

MEMORANDUM FOR ALL COMMANDANT OF CADETS PERSONNEL

FROM: USAFA/CW

SUBJECT: Commandant of Cadets Guidance Memorandum for AFCWI 51-201, *Administration of Cadet Discipline*

1. This guidance memorandum implements changes to AFCWI 51-201, *Administration of Cadet Discipline*. To the extent that it is inconsistent with the current AFCWI 51-201, the information herein prevails until publication of a revised instruction.
2. The current version of AFCWI 51-201, *Administration of Cadet Discipline* has been in place for just over one year. Having received and considered input specific to placement and removal authority of cadets being placed on Conduct and/or Aptitude Probation and modifications to the presumptive disenrollment offenses I have approved the attached interim change guidance to the AFCWI 51-201.

STEPHEN C. WILLIAMS, Brig Gen, USAF  
Commandant of Cadets

Attachment:  
Instruction Changes

## **ATTACHMENT**

### **Instruction Changes**

**3.5.3. Presumptive Disenrollment.** The following offenses are to be considered presumptive disenrollment offenses. Cadets found in violation will be met with consistent disciplinary actions and presumptive disenrollment unless there are extreme mitigating circumstances. Disenrollments will be processed in accordance with USAFAI 36-3504, *Disenrollment of United States Air Force Academy Cadets*.

3.5.3.1. The use/abuse of intoxicating substances as defined in Departments of Defense and Air Force Directives or Instructions (DoDD 1010.4; AFI 36-3208 and AFI 44-121).

3.5.3.2. Any alcohol-related offense of an especially aggravated or egregious nature; for example, providing alcohol to someone under the legal age (21), driving with blood alcohol content above the legal limit, and a second alcohol related offense of any type.  
NOTE: This is not an all-inclusive list.

3.5.3.3. A cadet who commits an alcohol offense and subsequently makes a false official statement– written or verbal – to a law enforcement official or their Air Force leadership.

3.5.3.7. Unprofessional relationships with a fourth-class cadet.

3.5.3.8. **DELETED**

3.5.3.9. Hazing as defined by Departments of Defense and Air Force Directives or Instructions (DoDD 1322.22 and AFCWM 36-3501).

3.5.3.10. Any sexual assault or sexual assault of a child as defined in Air Force Instructions (AFI 36-3208, para 5.55; AFI 36-3206, para 3.3).

3.5.3.11. Conviction by civilian authorities or action tantamount to a finding of guilty, when the civilian authority considers such conviction to be a felony, when a punitive discharge would be authorized for the same or closely related offense under the Manual for Courts Martial (MCM), or when the sentence by civilian authorities includes confinement for 6 months or more, without regard to suspension or probation. (See AFI 36-3208, para 5.51 for further definitions).

**4.13. Probation Placement Process.** Table 4.13 illustrates probation placement authority. The probation duration is 6 months. The AOC/GAOC/CWV must perform the following actions to place a cadet on probation (see paragraph 4.15. for information specific for second semester second-class and first-class cadets):

4.13.1. Complete the probation placement letter (Attachment 4), sign and have the cadet sign and acknowledge the letter. NOTE: probation template letter may be amended to suit individual circumstances.

4.13.2. Complete a USAFA Form O-299 (CAMIS).

4.13.3. Forward copies of the following to CWVVD via respective group:

4.13.3.1. Page 1 of USAFA Form O-299. Pages 2 and 3 *are not* included unless the probation package is being forwarded for disenrollment or to CWV.

4.13.3.2. Documentation of offense(s) justifying the probation.

4.13.3.3. Probation placement letter signed by AOC/GAOC/CWV and acknowledged by cadet.

4.13.3.4. SCRB and/or GCRB minutes if applicable (see paragraph 3.9.).

4.13.4. Group AOCs will brief CWVVD on dates and status of all conduct and/or aptitude probations.

4.13.5. Group AOCs will oversee probations within their respective groups to help ensure standardization and consistency.

4.13.6. CWVVD will update the probation in CAMIS.

4.13.7. All original paperwork will be filed in the CPR-II.

Table 4.13

PROBATION PLACEMENT AND REMOVAL AUTHORITY			
Cadet Status	AOC	GAOC	CWV
Basic Cadet	X	X	X
Fourth-Class Cadet	X	X	X
1 <sup>st</sup> Semester* Third-Class Cadet	X	X	X
2 <sup>nd</sup> Semester** Third-Class Cadet	N/A	X	X
1 <sup>st</sup> Semester* Second-Class Cadet	N/A	X	X
2 <sup>nd</sup> Semester** Second-Class Cadet***	N/A	N/A	X
All First Class Cadets***	N/A	N/A	X

\*1<sup>st</sup> Semester is defined as 1 Jun – 31 Dec

\*\*2<sup>nd</sup> Semester is defined as 1 Jan – 31 May

\*\*\*Refer to para 4.15 for specific placement/removal information

**4.14. Probation Removal Process.** Table 4.13 illustrates probation removal authority. The AOC/GAOC/CWV must perform the following actions to remove a cadet on probation (see paragraph 4.15. for information specific for second semester second-class and first-class cadets):

4.14.1. The AOC/GAOC/CWV will make a determination on whether to remove a cadet on probation. The AOC/GAOC/CWV will complete the probation removal letter (Attachment 5), sign it and have the cadet sign and acknowledge the letter.

4.14.1.1. Cadets who have performed **exceptionally** on probation may be considered for early removal.

4.14.1.2. Cadets will remain on probation for at least three months. AOCs may remove the sanctions associated with probation not earlier than two months after the start of probation based on the cadet's level of performance and rehabilitation.

4.14.2. Accomplish a USAFA Form O-299, generated in CAMIS, to complete the probation removal process.

4.14.3. Forward copies of the following to CWVVD via their respective groups:

4.14.3.1. Page 1 of USAFA Form O-299.

4.14.3.2. Probation removal letter signed by the removal authority and acknowledged by the cadet.

4.14.3.3. Copy of the SCRB/GCRB minutes if applicable (see paragraph 3.9.).

4.14.4. CWVVD will update the probation removal in CAMIS.

4.14.5. All original paperwork will be filed in the CPR-II.

**4.15. Placement/Removal Authority for Second Semester Second-Class and First-Class Cadets.**

CWV is the placement/removal authority from conduct and/or aptitude probation for all first-class cadets and second semester second-class cadets. AOCs will forward all three pages of USAFA Form O-299, the complete CPR-II with all documentation, and the probation placement or removal letter for CWV signature, and probation portfolio (if required of the probation). CWV will approve/disapprove probation placement or removal and may add additional sanctions or probation requirements; or may pursue disenrollment actions. CWVVD will retain copies of all documentation. The Commandant may elect to meet with first-class cadets prior to removal from Conduct or Aptitude probation.

**BY ORDER OF THE  
COMMANDANT OF CADETS**

**AIR FORCE CADET WING INSTRUCTION  
51-201**

**23 May 2014**

***Law***



**ADMINISTRATION OF CADET DISCIPLINE**

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**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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**ACCESSIBILITY:** Publications & forms are available on the CWVV Standardization and Evaluation SharePoint site. Links to this address are on the USAFA Portal, Commandant's Page, and Cadet Home Page.

**RELEASABILITY:** There are no restrictions on release of this publication.

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Supersedes AFCWI 51-201, 16 Sept 2013

Certified by CWV  
(Col Dale A. Holland)  
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Air Force leaders act in a decisive manner to influence their subordinates through techniques that include communication, motivation, and setting standards. The result is a unit able to effectively perform a mission. Leaders also improve their unit's abilities through development via education, training, and experience. The result is an enhanced ability to accomplish the unit's assigned missions. Leaders influence and improve their units in order to accomplish their military mission.

Leaders motivate and inspire people by creating a vision of a desirable end-state and keeping them moving in the right direction to achieve that vision. To do this, leaders tailor their behavior toward their fellow Airmen's need for motivation, achievement, sense of belonging, recognition, self-esteem, and control over their lives. Leaders foster growth by insisting that their people focus attention on the aspects of a situation, mission, or project they control. Challenge should be an integral part of every job; for people to learn and excel, they must be motivated. Leaders should provide challenging and enlightening experiences. It is important to identify and analyze success to make the underlying causes and behaviors permanent and pervasive, not temporary and specific. Leaders encourage the learning process by formally recognizing individual and unit success, no matter how large or small. Leaders influence people, improve their abilities, and direct their activities to accomplish their military mission. Leaders ensure the effects that successfully achieve desired objectives (AFDD 1-1).

When leaders fail to effectively influence service members, due to ineffective methods or the willful disregard of the service member, they must ensure military standards and the good order and discipline of the unit are maintained through the use of disciplinary tools. This instruction provides guidelines, standards and procedures to Cadet Wing personnel in the execution and management of counseling, discipline, rehabilitation, and probation.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES.** The revised changes include incorporating all approved changes documented in AFCWI 51-201\_USAFA/CWGMI dated 4 Feb 2014, minor administrative corrections, adding additional information to the list of offenses considered presumptive disenrollment offenses, clearly identifying Squadron Commander Review Boards and Group Commander Review Boards results as recommendations only, approving the use of Charge of Quarters in lieu of confinements, removing the requirement for Aptitude Probation for placement in the Commissioning Education Remediation Program, and documenting failed probation on an Probation Failure Letter and providing a template for use.

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## Chapter 1

### PHILOSOPHY AND STANDARDS

**1.1. Purpose.** The purpose of military discipline systems is to promote justice, to assist in maintaining good order and discipline in the armed forces, to promote efficiency and effectiveness in the military establishment, and thereby to strengthen the national security of the United States. The Cadet Discipline System (CDS) provides commanders and supervisors with an essential and prompt means of maintaining good order and discipline. It also promotes positive behavior changes in service members before nonjudicial punishment or court-martial becomes necessary. The CDS has a four pronged approach to the discipline process: prevention, correction, punishment, and rehabilitation. Preventative discipline is institutionalized by creating an environment where leaders develop the mental and moral character of assigned personnel through deliberate processes. The goals of the system are:

- 1.1.1. Set high standards and expectations and effectively communicate these standards.
- 1.1.2. Provide training on the standards and how to meet them.
- 1.1.3. Evaluate how well people meet standards and provide feedback.
- 1.1.4. Provide remedial training for people who fail to meet standards.
- 1.1.5. Recognize excellence.
- 1.1.6. Provide a system that meets individual needs.
- 1.1.7. Ensure people are treated equitably but not necessarily equally.
- 1.1.8. Maintain a system to address misapplication of discipline, to include the chain of command and the Inspector General (IG) process.
- 1.1.9. Develop a chain of command that sets the example, cares about its people, and builds morale and teamwork.

## Chapter 2

### CONDUCT, DISCIPLINE AND COUNSELING

**2.1. General.** The Cadet Discipline System is designed to ensure each service member is held accountable for his or her actions and that he or she receives counseling, discipline, rehabilitation and monitoring, as appropriate, and that each is properly documented. Commanders and supervisors must evaluate each case on its merits and use discretion to tailor their responses to the unique circumstances of each situation. The CDS provides tools for leaders to document discipline and provide both positive and negative feedback.

**2.2. Conduct.** All service members are expected to conduct themselves with the highest moral, ethical and military standards. Any conduct which reflects discredit upon the Air Force, is in violation of local, state or federal law, or indicates questionable morals, may be considered conduct unbecoming an officer pursuant to Article 133, Uniform Code of Military Justice (UCMJ). Specific standards for cadet conduct are outlined in Air Force Cadet Wing Manual 36-3501, *The Cadet Sight Picture*.

2.2.1. Reporting Conduct. Service members who have knowledge of misconduct on the part of other service members should contact the appropriate military chain of command, or military/civilian law enforcement authorities. Contact your chain of command if you are unsure of how to report misconduct.

2.2.2. Summer Periods. During summer periods, officers in charge (OICs) and summer program group Air Officer Commanding (AOC) will notify the academic year (AY) AOC or group AOC of misconduct requiring administrative action. In the case of cadets being shuffled to another squadron, notify the current and gaining AY AOC.

**2.3. Administrative Actions.** Commanders, supervisors, and other persons in authority can issue administrative counseling, admonitions, and reprimands. These actions are intended to improve, correct, and instruct subordinates who depart from standards of performance, conduct, bearing, and integrity, on or off duty, and whose actions degrade the individual and unit's mission.

2.3.1. AFCW Form 10, *Report of Conduct*. The AFCW Form 10 may be used to document cadet misconduct and adverse actions taken by the chain of command. Refer to [Chapter 4](#) for additional information.

2.3.2. Individual Counseling. Counseling helps people develop good judgment, assume personal responsibility, and solve problems. Counselors help subordinates develop skills, attitudes, and behaviors consistent with maintaining Air Force readiness. First line supervisors and commanders routinely counsel individuals either verbally or in writing, giving advice or reassuring subordinates about specific situations.

2.3.2.1. Verbal Counseling. Commanders and supervisors should conduct verbal counseling when needed. The AF Form 174, *Record of Individual Counseling (RIC)*, records the counseling session. It provides a record of positive or negative counseling and is useful when completing performance evaluations.

2.3.2.2. Letter of Counseling (LOC). Documentation of counseling sessions on bond paper or letterhead constitutes a letter of counseling. An LOC may be used in place of the AF Form 174.

2.3.3. Letter of Admonishment (LOA). An admonishment is more severe than an RIC or LOC and is used to document a more serious or repeated infraction. There are no set rules for when an admonishment should be used instead of counseling or when the action should be written rather than administered verbally. These decisions are based on the judgment and goal of the initiator.

2.3.4. Letter of Reprimand (LOR). A reprimand is more severe than a RIC, LOC, or LOA and indicates a stronger degree of official censure. Because an LOR addresses more serious matters, commanders should never use an RIC, LOC, or LOA when an LOR is more appropriate.

**2.4. Guidelines for Administering LOCs, LOAs, and LORs.** Table 2.1. Administrative, Nonjudicial and Judicial Actions, provides an overview of who may recommend, initiate and/or take disciplinary actions.

2.4.1. Cadet commanders and supervisors may write LOCs and LOAs, and may recommend the AOC initiate an LOR. Written actions will state:

2.4.1.1. What the member did or failed to do, citing specific incidents and their dates.

2.4.1.2. The expected improvement.

2.4.1.3. That further deviation may result in more severe action.

2.4.1.4. That the individual has three duty days to submit rebuttal documents for consideration by the initiator. In calculating the time to respond, the date of receipt is not counted.

2.4.1.5. That all supporting documents received from the individual will become part of the record.

2.4.1.6. That the person who initiates the RIC, LOC, LOA, or LOR has 3 duty days to advise the individual of their final decision regarding any comments submitted by the individual.

2.4.2. The recipient will sign the first endorsement to acknowledge receipt of the document. The AOC or Academy Military Training Non-Commissioned Officer (AMT) will determine which cadets in the chain of command will review these documents.

2.4.3. When all actions are complete, these documents are filed in the CPR-II, Section 2, and documented on an AFCW Form 37, *Conduct Tracker*. Entries may be typed or neatly handwritten. The AOC has primary responsibility for content and control of CPR-IIs.

2.4.3.1. AOCs will ensure their cadet leadership fully understands the purpose and intent of the above tools.

2.4.3.2. The AOC can withhold these tools if he/she feels the cadet chain of command is not executing them properly and/or professionally. The AOC will ensure cadets who fall into this category are retrained appropriately.

2.4.3.3. If cadets have legal or process-oriented questions, they should address them with their AOC. Cadets administering LOCs and LOAs will not contact the Judge Advocate (JA) directly for guidance. If necessary, the AOC may obtain guidance from USAFA/JA.

2.4.3.4. Cadets receiving administrative actions may obtain legal advice from the Area Defense Counsel (ADC).

**2.5. Due Process.** Air Force members must be afforded due process by the chain of command when adverse administrative actions are taken. **Note:** Refer to AFI 36-2907, *Unfavorable Information File (UIF) Program* for additional guidance.

Table 2.1. Administrative, Nonjudicial and Judicial Actions.

Least severe; corrective in nature, least punitive.		Most severe; more punitive.
ADMINISTRATIVE ACTIONS	NON-JUDICIAL PUNISHMENT	JUDICIAL ACTIONS
<p><b><u>CADET ACTIONS</u></b></p> <p>AFCW Form 10 (Category 1, 2 or 3)</p> <p>Verbal counseling/RIC, LOC, LOA</p> <p>SCRB/GCRB</p> <p><b><u>CADETS RECOMMEND TO AOC/AMT</u></b></p> <p>AFCW Form 10 (Cat 4)</p> <p>LOR, NJP under Article 15</p> <p>Conduct and/or aptitude probation</p> <p>Loss of privileges, rank and/or position</p> <p>Disenrollment</p> <p><b><u>AOC ACTIONS</u></b></p> <p>AFCW Form 10 (Category 1-4)</p> <p>Verbal counseling/RIC, LOC, LOA, LOR</p> <p>Conduct and/or aptitude probation</p> <p>(second-class cadets and below)</p> <p>Loss of privileges, rank and/or position</p> <p><b><u>AOC/Group AOC-INITIATED</u></b></p> <p>Security Information File (SIF)</p> <p>Conduct and/or aptitude probation</p> <p>(first-class cadets)</p> <p>Disenrollment action</p> <p><b><u>USAFA/CW</u></b></p> <p>All of the above</p> <p>Conduct and/or aptitude probation</p> <p>(first-class cadets)</p> <p>Late graduation</p> <p><b><u>USAFA/CC</u></b></p> <p>All of the above</p> <p>Administrative discharge/separation</p> <p>Disenrollment</p>	<p><b><u>AOC/GAOC-INITIATED</u></b></p> <p>NJP under Article 15</p> <p><b><u>USAFA/CW</u></b></p> <p>Forfeiture of Pay</p> <p>Reprimand</p> <p>Arrest in Quarters</p> <p>Restriction</p> <p><b><u>USAFA/CC</u></b></p> <p>Forfeiture of Pay</p> <p>Reprimand</p> <p>Arrest in Quarters</p> <p>Restriction</p>	<p><b><u>USAFA/CW</u></b></p> <p>Court-martial</p> <p>- Special</p> <p><b><u>USAFA/CC</u></b></p> <p>Court-martial</p> <p>- General</p> <p>- Special</p>

## 2.6. Nonjudicial Punishment (NJP).

2.6.1. Nonjudicial Punishment. Commanders have broad options when pursuing violations of the UCMJ. Those options include, but are not limited to:

2.6.1.1. Trial by court-martial.

2.6.1.2. Offering nonjudicial punishment pursuant to Article 15 of the UCMJ.

2.6.2. Under normal circumstances, most commanders pursue court-martial action for serious criminal offenses. In other situations where offenders violate the UCMJ, the commander may determine criminal prosecution is not warranted, and instead may pursue action under Article 15.

2.6.3. If commanders choose not to pursue punitive sanctions against subordinates who commit minor criminal offenses, they may instead invoke various administrative remedies. As is always true in determining the appropriate forum for disposing of any criminal offense, commanders should consider many factors, including: the seriousness and nature of the offense, the maximum sentence a court-martial could impose, the offender's age, rank, experience, and any other unique factors particular to the case.

2.6.4. While it is true that all cases deserve individual scrutiny on their own merits, it is also true that an offense is generally not considered "minor" if a general court-martial could punish the offense with a dishonorable discharge or confinement for more than one year.

2.6.5. Cadets are considered officers for NJP purposes. Commanders should note that while standards of proof do not apply to Article 15 proceedings, the cadet is entitled to demand trial by court-martial. If a demand for trial is made, proof beyond a reasonable doubt by competent evidence would be a prerequisite for conviction and punishment.

**2.7. Filing of Documents Under Article 15.** When a cadet receives nonjudicial punishment, related documents will be filed in the cadet's personnel record (CPR-II, Section 2) and in a UIF at the cadet group office. **Note:** When making copies of records of punishment under Article 15 for distribution, the cadet-submitted matters must be attached to the records of punishment.

## 2.8. Execution of Nonjudicial Punishment Under Article 15.

2.8.1. Goal. The first and most critical step in processing actions under Article 15 is the timeliness in which action is taken. This is to promote swift corrective action and meaningful rehabilitation of the service member. The actions under Article 15 should be completed no later than 20 calendar days from the date it was offered. Contact USAFA/JA for the Article 15 checklist.

2.8.2. Requirements. Provide USAFA/JA with all available evidence pertaining to the offense. Keep in mind that the commander does not have to wait for an investigation to be completed if sufficient evidence is available to support charging the offense.

2.8.3. Authority. Only the Commandant of Cadets or the Superintendent will impose NJP on cadets.

2.8.4. Admission of Guilt. It is important to note that a service member's acceptance of the nonjudicial punishment under Article 15, once offered by the commander, is not an admission of guilt. Rather, it is a decision by the service member to have his or her guilt or

innocence (and possibly punishment) assessed by the commander, rather than by a court-martial.

2.8.5. Court-Martial Options. Convening authorities should pursue a general court-martial (GCM) if the intent is to confine or dismiss a cadet. However, cadets can be sent to a special court-martial if the convening authority deems appropriate. **Note:** The special court-martial cannot sentence cadets to confinement or dismissal.

2.8.6. Area Defense Counsel (ADC). Cadets may contact the ADC at anytime for counsel. Civilian defense lawyers may be used in a court-martial at defendant's expense.

**2.9. Administrative Hold.** Once a cadet is presented with NJP, the cadet may be placed on administrative hold when directed.

2.9.1. Cadet group AOCs generate administrative hold letters.

2.9.2. Cadets on administrative hold may not be considered for any personnel action (i.e. TDY, graduation) without first coordinating through their chain of command and receiving approval from their group AOC.

2.9.3. Passes can be taken if approved by group AOCs.

**2.10. Leave.** Cadets who are restricted as the result of nonjudicial punishment will not be authorized to take leave (summer, Thanksgiving, winter, or spring periods) without the expressed approval of the Commandant of Cadets. Any request for personnel action should be submitted at least 72-hours in advance. Blanket requests will not be approved.

**2.11. Voluntary Resignations.** Cadets on administrative hold will not normally be allowed to voluntarily resign. On a case-by-case basis, the Commandant of Cadets can approve the voluntary resignation of a cadet on administrative hold. If approved, AOCs will work with USAFA/JACD to coordinate the voluntary resignation of a cadet on administrative hold.

## **2.12. Unfavorable Information Files (UIFs)**

2.12.1. Definition. A UIF is a formal repository for unfavorable information regarding a member's conduct, bearing, behavior, or integrity (both on and off-duty). The purpose of a UIF is to maintain an official record of derogatory data. The existence of a UIF will be reflected in the individual's personnel record. **NOTE:** Guidance for initiating, establishing, removing, and updating UIFs is found in AFI 36-2907, *Unfavorable Information File (UIF) Program*.

2.12.2. Guidelines. Certain documents are automatically filed in a UIF. Other documents may be filed in a UIF at the commander's discretion. Examples of documents that require the creation of a UIF and must be filed in a UIF include: court-martial convictions and nonjudicial punishment under Article 15. Discretionary items that could be filed by the commander are memorandums, LOCs, LOAs and LORs. AFCW Forms 10 will not be filed in a UIF.

2.12.3. UIF monitors will be appointed by the group AOC and UIFs will be maintained at the group office.

2.12.4. If the commander elects to file discretionary information in a UIF, the individual must be notified of the UIF action in accordance with AFI 36-2907, paragraph 1.3.2.

2.12.5. The commander must initiate UIF action using an AF Form 1058, *Unfavorable Information File Action*, for optional entries (LOCs, LOAs, and LORs). With this form, the commander provides the individual with written notification of the commander's intent to take UIF action. The individual then has three duty days to prepare and submit a statement of extenuation, mitigation or rebuttal. Table 2.2. provides a synopsis of UIF filing guidelines:

**Table 2.2. UIF Filing and Forwarding Guidelines**

<b>MANDATORY ENTRIES</b> (removal date)
1. Court-Martial convictions (4 yrs or PCS + 1 yr, whichever is later)
2. Article 15 documents (2 yrs)
3. Civilian convictions where maximum possible confinement exceeds 1 yr (4 yrs or PCS + 1 yr, whichever is later)
<b>EARLY REMOVAL AUTHORITY:</b> USAFA/CW has early removal authority.
<b>OPTIONAL ENTRIES</b> (removal date)
1. LOC (1 yr) – [if not maintained in a UIF, then in the CPR-II until graduation.]
2. LOA (1 yr) – [if not maintained in a UIF, then in the CPR-II until graduation.]
3. LOR (2 yrs) – [if not maintained in a UIF, then in the CPR-II until graduation.]
4. All other civilian convictions (1 yr).
<b>FORWARDING INSTRUCTIONS FOR GRADUATING FIRST-CLASS CADETS</b>
Contact CWVVD for procedures.

2.12.6. UIF Execution Checklist for Group AOCs. Group AOCs must receive the following documentation from the AOC/AMT and/or USAFA/JA: AF Form 1058, *Unfavorable Information File Action* (if required), LOA/LOR or Article 15 (Article 15 should come from legal), a member's written response (if provided), and any other supporting documentation (SFS reports, off-base arrest report, etc).

2.12.6.1. Complete AF Form 1137, *Unfavorable Information File Summary*.

2.12.6.2. Place all documents in a SF 66, *Official Personnel Folder*.

2.12.6.3. Complete a label (1x4) with individual's name and grade.

2.12.6.4. Place the folder in File Plan using Table 36-16, Rule 1.0.



## Chapter 3

### COMMAND TOOLS

**3.1. General.** The most serious administrative tool available to a commander is the initiation of involuntary administrative separation. An administrative separation or discharge is the process through which Air Force members are involuntarily and permanently separated from USAFA. The service of a cadet may be characterized as Honorable, General (Under Honorable Conditions), and Under Other Than Honorable Conditions (UOTHC). A cadet who is disenrolled and was at USAFA for less than 180 days will receive an entry-level separation. In the cases involving military misconduct and aptitude for commissioned service, cadets may be recommended for disenrollment in accordance with AFI 36-3504, *Disenrollment of United States Air Force Academy Cadets* and USAFAI 36-3504, *Disenrollment of United States Air Force Academy Cadets*.

**3.2. The Academy Board.** This board of senior Academy officers may be consulted by the Superintendent on cases of deficient cadets, approves cadets for return or reappointment to the Academy (in accordance with 10 U.S.C. §9351) following their disenrollment, establishes graduation standards, and performs other functions specified in USAFAI 36-2003, *The U.S. Air Force Academy Board*.

**3.3. Summer Training Review Committee (STRC).** The STRC is a standing committee of the Academy Board. At the end of each summer training period, the STRC will review cadets of all classes who are deficient in the completion of pass or fail summer training programs in accordance with USAFAI 36-3523, *Review and Disposition of Deficient Cadets*.

**3.4. Board of Officers.** The Superintendent appoints a board of officers which hears evidence, produces a report based on the facts, and provides a non-binding recommendation to the Superintendent. After reviewing the board's report, the Superintendent may consult with the Academy Board before taking further action.

**3.5. Disenrollment Actions.** The AOC will recommend disenrollment action for a deficient cadet. Deficient cadet is defined as a cadet who fails to meet the required standards in conduct, training, athletic, or academic proficiency, or aptitude for commissioned service. The method of disenrollment will be determined by the Superintendent, the Commandant of Cadets, or a designated agent. Disenrollment actions will be considered after the cadet:

3.5.1. Has been afforded a full and fair opportunity to be rehabilitated (via conduct and/or aptitude probation) but has failed to meet minimum standards or probation requirements, and is not suitable for commissioning; or

3.5.2. Has engaged in conduct so egregious, or has had a pattern of misconduct, such that rehabilitation is unlikely without dedicating disproportional resources to that rehabilitation. Without significant rehabilitation, the cadet is not suitable for commissioning.

3.5.3. Presumptive Disenrollment. The following offenses are to be considered presumptive disenrollment offenses. Cadets found in violation will be met with consistent disciplinary actions and presumptive disenrollment unless there are extreme mitigating circumstances. Disenrollments will be processed in accordance with USAFAI 36-3504 *Disenrollment of United States Air Force Academy Cadets*

3.5.3.1. The use/abuse of intoxicating substances as defined in Departments of Defense and Air Force Regulations (DoDD 1010.4; AFI 36-3208 and AFI 44-121)

3.5.3.2. Any alcohol-related offense of an especially aggravated or egregious nature; for example, providing alcohol to someone under the legal age (21), driving with blood alcohol content above the legal limit, and a second alcohol related offense of any type  
NOTE: This is not an all-inclusive list.

3.5.3.3. A cadet who commits an alcohol offense and subsequently makes a false official statement – written or verbal – to a law enforcement official or their Air Force leadership.

3.5.3.7. Unprofessional relationships with a fourth-class cadet.

3.5.3.8. Serious incidents of intimate behavior in the cadet area.

3.5.3.9. Any confirmed act of hazing.

**3.6. Honor System Impact on Disenrollment.** The Disenrollment Authority may consider documented Honor Code Violations, Honor Probation (past or current) performance as grounds for disenrollment. However, the Disenrollment Authority will not consider Honor Code allegations which have not been resolved.

**3.7. Late Graduation.** The Commandant of Cadets, in conjunction with the group/squadron AOC, will identify first-class cadets who do not meet USAFA standards for graduation and commissioning. Late graduates will assume a job within the Cadet Wing, and be closely monitored and evaluated for graduation and commissioning, or disenrollment. The supervising official, AOC, group AOC, and USAFA/CWV will make recommendations regarding the suitability of a cadet for graduation to the Commandant of Cadets.

3.7.1. Suspense for determining definite late graduates is 1 May. Potential late graduates will be identified at the earliest opportunity.

3.7.2. Criteria for placing a cadet on the Late Graduate List (LGL):

3.7.2.1. Medical issues that may render cadets ineligible for commissioning.

3.7.2.2. Probation which extends past graduation (athletic, honor, conduct, or aptitude probation).

3.7.2.3. Failure to complete academic requirements.

3.7.2.4. UCMJ action which may not be resolved prior to graduation.

3.7.2.5. Pending disenrollment actions.

3.7.2.6. On-going investigations.

3.7.2.7. Placement on the Weight Management Program.

3.7.2.8. Other situations:

3.7.2.8.1. Cadets in their ninth semester, if for other than academic reasons (cadets in a ninth semester for academics only are included on a separate list).

### 3.7.3. Late Graduation Administrative Procedures:

3.7.3.1. Cadets will be notified in writing when they are placed on or removed from the LGL (see Attachments 2 and 3).

3.7.3.2. AOCs will draft necessary notification letters and route them to the Commandant of Cadets for signature. The notification letters will be filed in the cadet's CPR-II, Section 3.

3.7.3.3. The status of cadets on the LGL will be briefed to the Commandant of Cadets weekly or as needed per the direction of the Commandant of Cadets.

3.7.3.4. AOCs are responsible for tracking their cadets during the summer periods.

3.7.3.5. Additions, deletions, or updates will be coordinated by the academic year AOC.

### 3.7.4. Late Graduate Cadet Status:

3.7.4.1. Late graduates will have first-class cadet status and will receive first-class cadet pay.

3.7.4.2. All late graduates should contact Cadet Pay prior to their class graduation. Failure to contact Cadet Pay may result in the late graduate not being paid.

3.7.4.3 The squadron AOC will assign duties at his/her discretion (e.g., formations, parades, and other military training).

3.7.4.4. Late graduates are not entitled to single-person rooms.

3.7.4.5. Late graduates will not receive a Military Performance Appraisal (MPA).

**3.8. Security Information Files (SIF).** SIFs are a means of limiting or eliminating a service member's access to classified information. If a cadet's performance or behavior brings into question whether he or she can be trusted with classified information, the AOC should initiate the establishment of a SIF and make a recommendation that a cadet's access to classified information should be suspended, denied, or revoked. AOCs will coordinate SIF actions with the USAFA/CW Security Manager.

3.8.1. Impact of a SIF. The ramifications of establishing a SIF are significant. Officer candidates must possess a Secret security clearance prior to commissioning. A cadet who does not meet this minimum requirement will be ineligible for commissioning. The lack of a security clearance can also adversely affect personnel attempting to obtain employment outside the Department of Defense with organizations and companies requiring clearances. **Note:** Establishment of a UIF does necessitate the establishment of a SIF. Service members with UIFs may still receive a clearance depending on the specifics of the case.

3.8.2. Authority. In accordance with AFI 31-501, *Personnel Security Program Management*, commanders will determine if SIFs are warranted. The Central Adjudication Facility (CAF) has the final authority and ultimate responsibility for all security clearance issues, to include granting, suspending, and revoking clearance.

### 3.9. Commander Review Boards.

3.9.1. Squadron Commander Review Board (SCRB). The purpose of a SCRB is to allow the cadet chain of command to review cadet performance, take disciplinary action and/or make

recommendations to the AOC. SCRBs will be initiated by the cadet squadron commander. The squadron commander may convene a SCRB to recommend disciplinary actions, to consider placing a cadet on or removing a cadet from conduct and/or aptitude probation; or to recommend forwarding a cadet for disenrollment (the commander can recommend concurrent probation placement with a disenrollment recommendation). The squadron commander will sign a memorandum summarizing the SCRB's deliberation and make a recommendation to the AOC. The final action or recommendation is at the discretion of the squadron commander, and will not be subject to a board vote. Other cadets on the board serve as advisors to the commander. **Note:** Cadets are not entitled to the presence of the ADC or other civilian defense counsel during the SCRB proceedings.

3.9.1.1. SCRBs will be convened at the discretion of the cadet squadron commander. Table 4.6, Progressive Demerit Table, is provided as a guide to when an SCRB should be considered.

3.9.1.2. AOC/AMT Roles in the SCRB. The AOC or AMT will not run the SCRB but instead will act as an advisor and facilitator. The AOC or AMT may stop proceedings to advise the subject of their rights if he or she suspects the subject may be guilty of a crime which the subject has not admitted under prior advisement. The AOC or AMT may provide feedback to board members once the SCRB has concluded.

3.9.1.3. The SCRB is comprised of the cadet squadron commander and other first- and second-class cadets in good standing who serve on the board to advise the commander. A typical SCRB includes the following members:

3.9.1.3.1. Squadron commander.

3.9.1.3.2. Squadron operations officer.

3.9.1.3.3. Subject's flight commander.

3.9.1.3.4. Subject's element leader or immediate supervisor.

3.9.1.3.5. Squadron superintendent or first sergeant.

3.9.1.3.6. An additional first- or second-class cadet from outside the chain of command.

3.9.1.3.7. Recorder (normally the operations NCO).

3.9.1.3.8. AOC and/or AMT (as advisor).

3.9.1.3.9. Additional members or silent observers are permitted at the discretion of the cadet squadron commander.

3.9.1.4. Sanctions Considerations. The following actions should be considered in the SCRB recommendation: demerits, confinements, tours, restriction, disenrollment, journaling, squadron project, community service, briefing to squadron, counseling with senior officer mentor, counseling with cadet chain of command, counseling with AOC or AMT, revocation of class privileges to include but not limited to passes, use of Haps Place, alternate room arrangements, CCLD program involvement and vehicle access.

3.9.1.5. Recorder and Recommendation. The recorder will draft a recommendation for the cadet squadron commander. The cadet squadron commander's recommendation

will be forwarded to the AOC for consideration and will be included in all probation placement and removals, and disenrollment recommendation packages. The original copy of the memorandum will be filed in the cadet's CPR-II, Section 3. The recorder will draft minutes of the SCRB on letterhead and document the following: purpose of the SCRB, members in attendance, specific conduct or problem being addressed, and the cadet squadron commander's recommendation (disciplinary actions, probation placement, removal, extension, disenrollment, etc). SCRB discussion minutes may be included but are not required. The cadet squadron commander will sign the minutes and forward to the AOC.

3.9.2. Group Commander Review Board (GCRB). The purpose of the GCRB is to allow the cadet chain of command to review cadet performance, take disciplinary action and/or make recommendations to the group AOC. The GCRB provides a progressive review of those cadets whose fitness for commissioning has been called into question due to their substandard performance and/or behavior. The group commander will sign a memorandum summarizing the GCRB's deliberation. The final action or recommendation is at the discretion of the commander, and will not be subject to a board vote. Other cadets on the board serve as advisors to the group commander. **Note:** Cadets are not entitled to the presence of the ADC or other civilian defense counsel during the GCRB proceedings.

3.9.2.1. The GCRB is comprised of the cadet group commander and other first- and second-class cadets in good standing, who serve on the board to advise the commander. A typical GCRB includes the following members:

3.9.2.1.1. Group commander.

3.9.2.1.2. Deputy group commander.

3.9.2.1.3. Group director of operations.

3.9.2.1.4. Group superintendent and/or group operations NCO (as recorder).

3.9.2.1.5. GAOC or designated representative (as advisor)

3.9.2.1.6. Additional members as deemed appropriate by the cadet group commander (e.g., squadron commanders outside the subject cadet's chain of command).

3.9.2.1.7. The subject cadet's chain-of-command (AOC or AMT, commander, flight commander, and element leader) may attend the GCRB as observers.

3.9.2.2. A GCRB will convene only after a SCRB has taken place and as directed by the cadet group commander.

3.9.2.3. Before the GCRB convenes, the cadet group commander, cadet deputy group commander and the cadet chain of command of the cadet being reviewed should meet to review the minutes of the SCRB, the cadet's CPR-II (if necessary and appropriate), and any documentation pertinent to the proceedings of the disciplinary process.

3.9.2.4. Recorder and Recommendation. The recorder will draft a recommendation for the cadet group commander to sign. The cadet group commander's recommendation will be forwarded to the Group AOC for consideration and will be included in all probation placement and removals, and disenrollment recommendation packages. The original

copy of the memorandum will be filed in the cadet's CPR-II, Section 3. The recorder will draft minutes of the GCRB on letterhead and document the following: purpose of the GCRB, members in attendance, specific conduct or problem being addressed, and the cadet group commander's recommendation (disciplinary actions, probation placement, removal, extension, disenrollment, etc.). GCRB discussion minutes may be included but are not required. The cadet group commander will sign the minutes and forward to the Group AOC.

NOTE: Recommendations for SCRBS/GCRBs are only recommendations. Higher level commanders may concur or non-concur with purposed disciplinary, probation, and/or disenrollment actions.

## Chapter 4

### CADET DISCIPLINE AND REHABILITATION TOOLS

**4.1. Cadet Discipline System (CDS).** The CDS includes the use of AFCW Forms 10, demerits, confinements, work details, tours, and restriction. This system is intended to enhance and add to the options available within the UCMJ. Furthermore, these tools are intended to adhere to the principles and desired outcomes of the Officer Development System (ODS). The CDS allows for the discretion required by leaders to correct behavior and enforce standards. It is imperative that leaders make decisions based on individual circumstances and with the goal of rehabilitation in mind. This system is not a substitute for good leadership and guidance, which often corrects substandard performance and behavior before punishment becomes necessary.

4.1.1. Objectives. The objectives of the CDS are to reinforce personal and organizational accountability, increase adherence to standards and improve duty performance. The CDS provides progressive disciplinary measures which deter, punish, and rehabilitate cadets following misconduct. It is also used to track patterns of substandard behavior to assess a cadet's aptitude for military service and commissioning.

4.1.2. Intent. The intent of the CDS is to give commanders and supervisors disciplinary tools and to ensure fairness and equity across the Cadet Wing.

**4.2. UCMJ and CDS.** LOCs and LOAs may be replaced by actions under the CDS in many cases, but their use remains an option for the chain of command. LORs and nonjudicial punishment can be used as appropriate discipline measures alone or in conjunction with an AFCW Form 10. Nonjudicial punishment in conjunction with a Form 10 should be the exception, not the standard. The decision to move from the CDS to the UCMJ will be made by the chain of command based on the circumstances surrounding the situation.

**4.3. AFCW Form 10 Procedures.** The AFCW Form 10 documents behavior to include substandard performance, with or without corrective action, as well as exceptional performance. It may be used to document a counseling session without demerits, confinements, tours, or restriction.

4.3.1. Categories of Offenses. Offenses and associated sanctions are organized into categories. These categories are summarized in Tables 4.1 through 4.4.

4.3.1.1. The following examples are provided as a guide, and are not directive in nature. The chain of command has the latitude to recommend and award punishment based on the merits of the situation. Commanders and supervisors must use good judgment and discretion when evaluating each case.

4.3.1.1.1. Category 1: minor deviations from dress and appearance standards, first-time late or unexcused absence from class or formation, and minor deviations from room standards.

4.3.1.1.2. Category 2: major or repeated deviations from dress and appearance standards, repeated late or unexcused absence from class or formation, improper pass usage or improper sign-out procedures, major or repeated deviations from room standards, and positive dormitory inspection (DI) accounted for.

4.3.1.1.3. Category 3: unauthorized absence from the cadet area (OTF), positive DI unaccounted for, possession of unauthorized weapons per the Cadet Sight Picture (CSP), maintaining an unauthorized vehicle, failure to obey a lawful order.

4.3.1.1.4. Category 4: unauthorized absence from the cadet area (OTF), failure to obey a lawful order, intimate behavior in the cadet dormitories, demonstrated unprofessional relationship, dereliction of duty, and physical maltreatment/hazing.

4.3.1.2. Consider class year, intent, seriousness of offense, and forthrightness when determining sanctions. Upper-class cadets, especially those in key leadership positions, are held to a higher standard. Therefore, more serious actions should be considered for higher-ranking cadets.

4.3.1.3. Tours may be considered for category 3 and category 4 offenses. Refer to paragraph 4.10 for all alcohol related offenses.

4.3.1.4. Commanders and supervisors should **pay particular attention to the definition and intent of each category.**

**Table 4.1. Category 1 Offenses.**

Definition & Intent	Recommended Sanctions	Forms	Awarding Official
<p><u>DEFINITION:</u> Minor offenses that are deemed isolated, negligent (verses willful), and non-habitual.</p> <p>These infractions indicate a temporary deviation from adherence to standards and performance of duty.</p> <p><u>INTENT:</u> Identify and correct offenses. Provide non-punitive action to deter future offenses.</p>	1-10 Demerits	<p>AFCW Form 10</p> <p><u>or</u></p> <p>RIC/LOC</p>	Element leader or above*

\* Or equivalent based on the current unit of assignment.



**Table 4.2. Category 2 Offenses.**

Definition & Intent	Recommended Sanctions	Forms	Awarding Official
<p><b>DEFINITION:</b> Repeated Category 1 offenses or more serious first-time offenses.</p> <p>These offenses may indicate willful deviation from standards and/or required duty performance.</p> <p><b>INTENT:</b> Identify and correct offenses that are considered contrary to good order and discipline and officer development. Provide some punitive action to deter future offenses.</p> <p>By themselves, these offenses do not call into question a cadet's aptitude for military service or commissionability.</p>	<p>10-30 Demerits</p> <p><u>and</u></p> <p>1-20 Confinements</p> <p><u>and</u></p> <p>Loss of pass privileges for 1-3 weeks</p>	<p>AFCW Form 10</p> <p><u>and/or</u></p> <p>RIC/LOC or LOA</p>	<p>Flight commander or above*</p>

\* Or equivalent based on the current unit of assignment.

**Table 4.3. Category 3 Offenses.**

Definition & Intent	Recommended Sanctions	Forms	Awarding Official
<p><b>DEFINITION:</b> Repeated Category 2 offenses or one-time offenses that indicate significant, willful misconduct and/or serious negligence in the performance of duty.</p> <p><b>INTENT:</b> Identify, document and correct offenses that are <u>contrary</u> to good order and discipline, officer development, and the Profession of Arms. Provide stronger punitive action to deter future offenses.</p> <p>These offenses <u>may call into question</u> a cadet's aptitude for military service and commissionability.</p> <p>Complete, accurate documentation is essential for Category 3 offenses.</p>	<p>30-70 Demerits</p> <p><u>and</u></p> <p>20-50 confinements and/or tours</p> <p><u>and</u></p> <p>Loss of pass privileges for 1-3 months</p> <p><u>consider</u></p> <p>Conduct and/or aptitude probation</p>	<p>AFCW Form 10</p> <p><u>and/or</u></p> <p>LOA</p> <p><u>or</u></p> <p>LOR</p>	<p>Sq/CC* or above for Form 10 or LOA</p> <p>AOC* or above for LOR</p>

\* Or equivalent based on the current unit of assignment.

**Table 4.4. Category 4 Offenses**

Definition & Intent	Recommended Sanctions	Forms or Other Actions	Awarding Official
<p><b>DEFINITION:</b> Repeated Category 3 offenses or one-time offenses that are considered egregious misconduct or failure to perform duty.</p> <p><b>INTENT:</b> Identify, document and correct offenses that are <u>incompatible</u> with good order and discipline, officer development and the Profession of Arms. Provide stronger punitive action to deter future offenses.</p> <p>These offenses, by their nature, <u>call into question</u> a cadet's aptitude for military service and commissionability.</p> <p>Complete, accurate documentation is essential for Category 4 offenses.</p>	<p>70-110 Demerits</p> <p><u>and</u></p> <p>50-100 confinements and/or tours</p> <p><u>and</u></p> <p>Loss of pass privileges for 3-6 months</p> <p><u>and</u></p> <p>Conduct/aptitude probation</p>	<p>AFCW Form 10</p> <p><u>and/or</u></p> <p>LOR</p> <p><u>or</u></p> <p>NJP</p> <p><u>or</u></p> <p>Court-martial</p>	<p>AOC* or above</p> <p>Commandant or above for NJP or court-martial</p>

\* Or equivalent based on the current unit of assignment.

4.3.2. Reporting Officials. Cadets, faculty and staff may act as reporting officials (ROs) to initiate an AFCW Form 10. The AFCW Form 10 and any supporting documentation will be forwarded to the initial processor as listed in Table 4.5. ROs outside the cadet's chain of command will not make punishment recommendations. Note: Electronic submission is encouraged to shorten processing times.

**Table 4.5. Reporting Official and Initial Processor.**

Cadet on Form 10	Reporting Official	Initial Processor
Squadron Assigned	Officer, enlisted, or civilian	AOC
	Cadet	Cadet squadron first sergeant
Group Staff Assigned	Officer, enlisted, or civilian	Group AOC
	Cadet	Cadet group superintendent
Wing Staff Assigned	Officer, enlisted, or civilian	Vice Commandant of Cadets
	Cadet	Cadet Wing Ops NCO

4.3.3. Initial Processing. ROs will forward all AFCW Forms 10 to the respective cadet's chain of command for processing. The squadron first sergeant, group superintendent, or wing operations NCO will log the AFCW Form 10 and forward to the cadet's immediate supervisor (element leader/equivalent or above).

4.3.3.1. After discussing the alleged offense with the cadet and the cadet exercises options as defined in paragraph 4.3.4, the supervisor will submit a sanction recommendation to the cadet chain of command. The final sanction and level of approval will be determined based on the offense (reference Tables 4.1 – 4.4 and 4.10 – 4.12).

4.3.3.2. The chain of command will consider published guidance, cadet performance, and history of disciplinary action when making a recommendation.

4.3.3.3. Before a sanction is awarded, it must be reviewed by a member of the chain of command one level higher than the awarding official. This person may not direct the awarding official to change the sanction, but may take responsibility for the disciplinary action and award a different sanction.

4.3.3.3.1. If a higher-level commander non-concurs and assumes the awarding official role, a new AFCW Form 10 will be generated. The old AFCW Form 10 will be attached as supporting documentation.

4.3.3.4. After the form is signed, the squadron operations NCO (or equivalent) will oversee processing through final coordination and ensure it is filed in Section 2 of the CPR-II, and annotated on the AFCW Form 37, *Cadet Conduct Summary*.

4.3.4. Cadet Options. Cadets must respond and deliver the AFCW Form 10 to their supervisor. Cadets must date and initial the AFCW Form 10 (initialing the AFCW Form 10 in not an admission of guilt). The cadet may check the MFR Attached block to provide additional information he or she would like the chain of command to consider. The MFR must be completed within three duty days. If the cadet declines to provide a memorandum, the AFCW Form 10 will be forwarded to the appropriate approving authority for action based on the available facts.

4.3.5. Signing Out. Cadets may sign out on passes before the AFCW Form 10 process is completed unless directed otherwise by the chain of command. Cadets may, with approval from their squadron commander or equivalent, begin serving their tours and/or confinements prior to the final processing of their AFCW Form 10. Cadets are not required to serve tours and/or confinements prior to final AFCW Form 10 processing. This decision should be based on the nature of the offense.

4.3.6. Chain of Command Processing. The awarding official in the Final Processing block will be the person in the subject's chain of command authorized to award the final sanction. Once the sanction is approved by the proper awarding official and reviewed by the next higher authority, it will be presented by the awarding official, in the presence of the cadet's supervisor, for signature. The awarding official will counsel the cadet on the sanction/corrective action face-to-face. This counseling will include future expectations and appropriate feedback as a minimum. Both the cadet and awarding official will sign the AFCW Form 10 and return it to the operations NCO for final processing.

4.3.7. Final Processing. Final coordination includes notifying the RO, obtaining AOC, group AOC or Vice Commandant signature (as required) on the AFCW Form 10, Section VII, entering the event on the AFCW Form 37, *Individual Cadet Conduct Summary*, and filing the AFCW Form 10 in Section 2 of the cadet's CPR-II. Notification of final disposition to the RO will be accomplished by the initial processor (Table 4.5). In order to make the punishment effective, processing should take no more than five duty days from start to finish. Extenuating circumstances and coordination may take longer for higher-level offenses.

4.3.7.1. Report all category 3 and higher offenses to CWVVD. CWVVD will support the Wing Director of Operations and the Chief of Current Operations in preparing a monthly Status of Discipline meeting for both the cadet and officer chain of command.

**4.4. Cadet Demerits.** Demerits are a metric reviewed when considering a cadet for probation or disenrollment. Therefore, standardization across the Cadet Wing is vital. The total number of demerits a cadet earns over a semester, year or career, may trigger additional disciplinary actions or reviews. The demerit maximums per period are listed in Table 4.6. The chain of command will formally review records of cadets reaching cumulative demerit maximums. Demerits will be tracked on the AFCW Form 37 *Individual Cadet Conduct Tracker* in Section 2 of the CPR-II.

4.4.1. Demerits do not expire, nor can they be subtracted from career totals based on “merits” resulting from positive Forms 10 for exceptional performance.

**Table 4.6. Progressive Demerits.**

Cumulative Demerits	Time Frame	Recommended Actions
50	Semester	SCRB, counseling with Sq/CC & AOC, consider conduct/aptitude probation
100	Year	GCRB, counseling with Gp/CC & group AOC, conduct/aptitude probation
150	Year	AOC recommendation (Form O-299) to retain or disenroll; conduct/aptitude probation
200	Cadet Career	Possible appearance before Cadet Wing CC & Commandant, ineligible for graduation with military distinction; consider for disenrollment

**4.5. Multiple Offenses.** The category of offense determines the range of demerits and sanctions and the level of the awarding authority. When the combination of offenses in one incident exceeds the authorized demerit/sanctions total of the awarding authority, list all conduct violations on one AFCW Form 10. Forward the form through the chain of command to the appropriate level of authority with recommendations. Do not separate offenses into multiple AFCW Forms 10 to keep the awarding official at a lower level in the chain of command.

**4.6. Cadet Confinements.** A confinement is a 1-hour, and 50-minute period spent studying in a lecture hall with a monitor. Table 4.7 depicts a normal weekend confinement schedule; actual schedules are published weekly.

4.6.1. The Wing Director of Operations coordinates with the squadron operations officers and group directors of operations to generate the master confinement list each week.

4.6.2. Cadets serve confinements in designated lecture halls as published weekly.

4.6.3. Cadets qualified as squadron SDOs will serve as monitors for confinements. The Wing Director of Operations will generate a confinement monitor schedule NLT Taps each Wednesday.

4.6.4. Confinements will be served as follows:

4.6.4.1. Time Keeping. The designated monitor will synchronize his or her clock with the U.S. Naval Observatory Master Clock prior to the confinement period (DSN 762-

1401 or <http://tycho.usno.navy.mil/what.html>). The monitor's clock is used to determine the official start and stop of the confinement period.

4.6.4.2. Confinement Log. Monitors will direct cadets serving confinements to sign the AFCW Form 33, Confinement Log, before the start of each period.

4.6.4.3. Uniform. The uniform for cadets serving and monitoring confinements is service dress. Monitors will perform a personal appearance inspection (PAI) of all cadets assigned confinements prior to the start of the day's first confinement period.

4.6.4.4. Cell Phones. Cadets serving confinements may not have cell phones in the lectinar.

4.6.4.5. Seating. Cadets will maintain a minimum of one empty seat between one another.

4.6.4.6. Electronic Devices. Laptops may only be used for academic purposes. Cadets will not listen to music, use social media, or watch movies during confinements.

4.6.4.7. Restroom Breaks. Restroom breaks should occur between confinements. By exception, cadets may use the nearest restroom and return to their seat without delay. Cadets who make repeated trips to the restroom during a confinement period will not receive credit for the confinement.

4.6.4.8. Illness and Form 18s. Cadets authorized an alternate uniform for medical purposes must show the confinement monitor their Form 18. Cadets who are unable to sit an entire confinement period due to medical reasons may not serve confinements.

4.6.4.9. Communication. Cadets serving confinements will not talk to others. By exception, cadets may raise their hand and speak with a monitor, when given permission. Group study and group projects are not authorized.

4.6.4.10. Infractions. Cadets who arrive late, sleep, disturb other cadets, violate confinement rules or act inappropriately, as determined by the monitor, will be given an AFCW Form 10 and dismissed from the lecture hall. They will not receive credit for the confinement and will return for the start of the next period. Monitors are not required to give warnings for misconduct. Monitors will document infractions of this guidance on AFCW Form 40, *Confinement and Tour Incident Report Log*.

4.6.4.11. Safety. If emergencies arise during a confinement period, the monitor will ensure the safety of the cadets serving confinements and notify the SOD as soon as practical.

4.6.5. At the end of each confinement period the monitor will initial the bottom half of the "confinement period" block for each confinement served satisfactorily. Each group director of operations will review and sign all AFCW Forms 33 and forward copies to ALL squadrons no later than Taps the night prior to each academic week. This identifies all cadets who served confinements, as well as any missing cadets, for their respective squadrons to track or correct.

4.6.6. Charge of Quarter (CQ) in lieu of confinements. Squadrons may approve a cadet sitting CQ in lieu of confinements. Cadet sitting CQ will follow the criteria:

4.6.6.1. One confinement will equal two hours sitting CQ.

4.6.6.2. Confinement Log. Squadron Duty Officers (SDOs) will ensure tracking via AFCW Form 33, Confinement Log, before the start of each CQ shift.

4.6.6.3. Uniform. The uniform for cadets serving CQ in lieu of confinements is service dress. SDOs will perform a personal appearance inspection (PAI) of cadet assigned to sit CQ in lieu of confinements prior to the start of CQ shift.

4.6.4.4. Cell Phones. Person cell phone use is prohibited.

4.6.4.5. Electronic Devices. Laptops may only be used for academic purposes. Cadets will not listen to music, use social media, or watch movies.

4.6.4.6. Infractions. Cadets, who arrive late, sleep, disturb other cadets, violate CQ rules or act inappropriately, as determined by the SDO, will be given an AFCW Form 10 and they will not receive credit for the CQ shift. SDO's are not required to give warnings for misconduct and will notify squadron leadership of all disciplinary issues during a CQ period.

**Table 4.7. Cadet Confinement Schedule.**

Confinement #	Day	Confinement Time	Note:
1	Friday	1800 - 1950	1,3
2	Friday	2000 - 2150	3
3	Saturday	0800 - 0950	3,4,5
4	Saturday	1000 - 1150	3,4,5
5	Saturday	1300 - 1450	3,4,5
6	Saturday	1500 - 1650	3,4,5
7	Saturday	1800 - 1950	2,3,4,5
8	Saturday	2000 - 2150	3,4,5
9	Sunday	0800 - 0950	3
10	Sunday	1300 - 1450	3
11	Sunday	1500 - 1650	3

**Notes:**

1. *Reconditioning, intercollegiate practice, religious services, directed training and airmanship programs take precedence over this confinement period. Cadets participating in these programs will start their first confinement period at 2000 on Friday.*
2. *On Saturdays with home football games, this will be the time of the first mandatory confinement, unless otherwise specified by the Wing Director of Operations.*
3. *Cadets may attend one religious service per weekend (Friday, Saturday, or Sunday).*
4. *During three-day weekends, use periods 3,5,6,7, and 8 on Sunday; and use periods 3, 4, 5, and 6 on Monday.*
5. *Airmanship programs, intercollegiate practices, and directed training take precedence over some Saturday confinement periods. The cadet is required to coordinate this with their chain of command the day prior and serve the first available confinement after their program.*

**4.7. Cadet Tours.** A cadet tour is a 1 hour period spent marching in silence in front of the Honor Wall, under the supervision of the tour monitor. One five minute break is authorized each hour. Table 4.8 details the normal weekend tour schedule; actual schedules are published weekly.

4.7.1. The Wing Director of Operations coordinates with the squadron operations officers and group directors of operations to generate the master tour list each week.

4.7.2. Cadets who can serve as Squadron SDOs will serve as monitors for mass tours. A tour monitor schedule will be generated each week by the Wing Director of Operations, NLT Taps on Wednesday.

4.7.3. Tours will be served as follows:

4.7.3.1. Time Keeping. The designated monitor will synchronize his or her clock with the U.S. Naval Observatory Master Clock prior to the confinement period (DSN 762-1401 or <http://tycho.usno.navy.mil/what.html>). The monitor's clock is used to determine the official start and stop of the confinement period.

4.7.3.2. Tour Log. Monitors will direct cadets serving tours to sign the AFCW Form 41, *Squadron Tour Report*, immediately before the start of each tour period.

4.7.3.3. Uniform. The uniform for tours is service dress (with overcoat if required), service caps, and white gloves. Prior to the start of each day's first tour period, monitors will perform a PAI of all cadets assigned tours for the day.

4.7.3.4. Cell Phones. Cadets serving tour may not have cell phones in the tour area.

4.7.3.5. Pacing. Cadets will march tours with an M-14 rifle single-file at double interval IAW AFMAN 36-2203, *Drill and Ceremonies*. Proper facing movements and weapon handling must be followed.

4.7.3.6. Restroom Breaks. Restroom breaks will occur between tours. Cadets who leave the tour area to use the restroom during a tour period will not receive credit for the tour.

4.7.3.7. Illness and Form 18s. Cadets who cannot march tours or wear service dress due to medical reasons may not serve tours.

4.7.3.8. Communication. Cadets serving tours will not talk to others.

4.7.3.9. Infractions. Cadets who arrive late, talk during tours, disturb other cadets, violate the rules governing tours, or act inappropriately as determined by the tour monitor will be given an AFCW Form 10 and dismissed from the tour pad. They will not receive credit for the tour and are will return for the start of the next period. Monitors are not required to give warnings for misconduct. Monitors will indicate violations of this guidance on AFCW Form 40, *Confinement and Tour Incident Report Log*.

4.7.3.10. Inclement weather: Cadets will march tours in inclement weather in accordance with USAFA Environmental Training Conditions/UOD Decision Matrix, to include marching in rain and snow as long as it is safe to do so. During severe weather, the tour monitor will coordinate with the Senior Officer of the Day, Officer of the Day, Wing Operations NCO, or Wing Director of Operations to move to the Fairchild Hall parking garage. Cadets will not march tours inside of a building unless authorized by the Officer of the Day or Wing Director of Operations.

4.7.3.11. Safety. If emergencies arise during a tour period, the monitor will take action to ensure the safety the cadets and will notify the SOD as soon as practical.

4.7.4. At the end of each tour period, the SDO will initial the bottom half of the “tour period” block for each tour served satisfactorily. Each group director of operations will review and sign all AFCW Forms 41 and forward copies to ALL squadrons no later than Taps the night prior to each academic week. This identifies all cadets who served tours, as well as any missing cadets, for their respective squadrons to track or correct.

4.7.5. Confinements may be substituted for tours at AOC direction for cadets on a Form 18 that precludes marching tours and for cadets on academic probation and experiencing significant academic hardship. In the case of academic probation, the number of confinements allowed will not exceed the number of Weekend Academic Call to Quarters (WACQs) assigned. The remaining tours will be served as tours.

**Table 4.8. Cadet Tour Schedule**

<b>Tour #</b>	<b>Day</b>	<b>Tour Time</b>	<b>Note:</b>
1	Friday	1730-1825	1,3
2	Friday	1830-1925	1,3
3	Friday	1930-2025	3
4	Friday	1930-2025	3
5	Saturday	0730-0825	3,4,5
6	Saturday	0830-0925	3,4,5
7	Saturday	0930-1025	3,4,5
8	Saturday	1030-1125	3,4,5
9	Saturday	1230-1325	3,4,5
10	Saturday	1330-1425	3,4,5
11	Saturday	1430-1525	3,4,5
12	Saturday	1530-1625	3,4,5
13	Saturday	1730-1825	2,3,4,5
14	Saturday	1830-1925	3,4,5
15	Saturday	1930-2025	3,4,5
16	Saturday	2030-2125	3,4,5
17	Sunday	0730-0825	3
18	Sunday	0830-0925	3
19	Sunday	1230-1325	3
20	Sunday	1330-1425	3
21	Sunday	1430-1525	3
22	Sunday	1530-1625	3

**Notes:**

1. Reconditioning, intercollegiate practice, religious services, directed training and airmanship programs take precedence over this tour period. Cadets participating in these programs will start their first tour period at 1930 on Friday.
2. On Saturdays with home football games, this will be the time of the first mandatory tour, unless otherwise specified by WG/DO.
3. Cadets may attend one religious service per weekend (Friday, Saturday, or Sunday).
4. During three-day weekends, use periods 5, 6, 9, 10, 11, 12, 13, 14, 15, and 16 on Sunday; and use periods 6, 7, 8, 9, 10, 11, and 12 on Monday.



*5. Airmanship programs, intercollegiate practices, and directed training take precedence over some Saturday tour periods. The cadet is required to coordinate this with their chain of command the day prior and serve the first available tour after their program.*

**4.8. Cadet Work Details.** A work detail is 1-hour of supervised manual labor to satisfy a formal USAFA work request. A work detail is performed in lieu of a tour or confinement. Work details support various USAFA mission partners by providing supplemental manning to help meet mission needs. Examples include general cleaning, waste removal, event setup or breakdown, building sanitation, ground maintenance, and parking zone enforcement.

4.8.1. The Wing Director of Operations is responsible for implementation and monitoring of the work detail program.

4.8.2. Work Detail Requests. USAFA-assigned officers, NCOs, and civilians may submit area improvement work detail requests. Requests must be submitted by email to the Wing Director of Operations NLT Taps on Tuesday for details the following week. Requests must include justification for the request, location, task description, safety considerations, required completion date and estimate of man-hours required for completion. CWVV will approve and prioritize up to three work detail requests per weekend. The Wing Director of Operations will notify requestors NLT Taps Thursday of the preceding week as to the status of their request. Cadet Wing Staff is not responsible for unsupported requests, unfinished tasks, or improper work.

4.8.3. Uniform. Cadets will wear ABUs with web belt, a full canteen, work gloves, and ABU jacket (as required by weather). The work detail supervisor may direct changes to the duty uniform based on the task.

4.8.4. Supervision. The work detail POC (listed on the work request) is responsible for supervising the work detail, ensuring the work is done properly, and that all cadets are actively working. The appointed supervisor can be a first class cadet in good standing, officer, NCO, or civilian. The supervisor must be present for the entirety of the work detail. If duties are dispersed, multiple supervisors must be appointed.

4.8.5. Selection. When approved and prioritized work requests are available, confinement and tour monitors will inform cadets of that option upon reporting for their tour/confinement period. Cadets who pass a PAI and are not otherwise restricted from work details may volunteer on a first come, first served.

4.8.5.1. A work detail may count for multiple tours/confinements based on the time required to complete the detail. Cadets chosen for the detail are expected to work the entire time.

4.8.5.2. The entire group of cadets serving confinements or tours may be requested for high priority details by the Commandant of Cadets (or a designated representative). Selected cadets will return to their rooms to change into ABUs and then report to the work detail location at a time specified by the monitors.

4.8.6. Cadet Work Detail Execution.

4.8.6.1. The supervisor will take accountability, brief cadets on the specific work to be done, hand out materials or tools as applicable, and cover applicable safety hazards.

4.8.6.2. Cadets are expected to work quietly and constantly, taking breaks as necessary for the given task. They may not listen to music, watch TV, or use computers for entertainment.

4.8.6.3. Cadets may be dismissed from the work detail for violating the above rules, repeated disregard for safety, or any behavior the supervisor deems unacceptable. Any dismissed cadets will be sent back to their rooms to change and report to the next confinement/tour period.

4.8.6.4. Dismissal. The detail supervisor will dismiss the detail at the end of the area improvement detail or scheduled. The supervisor will contact the tour/confinement monitor and report the work detail complete. If there are confinement/tour periods still scheduled for the day after a cadet completes a work detail, they must change into service dress and report to the next scheduled confinement/tour period.

4.8.6.5. Inclement Weather. In the case of inclement weather, the supervisor may move the work detail to a suitable alternate location or cancel it.

4.8.6.6. The supervisor may NOT create a new work request for the detail, or change the details of the work request approved by the Wing Director of Operations for any reason. Cancelled work details may be sent to join another approved detail, only after approval by the tour/confinement monitors.

**4.9. Restriction Under the CDS.** Restriction under CDS is actually the loss of pass privileges which results in restriction of movement to the Cadet Area. Cadet limits and passes are defined in AFCWMAN 36-3501, *The Cadet Sight Picture* (CSP). Cadets on AFCW Form 10 restriction may not sign-out on passes or depart the Cadet Area (as defined in AFCWMAN 36-3501) without approval from their squadron AOC, group AOC, or the Vice Commandant (as appropriate). If approved, cadets are required to sign-out on a discretionary pass IAW the CSP for accountability purposes. **Note:** Cadets serving restriction as nonjudicial punishment may not leave USAFA without written approval of the Commandant of Cadets.

**4.10. Cadet Alcohol-Related Disciplinary System.** The Cadet Alcohol-Related Disciplinary System (CARDS) reinforces moderate and responsible alcohol use by cadets of legal age while discouraging misuse and abuse. It is consistent with the Air Force Core Values, CSAF's Wingman concept, and USAFA's mission. CARDS serves as a deterrent and applies strict, visible, disciplinary action for alcohol-related incidents (ARIs). Table 4.9, *Examples of Alcohol-related Offenses*, provides guidelines to determine whether UCMJ, CARDS, CDS discipline, or a combination of two or more should be used. **Note:** In addition to disciplinary actions, cadets with alcohol-related infractions will be directed to undergo a Substance Abuse Prevention Services (SAPS) evaluation. AOCs are required to refer cadets to SAPS within seven days of any CARDS incident.

4.10.1. Cadets who are on probation for an alcohol-related incidents are restricted from participation in intercollegiate athletic competitions (to include bowl or title games, NCAA-sanctioned tournaments, and pre-season or non-conference games), club events, or musical and theater performances.

**Table 4.9. Examples of Alcohol-related Offenses.**

<b>Almost always handled under UCMJ or Administrative Action and CARDS</b>	<b>Can be handled under UCMJ, Administrative Action and/or CARDS</b>	<b>Administrative Action and/or CDS Category 2 or 3</b>
<ul style="list-style-type: none"> <li>- Assault while under the influence</li> <li>- Driving Under the Influence (DUI)</li> <li>- Driving While Ability Impaired (DWAI)</li> <li>- Providing alcohol to minors</li> <li>- Drunk and disorderly</li> <li>- Drunk on duty</li> </ul>	<ul style="list-style-type: none"> <li>- Underage consumption of alcohol</li> <li>- Underage possession of alcohol</li> <li>- Unprofessional or disruptive conduct exacerbated by alcohol</li> <li>- Facilitating underage drinking or other alcohol-related misconduct</li> <li>- Drinking in the dorms</li> <li>- Consuming alcohol at unauthorized location on USAFA grounds</li> <li>- Excessive use of alcohol</li> <li>- Drinking on SCA without Commandant's approval</li> </ul>	<ul style="list-style-type: none"> <li>- Condoning alcohol-related misconduct</li> </ul>

4.10.2. Categories of Offenses. Offenses and associated sanctions are organized into categories. These categories are summarized in Tables 4.10. and 4.11. Due to the seriousness of alcohol related offenses, they have been re-categorized as Category 3 and 4 to maintain parity with other non-alcohol related CDS offenses.

4.10.2.1. The following examples are provided as a guide, and are not directive in nature. The chain of command has the latitude to recommend and award punishment based on the merits of the situation. Commanders and supervisors must use good judgment and discretion when evaluating each case.

4.10.2.1.1. Category 3 Alcohol Offenses: underage drinking, excessive use of alcohol, facilitating underage drinking or other alcohol related misconduct.

4.10.2.1.2. Category 4 Alcohol Offenses: providing alcohol to a minor, DUI, underage age drinking with other collateral misconduct, and assault while under the influence.

4.10.3. Category 3 Offenses. Sanctions under category 3 may include:

4.10.3.1. Administrative action (LOR).

4.10.3.2. Nonjudicial punishment under Article 15 of the UCMJ.

4.10.3.3. CARDS sanctions including tours.

4.10.3.4. Six-months conduct and aptitude probation.

4.10.3.4.1. Cadets who have exceeded probation expectations may be considered for early removal.

4.10.3.4.2. Cadets will remain on probation for at least three months. AOCs may remove the sanctions associated with probation not earlier than two months after the start of probation based on the cadet's level of performance and rehabilitation.

4.10.3.4.3. Early removal authority from alcohol probation resides with the Vice Commandant of Cadets.

4.10.3.5. Public presentation of the offense at the wing, group, and/or squadron-level.

4.10.3.6. Meeting with Commandant of Cadets and cadet's chain of command (element leader to AOC and/or direct representatives, Wing Commander, Vice Wing Commander and Wing Director of Operations).

4.10.3.6.1. If a cadet is a member of a club, the club's officer-in-charge and cadet-in charge may be present.

4.10.3.6.2. If a cadet is a member of an intercollegiate sports team, the team's captain and head coach may be present.

4.10.3.7. Alternate uniform wear schedule.

4.10.3.8. Community service projects.

4.10.3.9. Loss of driving privileges IAW Table 4.12 and USAFAI 31-218 for alcohol incidents involving vehicle use. **Note:** Table 4.12 sanctions do not include leave periods.

4.10.4. Category 4 Offenses. Sanctions under category 4 may include everything listed under category 3 and disenrollment.

4.10.5. Alcohol and Wingmanship. Alcohol impairs judgment and frequently causes people under the influence to attempt actions that endanger themselves and/or others. USAFA requires that cadets take responsibility and accountability for themselves and their wingmen; therefore, all cadets are required to make a reasonable attempt to intervene, either verbally or physically, when they notice a situation deteriorating to the point that someone is in physical danger. This includes, but is not limited to allowing other cadets to: operate a motor vehicle under the influence, consume unsafe amounts of alcohol; or initiate fights with other individuals. Cadets are expected to intervene *regardless of their military relation* to the other cadet. All cadets are Wingmen. However, cadets are not required to intervene to the extent that they put themselves in danger. **NOTE:** Condoning alcohol misuse is not a CARDS violation, but is punishable under the CDS for failure to exercise leadership. Condoning underage alcohol consumption is defined as the verbal or non-verbal approval by a ranking cadet given to a subordinate or peer to consume alcohol illegally. This applies to intercollegiate and club team captains over the members of their teams.

4.10.5.1 Cadets may be found in violation of 'condoning' alcohol consumption if they:

4.10.5.1.1. Give verbal approval or clearly imply approval for a subordinate to engage in alcohol-related misconduct.

4.10.5.1.2. Fail to take any action, verbal or physical, to stop a subordinate from committing or continuing to commit an alcohol violation, to include willfully ignoring the actions of the subordinate.

4.10.5.1.3. Do not report the subordinate to his or her squadron commander or AOC within 24-hours after being unable to stop the subordinate from committing or continuing to commit an alcohol violation.

4.10.5.2. Cadets are not expected or required to investigate violations of alcohol policy based on second-hand allegations.

4.10.5.3. Cadets who serve as designated drivers or who otherwise assist in returning another cadet to USAFA or another location, and do not at any point facilitate alcohol-related misconduct, are not guilty of condoning alcohol misconduct.

**Table 4.10. Category 3 CARDS Offenses.**

Definition & Intent	Recommended Sanctions	Forms	Awarding Official
<p><u>DEFINITION</u>: Alcohol-related misconduct deemed isolated but indicates significant, willful misconduct and/or serious negligence in the performance of duty.</p> <p><u>INTENT</u>: Identify, document and correct offenses that are <u>contrary</u> to good order and discipline, officer development, and the Profession of Arms. Provide strong punitive action to deter future alcohol offenses.</p> <p>These offenses <u>may call into question</u> a cadet's aptitude for military service and commissionability.</p> <p>Complete, accurate documentation is essential for Category 3 offenses.</p>	<p>50-90 Demerits</p> <p><u>and</u></p> <p>30-70 Tours</p> <p><u>and</u></p> <p>Loss of pass privileges for 3-6 months</p> <p><u>and</u></p> <p>Conduct/aptitude probation</p> <p><u>and</u></p> <p>Vehicle sanctions IAW Table 4.12 (if applicable)</p>	<p>AFCW Form 10</p> <p><u>and</u></p> <p>LOA or LOR</p>	AOC*

\* Or equivalent based on the current unit of assignment.

**Table 4.11. Category 4 CARDS Offenses.**

Definition & Intent	Recommended Sanctions	Forms or Other Actions	Awarding Official
<p><b>DEFINITION:</b> Alcohol-related offenses, which may or may not be isolated, that are considered egregious.</p> <p><b>INTENT:</b> Identify, document and correct offenses that are <u>incompatible</u> with good order and discipline, officer development and the Profession of Arms.</p> <p>These offenses, by their nature, <u>call into question</u> a cadet's aptitude for military service and commissionability. Disenrollment is likely.</p> <p>Complete, accurate documentation is essential for Category 4 offenses.</p>	<p>90-130 Demerits</p> <p><u>and</u></p> <p>70-120 Tours</p> <p><u>and</u></p> <p>Loss of pass privileges for 6 months</p> <p><u>and</u></p> <p>Conduct/aptitude probation</p> <p><u>and</u></p> <p>Vehicle sanctions IAW Table 4.12 (if applicable)</p>	<p>AFCW Form 10</p> <p><u>and</u></p> <p>LOR</p> <p><u>or</u></p> <p>NJP</p> <p><u>or</u></p> <p>Court-martial</p>	<p>AOC*</p> <p>Commandant or above for NJP or court-martial</p>

\* Or equivalent based on the current unit of assignment.

**Table 4.12 CARDS Offense Vehicle Recommendations**

Class Year	Category 3 CARDS Offenses Involving Vehicles	Category 4 CARDS Offenses Involving Vehicles (except DUI)	DUI Offense
First-class	Unable to own or maintain a vehicle at USAFA until graduation	Unable to own, maintain or operate any vehicle at USAFA until graduation	Unable to own, maintain or operate any vehicle at USAFA until graduation
Second-class	Unable to own or maintain a vehicle at USAFA for 1 year	Unable to own, maintain or operate any vehicle at USAFA for 1 year	
Third- and fourth-class	Unable to own or maintain a vehicle at USAFA until first-class year	<p>Unable to own or maintain a vehicle at USAFA until first-class year</p> <p><u>and</u></p> <p>Unable to operate any vehicle at USAFA for 1 year</p>	

#### 4.11. Positive Incentives, Awards and Rewards.

4.11.1. AOCs have the authority to add privileges for superior performance. The Cadet Wing has multiple cadet awards and a detailed awards program to recognize superior performers. Positive performance is recognized individually with MPAs and wing-wide via Outstanding Squadron System (OSS). AFCW Forms 10 can be used to document positive behavior. AOCs/AMTs, cadets and staff are also encouraged to use positive reinforcement methods and awards at the appropriate level.

4.11.2. Letters of Appreciation. USAFA staff, AOCs/AMTs and external agencies are encouraged to recognize superior performance with Letters of Appreciation, which can be sent to the AOC memorandum or email format. AOCs will store copies of such documents in the CPR-II, Section 2.

#### 4.12. Conduct and Aptitude Probations.

4.12.1. General. Cadets demonstrating an unwillingness and/or inability to adapt to the standards expected of officer candidates at USAFA may be placed on conduct and/or aptitude probation by their AOC. Probation is a rehabilitative tool used to help return a cadet to good standing in the cadet wing. If a cadet fails to meet probation requirements, as determined by the AOC, the AOC may recommend disenrollment.

4.12.2. Conduct Probation. Conduct probation is used when a cadet has had one or more significant disciplinary offenses. This type of probation is normally tied to specific misconduct and/or behaviors.

4.12.3. Aptitude Probation. Aptitude is broadly defined as the personality, capacity and inclination to adapt to military customs, responsibilities and lifestyle. Aptitude for military service also includes strength of character and the willingness to accept limits on one's personal freedoms that military service often requires in order to ensure good order and discipline. Aptitude probation is appropriate when a cadet's ability to serve as a commissioned officer is called into question, and is used in cases where a cadet:

4.12.3.1. Has demonstrated a pattern of poor conduct and/or judgment.

4.12.3.2. Is on two or more probations (academic, athletic, honor and/or conduct).

4.12.3.3. Is on one probation and very weak in another area.

4.12.3.4. Deleted

4.12.3.5. Has failed to make progress in meeting weight and/or body fat standards on at least two occasions. **Note:** Refer to USAFAI 36-2002, *Cadet Weight and Fitness Program*, for additional information and guidance.

4.12.3.6. Has received a Referral Report as defined in USAFAI 36-2401, *Military Performance Appraisal*.

4.12.3.7. Fail to demonstrate mastery in the as identified on the USAFA Performance Feedback Worksheet competencies, specific to their class, at a level of often or above IAW USAFAI 36-2401, *Military Performance Appraisal*.

4.12.4. In cases where a cadet falls under both categories, the cadet may be placed on both probations concurrently. Conduct and Aptitude Probations are used when the AOC determines the cadet's ability to succeed as a cadet and an officer is in question.

**4.13. Probation Placement Process.** The AOC (or group AOC) is the authority for placing second-, third- and fourth-cadets on conduct and/or aptitude probation. The probation duration is 6 months. The AOC must perform the following actions to place a cadet on probation (see paragraph 4.15. for first-class cadets):

4.13.1. Complete the probation placement letter (Attachment 4), sign and have the cadet sign and acknowledge the letter. NOTE: probation template letter may be amended to suit individual circumstances.

4.13.2. Complete a USAFA Form O-299 (CAMIS).

4.13.3. Forward copies of the following to CWVVD via respective group:

4.13.3.1. Page 1 of USAFA Form O-299. Pages 2 and 3 *are not* included unless the probation package is being forwarded for disenrollment or to CWV.

4.13.3.2. Documentation of offense(s) justifying the probation.

4.13.3.3. Probation placement letter signed by AOC and acknowledged by cadet.

4.13.3.4. SCRB and/or GCRB minutes if applicable (see paragraph 3.9.).

4.13.4. Group AOCs will brief CWVVD on dates and status of all conduct and/or aptitude probations.

4.13.5. Group AOCs will oversee probations within their respective groups to help ensure standardization and consistency.

4.13.6. CWVVD will update the probation in CAMIS.

4.13.7. All original paperwork will be filed in the CPR-II.

**4.14. Probation Removal Process.** The AOC is the authority for removing second, third and fourth-class cadets from conduct and/or aptitude probation. The AOC must perform the following actions to remove a cadet from probation.

4.14.1. The AOC will make a determination on whether to remove a cadet on probation. The AOC will complete the probation removal letter (Attachment 5), sign it and have the cadet sign and acknowledge the letter.

4.14.1.1. Cadets who have exceeded probation expectations may be considered for early removal.

4.14.1.2. Cadets will remain on probation for at least three months. AOCs may remove the sanctions associated with probation not earlier than two months after the start of probation based on the cadet's level of performance and rehabilitation.

4.14.2. The AOC will accomplish a USAFA Form O-299, generated in CAMIS, to complete the probation removal process.

4.14.3. The AOC will forward copies of the following to CWVVD via their respective groups:



4.14.3.1. Page 1 of USAFA Form O-299.

4.14.3.2. Probation removal letter signed by the AOC and acknowledged by the cadet.

4.14.3.3. Copy of the SCRB/GCRB minutes if applicable (see paragraph 3.9.).

4.14.4. CWVVD will update the probation removal in CAMIS.

4.14.5. All original paperwork will be filed in the CPR-II.

**4.15. Placement/Removal Authority for First-Class Cadets.** CWV is the placement/removal authority from conduct and/or aptitude probation for all first-class cadets. AOCs will forward all three pages of USAFA Form O-299, the complete CPR-II with all documentation, and the probation placement or removal letter for CWV signature, and probation portfolio (if required of the probation). CWV will approve/disapprove probation placement or removal and may add additional sanctions or probation requirements; or may pursue disenrollment actions. CWVVD will retain copies of all documentation. The Commandant may elect to meet with first-class cadets prior to removal from Conduct or Aptitude probation.

**4.16. Summer Periods.** Summer period program management is essential. The academic year (AY) AOC must communicate expectations not only to the cadets on probation but to their summer program chain of command. Additionally, cadets will be held fully accountable during the summer programs for their success or failure in the program.

4.16.1. Cadets on Probation Entering the Summer Period. Cadets on probation entering the summer period will be counseled by their AY AOC no later than one week prior to graduation week. The AOC will clearly document probation requirements and restrictions during summer period on a memorandum and the cadet will sign acknowledgment of their probation expectations during the summer period. AY AOC will forward a copy of the memorandum to the cadets summer program OIC, if applicable, and their respective Group Staff.

4.16.2. In the case of a cadet on probation who will be shuffling to another squadron, the losing AOC will personally contact gaining AOC to brief them on the current progress of the cadet on probation and established probation requirements. A memorandum will be completed and provided to the gaining AOC with the cadets CPR-II. A copy of the memorandum will be provided to the gaining group staff.

4.16.3. Cadet Recommended for Placement and/or Removal During Summer Period. The AY AOC recommending placement or removal of a cadet from probation will determine the feasibility of a summer SCRB based on whether he or she can convene a credible board of cadets. SCRB members should be drawn from AY staff. If the AY AOC is unable to convene a SCRB in a timely manner, the AOC may initiate the probation placement or removal process without a SCRB recommendation but must include a memorandum stating why a SCRB could not be convened. An AY AOC is encouraged to convene SCRBs prior to graduation week for cadets who will be placed on or removed from probation during the summer period utilizing the current squadron chain of command.

**4.17. Probation Recommendation from Summer Training Review Committee (STRC).** The STRC will review documentation submitted by Basic Cadet Training (BCT) chain of command in cases of cadets who developed a negative trend during BCT. The STRC will complete a memorandum documenting STRC results and forward copies to the AY AOC. The AOC will

complete required probation placement documentation as outlined at 4.12. except that a SCRB is not required for probation placements recommended by the STRC. A copy of the probation placement package will be forwarded to CWVVD.

**4.18. Other Probations.** For placement and removal of all other probations, see the following references:

4.18.1. Academic Probation – Curriculum Handbook.

4.18.2. Athletic Probation – AD directives.

4.18.3. Honor Probation – Honor Handbook.

**4.19. Probation Data in CAMIS.** CWVVD will enter initial entries and changes to probationary status into CAMIS for all cadets going on or being removed from conduct or aptitude probation.

**4.20. Probation and Rehabilitation Guidelines.** The AOC and AMT will assist the cadet on conduct and/or aptitude probation to develop a reflective and rehabilitative program tailored for the individual. No two probations are the same as the instances leading up to those probations are never exactly alike. Rehabilitative actions must be tailored to best suit the individual and circumstances. A probation portfolio should be created using a hard-sided notebook (for durability) upon placement on probation and be maintained by the cadet on probation. The portfolio may be reviewed by the chain of command as part of counseling. AOCs must clearly define probationary standards in writing, expectations, and criteria for success and failure. These standards will be the basis for the AOCs final recommendation. The portfolio and plan will be established by the AOC and the cadet and may contain one or more of the following with the exception of Feedback and Counseling, which is mandatory and should occur on a regular basis.

4.20.1. Feedback and Counseling. AOCs or AMTs must provide documented probation counseling and feedback to cadets on probation, a minimum of once a month. AOCs or AMTs must provide a written description of the cadet's performance regarding probation requirements, as outlined in the probation placement letter. The feedback must include what the cadet needs to do to improve if they are not meeting to expectations. Conduct and/or aptitude probation counseling by members of the chain of command will be documented using AF Form 174, *Record of Individual Counseling*. The original will be maintained in the probation binder and a copy maintained in section 6 of the CPR-II.

**NOTE:** Counselors help the cadets to look forward, and offer advice on what they can do to improve during probation to reach their goals. Counselors should use the ODS as a framework when counseling. Cadets must know where they stand to know what they need to do to improve. Clear, frequent and accurate feedback is an important part of probation success. Recommendations to retain or disenroll at the end of the probation period should not come as a surprise. Commanders should seek advice from other agencies (Peak Performance Center, Mental Health, chaplains, etc.) as appropriate based on individual and other factors

4.20.2. Journal. During probation, cadets may keep a journal to organize their thoughts and ideas. Entries should be related to the importance of honor, core values, leadership, officership, character, discipline, duty, why they want to graduate and accept a commission, etc. The journal should have a descriptive and a reflective portion. The descriptive portion should relate activities/experiences relevant to probation, such as things that highlight professional values. The reflective portion should examine what they see as their current

level of commitment to core values outlined in ODS. Reading the journal can help the AOC and cadet chain-of-command stay informed on the cadet's activities and development.

4.20.3. Presentations. AOCs may require cadets to present lessons to their squadron, and/or other appropriate venue. Cadets on conduct and/or aptitude probation may give a presentation to their entire squadron at the beginning and/or end of the probation. Each presentation should be evaluated by the AOC. Presentations given at the beginning of the probation period may contain a summary of what happened to them, how they feel, and a brief discussion of the discipline process and probation. The immediate benefits of this presentation are often two-fold; they stop rumors by getting the facts out and to act as a warning to others. Presentations given at the end of the probation period may contain much of the same with the addition of relaying what was learned while on probation, thanking those who helped see them through their probation journey. These presentations often serve as a means of closure.

4.20.4. Mentor. AOCs may require cadets on probation to meet with a mentor. Mentor selection (active duty officer or NCO) must be approved by the AOC. Mentors cannot be in the cadet's chain of command nor be someone who already plays a significant role in the cadet's life (i.e. sponsor or chaplain). The mentor should help the cadet look inside themselves and accept responsibility for their actions. The expectation from the probation experience is the cadet will internalize a duty concept and use it as a filter between their thoughts and behavior.

4.20.5. Project. Cadets may develop a project that will aid them in their duty concept internalization process. The project should relate to issues of duty, discipline, followership, leadership, and officership. Cadets should be given wide latitude in determining their project. Written essays, literary reviews, leadership lessons, and video productions are examples. The project will be held to a high standard similar to major academic assignments and must be developed with the goal of educating the audience on discipline and officership.

4.20.6. Calendar. A calendar of all major milestones in the probation may be created by the cadet. The calendar serves as the roadmap of events and requirements necessary to successfully complete the probationary period. It is established for the duration of the probation period and contains items such as presentation and counseling dates, mentor meetings, and is used to track journal entries. Other considerations are project milestones, SCRBs and mandated follow-up meetings with the chain-of-command.

**4.21. Determination of Success.** The AOC will assess progress and performance to determine the cadet's removal from conduct and/or aptitude probation based on the successful completion of all probation requirements. Factors assessed include the cadet's willingness to learn from their probation; impact on the squadron; behavior during the probationary period; and inputs from cadet leaders to include the SCRB. Failure to successfully complete probation requirements as outlined are grounds for "failed probation" and AOC recommendation for disenrollment.

4.21.1. Probation failure will be documented via Probation Failure Letter (attachment 6) by the appropriate placement authority. The completed letter will be filed in Section III of the CPRII.

**4.22. Jobs for Cadets on Conduct and/or Aptitude Probation.** AOCs and squadron commanders will decide what jobs cadets on conduct and/or aptitude probation may hold. The decision should be based on the desired effect on the cadet's rehabilitation. However, cadets in good standing should be given preference when selecting jobs.

**4.23. Military Performance Appraisal (MPA).** Cadets on conduct and/or aptitude will be assigned a deficient MPA for at least one academic semester.

4.23.1. The deficient MPA should be assigned during the same academic semester the cadet is placed on probation. Refer to USAFAI 36-2401, *Military Performance Appraisal*.

4.23.1.1. Deleted.

4.23.1.2. Deleted.

4.23.1.3. Deleted.

4.23.2. Cadets placed on probation during the summer period must receive a deficient MPA the following fall academic semester.

4.23.3. Cadets placed on probation after the MPA suspense submission has passed should consider revising the MPA to reflect the substandard behavior. If the deficient MPA is not given during the semester placed on probation the cadet must receive a deficient MPA the first academic semester after probation placement. **Note:** For additional guidance refer to USAFAI 36-2401, *Military Performance Appraisal System*.

**4.24. Second Conduct and/or Aptitude Probation.** Disenrollment should be considered for cadets who have been placed on two or more conduct and/or aptitude probations.

## Chapter 5

### MONITORING

**5.1. Cadet Disciplinary Tracking System (CDTS).** CDTS (CAMIS application) is the primary tool for tracking cadet criminal investigations and major disciplinary cases briefed to the Commandant. CWVVD is the point of contact (POC) for permissions and use of this application. CWVVD, cadet group deputy commanders, USAFA/JA, Office of Special Investigations (OSI) and 10 SFS, will be the primary agencies for entering data into CDTS. Conduct and Aptitude probations can be entered from CDTS or from the Conduct Aptitude Probation (CAP) modules in CAMIS.

### **5.2. Third-Class Cadet Aptitude Review.**

5.2.1. Purpose. Comprehensive aptitude reviews are conducted for all third-class cadets, prior to incurring active duty service commitments. The intent behind the review is to positively affirm/confirm third class cadet progress prior to entering into the second-class year. Cadets who meet commitment standards have a high probability of successfully meeting graduation standards. Cadets who are in danger of not meeting commitment standards will be considered for aptitude probation. Commanders will tailor probation requirements to enable the success of each cadet prior to incurring an active duty service commitment.

5.2.2. The Third-Class Aptitude Review will take place between October and December of the third-class year. AOCs will complete the Third-Class Cadet Aptitude Review and any resulting aptitude probation placements NLT Lesson M1 second semester third-class academic year. Recommend holding a SCRB for those cadets considered for probation placement.

5.2.3. Guidelines. Aptitude Probation will be considered for third-class cadets:

5.2.3.1. On two or more types of probation.

5.2.3.2. On one probation and:

5.2.3.2.1. Just above minimum standards in other areas.

5.2.3.2.2. MPA ranked in the bottom third of their class in the squadron.

5.2.3.2.3. Over 100 demerits.

5.2.3.3. Who fail to demonstrate mastery in third class cadet as identified on the USAFA Performance Feedback Worksheet competencies at a level of *often* or above before the beginning of the second semester (ref: USAFAI36-2401, Attachment 4).

5.2.3.4. Who demonstrate patterns of poor judgment or inability to adapt which brings their aptitude for commissioned service into question. Reference paragraph 4.12.3.

5.2.4. Whole Person Review. Factors to consider during the screen are:

5.2.4.1. Commander, faculty, coach and peer ratings.

5.2.4.2. Performance in leadership positions.

5.2.4.3. Commitment to duty and AF core values as expressed in the cadet's records, to include disciplinary and UCMJ actions.

5.2.4.4. Ability to adhere to established standards and work as a member of a team.

5.2.4.5. Attitude, military bearing and appearance.

5.2.4.6. Communication and human relation skills.

5.2.4.7. General suitability for commissioning.

5.2.5. AOCs will evaluate cadet progress prior to incurring a service commitment. Cadets failing to make progress should be considered for disenrollment NLT the end of April. This will ensure AOCs making a disenrollment recommendation will not PCS prior to completion of all required paperwork/communication via the chain-of-command. Recommend holding a SCRB/GCRB for those considered for disenrollment.

GREGORY J. LENGYEL, Maj Gen, USAF  
Commandant of Cadets

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

10 U.S.C. §9351

AFI 31-501, *Personnel Security Program Management*

AFI 36-2907, *Unfavorable Information File (UIF) Program*

AFI 36-3504, *Disenrollment of United States Air Force Academy Cadets*

AFMAN 33-363, *Management of Records*

USAFAI 36-3504, *Disenrollment of United States Air Force Academy Cadets*

USAFAI 36-2002, *Cadet Weight and Fitness Program*

USAFAI 36-2401, *Military Performance Appraisal*

USAFAI 36-2003, *The U.S. Air Force Academy Board*

USAFAI 36-3523, *Review and Disposition of Deficient Cadets*

***Prescribed Forms***

**AFCW Form 10**, *Report of Conduct*

**AFCW Form 33**, *Confinement Log*

**AFCW Form 37**, *Individual Cadet Conduct Summary*

**AFCW Form 40**, *Confinement and Tour Incident Report Log*

**AFCW Form 41**, *Squadron Tour Report*

***Adopted Forms***

**AFCW Form 25**, *Revocation of Privately Owned Vehicle Privileges*

**AFCW Form 18**, *Cadet Illness/Injury Report*

**AF Form 174**, *Record of Individual Counseling*

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 1058**, *Unfavorable Information File Action*

**AF Form 1137**, *Unfavorable Information File Summary*

**SF 66**, *Official Personnel Folder*

**USAF Form O-299**, *AOC Evaluation of Cadet*

*Abbreviations and Acronyms*

ADC—Area Defense Counsel  
AMT—Academy Military Trainer  
AOC—Air Officer Commanding  
ARI—Alcohol-related Incidents  
AY—Academic Year  
BCT—Basic Cadet Training  
CAF—Central Adjudication Facility  
CAMIS—Cadet Accountability Management Information System  
CAP—Conduct Aptitude Probation  
CARDS—Cadet Alcohol-Related Disciplinary System  
CDS—Cadet Discipline System  
CDTS—Cadet Disciplinary Tracking System  
CE—Commissioning Education  
CPR-II—Cadet Personnel Record-II  
CQ—Charge of Quarters  
CSP—Cadet Sight Picture  
DI—Dormitory Inspection  
DUI – Driving Under the Influence  
DWAII – Driving While Ability Impaired  
GAOC—Group AOC  
GCM—General Court-martial  
GCRB—Group Commander Review Board  
IG—Inspector General  
JA—Judge Advocate  
LGL—Late Graduate List  
LOA—Letter of Admonishment  
LOC—Letter of Counseling  
LOR—Letter of Reprimand  
MPA—Military Performance Average  
NJP—Nonjudicial Punishment  
ODS—Officer Development System  
OIC—Officer in Charge  
OSI—Office of Special Investigations  
OSS—Outstanding Squadron System  
OTF—Over the Fence  
PAI—Personal Appearance Inspection  
RIC – Record of Individual Counseling  
RO—Reporting Official  
SAPS—Substance Abuse Prevention Services  
SCRB—Squadron Commander Review Board  
STRC—Summer Training Review Committee  
SIF—Security Information Files  
UCMJ—Uniform Code of Military Justice  
UHC—Under Honorable Conditions  
UIF—Unfavorable Information Files



UOTHC—Under Other Than Honorable Conditions  
WACQ—Weekend Academic Call to Quarters

**Attachment 2****LATE GRADUATE NOTIFICATION LETTER**

MEMORANDUM FOR CS-XX (C1C CADET J. SMITH, 14-000000000)

FROM: USAFA/CW

SUBJECT: Potential/Definite Late Graduate List

1. I have reviewed and evaluated your records. Your current circumstances cast doubt as to your suitability for a career as a commissioned officer. Therefore, I am placing you on the Potential/Definite Late Graduate List (LGL). The LGL tracks cadets who are at risk of not graduating on time from the cadet wing. You are being included on the LGL for the following reason(s): ***Include a short synopsis of why the cadet is being considered for potential/definite late graduate status.***

2. The following actions will occur while your case is tracked on the LGL:

- All personal information will be protected under the Privacy Act and restricted to those with an official need to know.
- Your situation will be reported and updated on a weekly basis.
- Your case will be briefed to me on a weekly basis.
- You will be notified, in writing, when your case is no longer included on the LGL.

3. Your success is entirely dependent on your attitude and personal drive to succeed. You are advised to work closely with your Air Officer Commanding (AOC) and chain of command. Any further questions should be addressed to your AOC. This letter contains information affected by the Privacy Act of 1974 and must be protected accordingly.

Brigadier General, USAF  
Commandant of Cadets

1<sup>st</sup> Ind, C1C SMITH

MEMORANDUM FOR USAFA/CW

I have been briefed on the policies and procedures of the LGL as outlined above and have had my questions answered satisfactorily on \_\_\_\_\_.

CADET J. SMITH, C1C, USAFA  
Officer Candidate, CS-XX (14-000000000)

cc:  
CG-X/CC  
CWVVD  
CPR-II Section 3

**\*\*NOTE: This is a sample letter. AOCs may edit as necessary to accommodate the specific circumstance of their cadet. Adjust actual letter to 12 pt.\*\***

## Attachment 3

## CHANGE IN STATUS (LATE GRADUATE NOTIFICATION LETTER)

MEMORANDUM FOR CS-XX (C1C CADET J. SMITH, 14-000000000)

FROM: USAFA/CW

SUBJECT: Late Graduate List (LGL) Status Change

1. Your chain of command and I have reviewed and evaluated your records. *Include a short synopsis of cadet current performance/status that removes them from the LGL, i.e. - successfully completing all academic requirements, successful completion of Conduct and/or Aptitude Probation, waiver of graduation requirements approved by Academy Board, etc.* I am removing you from the LGL, effective immediately.
2. Congratulations on your fine performance (*used for Graduation and Commissioning*)/Congratulations on your well-deserved graduation (*used for graduation only*). This letter contains information affected by the Privacy Act of 1974 and must be protected accordingly.

*signature*Brigadier General, USAF  
Commandant of Cadets1<sup>st</sup> Ind, C1C SMITH

DATE: \_\_\_\_\_

MEMORANDUM FOR USAFA/CW

I acknowledge receipt of this notification that I am no longer a potential late graduate.

CADET J. SMITH, C1C, USAFA  
Officer Candidate, CS-XX (14-000000000)

cc:

CG-X/CC

CWVVD

CPR-II, Section 3

**\*\*NOTE: This is a sample letter. AOCs may edit as necessary to accommodate the specific circumstance of their cadet. Adjust actual letter to 12 pt.\*\***

## Attachment 4

## CONDUCT/APTITUDE PROBATION PLACEMENT LETTER

MEMORANDUM FOR CS-XX (C1C CADET J. SMITH, 14-0000000000)

FROM: HQ USAFA/CWV (*use appropriate office symbol*)

SUBJECT: Disciplinary Action to Include Conduct and/or Aptitude Probation

1. You have been recommended by a Squadron Commander's Review Board for Conduct and/or Aptitude Probation for the following violations: (*list disciplinary infraction or failed standards*). You have received and not contested the (*list documentation issued to cadet, i.e. Article 15, LOR/UIF, AFCW Form 10, etc.*) action for these violations. This probationary period is your opportunity to correct these deficiencies and become a cadet in good standing.

2. Due to these deficiencies, I have concerns about your fitness for commissioning. Your actions cast serious doubt as to your suitability for a career as a commissioned officer. In order to facilitate your rehabilitation, I have determined that the following measures be included as a part of your probation. These conditions apply until your probation is complete. I have reviewed and evaluated your records and have concluded that you be awarded the following sanctions for the purpose of your rehabilitation:

<b><u>"X" if applies</u></b>	<b><u>Probation Sanctions</u></b>
	Conduct and Aptitude Probation
	<b>You have deficiencies in:</b>
	Duty
	Leadership
	Personal Appearance
	Human Relations
	Communication Skills
	Attitude
	Officer Potential
	Other: [Insert Text]
	<b>The following sanctions and rehabilitative actions will apply:</b>
	Loss of rank
	Loss of position
	<b><u>Loss of Privileges – check what applies:</u></b> / / Passes / / HAPS Place / / Other:
	<b><u>Vehicle Privileges – check what applies:</u></b> / / Loss of vehicle privileges for ____ months. / / Loss of privileges to own/maintain a vehicle within a 150-mile radius of USAFA for the remainder of your cadet career. Vehicle to be removed from USAFA at next available leave period. / / Loss of privilege to own/maintain a vehicle within a 150-mile radius of USAFA until

	first semester of your first class year ( <i>mon/yr</i> ). Vehicle to be removed from USAFA at next available leave period.
	<p><b><u>Counseling Resources – check what applies:</u></b></p> <p>// Recommend that you make an appointment with the Peak Performance Center to address the Psychological or behavioral aspects (not mandatory.)</p> <p>// You will need to make an appointment with the ADAPT office (3-2107 or 3-5177) for an Alcohol Evaluation/Counseling (<b>this is a mandatory appointment.</b>)</p> <p>// Schedule an appointment with the Cadet Wing Nutritionist within five (5) duty days of signing this MFR, with your Flight Commander (or designated representative). Ensure the nutritionist reviews your weight and body fat history and future plans. You will also make an appointment with the Cadet Clinic to discuss your weight and fitness goals. (<b>For Weight Management Program Only.</b>)</p>
	<p><b><u>Probation Portfolio to include (check what applies):</u></b></p> <p>// Mentor</p> <p>// Journal</p> <p>// Project</p> <p>// Briefing to Squadron</p> <p>// Meeting with the Commandant of Cadets</p> <p>// Routine Counseling with AOC/AMT/Squadron Commander/Flight Commander/Element Leader (as appropriate):</p> <p>    ___ times/month w/Sq CC, AOC/AMT</p> <p>    ___ times/month w/ Flight Commander</p> <p>// Squadron Service</p> <p>// Recommended Community Service: _____</p> <p>// Other: _____</p>
	<p><b><u>Weight Management Program Only:</u></b></p> <p>In conjunction with your current Weight Management Program requirements you will include the following:</p> <p>// Maintain a weight, fitness and nutrition journal that will include:</p> <p>    // Weekly weigh-ins monitored by your Flt CC/Element Leader (as appropriate)</p> <p>    // Setting fitness goals and documenting all daily fitness activities and workouts</p> <p>    // Developing a nutrition plan and documenting daily food intake</p> <p>// Mandatory participation in RECONDO</p> <p>// Other: _____</p>
	<p><b><u>Intercollegiate Athletes:</u></b></p> <p>// I intend to pursue, through the eligibility committee, your eligibility to represent USAFA during home and away games/intercollegiate events to include: bowl or title games, NCAA-sanctioned tournaments, and pre-season or non-conference games.</p>

3. Your overall military performance will be closely monitored and I expect you to perform in a manner that removes all doubt concerning your qualifications for commissioning and also remind you this is an extremely serious matter. Your disregard for the standards of conduct expected of a member of the Cadet Wing raises serious doubt about your suitability for a career as a commissioned officer. The USAF needs officers of the highest caliber. So far, your performance has demonstrated an inability to meet standards. Probation is the first step toward consideration for involuntary separation; however, I hope this serves to encourage you to take a positive approach toward your performance and obligations as an officer candidate.

4. During your probationary period, your conduct will be observed and evaluated based upon your compliance with the probation requirements defined by me and your commander. I hope you will benefit from this experience and urge you to apply yourself to sustained excellent performance.

5. Your case will be reviewed again at the end of your probationary period. If your commander and I determine you have made satisfactory progress toward achieving the established goals and objectives, and I am convinced you are meeting standards, I will consider removing you from probation and recommend you to be commissioned. However, if you have failed to respond to probation by that time, your involuntary separation will be considered.

6. Acknowledge receipt of this letter by completing the endorsement below. This letter contains information affected by the Privacy Act of 1974 and must be protected accordingly.

Placement Authority  
Signature Block

cc:

CPR-II, Section 3  
CS-XX (CXC Smith)  
CS-XX  
CWPS  
CWVVD

1<sup>st</sup> Ind, USAFA/CS-XX

MEMORANDUM FOR USAFA/CWV (*use appropriate office symbol*)

1. As a result of my placement on Conduct and/or Aptitude Probation, I acknowledge I am no longer a CADET IN GOOD STANDING in the wing and I am immediately subject to the administrative sanctions outlined above.

2. I acknowledge receipt on \_\_\_\_\_.

CADET J. SMITH, C1C, USAFA  
Officer Candidate, CS-XX, (14-000000000)

**Attachment 5****CONDUCT/APTITUDE PROBATION REMOVAL LETTER**

MEMORANDUM FOR USAFA/CS-XX (C1C CADET J. SMITH, 14-000000000)

FROM: USAFA/CWV (*use appropriate office symbol*)

SUBJECT: Removal from Conduct and/or Aptitude Probation

1. Your squadron Air Officer Commanding and I have reviewed and evaluated your probationary status and have concluded that you have made progress in overcoming your deficiencies. I am pleased to note your improved performance and I am removing you from Conduct and/or Aptitude Probation.
2. Accept this removal from probation as a personal challenge to extend your sense of responsibility beyond yourself to those who look to you for an example in leadership and performance. The burden is now clearly placed on you to perform well.
3. Understand there will be no more probations and a future failure to meet the Air Force Cadet Wing standards will result in an immediate decision regarding your commissionability. Live up to your professional responsibilities to uphold the standards of our great air and space force - you can succeed!
4. This letter contains information affected by the Privacy Act of 1974 and must be protected accordingly.

Placement Authority  
Signature Block

cc:

CPR-II, Section 3  
CS-XX (CXC Smith)  
CS-XX  
CWPS  
CWVVD

1<sup>st</sup> Ind, CS-XX

MEMORANDUM FOR USAFA/CWV (*use appropriate office symbol*)

Receipt acknowledged on \_\_\_\_\_.

CADET J. SMITH, C1C, USAFA  
Officer Candidate, CS-XX, (14-000000000)

**Attachment 6****CONDUCT/APTITUDE PROBATION FAILURE LETTER**

MEMORANDUM FOR CS-XX (CXC Cadet N. Here, XX-XXXXXXXXXX)

FROM: USAFA/CWV (or appropriate placement authority)

SUBJECT: Notice of Failed Probation

1. Because of a negative incident since you were placed on probation (outlined in paragraph 2) you have jeopardized your status as an officer candidate and have failed probation.

2. **Detail the specifics**

3. The instance listed above is evidence of failed probation and this memorandum will be filed in CXC Here's CPR II.

4. Acknowledge receipt of this letter by completing the endorsement below. This letter contains information affected by the Privacy Act of 1974 and must be protected accordingly.

Placement Authority  
Signature Block

cc:

CPR II, Section 3

USAFA/CS-XX

USAFA/CWVVD

1st Ind, USAFA/ CS-XX (CXC Cadet N. Here, XX-XXXXXXXXXX)

MEMORANDUM FOR USAFA/CWV

1. I acknowledge receipt of this memorandum stating I have failed probation and remain a **CADET NOT IN GOOD STANDING**.

2. I acknowledge receipt on \_\_\_\_\_(date/time).

Cadet N. Here, CXC, USAF  
Officer Candidate