

**BY ORDER OF THE
COMMANDANT OF
CADETS**



**AIR FORCE CADET WING
INSTRUCTION 36-2809
2 July 2024**

**Personnel
OUTSTANDING SQUADRON SYSTEM (OSS)**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the CWXXP Plans and Program SharePoint site. Outstanding Squadron System and Cadet Standards and Duties links may be found on the Commandant's Page, Divisions Page, and the Development, Innovation, and Integration Page.

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

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This instruction implements USAFAI 36-2809, *USAF Academy Cadet Awards Program*, by establishing the system for determining the Outstanding Squadron Award. It outlines graded activities and/or events in military, academic, athletic, and Cadet Service Learning areas. This instruction applies to all USAFA/CW permanent party and cadets assigned to the Air Force Academy Cadet Wing. Submit recommended changes on **AF Form 847, *Recommendation for Change of Publication***, through your chain of command to CW/CWOV, 2354 Fairchild Drive, Suite 6A40, USAF Academy, CO 80840.

SUMMARY OF CHANGES

This instruction has been completely revised and should be reviewed in its entirety. It includes major revisions to all of the graded areas that contribute to the OSS.

1. **The Outstanding Squadron System** program is a Commandant program designed to determine the Outstanding Squadron for each academic year. Standardized grading criteria will be used to ensure fairness and equity in the military, academic, and athletic graded areas.

1.1. There will be a possible 1000 points available for each semester. Points will be tallied for each squadron in the areas of Military, Academics, and Athletics.

1.2. For the annual OSS ranking, a normalized score for each squadron's Military, Academics, and Athletics will be calculated. Normalizing ensures the score weighting is properly implemented. Without normalization, significant differences in standard deviations in each area will cause an unintended overweight of one score over another. Use the equation below to calculate the normalized scores:

$$\frac{(\text{Squadron's Score}) - (\text{Min Score of All Squadrons})}{(\text{Max Score of All Squadrons}) - (\text{Min Score of All Squadrons})}$$

1.3. Each squadron's normalized scores will be totaled with the following weights to determine the total OSS rank: Military – 50% (500 points); Academic – 25% (250 points); Athletic – 25% (250 points).

1.3.1 CW/CWOV (Stan/Eval) will collect all applicable data listed in **Table 1**.

1.3.2. Academic and athletic data will be obtained from Campus Solutions, AD, and the registrar.

1.3.3. Military data will comprise of Marching, Saturday AM Inspections (SAMIs), AM Inspections (AMIs), Personal Appearance Inspections (PAIs), Major Assessment Events (MAE), weekly Fourth Class Cadet Knowledge Tests, Knowledge Bowl wins, Spot Discrepancies, and Commissioning Education (CE) information pulled from FalconNet and Blackboard respectively.

1.3.3.1. Marching scores are provided by the Cadet Drill & Ceremony NCO or Officer.

1.3.3.2. Knowledge Bowl scores are provided by the Cadet Training NCO or Officer.

1.4. Key performance indicators and related OSS data will be briefed bi-weekly to the Commandant of Cadets, Cadet Group leadership, and the AFCW leadership.

1.5. Each semester, the overall standings for the Outstanding Squadron will be announced via email or with the annual Outstanding Squadron results announced prior to or during the Organizational Awards.

1.5.1. The purpose of the semester split in OSS is to ensure continued involvement/pursuance of the Outstanding Squadron by all squadrons in the wing.

1.5.2. To determine the Academic Year Outstanding Squadron, the Military Performance

Average (MPA) program manager in CW Stan/Eval (CWOV), will take the Fall/Spring approved OSS data and add them together.

1.6. The Commandant or the Vice Commandant of Cadets is the final approving official for the Outstanding Squadron winner.

2. Incentives. The following incentives are approved by the Commandant. If cadet leadership wishes to make changes to these approved incentives, they must submit changes in writing prior to M5 of the academic semester.

2.1. The top squadron in the Fall semester will be seated on stage for the Graduation Ceremony.

2.2. The top squadron in the academic year is authorized to use a 91% controlled MPA average on the unit's end of semester fall subjective MPA. The top 2 - 4 squadrons in the academic year are authorized to use an 88% controlled MPA average on the unit's end of semester fall subjective MPA.

2.3. The top squadron for the semester is authorized to use an 88% controlled MPA average for the unit's end of semester subjective MPA the following semester. The top 2 - 4 squadrons for the semester are authorized to use an 86% controlled MPA average on the unit's end of semester subjective MPA the following semester.

2.4. The top squadron for the semester is authorized to miss 3 Noon Meal Formations (NMF) the following semester. The top 2 – 4 squadrons for the semester are authorized to miss 2 NMFs the following semester.

3. Military Graded Areas. This category of the OSS counts for 50% (500 points) of the overall score. This category holds the highest percentage as it truly reflects the intentions behind cadet training and development during their four years at USAFA. Cadet Stan/Eval staff will conduct a series of inspections and evaluations to ensure Cadet Wing standards are being upheld. This includes a Fall/Spring MAE, Marching, SAMIs, AMIs, PAIs, Fourth Class Cadet Knowledge Test, Fourth Class Cadet Knowledge Bowls, Spot Discrepancies, and Commissioning Education (CE) Test.

Table 1 Military Graded Areas

Action	Points	POC
Fall MAE	100 - Outstanding 90 - Excellent 70 - Satisfactory 50 - Marginal 0 - Unsatisfactory	CWT Cadet Wing MAE Officer/NCO
Spring MAE	100 – Outstanding 90 - Excellent 70 - Satisfactory 50 - Marginal 0 - Unsatisfactory	CWT Cadet Wing MAE Officer/NCO
Marching	80 pts (16%)	CWT Cadet Wing D&C Officer/NCO
SAMI	75 pts (15%)	Chief, Cadet Wing Stan/Eval
AMI	75 pts (15%)	Chief, Cadet Wing Stan/Eval
PAI	75 pts (15%)	Chief, Cadet Wing Stan/Eval
Spot-Discrepancies	-1 pt per discrepancy	Chief, Cadet Wing Stan/Eval
Commissioning Education Tests	85 pts (17%)	CWX
Fourth Class Cadet Weekly Knowledge Tests	5 pts (1%)	Chief, Cadet Wing Stan/Eval Cadet Wing Stan/Eval Officer/NCO
Fourth Class Cadet Weekly Knowledge Bowl Wins	4 pts (0.8%)	Chief, Cadet Wing Stan/Eval Cadet Wing Training Officer/NCO

3.1. FALL/SPRING MAE. Based on how MAE is graded in upcoming semesters, scores will be appropriately weighted to contribute to the military category for the Fall/Spring semester. (Ref **Table 1**).

3.2. Marching. For specific details on Marching, reference: [AFMAN 36-2203, Drill and Ceremonies](#). These points will come from an average of the weekly and parade grading scores given to squadrons by Cadet Wing Drill & Ceremonies (D&C) staff members. Scores are compiled and uploaded into FalconNet, and made available to the cadet wing. No actions should be taken to standardize discrepancies in order to prevent large deduction differences. Marching scores will contribute up to 80 relative weighted points in the military category.

3.3. Saturday AM Inspections (SAMIs).

3.3.1. SAMIs will be graded each semester and the average of the scores will be used. The scores will contribute up to 75 relative weighted points in the military category.

3.3.2. SAMIs will be conducted IAW AFCWI 36-3501, *Cadet Standards and Duties (CS&D)* and any associated Special Instructions (SPINS).

3.4. AM Inspections (AMIs). AMIs are a reflection of the daily living standards within the squadrons.

3.4.1. AMIs will be graded each semester and the average of the scores will be used. The scores will contribute up to 75 relative weighted points in the military category.

3.4.2. AMIs will be conducted IAW AFCWI 36-3501, *Cadet Standards and Duties* by cadets or squadron, group, or wing permanent party.

3.4.3. Any disputes or grading questions are to be directed towards the Squadron Stan/Eval officer. If the squadron with concerns, to include Squadron Commander and Squadron Stan/Eval officer are unable to resolve a dispute, the Group Stan/Eval officer should be contacted. The final arbitrating authority is the respective Air Officer Commanding (AOC) with consultation with CWOV.

3.5. Personal Appearance Inspections (PAIs).

3.5.1. PAIs are conducted during the SAMI period. Scores are averaged over the semester.

3.5.2. PAIs will be conducted IAW AFCWI 36-3501, *Cadet Standards and Duties* by cadets or squadron, group, or wing permanent party. Cadets come to attention while being inspected.

3.5.3. Scores are reported using the AFCW Form 304, *PAI Checklist* via FalconNet and made available to the cadet wing.

3.5.4. Direct disputes or grading questions to the evaluation team leader. If unable to resolve a dispute, the group Stan/Eval officer should be contacted. Final arbitration authority is the respective AOC and CWOV. These scores will contribute up to 75 relative weighted points in the military category.

3.6. Noon Meal Formation (NMF) PAIs.

3.6.1. The Cadet Wing Drill and Ceremonies officer or NCO will determine which evaluation team will inspect each squadron. He/she will notify the evaluation team NLT the evening prior to inform them which squadron they will be evaluating.

3.6.2. NMF PAIs will be conducted IAW AFCWI 36-3501, *Cadet Standards and Duties*.

3.6.3. Scores are reported via FalconNet and made available to the cadet wing within minutes of the inspection record being submitted. Scores are averaged in with the PAI scores received during the SAMI.

3.6.4. Any disputes or grading questions are to be directed towards the Squadron Stan/Eval officer. If the squadron with concerns, to include Squadron Commander and Squadron Stan/Eval officer are unable to resolve a dispute, the Group Stan/Eval officer should be contacted. The final arbitrating authority if not resolved by all others is the Wing Stan/Eval officer.

3.7. Commissioning Education (CE) Tests. CE is a graduation requirement and will contribute up to 85 relative weighted points to the military category.

3.8. Knowledge Tests average. The weekly Knowledge Test scores from the Fourth Class Cadets of each squadron will be averaged across the semester to contribute up to 5 relative weighted points in the military category.

3.9. Knowledge Bowl Wins. The weekly Knowledge Bowl wins by the Fourth Class Cadets of each squadron will be averaged across the semester to contribute up to 4 relative weighted points in the military category.

3.10. Spot Discrepancies.

3.10.1. If a cadet is stopped for a major discrepancy (e.g., Not in proper uniform, poor dress and appearance, late to a briefing, etc.) or caught while engaged in misconduct (unprofessional behavior, violations of the CS&D outside of areas related to room standards or personal appearance), discrepancies and documentation will be sent to CWOV and the respective AOC. CWOV will deduct 1 point per discrepancy from the unit's military performance portion of the OSS calculation and inform the unit of the point deduction.

3.10.2. No-notice AMI deductions will be included in the spot discrepancies calculation. For rooms with a score of 79% or below, each infraction received will count as a spot discrepancy.

4. Academics. This category of OSS counts for 25% (250 points) of the overall score. The grading criteria for academics will include the semester GPA average for all classes.

5. Athletics. This category of OSS counts for 25% (250 points) of the overall score. The grading criteria for athletics will include the semester PEA average for all classes.

6. OSS Summary. These guidelines provide general & concise stipulations for the OSS grading rubric. Subcategories are flexible in nature in order to accommodate changes in the Cadet Wing. Further clarification in various categories & subcategories can be provided by CWOV.

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