

AMERICAN LEGION POST 237
DEPARTMENT OF ALABAMA
STANDARD OPERATING PROCEDURES

JROTC/ROTC LIAISON OFFICER

August 13, 2025

Purpose: Provide the Post 237 Executive Committee, Second Vice Commander, and the Post 237 membership knowledge of the duties and responsibilities to be executed by the JROTC/ROTC Liaison Officer of the Clayton E. Moneymaker American Legion Post 237

Scope: This SOP applies to all facets of the duties and responsibilities of the JROTC/ROTC Liaison Officer of the Clayton E. Moneymaker American Legion Post 237

Authority: Second Vice Commander SOP, Section 5, Post Focal Point for ROTC/JROTC Programs, dated January 18, 2023

References:

Second Vice Commander SOP, Section 5, Post Focal Point for ROTC/JROTC Programs, dated January 18, 2023

Clayton E. Moneymaker American Legion Post 237 website:

<https://www.legion237.com> (JROTC/ROTC Program)

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1. JROTC/ROTC Support Program:

A. American Legion Post 237 is responsible for providing American Legion “Americanism” program-related information/recognition support and coordinating the participation in these programs for the following high schools and college:

High Schools:

Buckhorn
Columbia
Grissom
Hazel Green
Huntsville
Lee
Madison County

College:

Alabama A & M University

B. An integral part of this Americanism program is the recognition of those JROTC and ROTC cadets who have excelled at their respective high schools and college.

2. High School (JROTC) and College (ROTC) American Legion Awards

Post 237 annually presents the following American Legion medals and award certificates to outstanding cadets at the aforementioned high schools and college institutions:

- Scholastic Excellence Award (Annex A)
- Military Excellence Award (Annex B)

3. Criteria For Receipt of Awards:

A. **Scholastic Excellence Award:** The cadet must:

- Be in the top 10% of his/her class in non-JROTC/ROTC subjects
- Be in the top 25% of his/her class in JROTC/ROTC
- Have demonstrated qualities of leadership
- Have actively participated in related student activities such as student organizations, constructive activities, or sports

B. Military Excellence Award: The cadet must:

- Be in the top 25% of his/her class in JROTC/ROTC and non-JROTC/ROTC subjects
- Have demonstrated outstanding qualities in military leadership, discipline, character and citizenship

4. Selection of Cadets to Receive Awards:

The senior military instructor in the JROTC/ROTC Department at the respective institutions will make the selections of cadets to receive the two awards.

5. Presentation of Awards:

Presentation of awards are made at each institution's year-end JROTC/ROTC awards ceremonies.

6. Coordination with High School and College Points of Contact (POC):

A. The coordination between the Post 237 JROTC/ROTC Liaison Officer and high school and college POC for the presentation of these awards is vitally important.

B. The means to develop and foster this relationship with the POC are:

- Each year prior to the high school Christmas break telephone the JROTC POC on record to schedule an in-person meeting with the POC before the break. The purpose of meeting in December is to address with the POC all necessary information regarding the presentation of JROTC awards to their cadets, but

also very importantly, to provide to the JROTC Department other information regarding the other American Legion Americanism programs of interest to the cadets. At these meetings the following should occur:

- Present to the JROTC POC a letter (Annex C).
- Present to the JROTC POC the Americanism brochure (Annex D). Review with the POC the information contained in the brochure. Prior to presenting the brochure, verify that all information in it is accurate
- Verify the names/telephone numbers/email addresses of both the primary and backup POC at each JROTC Department
- Telephone the Alabama A&M POC on record. Verify the names/telephone numbers/email addresses of both the primary and backup POC

7. Provide Second Vice Commander POC Information:

As soon as all JROTC POC information is obtained/verified, email it to the Post 237 Second Vice Commander. This information will be used by the Second Vice Commander to provide to these POC additional Americanism program information for the JROTC cadets. Although the high school principals/guidance counselors are supposed to provide this information to the JROTC Departments, this is an added measure to ensure that this information does get to the cadets.

8. Ordering JROTC/ROTC Scholastic Excellence and Military Excellence Awards:

In July of each year request the Post 237 Adjutant order (Annex E) from the American Legion Flag and Emblem the following:

- Ten (10) silver Scholastic Excellence medals (Part # 717.101-Medal/Ribar set with box)

- Ten (10) silver Military Excellence medals (Part # 717.100-Medal/Ribar set with box)

Coordinate with the Adjutant which Post 237 account will pay for these medals.

9. Requesting Post 237 Legionnaires to Present JROTC/ROTC Awards:

At either the January or February Post 237 General Membership meeting request volunteers from attendees to present the awards at each of the school's awards ceremonies.

10. Requesting the Names of Cadet Award Recipients from Institutions:

A. Beginning in March send emails to all JROTC and ROTC Departments requesting the following:

- Cadet rank, first and last names of cadets who will be receiving the Scholastic Excellence awards
- Cadet rank, first and last names of cadets who will be receiving the Military Excellence awards
- Date of awards ceremony/arrival time of presenter
- Physical location of awards ceremony at institution

B. After sending this initial request for information, it is critical that there are follow up emails/telephone calls to POC until all needed awards ceremony information is obtained.

11. Preparation of Award Certificates:

A. The awards certificates (Annex F) to be presented must be ordered from the American Legion Flag & Emblem catalog (Part # 733.102). Ensure that sufficient blank certificates are on hand each year for preparation/presentation.

B. Following the receipt from each POC of cadet award recipient information, the next step is to prepare the ROTC award's certificates that will be presented to

the cadet awardees.

C. Either the JROTC/ROTC Liaison Officer or a designated representative will prepare the certificates.

D. It is very important that the completed certificates are accurate. Verify the cadet's rank and names, cadet's schools, and presentation dates match the information provided by the POC.

12. Providing Award Packets to Presenters:

Prior to the date of a scheduled awards ceremony for an institution, provide to each designated presenter a packet containing the following:

- Awards certificates for both the Scholastic Excellence awardee and the Military Excellence awardee
- One Scholastic Excellence medal/ribbar set with box
- One Military Excellence medal/ribbar set with box
- One awards presentation script (Annex G)---JROTC/ROTC Liaison Officer will input on each script the ranks/names of awardees

13. JROTC High School and College Addresses:

The physical addresses of the seven JROTC high schools and Alabama A&M University are shown at Annex H.

14. Managing Awards Schedule/Actions:

It is important that the JROTC/ROTC Liaison Officer effectively manages all facets of the annual awards schedule. This should be done by maintaining up to date information on the following two documents:

- **JROTC/ROTC Actions to Be Completed:** Identify on this document (Annex I) when all identified actions have been completed,

information has been received, and any appropriate remarks.

- **JROTC/ROTC Awards Schedule:** Identify on this document (Annex J) all information when it has been obtained.

15. Critique of Performance:

A. When awards have been presented to the final JROTC/ROTC institution, the final action to be performed by the JROTC/ROTC Liaison Officer is a thorough critique of all actions that took place identifying:

- What worked well
- Problems that occurred or actions that require improvement

B. Prior to the next year's award's program, identify fixes for the problems that occurred as well as any areas that require improvement.

16. Any amendment to the Post 237 Constitution or By-Laws, which conflicts with any provision(s) of this SOP, shall automatically repeal and modify this SOP to the satisfaction of such conflict.

ANNEX A

THE AMERICAN LEGION
SCHOLASTIC EXCELLENCE
AWARD



JOSEPH KOZIANOWSKI

[Skip To Main Content](#)

ANNEX B

THE AMERICAN LEGION
GENERAL MILITARY
EXCELLENCE AWARD



ROBERT MCCOY



ANNEX C

AMERICAN LEGION POST 237
2900 Drake Avenue
Huntsville, AL 35805

December 2, 2024

CSM (Ret.) Kenneth Petty
JROTC Department
Lee High School
2500 Meridian Street N
Huntsville, AL 35811

CSM Petty,

Greetings from American Legion Post 237. I hope the school year is going well for you and your cadets.

The attached Americanism brochure is provided to you for your information about the American Legion's Americanism programs and scholarships. I request your assistance in disseminating this information to your Cadets. It is my hope that you have Cadets who will participate in the programs and will apply for the scholarships.

I look forward later working with you on your cadets you want to have recognized with the American Legion's Military and Scholastic awards at your end of school year awards ceremony.

If you have any questions, please contact me.

Respectfully,

Tom Hartley
LTC (Ret.) U.S. Army
JROTC/ROTC Liaison Officer
American Legion Post 237
Email: tomandlouiss@yahoo.com
Tel: (256) 497-0426



Clayton E. Moneymaker Post 237

Americanism Programs/Scholarships

A commitment to encourage, support, and demonstrate the ideals of Americanism to young men and women in the local community.



Americanism is an ideology, or a belief in devotion, loyalty, or allegiance to the United States of America, or respect for its flag, its traditions, its customs, culture, symbols, institutions, or form of government.

"Americanism is a question of spirit, conviction, and purpose, not of creed or birthplace." *Theodore Roosevelt*





American Legion Post 237 Americanism Programs and Scholarships

“Americanism” is an unfailing love of country, loyalty to its institutions and ideals, eagerness to defend it against all enemies, individual allegiance to the U.S. flag and a desire to secure the blessings of liberty to ourselves and our posterity.

The American Legion is committed to its mission to provide support to veterans, their families, the community, and the entire American Legion Family. The cornerstone of Post 237’s support is centered around teaching and demonstrating the spirit of **“Americanism”**. That spirit permeates all the programs sponsored or administered by Post 237.

JROTC/ROTC Support Program

American Legion Post 237 is responsible for providing American Legion **“Americanism”** program-related information and awards and coordinating the participation in these programs for the following high schools and college:

Grissom

Huntsville

lee

Buckhorn

Hazel Green

Columbia

Madison County

Alabama A&M

*** Scholastic Excellence and General Military Excellence Awards**

Post 237 annually presents American Legion medals and award certificates to outstanding cadets at the above identified JROTC and ROTC institutions.

1. **Criteria for Receipt of Awards:** A Cadet may receive an award for scholastic excellence and an award for general military excellence for the same school year or for more than one year.

a. **Scholastic Excellence Award**. The Cadet must:

- 1) Be in the top 10% of his/her class in non-JROTC/ROTC subjects.
- 2) Be in the top 25% of his/her class in JROTC/ROTC.
- 3) Have demonstrated qualities of leadership.
- 4) Have actively participated in related student activities such as student organizations, constructive activities, or sports.

b. **Military Excellence Award**. The Cadet must:

- 1) Be in the top 25% of his/her class in JROTC/ROTC and non-JROTC/ROTC subjects.
- 2) Have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

2. **Selection of Awardees:** The senior military instructor in the JROTC/ROTC Department will make the selections of Cadets to receive the two awards.

3. **Presentation of Awards:** Presentation of awards are made at each school's year-end JROTC/ROTC awards ceremonies.

***Other Cadet Participation Opportunities:**

- Posting the Colors at the Post 237 General Membership meetings (3rd Monday)
- Participating in flag retirement ceremonies
- Providing a Color Guard at funeral/other ceremonies
- Participating in the Alabama American Legion Junior Shooting Sports Program
- Placing wreathes/flags on veteran's graves during holidays

Retired Army LTC Tom Hartley, Post 237 JROTC/ROTC Liaison Officer, coordinates activities between Post 237 and the JROTC/ROTC departments. During his military career, LTC Hartley served as an Assistant Professor of Military Science at Eastern New Mexico University during his 23-year career as a commissioned US Army officer.

Contact Information:

Email: tomandlouiss@yahoo.com

Cell Phone: (256) 497-0426

Additional American Legion Americanism Programs

*** Oratorical Contest**

The American Legion Oratorical Contest is a constitutional speech contest that provides scholarship opportunities for high school orators. Post 237 teams with the other American Legion Posts in Madison County to conduct the Madison County Oratorical Contest. The winner of the county contest can compete at the district, division, state and national levels. Nationwide over \$138,000 in scholarships are awarded each year.

Contestants deliver a prepared speech on some aspect of the US Constitution followed by a shorter speech on a constitutional subject drawn randomly.

Comprehensive details about the Oratorical Contest will be provided to high school counselors and JROTC departments.

The Madison County Oratorical Contest for 2025, is scheduled for February 8, 2025. It will be conducted at the Madison City Hall located at 100 Hughes Road in Madison, AL.

*** Alabama Boys State Convention**

The Alabama Boys State Convention is designed for outstanding young men who have completed their junior year of high school. The Convention delegates are selected by their schools based upon their character, leadership and their work at school and in the community. Boys State is a week-long program conducted on the campus of the University of Alabama in Tuscaloosa. Delegates develop leadership skills and civics knowledge by creating a mock

government and proposing and passing legislative agendas. Two boys from the Boys State class go to Boys Nation in Washington DC.

Post 237 chairs the Madison County Boys State Convention effort. The Post hosts an orientation dinner and provides bus transportation for the delegates to and from the Boys State convention. Post 237 often helps pay the Boys State Convention registration fee for several boys.

Each year the election of Boys State Convention delegates begins after the school year starts and the Convention takes place soon after the school year ends. As current year details are finalized for publication, all area high school counselors and JROTC departments will have that information forwarded to them.

The dates for the 2025 Boys State Convention are May 25 through May 31, 2025.

***Alabama Girls State Convention**

The Alabama Girls State Convention is a week-long program which will be conducted on the campus of the University of Alabama in Tuscaloosa. The Convention is designed for outstanding young women that are juniors in high school and interested in how the government works. The number of girls selected from each school is determined based on the size of the junior class.

Once the girls are selected, the Post 237 Auxiliary hosts a “Coke” party to give the girls information on what to expect, what to take, and have some girls that attended the year before to talk about their Girls State Convention experiences. The girls are assigned to a “city” and “county” and then run for offices during the week. There are many speakers and social activities during the week. Post 237 and Post 176 team up to sponsor girls from Madison County schools. The American Legion normally pays the registration fees for 12 girls and provides funding for campaign material. Two girls from the Girls State Convention class go to Girls Nation in Washington DC.

As current year details are finalized for publication, all area high school counselors will have that information forwarded to them.

The dates for the 2025 Girls State Convention are June 1-6, 2025.

AMERICAN LEGION SCHOLARSHIPS

* Oratorical Scholarship:

The American Legion presents scholarships to the three finalists at the American Legion Oratorical Contest district, division and state levels of competition

Eligibility requirements for attendees at the Oratorical Contest and receipt of scholarships are:

- Must be a citizen of or lawful permanent resident of the United States
- Must be a bona fide student under the age of 20 years on the date of the National Oratorical Contest who is enrolled in a high school or junior high school at the time of the Oratorical Contest
- Must be legally domiciled within or attend an educational institution within the state where they enter competition.

The three finalists at the American Legion district, division and state levels receive determined dollar amount scholarship awards.

Scholarship awards are presented to the three finalists in the final round of the National Oratorical Contest as follows: **1st place: \$25,000; 2nd place: \$22,500; 3rd place: \$20,000.**

* Samsung Scholarship:

In 1996, worldwide electronics leader Samsung endowed a scholarship fund of \$5 million to be administered by the American Legion to show appreciation for US veterans who came to Korea's aid during its struggle against communist forces in the Korean War. The Samsung American Legion Scholarship Program established a series of scholarships derived from interest and other income from the principal amount. As of 2023, the Samsung American Legion Scholarship Program has awarded more than \$7.2 million in college scholarships to 2,422 recipients.

Samsung scholarships may be used for undergraduate studies and applied toward tuition, books, fees, and room and board. Winners are selected according to academic record and involvement in school and community service.

Eligibility Requirements---Scholarship applicants are:

- Limited to students between their junior and senior years of high school
- Attending the current session of either an American Legion Boys State or American Legion Girls State program

- A direct descendant – i.e. child, grandchild, great grandchild, etc. - or a legally adopted child of a wartime U.S. military veteran who served on active duty during the designated eligibility dates for American Legion membership

Scholarship award amounts:

- Ten national scholars receive \$10,000 each (two from each region)
- Ten national runners-up receive \$5,000 each (two from each region)
- Remaining Department finalists each receive \$1,250

The online Samsung Scholarship application can be accessed at: www.legion.org/samsung-scholarship-application. **Scholarship applicants must complete and submit their online application prior to 11:59 (local time) of Day 1 of their respective American Legion Boys State or American Legion Auxiliary Girls State program.**

***Legacy Scholarship:**

To qualify and apply for the American Legion Legacy Scholarship, you must be able to answer **YES** to the following three (3) questions:

1. Are you currently a high school senior and/or accepted at or attending an institution of higher education?
2. Is your institution of higher education a nonprofit and regionally-accredited institution? (If you are unsure, contact your institution's admission office). Regional accreditation applies to the whole school, not a program.
3. Does at least one of the following statements apply to you?
 - a. A legal parent of mine died while serving on active duty, U.S. military service on or after September 11, 2001. (Does not have to be a death out-of-country or in combat.)
 - b. A legal parent of mine is a Post-9/11 veteran of the U.S. military, who has been given a disability rating of 50% or higher by the Veterans Administration.

Scholarships provide up to \$20,000 for the children of a deceased legal parent, and up to \$5,000 for the children of a disabled legal parent. Recipients may reapply for additional annual awards up to six times.

If you answered **YES** to the previous three (3) questions, you may fill out the online application.

To access the online application, go to: www.legion.org/legacy-scholarship-application. The application will be available for completion during the period from January 1-no later than Wednesday, March 26, 2025.

- **Wargo Scholarship:**

The Wargo Scholarship Program is an annual scholarship program managed by American Legion Post 237 in honor of the Wargo family.

Eligibility Requirements---The applicant must:

- Be a descendant of a military veteran
- Plan on attending a college or vocational school

This program provides a scholarship award of \$1,000 for one year. These scholarships are annual, not repetitive, and must be applied for each year. Application packages must be received by May 1st of each year.

Awards are made based on the recommendations of the scholarship committee. Judging is based on scholastic performance, basis of need, character, and volunteer work. Candidates should remember that their application packages should be prepared to convince the judges of their merit.

Scholarship application forms are available on the American Legion Post 237 website at: www.legion237.com. Select Wargo Scholarship in the menu and follow instructions.

- ***Baseball Scholarship:**

The American Legion awards between \$22,000 and \$25,000 in scholarships to deserving American Legion baseball players each year.

The Department of Alabama American Legion Baseball Committee will select a player from one of the players playing on one of the baseball teams of an Alabama American Legion Post.

The Department of Alabama scholarship winner will receive \$500. The winner will be considered for receipt of additional baseball scholarships.

The head coach of the player's American Legion Post baseball team will nominate a player on that team for this scholarship.

Eligibility Requirements—The player must:

- Have graduated from high school
- Attach a copy of his official high school transcript to the application
- Be on a current roster (American Legion National Baseball Electronic Registration Form) filed with National Headquarters
- Be part of a team affiliated with an American Legion Post
- Have three (3) letters of testimony attached to the application

The American Legion Baseball Scholarship application form can be accessed at: www.legion.org/get-involved/scholarships/the-american-legion-baseball-scholarship.

***Eagle Scout of the Year Scholarship:**

Eligibility Requirements---The nominee must:

- Be either a registered active member of a Boy Scouts of America unit that is chartered to an American Legion Post, American Legion Auxiliary unit or Sons of The American Legion squadron.
- OR**
- Be a registered active member of any chartered Boy Scouts of America unit and have a parent or grandparent possessing an up-to-date membership in The American Legion or Sons of The American Legion or American Legion Auxiliary, and in the case of a recently deceased member, their membership for the year immediately prior to the current year may be used.
- AND**
- Have received the Eagle Scout Award
 - Have received a Scouts BSA or Venturer Religious Emblem.
 - Have demonstrated practical citizenship in church, school, Scouting and community.
 - Have reached their 15th birthday and be enrolled in high school at the time of selection.
 - Have applied through the state in which their Scout unit is chartered.
 - Provide documentation of current BSA membership. (Membership must be valid for the year in which they are applying.)

The American Legion Eagle Scout of the Year Scholarship nomination window is from November 1st 2024 to March 1st 2025. Nomination packets must be received by the applicant's Alabama American Legion Department **no later than** March 1st. The Alabama American Legion Department will determine the Eagle Scout judged to be the best in their Department. The Department will then send that applicant's packet to The American Legion National Headquarters no later than April 1st.

The American Legion Eagle Scout of the Year will receive a \$10,000 scholarship. Three (3) runner-up scholarship awards will be granted in the amount of \$2,500 each. The scholarship recipients will be eligible to receive their scholarship upon enrollment to an accredited trade school, college, or university within the United States.

The Eagle Scout of the Year nomination form can be accessed at: www.legion.org/get-involved/scholarships/american-legion-eagle-scout-of-the-year-scholarship.

ANNEX E

7 July 2025

SUBJECT: Ordering ROTC Scholastic and Military Excellence Medals from American Legion Flag & Emblem

Mary,

Request that you place an order with Flag & Emblem for the following American Legion ROTC medals:

<u>ITEM #</u>	<u>ITEM TYPE</u>	<u>COLOR</u>	<u>QUANTITY</u>
717-100	Medal/Ribar Set with Box		
	Military Excellence	Silver	10
717-101	Medal/Ribar Set with Box		
	Scholastic Excellence	Silver	10

These medals are being ordered now to preclude the problem we had this year when we did not receive some of the medals in time for presentation to cadets.

Per approval of Tom Paone on 6 July 2025, the above medals will be purchased with funds from the Post 237 Annex Account.

Request you provide me a copy of Flag & Emblem's acknowledgement email when received.

Tom Hartley
JROTC/ROTC Liaison Officer
American Legion Post 237

ANNEX F



PRESENTS THIS CERTIFICATE

To _____

OF _____



IN RECOGNITION OF THE
OUTSTANDING ATTRIBUTES
DEMONSTRATED LEADING
TO THE AWARDING OF
THE AMERICAN LEGION



MEDAL



SPONSORED BY _____ Post No. _____

PRESENTED BY _____

AT _____ THIS _____ DAY OF _____, 20____

ANNEX G

AMERICAN LEGION MILITARY AND SCHOLASTIC EXCELLENCE **JROTC/ROTC AWARDS**

NOTE: The Post 237s high school JROTC departments and the Alabama A&M ROTC Department will either allow or not allow our Post's award's presenters to make comments while they are presenting the American Legion awards. This is normally not known until the ceremony. In the event you are allowed to make comments, the following is a recommended script to use:

THE AMERICAN LEGION WAS CHARTERED BY CONGRESS IN 1919, AS A PATRIOTIC VETERAN'S ORGANIZATION, FOCUSING ON SERVICE TO U.S. MILITARY VETERANS AND COMMUNITIES

TODAY, AMERICAN LEGION MEMBERSHIP IS OVER 2 MILLION IN MORE THAN 13,000 AMERICAN LEGION POSTS WORLDWIDE

ONE OF THE FOUR PILLARS OF THE AMERICAN LEGION IS ITS AMERICANISM PROGRAMS WHICH INCLUDES ITS RECOGNITION OF JROTC AND ROTC CADETS WHO HAVE EXCELLED IN THEIR MILITARY SKILLS AND SCHOLASTIC EXCELLENCE

TODAY, IT IS MY HONOR AND PRIVILEGE TO RECOGNIZE TWO CADETS WHO HAVE DEMONSTRATED MILITARY AND SCHOLASTIC EXCELLENCE

THE AMERICAN LEGION AWARD FOR GENERAL MILITARY EXCELLENCE IS AWARDED ANNUALLY TO A CADET WHO IS IN THE TOP 25% ACADEMICALLY IN THEIR HIGH SCHOOL/COLLEGE, IN THE TOP 25% OF

THEIR JROTC/ROTC CLASS AND HAS DISPLAYED OUTSTANDING QUALITIES OF MILITARY LEADERSHIP, DISCIPLINE, CHARACTER AND CITIZENSHIP

LADIES AND GENTLEMEN, THIS AWARD IS PRESENTED TO:

NOTE: CADET POSITIONS THEMSELVES NEXT TO YOU. PRESENT AWARD PLASTIC BOX AND CERTIFICATE TO CADET. POSE FOR PHOTOGRAPH

THE AMERICAN LEGION AWARD FOR SCHOLASTIC EXCELLENCE IS AWARDED ANNUALLY TO A CADET WHO IS IN THE TOP 10% OF THEIR HIGH SCHOOL/COLLEGE IN ACADEMIC SUBJECTS, BE IN THE TOP 25% OF THEIR JROTC/ROTC CLASS AND HAS DEMONSTRATED QUALITIES OF LEADERSHIP AND HAS ACTIVELY PARTICIPATED IN STUDENT ACTIVITIES

LADIES AND GENTLEMEN, THIS AWARD IS PRESENTED TO:

NOTE: PRESENTATION WILL BE AS STATED ABOVE

ANNEX H

JROTC/ROTC ADDRESSES

JROTC/ROTC UNIT

ADDRESS

Madison County HS	174 Brock Rd/Gurley, AL 35748
Columbia HS	300 Explorer Blvd NW/Huntsville, AL 35806
Hazel Green HS	14380 Highway 231-431 North/Hazel Green, AL 35751
Buckhorn HS	4123 Winchester Rd/New Market, AL 35761
Lee HS	2500 Meridian St N/Huntsville, AL 35811
Huntsville HS	2304 Billie Watkins St SW/Huntsville, AL 35801
Grissom HS	1001 Haysland Rd SW/Huntsville, AL 35802
Alabama A&M	4900 Meridian St N/Huntsville, AL 35811

JROTC/ROTC ACTIONS TO BE COMPLETED (ANNEX I)

ACTION	COMPLETION DATE			REMARKS
Grissom: Sched mtg in Dec				Mtg date:
HSV: Sched mtg in Dec				Mtg date:
Lee: Sched mtg in Dec				Mtg date:
Buckhorn: Sched mtg in Dec				Mtg date:
Hazel Grn: Sched mtg in Dec				Mtg date:
Columbia: Sched mtg in Dec				Mtg date:
Madison Cty: Sched mtg in Dec				Mtg date:
AL A&M: Sched mtg in Dec				Mtg date:
Ltr/brochure given to Grissom				Given date:
Ltr/brochure given to Huntsville High				Given date:
Ltr/brochure given to Lee				Given date:
Ltr/brochure given to Buckhorn				Given date:
Ltr/brochure given to Hazel Green				Given date:
Ltr/brochure given to Columbia				Given date:
Ltr/brochure given to Madison County				Given date:
POC info given to 2nd Vice Cdr				
Ask Adjutant to Order Silver Military Excellence Medals				Received:
Ask Adjutant to Order Silver Scholastic Excellence Medals				Received:
Jan-Feb: Request Presenters for Each School				

ACTION	ALL INFO RECEIVED	REMARKS
<p>Grissom: Email Need All Rqd Awards Ceremony Info</p> <p>HSV High: Email Need All Rqd Awards Ceremony Info</p> <p>Lee: Email Need All Rqd Awards Ceremony Info</p> <p>Buckhorn: Email Need All Rqd Awards Ceremony Info</p> <p>Hazel Green: Email Need All Rqd Awards Ceremony Info</p> <p>Columbia: Email Need All Rqd Awards Ceremony Info</p> <p>Madison County: Email Need All Rqd Awards Ceremony Info</p> <p>AL A&M: Email Need All Rqd Awards Ceremony Info</p>		
<p>Grissom: Ask Paone prep certificates</p> <p>Hsv High: Ask Paone prep certificates</p> <p>Lee: Ask Paone prep certificates</p> <p>Buckhorn: Ask Paone prep certificates</p> <p>Hazel Green: Ask Paone prep certificates</p> <p>Columbia: Ask Paone prep certificates</p> <p>Madison County Ask Paone prep certificates</p> <p>Alabama A&M: Ask Paone prep certificates</p>		

ACTION

COMPLETION DATE

REMARKS

Grissom Medals
Presented

Hsv High Medals
Presented

Lee Medals
Presented

Buckhorn Medals
Presented

Hazel Green Medals
Presented

Columbia Medals
Presented

Madison County
Medals Presented

Alabama A&M
Medals Presented

JROTC/ROTC AWARDS SCHEDULE (ANNEX J)

As of 21 May 2025

ROTC/ROTC Program	Ceremony Location	Ceremony Date/Arrival Time	Awards Presenter	Points of Contact	Military Excellence Recipient	Scholastic Excellence Recipient
Grisson (Army)	AUDITORIUM	30 APRIL/1730 HRS	Earl Hokanson (Confirmed received awards info)	CSM (R) Cedric Moore (P) cedricmoore566@gmail.com 915-227-4633 MSG (R) Derrick Hamilton (B) derrick.hamilton@hsv.k12.org 910-429-5572	CADET FIRST SERGEANT CALI UNITE	CADET CAPTAIN LAVINIA MATOS
Huntsville (Space Force)	AUDITORIUM	22 APRIL/1730 HRS	Kim Smith (Confirmed received awards info)	Lt Col (Ret) David W. Murphy (P) david.murphy@hsv.k12.org 256-428-8061 MSGT (Ret) Jeffrey Bachman (B) jeffrey.bachman@hsv.k12.org 256-428-8061	CADET LIEUTENANT COLONEL ELIAN TOMAS-LOPEZ	CADET LIEUTENANT COLONEL ISAAH STALLINGS
Lee (Army)	AUDITORIUM	14 May/1700 HRS	Kan Carpenter (Confirmed received awards info)	CSM Kenneth Petty (P) kenneth.petty@hsv.k12.org 256-428-8159 COL Diane Richie (B) diane.richie@hsv.k12.org 256-428-8150	CADET SERGEANT MAJOR SAMUEL HERNANDEZ	CADET STAFF SERGEANT GRADY LEHR
Buckhorn (Army)	CAFETERIA	27 MARCH/1730 HRS	Jerry Phelps Bill Pond (Both confirmed received awards info)	CPT Kanyada Wallace (P) kwallace@madison.k12.al.us 256-851-3300 x21163 Cell: 205-272-0331 SFC Keith Lewis (B) kewis@madison.k12.al.us 256-503-1706	CADET 1ST LIEUTENANT ANDREW GOMEZ	CADET CAPTAIN JOSHUA MAGGERS
Hazel Green (Navy)	Gymnasium	5 MAY/1800 HRS	Don Pinkerton (Confirmed received awards info)	LCDR (Ret) Wayne Hill (P) whill@madison.k12.al.us 256-851-3220 x 11178/11177 QMC Bill Terry (B) bterry@madison.k12.al.us 256-851-3220 x 11177/11178	CADET LIEUTENANT JUNIOR GRADE KADENCE SULLIVAN	CADET LIEUTENANT JUNIOR GRADE MARLEY PARTAIN
Columbia (Army)	AUDITORIUM	22 APRIL/1430 HRS	Tom Paone (Confirmed received awards info)	Cpt (R) Melanie Appleton (P) melanie.appleton@hsv.k12.org 256-428-7576 X127 SFC (Ret.) Jol Rice (B) jorice@hsv.k12.org 256-428-7576 x 129	CADET CAPTAIN JAMISON HOLLOWAY	CADET FIRST LIEUTENANT TAMSON JULNE
Madison County (Army)	Gymnasium	2 May/1115 HRS	Don Pinkerton (Confirmed received awards info)	LTC Brian Majala (P) bmajala@mcsrk12.org 256-731-9078 David Shipp (B) dshipp@mcsrk12.org 256-851-3270	CADET MAJOR DUSTIN WALKER	CADET CAPTAIN PIERSE SMITH
Alabama A&M (Army)	ERNEST KNIGHT BALLROOM	22 APRIL/1500 Hrs	Tom Hartley	MAJ Zachary Moore (P) zachary.c.moore2.mil@army.mil 705-661-3784 1LT Kath Elden (B) kath.w.elden.mil@army.mil 209-714-8000	CADET ABIGAIL JUDGE	CADET SARAH WHITE
Scholastic Excellence Award	Part Number	Military Excellence Award	Part Number			ROTC Liaison Office
Bronze (Medal/ribar w/bc)	717.301	Bronze (Medal/ribar w/bc)	717.100			LTC (Ret) Tom Hartley
Silver (Medal/ribar w/bc)	717.301	Silver (Medal/ribar w/bc)	717.100			256-497-0426
Gold (Medal/ribar w/bc)	717.301	Gold (Medal/ribar w/bc)	717.100			tomandjoias@yahoo.com

