an officer, and how to close the gap between the two.

6.3.4.2.3. Each entry must be at least one-third of a page, single-spaced, and typed.

6.3.4.2.4. The journal provides a valuable piece of documentation. It helps the Honor Remediation Team be more informed on the probatee's activities. The cadet should send electronic copies of the journal to their respective Honor Remediation Team members prior to any scheduled meeting.

6.3.4.2.5. During honor remediation, documentation is very important. The counselor/mentor must read the journal; at a minimum it should be a topic of discussion. The journal should also help the cadet stay on track. There is no right way to write journal entries. They can be structured using the journal topics or left unstructured. Journals are to be personal reflections. Use of articles, quotes, etc. should be documented and credit given to the author.

### **6.3.5. Counseling/Mentoring:**

6.3.5.1. Cadets on honor remediation are required to meet with their Element Leader, Honor Officer, SPEA, AOC and Senior Mentor once per month for counseling and mentoring.

6.3.5.1.1. Counselors should carefully review the probatee's progress each month and discuss goals for meeting future objective requirements.

6.3.5.1.2. The counseling session should be used as a mentoring opportunity to discuss the probatee's character growth and internalization process.

6.3.5.1.3. The journal and completed projects should serve as an additional indicator to the counselor on where the probatee is in their development.

6.3.5.1.4. There is no minimum timeframe for counseling; however, the counselor should take their role seriously. They must provide written documentation of their assessment of the probatee's progress; the appropriate forms are provided in the probatee's counseling tab within the portfolio.

6.3.5.1.5. If the counselor foresees any problems in the probatee's progress whatsoever, they need to inform the chain of command. The Honor Division should be kept in the communication loop. CWCHR must be informed immediately of any major portfolio deficiencies or breaches of the sanctions agreement.

6.3.5.2. Mentoring is considered one of the most robust methods of character development. The probatee selects their Senior Mentor from a list of qualified volunteers.

6.3.5.2.1. The Honor Division maintains the list of mentors, pay grade O-5 or above, active or retired.

6.3.5.2.2. The probatee narrows down their selection and contacts the mentor to confirm acceptance. The probatee must write a short justification as to why they chose their selected mentor.

6.3.5.2.3. Probatees must meet with their mentor every month; the recommended duration is 50 minutes. A mentor, with their experience and maturity, helps the cadet reflect, rehabilitate and be restored to the wing in good standing.

6.3.5.2.4. The mentor is a listener and asks the hard questions. The mentor should help the cadet look inside themselves and accept responsibility for their actions.

6.3.6. **Projects:** Cadets on remediation complete a series of small projects throughout the course of their remediation. The projects serve to provide the probatee tools to improve their poor habits impacting their character, foster the internalization process, and assist in educating the Cadet Wing in areas related to honor. A standard project milestones worksheet is provided for each probatee. He/she may submit deviations to the project tab to incorporate personal talents and interests to further aide in personal development and in educating the Cadet Wing.

6.3.7. **Evaluation and Completion.** The expectation from this remediation experience is the cadet internalizes the Honor Code and uses it as a filter between their thoughts and behavior.

6.3.7.1. Midpoint Evaluation. At the midpoint of the Honor Remediation program, CWCHR provides an evaluation on the probatee. If the evaluation is judged a success, CWCHR will recommend approval of Character Passes to the probatee's AOC (see 6.3.8.2). If the evaluation shows that the probatee is not meeting standards, the Commandant makes the decision to adjust probation requirements or to resume the disenrollment process.

6.3.7.2. Final Evaluation. At the end of the remediation period the cadet is evaluated and the Commandant makes a decision to either restore the cadet to good standing or resume the disenrollment process.

6.3.7.2.1. Restoration requires the cadet have demonstrated he/she has internalized the values of the Honor Code and resolved to live honorably. Probatees are evaluated objectively and subjectively to determine if the goals of remediation have been met and the cadet should return to the status of cadet in good standing.

6.3.7.2.2. Members of the Honor Remediation Team and CWCHR evaluate the cadet's performance and all make a recommendation to the Commandant based on an objective assessment of acceptable completion of the four areas within the portfolio and an overall subjective assessment of the cadet's internalization of the values of the Honor Code. The overall evaluation/recommendation may be one of successful completion and restoration to the cadet wing or unacceptable/deficient performance and disenrollment.

6.3.7.2.3. These recommendations are included in a decision package routed through the Group AOC, Honor Division, USAFA/CWC, and USAFA/CWV to the Commandant.

6.3.7.3. Completion. The reviewing authorities consider the cadet's entire record with emphasis on the above factors. The Commandant may remove the cadet from remediation and restore him or her to the cadet wing in good standing or recommend disenrollment and resume the disenrollment proceedings. A cadet is subject to all sanctions of remediation until served their removal paperwork by USAFA/CWV or USAFA/CWC.

### **6.3.8. Deviations from Commandant's Sanctions.**

6.3.8.1. Character Passes are available exclusively to those cadets who, following their midpoint evaluation, are performing at a satisfactory level as determined by CWCHR.

6.3.8.1.1. A probatee will be considered for no more than one Character Pass per month after the midpoint evaluation, not to exceed the squadron pass package specific to the cadet's class, at the discretion of the AOC.

6.3.8.1.2. Permissible activities for a Character Pass typically demonstrate a volunteer spirit or association with a positive influence including dinner with his/her mentor or volunteering time towards a charitable organization.

6.3.8.1.3. Uniform for Character Passes is service dress unless other clothing is deemed more appropriate due to the nature of the activity (e.g., utility clothing is appropriate wear while working with Habitat for Humanity). Alternate uniform or clothing must be approved by the Chain of Command.

6.3.8.1.4. Cadets must proceed directly to and from the character-building activity and participate only in directly related activities (i.e. side trips to visit sponsors, shopping or other social activities are not authorized).

6.3.8.2. Approval for Character Passes is coordinated through the submission of a Staff Summary Sheet (SSS). The chain of approval considers whether the nature of the proposed activity fits with the spirit of the Character Pass program. Under no circumstances should the Character Pass be issued for an event whose main purpose is to entertain.

6.3.8.2.1. The CWCHR, CWCH, Squadron AOC, and Group AOC provide their recommendation to USAFA/CWV who approves or disapproves the pass. The authority to approve Character Passes may be delegated no lower than the Group AOC.

6.3.8.2.2. If authority is delegated to the Group AOC and there is a discrepancy between CWCH and the Group AOC as to the approval/disapproval recommendation, the request is sent to USAFA/CWV for final disposition.

6.3.8.2.3. The SSS must expressly state the location, duration and nature of the character building activity. The probatee must also provide the names and contact information of any activity organizer.

6.3.8.2.4. A separate SSS must be submitted for each Character Pass request. Blanket approval for multiple passes is not authorized.

6.3.8.3. Any other requests to deviate from the loss of privileges in the Commandant's sanctions or administrative sanctions in the Loss of Status letter must be forwarded through the cadet's chain of command and approved by the USAFA/CWV as outlined in Attachment 2.

**6.4. Honor Readmission Program.** This readmission program is used sparingly and only in cases for those cadets who take responsibility for their acts and for whom the egregiousness of their violation indicates a likelihood of rehabilitation. In addition to their enlisted duties, participants in the Honor Readmission Program are required to complete a remediation program overseen by the Academy Center for Character Development. This program involves journaling, mentoring and community service. Detailed requirements are provided by CWCHR prior to departing the USAFA.

**6.4.1. Mentor.** The primary responsibility of the mentor is rehabilitation. The mentor is a field grade officer assigned to the same base but outside the ex-cadet's chain of command. To facilitate the mentor's duties, he or she is granted access to the ex-cadet's Personal Information File. The mentor is appointed by the ex-cadet's group commander or equivalent, and should be either a service academy graduate or an officer formerly assigned to the Air Force Academy. Finally, the mentor must coordinate with the Academy Center for Character Development in this role.

**6.4.2. Supervisor.** The primary responsibility of the supervisor is to monitor the day-to-day performance of the ex-cadet. Normally, the supervisor will be the first E-6 or above in the ex-cadet's chain of command. The supervisor will coordinate with the Academy Center for Character Development.

**6.4.3. Readmission.** If the ex-cadet successfully completes the terms of the Honor Readmission Program and is admitted back into the Cadet Wing, the ex-cadet is placed on a modified rehabilitation program for 3 months. During this period the cadet is expected to give briefings to fellow cadets detailing their experience and lessons learned.

## **6.5. Honor Mentorship Program.**

**6.5.1. Purpose.** Honor Mentorship aims to be preventative or pre-emptive in nature by helping cadets better appreciate the value of living a life of integrity and assisting them in making the right choices--choices consistent with the spirit of the Honor Code. Mentorship is not meant to be punitive; it is intended to be purely rehabilitative in purpose and content.

## **6.5.2. Guidelines.**

6.5.2.1. Only the Squadron AOC can place a cadet on Honor Mentorship if they deem it appropriate for a cadet.

6.5.2.2. Individuals who may recommend cadets for Honor Mentorship are the WHB Chair for the respondent, instructors, cadet's chain of command, and faculty members. When making a recommendation for Honor Mentorship, the initiator should keep the following things in mind.

6.5.2.2.1. Recommendations for Honor Mentorship should not be taken lightly. Initiators should only recommend application of this program for cadets whose behavior, while not violating the letter of the Honor Code, has created a significant impression of questionable integrity.

6.5.2.2.2. Initiators should NOT consider Honor Mentorship as a substitute for investigating possible violations of the Honor Code. Instead, it is intended for those cases where the initiator's conscience is clear insofar as Honor Code violations are concerned, but where the cadet's actions seem to have violated the spirit of the Honor Code (i.e., has not internalized the sense of duty to "do the right thing.").

6.5.2.2.3. The WHB Chair following a "no-violation" decision at a WHB may recommend, on behalf of the board members, application of the Honor Mentorship Program to the respondent's AOC at the board debrief.

## **6.5.3. Honor Mentorship Program Procedures.**

6.5.3.1. Upon enrollment in the program, the cadet's information and the AOC-assigned mentor is documented with the respondent's Squadron Honor NCO, who forwards this information to CWCHR.

6.5.3.2. The program normally consists from four to eight, 50-minute mentoring sessions. The initial session consists of an introduction and the assigning of a 2-3 page essay describing why they believe they have been entered into this program. The cadet must also complete an essay following the final mentoring session describing what they have learned from their mentoring sessions. The remaining topics of discussion are conducted at the mentor's discretion. CWCHR provides suggested topics for discussion if requested.

6.5.3.3. The honor mentor may recommend to the AOC whether or not the cadet requires additional or fewer mentoring sessions.

6.5.3.4. Cadets report completed mentoring sessions to their squadron Honor NCO. Honor NCOs, in turn, provide documentation to their Group Honor NCOs. Group Honor NCOs submit a monthly report to the WHRNCO who highlights problems to CWCHR.

6.5.3.5. Squadron Honor NCOs are notified of a cadet's progress throughout the program (status, meeting schedule, papers) via communication with both cadet and mentor. The Squadron Honor NCO also keeps the AOC and CWCHR aware of the cadet's progress.

6.5.3.6. The Honor Mentorship Program is not a "pass/fail" program. However, the Cadet's mentor and AOC: 1) evaluate the Cadet's performance during the mentoring period, 2) make an assessment as to whether or not the mentoring period was successful, and 3) document their findings on a form provided by CWCHR for placement in the cadet's CPR II. A copy of the form is maintained in CWCH.

6.5.3.7. AOCs and mentors deem the mentoring period successful if, in the officer's opinion, the cadet has demonstrated an understanding through their discussions and essays as to how their behavior could have been perceived as dishonorable or how it may have demonstrated a lack of judgment and integrity on the part of the cadet.

**Attachment 1**  
**GLOSSARY OF REFERENCES AND ABBREVIATIONS/ACRONYMS**

***References***

September 2006 Air Force Cadet Wing Honor Code Reference Handbook  
USAF AI 36-2004 USAF Academy Honor Review Committee  
Honor Review Committee Meeting Minutes, 23 May 07

***Abbreviations and Acronyms***

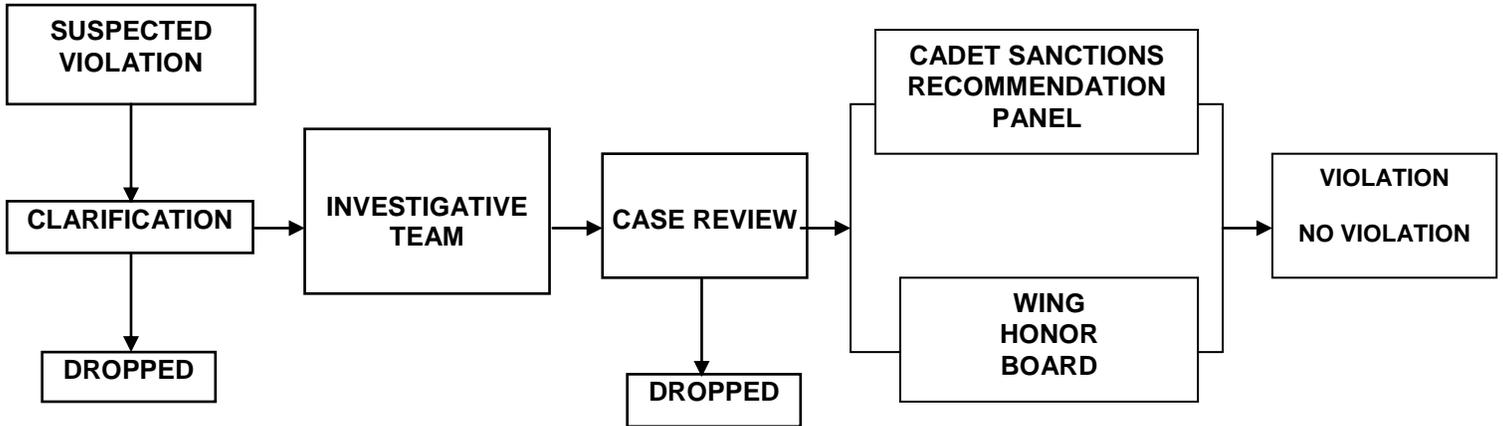
AFCW	Air Force Cadet Wing
AMT	Academy Military Training Noncommissioned Officer
AOC	Air Officer Commanding
BCT	Basic Cadet Training
BLA	Board Legal Advisor
CEP	Case Evidence Package
CHC	Cadet Honor Committee
CLA	Case Legal Advisor
CSRP	Cadet Sanctions Recommendation Panel
CWCH	Chief, Honor Division
CWCHD	Deputy Chief, Honor Division
DFL	Dean of the Faculty, Law Department
GHC	Group Honor Chairman
HCRH	Honor Code Reference Handbook
HLO	Honor Liaison Officer
HRC	Honor Review Committee
HRCEP	Honor Review Committee Executive Panel
IT	Investigative Team
JA	Judge Advocate
LON	Letter of Notification
NCOIC	Noncommissioned Officer in Charge
SCRB	Squadron Commander Review Board
SOU	Statement of Understanding
SPEA	Squadron Professional Ethics Advisor
SSS	Staff Summary Sheet
WHB	Wing Honor Board
WHC	Wing Honor Chairman
WHCD-E	Deputy Wing Honor Chairman for Education
WHCD-R	Deputy Wing Honor Chairman for Remediation
WHENCO	Wing Honor Education NCO
WHNCO	Wing Honor NCO
WHRNCO	Wing Honor Remediation NCO

**Attachment 2**  
**EXAMPLE FOR DEVIATIONS FROM LOSS OF STATUS**

STAFF SUMMARY SHEET					
TO	ACTION	SIGNATURE ( <i>Surname</i> ), GRADE AND DATE	TO	ACTION	SIGNATURE ( <i>Surname</i> ), GRADE AND DATE
1	Element Leader	Coord	6	USAFA/ CWCH	Coord
2	Flight CC	Coord	7	Group AOC	Coord
3	Sq Honor Officer	Coord	8	USAFA/ CWV	Appr
4	Squadron CC	Coord	9		
5	AOC	Coord	10		
SURNAME OF ACTION OFFICER AND GRADE		SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
CXC Cadet Name		CS-XX	3-XXXX	xxx	
SUBJECT					DATE
Request to Deviate from Loss of Status Letter					
SUMMARY					
<p>1. PURPOSE: To request deviation from loss of status sanction in order to... (use this paragraph to explain exactly what it is you wish to do to deviate from the sanctions set forth in the Loss of Status Letter signed by teh Commandant. Be detailed and use as much room as necessary).</p> <p>2. BACKGROUND: I am not in good standing as a cadet because I was found in violation of the Honor Code for lying/stealing/cheating/tolerating.</p> <p>3. DISCUSSION: Put why you think the Vice Commandant should deviate from the sanctions letter.</p> <p>4. VIEWS OF OTHERS: N/A</p> <p>5. RECOMMENDATION: Recommend the Vice Commandant or delegated authority approve request.</p> <p>YOUR N. AME, CXC, USAF Cadet Squadron XX</p> <p>Each individual coordinating on the SSS should indicate concur/non-concur and sign/date in the appropriate block.</p>					

### Attachment 3 USAFA HONOR SYSTEM

The figure below depicts the cadet owned and operated USAFA honor system. The maximum acceptable standard from suspected violation to decision of violation/no violation is 30 calendar days or less.



If a cadet is found in violation of the Honor Code, the case continues with the Chief, Honor Division preparing a sanction package which flows as depicted below. The maximum acceptable standard from creation of sanctions package to Superintendent's decision is 45 calendar days or less.

