

**BY ORDER OF THE
SUPERINTENDENT**

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

1 JUNE 2023

Personnel

USAFA HONOR REVIEW COMMITTEE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: USAFA/CWVS

Certified by: USAFA/CWV
(Colonel Clarence W. Lukes)

Supersedes: USAFAI36-3535, 23 October 2018

Pages: 4

This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-35, *United States Air Force Academy*, references Department of the Air Force Instruction (DAFI) 36-3501, *United States 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 Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. This publication may not be supplemented or further implemented/extended. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is USAFA/CWVS. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Changes include updating titles to reflect the merge of Character & Honor positions, addition of committee advisors, delegating the USAFA Athletic Director voting member to the AD Vice, and changing the composition of the Honor Review Committee Executive Panel.

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 USAFA Superintendent (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 (Voting Members).

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

2.2. Vice Commandant of Cadets (USAFA/CWV)

2.3. Permanent Professor and Department Head for the Center for Character and Leadership Development (USAFA/AC)

2.4. Director of Honor (USAFA/CWVS)

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

2.6. USAFA Vice Director of Athletics (USAFA/ADV)

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

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

2.9. Cadet Wing Commander (AFCW/CC)

2.10. Cadet Wing Director of Character and Honor

2.11. Cadet Wing Honor Remediation Officer

2.12. Cadet Wing Character and Honor Development Officer

2.13. Two Cadet Group Commanders

2.14. Three Cadet Group Character and Honor Chairmen

3. Honor Review Committee Composition (Advisors).

3.1. Chief Special Actions (CW/CWVS)

3.2. Cross-Curricular Branch Chief (USAFA/CWC5)

- 3.3. USAF Academy Chaplain (HQ USAFA/HC)
- 3.4. USAFA Director of Admissions (USAFA/RR)
- 3.5. USAFA Staff Judge Advocate (HQ USAFA/JA)
- 3.6. CW Permanent Professor (CW/CWX)
- 3.7. CCLD Development Division Chief (USAFA/CCLD)

4. Committee Procedures.

- 4.1. Quorum - Nine members or proxies must be present to constitute a quorum. At least five of these nine must be a cadet member.
- 4.2. Alternates - Designated proxies may substitute and vote for absent members. A proxy can be selected by the primary voting member as that member deems appropriate.
- 4.3. 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, and for the approval of a change to how the Honor Code is administered or changed. In the event of a tie, the HRC Chairman will cast the tie-breaking vote.

5. Subcommittees:

5.1. Honor Review Committee Executive Panel (HRCEP):

5.1.1. Composition:

- 5.1.1.1. USAFA Dean of Faculty, Law Department Head (USAFA/DFL)
- 5.1.1.2. Wing Director of Character and Honor
- 5.1.1.3. Cadet Wing Commander (AFCW/CC)

5.1.2. Responsibilities.

- 5.1.2.1. The USAFA Dean of Faculty, Law Department Head (USAFA/DFL) representative will, in consultation with the Air Force Cadet Wing Honor Chairman, call the HRCEP into session as required to fulfill its responsibilities.
- 5.1.2.2. 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.
- 5.1.2.3. Review practices within the Cadet Wing that may be inconsistent with the Honor Code.
- 5.1.2.4. 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.
- 5.1.2.5. 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.

5.1.2.6. If during the review process, both the presiding Group Honor Chairman and the Wing Honor Chairman feel the case should be dropped, but USAFA/CWVS 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.

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

7. Minutes. USAFA/CWVS will produce and file (in the USAFA/CWC Inventory of Records) 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.

PAUL D. MOGA, Brig Gen, USAF
Commandant of Cadets

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 14 April 2022

DAFPD 36-35, *United States Air Force Academy*, 31 July 2022

DAFI 36-3501, *United States Air Force Academy Operations*, 8 May 2022

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

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

CWVS—Cadet Wing Special Actions Division

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