

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



“We will not lie, steal, or cheat, nor tolerate  
among us anyone who does”

27 Apr 2022

## **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. Furthermore, 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.”**



**DEPARTMENT OF THE AIR FORCE  
COMMANDANT OF CADETS  
USAF ACADEMY COLORADO**

27 Apr 2022

MEMORANDUM FOR THE AIR FORCE CADET WING

FROM: CLASS OF 2022 WING HONOR CHAIRMAN

SUBJECT: Air Force Cadet Wing Honor Code Reference Handbook

1. The Air Force Cadet Wing Honor Code Reference Handbook serves as a reference for all matters related to the United States Air Force Academy Honor Code, its purpose, and its function. This handbook defines the level of character expected from Cadets as future leaders of the United States Air Force. Further, within this handbook are the guidelines for the administration of the Honor Code.
2. Ensuring that Cadets embody the United States Air Force Core Values, of integrity first, service before self, and excellence in all we do, is imperative to accomplishing the Air Force Academy's vision. The level of responsibility that will be laid upon the shoulders of Cadets upon graduation demands the utmost strength in character.
3. During the Acceptance Day Parade every year, prior to the Basic Cadets being accepted into the Cadet Wing, they take the Honor Oath along with the entire Cadet Wing. The Honor Oath goes far beyond not lying, stealing, cheating, or tolerating. It is a verbal commitment to the Spirit of the Air Force Academy Honor Code, which is to do the right thing and live honorably. Furthermore, although the Honor Code only applies to the Cadet Wing, it is important to note that it is not bound to the Air Force Academy. Every time a Cadet steps away from the Academy, they are still expected to live honorably, even when no one is looking.
4. The Coronavirus Pandemic has brought many unique challenges to the Cadet Wing as well as the United States Air Force Academy as an institution, however, the Honor Code and core values remain absolutely paramount to development of leaders of character. I strongly encourage Cadets to never let outside influences, availability, or strong ambitions justify means to lie, steal, cheat, or tolerate. Many Cadets can vouch that the feeling of losing your integrity is far worse than any grade, punishment, or failed responsibility.
5. Due to ever-changing demands and influences, this handbook is revised and strengthened periodically. However, the foundational principles that our Honor Code represents will forever remain unchanged. I urge the Cadet Wing to accept and follow the guidance that comes through this handbook and, more importantly, to always embody the virtues and core values that are part of being a member of the United States Air Force Academy.

A handwritten signature in black ink, reading "Kelly E. Nugent".

KELLY E. NUGENT, C/Col, USAF  
Wing Honor Chairman

### **Summary of Changes:**

(Change) **3.2.1.2.** Added requirement for coaches to review and discuss coachee Journals.

(Change) **4.1.3.** Added suggestion for Clerks to review and discuss coachee Journals

(Change) **4.2.1.** Added 5 year term limit to SPEA role.

(Change) **4.2.2.** Updated CHLO duty description.

(Change) **4.2.3.** Updated CLA duty description.

(Added) **4.2.6.** Added definition of EOP.

(Change) **6.4.1.2** Added Sanctions Removal Option to MEP.

(Change) **6.4.2.:** Added requirement for End of Probation Panel (EOP) panel for cadets who receive FWL.

(Change) **F.1.1.** Changed the Sanctions Recommendation Process.

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## **Prologue**

This handbook is designed to familiarize you with the United States Air Force Academy Honor Code and system, the structure of the Cadet Honor Committee and its functions, and your responsibility as a member of the Air Force Cadet Wing. This handbook should be utilized throughout your cadet experience as a reference to support your development as a leader of character and habits of living honorably. When you have questions, we recommend contacting your Squadron Honor Officer.

## **Chapter 1: The Honor Code, Its History, and Purpose**

***“We will not lie, steal, or cheat, nor tolerate among us anyone who does.”***

The Honor Code is the unique and historic centerpiece of the Cadet Wing’s commitment to living honorably. Its principles embody the honorable conduct that marks officers of character who deserve the trust of their fellow professionals and the citizens they serve. The Honor Code defines the *minimum* standard by which each cadet should conduct herself/himself. The first graduating class of cadets, the Class of 1959, adopted this code. Today, consistent with our United States Air Force and Space Force Core Values and USAFA’s Leaders of Character Framework, we leverage the Honor Code as one way in which USAFA engages cadets to develop their habits of thoughts and actions to best prepare them to be officers of character. As stewards of this Honor Code, each successive class has a responsibility to embrace, administer, and sustain the Code that links the Long Blue Line together.

The Honor Oath embodies the Honor Code and adds this phrase to the end of the Honor Code:

***“Furthermore, I resolve to do my duty and to live honorably, (so help me God).”***

This Oath was adopted in 1984 and 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. In short, living honorably means committing ourselves to live by certain standards of behavior – standards that do not (necessarily) bind those outside the military. The term “live honorably” means to consistently practice the virtues embodied in the Air Force and Space Force Core Values of Integrity, Service, and Excellence. The Honor Oath builds on the Code’s minimum standard and is a commitment to the aspirational goal of embodying the highest standards in our character and conduct. As “our nation’s sword and shield, its sentry and avenger,” we must conduct ourselves worthy of such trust. The final four words, “so help me God,” are optional out of respect for cadets of all faiths or non-faith.

### **Integrity First, Service Before Self, Excellence In All We Do**

The Core Values were first developed at the United States Air Force Academy in the early 1990s and adopted by the broader Air Force in 1996. The Air Force and Space Force define values as enduring, guiding principles; core values are so fundamental that they define our very identity. The United States Air Force and Space Force have clearly defined their identity by these three simple values: Integrity First, Service Before Self, and Excellence In All We Do. Each of these Core Values is further defined by virtues (desired behaviors and characteristics) we must practice and demonstrate in our daily lives.

Integrity is simply doing the right thing, all the time, whether everyone is watching or no one is watching. The virtues that demonstrate one truly values integrity include: Honesty, Courage, and Accountability.



Service Before Self tells us that professional duties take precedence over personal desires. The call to serve is a call to live according to a higher standard. The virtues that demonstrate one truly values service include: Duty, Loyalty, and Respect.

Excellence In All We Do does not mean that we demand perfection in everything from everyone. Instead, this value directs us to continuously advance our craft and increase our knowledge as Airmen and Guardians. We must have a passion for continuous improvement and innovation that propels America's Air and Space Forces in quantum leaps towards accomplishment and performance. The virtues that support Excellence are: Mission, Discipline, and Teamwork.

The Spirit of the Code is to ***“Do the right thing and live honorably.”*** Abiding by the Spirit of the Code means to live honorably by consistently practicing the virtues embodied in the Air Force and Space Force Core Values.

Every person, whether cadet or permanent party, assigned to the United States Air Force Academy (USAFA) plays a vital role in developing future officers of character whether through serving on the Cadet Honor Committee (CHC), or by modeling integrity and honor in the classroom, the squadron, or on the athletic field. The Honor Code, Honor Oath and Core Values are just words without the people who live them. It is the responsibility of every person to uphold the Honor Code and commit to living honorably, not only further developing a personal sense and strength of integrity but also for the good of USAFA, our Air Force and Space Force, and our nation.

**By taking the Honor Oath on Acceptance Day, you signaled your commitment to become a leader of character who lives honorably.**

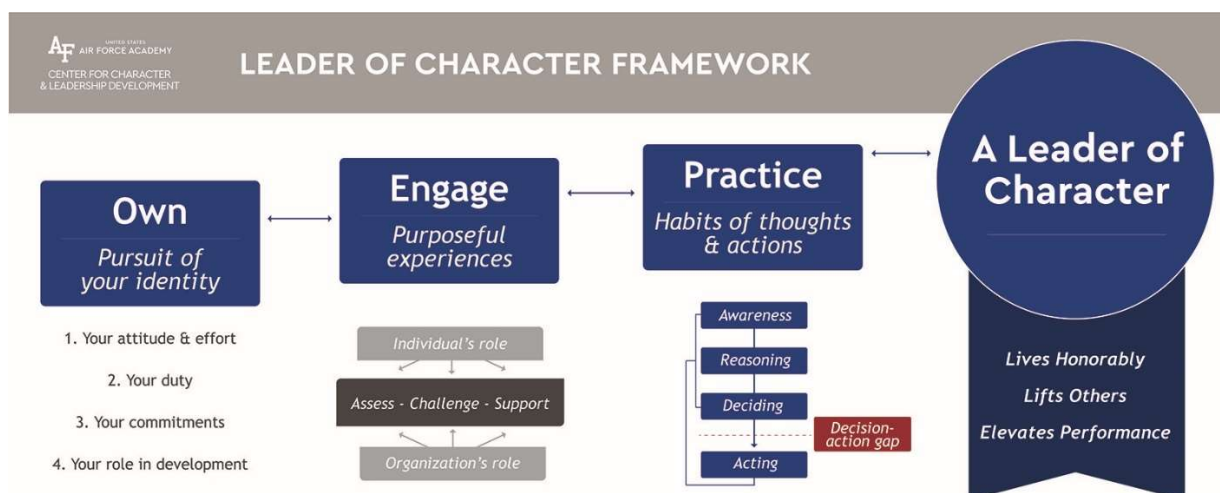
***Just as importantly, you formally accepted the responsibility to live by and uphold the Honor Code, and willingness to be held accountable—and hold others accountable—for violating any precepts of the Honor Code. This is non-negotiable. You chose to come to USAFA...you chose to be held to this higher standard...if you choose to break the Honor Code, you should and can expect consequences for your choice. This is who we are as cadets at the United States Air Force Academy.***

## **Chapter 2: Foundations of Living Honorably**

The Class of 1959 gave us the Honor Code because lying, stealing, cheating, and tolerating such acts are dishonorable and directly detract from the trust and respect required in the profession of arms. Additionally, simply refraining from lying, stealing, cheating, and tolerating such acts does not necessarily mean that you are honorable. Being an honorable person implies much more than someone who does not lie, steal, cheat, or tolerate. You could completely isolate someone, and they would never violate the Honor Code. Does that mean that person is honorable? What about the individual who plans to lie or cheat but is afraid to get caught so they choose not to? Is this an honorable person?

Forthrightness is being direct and honest. It is a simple test to determine if what you are about to do is honorable. If you are willing to tell others or the person most affected by your action what you are about to do, then it is most likely honorable. If you are not willing to tell them, then it is most likely dishonorable. Likewise, you cannot live an anonymous or duplicitous life. If what you are about to do behind closed doors (with no one present, or with a “select group of friends”) is something you would not do with others present or with the door open, then you probably should not do it. This includes anonymous posts on social media. Always remember, honorable living is more than not lying, stealing, cheating, or tolerating; it is ensuring everything you do is above reproach.

So that all Academy personnel—cadets and permanent party—have a common aspiration for honorable living and effective leadership, the Academy’s Superintendent released a “Leader of Character Framework” in early 2021. In owning your identity as a leader of character, you engage in purposeful experiences that test and develop your ability to live honorably and lead well. In your cadet career and officer service, you will practice habits of thought and action that will define you over time. Living honorably, lifting others to their best possible selves, and elevating performance to common and noble goals—these things fit together in a mutually reinforcing way and will help you navigate the ethical decisions that will inevitably come your way.



***The Leader of Character Framework serves as an aspirational goal for cadets and permanent party. A Leader of Character lives honorably, lifts others, and elevates performance.***

## Section 2.1. Background of Virtues and Precepts

2.1.1. We have already determined the Honor Code is a series of prohibitions, which can also be referred to as precepts. Precepts are rules, laws, regulations, and codes that provide concrete boundaries of conduct. Emphasis is on the end of the definition, “concrete boundaries of conduct.” This takes us back to the words, “will not” in the Honor Code. The words “will not” make the boundaries concrete, but by agreeing to live by them when you take the Honor Oath, you make something else far more important. You make a promise, a pact. A commitment to a *minimum* standard of conduct. This promise is wide reaching. To whom do you make this promise? You make this promise to your classmates, all other cadets, yourself, USAFA graduates, future graduates, the USAF, and the American people.

2.1.2. Precepts are derived from the virtues which describe Air Force and Space Force Core Values. For example, a virtue of Integrity, and also a timeless, fundamental ethical value, is Honesty. If you know you should tell the truth, then the precept that follows is “do not lie.” In a similar way, the virtue that is the basis for the precept of “do not steal” is Respect. The virtues of Honesty and Respect support the precept of “do not cheat.” Finally, for “do not tolerate” the virtues are Loyalty and Accountability. Looking through a legalistic lens turns the Honor Code into just another regulation to follow—it is not. Living the virtues that underpin the Honor Code are what makes you and your fellow cadets worth trusting and worth admiring. Abiding by the Honor Code develops in you the strength to do the difficult things you have chosen to do as a cadet and later as an officer.

2.1.3. Lying, stealing, cheating, and tolerating are all dishonorable. They violate the virtues from which the precepts were derived. This is important, but let us examine honor from another perspective, away from the virtues and precepts of the Honor Code, and instead evaluate it in terms of trust and respect. Any act that violates trust or respect is dishonorable, whether or not it falls under the “exact letter” of the Honor Code. If you focus entirely on not violating the Honor Code, you will push the line and flirt with breaking it. This demonstrates a lack of character and honor, and indicates a willingness to risk the trust and respect in our community. If all your actions foster trust and respect, then you will never come close to violating the Honor Code or the oath you swore to uphold.

## Section 2.2. The Virtues Inherent in the Honor Code

2.2.1. **Lying Violates the Virtue of Honesty:** Honesty is defined as adherence to the facts or freedom from subterfuge, duplicity, or simple deception and is the virtue from which the precept of “do not lie” is derived. We have all heard the saying, “Honesty is the best policy.” Nowhere is this truer than in the profession of arms. Former Chief of Staff General Charles A. Gabriel, spelled out the importance of honesty when he said, “Integrity is the fundamental premise of military service in a free society. Without integrity, the moral pillars of our military strength, public trust, and self-respect are lost.”

2.2.2. **Stealing Violates the Virtue of Respect:** One of the definitions of respect is “to hold in high regard or esteem; to honor.” Living honorably means that we respect one another, that we hold one another in high regard and esteem even if we do not necessarily hold someone’s property or service in high esteem. When you show respect for others, what happens? You receive respect in return. In addition, when mutual respect is present between individuals in an

USAF unit, unity exists within the organization. Because of unity, the unit grows stronger and more productive. As unity spreads, the USAF in general becomes a more respected organization, improving its image among the American people. The American people will not respect an organization that does not foster respect among its own members.

**2.2.3. Cheating Violates the Virtues of Honesty and Respect:** Cheating generally involves deceiving others into believing the work or answers one submitted to be graded is their original work, when it is not. This violates the virtue of Honesty. Further, gaining an unfair advantage harms others, a violation of the virtue of Respect. By completing your own work without receiving undeserved credit or unfair advantages, you are creating an environment of dignity and respect in which everyone is fairly judged by the quality of their work.

**2.2.4. Tolerating Violates the Virtues of Loyalty and Accountability:** Loyalty and Accountability are the virtues that apply to the toleration clause. The Air Force and Space Force define Loyalty as an internal commitment to the success and preservation of something bigger than ourselves. Our loyalty is to the Nation first, the values and commitments of our Air Force and Space Force second, and finally to the men and women with whom we serve. We demonstrate loyalty to others by helping each other act with honor. In the Air Force and Space Force, Accountability is responsibility with an audience. That audience may be the American people, our units, our supervisors, our fellow Airmen or Guardians, and even ourselves. It requires taking ownership of the outcomes of one's actions and decisions. Loyalty means Airmen and Guardians help each other act with honor in a way that is consistent with our values, but are obligated to hold each other accountable when a member fails to do so. Not tolerating dishonorable behavior affords us the same freedoms as not lying, stealing, or cheating. The same benefits that apply to the other virtues, apply to Loyalty and Accountability; however, tolerating is different from the other violations of the Honor Code. Possible reasons cadets may view toleration differently than lying, stealing, and cheating:

- Lying, stealing, and cheating are violations of commission, while toleration is a violation of omission; it is often easier to do 'nothing' than to act for what is right
- Misplaced loyalty to a friend over the higher USAFA, USAF, or Department of Defense values

Regardless of these differences and difficulties, a toleration violation is just as significant as lying, stealing, and cheating.

## **Section 2.3. Honor Violations: Violating the Precepts**

**2.3.1. Lie.** Lying is making an assertion with the intent to deceive or mislead. This deceitful assertion may be oral, written, or clearly communicated by a gesture or action.

2.3.1.1. Oral communication includes any verbal utterance to include spoken words or quasi-words (e.g., yeah, uh-huh, yup, nah, etc.) presented as being truthful. Written communication includes any written matter presented as being truthful, whether or not you wrote the material. Your signature or an initial on a document is an acknowledgment the information is truthful. If the document directs action or confirmation, your signature implies the directive has been complied. The bottom line is that your signature or initials are your word. The phrase "clearly communicated by a gesture or action" refers to non-

verbal, non-written forms of communication. The key is whether the person who communicates by gesture or action intends, then or later, to deceive someone else.

2.3.1.2. To exhibit forthright honesty, you have a responsibility to ensure others know and understand what you believe to be the truth in any situation. “Equivocation” or “quibbling” falls within the jurisdiction of the Honor Code as lying. Your responsibility for the truth involves what is understood and perceived; clear, honest communication is essential. If you realize the individual with whom you are communicating received a false understanding of the truth of the matter, you have an obligation to correct that misunderstanding with that individual immediately. If you knowingly allow a misunderstanding or misperception to stand, you have allowed a lie to be created and have violated the Honor Code. If you make statement(s), which at the time you believed to be true, but later find it to be false, and do not correct the statement(s), it can be considered a lie.

2.3.1.3. Any statement made under stress, if intended to deceive, is still a lie, regardless of whether or not the statement is corrected. A momentary lapse of integrity still violates the Honor Code.

2.3.2. **Steal.** Stealing is intentionally depriving someone else of property or service without permission, or attempting to do the same.

2.3.2.1. The Honor Code provisions on stealing apply to both theft of property and services. You must never knowingly take someone else’s property or service without proper consent or compensation. You should never take advantage of a situation by wrongfully benefiting from someone else’s misfortune. If you take someone else’s property without permission, you risk being considered a thief. If you inadvertently receive a service or property for nothing, you should make proper compensation by either paying for or returning the property. Vandalism, or the intentional destruction of property, also deprives others of that property and may be a violation of the Honor Code.

“Property” extends to both tangible and intangible personal property, to include real and intellectual property. Intellectual property encompasses all patents, copyrights, trademarks and trade secrets. Most integrity issues involving intellectual property will likely revolve around copyright and trademark issues. This applies to, among other things, original written materials, sound recordings, video recordings, and computer software. In general, making unauthorized reproductions of these materials would be considered stealing.

2.3.3. **Cheat.** Cheating is committing an act with the intent to receive undeserved credit or an unfair advantage. It also includes aiding or attempting to do the same.

2.3.3.1. Cheating can take many forms. Examples include the use of crib notes, submitting someone else’s work as your own, plagiarism, and receiving help but not documenting. The submission of undocumented work clearly implies it is the product of your own words or ideas, and you have not used this work for credit before. If you are unsure of a course policy, or what type of collaboration is allowed, clarify the matter with your instructor. If doubt exists, explain the situation to your instructor. This will allow you to exercise the responsibility and prudence expected of an honorable person, and there will be no deception. Attempting to cheat is also an Honor Code violation even if you did not

actually receive the undeserved credit you were trying to receive. Accomplices are liable to the same extent as the cheater.

2.3.3.2. The philosophy at USAFA is each cadet is trusted to do his or her own work. Cadets are expected to provide full and complete documentation for work that is not their own and comply with standards set out in the Dean of the Faculty's policy or letter on academics with honor and any further requirements provided for a particular course or assignment. Clear and complete documentation is always required on all submitted work. Always give credit to other contributors, sources, or your own previously generated works whether quoted, paraphrased, or just referred to for ideas.

2.3.4. **Tolerate.** Toleration is the failure to promptly address a suspected violation of the Honor Code.

2.3.4.1. If you suspect another cadet of committing an Honor Code violation, you are required to promptly address the situation with the individual unless a legitimate fear of physical harm exists. If the situation was explained to your satisfaction and suspicions of an Honor Code violation no longer exist, the matter is closed. If you still suspect an Honor Code violation has occurred, advise the cadet to report the matter to his/her Squadron Honor Officer (SHO). You must follow up with the cadet on this matter. This follow-up should occur within five duty days. If the cadet does not report the matter, you have the obligation to report it. Toleration cannot be present until the intent to ignore the suspected violation is formulated. If you confront a cadet but are unsure what to do, ask your honor representative. All cadets, faculty, and staff are responsible for enforcing the Honor Code.

2.3.4.2. The cadet who reports an honor incident is not the "villain." Maintaining standards is everyone's professional responsibility, especially on issues as crucial as those involving matters of honor. As difficult as it may seem to confront someone when you suspect a violation, remember you are not the guilty party. Someone else did the wrong thing and you are enforcing the standard; they are responsible for their actions. You are acting for the good of USAFA, your profession, and ultimately, for the good of that person as well. If that other person committed the infraction, he or she should bear the responsibility of their action. What does it say about the cadets who violate the Honor Code if they will not stand up and accept responsibility? What does it say if they are willing to work against the spirit of trust and respect in the AFCW to serve their own benefit? What do we think of those who are willing to put others in the position of tolerating a violation? These behaviors of not accepting responsibility for their mistakes fall short of what we expect from cadets and officers. We cannot function in an environment where we do not trust our fellow service members and we cannot serve with people who do not consider the effects their actions may have on others.

## **Section 2.4. Act and Intent**

A violation of the Honor Code requires both act and intent. The reason both act and intent are required to establish an honor violation is that there are cases where a cadet committed an act in violation of the Honor Code, but truly did not intend the logical outcome of their actions. An example is when a cadet answers a question based on incomplete information. When the cadet later finds out their answer was untruthful, they are required to immediately go correct

their answer. If the cadet does so, then no intent existed to deceive, although an inaccurate statement was made. Emotional appeals such as, "I didn't mean to lie...it just came out," do not exonerate a cadet of their intent. Even in the most stressful of circumstances, cadets are faced with a fundamental decision: to be honest, or not. The split second we make that decision is often where intent is determined, and if we choose not to be completely honest, our action most likely is an act in violation of the Honor Code.

**The "*act*" is a deed that falls under one of the definitions of lying, stealing, cheating, or tolerating, found in this handbook.**

2.4.1. **Act.** When a cadet violates the Honor Code, it is generally the act, which can be easily identified. The act is what the cadet is alleged to have done that falls short of what is required by the Honor Code. It is not necessary for the cadet to successfully complete the act in order for the act to exist.

**"*Intent*" is the state of mind concerning the purpose for the *act*, not the intent to violate the Honor Code.**

2.4.2. **Intent.** It is more difficult to discern intent than act when trying to assess a potential honor violation. Intent does not mean "intent to break the Honor Code." Few people ever intend to break the Honor Code. Rather, it means the cadet intended the logical outcome of the act in question. For example, if a substantial portion of a writing assignment is word-for-word the same as a paper found online and not properly documented, the logical outcome is that the person submitting the assignment is attempting to receive full credit for work that was not wholly their own. There is often no direct evidence of intent. It is usually necessary to infer a person's intentions by evaluating their behavior surrounding the act. There is no time limit on intent. Intent can exist for only a split second, as is usually the case of a deceitful statement made under pressure, or it can exist for a long duration. Intent can even exist after the act was committed. An example of this would be if an individual asks their Cadet Squadron Air Officer Commanding (CS AOC) for a special pass to go to their sponsor's house for the weekend to study for finals. After arriving at the sponsor's house, the cadet's friends call and invite them to the mountains to ski for the weekend. The cadet decides to go. After arriving at the ski resort, the cadet realizes that they did not have permission to go to the mountains, but decides to not call the CS AOC since they will be back in time to return to USAFA as if they had been at the sponsor's house the entire time. In this example the cadet did not set out to deceive the CS AOC, but when the cadet realized they did not have permission to head up to the mountains, they deliberately chose not to notify the CS AOC of the change in location. Therefore, the intent to deceive was committed after the actual act of going somewhere other than where they were authorized.

2.4.2.1. When a cadet commits a possible honor violation while under the influence of any substance such as drugs or alcohol, that state of voluntary intoxication does not excuse the cadet's actions. Being under the influence is not a defense. When a cadet decides to become intoxicated, the cadet has not relinquished responsibility for all decisions made while intoxicated.

## **Chapter 3: Honor Education Program**

Honor Education is used at USAFA to ensure a base of common knowledge essential for all cadets and future officers. Cadets participate in five “formal” honor education phases from Basic Cadet Training (BCT) through the First-Class year. Each lesson corresponds to your level of development in the USAFA Officer Development System (BCT: introduction; Fourth-Class cadets: loyal followers/personal development; Third-Class cadets: supervisor/coach/role model/interpersonal development; Second-Class cadets: mentor/team leader; First-Class cadets: organizational leaders/supervisors). There are honor lessons, numerous guest speakers, NCLS and other various strategies included in honor education efforts.

### **Section 3.1. Goals and Objectives for Honor Education**

**3.1.1. Development.** All activities are conducted in a manner that develops a life-long commitment to strong and honorable character with an emphasis on “living honorably” and “Integrity First,” which is the cornerstone of character development at USAFA.

**3.1.2. Equip.** Honor education is a proactive way to remind, reinforce, and reflect on what it means to “live honorably.” Like any of life’s endeavors, to excel we must form the right habits to guide our performance, especially when the “pressure is on.”

**3.1.3. Spirit of the Code.** The ultimate goal of honor education is to foster an environment where cadets do the right thing and live honorably. While this concept applies primarily to the military in this situation, honor education is meant to bring about a lifelong character trait that carries one through their service and through their personal life.

**3.1.4. Communication.** As part of the Honor Education Program, announcement of board proceedings may be released through Cadet “X” letters, SHO briefings and honor lessons, and/or the honor updates. Squadron Honor Representatives will analyze and discuss certain cases at squadron meetings for their educational content and as a means of keeping the AFCW informed on the operation and vitality of the Honor Code. This will be done in a way that protects the privacy of the cadets involved. Honor updates provide valuable information regarding the Honor Code and System as a whole. Definitions, statistics, and commonly asked honor questions are examples of the information included in the updates. There will be two honor updates per semester (subject to scheduling). SHOs are responsible for the location and delivering the briefing in coordination with their AOC/AMT and SPEA.

### **Section 3.2. Pre-Recognition 4<sup>th</sup> Class Cadet Development**

**3.2.1. Four Degree Focus.** 4<sup>th</sup> Class Cadets will complete an Honor developmental program prior to Recognition. This program will be administered under the direction of the Deputy WHC-Education. During this phase, Pre-Recognition 4<sup>th</sup> Class Cadets will complete the following:

3.2.1.1. Write one journal bi-weekly (due Sunday nights, ACQ), resulting in approximately 15 journal entries prior to Recognition.

3.2.1.2. Journals will be reviewed by the SHO and SHNCO. Coaches must review and



discuss their 4 degree coachee's journals following the submission.

3.2.1.3. Feedback will be provided on a scale of 1-10, with 5 as the average grade (10 is the highest, 1 is the lowest).

3.2.1.4. SHO/SHNCO will report an average of the journal scores to the Deputy WHC-E for accountability and tracking purposes.

3.2.1.5. The best and worst quality journals will be brought to the CS AOC every other week by the SHO/SHNCO.

3.2.1.6. 4<sup>th</sup> Class Cadets that do not complete the bi-weekly journal will be restricted; multiple failures to journal will result in placement on Conduct-Aptitude Probation.

3.2.1.7. Cadets with a deficient score (< 5) will be required to meet with the AOC or AMT to receive counseling regarding their response to the journal entry. This will be completed NLT the next journal due date. Failure to complete this mentoring falls under 3.2.1.6 consequences.

3.2.1.8. All 4<sup>th</sup> Class Cadets will participate in one mentoring session per month, resulting in approximately 8 mentoring sessions prior to Recognition.

3.2.1.9. The mentoring aspect of the program will reflect the Center for Character and Leadership Development (CCLD) pilot program pairing 4th Class Cadets to USAFA graduates and the Air Force community.

3.2.1.10. Mentor does not need to be a USAFA graduate or an officer.

3.2.1.11. Mentor will be provided to the 4th Class Cadet.

3.2.1.12. Mentor needs to be a military member (active duty or retired).

3.2.1.13. Mentoring topics will be provided, such as discussing journals, but deviation from the topic to discuss operational experience is encouraged.

3.2.1.14. 4th Class Cadets are encouraged to bring a book, article, or other source related to Honor or Character in order to facilitate discussion with their mentor.

## **Chapter 4: The Honor Code Roles and Responsibilities**

Every person at USAFA plays a role in the Honor Code System. Cadet honor representative specific duties can be found in AFCWI 38-101, Command Duties and Responsibilities.

### **Section 4.1. Cadet Roles and Responsibilities**

As members of the AFCW, you are 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 your way of life, a standard of honesty and moral strength standing firmly as an inspiration to fellow cadets at USAFA and to fellow officers and enlisted personnel in the USAF after graduation. You are the guardian and steward of the Honor Code. As such, you are ultimately responsible for its administration and health.

**4.1.1. Cadet Honor Committee (CHC).** The CHC represents the AFCW to ensure practical and proper administration of the Honor Code System. The CHC consists of a First-Class and a Second-Class cadet elected as honor representatives from each squadron and the Cadet Honor Executive Committee.

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

**4.1.3. Squadron Honor Clerk.** The SHC is selected by the SHO and SHNCO and approved by the AOC. The role of the honor clerk is to assist in administrative honor duties within the squadron. Clerks are to participate in accountability, scheduling, and observatory duties. They are allowed to sit in with SHOs/AOCs for meetings with the consent of the respondent as well as all other parties involved. Clerks are strictly prohibited from: mentoring probates, overseeing remediation packages (they cannot be added to the squadron remediation Microsoft Teams page), sitting CSRP, leading formal clarifications and grading honor journals. Their role is to observe and learn. They can help out to the SHOs discretion without violating our criteria as well as the protecting privacy of 4 degrees and probates in their squadron. Clerks are encouraged to discuss 4 Degrees Journals with 4 Degrees and may fill the coach's required discussion and review role.

### **Section 4.2. Permanent Party Roles and Responsibilities**

All personnel assigned to USAFA 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. While the cadets are responsible for the administration of the Honor Code System, oversight of the system and sanctioning of cadets in violation of the Honor Code falls under the authority of the Commandant of Cadets. Daily oversight is the

responsibility of the Honor Directorate located in the Polaris Center for Character & Leadership Development (CWVSH).

**4.2.1. Squadron Professional Ethics Advisor (SPEA) and honor program mentors.**

SPEAs and honor program mentors are personnel approved by the CWV who volunteer to serve as advisors to a cadet squadron or as mentors to a cadet on matters of honor and professional ethics. They are not required to report suspected Honor Code violations. SPEAs will normally serve for no more than 5 years. CWV can approve continued 2 year extensions case by case, and AOCs may request these extensions as desired. SPEAs will be on boarded, initially trained, and provided routine training by CWVSH. Once on boarded, CSs are responsible for administrative support for their SPEA. AOCs have discretion to request a new SPEA. CWV has the discretion if the SPEA will be reassigned.

**4.2.2. Character & Honor Liaison Officer (CHLO).** CHLOs are personnel assigned to a USAFA organizational unit or department, to include members of the Dean of Faculty (DF), Director of Athletics (AD), 306 FTG, Prep School (PL), and the Commandant of Cadets (CW), who foster the spirit of character and honor in their departments. CHLOs represent their respective departments/units in the Honor Code System by receiving training and, in turn, providing applicable training and guidance to the members of their department/unit. Additionally, CHLOs are subject matter experts on Honor Code System procedures and assist their departments/units with informal and or formal clarifications as required, gathering evidence, timely processing of cases, and preparing the members of their departments/units to appear at a Wing Honor Board if necessary. CHLOs are encouraged to attend all informal and formal clarifications in their departments.

**4.2.3. Case Legal Advisor (CLA).** The CLA is an advisor from the DF Law Department (DFL) or the Headquarters USAFA Judge Advocates Office (HQ USAFA/JA), familiar with legal implications of honor proceedings. The CLA primarily works with the Honor Directorate during the initial investigative phase of honor cases.

**4.2.4. Board Legal Advisor (BLA).** The BLA is an advisor from DFL or HQ USAFA/JA, familiar with legal implications of honor proceedings, and is present at each Wing Honor Board (WHB) to ensure WHBs meet all due process requirements, are conducted properly, and provides advice and consultation to the WHB Chairman.

**4.2.5. Officer Mentor.** The Officer Mentor attends WHB proceedings to offer lessons and insights acquired from years of experience as part of the active duty USAF.

**4.2.6. End of Probation (EOP) Panel.** Cadets will meet an EOP Panel for an End of Remediation Evaluation to consider the following six factors: 1. Are sanctions being maintained; 2. Are assignments timely and of high quality; 3. Is the cadet truly grasping the concepts and goals of Honor Probation; 4. Time under the Code; 5. Type of Initial Report, and 6. The recommendations provided by the cadet's Senior Mentor, SPEA, CS/CC, CS AOC or AMT, and Squadron Honor Officer. These recommendations are provided to the EOP Panel Chairman NLT 7 days prior to the EOP date. The three outcomes of an EOP panel are; End of Probation, Disenrollment, or Extended Sanctions/Remediation. EOP panel members

include a Group Honor Officer/NCO, the WHC (WHCD) and Squadron Honor Representative. Panel members will evaluate the cadet concerning their Remediation Team's EOP MFRs, sanctions, timeliness and quality of assignments, and grasp of Honor and Remediation goals. A recommendation is written as an MFR by the EOP Chairman and requires a two-thirds vote by the panel members in order to reflect their decision. The panel's decision will be sent to the Cadet's CS/CC, SHO, Senior Mentor, AOC and SPEA via MFR to be forwarded to the Cadet.

4.2.7. **Honor Review Committee (HRC).** The HRC sets Honor Code policy, evaluates the concepts and administration of the honor education program and the Honor Code, and advises the Superintendent. For specific information regarding the HRC, reference USAFAI36-3535, USAFA Honor Review Committee.

4.2.8. **Honor Review Committee Executive Panel (HRCEP).** The HRCEP's primary purpose is to review and address issues in the implementation of the Honor Code System. The specific responsibilities of the HRCEP are contained in USAFAI 36-3535, USAFA Honor Review Committee.

4.2.9. **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, Dean of Faculty, Athletic Director, and senior leaders representing various mission elements at USAFA. S

4.2.10. **Senior Honor Program Mentor (SHPM).** The SHPM is approved by CWVH and volunteers to serve as advisor to the Top 3 Wing Honor Officers and CWVH on matters of honor, professional ethics, and overall continuity of the code. They are not required to report suspected Honor Code violations.

## **Chapter 5: The Honor Code System**

The Honor Code System is the process by which cadets are developed and held accountable to living by the Honor Code. While the Honor Code is very simple and straightforward, the Honor Code 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 Code System at USAFA is different from all other United States Air Force (USAF) administrative processes because the Honor Code and the Honor Code System are unique to USAFA.

Non-egregious honor violations by 4<sup>th</sup> Class Cadets that meet the following criteria will be provided the option to waive a CSRP and receive immediate Honor Probation: (1) The conduct underlying the alleged honor violation occurred prior to the close of recognition on Saturday of the recognition event; (2) the respondent admits to the honor allegation on the Honor Allegation Notification; (3) the respondent had no prior honor violations or pending honor cases at the time of the conduct at issue; (4) the respondent does not face more than one allegation of violating the Honor Code; and (5) the allegation does not involve dissemination of material or aiding other cadets in violating the Honor Code. Evidence from the initiator and case call-in information will be sent to EXCO and CWVSH for tracking purposes, and DFL to initiate Honor Allegation Notification procedures. No CSRP will be held; automatic Honor probation placement will be managed by WHC-R and CWVSH. Respondents will meet with their CS AOC and SHO prior to being placed on probation. Self-reports serve a traditional 3-month remediation, while admits serve a traditional 6-month Honor probation. Egregious cases and denies will proceed to a traditional CSRP or WHB as outlined below. Nothing in this paragraph affects paragraph 5.1.3. of this Handbook.

For Post-Recognition 4<sup>th</sup>, 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> Class Cadets, there are three distinct phases in the Honor Code System: Phase I Clarification through Case Review, Phase II Cadet Sanction Recommendation Panel (CSRP) or a Wing Honor Board (WHB), and Phase III Sanctions Placement or Disenrollment. Note: Only Permanent Party has the authority to sanction cadets. 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 system take precedence over any other events/activities/formations in accordance with USAFAI 36-2014. If you have any questions as to what takes precedence, contact a member of the Cadet Honor Staff or CWVSH.

### **Section 5.1. Phase I: Clarification through Case Review**

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 Code System is the Clarification Phase. There are two types of clarifications, informal and formal.

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. Following the Guidelines for Conducting Clarifications may help minimize the amount of stress imposed on the respondent during clarifications.

### GUIDELINES FOR CONDUCTING 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.
- Before questioning the respondent, participants in the clarification should reveal information, which they already know about the suspected violation.
- Allow the respondent to fully explain the events concerning their conduct.
- Do not ask misleading questions, “loaded” questions, questions to which you already know the answers, or questions meant to entrap the respondent.
- Try not to misconstrue the respondent’s explanation. Your interpretation of their words may not be the only possible interpretation.

5.1.1. **Informal Clarifications.** Anyone who suspects an honor violation has occurred is required to address the situation with the respondent IAW the guidelines above. Prior consultation with an Honor Officer or another appropriate official is allowed. This is an informal clarification. Note that a respondent may decline to answer questions or discuss the matter further at this time.

5.1.1.1. If the situation is resolved to the full satisfaction of the initiator and they no longer suspect that a violation occurred, no further action is necessary unless other individuals who are sufficiently aware of the circumstances choose to move forward in the process.

5.1.1.2. If the initiator still suspects that a violation has occurred, they may choose to allow the respondent to turn themselves in to their SHO. If respondents choose to turn themselves in, they still must proceed to a formal clarification. If the respondents choose not to turn themselves in, the initiator is required to proceed to a formal clarification. A cadet initiator should contact the respondent’s SHO to schedule a clarification. If the initiator is in DF, they should contact their department CHLO who will schedule the formal clarification with CWVSH. Any other initiator should contact CWVSH to schedule a formal clarification.

5.1.2. **Formal Clarifications.** The formal clarification is the next step after the informal clarification. Once contacted by an initiator, CHLO, or respondent, the respondent’s Primary

SHO must conduct the formal clarification. In the instance when the SHNCOs have been properly trained on SHO tasks and administrative paperwork has been approved, the SHNCO may conduct the formal clarification. If neither the SHO nor the SHNCO is available, any CHC Officer may serve this function.

5.1.2.1. The SHO schedules a time and location to hold the clarification ensuring both the initiator and respondent are present. The formal clarification should be accomplished within three duty days of the informal clarification. The SHO (or SHNCO, if approved) must be present to lead the clarification. These three are the only people required to be present for the clarification. The SHO decides if others may attend.

5.1.2.2. In cases involving international cadets, they 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.

5.1.2.3. Prior to the start of the clarification, the SHO will brief the initiator and respondent about the process of the clarification. This briefing explains the clarification to be a fact-finding meeting, not an interrogation. Conduct of the clarification should be as follows:

#### **FORMAL CLARIFICATION CONDUCT AND OUTLINE:**

- Ensure everyone is at ease before beginning.
- The initiator presents all relevant facts and reasons for suspicion. This prevents improper questions and ensures the respondent understands the initiator's exact concerns.
- Once the initiator has presented all relevant facts, the respondent has the opportunity to explain all evidence and facts concerning their conduct.
- After the respondent answers, if any questions remain, they are addressed.
- The SHO may ask the respondent to leave the room so the SHO can discuss the situation with the initiator. If at any time the clarification strays from its purpose as a fact-finding meeting, the SHO must take control and redirect the meeting.

#### **REMEMBER!**

- Act professionally   - Fully disclose information   - It's not an interrogation

NOTE: 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 AFCW or general public. Initiators or witnesses may discuss the case with the respondent, SHO/NCO, legal counsel with whom the respondent has chosen to consult, CWVSH, USAFA/JA, and DEI.

5.1.2.4. At the conclusion of the clarification, the SHO asks the initiator and respondent if either of them still suspects an Honor Code violation occurred (i.e., “Based on the respondent’s explanation of events, do you suspect an Honor Code Violation occurred?”). If anyone suspects a violation occurred, further action is required.

5.1.2.5. If the initiator, respondent, and SHO at a formal clarification all agree no honor violation occurred, then no further action is required. If any one of them suspects a violation occurred, the SHO must notify CWVSH within 24 hours by submitting a Case Call- in sheet. At this point, the suspected honor violation becomes a case, and if respondent admits to the allegation(s), CWVSH will send the AOC a loss of status (LoS) letter to serve to the respondent. Punitive sanctions for admit cases will start after the Case Call-in is received and the AOC serves the LoS letter. The AOC will return the final signed copy for inclusion in the case file.

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

5.1.3. **Other Systems.** 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 CWVSH. In such an event, HQ USAFA/JA should be consulted immediately, as well as CWVSH. The Commandant of Cadets decides whether the case is handled under the Honor Code 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 unless otherwise directed by the Commandant. If the cadet is retained after the other administrative/UCMJ process is complete, the honor case is reopened and processed.

5.1.4. **Investigations.** An investigation is conducted in order to determine whether there is sufficient evidence to support a reasonable belief an Honor Code violation has occurred. An Investigative Team (IT) performs the investigation. 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. Procedures on how to conduct an honor investigation can be found on the Honor SharePoint site.

5.1.5. **Case Review.** Following the investigation, the IT collects all evidence and formulates an allegation(s) with the assistance of the CLA. The allegation must fall under the definitions of lying, stealing, cheating, or tolerating, as outlined in this Honor Code Reference Handbook (HCRH), to be considered under the Honor Code System. The case review step is to determine if the formulated allegation(s) is (are) valid and if substantial evidence of a violation is present to warrant forwarding the case to a CSRP or WHB. A full explanation and systematic explanation of the case review process can be found at Appendix D.

5.1.5.1. Once an allegation(s) is formulated and approved by the CLA and agreed upon by



the initiator, the respondent is served an Honor Allegation Notification (HAN).

5.1.5.2. The respondent's response on the HAN determines which route in the process is followed next. Cases forwarded from review with admitted allegations meet a Cadet Sanctions Recommendation Panel (CSRP). Cases forwarded from review where the allegation is denied meet a Wing Honor Board (WHB). Cases without substantial evidence are dropped.

5.1.6. **Types of Case Reporting.** There are three types of case reporting: self-report, admit, and deny. Each type follows a different path in the Honor Code System.

5.1.6.1. **Self-report.** The term "self-report" applies only to cases where the honor violation would not have been discovered except by the cadets turning themselves in. If a clarification is likely or foreseeable, or substantial evidence exists which would put the cadet on notice their violation will soon be discovered, then it is not a self-report. Self-reports are a type of "admit."

5.1.6.2. **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 to unless the respondent admits to both act and intent. If a cadet admits, their acceptance of responsibility becomes a factor in the determination of sanctions.

5.1.6.3. **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, their case is handled as a "deny."

## **Section 5.2. Phase II: Cadet Sanction Recommendation Panel (CSRP) and Wing Honor Board (WHB)**

A CSRP and WHB are used to determine whether or not a violation of the Honor Code has occurred. The type of report—self-report, admit, or deny—determines whether a cadet meets a CSRP or WHB. There is tremendous responsibility resting with the CSRP/WHB members as they represent the AFCW. Second-guessing or questioning the results of a CSRP/WHB in any official record or communication improperly undermines the decision and respect due the CSRP/WHB members. References to CSRP/WHB findings in collateral proceedings (i.e., ARCs, PERCs, STRCs) are generally avoided.

Procedures, specific duties, and details for the conduct of a CSRP and WHB can be found in Appendix E. Upon conclusion of a CSRP or WHB, if the result is a violation of the Honor Code, the next step of the honor process is sanctions recommendation. However, if the cadet is found not to be in violation of the Honor Code, all allegations are dropped and the case is closed.

## **Chapter 6: The Honor Remediation Program**

One of the basic foundations of the Honor Code System is, under certain conditions, a cadet who has violated the Honor Code may recover from their 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. The Commandant of Cadets or the USAFA Superintendent have the authority to suspend disenrollment for a period of time to give a cadet an opportunity to recover from their violation and be restored to good standing in the AFCW.

### **Section 6.1. Honor Remediation Goals**

The goals of honor remediation are 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 Honor Code. To change habits one must reflect on what habits led to the violation and why.

**6.1.1 Honor Remediation Key Personnel.** A critical part to a cadet's successful remediation program is educating and informing all members of their Honor Remediation Team. The team consists of the CS AOC/AMT, CS/CC, SHO, SPEA, and Senior Mentor. These people are involved with guiding, advising, and overseeing the cadet's remediation. The Honor Remediation Officer (CWVSH-R) and Deputy Wing Honor Chairman for Remediation (WHCD- R) is responsible for contacting every member of the cadet's team to brief program expectations and educate them on processes.

### **Section 6.2. Remediation Programs**

There are three Remediation programs: 1) Honor Probation, 2) Honor Rehabilitation and 3) Honor Mentorship. Honor Probation and Honor Rehabilitation are two programs for cadets who have violated the Honor Code and provide the possibility for a cadet to return to the status of "Cadet in Good Standing." Cadets failing to take responsibility for their own development while in Honor Probation or Honor Rehabilitation have failed the program and are subject to disenrollment. For cadets who through their actions have demonstrated a propensity to skirt the "honor line" but have not crossed it, there is an additional program called Honor Mentorship.

**6.2.1. Honor Probation.** Probation is a six-month program designed for cadets who violate the Honor Code, recognize and admit their mistake, understand it, take responsibility for it, learn from it, and move beyond it with a deeper commitment to professional values. Probation consists of punitive and rehabilitative sanctions as defined in section 6.3.

**6.2.2. Honor Rehabilitation.** Cadets who self-report a violation may be placed in Honor Rehabilitation, a three to six-month program depending on a cadet's progress. The punitive sanctions are similar to those in Honor Probation (as outlined in paragraph 6.3.2.) but without sanctions e) and f). If the cadet fails to progress as directed, Honor Rehabilitation is converted to Honor Probation.

**6.2.3. Honor Mentorship.** A remediation program for cadets who has not committed an

Honor violation, but whose behavior calls their integrity into question. The CS AOC with guidance from CWVSH-R and WHCD-R. conducts the program See section 6.5. of this handbook for more details.

**6.2.4. Remediation Program Placement.** There are two times when the Cadet Wing may place a cadet in Honor Remediation. The first is if granted immediate Honor Remediation and the second is if formally sanctioned. Unless granted immediate Honor Remediation, it begins when the appropriate authority formally serves the sanction.

**6.2.4.1. Immediate Honor Remediation.** CWVSH is the approval authority for immediate Honor Remediation to select cadets prior to the Commandant of Cadet's sanction decision. Granting of immediate Honor Remediation is not a guarantee the Commandant will elect to retain the respondent. If approved for immediate Honor Remediation, the cadet must make an appointment and meet with WHCD-R to start the clock for the sanctioned time.

### **Section 6.3. Remediation Program Components: Punitive and Rehabilitative**

**6.3.1. Remediation Programs** consist of two components designed to provide opportunities for cadets to reflect, learn, and earn their status of a "cadet in good standing." These two components are punitive and rehabilitative. Program success requires commitment from the cadet and the support of the entire Remediation Team.

**6.3.1.1. Cadet Responsibilities.** Cadets are required to meet with WHCD-R and CWVSH-R at regular intervals. Cadets must schedule an initial session to outline the details, restrictions, and expectations of the program. A follow-up session is held in approximately three weeks to assess their progress, to ensure their work efforts are on track, and to ensure all necessary plans are approved and in place. The next mandatory session is conducted at their Midpoint Evaluation Panel (MEP), which occurs at approximately the halfway point of probation. The final mandatory session is conducted approximately five weeks from the end of the program. The removal package is due to CWVSH-R two weeks from the end of the program. WHCD-R will notify everyone on the cadet's Remediation team to inform them of their progress. Additional emails will be sent to the entire Remediation team if the cadet is deficient in any portion of the program.

**6.3.1.2.** Each cadet afforded the opportunity to partake in Honor Remediation bears the ultimate responsibility for their success or failure. The cadet is given instruction on what is required and provided resources and support from CWVSH and their Honor Remediation team. However, the cadet must take the initiative to ensure all work is complete in accordance with the timeline. This program requires actions to be accomplished on a daily, weekly, and monthly basis. Cadets who fall behind may be recommended for disenrollment or an extension to their remediation.

**6.3.2. Punitive.** The punitive component and following sanctions apply immediately to all cadets found in violation of the Honor Code when served the LoS. Exception: Sanctions e) and f) do not apply to cadets placed on Honor Rehabilitation unless directed by the Commandant of Cadets or USAFA Superintendent.

- a) Removal of all rank
- b) Removal from all positions during the academic year and leadership positions during the summer
- c) Removal from all USAFA representation (i.e., sports, clubs, etc.)
- d) Removal from all merit lists (wear of merit pins is unauthorized)
- e) Restriction to the USAFA base installation (excluding Base Residential Housing, Golf Course, and the Bowling Alley). Cadets are permitted to visit areas that encourage personal growth, physical fitness and social activities. Any request to travel beyond these areas must be granted in writing as described in paragraph 6.4.3 and pertinent sub-paragraphs.
- f) A uniform will be worn at all times. This serves as a reminder of the privilege of doing so and symbolizing a desire to remain a part of the AFCW. When traveling to/from USAFA on leave, wear of service dress is required.

6.3.2.1. Punitive sanctions for admit cases will start after the Case Call-in is received and the AOC serves the LoS letter. The CSRP members will evaluate the respondent's forthrightness since admission and confirm no violation of sanctions. Time under punitive sanctions since the LoS was served, will be counted towards overall time served under six-month sanctions. Any attempt by the respondent to mislead, downplay, or otherwise not be completely transparent in the ownership of the allegation(s) or violation of sanctions will result in no credit for the time served under punitive sanctions prior to the CSRP and will be considered in determining sanctions. Cadets who begin sanctions prior to their CSRP will normally complete the six-month sanctions component prior to finishing their rehabilitation components. In these situations, cadets are eligible for removal of sanctions after six months while they complete rehabilitation requirements. See sub-paragraph 6.4.2.5.1.

6.3.3. **Rehabilitative.** This component consist of four elements to maximize learning opportunities through rehabilitative tools. These tools are a calendar, journal, mentoring, and projects. Cadets failing the minimum requirements may be recommended for disenrollment or remediation extension. The core elements for Honor Remediation are maintained in an “Honor Remediation portfolio” found on SharePoint.

6.3.3.1. **Calendar.** The calendar is intended to be used as both a planning tool and record of execution. The calendar dictates requirements to include daily journaling, project milestones, and mentoring sessions. Furthermore, the cadet must continuously update the calendar documenting their actual progress and any new or altered plans.

6.3.3.1.1. If for any reason the cadet feels they cannot meet one of their remediation requirements on time, they must submit a request for an extension to WHCD-R/CWVSH-R 24 hours prior to the deadline. Deficiencies not communicated with WHCD-R/CWVSH-R may result in failing remediation.

6.3.3.2. **Journal Entries.** During remediation, cadets keep a journal in which they organize their thoughts and ideas. In Honor Probation, each cadet is required to make a journal entry at least every two to three days. In Honor Rehabilitation, each cadet is

required to write a journal entry twice a week; each entry must be written at least two days apart. Any journal not completed by COB Friday during the week it was due shall be considered late. Each journal entry must be at least 250 words, and will be evaluated on length and content. Each entry must be numbered and dated.

6.3.3.2.1. These entries must be about honor, integrity, morals, or values. The journal should have a descriptive and a reflective portion. The descriptive portion should relate activities/experiences relevant to remediation, such as things highlighting professional values.

6.3.3.2.2. Journals are to be personal reflections. 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.

6.3.3.3. **Mentoring.** Mentoring is considered one of the most robust methods of character development. Cadets in Probation are required to meet with their CS/CC or their designee from the chain of command, Honor Officer, SPEA, CS AOC, and Senior Mentor once per month for mentoring. Cadets in Honor Rehabilitation must meet with their CS AOC, Honor Officer, and the WHCD-R once per month. Cadets must meet with each of their mentors every month; the required total monthly duration is 50 minutes.

6.3.3.3.1. Mentor Responsibilities:

6.3.3.3.1.1. The mentoring session should be used as an opportunity to discuss the cadet's character growth and internalization process. A mentor, with their experience and maturity, helps the cadet reflect, rehabilitate, and be restored to the AFCW in good standing. The mentor is a listener and asks the hard questions. The mentor should help the cadets look inside themselves and accept responsibility for their actions.

6.3.3.3.1.2. The journal and completed projects should serve as an additional indicator to the mentor on where the cadet is in their development.

6.3.3.3.1.3. Mentors should carefully review the cadet's progress each month and discuss goals for meeting future objective requirements. The mentor must read the journal entries and use them as a topic of discussion.

6.3.3.3.1.4. Mentors must provide written documentation of their assessment of the cadet's progress when required (i.e., MEP). The appropriate forms should be provided to the Mentors from the cadets; cadets can find the forms within their portfolio.

6.3.3.3.1.5. If the mentor foresees problems in the cadet's progress, they need to inform the chain of command. CWVSH-R should be kept in the communication loop. CWVSH-R must be informed immediately of any major portfolio deficiencies or breaches of the sanctions agreement.

6.3.3.3.2. **Senior Mentors.** The cadet selects their Senior Mentor from a list of qualified volunteers. CWVSH-R maintains the list of Senior Mentors, pay grade O-5 or above, active or retired. The cadet narrows down their selection and contacts the mentor to confirm acceptance. The cadet must write a short justification as to why they chose their selected mentor.

6.3.3.4. **Projects.** Cadets must complete a series of small projects throughout their Remediation. The projects are tools to improve their habits influencing character, foster the internalization process, and assist in educating the AFCW in areas related to honor. A standardized checklist is provided to each cadet from WHCD-R. Cadets may request deviations to the project tab to incorporate personal talents and interests to further aide in personal development and in educating the AFCW. WHCD-R and CWVSH-R are the approving authorities.

## **Section 6.4. Remediation Implementation, Processes, and Exceptions**

### **6.4.1. Midpoint Evaluations Panel (MEP)**

6.4.1.1. Cadets will meet a MEP for a Midpoint Evaluation to consider the following six factors: 1. Are sanctions being maintained; 2. Are assignments timely and of high quality; 3. Is the cadet truly grasping the concepts and goals of Honor Probation; 4. Time under the Code; 5. Type of Initial Report; and 6. The recommendations provided by the cadet's Senior Mentor, SPEA, CS/CC, CS AOC or AMT, and Squadron Honor Officer. These recommendations are provided to the MEP Chairman NLT 7 days prior to the MEP date. The four outcomes of a MEP are; 1) Sanctions Reduction, 2) No change to Probation, 3) Sanctions/Remediation Extension, or 4) Disenrollment. **Notes:** Three Month Remediation Extension is recommended for those not meeting the minimum requirements or grasping the concepts and goals of honor remediation, but their remediation team still believes the Cadet is capable of grasping the concepts with more time. Cadets who are recommended for option 4, Three Month Remediation Extension, may also be recommended, but not required, by the MEP Panel for a sanctions extension. Sanctions extension is recommend for those not meeting the minimum requirements or grasping the concepts and goals of honor remediation. Sanctions may be extended when recommended by the MEP Panel and the AOC. The WHCD-R via an MFR to the Cadet for final approval by the AOC will extend the Cadet's sanctions.

6.4.1.2. In rare circumstances Sanctions Reduction or Sanctions Removal may be recommended for cadets who far exceed the probation requirements and reward them for doing so. Sanctions Reduction removes sanctions e) and f) of the LoS letter. Sanctions Removal returns the probate to a Cadet in Good Standing while they continue with remediation. Sanctions may be reinstated at any time when recommended by CWVH- R or WHCD-R via an MFR to CWVH for final approval by Vice Commandant of Cadets (CWV). All sanctions may be reinstated at the removal package turn-in date if the removal package is not complete. If retained, cadets found in violation at a WHB are not eligible for sanctions reduction or removal.

6.4.1.3. No change to Probation is recommended for meeting the minimum requirements.

6.4.1.4. Disenrollment may be recommended for not meeting the minimum requirements to include breaking sanctions, lack of timeliness and quality of assignments, and not grasping the concepts and goals of Honor Probation. A Failure Warning Letter will be given by WHCD-R.

6.4.1.5. MEP members include the CSRP/WHBSRP Chairman who becomes the MEP Chairman and the WHC (WHCD) and Squadron Honor Representative who sat on the CSRP/WHBSRP. If any of these representatives cannot be present due to extenuating circumstances, the WHC will appoint a similar representative. Panel members will evaluate the cadet concerning their sanctions, timeliness and quality of assignments, and grasp of Honor and Remediation goals. A recommendation is written by the MEP Chairman and requires a two-thirds vote by the panel members in order to reflect their decision. If the MEP Chairman's recommendation is for disenrollment or sanction reduction, a recommendation must also be provided by the cadet's CS/CC, Senior Mentor, and SPEA via MFR. CS AOC and Gp/CC make their recommendations via USAFA Form O-299. Cadets in Remediation will meet with one of the MEP board members in person to discuss a plan for the way forward NLT seven days after the MEP Board concludes.

6.4.1.6. CWVSH-R assembles the MEP package with recommendations via SSS and routes it through the Commandant of Cadets or CWV as required. In the event of unanimous recommendations for "No change to probation" or "sanctions reduction", the Commandant may delegate authority to CWVSH for approval and record via MFR in the case file. Recommendations for "disenrollment" or a non-unanimous recommendation will require Commandant or CWV approval. If the Commandant recommends disenrollment, the cadet may resign or request the Superintendent to review the case. Upon being served disenrollment, the cadet has 24 hours to decide and inform CWVSH whether or not they will appeal.

6.4.2. **Final Evaluation.** At the end of the Honor Remediation period, the cadet is evaluated to be restored to a "cadet in good standing", extend Remediation, or resume the disenrollment process. The cadet's Remediation Team, WHCD-R, and CWVSH-R evaluate the cadet's performance and all make recommendations. The factors that will be considered are listed in sub-paragraph 6.4.1.1. If a cadet fails Honor Remediation, they will have a Case Releasable File Meeting to receive a copy of the documents. The cadet has three duty days from this meeting to submit matters for consideration. Extensions may be granted by CWVSH-R. Cadets who receive a Failure Warning Letter (FWL) at any point during their remediation or a disenrollment or an extended sanctions/remediation in their Remediation Team's EOP MFRs are required to sit for an End of Probation (EOP) Panel. Remediation Team members are encouraged to attend the EOP panel. **Note:** Remediation Extension is recommended for those not meeting the minimum requirements or grasping the concepts and goals of honor remediation due to extenuating circumstances after the 6 months of remediation.

6.4.2.1. Approval of unanimous recommendations from the Remediation Team, WHCD-R, and CWVSH to return a cadet to a "cadet in good standing" may be delegated from the Commandant of Cadets to CWVSH.

6.4.2.2. Cadets recommended for disenrollment, remediation extension or non-unanimous

recommendations require approval from CWV or the Commandant of Cadets.

**6.4.2.3. Disenrollment.** A legal review by HQ USAFA/JA is required prior to the Commandant of Cadet's decision whenever the package includes a recommendation for disenrollment. If the Commandant's recommendation is for disenrollment, the cadet may resign or request for the Superintendent to review the case. Upon being served disenrollment, the cadet has 24 hours to decide and inform CWVSH whether or not they will appeal

**6.4.2.4. Remediation Team Recommendations.** The CS/CC, SHO, SPEA, and Senior Mentor make their recommendations via MFR. CS AOC and Gp/CC make their recommendations via USAFA Form O-299. Minutes from the final SCRB are included in the package.

**6.4.2.5.** Restoration requires the cadet to have demonstrated they have internalized the values of the Honor Code and resolved to live honorably. They are evaluated objectively and subjectively to determine if the goals of Honor Remediation have been met and the cadet should return to the status of cadet in good standing. The appropriate authority will schedule a meeting with the cadet to formally serve the removal letter as soon as possible, but no earlier than their projected removal date. A cadet is subject to all sanctions of Honor Remediation until served their removal paperwork by the appropriate authority.

**6.4.2.5.1. Early release.** Success of this sanction process is predicated on rehabilitation over the full term of the assigned sanction 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 is prohibited except for two circumstances: 1) the MEP may grant a sanction reduction of e) and f) and 2) after a cadet has served six months of sanctions (including removal from USAFA representation), they are eligible for removal of all sanctions while they finish their remediation assignments. This release from sanctions is for cadets who started punitive sanctions outlined in paragraph 6.3.2 prior to placement on Honor probation and thus have not completed all remediation assignments after six months of sanctions. Request must be made by the cadet via SSS and coordinated through the CS AOC, Gp/CC, WHCD-R, CWVSH-R and approved by CWVSH. Cadets must be up to date and current on all remediation assignments and requirements prior to making the request. If approved, cadets must continue all remediation requirements. Sanctions may be reinstated at any time when recommended by CWVSH-R or WHCD-R via an MFR to CWVSH-R for final approval by CWVSH.

**6.4.3. Deviations and Exceptions.** Prior to summer leave periods and winter break periods all cadets on probation will be required to sign a form stating if they will "opt-in" or "opt-out" of probation days counting towards their finish date. If cadets choose to "opt-in" they will be required to submit all probation requirements while away from the academy, extension requests will only be approved for extenuating circumstances by the WHCD-R. If cadets choose to "opt-out" they will have the number of full days on leave added to the end of their probation. They will not be required to do any probation requirements while on leave. Cadets are required to inform their Remediation Team once approved by WHCD-R or CWVSH-R.



6.4.3.1. Cadets should not be absent from USAFA over back-to-back summer periods (i.e., 1, 2 or 2, 3), this will alleviate cadets being absent from the academy for six weeks and having to fulfill honor probation requirements.

6.4.3.2. Deviations from Commandant of Cadet's Sanctions

6.4.3.2.1.1. **Character Passes.** Character Passes are available exclusively to those cadets who are performing at satisfactory levels. Character Pass activities must demonstrate a volunteer spirit or association with a positive influence. Under no circumstances should the Character Pass be issued for an event whose main purpose is to entertain. Cadets must proceed directly to and from the approved activity. Side trips to visit sponsors, shopping, or other social activities are not authorized. The authority to approve Character Passes is the Gp/CC. CS AOC and WHCD-R/CWVSH-R review the requested pass and provide recommendations via a SSS prior to final approval. Requests should be submitted 14 days prior to the date of the activity.

6.4.3.2.1.2. The SSS must expressly state the location, duration, and nature of the character building activity. The cadet must also provide the names and contact information of any activity organizer. A separate SSS must be submitted for each Character Pass request. Blanket approval for multiple passes is not authorized.

6.4.3.2.1.3. Cadets are not allowed for more than one Character Pass per month during their probation, not to exceed the squadron pass package specific to the cadet's class, at the discretion of the CS AOC.

6.4.3.2.1.4. Character Pass uniform is service dress unless other clothing is deemed more appropriate due to the nature of the activity (e.g., utility clothing while working with Habitat for Humanity). Alternate attire must be approved by the Gp/CC in SSS.

6.4.3.2.2. **Academic Deviations.** If the requirements of a program within the USAFA curriculum require deviation from the LoS, cadets on probation will fulfill the program requirements. Prior coordination with CWVSH-R and WHCD-R is required, but a SSS request through the chain of command is not necessary.

6.4.3.2.3. Any other (non-character pass) requests to deviate from the LoS must be forwarded through the cadet's chain of command and approved/disapproved by the CWV. Requests should be submitted 14 days prior to the date of the activity.

## Section 6.5. Honor Mentorship

Honor Mentorship aims to be preventative 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 developmental in purpose and content.

6.5.1. Only the CS AOC can place a cadet in Honor Mentorship if they deem it appropriate. Individuals who may recommend to the CS AOC cadets for Honor Mentorship are the WHB/CSRP Chairman (after a “no-violation” finding), a cadet’s chain of command, and faculty members. When making a recommendation for Honor Mentorship, the initiator should keep the following things in mind:

6.5.1.1. 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. For enrollment in the program, the CS AOC should contact WHCD-R or CWVSH to initially discuss the cadet’s background information and framework requirements. The framework requirements are adjusted at the CS AOC’s discretion to best fit the cadet’s situation. Second, a meeting between the CS AOC, WHCD-R, CWVSH, and the cadet should occur to formally place the cadet in the program. The program varies in length from three to six months. The following represents a recommended framework for the program.

6.5.2.1. **Journals.** Journaling follows the same guidance as Honor Remediation described in sub-paragraph 6.3.3.2.

6.5.2.2. **Mentoring.** Cadet meets with the SPEA, Senior Mentors, and CS AOC once per month as described in sub-paragraph 6.3.3.3.

6.5.2.3. **Projects.** The projects consist of reading the United States Air Force Core Values handbook and a book of personal choice from a CWVSH approved list, with a four- to six-page literary review.

6.5.3. The Honor Mentorship Program is not a “pass/fail” program. The CS AOC will evaluate the cadet’s performance and make an assessment if the program was successful. If the CS AOC determines that a cadet has acted with conduct inappropriate for an officer, they may pursue Conduct/Aptitude Probation.

## **APPENDIX A**

### **REFERENCES, ABBREVIATIONS/ACRONYMS, AND SOURCES**

#### **References**

USAFAI 36-3535 USAF Academy Honor Review Committee  
USAFAI 36-3536 Allocation of Cadet Time

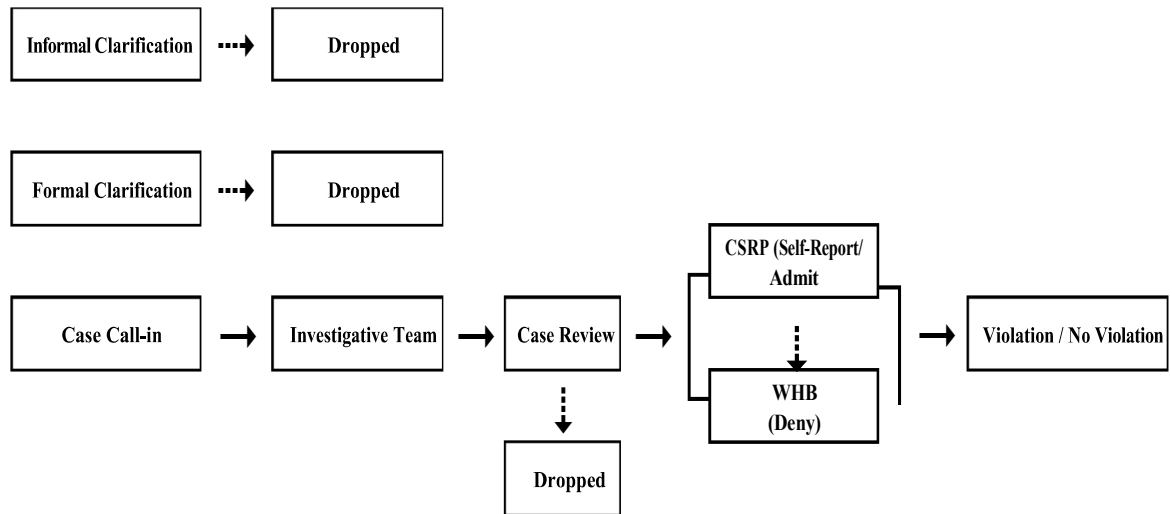
#### **Abbreviations/Acronyms**

AD	Director of Athletics
AFCW	Air Force Cadet Wing
AMT	Academy Military Trainer
CG	Cadet Group
Gp/CC	Cadet Group Commander
CS AOC	Cadet Squadron Air Officer Commanding
BLA	Board Legal Advisor
CC	Commander
CEP	Case Evidence Package
CHC	Cadet Honor Committee
CHLO	Character and Honor Liaison Officer
CLA	Case Legal Advisor
CS/CC	Cadet Squadron Commander
CSRP	Cadet Sanction Recommendation Panel
CWV	Vice Commandant of Cadets
CWVH	Director, Special Actions (Honor)
CWVSH-R	Honor Remediation Officer
DF	Dean of Faculty
DFL	Dean of Faculty, Law Department
EXCO	Cadet Honor Executive Committee
GHC	Group Honor Chairman
HAN	Honor Allegation Notification
HCRH	Honor Code Reference Handbook
HRC	Honor Review Committee
HRCEP	Honor Review Committee Executive Panel
IT	Investigative Team
HQ USAFA/JA	Headquarters USAFA Judge Advocate
LoS	Loss of Status
NCOIC	Noncommissioned Officer in Charge
SCRB	Squadron Commander Review Board
SOU	Statement of Understanding
SHPM	Senior Honor Program Mentor

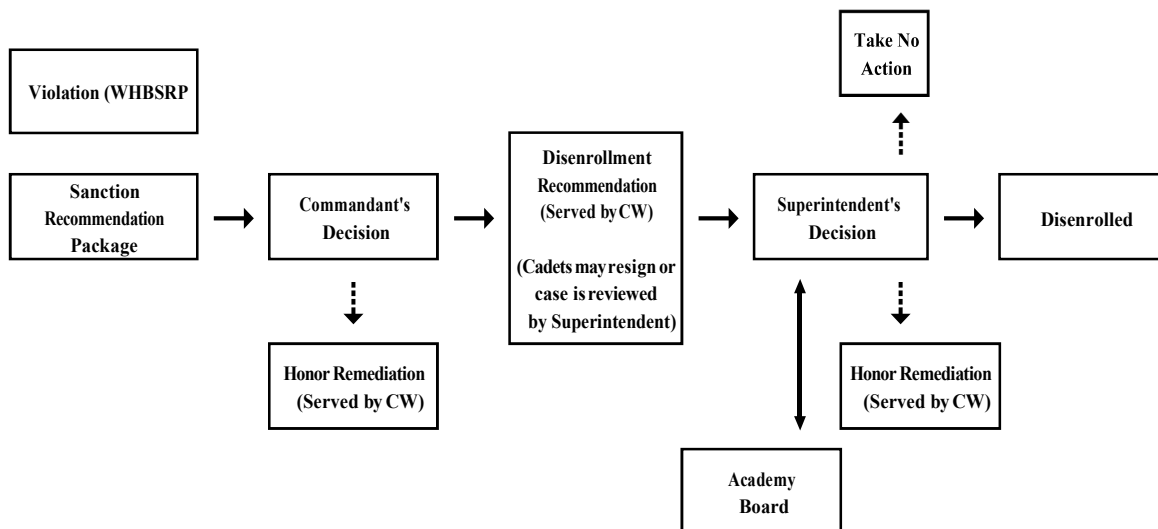
SPEA	Squadron Professional Ethics Advisor
SSS	Staff Summary Sheet
SRP	Sanctions Review Panel
USAFA/CWVV	Standardizations and Evaluations
WHB	Wing Honor Board
WHBSRP	Wing Honor Board Sanction Recommendation Panel
WHC	Wing Honor Chairman
WHCD-E	Deputy Wing Honor Chairman for Education
WHCD-R	Deputy Wing Honor Chairman for Remediation
WHENCO	Wing Honor Education NCO
WHNCO	Wing Honor NCO
WHRNCO	Wing Honor Remediation NCO

## APPENDIX B HONOR CODE SYSTEM

The figure below depicts the cadet owned and operated Honor Code System. The goal from Case Call-in to violation / no violation is 30 calendar days or less. Honor case processing of First-Class cadets will be prioritized for completion over the lower three classes and expedited within 60 days of graduation whenever possible.



The goal from violation to Commandant's or Superintendent's decision is 60 days or less.  
Note: Break periods (excluding summer periods) and academic finals periods do not count as days.



## APPENDIX C

### HONOR INVESTIGATION PROCEDURES

The following is a systematic explanation of the investigation process. When a case is called-in to CWVSH, the WHC assigns the case to a GHC, who then becomes the Case Investigative Chairman (CIC). The CIC 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, they will notify the WHC immediately. The WHC will make the final determination if a new GHC is assigned as the CIC.

#### **Section C.1. Investigative Team (IT)**

**C.1.1. Conduct of the Investigation.** The CIC 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 CHC. 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, they must notify the GHC immediately. The GHC, in consultation with the WHC, makes the final determination if a new IT is assigned to investigate the case.

C.1.1.1. 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 CHC, 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.

C.1.1.2. The IT collects all pertinent information for an alleged violation and interviews any witnesses who can help with the case.

C.1.1.2.1. **Written statements.** Witnesses are advised any statements provided may be used as evidence in a CSRP, 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.

C.1.1.2.2. **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 Gp/CC office and coordinating with CWVSH.

C.1.1.3. The respondent's Squadron Honor Representatives assist the IT as required.

C.1.1.4. The IT does not reveal any evidence collected to the respondent.

C.1.1.5. 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.

C.1.1.6. 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. The GHC will also be available for any additional assistance.

C.1.1.7. 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. Questioning of a respondent should be preceded by a rights advisement in accordance with Article 31, UCMJ.

C.1.1.8. 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 Code System.

**C.1.2. Investigation Conclusion.** The IT must consult the CLA before formulating the allegation(s) on the Honor Allegation Notification(s) (HAN). The HAN informs the respondent of an allegation against them and their rights. It also provides the respondent the opportunity to admit or deny violating the Honor Code.

C.1.2.1. Once an allegation(s) is (are) formulated, the IT serves the respondent with the HAN(s). The HAN(s) will be served in the presence of the respondent’s SHO. The SHO will explain the honor process to the respondent and discuss any questions the respondent might have. If the respondent’s SHO is unavailable, a SHO from another squadron may serve this function. The respondent has 48 hours to decide whether or not to admit to violating the Honor Code.

C.1.2.2. The IT advises the respondent to provide them any statements or other evidence the respondent wishes to submit.

C.1.2.3. After the HAN(s) is (are) 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.

C.1.2.4. After the IT completes the summary report, the IT returns to the CLA for final review and then submits the completed Case Evidence Package (CEP) to the CIC. The CIC ensures the CEP is complete.

## **APPENDIX D**

### **CASE REVIEW PROCEDURES**

The following is a step-by-step explanation of the case review process. After an investigation is complete, the Case Investigative Chairman (CIC), the WHC, and CWVSH review the CEP. During this review, the original package is turned over to CWVSH for database update and copying of evidence.

#### **Section D.1. Procedures**

D.1.1. The CIC, WHC, and CWVSH 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.

D.1.2. When the CEP is deemed complete, the CIC, WHC, and CWVSH review the case.

D.1.3. If there is evidence in the CEP to support additional allegations, these allegations may be added by the CIC, WHC, or CWVSH with coordination of the initiator and CLA. Any allegation added during the review process are put on an HAN and served to the respondent.

D.1.4. A case is dropped if there is not substantial evidence of a violation. "Substantial evidence" is evidence from which a fact finder could reasonably conclude a fact is true.

D.1.5. If either the CIC or the WHC believe the case should be forwarded, the case is forwarded.

D.1.6. If both the CIC and the WHC believe the case should be dropped, but CWVSH 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.

D.1.7. **Cadet Turnback.** Cadets with open honor cases may request turnback through USAFA/JA as per USAFAI 36-2007. When a cadet requests turnback, USAFA/JA will include CWVSH in their notifications using the "CWVSH\_ALL@usafa.edu" email. If the cadet has an open honor case, CWVSH will notify USAFA/JA and the cadet will not depart until a decision is reached by a CSRP or WHB and the WHBSRP is conducted. In the case of a violation, CWVSH will notify USAFA/JA and USAFA/JA will flag the departing cadet's record. CWVSH will place the case "on hold" with notes indicating the estimated cadet return date. In the case of a finding of no violation, the case will be closed and cadet turnback will proceed with no further honor actions. Exceptions requesting cadet departure before a decision is reached by a CSRP or WHB and the WHBSRP is conducted may be approved by CWV. Upon return of a cadet previously found in violation, USAFA/JA and USAFA/A1 will notify the CWVSH staff via the "CWVSH\_ALL@usafa.edu" email. CWVSH will take the case off hold and resume sanction processing.



## **APPENDIX E**

### **CSRP AND WHB PROCEDURES**

The following is a step-by-step explanation of the Cadet Sanctions Recommendation Panel (CSRP), Wing Honor Board (WHB), and Wing Honor Board Sanctions Recommendation Panel (WHBSRP) processes.

#### **Section E.1. Cadet Sanctions Recommendation Panel (CSRP)**

When a cadet admits to violating the Honor Code, a CSRP is convened at the earliest opportunity; following signing of the Statement of Understanding (SOU), in order to validate the cadet had the requisite act and intent. The CSRP Chairman serves the respondent a SOU, which informs the cadet of the date, and time they are to appear before a CSRP. The SOU also outlines the rights of the respondent and other procedural and administrative requirements associated with the CSRP. The respondent is provided with copies of all statements and evidence, which will be presented at the CSRP. The SOU must be served at least three duty days prior to the CSRP.

##### **E.1.1. CSRP members**

E.1.1.1. The Case Investigative Chairman is the CSRP Chairman.

E.1.1.2. WHC or a designated WHCD.

E.1.1.3. 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.

##### **E.1.2. Procedures**

E.1.2.1. The respondent chooses to have the panel open or can elect to close the panel to spectators. The respondent's choice is recorded on the CSRP Chairman's summary.

E.1.2.2. If closed, the only non-participants allowed to attend are Squadron Honor Representatives, EXCO members, and CWVSH staff. The respondent may choose to have their CS AOC, AMT, and/or SPEA present.

E.1.2.3. Personnel assigned to USAFA are allowed as spectators at open panels, but this does not apply to legal counsel with whom the respondent has consulted. In consultation with CWVSH, the WHC may restrict USAFA personnel attendance and/or approve spectators other than USAFA personnel to attend CSRP proceedings.

E.1.2.4. All cadets attending CSRPs must have prior instructor approval to miss any classes during this proceeding, prior CS AOC approval for any squadron activities/appointments to be missed during this proceeding, and prior approval from coaches for any intercollegiate activities missed.

E.1.2.5. All spectators must be in service dress uniform.

E.1.2.6. The CSRP members review the evidence.

E.1.2.7. The respondent is brought in and the CSRP members ask them questions concerning the allegation(s). For an admission to be valid, the respondent must admit to both act and intent. After facing the CSRP members, the respondent leaves the room.

E.1.2.8. The CSRP members deliberate. For deliberation sessions, the room is cleared of all observers and all other personnel, except members of the EXCO under certain conditions listed below.

E.1.2.8.1. EXCO members are allowed to be present during deliberations in order to gain knowledge and experience to better prepare them to act as members of a CSRP, in order to provide feedback to the CSRP Chairman on the conduct of the CSRP after it is adjourned, and to ensure the process is being conducted in accordance with all applicable policies and regulations.

E.1.2.8.2. Observers may not influence the deliberation process nor communicate with CSRP members while they are in closed session.

E.1.2.9. Upon completion of deliberations, the CSRP Chairman 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.

E.1.2.10. Once the CSRP Chairman validates the respondent's admission, they then declare the cadet in violation of the Honor Code and categorize the violation as a self-report if applicable.

E.1.2.11. If the CSRP Chairman feels the respondent is not admitting to the allegation(s), the case is treated as a "deny" and is forwarded to a WHB.

E.1.2.12. In some instances, if the CSRP members question whether act and/or intent were present, the CSRP Chairman will call a recess and consult with CWVSH to discuss the case.

E.1.2.13. **Punitive Sanctions Determination.** Punitive sanctions for admit cases will start after the Case Call-in is received and the CS AOC serves the LoS letter. The CSRP members will evaluate the respondent's forthrightness since admission and confirm no violation of sanctions. Time under punitive sanctions since the LoS was served, will be counted towards overall time served under six-month sanctions. Any attempt by the respondent to mislead, downplay, or otherwise not be completely transparent in the ownership of the allegation(s) or violation of sanctions will result in no credit for the time served under punitive sanctions prior to the CSRP and will be considered in determining sanctions.

## **Section E.2. Wing Honor Board (WHB)**

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.

**E.2.1. WHB Members.** There are fourteen required participants in a WHB besides the respondent (reference USAFAI 36-3536 Attachment 2 A2.3. Appointment Order of Precedence).

**E.2.1.1. WHB Chairman.** The WHB Chairman is accountable to the Commandant of Cadets for the overall conduct of the WHB and its finding.

**E.2.1.1.1.** The WHB Chairman is a non-voting member.

**E.2.1.1.2.1.** The WHB Chairman is responsible for excusal of members and must excuse any member who, in the Chairman'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 WHB 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).

**E.2.1.1.2.2.** In this context, what amounts to an adversarial relationship or conflict of interest must stem from a personal involvement (this may include, but is not limited to, being on the same team or in the same squadron) in the case or with the respondent, initiator, or witness as opposed to a professional involvement. WHB members have an affirmative duty to recuse themselves in order to comply with this guidance.

**E.2.1.1.2.3.** The WHB Chairman 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 member.

**E.2.1.2. WHB members.** Nine cadets not on any formal probations are selected randomly from the Cadet Wing, excluding cadets from the respondent's squadron. First-Class chain of command includes all First-Class cadets serving as Wing and Group staff, squadron commanders and directors of operations, airmanship squadron commanders, and intercollegiate team captains. Second-Class chain of command includes all Second-Class cadets serving as Wing and Group staff, squadron superintendents, and first sergeants.

WHB Panels will be comprised as follows:

Class of respondent	1st	2nd	3rd	4th
First Class Honor Rep	3	2	2	2
First Class Chain of Command	6	4	2	2
Second Class Chain of Command	-	2	4	4
Second Class Honor Rep	-	1	1	1

E.2.1.2.1. At every WHB, regardless of the respondent's class, there are three honor representatives and six members of the cadet chain of command. In the event that not enough current chain of command cadets are available to sit a WHB (i.e., over the summer), the WHB Chairman (with approval of CWVSH) may substitute cadets who previously served in a chain-of-command position or have been selected for a future chain of command position. NOTE: A cadet must sit in a panel position commensurate with their current class year at the time of the WHB and not necessarily the chain of command position they may have previously held, or for which they have been selected (i.e., a previous First Sergeant who is now a First-Class cadet would fulfill a First-Class panel position). The nine cadets are the only voting members

E.2.1.2.2. In the event a Second-Class cadet honor representative is not available to fill the required honor representative slot, a First-Class cadet regardless of the respondent's class may fill the position. Alternate WHB members selected randomly from these groups are available to replace primary members who are successfully challenged or excused so membership always remains at nine. Once the WHB is seated, alternates are released.

E.2.1.3. **Sergeant at Arms.** The Sergeant at Arms is a non-voting member and is responsible for enforcing decorum standards during the WHB. They call witnesses as directed by the WHB Chairman. The Sergeant at Arms operates the tape-recording equipment to ensure a recording exists of the proceedings.

E.2.1.4. **Officer Mentor.** Their purpose at WHB proceedings is to offer lessons and insights acquired from years of experience as part of the military. Therefore, they observe 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. All Officers Mentors should be nominated by their chain of command, have a full understanding of the USAFA Honor system, and be approved by CWVSH. The Officer Mentor must observe at least one WHB and receive the required training from CWVSH prior to serving on a WHB. The Officer Mentor must be at least an O-3 for all cases, but should be an O-4 or higher for a Second-Class cadet and O-5 or higher for a First-Class cadet WHB. The Officer Mentor is a non-voting member.

E.2.1.5. **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.

E.2.1.5.1. The BLA does not vote on any WHB allegation(s) nor do they take an active role in questioning or discussion. The BLA is not present during deliberations.

E.2.1.5.2. The BLA for a given case may not be the CLA for that case.

E.2.1.6. **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. The WHB can be conducted without the Court Reporter present as long as recording of the WHB is made that can be used to type the transcript if the WHB result is a violation of the honor code.

E.2.2. **Preparations.** In a case being forwarded to a WHB, the WHC appoints a GHC other than the Case Investigative Chairman to chair the WHB. The WHB Chairman meets with the BLA to make any redactions, if necessary, from the CEP for the WHB.

E.2.2.1. The WHB Chairman serves the respondent a statement of understanding (SOU) which informs the cadet the date and time they are 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, evidence, and names of all witnesses, which will be presented at the WHB. The SOU must be served at least three duty days prior to the WHB. The election of an open or closed WHB will be made on the SOU and if the election is made for open then it will not be changed to closed on the day of the WHB unless approved by the Board Chair. A change from closed to open is allowed on the day of the WHB.

E.2.2.1.1. The WHB Chairman may approve requests from the respondent for a delay beyond the scheduled WHB for good cause.

E.2.2.1.2. The respondent may waive the three-duty day notification requirement. If the respondent does not waive the three-duty day requirement, the WHB must be rescheduled to meet the three duty day notification criteria.

E.2.2.2. Evidence must be relevant to be 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. The WHB Chairman shall determine whether evidence is reliable and relevant.

E.2.2.3. The WHB Chairman must advise the respondent that consultation with third parties is permissible at any time. The respondent is encouraged to consult with Honor Officers/NCOs, legal counsel, parents, chaplain, coach, friends, other cadets, etc.

E.2.2.4. 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 Chairman.

E.2.2.5. The WHB Chairman must notify the respondent and witnesses of WHB procedures, to include date, time, location of the hearing, and decorum. The WHB Chairman will make every effort to ensure all witnesses are able to attend during the designated.

E.2.2.6. **New Evidence.** In the event new evidence is provided by other than the respondent prior to or during the WHB, the respondent must have three-duty days notification or must waive the requirement. New evidence provided by the respondent must also meet this three-calendar days requirement unless the WHB Chairman agrees to admit it. The WHB Chairman is responsible for making determinations regarding the admissibility of evidence. However, the WHB Chairman also needs time to review and prepare copies of the evidence. The WHB Chairman may grant requests from the respondent for delay beyond the three duty days for good cause.

E.2.3. **Conduct of a WHB.** WHB proceedings are non-adversarial administrative actions having no prosecutor or defense representation; therefore, legal counsel with whom the respondent has consulted is not permitted to be present in the WHB during any of the proceedings. However, such counsel may be present outside the WHB to consult with the respondent during recesses.

E.2.3.1. At the hearing, the WHB Chairman uses the WHB Script to advise on the conduct of the proceedings and provide guidance to the respondent.

E.2.3.1.1. If closed, the only non-participants allowed to attend are Squadron Honor Representatives, EXCO members, CWVSH members, BLAs in training, and Officer Mentors in training. The respondent may choose to have their CS AOC, AMT, and/or SPEA present. Normally, personnel assigned to USAFA are allowed as spectators at open WHB proceedings (this does not apply to legal counsel with whom the respondent has consulted). In consultation with CWVSH, the WHC may restrict USAFA personnel attendance and/or approve spectators other than USAFA personnel to attend WHB proceedings.

E.2.3.1.2. Cadets attending a WHB must have prior instructor approval to miss any classes during this proceeding, prior CS AOC approval for any squadron activities/appointments missed during this proceeding, and prior approval from coaches for any intercollegiate activities missed.

E.2.3.1.3. Any individual within the Honor Board Chamber must be in service dress uniform or appropriate business attire. Spectators in the observation room must be in UOD or higher or appropriate business casual for civilians. CWVH may approve an alternate uniform when either of the above are not appropriate (i.e. Form 18, etc.).

E.2.3.2. The respondent is required to be present during the WHB.

E.2.3.3. The respondent may challenge any voting member for cause and the challenge may be sustained or overruled by the WHB Chairman.

E.2.3.4. Every reasonable effort must be made to have the initiator and witnesses present to testify.

E.2.3.4.1. The WHB Chairman ensures all previously approved witnesses have testified prior to closing the WHB for deliberations.

E.2.3.4.2. 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.

E.2.3.4.3. 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.).

E.2.3.4.4. 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 Chairman must consult with the WHC and CWVSH 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.

E.2.3.5. The respondent may ask questions of witnesses through the WHB Chairman orally or in writing.

E.2.3.6. The respondent must be given full opportunity to call witnesses with WHB Chairman approval.

E.2.3.7. **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 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 WHB Chairman, with the advice of the BLA, is uncertain about the relevance of certain evidence/testimony, they should normally allow it to be admitted.

E.2.3.8. The respondents may testify on their own behalf. However, if the respondent testifies falsely on material issues and thus raises a separate allegation(s), the testimony given at the WHB can be used in a new honor investigation and/or subsequent related proceedings. The respondent is not required to testify and the WHB Chairman must inform them of this. The decision not to testify must not be construed as evidence against the respondent. The respondent has the following options at the WHB:

E.2.3.8.1. The respondent may remain silent and say nothing at all, orally or in writing. In this situation, WHB members would not be allowed to ask questions of them. Members will be instructed that their silence shall not be construed against them.

E.2.3.8.2. The respondent may waive their right to remain silent, in which case they would be able to speak before the WHB and/or submit a written statement. In this situation, the respondent is subject to WHB members' questions.

E.2.3.8.3. The respondent may choose to submit a written statement for the members' consideration, but choose not to testify orally before the members. In this situation, they would still be subject to questioning by members on the matters contained in their written statement. The WHB Chairman, with advice of the BLA, would ensure that the respondent would not be asked any questions outside the scope

of the written statement.

E.2.3.9. New allegation(s) or evidence during a WHB. If evidence of potential Honor Code violations other than those listed on the HAN(s) arises at the WHB, the WHB Chairman should call a temporary recess.

E.2.3.9.1. After consulting CWVSH, the WHB Chairman will either reconvene the WHB to reach a verdict on the existing allegation(s) or prepare a supplemental HAN(s), which incorporates the new allegation(s).

E.2.3.9.2. The WHB may proceed immediately only if further investigation of facts is not requested, the respondent has been served with a supplemental HAN(s), and the respondent waives the requirement of three-calendar day notice.

E.2.3.9.3. The WHB Chairman may grant requests from the respondent for delay beyond the three-calendar days for good cause. If a new WHB is convened, then another set of WHB members is selected.

E.2.3.10. **Deliberations.** After delivering the final instructions, the WHB Chairman, voting members, and Officer Mentor discuss the case in closed deliberations.

E.2.3.10.1. Voting members and the Officer Mentor are not permitted to leave the WHB 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.

E.2.3.10.2. For the deliberation sessions, the room is cleared of all other observers and personnel, except EXCO members and CWVSH designated personnel under certain conditions listed below.

E.2.3.10.2.1. EXCO members are allowed to be present in order to gain knowledge and experience to better prepare them to act as WHB Chairman, in order to provide feedback to the WHB Chairman on the conduct of the WHB after it is adjourned, and to ensure the process is being conducted in accordance with all applicable policies and regulations. However, if EXCO members served on a CSRP for the respondent, then they should not sit in during the deliberations of a WHB for a related allegation(s) against the same respondent in order to avoid the appearance of influencing the deliberation process. CWVSH designated personnel are allowed to be present as observers to gain knowledge and understanding of the process.

E.2.3.10.3. Observers may not influence the deliberation process nor communicate with the WHB Chairman, voting members, or Officer Mentor while in closed session.

E.2.3.10.4. The WHB Chairman may recess the WHB at their discretion to consult with the BLA or CWVSH for advice in legal or procedural matters. The WHB Chairman maintains the responsibility to make independent decisions on such matters.



E.2.3.11. **Voting.** When deliberations are complete, the members vote by secret written ballot.

E.2.3.11.1. A 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.

E.2.3.11.2. The meaning of "reasonable doubt" can be arrived at by emphasizing the word reasonable. "Reasonable doubt" means an honest, conscientious doubt that is based upon reason and common sense after careful and impartial consideration of all evidence.

E.2.3.11.3. A doubt is not reasonable if it is simply an assumption, a guess, or mere speculation. It also does not mean proof beyond all doubt, and the Honor Code does not require an absolute mathematical certainty before returning a finding of "in violation."

E.2.3.11.4. 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 Chairman and verified by the Officer Mentor.

E.2.3.11.5. Upon completion of the WHB, all ballots are destroyed.

E.2.3.12. **Announcement of WHB decision.** Upon completion of deliberations and voting, the WHB Chairman reconvenes the WHB and reads the 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 Chairman indicates for the record the names of any observers who were present during deliberations.

E.2.3.12.1. A cadet found in violation is under all possible sanctions effective immediately (reference paragraph 6.3.2.).

E.2.3.12.2. Cadets found not in violation at the WHB remain as they were, cadets in good standing. However, if the WHB Chairman believes the cadet's conduct, which brought them to a WHB, indicates a lack of understanding of, or poor attitude towards, living honorably, the WHB Chairman may recommend the cadet be entered in Honor Mentorship (reference section 6.5).

E.2.3.13. **Adjournment of the WHB.** Upon adjournment of a WHB, the Chairman serves the cadet found in violation the LoS from the Commandant of Cadets.

E.2.3.14. **Confidentiality of Deliberations.** After the WHB concludes, any person present for deliberations must not discuss any part of the deliberations with any outside party, to include cadets as well as permanent party members, regardless of rank. General discussion of the superficial facts and evidence may be permitted with approval from WHC; however, sharing the reasoning of the voting members and other issues brought up in deliberations is strictly prohibited. Any issues should be promptly addressed through the appointed WHB Chairman before the voting members reach a decision.

E.2.3.15. **WHB Debrief.** At the conclusion of a WHB (violation and no violation findings), respondents have the option of scheduling a meeting with their WHB Chairman one-three calendar days following the WHB. The respondent's CS AOC, CS/CC, and Primary Honor Officer must also be present. CS AOCs and CS/CCs may designate the AMT or Squadron Operations Officer respectively to attend in their absence. Additionally, the WHB Chairman will follow up with the initiator and inform them of the violation/no violation outcome of the WHB.

### **Section E.3. Wing Honor Board Sanctions Recommendation Panel (WHBSRP)**

WHBSRPs are convened when a cadet is found in violation of the Honor Code at a WHB for the purpose of determining the cadet sanction recommendation. If a cadet is found in violation at a WHB, the respective WHB Chairman will coordinate with the respondent and CWVSH to ensure a WHBSRP occurs within three duty days of a WHB. Extensions to the three-day requirement may be granted by CWVSH.

#### **E.3.1. WHBSRP members**

E.3.1.1. The GHC from the WHB will chair the WHBSRP

E.3.1.2. The WHC or designated WHCD

E.3.1.3. A First-Class Cadet Honor Representative at large

#### **E.3.2. Procedures**

E.3.2.1. The respondent chooses to have the WHBSRP open or can elect to close it to spectators. The respondent's choice is recorded on the Chairman's summary.

E.3.2.1.1. If closed, the only non-participants allowed to attend are Squadron Honor Representatives, EXCO members, and CWVSH members. The respondent may choose to have their CS AOC, AMT, and/or SPEA present.

E.3.2.1.2. Personnel assigned to USAFA are allowed as spectators at open WHBSRPs, but this does not apply to legal counsel with whom the respondent has consulted. In consultation with CWVSH, the WHC may restrict USAFA personnel attendance and/or approve spectators other than USAFA personnel to attend WHBSRP proceedings.

E.3.2.1.3. All cadets attending WHBSRPs must have prior instructor approval to miss any classes during this proceeding, prior CS AOC approval for any squadron activities/appointments to be missed during this proceeding, and prior approval from coaches for any intercollegiate activities missed.

E.3.2.1.4. All spectators must be in Service Dress uniform.

E.3.2.2. The WHBSRP members review the case file from the WHB. Members will only have information pertaining to the honor case, and will not have any other information regarding the respondent, to include character reference letters.

E.3.2.3. The respondent is brought in and the members ask them questions concerning the finding of the WHB.

E.3.2.4. The members deliberate. For deliberation sessions, the room is cleared of all observers and all other personnel, except EXCO members under certain conditions listed below.

E.3.2.4.1. EXCO members are allowed to be present during deliberations in order to gain knowledge and experience to better prepare them to act as members of a WHBSRP, in order to provide feedback to the WHBSRP Chairman on the conduct of the WHBSRP after it is adjourned, and to ensure the process is being conducted in accordance with all applicable policies and regulations.

E.3.2.4.2. Observers may not influence the deliberation process nor communicate with WHBSRP members while they are in closed session.

E.3.2.5. A cadet is subject to all possible sanctions (reference paragraph 6.3.2.).

**E.3.3. 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 five calendar days of the Case Releasable File meeting, the evidence will be presented to the reassembled WHB that voted on that case. By a majority vote, the voting members will decide whether the case should be reopened to hear the new evidence. If they elect to reopen the case, the same WHB 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.

**E.3.4. 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 related.

E.3.4.1. The WHC determines whether a joint investigation may be appropriate.

E.3.4.1.1. When a potential joint case is submitted to CWVSH, the normal investigation procedures outlined in Appendix C are followed.

E.3.4.1.2. 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 Chairman based on the complexity of the case. The Case Investigative Chairman appoints a lead investigator who is responsible for coordinating the investigation.

#### E.3.4.2. Case Review for Joint WHBs

E.3.4.2.1. A CLA must be consulted to provide an opinion and recommendation on whether to proceed to a Joint WHB. The normal procedures outlined in Appendix D are followed during case review.

E.3.4.2.2. In addition to the steps required for a normal case review involving only one respondent, the reviewing officers also determine whether 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 interests.

E.3.4.2.3. Approval authority to conduct a Joint WHB resides with CWVSH; however, the CLA will recommend CWVSH sever the respondents' cases if due process is at risk of being compromised.

E.3.4.2.4. When a respondent admits to the violation, the respondent admitting to the allegation(s) meets a CSRP. The remaining respondent(s) face a WHB/ Joint WHB.

E.3.4.3. Joint WHBs are encouraged, when feasible, in order to ensure consistent disposition of related Honor cases. Joint WHBs follow the guidance in section E.2 with the following additional guidelines:

E.3.4.3.1. When presented with the SOU, the respondents are notified of the decision to hold a Joint WHB.

E.3.4.3.2. If at least one respondent of a Joint WHB desires a closed Joint WHB, it will be closed to spectators.

E.3.4.3.3. If a group of cadets alleged to have committed an honor violation(s) arising out of the same circumstances includes cadets of different classes, the Joint WHB members will be chosen based on the highest-ranking respondent's class in accordance with chart found in sub-paragraph E.2.1.2.

E.3.4.3.4. Each respondent must be present during the presentation of all evidence and be provided the opportunity to hear testimony from and question each witness.

E.3.4.3.5. Respondents may testify on their 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. Testimony by a respondent makes them subject to questioning from WHB members, but does not make them subject to questioning by another respondent at the Joint WHB.

E.3.4.3.6. If at any time CWVSH, WHC, Joint WHB Chairman, or BLA feel further Joint WHB proceedings should occur separately, they should notify the Joint WHB Chairman.

E.3.4.3.6.1. The Joint WHB Chairman notifies the respondents of the concern and gives them an opportunity for input on the status of the Joint WHB.

E.3.4.3.6.2. The Joint WHB Chairman consults with the BLA and CWVSH to help determine the most appropriate course of action.

E.3.4.3.6.3. If the Joint WHB Chairman determines separate WHBs are necessary, so as not to unduly prejudice one of the respondents, the Joint WHB Chairman stops the current proceeding and convenes new WHBs to hear each case.

E.3.4.3.7. Joint WHB members vote on each allegation(s) for each respondent separately.

E.3.4.3.8. Sanctions procedures take place in accordance with Appendix F.

## **APPENDIX F**

### **SANCTIONS RECOMMENDATION PROCEDURES**

#### **Section F.1. Sanctions Recommendations**

F.1.1. F.1.1. Recommendations 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 written by the CSRП Chairman and require a two-thirds vote by the panel members in order to reflect their decision. For WHBs, the respondent will coordinate with CWVSH to schedule a WHBSRP that should take place within three calendar days following the WHB to determine a sanction recommendation. Recommendations are written by the WHBSRP Chairman and require a two-thirds vote by the panel members in order to reflect their decision. Following a recommendation of “remediation” by a SRP, the cadet’s CS AOC, CWVSH, and CWV will provide a “concur/non-concur” on an eSSS. Following a “disenrollment” recommendation by the SRP or if there are any “non-concurs,” CWVH, the CS AOC, CS/CC, and Gp/CC will provide additional recommendations for the Commandant’s consideration. CWVSH should provide the CEP to the CS AOC at least two duty days prior to any SRPs. Sanction recommendations by the cadet panel must address, but are not limited to the following four factors:

- a) Time under the Honor Code (since Acceptance Day Parade)
- b) Egregiousness of the offense (how severe and/or deliberate)
- c) Forthrightness (how direct and straightforward the cadet was during the process)
- d) Type of report: self-report, admit, or deny

F.1.2. CWVSH will ensure the Cadet receives a copy of the case releasable file meeting documents. The case releasable file documents include:

- a) Copy of the Case Summary
- b) IT Summary
- c) HAN(s)
- d) Witness Statement(s)
- e) Any other evidence
- f) SOU
- g) LoS
- h) Request for immediate Honor Remediation MFR (if applicable)
- i) WHB Transcript (if applicable)
- j) Sanction recommendation from the CS AOC and Gp/CC (USAFA Form O-299)
- k) Sanction recommendation from the CSRП or WHBSRP Chairman (MFR), CS/CC (MFR), and CWVSH (SSS)

#### **Section F.2. Procedures**

F.2.1. The cadet has three duty days from this meeting to submit matters for consideration. Delays may be granted by CWVSH.

F.2.1.1. 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 themselves.

F.2.1.2. Only the respondent may request an extension and must submit a letter to CWVSH requesting the extension. Extensions may be granted for legitimate causes.

F.2.2. A sanction package is assembled and consists of:

- a) Case releasable file documents
- b) Matters for consideration

F.2.3. **Sanctions package routing.** CWVSH assembles the sanction package and routes it through CWV (USAFA Form O-299 and SSS) for their sanction recommendation to the Commandant of Cadets. A legal review by HQ USAFA/JA is required prior to the Commandant's decision whenever the package includes any recommendation for disenrollment. The review for legal sufficiency includes matters of due process, compliance with the HCRH procedures, and any other relevant legal issue, which will help the Commandant or USAFA Superintendent, reach a decision. It will not question cadet interpretation of the Honor Code, nor second-guess the results of a CSRP or WHB.

#### **F.2.4. Meetings with the Commandant of Cadets and USAFA Superintendent**

F.2.4.1. The Commandant of Cadets may require a personal appearance by cadets facing possible disenrollment for Honor. If a cadet is not required to make a personal appearance by the Commandant, a cadet facing disenrollment for Honor may request a personal appearance with the Commandant and that personal appearance request must be granted. Cadets will be notified of their ability to request a personal appearance with the Commandant in the Case Releasable File Meeting. Cadets making a personal appearance request must notify their CS AOC and CWVSH prior to the Commandant taking final action on the case.

F.2.4.2. A cadet recommended for disenrollment by the Commandant of Cadets may request a personal appearance with the USAFA Superintendent before he/she takes final action on a case. Cadets will be notified of their ability to request a personal appearance with the Superintendent via the Honor Disenrollment Recommendation Notification Letter from the Commandant. Such requests must be made prior to the Superintendent taking final action on the case. Requests to meet with the Superintendent will generally be granted, but are at the Superintendent's discretion.

F.2.4.3. While an in-person meeting with the Commandant of Cadets and/or the USAFA Superintendent is an option, a personal appearance does not guarantee that the cadet actually meets in-person with the Commandant and/or the Superintendent. A video conference call, a telephone conversation, or any other means of conversing that does not include an in-person meeting are permissible means to meet the intent of granting a request for a personal appearance with the Commandant and/or the Superintendent. The assessment of the Commandant and/or the Superintendent during those personal appearance(s) must be documented, in writing, and incorporated as part of the recommendation to the disenrollment authority and/or decision authority for collateral consequences.

## Section F.3. Recommendation Actions

**F.3.1. Commandant of Cadets Actions.** The Commandant has two choices: suspend disenrollment and place the cadet in Honor Remediation (Probation or Rehabilitation) or recommend the cadet be disenrolled. The Commandant may delegate authority to CWV for placement and removal from Honor Remediation (disenrollment recommendations remain with the Commandant).

F.3.1.1. If the Commandant of Cadets places the cadet in Honor Remediation, disenrollment proceedings are suspended.

F.3.1.1.1. CWVSH will coordinate a meeting to formally serve the sanction as soon as possible.

F.3.1.1.2. The cadet must set up a meeting with CWVSH-R within 24 hours of being served, unless previously approved for immediate Honor Remediation.

F.3.1.1.3. The cadet must successfully complete Honor Remediation to terminate disenrollment proceedings and be restored to the AFCW as a cadet in good standing. If the cadet does not successfully complete Honor Remediation, disenrollment actions resume.

F.3.1.2. If the Commandant of Cadet's recommendation is for disenrollment, the cadet may resign or the case is reviewed by the USAFA Superintendent. A meeting with the Commandant or CS AOC must be made to formally serve the sanction as soon as possible. Upon being served disenrollment, the cadet has 24 hours to decide and inform CWVSH whether or not they will resign.

F.3.1.2.1. **Resignation Procedures.** If the cadet decides to resign, they will initiate the resignation process (USAFA Form 34) with their CS AOC. Cadets electing to resign are encouraged to discuss the difference between resigning based on the Commandant of Cadet's recommendation for disenrollment or allowing their honor case file to route to the USAFA Superintendent for involuntary disenrollment consideration with their CS AOC and/or their Area Defense Counsel (ADC).

F.3.1.2.2. Only the USAFA Superintendent has the authority to disenroll a cadet found in violation of the Honor Code.

F.3.1.2.2.1. If a cadet does not elect to resign after being served the Commandant of Cadet's recommendation for disenrollment, the CWVSH forwards the honor case file to the USAFA/JA – Cadet Actions section for routing the case file to the USAFA Superintendent for his/her action.

F.3.1.2.2.2. The USAFA/JA – Cadet Actions section will prepare a SSS case file that will route to the USAFA Superintendent for action. The SSS case file will include whether or not the cadet is requesting a personal appearance before the USAFA Superintendent before he/she takes action on the case.



F.3.1.2.2.3. One of the options to the USAFA Superintendent on the SSS will be for the USAFA Superintendent to consult the USAFA Academy Board to discuss the case before he/she takes final action on the case.

F.3.1.2.2.4. 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.

F.3.1.2.2.5. The Academy Board convenes and discusses the case and makes a recommendation to the USAFA Superintendent. Any USAFA Academy Board recommendation, opinion, and/or inputs are not binding on the USAFA Superintendent when he/she makes the final decision and are only advisory in nature.

**F.3.2. USAFA Superintendent Actions.** The Superintendent has all sanction options available when making a decision. The Superintendent may concur with the Commandant of Cadet's recommendation, or non-concur with the Commandant's recommendation and choose to take no action, place the cadet in Honor Remediation, or disenroll the cadet. The Superintendent's decision is final.

F.3.2.1. If the USAFA Superintendent places the cadet in Honor Remediation, disenrollment proceedings are suspended.

F.3.2.1.1. A meeting with the Commandant of Cadets or CS AOC must be made to formally serve the sanction as soon as possible.

F.3.2.1.2. The cadet must set up a meeting with CWVSH-R within 24 hours of being served, unless previously approved for immediate Honor Remediation.

F.3.2.1.3. The cadet must successfully complete Honor Remediation 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 Remediation, disenrollment actions resume.

## **Section F.4. Disenrollment Procedures**

Upon notification of disenrollment by the USAFA Superintendent, the cadet must begin out-processing through their CS AOC in coordination with the Cadet Disenrollment office.

## **APPENDIX G**

### **GHC ELECTION PROCEDURES**

#### **Section G.1. Squadron Elections**

G.1.1. During the Spring Semester of each academic year, the Primary SHO conducts elections for the next academic year's Second-Class Honor Representatives.

G.1.1.1. **Eligibility.** All Third-Class cadets not on any probation are eligible. The CS/CC and SHO, in coordination with the CS 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.

G.1.1.2. **Eligibility Waiver.** Any cadet on probation wishing to serve as an Honor Representative must submit a waiver request through their SHO in time to be approved prior to the election. The SHO submits the waiver request through the CS AOC, GHC, and WHC to CWVSH. CWVSH, in coordination with the appropriate Mission Element, may grant the waiver for the cadet on probation to be eligible for election.

G.1.1.3. **Procedure.** With the entire squadron assembled, the Primary SHO presents each candidate. Each candidate addresses their 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 SHO and verified by the Primary Squadron Honor NCO. The two candidates receiving the largest number of votes are appointed to next year's CHC pending approval. The candidate receiving the third largest number of votes is selected as an alternate.

#### **Section G.2. EXCO Selections**

G.2.1. Second-Class cadets on the EXCO conduct interviews to select the next academic year EXCO NCOs from the newly elected Squadron Honor Representatives.

G.2.1.1. **Eligibility.** Must have been elected to next year's CHC 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.

G.2.1.2. **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 secondary squadron NCO positions.

### **Section G.3. CHC Approval**

G.2.2. The names of those selected for the EXCO and newly elected Squadron Honor Representatives are forwarded to USAFA/CWVV for review/input and then CWVSH for final review/approval.

G.2.3. **Tenure.** Since cadets physically run the mechanics of the Honor Code System, with active duty personnel serving only as overseers, a four-semester tenure of the CHC is vital to ensure the integrity and continuity of the system is maintained. It is imperative members of the CHC hold their positions for this period to ensure they are properly trained and the system is consistently administered.

G.2.3.1. Once elected to the CHC, a cadet remains on the committee for four semesters. Second-Classmen, or Honor NCOs, spend their Second-Class year learning how to properly conduct cadet duties associated with the system. This is accomplished through training sessions conducted by CWVSH 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.

G.2.3.2. The EXCO must maintain a four-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.

G.2.3.3. Primary SHOs shall not be assigned any other positions in the Cadet Wing for the semester in which they are primary, and EXCO members shall never hold another position. Only Secondary SHOs and NCOs are allowed to hold additional positions in the AFCW. The Secondary Officer still supports the Primary Officer as necessary while serving in the other position.

G.2.3.4. After Spring Break, the CHC NCOs, once properly trained and certified, may begin serving as CHC Officers for cadets of equal or lesser rank, with oversight from CHC Officers.

G.2.3.5. At the request of the WHC, CWVSH may approve EXCO NCOs conducting WHBs/WHBSRPSs/CSRP prior to Spring Break in extraordinary circumstances.

### **Section G.4. Removal/Vacancy**

G.2.4. **Removal.** Members of the CHC may be removed for cause. The final authority for removal is the WHC. Only the Commandant of Cadets may remove the WHC.

G.2.5. **Vacancy.** If a vacancy should occur anywhere in the CHC, the WHC will appoint a replacement to that position. If a WHC vacancy should occur, the First-Class cadets of the EXCO will vote to have one of them fill the vacancy.