



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-5000

USNAINST 1610.4A
29/Char Dev
11 April 2002

USNA INSTRUCTION 1610.4A

From: Superintendent

Subj: HONOR REMEDIATION PROGRAM

Ref: (a) USNAINST 1610.3F, Honor Concept of the Brigade of Midshipmen (w/ CH-1 & CH-2)

Encl: (1) Sample Mentor Assignment Letter
(2) Sample Honor Remediation Program Assignment Letter
(3) Sample Final Report of Honor Remediation

1. Purpose. To provide an honor remediation process for those midshipmen who are found in violation of the Honor Concept and subsequently retained in the Brigade of Midshipmen in an "honor probation" status.
2. Cancellation. USNAINST 1610.4. No special markings appear because the directive is a complete revision.
3. Background. Reference (a) authorizes the Commandant of Midshipmen to impose sanctions, which may include Honor Probation and loss of leave and privileges for Midshipmen found in violation of the Honor Concept of the Brigade of Midshipmen. Honor remediation, essentially a personal honor development program, is a fundamental part of Honor Probation and provides a midshipman, who is found in violation of the Honor Concept and subsequently retained in the Brigade of Midshipmen, an opportunity to redeem his or her honor.
4. Action
 - a. The Commandant of Midshipmen will assign midshipmen to the Honor Remediation Program for a period of 3 or 6 months.
 - b. The Director, Character Development Division will administer the Honor Remediation Program.
 - c. The Director, Character Development Division will assign a senior member of the faculty/staff to serve as a mentor for the period of the honor remediation. A letter similar to enclosure (1) will be used to assign honor remediation mentors and to explain the duties and responsibilities of the mentors.

d. Assigned mentors will notify midshipmen of their participation in the program and the attendant requirements thereof by a letter similar to enclosure (2). Mentors will meet with their assigned midshipman at least weekly to discuss and evaluate the midshipman's progress and development.

e. An assigned midshipman will complete selected readings during his/her period of remediation. The midshipman will also be tasked with preparing a written paper, normally a minimum length of 10 double-spaced, typed pages. The paper shall include a specific discussion of the midshipman's honor offense. The readings and writing project should be tailored to the individual midshipman's specific honor offense.

f. The midshipman will produce a document, approved by the mentor, that establishes personal, academic, athletic, and professional goals for the period. These goals should be specific and measurable. The document will contain a Plan of Action and Milestones (POA&M). The midshipman will keep a journal in order to record his/her progress. The journal is to be reviewed jointly by the mentor and midshipman.

g. Midshipmen assigned to remediation will select a significant community service project approved by the mentor. The Midshipman Action Group is an excellent avenue through which to find a service project.

h. If the midshipman is not enrolled in summer school, then he/she may participate in summer training. If possible, the midshipman will accompany his/her assigned mentor on summer training evolutions so the mentor can continue to act as a role model for the midshipman. In any case, the mentoring process should continue as summer training schedules allow. Time spent away from the Academy extends the remediation period on a day-for-day basis. Normal occurrences in the day-to-day life of the midshipmen (such as movement orders, sick days, etc.) will not normally require an extension of the remediation period. Significant events (such as extended illnesses, emergency leave periods, etc.) or inability to make satisfactory progress within the allotted remediation period will require an extension of the remediation period. The Character Development Division Director is the approval authority for all extensions for unsatisfactory progress or extended delays of remediation (other than for summer training).

i. If the midshipman has made significant positive progress early in the remediation period and, in the opinion of the mentor, there would be no added benefit to continuing the remediation to the end of the initially assigned length, the mentor may recommend that the remediation period be shortened. The mentor must have the concurrence of the Director, Character Development Division prior to submitting the midshipman's paper; and the reasons for early completion of the program must be clearly stated in the mentor's endorsement.

j. The Honor Education Officer will act as the initial liaison between the midshipman and his/her mentor and will assist as necessary throughout the remediation process. Midshipmen in the Honor Remediation Program will meet with the Honor Education Officer, at a minimum, once at the beginning of their remediation and again within 1 month of completion of the program.

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k. The mentor should hold an initial meeting with the midshipman and with the Company Officer and Company Senior Enlisted Advisor. Based upon the mentor's assessment of the situation, he/she will determine if it would be best to have a joint meeting or two separate meetings. Based upon the results of the initial meeting(s), the mentor will determine an individual strategy for the midshipman's remediation and involve the Company Officer/Senior Enlisted as appropriate.

l. Following completion of the remediation period, the assigned mentor will make a final report and recommendation to the Commandant of Midshipmen via the Director, Character Development Division. Enclosure (3) provides the format of the mentor's recommendation. The option for the mentor to recommend that the midshipman be separated from the Naval Academy is not applicable for midshipmen who have volunteered to participate in Honor Remediation. The remediation process should continue until the Commandant of Midshipmen has approved the final report.



J. R. RYAN

Distribution:
A-1
CharDev (10)

SAMPLE MENTOR ASSIGNMENT LETTER

From: Director, Character Development Division
To: Mentor

Subj: ASSIGNMENT AS A MENTOR FOR MIDSHIPMAN FULL NAME, USN,
ALPHA, COMPANY

Ref: (a) USNAINST 1610.4A

Encl: (1) Cmdt Midn ltr 1610 of DATE (or other appropriate method of assignment)
(2) Sample Honor Remediation Assignment Memorandum
(3) Sample Final Report of Honor Remediation

1. Midshipman LASTNAME was retained as a member of the Brigade, but placed on honor probation, after being found in violation of the Honor Concept of the Brigade of Midshipmen. Per enclosure (1), the Commandant has assigned Midshipman LASTNAME to the Honor Remediation Program for a period of X months.
2. You have been assigned as Midshipman LASTNAME's mentor while he/she is in the Honor Remediation Program.
3. The mentoring relationship provides an excellent opportunity to enhance a midshipman's moral and ethical development. As a mentor, you are the primary person who will assist Midshipman LASTNAME in this development. The mentor-midshipman relationship must be one of a "reflective practicum." This practicum consists of periodic discussions between teacher and student followed by periods of individual work and reflection. Enclosure (2) is a sample Honor Remediation Assignment Memorandum. You should modify the sample as you deem appropriate; but, at a minimum, the program shall include:
 - a. An initial meeting with the midshipman, their Company Officer and Company Senior Enlisted Advisor. Based on your assessment of the situation, determine whether it would be best to have a joint meeting or two separate meetings. The meeting(s) should determine what issue(s)/circumstances(s) may have caused the violation. These factors should remain in focus throughout the entire honor remediation period.
 - b. Weekly counseling sessions that focus on lessons learned, application, POA&M and journal review, and reflective thought. You may conduct more frequent sessions if you feel this is appropriate.
 - c. A midshipman-produced document, approved by you, that establishes personal, academic, athletic, and professional goals for the period. These goals should be specific and measurable. The document will contain a Plan of Action and Milestones (POA&M). The midshipman will keep a journal in order to record his/her progress. The journal is to be reviewed jointly by you and the midshipman.

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d. A significant community service project, approved by you, which the midshipman will remain actively involved in throughout his/her honor remediation period.

e. A written paper, normally a minimum length of 10 double-spaced, typed pages. The paper shall include a specific discussion of the midshipman's honor offense as well as the remediation program as it relates to his/her duties as a midshipman and potential career as a naval officer.

4. At the end of the remediation period, you will submit a final report and forward Midshipman LASTNAME's essay to the Commandant of Midshipmen via the Director, Character Development Division. This final report will address his/her performance during the Honor Remediation Program and will include a complete overview of the practicum and its elements (paragraph 3) as well as a recommendation to either remove the midshipman from the honor remediation program or to process the midshipman for separation from the Naval Academy. Enclosure (3) contains a sample report. The remediation process should continue until the Commandant of Midshipmen has approved the final report.

5. Your recommendation should be based on an analysis of Midshipman LASTNAME's officer potential and performance in the Honor Remediation Program. You are not limited to personal observations in arriving at your recommendation, and you may include appropriate inputs from others. If you believe that Midshipman LASTNAME has failed the practicum and should be separated (N/A for voluntary remediation), please state why in specific terms.

6. Midshipmen who are found in violation of the Honor Concept and are retained have been given a unique second chance and an opportunity to remain part of the Brigade of Midshipmen. Since failure to successfully complete Honor Remediation may result in separation from the Naval Academy, it should be placed second only to military obligations in a midshipman's list of priorities.

7. The Honor Remediation Program is a unique opportunity to improve the moral and ethical development of midshipmen. You play a critical role in the cognitive growth that Midshipman LASTNAME will experience during this program. The intent of this guideline is to assist, not restrict, you in your approach to this critical assignment. Please feel free to contact the Honor Education Officer or me with any questions regarding this matter.

//s//

Director, Character Development Division

Copy to:
Commandant of Midshipmen
X Battalion Officer
XX Company Officer

Enclosure (1)

SAMPLE HONOR REMEDIATION ASSIGNMENT MEMORANDUM

Date

MEMORANDUM FOR MIDSHIPMAN FULL NAME, USN, ALPHA, COMPANY

SUBJ: HONOR REMEDIATION

Ref: (a) Cmdt Midn ltr 1610 of DATE (or other appropriate method of assignment)

1. Per reference (a), the Commandant of Midshipmen has assigned you to the Honor Remediation Program for a period of X months. This period of time is normally extended on a day-for-day basis while under orders away from the Academy. During this honor remediation period, I will serve as your mentor. This program will consist at a minimum of the following:

a. Weekly one-on-one sessions. During these sessions we will discuss the moral-ethical aspects of the military profession. Discussion will focus on your reflections and understandings of selected readings and their applicability to you becoming a naval officer. You are responsible to schedule a 1-hour block of time with me on a weekly basis.

b. POA&M/Journal. With my help, you will produce a document that establishes personal, academic, athletic, and professional goals that you set for yourself. The document will contain a POA&M to help you reach these goals. You will keep the POA&M with a journal that records your progress in reaching these goals as well as your notes and reflections of the honor remediation period.

c. Service Project. In coordination with the Midshipman Action Group, you will select a significant community service project with which you will remain actively involved throughout your honor remediation period. I will approve the project prior to your committing to it.

d. Essay. You will submit a written paper, normally a minimum length of 10 double-spaced, typed pages that addresses your reflections on the entire developmental experience and the transfer of the lessons learned into life as a midshipman and officer. This essay is due to me by DATE.

2. At the end of the honor remediation period, I will turn in a final report concerning this moral and ethical development program to the Commandant of Midshipmen. In this report, I will assess your performance in each of the above areas and appraise your potential to serve as a naval officer. The remediation process will continue until the Commandant of Midshipmen has approved the final report.

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3. You may contact me at (PHONE NUMBER) or (EMAIL).

4. The following books will be used during the remediation program. (CONTACT THE HONOR EDUCATION OFFICER OR VISIT THE USNA CHARACTER DEVELOPMENT WEB SITE LIBRARY FOR A LIST OF AVAILABLE BOOKS, IF DESIRED.)

a. Author, Title.

b. Author, Title.

5. Having been found in violation of the Honor Concept but subsequently retained, you have been given a unique second chance and an opportunity to remain part of the Brigade of Midshipmen. Since failure to successfully complete Honor Remediation may result in separation from the Naval Academy, it should be placed second only to military obligations in your list of priorities.

SIGN

Acknowledged

Copy to:
Commandant of Midshipmen
Director, Character Development Division
X Battalion Officer
XX Company Officer

Enclosure (2)

SAMPLE FINAL REPORT OF HONOR REMEDIATION

Date

From: Honor Mentor
To: Commandant of Midshipmen
Via: Director, Character Development Division

Subj: FINAL REPORT OF HONOR REMEDIATION FOR MIDSHIPMAN FULL
NAME, USN, ALPHA, COMPANY

Ref: (a) USNAINST 1610.4A

Encl: (1) Required Honor Essay

1. Purpose. Per reference (a), this memorandum provides a review of Midshipman LASTNAME's performance in the Honor Remediation Program.
2. Overview. One goal of the Honor Remediation Program was to have Midshipman LASTNAME reflect upon his/her experience in violating the Honor Concept and to recognize the central role ethics and integrity play in the profession of arms. As a means to accomplish this goal, Midshipman LASTNAME was required to engage in moral-ethical discussions, establish a set of personal goals, perform a service project, and write a final paper. In addition...
 - a. Moral-Ethical Discussions. The basis of our discussions were drawn from...
 - b. Service Project. Midshipman LASTNAME performed community service at the Annapolis Fleet and Family Support Center under...
 - c. POA&M. Midshipman LASTNAME met or exceeded all of the goals that he/she had proposed to accomplish during his/her honor remediation period. In particular, his/her willingness to educate his/her fellow midshipmen and his/her willingness to confront individuals who potentially could face similar circumstances...
 - d. Summer Training (if appropriate). Over the summer, I requested that Midshipman LASTNAME be placed on my YP for first block summer cruise. Our interactions during this cruise convinced me that...
 - e. Essay. Midshipman LASTNAME's last requirement was to submit a written paper (enclosure 1) that captures the lessons learned from his/her experience and the developmental program. His/her paper shows he/she understands and has internalized the Honor Concept and appreciates the complex nature of the moral ethical decisions he/she may face as a military officer. Of most importance, Midshipman LASTNAME's paper communicates his/her intent to live honorably in the future.

Enclosure (3)

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3. Recommendation. Midshipman LASTNAME successfully met or exceeded the requirements of the Honor Remediation Program. He/she took the program seriously and put an excellent effort into the moral-ethical discussions, community service projects, and final paper. Midshipman LASTNAME's willingness to discuss the incident he/she was involved in with his/her classmates within his/her company is especially noteworthy. I believe Midshipman LASTNAME has learned a great deal about integrity and honor and the profession of arms... Based on his/her successful completion of the Honor Remediation Program, I recommend that he/she be removed from the program.

SIGN

Copy to:
X Battalion Officer
XX Company Officer

Enclosure (3)