

AIR FORCE CADET WING HONOR CODE REFERENCE HANDBOOK



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

October 2018

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

13 Jul 18

MEMORANDUM FOR THE AIR FORCE CADET WING

FROM: Class of 2019 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 issues 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, and the rationale for the Air Force Academy's model of a leader of character. Further, within this handbook are the guidelines for the administration of the Honor Code.
2. The level of responsibility that will be laid upon the shoulders of Cadets upon graduation demands strength in character. The Air Force Academy teaches the importance of character and strengthens the same through its Center for Character and Leadership Development. Cadets are expected to live the United States Air Force Core Values which are integrity first, service before self, and excellence in all we do. Ensuring that Cadets embody these values is imperative to accomplishing the Air Force Academy's mission, which is to produce leaders of 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. Cadets take this oath among the entire Cadet Wing as a symbol of their dedication to one another, the Air Force Academy, and the Air Force as a whole. By taking the oath Cadets signal their commitment to support a culture which fosters the development of moral courage. From that point forward, it is mandatory that Cadets live up to the foundational standard the Honor Code sets.
4. 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.

STANLEY R. OCHESKEY, C/Col, USAF
Wing Honor Chairman

Summary of Changes

This document has been updated since its previous edition dated July 2018. These and previous changes include:

- Removed reference in para 2.3.3.2 to appendix C, which no longer existed.
- Office symbol of CWCH replaced by CWVS as part of a CW re-organizational structure change.
- Case releasable file meeting response time changed from four calendar days to three duty days for both the remediation and case processing.
- Changed Statement of Understanding timeline from three calendar days to three duty days.
- Timeline requirements adjusted to 30 calendar days for a CSRP and 45 calendar days for WHBs.
- Deleted: F.3.1.2.2.2 The cadet is allowed to submit any additional matters relevant to the case which have not already been submitted.
- Cadet Honor Committee approval adjusted from Commandant approval to reside with CWVS Division Chief.
- E.2.1.2. and E.2.1.2.1 adjusted to reflect WHB composition of four honor representatives vs the three previous as well as adjusts the at-large representatives to three vs four.
- E.2.2.2. Modified to state evidence must be relevant and the WHB Chairman shall determine whether evidence is reliable and relevant.
- E.1.2.13. and E.2.3.16. Add guidance under CSRP and WHB sections (pg 40 CSRP para E.1.2.13./ 47 WHBs para E.2.3.16.) to include the requirement for the CSRP Chair or WHB Chair to follow up with the initiator and inform them of the outcome of the case. This would only include providing the decision of the CSRP or WHB outcome, and not intended for any more in-depth specifics outside of relaying the Violation or No Violation decision.

NOTE: Future changes to the HCRH can be voted on through an electronic voting method.

- Allows for minor changes without having to assemble the entire Honor Review Committee.
- Intended for maximum of two times per semester (no minimum requirement).

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Prologue

This honor handbook and pocket handbook are designed to familiarize you with the United States Air Force Academy Honor Code and process, the structure of the Cadet Honor Committee and its functions, and your responsibilities as a member of the Air Force Cadet Wing. This handbook should be utilized throughout your four years as a cadet as a reference when needed and to keep accountability of your honor development. Should there be any questions, your Squadron Honor Officer is your first line for answers.

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 supports the culture of commitment to living honorably in the Air Force Cadet Wing (AFCW) as the cadets develop into officers of character. The Honor Oath, the Honor Code System, and every person involved in the daily activities of the AFCW also support this commitment. The Honor Code is the *minimum* standard by which each cadet should conduct herself/himself. This code was adopted by the first graduating class of cadets, the Class of 1959. As guardians and stewards of this Honor Code, each successive class has administered, interpreted, and cultivated the Code.

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. 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.

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 and directly links our Honor Code to the Air Force Core Value of Integrity First.

Every person, cadet and 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 modeling integrity and honor in the classroom, the squadron, or on the athletic field. The Honor Code and Honor Oath are just words without the people who live them. It is the responsibility of every person to uphold the Honor Code and the commitment to living honorably, not for personal gain, but rather for the good of USAFA, our Air Force, and our nation.

By taking the Honor Oath on Acceptance Day, you accepted the responsibility to live by and uphold the Honor Code. You will be held 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 USAFA.

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 our community (the military). 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 frank. 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 the door open, then you probably should not do it. This includes anonymous posts on social media. Always remember honorable living is more than just not lying, stealing, cheating, or tolerating; it is ensuring everything you do is above reproach.

Section 2.1. Background of Principles 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. This promise encompasses more than you can ever imagine. To whom do you make this promise? You make this promise to your classmates, all other cadets, yourself, grads, future grads, the USAF, and the American people.

2.1.2. Precepts are derived from principles. For example, 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 principle that is the basis for the precept of “not stealing” is “respect for others.” For “not cheating” the principle is “fairness.” Finally, for “not tolerating” the principles are “support and accountability.” Looking through a legalistic lens turns the Honor Code into just another regulation to follow. Looking at and understanding the principles that shaped the creation of the Honor Code stimulate the desire to live by the spirit of the Honor Code and the spirit of honor.

2.1.3. Lying, stealing, cheating and tolerating are all dishonorable. They violate the principles from which the precepts were derived. This is important, but let us examine honor from another perspective away from the principles and precepts of the Honor Code and instead 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 on not violating the Honor Code, you will push the line and flirt with breaking it. This demonstrates a lack of character and honor, but it also shows your 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 Principles

2.2.1. Honesty: Honesty is defined as adherence to the facts or freedom from subterfuge, duplicity or simple deception and is the principle from which the precept of not lying is derived. We have all heard the saying “Honesty is the best policy.” Nowhere is this more true than in the profession of arms. Former Chief of Staff, General Charles A. Gabriel, spelled out the importance of honesty wonderfully 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. 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 flows between individuals in an USAF unit, unity flows within the organization. As a result 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. Fairness: Fairness can be defined as “treating others with respect and allowing them to succeed without hindrance.” By completing your own work without receiving undeserved or unfair advantages, you are creating an environment in which everyone is fairly judged by the quality of their work.

2.2.4. Support and accountability: Support and accountability are the principles that apply to the toleration clause. Consider support as “helping or assisting” and accountability as “an obligation or willingness to accept responsibility.” You help others and you take responsibility. Not tolerating dishonorable behavior affords us the same freedoms as not lying, stealing, or cheating. And the same four benefits that apply to the other principles apply to support and accountability. But 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; 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, toleration is every bit as much a violation of the Honor Code 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 initials 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 with. The bottom line is 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.

2.3.2.2. "Property" includes both real and personal property. Personal property extends to both tangible and intangible property, to include 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 way you will be exercising 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 though 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 used 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 respondent to report the matter to their Squadron Honor Officer (SHO). You must follow up on this matter. 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 servicemen 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 for 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 chose not to be completely honest, our action most likely was 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 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 someplace 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 corresponding to your level of development in the USAFA Officer Development System (BCT: introduction; 4th class cadets: loyal followers/personal development; 3rd class cadets: supervisor/coach/role model/interpersonal development; 2nd class cadets: mentor/team leader; 1st class cadets: organizational leaders/supervisors). There are honor lessons, numerous guest speakers, 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.

3.1.3. 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 right habits to guide our performance, especially when the “pressure is on.”

3.1.4. 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.

3.1.5. 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 newsletter. 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 newsletters 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 newsletters.

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 CG.

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. Daily oversight is the responsibility of the Honor Directorate in the Center for Character & Leadership Development (CWVS).

4.2.1. Squadron Professional Ethics Advisor (SPEA). SPEAs are personnel approved by the CWVS who volunteer to serve as advisors to a cadet squadron on matters of honor and professional ethics.

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. With respect to the honor system, CHLOs represent their departments/units in Honor Code System training and procedures.

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 all WHBs 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. **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 USAFAI 36-3535, USAFA Honor Review Committee.

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

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

Chapter 5: The Honor Code System

The Honor Code System is the process by which cadets are 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.

The first two phases of the Honor Code System, clarification to case review and WHB or CSRP, are the responsibility of cadets with permanent party oversight. The final phase, sanctions placement, rests with the Permanent Party Chain of Command because only it has the authority to sanction cadets.

There are three distinct phases in the Honor Code System. Each phase has its own steps and the outcome from some steps determine subsequent steps in subsequent phases. 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 CHC.

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.

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

5.1.1.2. If the situation is resolved to the full satisfaction of the initiator and their conscience is clear that no violation occurred, no further action is necessary unless other individuals who are sufficiently aware of the circumstances choose to move forward in the process.

5.1.1.3. 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 a respondent chooses to turn themselves in, they still must proceed to a formal clarification. If the respondent chooses 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 CWVS. Any other initiator should contact CWVS 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. The SHO 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, CWVS, HQ USAFA/JA and DFL.

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 is your conscience clear?" Another way of thinking about this is to have all parties ask themselves the following question: "Can you say with a clear conscience that the respondent acted honorably, in accordance with the Honor Code." If anyone's conscience is

unclear, further action is required. The SHO also confirms whether the respondent continues to deny or admit to the suspected violation.

5.1.2.5. If the initiator, respondent, and SHO at a formal clarification all agree no honor violation occurred and have clear consciences concerning the allegation, then no further action is required. If any one of them suspects an honor violation occurred or has an unclear conscience, the SHO must notify CWVS within 24 hours by submitting a case call-in sheet. At this point, the suspected honor violation becomes a case.

5.1.2.5.1. If a case called in to CWVS involves an international cadet, CWVS 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 CWVS. In such an event, HQ USAFA/JA should be consulted immediately, as well as CWVS. The Commandant 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. The investigation is performed by an Investigative Team (IT). Their function is solely one of fact-finding; to collect all relevant information. Since an IT is neither “prosecutor” nor “counsel for the defense,” they should determine the facts of the case and present them clearly for consideration in review. An Honor Code investigation may be suspended if evidence is disclosed of a serious offense under military law. Under such circumstances, the cadet will be afforded full due process under the UCMJ. 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 the 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 step-by-step 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.

5.1.7. **Types of Case Report.** There are three types of case reporting: self-report, admit and deny. Each type follows a different path in the honor code system.

5.1.7.1. **Self-report.** The term “self-report” applies only to cases where the honor violation would not have been discovered except by the cadet 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.’

5.1.7.2. **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.

5.1.7.3. **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. For this reason, the Commandant or the Superintendent has the authority to suspend disenrollment for a period of time, giving the cadet an opportunity to recover from their violation and be restored to good standing in the AFCW. There are two remediation programs providing the possibility for a cadet to return to the status of “Cadet in Good Standing”: Honor Probation and Honor Rehabilitation. 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.

6.1. Honor Remediation Overview. Honor Probation (6 months) and Honor Rehabilitation (3-6 months) are programs during which a cadet who has violated the Honor Code recognizes and admits their mistake, understands it, takes responsibility for it, learns from it, and moves beyond it with a deeper commitment to professional values. Cadets failing to take responsibility for their own development while in Honor Remediation have failed the program and are subject to disenrollment.

6.1.1. Honor Rehabilitation. Cadets who self-report a violation may be placed in Honor Rehabilitation. The activities are similar to those in Honor Probation. If the cadet fails to progress as directed, Honor Rehabilitation is converted to Honor Probation.

6.1.2. Honor Remediation Goals: 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.

6.1.3. Honor Remediation placement. There are two times when a cadet may be placed 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.

6.1.3.1 Immediate Honor Remediation. CWVS is the approval authority for immediate Honor Remediation to select cadets prior to the Commandant’s sanction decision. Granting of immediate Honor Remediation is not a guarantee the Commandant will elect to retain the respondent. The respondent is offered a chance to request immediate Honor Remediation after the case releasable file meeting. If approved for immediate Honor Remediation, the cadet must make an appointment and meet with CWVS-R to start the clock for the sanctioned time.

6.2. Honor Remediation has both punitive and rehabilitative components.

6.2.1 The punitive component and following provisions apply immediately to all cadets found in violation of the Honor Code when served the LOS (sanctions e), f) do not apply for Honor Rehabilitation).

- 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) Restricted to USAFA base installation (excluding Base Housing and the Base Community Center Area); clarification of this provision should be accomplished through WHCD-R
- f) A uniform will be worn at all times. This serves as a reminder of the privilege of doing so and also symbolizing a desire to remain a part of the AFCW. When traveling to/from USAFA on leave, wear of service dress is required.

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

6.2.2.1. Cadets are required to meet with WHCD-R/CWVS-R at regular intervals. They 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 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 midpoint of probation. The final mandatory session is conducted approximately five weeks from the end of the program. The removal package is typically due to CWVS-R two weeks from the end of the program. The WHCD-R will send an informative email to everyone on the Cadet on Probation's Remediation team to inform them of the cadet's progress while on probation. Additional emails will be sent to the entire Remediation team if the cadet is deficient in any portion of their probation.

6.2.2.2. Honor Remediation team. A critical part of the remediation program is educating and informing all members of the Honor Remediation team. The team consists of the CS AOC, AMT, CS/CC, Squadron Honor Representatives, Flight Commander, Element Leader, SPEA, and Senior Mentor. These people are involved with guiding, advising and overseeing the cadet's remediation. CWVS-R contacts every cadet's team to brief program expectations so all are "working off the same sheet of music."

6.2.2.3. 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 CWVS 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.

6.2.2.4. The core elements for Honor Remediation are maintained in an "Honor Remediation portfolio." The portfolio contains four sections to include a calendar, journal,

mentoring, and projects documentation. The minimum requirements for the portfolio are outlined below. Accomplishing these minimum portfolio requirements and internalization of the Honor Code ensure successful completion of Honor Remediation. Cadets failing the minimum requirements may be recommended for disenrollment or remediation extension.

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

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

6.2.2.4.3. The cadet should schedule all mandatory meetings with their respective mentor at least one week in advance. Proactive communication is critically important to success.

6.2.2.4.4. 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/CWVS-R 24 hours prior to the deadline. Deficiencies not communicated with WHCD-R/CWVS-R may result in failing remediation.

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

6.2.2.5.1. 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.

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

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

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

6.2.2.5.6. Each journal entry must be at least 250 words, and will be evaluated on both length and content. Each entry must be numbered and dated.

6.2.2.5.7. The journal provides a valuable piece of documentation. It helps the Honor Remediation team be more informed on the cadet's activities. The cadet should send

electronic copies of the journal to their respective Honor Remediation team prior to any scheduled meeting.

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

6.2.2.6.. Mentoring. Cadets in Honor 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.

6.2.2.6.1. Mentors should carefully review the cadet's progress each month and discuss goals for meeting future objective requirements.

6.2.2.6.2. The mentoring session should be used as an opportunity to discuss the cadet's character growth and internalization process.

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

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

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

6.2.2.6.6. Mentoring is considered one of the most robust methods of character development. The cadet selects their Senior Mentor from a list of qualified volunteers. CWVS-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.

6.2.2.6.7. Cadets must meet with their mentor every month; the required total monthly duration is 50 minutes. No documented comments from the Senior Mentor are required in an effort to create a comforting, non-punitive, and open atmosphere. 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 cadet look inside themselves and accept responsibility for their actions.

6.2.2.7. Cadets in Honor Remediation complete a series of small projects throughout the course of their program. The projects serve to provide them tools to improve their poor habits impacting their character, foster the internalization process, and assist in educating the AFCW in areas related to honor. A standard remediation tracker, which lists each assignment's deadline is provided for each cadet. They may submit deviations to the project tab to incorporate personal talents and interests to further aide in personal development and in educating the AFCW.

6.2.2.8. Evaluation. The expectation from this experience is that the cadet internalizes the Honor Code and uses it as a filter between their thoughts and behavior. Each cadet in Honor Remediation is carefully considered on a case by case basis to evaluate their progress.

6.2.2.8.1. Each cadet in Honor Probation will meet a MEP for their Midpoint Evaluation. The following factors will be considered: 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 (see section 6.1.2); and 4. The recommendations provided by their Senior Mentor, SPEA, CS/CC, CS AOC or AMT, and Squadron Honor Officer (provided to the MEP Chairman NLT 7 days prior to the MEP). The three outcomes of a MEP are: "Sanctions Reduction," "No change to Probation," or "Disenrollment."

6.2.2.8.2. "Sanctions Reduction" may be recommended for cadets who go above and beyond the minimum requirements and reward them for doing so by removing sanctions e), f) of the LOS letter. Sanctions may be reinstated at any time when recommended by CWVS-R or WHCD-R via an MFR to CWVS-R for final approval by CWV. All sanctions may be reinstated at the removal package turn-in date if the removal package is not complete.

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

6.2.2.8.3. "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.

6.2.2.8.4. Prior to summer leave periods and winter break periods all Cadet's on probation will be required to sign a form stating if they will "opt-in" or "opt-out" of probation 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. Each cadet's remediation team will be informed of that cadet's decision via email from the WHCD-R.

6.2.2.8.4.1. Cadets should not be absent from USAFA over back to back summer periods (ie.1,2 or 2,3), this will alleviate cadets being absent from the academy for 6 weeks and having to fulfill honor probation requirements.

6.2.2.9. MEP members include the CSR/WHBSRP Chairman who becomes the MEP Chairman and the WHC (WHCD) and Squadron Honor Representative who sat on the

CSR/WHBSRP. If any of these representatives cannot be present due to extenuating circumstances, the WHC will appoint a similar representative. The panel members will question and evaluate the cadet concerning their sanctions, timeliness and quality of assignments, if they are truly grasping the concepts and goals of Honor Probation, and consider submitted recommendations. The cadet will then be dismissed while the MEP deliberates about their recommendation. A recommendation is written by the MEP Chairman and requires a two thirds vote by the panel members in order to reflect their decision. A recommendation is also provided by CWVS and CWV. If the MEP Chairman's recommendation is for "Disenrollment," a recommendation must also be provided by the cadet's CS/CC via MFR, CS/AOC and CG/AOC via USAFA Form O-299. After the MEP, regardless of the recommendation, cadets on probation will meet with one of the MEP board members in person to discuss a plan for the way forward. This meeting will be accomplished NLT 7 days after the MEP Board is held.

6.2.2.10. CWVS-R assembles the MEP package and routes it through CWV (SSS and USAFA Form O-299 if needed) for their recommendation to the Commandant. If no one has recommended disenrollment, the Commandant may delegate authority to CWV for sanctions reduction or to continue with no change to probation. CWVS will schedule a meeting with the cadet to formally serve the MEP decision as soon as possible. If the Commandant recommends disenrollment, the cadet may resign or appeal the recommendation to the Superintendent. Upon being served disenrollment, the cadet has 24 hours to decide and inform CWVS whether or not they will appeal.

6.2.2.11. Final Evaluation. At the end of the Honor Remediation period the cadet is evaluated and the Commandant makes a decision to either restore the cadet to good standing, extend Honor Remediation, or resume the disenrollment process. The Honor Remediation team and CWVS-R evaluate the cadet's performance and all make a recommendation to the Commandant. The SPEA and Senior Mentor make their recommendations via MFR; the CS/CC and SHO make their recommendations via MFR, minutes from the final SCRIB are included in the package; and the CS AOC and CG AOC make their recommendations via USAFA Form O-299. The factors that will be considered are listed at 6.2.2.8.1. The recommendations may be one of successful completion and restoration to the AFCW as a cadet in good standing, extend Honor Remediation, or disenrollment. CWVS assembles the Final Evaluation package and routes it through CWV (USAFA Form O-299 and SSS) for their recommendation to the Commandant. The Commandant may remove the cadet from Honor Remediation and restore them to the AFCW as a cadet in good standing, extend Honor Remediation, or recommend disenrollment and resume the disenrollment proceedings. A cadet is subject to all sanctions of Honor Remediation until served their removal paperwork by the appropriate authority. A legal review by HQ USAFA/JA is required prior to the Commandant's decision whenever the package includes a recommendation for disenrollment. 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. If the Commandant's recommendation is for disenrollment, the cadet may resign or appeal the recommendation to the Superintendent. Upon being served disenrollment, the cadet has 24 hours to decide and inform CWVS whether or not they will appeal. 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 CWVS).

6.2.2.12. 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.

6.2.2.13. The Honor Remediation team and CWVS-R evaluate the cadet's performance and all make a recommendation to the Commandant. These recommendations are based on an objective assessment of acceptable completion of the four areas within the portfolio, adherence to sanctions, and overall conduct. They are also based on an overall subjective assessment of the cadet's internalization of the values of the Honor Code. The overall evaluation/recommendation may be one of successful completion and restoration to the AFCW or unacceptable/deficient performance and disenrollment. These recommendations are included in a decision package routed through CWVS and CWV to the Commandant. The Commandant may delegate authority to CWV for placement and removal from Honor Remediation (disenrollment recommendations still remain with the Commandant).

6.2.2.14. 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 MEP recommends reduction of e) and f), a cadet may request a reduction of additional sanctions via SSS. This request must be coordinated through the appropriate Mission Element Head and approved by CW. Approval of sanction c) reduction requires that the cadet has been removed from all USAFA representation for a minimum of 6 months.

6.2.2.15. Deviations from Commandant's Sanctions.

6.2.2.15.1. Character Passes are available exclusively to those cadets who are performing at a satisfactory level as determined by CWVS-R. Character Pass activities must demonstrate a volunteer spirit or association with a positive influence.

6.2.2.15.1.1. A cadet will be considered for no more than one Character Pass per month during any time of their probation, not to exceed the squadron pass package specific to the cadet's class, at the discretion of the CS AOC.

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

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

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

6.2.2.15.2.1. CS AOC and WHCD-R/CWVS-R review the requested pass and provide recommendations. The authority to approve Character Passes is the CG AOC. Requests should be submitted to CWVS-R no later than 14 days prior to the date of the activity.

6.2.2.15.2.2. 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.

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

6.2.2.15.3. 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 to CWVS-R via SSS no later than 14 days prior to the date of the activity.

6.2.2.15.3.1. 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 CWVS-R and WHCD-R is required, but a SSS request through the chain of command is not necessary.

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

6.2.2.15.4.1. Only the CS AOC can place a cadet in Honor Mentorship if they deem it appropriate.

6.2.2.15.5. 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.

6.2.2.15.5.1. 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.

6.2.2.15.6. Initiators should not consider Honor Mentorship as a substitute for investigating possible violations of the Honor Code. Instead, it is intended for those cases where

the initiator's conscience is clear insofar as Honor Code violations are concerned, but where the cadet's actions seem to have violated the spirit of the Honor Code (i.e., has not internalized the sense of duty to "do the right thing.").

6.2.2.15.7. For enrollment in the program, the CS AOC should contact WHCD-R to initially discuss the cadet's background information and framework requirements. These framework requirements are adjusted at the CS AOC's discretion to best fit the cadet's personal situation. Second, a meeting between the CS AOC, WHCD-R, Deputy Director, Honor, and the cadet to formally place the cadet in the program will occur. The program is normally 3-6 months in length. The following bullets lay out the normal framework for the program. Note that all requirements can be completely adjusted or dropped by the CS AOC.

6.2.2.15.7.1. Journaling follows the same guidance as Honor Rehabilitation

6.2.2.15.7.2. Mentoring, the cadet meets with the SPEA and CS AOC once per month, documented on AF Form 174.

6.2.2.15.7.3. 50 min per month is spent with a Senior Mentor, selected and justified just like Honor Remediation.

6.2.2.15.7.4. The projects consist of reading the *United States Air Force Core Values* handbook and a book of personal choice from a CWVS approved list, with a 4-6 page literary review.

6.2.2.15.8. The Senior Mentor may recommend to the CS AOC whether or not the cadet requires additional or fewer mentoring sessions.

6.2.2.15.9. The Honor Mentorship Program is not a "pass/fail" program. However, the cadet's Senior Mentor and CS AOC: 1) evaluate the cadet's performance during the mentoring period, 2) make an assessment as to whether or not the mentoring period was successful. If the CS AOC determines that a cadet has acted with conduct inappropriate for an officer, they may pursue further action to include Conduct/Aptitude Probation.

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

APPENDIX A

REFERENCES, ABBREVIATIONS/ACRONYMS AND SOURCES

References

AFI 36-3502 Performance Measurement Program for USAFA
USAF AI 36-3535 USAF Academy Honor Review Committee
USAF AI 36-3536 Allocation of Cadet Time

Abbreviations/Acronyms

| | |
|-------------|--|
| AD | Director of Athletics |
| AFCW | Air Force Cadet Wing |
| AMT | Academy Military Trainer |
| CG | Cadet Group |
| CG AOC | Cadet Group Air Officer Commanding |
| CS AOC | Cadet Squadron Air Officer Commanding |
| BCT | Basic Cadet Training |
| 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 |
| CWVS | Director, Honor |
| CWC5 | Honor Education |
| CWVS-R | Honor Remediation Officer/NCO |
| DF | Dean of Faculty |
| DFL | Dean of Faculty, Law Department |
| EXCO | Cadet Honor Executive Committee |
| GHC | Group Honor Chairman |
| GR | Graded Review |
| 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 |
| PFT | Physical Fitness Test |
| SCRB | Squadron Commander Review Board |
| SOU | Statement of Understanding |

| | |
|------------|--|
| SPEA | Squadron Professional Ethics Advisor |
| SSS | Staff Summary Sheet |
| USAFA/CWVW | 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 |

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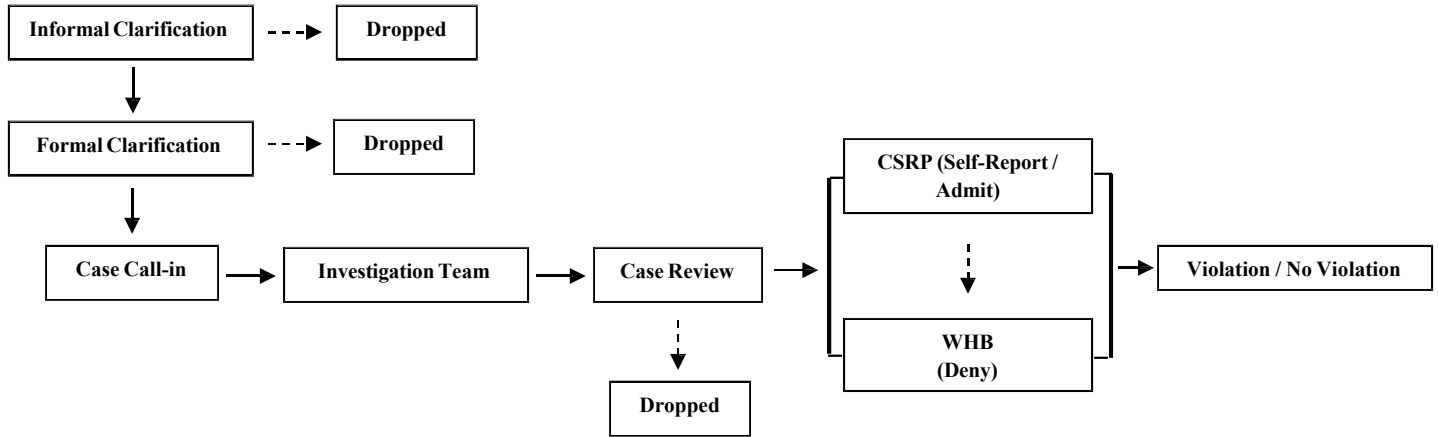
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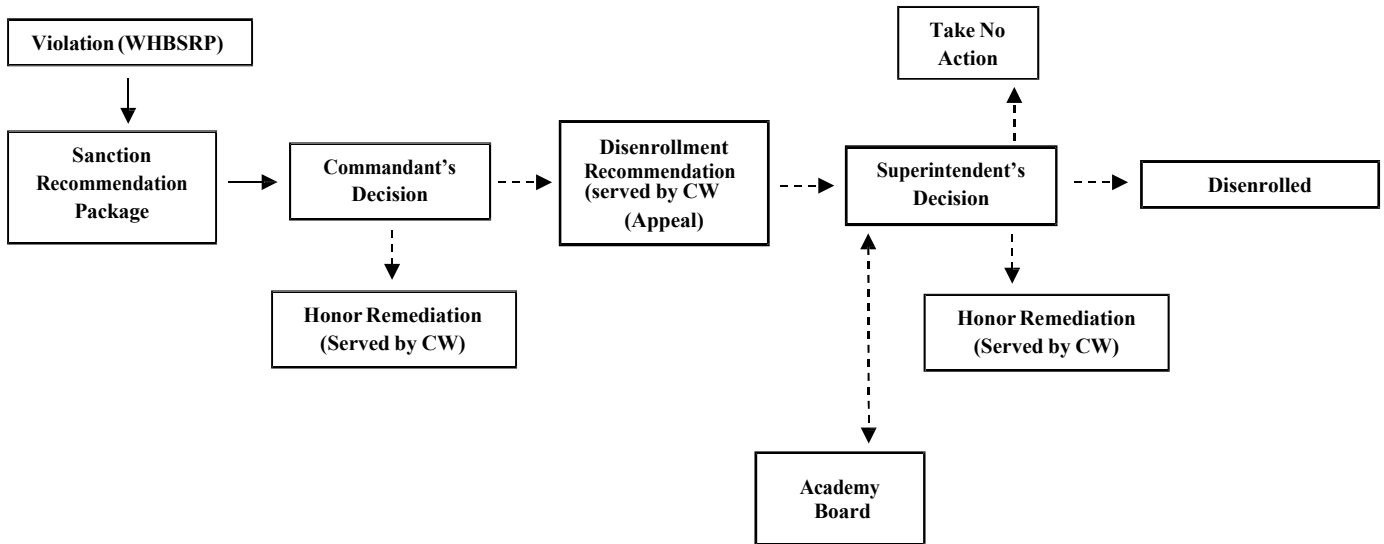
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APPENDIX B HONOR CODE SYSTEM

The figure below depicts the cadet owned and operated Honor Code System. The standard from Case Call-in to violation / no violation is 30 calendar days or less for a CSRP and 45 calendar days or less for a WHB.



In order to maintain the case processing timeline standard of 60 days as described in AFI 36-3502, the Superintendent's decision should be made within 30 calendar days or less of being found in violation.



Note: Break periods (excluding summer periods) and academic finals periods do not count in the 30 (CSRP) / 45 (WHB) and 60 day timelines.

APPENDIX C

HONOR INVESTIGATION PROCEDURES

The following is a step-by-step explanation of the investigation process. When a case is called-in to CWVS, the WHC assigns the case to a GHC, who then becomes the Case Investigative Chairman. The Case Investigative Chairman maintains supervision over the investigation and provides any additional assistance required by the investigators. If the GHC has personal knowledge or possible bias concerning the case, they will notify the WHC immediately. The WHC will make the final determination if a new GHC is assigned as the Case Investigative Chairman.

Section C.1. Investigative Team (IT)

C.1.1. Conduct of the Investigation. The Case Investigative Chairman assigns a case to an IT from a squadron or squadrons other than those of the respondent or initiator. The purpose of this is to minimize any potential conflicts of interest. The IT is normally made up of two members of the 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 CSRPs, WHB, or other official proceedings. If a written statement from a witness is impractical or not forthcoming, the IT prepares a written summary of the testimony based upon personal interview, telephone interview, or other communication with the witness.

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 Cadet Group AOC (CG AOC) office and coordinating with CWVS.

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 process.

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

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 Case Investigative Chairman. The Case Investigative Chairman 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, the WHC, and CWVS review the CEP. During this review, the original package is turned over to CWVS for database update and copying of evidence.

Section D.1. Procedures

D.1.1. The Case Investigative Chairman, WHC, and CWVS 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 Case Investigative Chairman, WHC, and CWVS review the case.

D.1.3. If there is evidence in the CEP to support additional allegations, these allegations may be added by the Case Investigative Chairman, WHC, or CWVS 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 Case Investigative Chairman or the WHC believe the case should be forwarded, the case is forwarded.

D.1.6. If both the Case Investigative Chairman and the WHC believe the case should be dropped, but CWVS 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 CWVS in their notifications using the "CWVS_ALL@usafa.edu" email. If the cadet has an open honor case, CWVS 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, CWVS will notify USAFA/JA and USAFA/JA will flag the departing cadet's record. CWVS 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 CWVS staff via the "CWVS_ALL@usafa.edu" email. CWVS 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 CWVS 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 CWVS, 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 CWVS to discuss the case.

E.1.2.13. Loss of Status as Cadet in Good Standing letter (LOS): Upon adjournment of a CSRP, the Chairman serves the cadet found in violation the LOS from the Commandant. All administrative sanctions are immediately applicable. Additionally, the CSRP Chairman will follow up with the initiator and inform them of the Violation/No Violation outcome of the CSRP outcome.

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 (ref USAFAI 36-3536 Atch 2 A2.3. Appointment Order of Precedence).

E.2.1.1. WHB Chairman. The WHB Chairman is accountable to the Commandant 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. The WHB Chairman is responsible for excusal of members.

E.2.1.1.2.1. The WHB Chairman 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 squadrons other than the respondent's squadron as follows:

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

E.2.1.2.1. At every WHB, regardless of the respondent's class, there are four honor representatives, two members of the cadet chain of command, and three at-large cadets.

E.2.1.2.2. The nine cadets are the only voting members.

E.2.1.2.3. In the event a second-class cadet honor representative is not available to fill the required honor representative slot, the position may be filled by a first-class regardless of the respondent's class.

E.2.1.2.4. 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. The WHB Chairman may waive the requirements for rank within a class year with approval of CWVS (i.e. C/Capt for C/Lt Col). 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 CWVS. The Officer Mentor must observe at least one WHB and receive the required training from CWVS 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. 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 Statement of Understanding (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 3 duty day notification requirement. If the respondent does not waive the 3 duty day requirement, the WHB must be rescheduled to meet the 3 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 insure 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 3 calendar days notification or must waive the requirement. New evidence provided by the respondent must also meet this 3 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 3 calendar days for good cause.

E.2.3. Conduct of a WHB. WHB proceedings are non-adversarial administrative actions having no prosecutor or defense representation. Hence, 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.2.3.2.1. If closed, the only non-participants allowed to attend are Squadron Honor Representatives, EXCO members, CWVS members, BLAs in training, and Officer Mentors in training. The respondent may choose to have their CS AOC, AMT and/or SPEA present.

E.2.3.2.2. 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 CWVS, the WHC may restrict USAFA personnel attendance and/or approve spectators other than USAFA personnel to attend WHB proceedings.

E.2.3.2.3. 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.2.3.2.4. All spectators must be in service dress uniform.

E.2.3.3. The respondent is required to be present during the WHB.

E.2.3.4. The respondent may challenge any voting member for cause and the challenge may be sustained or overruled by the WHB Chairman.

E.2.3.5. Every reasonable effort must be made to have the initiator and witnesses present to testify.

E.2.3.5.1. The WHB Chairman ensures all previously approved witnesses have testified prior to closing the WHB for deliberations.

E.2.3.5.2. Any exceptions to witness ability to testify which is known before the investigation end date must be cleared by the Case Investigative Chairman and the CLA for the case.

E.2.3.5.3. If an initiator or witness cannot be present, every reasonable effort must be made to hear the verbal testimony of initiators and witnesses (telephone, teleconferencing, etc.).

E.2.3.5.4. Should an initiator or witness be unable to testify on the day of the WHB (due to emergency leave, TDY, other duty of higher priority, etc.), the WHB Chairman must consult with the WHC and CWVS 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.2.3.6. The respondent may ask questions of witnesses through the WHB Chairman orally or in writing.

E.2.3.7. The respondent must be given full opportunity to call witnesses with WHB Chairman approval.

E.2.3.8 Relevancy of evidence/testimony. Relevant evidence/testimony is defined as that which tends to make the existence of any fact of consequence to the determination of the action more probable or less probable than it would be without the evidence/testimony. For WHB proceedings, evidence/testimony is normally considered relevant only if it helps 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.2.3.9. The respondent 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.2.3.9.1. 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.2.3.9.2. 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.2.3.9.3. The respondent may choose to submit a written statement for the member's 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.2.3.10. 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.2.3.10.1. After consulting CWVS, 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.2.3.10.2. The WHB may proceed without delay 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 3 calendar day notice.

E.2.3.10.3. The WHB Chairman may grant requests from the respondent for delay beyond the 3calendar days for good cause. If a new WHB is convened, then another set of WHB members is selected.

E.2.3.11. **Deliberations.** After delivering the final instructions, the WHB Chairman, voting members, and Officer Mentor discuss the case in closed deliberations.

E.2.3.11.1. 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.2.3.11.2. For the deliberation sessions, the room is cleared of all other observers and personnel, except EXCO members and CWVS designated personnel under certain conditions listed below.

E.2.3.11.2.1. 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. CWVS designated personnel are allowed to be present as observers to gain knowledge and understanding of the process.

E.2.3.11.3. Observers may not influence the deliberation process nor communicate with the WHB Chairman, voting members, or Officer Mentor while they are in closed session.

E.2.3.11.4. The WHB Chairman may recess the WHB at their discretion to consult with the BLA or CWVS for advice in legal or procedural matters. The WHB Chairman maintains the responsibility to make independent decisions on such matters.

E.2.3.12. . **Voting.** When deliberations are complete, the members vote by secret written ballot.

E.2.3.12.1. 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.2.3.12.1.1. Reasonable doubt is a doubt based on reason and common sense.

E.2.3.12.1.2. A reasonable doubt is not mere conjecture; it is an honest, conscientious doubt suggested by the evidence or lack of it. An absolute mathematical certainty is not required.

E.2.3.12.2. A two-thirds majority vote (6 of 9) is required to find a cadet in violation of the Honor Code. The votes are counted by the WHB Chairman and verified by the Officer Mentor.

E.2.3.12.3. Upon completion of the WHB all ballots are destroyed.

E.2.3.13. **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.2.3.13.1. A cadet found in violation is under all possible sanctions effective immediately.

E.2.3.13.2. 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 (ref 6.2.2.15.4).

E.2.3.14. **Adjournment of the WHB.** Upon adjournment of a WHB, the Chairman serves the cadet found in violation the LOS from the Commandant. All administrative sanctions are immediately applicable (ref 6.2.1).

E.2.3.15. 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 Wing Honor Board Chairman before the voting members reach a decision.

E.2.3.16. **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 1-3 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 presumptive sanction is disenrollment. Under extraordinary circumstances, a WHBSRP may recommend a lesser sanction. The respective WHB Chairman will coordinate with the respondent and CWVS to ensure a WHBSRP occurs within three duty days of a WHB. Extensions to the three day requirement may be granted by CWVS.

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 CWVS members. The respondent may choose to have their CS AOC, AMT and/or SPEA present.

E.3.2.1.2. Personnel assigned to the 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 CWVS, 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.

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 which 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.

APPENDIX F

SANCTIONS RECOMMENDATION PROCEDURES

Section F.1. Sanctions Recommendations.

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. Additional recommendations are provided by the cadet's CS/CC, CS AOC, CG AOC, CWVS and CWV. For WHBs, the respondent will coordinate with CWVS 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. Additional recommendations are provided by the cadet's CS/CC, CS AOC, CG AOC, CWVS and CWV. 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. CWVS will ensure the Cadet receives a copy of the case releasable file meeting documents. The case releasable file documents include:

- a) 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 CG AOC (USAFA Form O-299)
- k) Sanction recommendation from the CSRП or WHBSRP Chairman (MFR), CS/CC (MFR) and CWVS (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 CWVS.

F.2.2. 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.2.3. Only the respondent may request an extension and must submit a letter to CWVS 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.2.2. **Sanctions package.** CWVS assembles the sanction package and routes it through CWV (USAFA Form O-299 and SSS) for their sanction recommendation to the Commandant. 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 Superintendent reach a decision. It will not question cadet interpretation of their Honor Code, nor second-guess the results of a CSRP or WHB.

Section F.3. Recommendation Actions

F.3.1. **Commandant 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 still remain with the Commandant).

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

F.3.1.1.1. CWVS 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 CWVS-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's recommendation is for disenrollment, the cadet may resign or appeal the recommendation to the 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 CWVS whether or not they will appeal.

F.3.1.2.1. Resignation Procedures. The cadet goes to their CS AOC to begin the resignation process (USAFA Form 34). Cadets are reminded to speak with their CS AOC in order to clarify the difference between resigning and being disenrolled.

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

F.3.1.2.2.1. If a cadet appeals the Commandant's recommendation for disenrollment, the case is forwarded to the Cadet Disenrollment office.

F.3.1.2.2.2. Any further legal concerns, considering all inputs, and prepares a forwarding SSS to the Superintendent.

F.3.1.2.2.3. On the case or exercise the option to consult the Academy Board to discuss the case.

F.3.1.2.2.4.1. The Academy Board members are provided a copy of the complete package, to include all matters submitted by the cadet, and the opportunity to review the package prior to convening.

F.3.1.2.2.4.2. The Academy Board convenes and discusses the case and makes a recommendation to the Superintendent.

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

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

F.3.2.1.1. A meeting with the Commandant 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 CWVS-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 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 CWVS. CWVS, 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.

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.

G.3. CHC approval.

G.3.1. The names of those selected for the EXCO and newly elected Squadron Honor Representatives are forwarded to USAFA/CWVV for review/input and then CWVS for final review/approval.

G.3.2. **Tenure.** Since the mechanics of the Honor Code System are physically run by cadets 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 system is consistently administered.

G.3.2.1. Once elected to the CHC, a cadet remains on the committee four semesters. Second-classmen, or Honor NCOs, spend their second-class year learning how to properly conduct cadet duties associated with the system. This is accomplished through training sessions conducted by CWVS 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.3.2.2. 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.3.2.3. Primary SHOs shall not be assigned any other positions in the wing for the semester in which they are primary, and EXCO members shall never hold another position. Only Secondary 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.3.2.4. 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.3.2.5. At the request of the WHC, CWVS may approve EXCO NCOs conducting WHBs/WHBSRPSs/CSRPs prior to Spring Break in extraordinary circumstances.

G.4. Removal/Vacancy

G.4.1. **Removal.** Members of the CHC may be removed for cause. The final authority for removal is the WHC. Only the Commandant may remove the WHC.

G.4.2. **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.