



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 MCNAIR ROAD, SUITE 100
FORT SILL, OKLAHOMA 73503

ATZR-CP

23 February 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for the 3rd Quarter, Fiscal Year 2018, Fort Sill Sergeant Audie Murphy Club Selection Board

1. References. Training and Doctrine Command (TRADOC) Regulation 600-14, dated 1 February 1999.
2. Purpose. Provide implementation instructions for the administration of the Fort Sill Sergeant Audie Murphy Club (SAMC) selection board.
3. General. Fort Sill will hold the US Army Fires Center of Excellence and Fort Sill, 2nd Quarter (QTR), Fiscal Year (FY) 2018, Sergeant Audie Murphy Club Board **17 -18 May 2018**. The Performance Test starts at Hellcat Field located east of Building 6120 Corral Road NLT 0545 hrs. The Board will be conducted in the Regimental Conference Room (RCR) on the 3rd floor, 455 McNair Hall Avenue (McNair Hall). This is not a competition but an individual effort. Do not discuss or work with any other candidate during the selection board.
4. Eligibility. All active Army, Army Reserve, and Army National Guard NCOs in the ranks of Corporal through Sergeant First Class, assigned and/or attached to Fort Sill units. Specifically, candidates must meet the following requirements:
 - a. **Candidates are not required to be in a leadership position, but must have at least two years of successful previous leadership experience at the section or platoon level.**
 - b. **Candidates must have attained at least 270 points without permanent profile or 170 points with a permanent profile on their latest Army Physical Fitness Test.**
 - c. **Candidates must not have experienced any disciplinary actions in the past four years. NCOs cited for DUI/DWI, drug offenses, or child/spouse abuse, are permanently disqualified for induction into the SAMC.**
5. Selection Process:
 - a. The selection into the SAMC will be in six (6) phases:

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(1) Phase I - Commander's Nomination/Evaluation and Performance: Unit commanders who recommend NCOs for membership will pre-screen unit training records and personnel files. They will evaluate candidates based on recorded accomplishments prior to appearance before any initial selection board. A sample format for the Commander's Nomination/Evaluation and Performance is Enclosure 1.

(2) Phase II - Initial Selection Board: An initial selection board conducted at Battalion level under the direction of the unit's senior NCO.

(3) Phase III - Intermediate Selection Board: An intermediate selection board conducted by each Brigade. Candidate nomination packets will be IAW Enclosure 2.

(4) Phase IV – Performance Test: **0545 hrs, 17 May 2018**. The SAMC performance test will start at the Hell Cat Field NLT than 0545 hrs. The location is shown in Enclosure 10. All candidates are responsible for identifying the test area prior to test day. Candidates will bring the SAMC Evaluation Grade Sheets worksheet with them the morning of. Each candidate will go through series of tasks to include; APFT (270 or above without permanent profile, or 170, or above with permanent profile), height and weight, weapons (M-16A2/M249, assemble, disassemble, identify components and functions check, and conduct classroom instruction. Classes will last 10 minutes +/- 2 minutes, and be graded on the criteria outlined in Enclosure 4. Two or more "No-Gos" in any area will result in disqualification. The key element in this task is subject knowledge and confidence, just as would be the case while giving a class to Soldiers. Ensure that all candidates have all items needed for Phase IV upon arrival to the testing area. No one will be allotted time to leave to retrieve items. Each section of the performance test is a "GO" or "NO GO" format. If at any time the candidate fails to complete a task, he/she is disqualified from consideration. Topics for classroom instruction: (choose one of the following):

The Military Decision Making Process (MDMP)
Leader Development Programs
NCOER Transition Plan (from old to new)
The Army's Leader Development Model
Establish and Maintain Good Order and Discipline

****NOTE: candidate can return for consideration at future SAMC Boards****

(5) Phase V - Final Selection Board: **1000 hrs, 18 May 2018**. Selection board will take place in the Regimental Conference Room (RCR), 455 McNair Avenue (McNair Hall). Nominees must report with their sponsor no later than NLT 0930 hrs. The SAMC final selection board will be comprised of the CSM, USAFCOEFS, as the president and three or more Command Sergeants Major or Sergeants Major appointed by the president, and a recorder without vote. Nominees are required to have a unit sponsor, senior to them in grade/position and a member of the SAMC, present at the selection board. Nominees require a unanimous vote from the board members to be recommended for induction. The board president will verbally counsel candidates not

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selected for induction. The candidates selected for induction will be introduced to the local SAMC chapter and presented appropriate awards.

(a) Candidate Nomination packets: Nomination Packets for the Phase V Final Selection Board will be prepared IAW Enclosure 2 and emailed to SSG Compton, James at james.a.compton.mil@mail.mil **NLT 1600 hrs on 14 May 2018, LATE PACKETS WILL NOT BE ACCEPTED.** Candidates will hand carry their leaders book to the board.

(b) Uniform: Nominees will wear the Army Service Uniform (ASU) (Female with slacks only) with all awards and decorations. Sponsors will wear the Army Service Uniform (ASU) (Female with slacks only) with all awards and decorations. Board members will wear the Army Combat Uniform (ACU).

(6) Phase VI - Induction Ceremony: The SAMC induction ceremony, scheduled by the SAMC president, and distributed by G3. In the event that the proper documents are not received from the individual MACOMs, the induction portion may be rescheduled. Uniform for inductees is ASUs for all events, spouses, or guests are duty/business casual.

6. Board Members and their subjects are as follows:

CSM Fagan, Carl	Board President	Without Vote
CSM 434 th Fa BDE	Board Member	APFT/ Physical Fitness (FM 7-22), Army Body Composition Program (AR 600-9), Uniforms and Awards (AR 670-1/AR 600-8-22), First Aid (FM 4-25.11), Profession Of Arms (http://cape.army.mil)
CSM 428 th FA BDE	Board Member	Army Leadership (ADP/ADRP 6-22), Training Units and Developing Leaders (ADP/ADRP 7-0), Weapons (FM 3-22.9), Land Navigation (FM 3-25.26)
CSM 75 th FA BDE	Board Member	Knowledge of Family & Soldier Support Agencies, NCOPDS Requirements and Procedures, Unified Land Operation (ADP/ADRP 3-0), CBRN (FMs 3-11, 3-11.3 CHG 1, 3-11.4 CHG 1, 3-11.5)

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CSM 30 th ADA BDE	Board Member	History of the NCO Creed (FM 7-22.7), Soldier's Creed –Warrior Ethos (FM 6-22), Drill and Ceremony (TC 3-21.5), PMCS (AR 750-1), The Army (ADP/ADRP 1)
CSM Zappala, Jon Paul SAMC Representative	Board Member	Knowledge of Audie Murphy, 3rd Infantry Division History, Dog Faced Soldier Song, Preparing Defensive Fighting Positions, US Government, Leader's Book (FM 7-22.7)
SSG Compton, James	Recorder	Without Vote

7. The point of contact for this memorandum is CSM Jon Paul Zappala at (580)442-1403 or by email at jonpaul.zappala.mil@mail.mil.

CARL A. FAGAN
CSM, USA
Fires Center of Excellence

Enclosures:

1. Commander's Nomination
2. Evaluation and Performance
3. Nomination Packet Contents
4. Performance Test
5. SAMC Classroom Evaluation Grade Sheet
6. SAMC Weapons Station Grade Sheet (M249)
7. SAMC Weapons Station Grade Sheet (M16A2)
8. Candidate Biography Format
9. Biographical Narrative of Audie L. Murphy
10. CMH Citation for Audie L. Murphy

DISTRIBUTION:

CSM, Garrison
CMDT, US Army Noncommissioned Officer Academy
CMDT, US Army Field Artillery School
CMDT, US Army Air Defense Artillery School
CSM, 428th Field Artillery Brigade
CSM, 434th Field Artillery Brigade
CSM, 75th Fires Brigade
CSM, 31st Air Defense Artillery Brigade

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CSM, 30th Air Defense Artillery Brigade

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(Enclosure 1) Format for Unit Commander's Nomination/Evaluation and Performance

Office Symbol

DATE

MEMORANDUM FOR SAMC Selection Board

SUBJECT: Sergeant Audie Murphy Club Nomination/Evaluation and Performance

1. I recommend _____ be considered for membership and induction. The following information is submitted.

a. LAST, FIRST, M.I. NAME:
RANK:

b. PMOS/SMOS:

c. SSN: (Full SSN)

d. UNIT:

e. DUTY POSITION:

f. DATE OF ASSIGNMENT:

g. NUMBER OF SOLDIERS OR STUDENTS (if applicable):

h. TIME AS AN NCO:

i. PAST AND PRESENT NCO DUTY POSITIONS:

j. BASD:

k. ETS:

l. APFT SCORE: DATE TESTED:

m. WEAPON QUALIFICATION SCORE: MM SS EX DATE TESTED:

n. LAST CTT DATE:

o. CIVILIAN EDUCATION:

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p. NCOES COMPLETED:

q. ALL AWARDS/DECORATIONS:

r. PAST UNFAVORABLE ACTIONS:

2. Examples citing the nominee's leadership/mentoring performance or their ability to take care of Soldiers and families.

JONATHAN F. DOE
CPT, FA
Commanding

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(Enclosure 2) Nomination Packet Contents

Five Packets will be assembled in a three ring binder, dividers and tabs are optional, and that contains the following information/documents in order.

1. Table of Contents.
2. Recommendation letter from Brigade/Garrison level CSM.
3. Commander's Nomination/Evaluation, and performance format.
4. Performance Test.
5. A one page, double-spaced, justified, biographical narrative highlighting the candidate's background and career. (**No title or graphics**). It will be typed in Times New Roman font size 10. The format at enclosure 7.
6. Complete updated Enlisted Record Brief (ERB); (**within 30 days prior to board**).
7. DA Form 705 (APFT Card) and if required DA Form 5500/5501 (body fat content) (**within 30 days prior to board**).
8. All awards and decorations, certificates of achievement, appreciation, graduation and/or letters of commendation, recommendation deemed appropriate. List items in order of precedence from newest to oldest.
9. All military/civilian school transcripts. List items in order of precedence from newest to oldest.
10. Documentation of volunteer time to military or civilian organizations.

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(Enclosure 4) – SAMC Classroom Evaluation Grade Sheet

Classroom Evaluation Grade Sheet		
Name:	Rank:	Unit:
Tasks: Instruct a class for at least ten minutes.		
Grading Criteria:	Pass	Fail
1. Appearance		
2. Introduction		
4. Instruction: Did the candidate provide the following?		
a. Risk Assessment.		
b. Administrative Notes.		
c. Task, Condition, and Standard.		
d. Motivator and Lead-in		
e. Terminal Learning Objective/Enabling Learning Objective.		
f. Summary		
g. Demonstration		
h. Hands On		
i. Check On Learning		
j. Evaluation		
5. Training Aids/ Equipment		
6. Knowledge of Subject Area		
Reason (s) for Failure:	Passed	Failed
Scorer's Signature:	Date:	

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(Enclosure 5) – SAMC Weapons Station Grade Sheet (M249)

Maintain an M249 Machine Gun		
Name:	Rank:	Unit:
Tasks: 1. Maintain an M249 Machine Gun. 2. Perform a function check on an M249 Machine Gun (In Sequence).		
Performance Measures:	Pass	Fail
1. Clear an M249 Machine Gun (In Sequence).		
a. Lock the bolt to the rear by pulling the cocking handle to the rear using your right hand, palm up. b. Return the cocking handle forward to its locked position using your right hand, palm up. c. Place the M249 Machine Gun on SAFE. d. Performs 5 Point Safety Check. 1. Remove magazine, if present, by pushing down on the magazine release tab and pulling the magazine out. 2. Raise the feed tray cover assembly by pushing in the latches and tilting upwards. a. Check the feed pawl assembly under the feed cover. b. Check the feed tray assembly. 3. Raise the feed tray assembly by tilting upwards. Raise the feed tray assembly by tilting upwards. a. Check the chamber. b. Check the space between the face of the bolt and the chamber. c. Insert two fingers in the magazine well and feel for brass or ammunition. e. Lower the feed tray assembly. f. Close the feed tray cover assembly by lowering it until it locks closed. g. Move the safety to the fire position. h. Pull the cocking handle to the rear, squeeze the trigger, and manually ride the bolt forward, and ensure the cocking handle clicks into the locked position using your right hand, palm up.		
2. Disassemble the M249 Machine Gun into its eight major groups; seven if no hand guard is present.		
a. Remove drive spring, return rod and transfer mechanism assembly. b. Remove the operating rod, slide assembly, and bolt assembly. c. Remove the heat shield. d. Remove the barrel. e. Remove the handguard. (if present). f. Remove the buttstock and buffer assembly. g. Remove the trigger mechanism. h. Remove the gas cylinder. i. Remove the bipod. j. Place in 7 or 8 Major Groups. NOTE: Candidate points out the major groups with 100% accuracy.		
3. Performed performance measures 1 and 2 within 3 minutes.		
4. Assemble the weapon (Do not grade in sequence).		
a. Insert the action spring and buffer. b. Assemble the bolt carrier. c. Engage and then push the charging handle in part of the way. d. Slide in the bolt carrier assembly. e. Push in the charging handle and the bolt carrier group together. f. Join the upper and lower receiver groups. g. Engage the receiver pivot point. h. Close the upper and lower receiver groups. i. Push in the take down pin. j. Replace the hand guards, if applicable. k. Replace the carrying handle, if applicable. l. Replace the butt stock (M4 Series Only). m. Replace the sling.		
5. Perform Function Check (In Sequence).		
a. Charge the weapon. 1. Grasp the cocking handle with the right hand with palm up. 2. Pull the bolt to the rear. 3. Lock bolt to the rear. b. Continue to hold the cocking handle to the rear. c. Use your left hand and move the safety to the safe position. d. Push the cocking handle forward into the forward lock position using your right hand, palm up. e. Pull the trigger Note: The weapon should not fire. f. Grasp the cocking handle with the right hand with palm up, and pull and hold it to the rear. g. Move the safety to the FIRE position. h. Continue to hold the cocking handle to the rear. i. Use your left hand to pull the trigger and ease the bolt forward.		
6. Performed performance measures 4 and 5 within 2 minutes.		
Reason (s) for Failure:	Passed	Failed

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 (Enclosure 6) Maintain an M16-Series Rifle/ M4 Series Carbine

Maintain an M16-Series Rifle/ M4 Series Carbine		
Name:	Rank:	Unit:
Tasks: 1. Maintain an M16-Series Rifle/ M4 Series Carbine. 2. Perform a functions check on an M16-Series Rifle/ M4 Series Carbine (In Sequence).		
Performance Measures:	Pass	Fail
1. Clear an M-16-Series Rifle/ M4 Series Carbine (In Sequence).		
a. Point the weapon in a safe direction. b. Attempt to place the selector lever on SAFE. c. Remove the magazine from the weapon, if present. d. Lock the bolt open. e. Ensure that no ammunition is in the receiver or chamber. f. Press the upper portion of the bolt catch allowing the bolt to go forward. g. Close the ejection port.		
2. Disassemble the weapon. (Do not grade in sequence).		
a. Remove the sling. b. Remove the hand guards only if you can see dirt or corrosion through vent holes. c. Push the take down pin as far as it will go. d. Pivot the upper receiver from the lower receiver. e. Push the receiver pivot pin in as far as it will go. f. Separate the upper receiver from the lower receiver. g. Remove carrying handle, if applicable. h. Pull back the charging handle. i. Remove the bolt carrier and bolt. j. Remove the charging handle. k. Disassemble the bolt carrier and bolt. l. Remove buffer and buffer spring from butt stock. m. Remove the butt stock. (M4 Series Only).		
3. Performed performance measures 1 and 2 within 2 minutes.		
4. Assemble the weapon (Do not grade in sequence).		
a. Insert the action spring and buffer. b. Assemble the bolt carrier. c. Engage and then push the charging handle in part of the way. d. Slide in the bolt carrier assembly. e. Push in the charging handle and the bolt carrier group together. f. Join the upper and lower receiver groups. g. Engage the receiver pivot point. h. Close the upper and lower receiver groups. i. Push in the take down pin. j. Replace the hand guards, if applicable. k. Replace the carrying handle, if applicable. l. Replace the butt stock (M4 Series Only). m. Replace the sling.		
5. Perform Function Check (In Sequence).		
1. Place selector lever on SAFE. a. Pull charging handle to rear and release. b. Pull trigger, hammer should not fall. 2. Place selector lever on SEMI. a. Pull trigger, hammer should fall. b. Hold trigger to the rear and charge the weapon. c. Release the trigger with a slow, smooth motion, until the trigger is fully forward. d. Pull the trigger. NOTE: The hammer should fall. 3. Place the selector switch on BURST, (M16A2, M16A4, and M4 Only). a. Charge the weapon one time. b. Squeeze and hold the trigger. NOTE: The hammer should fall. c. Charge the weapon three times. d. Release the trigger. e. Squeeze the trigger NOTE: The hammer should fall. f. Charge the weapon and place the weapon on SAFE.		
6. Performed performance measures 4 and 5 within 2 minutes.		
Reason (s) for Failure:	Passed	Failed
Scorer's Signature:	Date:	

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(Enclosure 7) Candidate's Biography Format

Staff Sergeant John B. Doe was born on 12 May 1954, in Anytown, Yourstate. He graduated from Generic Senior High School in June 1972. He entered the Delayed Entry Program in September then entered Active Duty in December 1982. He attended One Station Unit Training (OSUT) for 13E, Cannon Fire Direction Specialist at Alpha Battery, 4th Training Battalion, Fort Sill, Oklahoma.

SSG Doe is currently assigned to E Battery, 4th Battalion, 99th Field Artillery as the S-2 NCOIC. His previous assignments include C Battery, 2nd Battalion 37th Field Artillery, Headquarters, Fort Sill; B Battery, 2nd Battalion 39th Field Artillery, Larson Barracks, Kitzingen, Germany; Headquarters, B Battery 1st Battalion, 7th Field Artillery (Light), Fort Drum, New York and B Battery, 1st Battalion, 4th Field Artillery, Camp Pelham, Korea. Duty positions have included Advance Party Man, Back-Up Computer System (BUCS) Operator, Senior Fire Direction Specialist, Chief Fire Direction Computer, Tracked Vehicle Driver, Battalion Schools NCOIC, Battalion S-3 Operations Sergeant, Unit Drug and Alcohol Abuse Prevention Coordinator, Service School Instructor (PLDC), and Range Control Shift Supervisor.

His military education includes Basic Soldier Education Program-Math, Primary Leadership Development Course, 13E Basic Noncommissioned Officers Course, and Combat Lifesaver Course. Civilian education includes Central Texas College and is currently enrolled at Great Plains Vo-Tech School for Computer Support Specialist. He is half-way to a Bachelor of Science Degree in Computer Multi-Media Design.

SSG Doe's awards and decorations include the Army Commendation Medal-6th Award, Army Achievement Medal-5th Award, Good Conduct Medal-5th Award, National

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Defense Service Medal, Noncommissioned Officer Development Ribbon with numeral "2", Army Service Ribbon, Overseas Service Ribbon with numeral "2", Driver's and Mechanic's Badge for Tracked Vehicles, Air Assault Badge, various military and civilian Letters and Certificates of Achievement, Appreciation and Recommendation and numerous Commander and Command Sergeant Major Coins of Excellence. He has been selected as NCO of the Month-OCT 88 and DEC 94 and NCO of the 4th Quarter FY 88. Sergeant Doe is a member of the Noncommissioned Officer Association, Association of the United States Army, and United States Field Artillery Association.

SSG Doe is currently assigned to E Battery, 4th Battalion, 99th Field Artillery as the S-2 NCOIC. His goal is to complete a Bachelor's of Science Degree. In his off-duty time, he participates in Wings of Eagles and Toys-For-Tots. He and his wife, Carolyn, reside in Lawton with their two teenage sons, Huey-17 and Dewey-20.

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(Enclosure 8) Biographical Narrative of Audie L. Murphy

Audie Leon Murphy was a legend in his own time. A war hero, movie actor, writer of country and western songs, and poet. His biography reads more like fiction than fact. He lived only 46 years, but made a lasting impression on American history. Audie was born on a sharecropper's farm in North Texas on June 20, 1924. As a boy, he chopped cotton for one dollar a day and was noted for his feats of derring-do and his accuracy with a gun. He had only 5 years of schooling and was orphaned at age 16. After being refused enlistment during World War II in both the Marines and Paratroopers for being too small (5'5") and underweight (110 lbs.), he enlisted in the U.S. Army a few days after his 18th birthday.

After basic training at Camp Wolters, Texas, and advanced training at Fort George G. Meade, Maryland, Audie was sent overseas. He was assigned to the famous 15th Infantry Regiment of the 3rd Infantry Division where he fought in North Africa, Sicily, Italy, France, and Germany. He earned a battlefield commission for his courage and leadership ability, as well as, citations and decorations including every medal for valor that America gives. He was also awarded one Belgian and three French medals. Lieutenant Audie Murphy is the highest decorated soldier in American history.

Discharged from the Army on September 21, 1945, Audie went to Hollywood at the invitation of movie star James Cagney. He remained in California for the rest of his life and was closely associated with the movie industry, both as an actor and a producer. He acted in 44 films starring in 39 of them. His best known film is "To Hell and Back", adapted from the bestselling book of his war experiences by the same name. Most of his movies were westerns. In 1955, Audie Murphy was voted the Most Popular Western

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Actor in America by the Motion Picture Exhibitors. Audie wrote the lyrics to 16 country and western songs, the most popular of which was "Shutters and Boards", written with Scott Turner in 1962. The song was recorded by over 30 pop singers, including Jerry Wallace, Dean Martin, and Porter Wagoner. He was an accomplished poet; unfortunately, only a few of his poems have survived.

In 1950 Audie joined the 36th Infantry Division ("T-Patchers") of the Texas National Guard and served with it until 1966. He was a Mason and a Shriner and belonged to several veterans' organizations. Audie Murphy was killed in a plane crash on a mountaintop near Roanoke, Virginia on May 28, 1971. Fittingly, his body was recovered 2 days later on Memorial Day.

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(Enclosure 9) CMH Citation for Audie L. Murphy

2d Lt. Murphy commanded Company B, which was attacked by 6 tanks and waves of infantry. 2d Lt. Murphy ordered his men to withdraw to prepared positions in a woods, while he remained forward at his command post and continued to give fire directions to the artillery by telephone. Behind him, to his right, 1 of our tank destroyers received a direct hit and began to burn. Its crew withdrew to the woods. 2d Lt. Murphy continued to direct artillery fire which killed large numbers of the advancing enemy infantry. With the enemy tanks abreast of his position, 2d Lt. Murphy climbed on the burning tank destroyer, which was in danger of blowing up at any moment, and employed its .50 caliber machine gun against the enemy. He was alone and exposed to German fire from 3 sides, but his deadly fire killed dozens of Germans and caused their infantry attack to waver. The enemy tanks, losing infantry support, began to fall back. For an hour the Germans tried every available weapon to eliminate 2d Lt. Murphy, but he continued to hold his position and wiped out a squad which was trying to creep up unnoticed on his right flank. Germans reached as close as 10 yards, only to be mowed down by his fire. He received a leg wound, but ignored it and continued the single-handed fight until his ammunition was exhausted. He then made his way to his company, refused medical attention, and organized the company in a counterattack which forced the Germans to withdraw. His directing of artillery fire wiped out many of the enemy; he killed or wounded about 50. 2d Lt. Murphy's indomitable courage and his refusal to give an inch of ground saved his company from possible encirclement and destruction, and enabled it to hold the woods which had been the enemy's objective.

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(Enclosure 10) Location of Hell Cat Field

