

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3535**

4 JANUARY 2012

Personnel



USAFA HONOR REVIEW COMMITTEE

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, references Air Force Instruction (AFI) 36-3501, *Air Force Academy Operations*, and outlines the duties, responsibilities and specifies the composition of the United States Air Force Academy (USAFA) Honor Review Committee (HRC). This instruction applies to all USAFA personnel, including tenant unit personnel. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

Changes were made to the implementing AFPD and referencing AFI, thus changing the number of this USAFAI. HRC Duties and Responsibilities were revised in paragraph 1. (1.1). HRC Composition was changed to include the Vice Commandant and a third Cadet Group Honor Chairman as voting members in paragraph 2. (2.2 .and 2.18.). Changes were made to reflect office name changes in paragraph 2. (2.3.-2.11.).

1. Honor Review Committee Duties and Responsibilities.

1.1. Maintains the system that administers the Honor Code in accordance with the Air Force Cadet Wing Honor Code Reference Handbook.

1.2. Evaluates the concepts and administration of the honor education program and the Honor System and advises the Headquarters USAFA Superintendent (HQ USAFA/CC). The Commandant's Analyst for Culture & Climate Issues conducts an honor survey periodically to trace honor trends and attitudes within the cadet wing.

1.3. Acts as liaison between the Cadet Honor Committee and the USAFA staff and faculty concerning the concept of the Honor Code, administration of the honor system, and development of honor education.

2. Honor Review Committee Composition.

2.1. HRC Chairman - Commandant of Cadets (USAFA/CW)

2.2. Vice Commandant of Cadets (USAFA/CWV)

2.3. Director Center for Character and Leadership Development (USAFA/CWC)

2.4. Assistant Director for Honor (USAFA/CWCH)

2.5. Assistant Director for Cadet Character Development (USAFA/CWCD) (Advisor)

2.6. USAF Academy Chaplain (HQ USAFA/HC) (Advisor)

2.7. USAFA Dean of Faculty, Philosophy Department Head (USAFA/DFPY)

2.8. USAFA Director of Athletics (USAFA/AD)

2.9. USAFA Director of Admissions (USAFA/RR) (Advisor)

2.10. USAFA Staff Judge Advocate (HQ USAFA/JA) (Advisor)

2.11. USAFA Dean of Faculty, Law Department Head (USAFA/DFL)

2.12. Dean of Faculty Colonel USAFA graduate representative selected/approved by the Dean of Faculty (USAFA/DF)

2.13. Cadet Wing Vice Commander (AFCW/CV)

2.14. Cadet Wing Honor Chairman (AFCW/WHC)

2.15. Cadet Deputy Wing Honor Chairman for Remediation (AFCW/WHCD-R)

2.16. Cadet Deputy Wing Honor Chairman for Education (AFCW/WHCD-E)

2.17. Two Cadet Group Commanders

2.18. Three Cadet Group Honor Chairmen

2.19. The USAFA/CW may appoint additional members, permanent or temporary, as needs may dictate.

3. Committee Procedures.

3.1. Quorum - Eight members or proxies must be present to constitute a quorum. At least one of these eight must be a cadet member.

3.2. Alternates - Designated alternates or proxies may substitute and vote for absent members when a quorum would not otherwise be present.

3.3. Voting - The Committee will vote on proposed changes for administering and teaching the Honor Code. Each member and proxy when needed for a quorum will have an equal vote. A simple majority of the votes is necessary for the issue to pass. In the event of a tie, the HRC Chairman will cast the tie-breaking vote.

4. Subcommittees:

4.1. Honor Review Committee Executive Panel (HRCEP):

4.1.1. Composition:

4.1.1.1. Dean of Faculty Colonel USAFA graduate representative selected/approved by the Dean of Faculty (USAFA/DF)

4.1.1.2. Cadet Wing Honor Chairman (AFCW/WHC)

4.1.1.3. Cadet Vice Wing Commander (AFCW/CV)

4.1.2. Responsibilities.

4.1.2.1. The graduate representative will, in consultation with the Air Force Cadet Wing Honor Chairman, call the HRCEP into session as required to fulfill its responsibilities.

4.1.2.2. Investigate allegations of “improper questions” and recommend appropriate action to the HRC in each case. The HRC will be the final authority on all allegations of improper questions.

4.1.2.3. Review practices within the cadet wing that may be inconsistent with the Honor Code.

4.1.2.4. Develop and review guidelines for use by the cadet wing in determining whether a particular “questionable practice” or “gray area” is a violation of the Honor Code.

4.1.2.5. Consider any unusual situation of “conflict of moral obligations” that involves a “technical violation” with both act and intent, but where the cadet has acted in good faith for a higher moral good and not in contrast with the spirit of the Honor Code. In all cases, the HRCEP will recommend appropriate action to the HRC, and the HRC will be the final authority for deciding a situation involving a “conflict of moral obligation.” The HRCEP will brief all activity at the next meeting of the HRC.

4.1.2.6. If during the review process, both the presiding Group Honor Chairman and the Wing Honor Chairman feel the case should be dropped, but USAFA/CWCH feels the case should be forwarded, the HRCEP will review the case and be the final determinant as to whether or not the case is forwarded or dropped.

5. HRC Meetings. The Superintendent or HRC Chairman may call the HRC into session at any time. As a minimum, the HRC will meet once during the academic year.

6. Minutes. USAFA/CWCH will produce and file (in the USAFA/CWC file plan) minutes for each HRC meeting. The HRC Chairman will review and the HQ USAFA/CC will approve the minutes. Copies of minutes will be provided to USAFA/DF and HRC members.

RICHARD M. CLARK, Brig Gen, USAF
Commandant of Cadets

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-3501, *Air Force Academy Operations*, 28 April 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-35, *United States Air Force Academy*, 25 May 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

HRC—Honor Review Committee

HRCEP—Honor Review Committee Executive Panel

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy