DD Month YYYY

**MEMORANDUM FOR CADET (FULL NAME) OF (ECHO) COMPANY**

SUBJECT: HONOR REMEDIATION PROCESS

The purpose of Honor Remediation is to facilitate the learning process for cadets adjudicated by the Honor Committee. The remediation process is a six-week course outlined below.

By signing, I declare that I am aware of my tasks, and duty to perform them. If this process is not executed to standard, I understand that further disciplinary action may be taken.

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Cadet

Witnesses:

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Battalion Honor Education Officer

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Vice Chief of Education

**Module 1: Seek out and find an Honor Mentor (Week 1)**

This week, your assignment is to seek out and select an Honor Mentor, preferably from members of the Corps of Cadets' Commandant's Staff. Others from ROTC units or another professional environment may be approved on a case-by-case basis at the discretion of the Vice Chief of Education and/or the Commandant's advisors for the Honor System. Contact your Battalion Honor Representative if you wish to do so. Upon finding your mentor, write a minimum 500-word essay explaining your choice of mentor, what you hope to learn, and the mentor's relevance.

**Module 2: Case Debrief and Reflection (Week 2)**

This week, meet with your mentor and discuss the facts and details of your case. Following this conversation, submit a minimum 500-word paper reflecting on the case you discussed. Focus on personal accountability and the impact that your actions had on yourself and others' trust in you. What does restitution towards those affected look like and what steps are you willing to take to make amends for your actions?

**Module 3: Case Study Analysis (Week 3)**

This week, you are asked to research a case study from the bank of articles available on the Remediation Program's Canvas page and write a minimum 500-word essay on the case discussing the individual's actions, the impacts on his/her life and relationships, and steps taken to regain trust, if applicable. The case must align with the nature of your violation(s), i.e., lying, cheating, stealing, or toleration. Additionally, have a 15- to 20-minute discussion with your Honor Mentor about this case and how it applies to your development as a young leader and modern leaders of character.

**Module 4: Final Essay and Review (Weeks 4-6)**

For the next three weeks, you will write a minimum 1200-word final essay incorporating lessons from previous modules. This essay will be submitted for review and approval to your Honor Mentor before submission to the Honor Committee through Canvas. Questions to be addressed by your essay should include, but are not limited to:

* Evaluate the significance of integrity and ethical conduct in military leadership. How has your understanding of these concepts evolved throughout the remediation process?
* Analyze the impact of violations of trust on unit cohesion and morale within the military and civilian sectors. How can leaders foster a culture of trust and accountability to prevent such violations?
* Reflect on your personal journey of redemption and resilience throughout the honor remediation process. How have you demonstrated your commitment to upholding the values of honor and integrity?
* Propose strategies for fostering a culture of honor and integrity within your unit or organization. How can leaders promote ethical behavior and discourage misconduct among their subordinates?