



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1610.4B
29/Char Dev
18 OCT 2013

USNA INSTRUCTION 1610.4B

From: Superintendent

Subj: HONOR REMEDIATION PROGRAM

Ref: (a) USNAINST 1610.3H

Encl: (1) Remediator Assignment Letter Template
(2) Honor Remediation Character Development Plan Template
(3) Honor Remediation Change of Sanctions Request Template
(4) Honor Remediation Extension Request Template
(5) Honor Remediation Change of Remediator Request Template
(6) Completion of Honor Remediation Report Template
(7) Failure of Honor Remediation Report Template

1. Purpose. To define an honor remediation process that provides mentorship by Senior Officer Remediators to Midshipmen found in violation of the Honor Concept and subsequently retained in the Brigade of Midshipmen in an Honor Probation status.

2. Cancellation. USNAINST 1610.4A. This directive is a complete revision and should be read in its entirety. No special markings have been used.

3. Background. Honor remediation is a developmental program used during Honor Probation that focuses on the moral development of Midshipmen who have committed a dishonorable act but are retained in the Brigade of Midshipmen. The Commandant of Midshipmen will assign Midshipmen to the Honor Remediation Program in accordance with reference (a). Midshipmen may volunteer for Honor Remediation on an informal basis when they believe that such remediation would have a positive impact on their development as future Naval Officers.

4. Information

a. The length of remediation is normally set at four months.

(1) Honor Remediation may be successfully completed early if the Midshipman has made significant positive progress during the remediation period. If the Senior Officer Remediator has determined the Midshipman has met all remediation goals and there would be no added benefit to continuing the remediation, the Senior Officer Remediator may recommend the remediation period be shortened. The Senior Officer Remediator must have the concurrence of the Director, Character Development and Training prior to submitting the Midshipman's final paper to the Commandant. The justification for early completion of the program must be clearly stated in the remediator's endorsement.

(2) Honor remediation may be terminated early if the Senior Officer Remediator determines the Midshipman has failed to meet any requirements of the remediation, violated assigned sanctions, or committed further honor and/or conduct offenses during the remediation period. The Senior Officer Remediator will prepare the Failure of Honor Remediation Report using enclosure (7) and clearly state the reason(s) for recommending termination of

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the program. Honor remediation may not be terminated without conducting at least four meetings (in addition to the initial meeting). The honor remediation process will continue until a final termination decision is made by the Commandant and/or the Midshipman has been officially separated or discharged from the Naval Academy.

b. Remediation shall continue even when the remediator and Midshipman are not co-located. The remediation process shall continue during all holiday and summer breaks to the maximum extent possible. Phone, text, email, and video communications are acceptable alternatives and may be used during these periods. The Midshipman may participate in summer training; however, significant events (such as extended illnesses, emergency leave periods, etc.) or inability to make satisfactory progress within the allotted remediation period may require an extension of the remediation period. Normal occurrences in the day-to-day life of Midshipmen (such as movement orders, sick days, etc.) will not normally require an extension of the remediation period. The Director, Character Development and Training is the approving authority for all extensions.

c. Senior Officer Remediators are assigned by the Director, Character Development and Training. All USNA Senior Officers in the rank of O-5 and O-6 are eligible to participate in the Honor Remediation program. Additionally, senior faculty members, retired Senior Officers, or other personnel who volunteer to participate in the program may also serve as remediators pending approval by the Director, Character Development and Training. Senior Officer Remediators shall undergo remediation training, which is scheduled through the Honor Office. In addition, all remediators should attend periodic Remediation Workshops to share insight with other remediators that may assist in ongoing and/or future remediation.

d. A Midshipman may be reassigned to a different remediator if the assigned Senior Officer Remediator determines he/she has a conflict of interest or for some other reason can no longer effectively mentor that Midshipman. The remediator shall submit an Honor Remediation Change of Remediator Request, using enclosure (5), to the Director, Character Development and Training as soon as possible in order to reduce any delay in the Midshipman's remediation. If approved, a new remediator will be assigned to the Midshipman by the Honor Education and Remediation Officer.

e. Remediation sanctions assigned to the Midshipman during adjudication may be adjusted based on a request from the Senior Officer Remediator to the Commandant of Midshipmen using enclosure (3). These adjustments to the sanctions should be used to focus the attention of the Midshipman or reward significant progress. Potential sanctions are listed in reference (a).

f. At the conclusion of the remediation period, if the Senior Officer Remediator recommends successful completion of remediation, the Commandant may approve the completion of the remediation or may convene a Remediation Review Board to determine if the Midshipman has been successfully remediated. The Director, Character Development and Training will determine the members of the Remediation Review Board. If the Senior Officer Remediator recommends remediation failure, the Commandant may convene a hearing to further evaluate the Midshipman. The Commandant may forward the Midshipman for separation or retain the Midshipman with the option of assigning a different Senior Officer Remediator.

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5. Honor Staff Actions

a. The Director, Character Development and Training will administer the Honor Remediation Program and assign Senior Officer Remediators. Senior Officer Remediators will be formally assigned to a Midshipman using a Remediation Assignment Letter, enclosure (1). This letter will explain the duties and responsibilities of the Senior Officer Remediator.

b. The Remediation Training Officer shall provide training to all Senior Officer Remediators and conduct periodic Remediation Workshops to assist remediators with mentoring options and share lessons learned among other remediators.

c. The Honor Education and Remediation Officer will notify adjudicated Midshipmen of their assigned Senior Officer Remediator and act as the initial liaison between each Midshipman and his/her Senior Officer Remediator. The Honor Education and Remediation Officer will also liaise between the remediator and the Director, Character Development and Training regarding remediation issues, completions, and failures.

6. Senior Officer Remediator Actions

a. The Senior Officer Remediator should hold an initial meeting with the Midshipman, the Company Officer, and the Company Senior Enlisted Leader. Based upon the remediator's assessment of the situation, he/she will determine if it would be best to have a joint meeting or two separate meetings. Remediators will discuss attendance requirements and expectations during the initial meeting with the Midshipman and his/her Chain-of-Command. Based upon the results of the initial meeting(s), the remediator will determine an individual strategy for the Midshipman's remediation and involve the Company Officer/Senior Enlisted Leader, as appropriate.

b. Remediators shall meet with their assigned Midshipman at least weekly to discuss and evaluate the Midshipman's progress and development as well as reviewing the Midshipman's honor remediation journal.

c. The Senior Officer Remediator may impose additional tasks and training to enhance the remediation process as he/she sees fit. Examples of additional work include: training for classmates, selected readings, and community service assignments.

d. Upon completion of Honor Remediation, the Senior Officer Remediator will forward a Completion of Honor Remediation Report, enclosure (6), to the Commandant of Midshipmen. The Senior Officer Remediator's report should include a recommendation on the Midshipman's suitability for retention or separation from the Naval Academy. A Completion of Honor Remediation Report is not required for Midshipmen who have volunteered to participate in Honor Remediation.

7. Remediated Midshipmen Actions

a. At a minimum, each Midshipman in the Honor Remediation Program shall meet with the Honor Education and Remediation Officer at the beginning of their remediation, during the midpoint of the remediation, and near the completion of the remediation program.

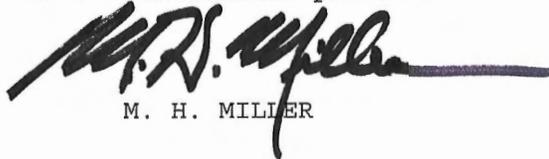
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b. The Midshipman shall complete any specific sanctions and tasks assigned at the adjudication of the dishonorable act (e.g., restriction, reduction-in-rank, etc.).

c. The Midshipman shall develop an Honor Remediation Character Development Plan, enclosure (2), and obtain approval of the plan from the Senior Officer Remediator. The Character Development Plan shall establish personal, academic, athletic, and professional goals for the period of remediation. These goals should be specific and measurable.

d. The Midshipman shall maintain a journal to record his/her progress. The journal shall be reviewed jointly by the Senior Officer Remediator and Midshipman on a routine basis, preferably at each meeting.

e. The Midshipman shall prepare a written paper summarizing his/her honor offense, the remediation process, and his/her understanding of the Honor Concept. The paper shall be 5 to 10 double-spaced, typed pages. The paper is due at the discretion of the Senior Officer Remediator, but should be requested near the end of the honor remediation process.



M. H. MILLER

Distribution:
All Non-Mids (Electronically)

18 OCT 2013

REMIANIATOR ASSIGNMENT LETTER TEMPLATE

1610

[DD Mmm YY]

From: Director, Character Development and Training Division
To: [Rank First M. LastName, U.S. Navy/U.S. Marine Corps (Retired)]

Subj: ASSIGNMENT AS A SENIOR OFFICER REMEDIATOR FOR MIDN [# /C FIRST
M. LASTNAME, USN, ALPHA/CO]

Ref: (a) USNAINST 1610.3H
(b) USNAINST 1610.4B

Encl: (1) COMDTMIDN ltr 1610 of [DD Mmm YY]
(2) Honor Remediation Character Development Plan Template
(3) Honor Remediation Sanctions Request Template
(4) Honor Remediation Extension Request Template
(5) Honor Remediation Change of Remediator Request Template
(6) Completion of Honor Remediation Report Template
(7) Failure of Honor Remediation Report Template

1. MIDN [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 MIDN [LastName] to the Honor Remediation Program for [four] months [and delayed his/her graduation until remediation is complete (1st Class)].

2. You have been assigned to serve as MIDN [LastName]'s Senior Officer Remediator while [he/she] is in Honor Remediation. In this capacity, you will work with and mentor MIDN [LastName] throughout [his/her] assigned remediation period.

3. This mentoring relationship provides an excellent opportunity to enhance a Midshipman's moral and ethical development. As a remediator, you are the primary person who will assist MIDN [LastName] in [his/her] development. The remediator-Midshipman relationship must be one of a "reflective practicum," but also one that holds MIDN [LastName] accountable for [his/her] own moral development, in thought as well as in action. This practicum consists of frequent and periodic discussions between remediator and Midshipman followed by periods of individual work and reflection. Enclosure (2) is an Honor Remediation Character Development Plan Template. You should assist MIDN [LastName] in developing a plan as you and [he/she] deem appropriate. At a minimum, the program shall include:

a. An initial meeting with MIDN [LastName] and [his/her] Company Officer and Company Senior Enlisted Leader. 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) and/or circumstance(s) may have caused the violation. These factors should remain in focus throughout the entire honor remediation period.

b. The Honor Remediation Character Development Plan, written by MIDN [LastName] and approved by you, shall establish personal, academic, athletic, and professional goals for the period. These goals should be specific and measurable. MIDN [LastName] will keep a journal in

Enclosure (1)

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order to record [his/her] progress. The journal is to be reviewed jointly by you and MIDN [LastName].

c. Weekly counseling sessions should focus on lessons learned, application, Honor Remediation Character Development Plan review, journal review, and reflective thought. You may conduct more frequent sessions as appropriate.

d. MIDN [LastName] is required to write an essay, of 5 to 10 double-spaced, typed pages, addressing the remediation as it relates to [his/her] duties as a Midshipman and potential career as a naval officer. It should demonstrate a clear articulation that MIDN [LastName] understands honor and integrity as a component of character and the role of character in an officer's make up and in combat, as well as the important link between honorable conduct and honorable acts.

4. Enclosures (3) through (5) are Honor Remediation templates for a Change of Sanctions Request, Extension Request, and Change of Remediator Request, respectively. These templates are provided to assist you and MIDN [LastName] through the remediation process.

5. At the end of the remediation period, you will submit a final report (enclosure (6) or (7)), along with MIDN [LastName]'s essay, to the Honor Education and Remediation Officer. These documents will then be forwarded, via the Director, Character Development and Training, to the Commandant of Midshipmen for approval. This final report will address MIDN [LastName]'s performance during the Honor Remediation Program and shall include a complete evaluation of [his/her] aptitude for commission, overview of the practicum and its elements (paragraph 3), and a recommendation to either remove MIDN [LastName] from the honor remediation program for successful completion or process [him/her] for separation from the Naval Academy. In either case, the remediation process shall continue until the Commandant of Midshipmen has approved the final report.

Your recommendation should be based on an analysis of MIDN [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 MIDN [LastName] has failed the remediation and should be separated, state why in specific terms.

6. The Honor Remediation Program is a unique opportunity to improve the moral and ethical development of a Midshipman. You play a critical role in the cognitive growth that MIDN [LastName] will experience during this program. The intent of these guidelines are to assist, not restrict, you in your approach to this critical assignment. Please feel free to contact the Honor Education and Remediation Officer, Honor Officer, or myself with any questions regarding this process.

[F. M. LASTNAME]
[RANK USN/USMC (Ret)]

USNAINST 1610.4B
18 OCT 2013

HONOR REMEDIATION CHARACTER DEVELOPMENT PLAN TEMPLATE

1610
[DD Mmm YY]

From: [# /C First M. LastName, USN, ALPHA/CO]
To: [Rank First M. LastName, USN/USMC(Ret)]
Subj: HONOR REMEDIATION CHARACTER DEVELOPMENT PLAN
Ref: (a) USNAINST 1610.3H
(b) USNAINST 1610.4B
Encl: (1) COMDTMIDN ltr 1610 of [DD Mmm YY]
(2) Remediator Assignment Letter of [DD Mmm YY]

1. In accordance with references (a) and (b), and per enclosure (1), I have been directed by the Commandant of Midshipmen to complete honor remediation. The normal period of remediation is four months but may be shortened or extended as required. Per enclosure (2), you have been assigned to serve as my Senior Officer Remediator. Ultimately, it is my responsibility to ensure that all of my sanctions are completed in a timely manner; however, I will also be working with you and my chain-of-command to ensure that I am meeting required deadlines.

2. After meeting with you and my chain-of-command, I have created the following plan of action for character and moral development during my remediation period. Each one of these standards is a clear and measurable objective to develop not only my sense of personal honor, but all mission areas applicable to every Midshipman.

a. Specific Sanctions. In addition to each sanction listed in enclosure (1), I will also complete the following tasks in order to consider my honor remediation complete:

(1) Mandatory weekly one-on-one sessions. I am responsible for scheduling a 1-hour block of time with you on a weekly basis. During these 1-hour sessions, we will discuss the moral and ethical aspects of the military profession. Discussion will focus on my reflections and understandings of selected readings and their applicability to my becoming a Naval officer. By the end of the remediation, at a minimum, I should be able to answer the following questions:

(a) What did I do? How did I get here?

(b) Why did I commit the offense?

(c) How do I view the USNA Honor Concept? How did I let it down?
How did it let me down?

(d) Did I know my offense was wrong?

(e) Why did I do it?

(f) Why should I be remediated? What did I learn from this
experience? Who should I discuss what I have learned with?

Enclosure (2)

(g) Why should I be trusted again? How do I regain the trust of my classmates, chain of command, etc.?

(h) How does honor and integrity translate in the fleet?

(2) Journal. I shall maintain an honor journal in which I will make entries on a daily basis. My journal will be a record of my progress in reaching my goals as well as notes and reflections of my honor remediation. In addition, I will keep this Honor Remediation Character Development Plan with my journal.

(3) Interviews. I will conduct several interviews with Senior Officers and/or Senior Enlisted on the Yard dealing with the question "If someone violated your trust, can they regain it back? If so, how?" After doing the interviews, I will summarize my interviews and my own opinions in a paper on the question.

(4) Service Project. I will coordinate with the Midshipman Action Group and select a suitable community service project with which I will remain actively involved throughout my honor remediation period. This project shall be approved by you prior to my committing to it.

(5) I will fully explain my Honor Offense and/or provide training to _____ and give a "real-life" comparison on how my actions could have had severe ramifications if done in the fleet.

(6) The following book(s) will be used during the remediation program. (IF DESIRED, BOOKS CAN BE CHECKED OUT FROM THE STOCKDALE CENTER LIBRARY IN LUCE HALL.)

(a) [Author, Title.]

(b) [Author, Title.]

(7) Remediation Final Paper. I shall submit a written paper of [##] double-spaced, typed pages that addresses my reflections on the entire developmental experience and the transfer of lessons learned into life as a Midshipman and officer. It will be due to you on or about [DD Mmm YY].

b. Mental Development. During this period of remediation, I will use my time effectively to ensure that I maintain at least a satisfactory GPA of [...].

c. Physical Development. During this period of remediation, I will use my time to remain physically fit and healthy. I will train so that I can achieve [a/an ...] or better on the PRT. [In order to accomplish this goal, I will ...].

d. Professional Development. During this period of remediation, I will maintain the highest sense of professionalism and not make any more mistakes dealing with honor or lack of integrity. [I will also ...].

e. Personal Development. During this period of remediation, I will continue to stay true to myself and to challenge myself with whatever I encounter. [I will also ...].

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3. I will also be working with my chain-of-command throughout this process. It is essential that I learn and grow not only during our remediation sessions, but also in my day-to-day interactions with my peers and superiors. I expect that the feedback from my in company performance will provide a valuable tool in assessing my progress in this development plan.

4. At the conclusion of the remediation period, I will submit a completed remediation portfolio for your review. You will assess my efforts and draft a final report detailing my adherence to this Honor Remediation Character Development Plan and my achievement of the program expectations set forth by you and also listed in reference (a). All requirements must be completed by me and approved by you in order to be released from the Honor Remediation Program. Failure to adhere to these standards could result in an extension of remediation, enactment of additional sanctions, or a recommendation that I be separated from the Naval Academy. I understand that my Honor Probation and the remediation process will continue until the Commandant has approved the final report and I have received correspondence from the Honor Education and Remediation Officer.

[F. M. LASTNAME]
[MIDN USN]

[F. M. LASTNAME]
[RANK USN/USMC (Ret)]

Copy to:
[##] Company Officer
[##] Battalion Officer
Honor Education and Remediation Officer

18 OCT 2013

HONOR REMEDIATION CHANGE OF SANCTIONS REQUEST TEMPLATE

1610
[DD Mmm YY]

From: [Rank First M. LastName, USN/USMC(Ret)]
To: Commandant of Midshipmen
Via: (1) Deputy Commandant of Midshipmen
(2) Director, Character Development and Training Division
(3) Honor Officer
(4) Honor Education and Remediation Officer

Subj: HONOR REMEDIATION [INCREASE/DECREASE] OF SANCTIONS REQUEST ICO MIDN
[#/C FIRST M. LASTNAME, USN, ALPHA/CO]

Ref: (a) COMDTMIDN ltr 1610 of [DD Mmm YY]
(b) USNAINST 1610.3H
(c) USNAINST 1610.4B

1. MIDN [LastName] was retained as a member of the Brigade of Midshipmen, but placed on Honor Probation, after being found in violation of the Honor Concept of the Brigade of Midshipmen. Per reference (a), MIDN [LastName] has been assigned to the Honor Remediation Program for [four] months to end on [DD Month YY].

2. [Background of Remediation to current point]

3. Due to [reason for requesting increase or decrease in sanctions] I request that MIDN [LastName] [be given the following sanctions:/have the following sanctions reduced/eliminated:]

[F. M. LASTNAME]
[RANK USN/USMC (Ret)]

Acknowledgement:

I have read the above memorandum and agree with the Senior Officer Remediator's Recommendation.

Senior Enlisted Leader / Company

Date

Company Officer / Company

Date

Battalion Officer / Battalion

Date

Copy to:
[##] Company Officer
[##] Battalion Officer
Honor Education and Remediation Officer

Enclosure (3)

18 OCT 2013

HONOR REMEDIATION EXTENSION REQUEST TEMPLATE

1610

[DD Mmm YY]

From: [Rank First M. LastName, USN/USMC(Ret)]
To: Director, Character Development and Training Division
Via: (1) Honor Officer
(2) Honor Education and Remediation Officer

Subj: HONOR REMEDIATION EXTENSION REQUEST ICO MIDN [# /C FIRST M. LASTNAME,
USN, ALPHA/CO]

Ref: (a) COMDTMIDN ltr 1610 of [DD Mmm YY]
(b) Remediator Assignment Letter of [DD Mmm YY]
(c) USNAINST 1610.3H
(d) USNAINST 1610.4B

1. MIDN [LastName] was retained as a member of the Brigade of Midshipmen, but placed on Honor Probation, after being found in violation of the Honor Concept of the Brigade of Midshipmen. Per reference (a), MIDN [LastName] has been assigned to the Honor Remediation Program for [four] months to end on [DD Month YY].

2. [Background of Remediation to current point]

3. Due to [Reason for requesting extension], I request that MIDN [LastName] be extended on remediation for [number] months to end on [DD Month YY].

[F. M. LASTNAME]
[RANK USN/USMC (Ret)]

Copy to:
[##] Company Officer
[##] Battalion Officer
Honor Education and Remediation Officer

18 OCT 2013

HONOR REMEDIATION CHANGE OF REMEDIATOR REQUEST TEMPLATE

1610
[DD Mmm YY]

From: [Rank First M. LastName, USN/USMC(Ret)]
To: Director, Character Development and Training Division
Via: (1) Honor Officer
(2) Honor Education and Remediation Officer

Subj: HONOR REMEDIATION CHANGE OF REMEDIATOR REQUEST ICO MIDN [# /C FIRST M.
LASTNAME, USN, ALPHA/CO]

Ref: (a) COMDTMIDN ltr 1610 of [DD Mmm YY]
(b) USNAINST 1610.3H
(c) USNAINST 1610.4B

1. MIDN [LastName] was retained as a member of the Brigade of Midshipmen, but placed on Honor Probation, after being found in violation of the Honor Concept of the Brigade of Midshipmen. Per reference (a), MIDN [LastName] has been assigned to the Honor Remediation Program for [four] months to end on [DD Month YY].

2. [Background of Remediation to current point]

3. Due to [Reason for requesting new remediator], I request that MIDN [LastName] be assigned a new Senior Officer Remediator [and that his remediation be extended for [number] months to allow ample time for successful completion with the new remediator].

[F. M. LASTNAME]
[RANK USN/USMC (Ret)]

Copy to:
[##] Company Officer
[##] Battalion Officer
Honor Education and Remediation Officer

18 OCT 2013

COMPLETION OF HONOR REMEDIATION REPORT TEMPLATE

1610
[DD Mmm YY]

From: [Rank First M. LastName, USN/USMC(Ret)]
To: Commandant of Midshipmen
Via: (1) Deputy Commandant of Midshipmen
(2) Director, Character Development and Training Division
(3) Honor Officer
(4) Honor Education and Remediation Officer

Subj: COMPLETION OF HONOR REMEDIATION REPORT FOR MIDN [# /C FIRST M,
LASTNAME, USN, ALPHA/CO]

Ref: (a) COMDTMIDN ltr 1610 of [DD Mmm YY]
(b) Remediator Assignment Letter of [DD Mmm YY]
(c) USNAINST 1610.3H
(d) USNAINST 1610.4B

Encl: (1) Honor Remediation and Character Development Plan
(2) Honor Remediation Essay
(3) [Any other pertinent documentation]

1. Purpose. Per references (a) through (d), this memorandum provides a review of MIDN [LastName]'s performance in the Honor Remediation Program.

2. Overview. The goal of the Honor Remediation Program was to have MIDN [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, MIDN [LastName] was required to engage in moral-ethical discussions, establish a set of personal goals, [perform a service project, etc.] and write a final paper. In addition, MIDN [LastName] completed the following tasks:

a. Moral Ethical Discussions. [The basis of our discussions was drawn from...]

b. Honor Remediation Character Development Plan. MIDN [LastName] met or exceeded all of the goals that [he/she] proposed to accomplish during [his/her] Honor Probation period. [In particular, [his/her] willingness to educate [his/her] fellow Midshipmen and willingness to confront individuals who could potentially face similar circumstances...]

c. [Community Service Project. MIDN [LastName] accumulated ## hours of community service at... The project consisted of...]

d. Summer Training. (if applicable) [Over the summer, I requested that MIDN [LastName] be placed on my YP for the first block summer cruise. Our interactions and [his/her] performance during the cruise convinced me that...]

e. Final Paper. MIDN [LastName]'s last requirement was to submit a written paper (enclosure (2)) that captured the lessons learned from [his/her] experience and the remediation program. [[His/Her] paper shows

Enclosure (6)

3 APR 2014

Subj: COMPLETION OF HONOR REMEDIATION REPORT FOR MIDN [# /C FIRST M.
LASTNAME, USN, ALPHA/CO]

[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, MIDN [LastName]'s paper communicates [his/her] intent to live honorably in the future.]

3. Recommendation. MIDN [LastName] successfully met [and 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. MIDN [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 MIDN [LastName] has learned a great deal about integrity and honor and the profession of arms. Based on [his/her] successful completion, I recommend that [he/she] be removed from the Honor Remediation Program and retained in the Brigade.

[F. M. LASTNAME]
[RANK USN/USMC (Ret)]

Copy to:
[##] Company Officer
[##] Battalion Officer
Honor Education and Remediation Officer

FIRST ENDORSEMENT

Date: _____

From: Commandant of Midshipmen
To: [Rank First M. LastName, USN/USMC(Ret)]

1. Completion of Honor Remediation decision:

_____ Approved _____ Disapproved _____ Modified

[F. M. LASTNAME]

Copy to:
Deputy Commandant of Midshipmen
Director, Character Development and Training Division
Honor Officer
[##] Company Officer
[##] Battalion Officer
Honor Education and Remediation Officer

3 APR 2014

FAILURE OF HONOR REMEDIATION REPORT TEMPLATE

1610

[DD Mmm YY]

From: [Rank First M. LastName, USN/USMC(Ret)]
To: Commandant of Midshipmen
Via: (1) Deputy Commandant of Midshipmen
(2) Director, Character Development and Training Division
(3) Honor Officer
(4) Honor Education and Remediation Officer

Subj: FAILURE OF HONOR REMEDIATION REPORT FOR MIDN [# /C FIRST M. LASTNAME,
USN, ALPHA/CO]

Ref: (a) COMDTMIDN ltr 1610 of [DD Mmm YY]
(b) Remediator Assignment Letter of [DD Mmm YY]
(c) USNAINST 1610.3H
(d) USNAINST 1610.4B

Encl: (1) Honor Remediation and Character Development Plan
(2) [Honor Remediation Essay (if applicable)]
(3) [Any other pertinent documentation]

1. Purpose. Per references (a) through (d), this memorandum provides a review of MIDN [LastName]'s performance in the Honor Remediation Program and a recommendation regarding disposition of this case.

2. Overview. The goal of the Honor Remediation Program was for MIDN [LastName] to 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, MIDN [LastName] was required to engage in moral/ethical discussions, establish a set of personal goals, [perform a service project, etc.] and write a final paper. However, MIDN [LastName] was unable to complete the tasks and goals set forth in [his/her] Disposition and Character Development Plan due to [...]

3. Recommendation. [MIDN [LastName] has unsuccessfully met the requirements of the Honor Remediation Program. [He/She] has not taken the program seriously and has put no effort into the moral ethical discussions, community service projects, and final paper. I believe MIDN [LastName] has learned nothing about integrity and honor and the profession of arms. Based on [his/her] failure, I recommend that [he/she] be immediately removed from the Honor Remediation program and be recommended for separation].

[F. M. LASTNAME]
[RANK USN/USMC (Ret)]

Copy to:
[##] Company Officer
[##] Battalion Officer
Honor Education and Remediation Officer

Enclosure (7)

Subj: FAILURE OF HONOR REMEDIATION REPORT FOR MIDN [# /C FIRST M. LASTNAME,
USN, ALPHA/CO]

FIRST ENDORSEMENT

From: Commandant of Midshipmen
To: [Rank First M. LastName, USN/USMC(Ret)]

1. Failure of Honor Remediation decision:

_____ Approved _____ Disapproved _____ Modified

[F. M. LASTNAME]

Copy to:
Deputy Commandant of Midshipmen
Director, Character Development and Training Division
Honor Officer
[##] Company Officer
[##] Battalion Officer
Honor Education and Remediation Officer



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 1610.4B CH-1
29/Char Dev

3 APR 2014

USNA INSTRUCTION 1610.4B CHANGE TRANSMITTAL 1

From: Superintendent

Subj: HONOR REMEDIATION PROGRAM

Encl: (1) Revised enclosure (6), page 2
(2) Enclosure (7), page 2

1. Purpose. To publish change 1 to the basic instruction.

2. Action

a. Remove page 2 of enclosure (6) of the basic instruction and replace with enclosure (1).

b. Add enclosure (2) to the basic instruction.

c. Enclosures (1) and (2) have been incorporated into the basic instruction and posted to the website.



M. H. MILLER

Distribution:
All Non-Mids (Electronically)