



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

2 October 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MOI for the 1<sup>st</sup> Quarter, FY19, Fort Sill Sergeant Audie Murphy Club Selection Board, Margaret C. Corbin and Dr. Mary E. Walker Award

1. References:

- a. TRADOC Regulation (TR) 600-14, TRADOC Sergeant Audie Murphy Award, 14 May 2012.
- b. FORSCOM Regulation 600-80-1, FORSCOM Sergeant Audie Murphy Award, 2 April 2015.
- c. TRADOC Regulation (TR) 672-8, Margaret C. Corbin Award (MCC), 3 September 2008.
- d. FORSCOM Regulation 215-5, Dr. Mary E. Walker Award (DRMEW), 1 June 1996.

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, 1<sup>st</sup> Quarter (QTR), Fiscal Year (FY) 2019, Sergeant Audie Murphy Club Board **29 - 30 Nov 2018**. The Performance Test starts at Hellcat Field located east of Building 6120 Corral Road NLT 0630 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 for Sergeant Audie Murphy Club. 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.**

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**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:

(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: **0630 hrs, 29 Nov 2018.** The SAMC performance test will start at the Hell Cat Field NLT than 0630 hrs. The location is shown in Enclosure 10. All event locations following execution at Hell Cat Field will be briefed upon completion of the APFT. All candidates are responsible for identifying the test area (Hell Cat Field) prior to test day. **Candidates will bring the SAMC Evaluation Grade Sheets worksheet and a DA Form 705 with all applicable data TYPED in with them the morning of and sponsors will be present for all events.** 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, M240, and M9) assemble, disassemble, identify components and functions check, block of instruction, weapon qualification on EST (Qualify with a minimum of 24 out of 40 targets), and medical lane (Evaluate a casualty and complete a nine-line request). **Uniform for the EST and medical lane will be OCP's with Kevlar and FLC (3 Magazine pouches and IFAK attached).** Two or more "No-Gos" in any area will result in disqualification. The key elements in the instruction block and medical lane tasks are subject knowledge and confidence, just as would be the case while giving a class to Soldiers or conducting first aid. 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. Classroom instruction will be conducted for a period of 10 to 12 minutes. **Candidates will provide handouts and not utilize a projection screen.** Topics for classroom instruction: (choose one of the following):

Army Leadership (ADP 6-22)  
The Army (ADP 1)

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Fires (ADP 3-09)

The Operations Process (ADP 5-0)

Mission Command (ADP 6-0)

Training (ADP 7-0)

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

(1) Phase V - Final Selection Board: **1300 hrs, 30 Nov 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 1230 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 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 physically turned into SFC Gorman, Matthew W. at [matthew.w.gorman3.mil@mail.mil](mailto:matthew.w.gorman3.mil@mail.mil) or SFC Compton, James at [james.a.compton.mil@mail.mil](mailto:james.a.compton.mil@mail.mil) **NLT 1800 hrs on 23 Nov 2018, LATE PACKETS WILL NOT BE ACCEPTED. Candidates will provide 6 COPIES of their packets for turn-in.** 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 (medallion worn). Board members will wear the Army Service Uniform (ASU) with all awards and decorations (medallion worn).

(2) 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 Foley, John W.	Board President	Without Vote
CSM 75 <sup>th</sup> 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

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(<http://cape.army.mil>)

Garrison CSM	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 31 <sup>st</sup> ADA 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)
NCOA Commandant	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)
SFC Gorman, Matthew SAMC President	Board Member	Knowledge of Audie Murphy, 3rd Infantry Division History, Preparing Defensive Fighting Positions, Audie Murphy Bio, ACFT
	Recorder	Without Vote

7. Eligibility for the Margaret Corbin and Dr. Mary E. Walker Award. Spouses (male and female) of Soldiers of all ranks assigned to TRADOC and FORSCOM elements; active Army, U.S. Army National Guard, and U.S. Army Reserve are eligible. All volunteers will have equal eligibility without consideration of military member's rank or position.

8. DRMEW award packets will be reviewed in conjunction with the Sergeant Audie Murphy Club (SAMC) selection boards each quarter IAW FORSCOM Regulation 215-5, and TRADOC Regulation (TR) 672-8.

(1)Phase 1 – Nomination: Anyone may nominate an eligible individual to the unit senior NCO. The senior NCO will screen and evaluate nomination packets prior to forwarding to initial SAMC selection board. Nomination packets will include the individual's identification, documentation of volunteer acts/service, recommendations, and justification for nomination, see enclosure 11 for the MCC Award and DRMEW recommendation memorandum.

(2)Phase 2 – SAMC initial selection board: The nomination packet(s) will be forwarded for review to the unit level initial SAMC selection board conducted under the

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direction of the unit senior NCO. MCC Award and DRMEW nomination packets selected to continue will be forwarded to the SAMC final selection board (enclosure 13 and 12 for the MCC Award and DRMEW endorsement memorandum).

(3) Phase 3 – SAMC final selection board: The final selection board will review MCC Award and DRMEW nomination packets and determine if the volunteer warrants selection for the MCC Award and DRMEW. The final selection board need not select candidates if they do not meet required standards. Nomination packets of selected volunteers will be retained by the final selection board: a memo/letter will be forwarded to the TRADOC or FORSCOM CSM with SAMC board and MCC Award and DRMEW results with the MCC Award or DRMEW board results endorsement memorandum.

(4) Phase 4 – Award processing: TRADOC or FORSCOM DCS, G-1/4 will provide the MCC Award or DRMEW certificate and medal set to each unit for ceremonial purposes.

(5) Phase 5 – Award ceremony: TRADOC and or FORSCOM elements will present the MCC Award (if available) to recipients in conjunction with the local SAMC Award induction ceremony. When the MCC Award recipient or DRMEW is not able to attend the SAMC Award induction ceremony, the organization will choose a proper venue worthy of this prestigious award to present the MCC Award or DRMEW.

9. The point of contact for this memorandum is SFC Matthew W. Gorman at matthew.w.gorman3.mil@mail.mil.

JOHN W. FOLEY  
CSM, USA  
Fires Center of Excellence

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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)
- 6a. SAMC Weapons Station Grade Sheet (M9)
- 6b. SAMC Weapons Station Grade Sheet (M9)
- 6c. SAMC Weapons Station Grade Sheet (M240)
- 6d. SAMC Weapons Station Grade Sheet (M240)
- 6e. SAMC Evaluate a Casualty Grade Sheet
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
11. MCC Award and DRMEW recommendation memorandum
12. MCC Award and DRMEW endorsement memorandum

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  
CSM, 30th Air Defense Artillery Brigade



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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.

Table of Contents.

1. Recommendation letter from Brigade/Garrison level CSM.
2. Commander's Nomination/Evaluation, and performance format.
3. Performance Test.
4. 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.
5. Complete updated Enlisted Record Brief (ERB); **(within 30 days prior to board)**.
6. DA Form 705 (APFT Card) and if required DA Form 5500/5501 (body fat content) **(within 30 days prior to board)**.
7. All awards and decorations, certificates of achievement, appreciation, graduation and/or letters of commendation, and military/civilian transcripts. List items in order of precedence from newest to oldest.
8. Documentation of volunteer time to military or civilian organizations.



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(Enclosure 4) – SAMC Classroom Evaluation Grade Sheet

<b>Classroom Instruction Evaluation Grade Sheet</b>		
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)

<b>Maintain an M249 Machine Gun</b>		
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

<b>Maintain an M16-Series Rifle/ M4 Series Carbine</b>		
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).		
<ul style="list-style-type: none"> <li>a. Point the weapon in a safe direction.</li> <li>b. Attempt to place the selector lever on SAFE.</li> <li>c. Remove the magazine from the weapon, if present.</li> <li>d. Lock the bolt open.</li> <li>e. Ensure that no ammunition is in the receiver or chamber.</li> <li>f. Press the upper portion of the bolt catch allowing the bolt to go forward.</li> <li>g. Close the ejection port.</li> </ul>		
2. Disassemble the weapon. (Do not grade in sequence).		
<ul style="list-style-type: none"> <li>a. Remove the sling.</li> <li>b. Remove the hand guards only if you can see dirt or corrosion through vent holes.</li> <li>c. Push the take down pin as far as it will go.</li> <li>d. Pivot the upper receiver from the lower receiver.</li> <li>e. Push the receiver pivot pin in as far as it will go.</li> <li>f. Separate the upper receiver from the lower receiver.</li> <li>g. Remove carrying handle, if applicable.</li> <li>h. Pull back the charging handle.</li> <li>i. Remove the bolt carrier and bolt.</li> <li>j. Remove the charging handle.</li> <li>k. Disassemble the bolt carrier and bolt.</li> <li>l. Remove buffer and buffer spring from butt stock.</li> <li>m. Remove the butt stock. (M4 Series Only).</li> </ul>		
3. Performed performance measures 1 and 2 within 2 minutes.		
4. Assemble the weapon (Do not grade in sequence).		
<ul style="list-style-type: none"> <li>a. Insert the action spring and buffer.</li> <li>b. Assemble the bolt carrier.</li> <li>c. Engage and then push the charging handle in part of the way.</li> <li>d. Slide in the bolt carrier assembly.</li> <li>e. Push in the charging handle and the bolt carrier group together.</li> <li>f. Join the upper and lower receiver groups.</li> <li>g. Engage the receiver pivot point.</li> <li>h. Close the upper and lower receiver groups.</li> <li>i. Push in the take down pin.</li> <li>j. Replace the hand guards, if applicable.</li> <li>k. Replace the carrying handle, if applicable.</li> <li>l. Replace the butt stock (M4 Series Only).</li> <li>m. Replace the sling.</li> </ul>		
5. Perform Function Check (In Sequence).		
<ul style="list-style-type: none"> <li>1. Place selector lever on SAFE.               <ul style="list-style-type: none"> <li>a. Pull charging handle to rear and release.</li> <li>b. Pull trigger, hammer should not fall.</li> </ul> </li> <li>2. Place selector lever on SEMI.               <ul style="list-style-type: none"> <li>a. Pull trigger, hammer should fall.</li> <li>b. Hold trigger to the rear and charge the weapon.</li> <li>c. Release the trigger with a slow, smooth motion, until the trigger is fully forward.</li> <li>d. Pull the trigger. NOTE: The hammer should fall.</li> </ul> </li> <li>3. Place the selector switch on BURST, (M16A2, M16A4, and M4 Only).               <ul style="list-style-type: none"> <li>a. Charge the weapon one time.</li> <li>b. Squeeze and hold the trigger. NOTE: The hammer should fall.</li> <li>c. Charge the weapon three times.</li> <li>d. Release the trigger.</li> <li>e. Squeeze the trigger NOTE: The hammer should fall.</li> <li>f. Charge the weapon and place the weapon on SAFE.</li> </ul> </li> </ul>		
6. Performed performance measures 4 and 5 within 2 minutes.		
Reason (s) for Failure:	Passed	Failed
Scorer's Signature:	Date:	

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<p>(ENCLOSURE 6A) Maintain an M9 Pistol</p> <p style="text-align: center;"><b>Maintain an M9 Pistol</b></p> <p>For use of this for, See USAIS Pam 350-6. Proponent is USAIS.</p>		
Name: (Last, First, MI)	Rank:	Unit:
<p>Tasks: 1. Maintain an M9 Pistol.</p> <p>2. Perform a function check on an M9 Pistol <b>(In Sequence)</b>.</p>		
Performance Measures:	Pass	Fail
<p>1. Clear an M9 Pistol <b>(In Sequence)</b>.</p> <p>a. Place the safety lever in the SAFE position.</p> <p>b. Depress the magazine release button, and remove the magazine from the pistol, if present.</p> <p>c. Point the pistol in a safe direction.</p> <p>d. Grasp the slide serrations and fully retract the slide to remove the chambered cartridge, if present.</p> <p>e. Lock the slide to the rear using the slide stop.</p> <p>f. Visually inspect the chamber to make sure it is empty.</p> <p>g. Release the slide forward.</p> <p>h. Ensure the safety lever is in the SAFE position.</p>		
<p>2. Disassemble the M9 Pistol <b>(Do not grade in sequence)</b>.</p> <p>a. Hold the pistol with the muzzle slightly raised.</p> <p>b. Using your forefinger, press the disassemble lever button.</p> <p>c. Rotate the disassembly lever downward until it stops.</p> <p>d. Pull the slide and barrel assembly forward, and remove it from the receiver.</p> <p>e. Slightly compress the recoil spring and sprain guide, simultaneously, lift them up and remove them.</p> <p>f. Separate the recoil spring from the spring guide.</p> <p>g. Push in on the locking block plunger while pushing the barrel forward slightly.</p> <p>h. Lift and remove the locking block and battle assembly from the slide.</p>		
<p>3. Performed performance measures 1 and 2 within 30 seconds <b>(In Sequence)</b>.</p> <p>4. Assemble the M9 Pistol <b>(Do not grade in sequence)</b>.</p> <p>a. Grasp the slide with the bottom facing up.</p> <p>b. Grasp the barrel assembly with the locking block facing up with the other hand.</p> <p>c. Insert the muzzle into the forward end of the slide and simultaneously, lower the rear of the barrel assembly by moving the barrel slightly downward with light thumb pressure.</p> <p>d. Insert the recoil spring guide into the recoil spring.</p> <p>e. Insert the end of the recoil spring and the recoil spring guide into the recoil spring housing and simultaneously, compress the recoil spring and lower the spring guide until it is fully seated on the locking block cutaway.</p> <p>f. Push the firing pin block lever down.</p> <p>g. Grasp the slide and barrel assembly with the sights up, and align the slide on the receiver assembly guide rails.</p> <p>h. Push until the rear of the slide is a short distance beyond the rear of the receiver assembly and hold, simultaneously, rotate the disassembly latch lever upward.</p>		
Reason (s) for Failure:	Passed	Failed
Scorer's Signature:	Date:	Is this a Retest?

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(ENCLOSURE 6B) Maintain an M9 Pistol <b>W2 Maintain an M9 Pistol</b> For use of this for, See USAIS Pam 350-6. Proponent is USAIS.		
Name: (Last, First, MI)	Rank:	Unit:
Tasks: 1. Maintain an M9 Pistol. 2. Perform a function check on an M9 Pistol (In Sequence).		
Performance Measures:	Pass	Fail
5. Perform function check on an M9 Pistol (In Sequence).		
a. Place the safety lever in SAFE position. b. Insert the empty magazine into the pistol. c. Ensure that the magazine catch locks the magazine in place. d. Retract the slide fully and release NOTE: The slide should lock to the rear. e. Depress the magazine release button allowing the magazine to fall free. f. Depress the slide stop and allow the slide to return fully forward. g. Squeeze and release the trigger NOTE: The firing pin block should move up and down. The hammer should not move. h. Place the safety lever in the FIRE position. i. Squeeze the trigger to check the double action NOTE: The hammer should cock and fall. j. Squeeze the trigger again and hold it to the rear. k. Manually retract and release the slide. l. Release the trigger. NOTE: You should hear a click, but hammer should not fall. m. Squeeze the trigger to check the single action. NOTE: The hammer should fall.		
6. Performed performance measures 4 and 5 within 45 seconds.		
Reason (s) for Failure:	Passed	Failed
Scorer's Signature:	Date:	Is this a Retest?

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 (ENCLOSURE 6C) Maintain an M240B Machine Gun

<b>W4 Maintain an M240B Machine Gun</b>		
For use of this for, See USAIS Pam 350-6. Proponent is USAIS.		
Name: (Last, First, MI)	Rank:	Unit:
Tasks: 1. Maintain an M240B Machine Gun. 2. Perform a function check on an M240B Machine Gun <b>(In Sequence)</b> .		
Performance Measures:	Pass	Fail
1. Clear the M240B Machine Gun <b>(In Sequence)</b> .		
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 M240B Machine Gun safety to SAFE position. d. Open the cover assembly. e. Check the feed pawl assembly. f. Check the feed tray assembly. g. Raise feed tray assembly. h. Inspect the chamber. i. Check the space between the face of the bolt and the chamber. j. Check the space under the bolt and operating rod assembly. k. Lower feed tray assembly. l. Close the cover assembly <b>NOTE: Make sure it locks shut.</b> m. Place the M240B Machine Gun safety to FIRE position. n. Hold the cocking assembly to the rear using your right hand palm up, depress the trigger, and ease the bolt forward.		
2. Disassemble the M240B Machine Gun into its eight major groups. <b>(Do not grade in sequence)</b> a. Remove the barrel assembly. b. Remove the trigger housing assembly. c. Remove the buffer assembly.  <b>WARNING: Do not stand behind the weapon while removing the buffer, as the driving spring may be released striking you or others.</b> d. Remove the driving spring assembly. e. Remove the bolt and the operating rod assembly. f. Remove the cover assembly. 1. Butt stock and buffer assembly. 2. Bolt and operating rod assembly. 3. Drive spring rod assembly. 4. Trigger housing assembly. 5. Barrel assembly. 6. Cover assembly. 7. Feed tray assembly. 8. Receiver. 9. Place in 8 Major Groups.  <b>NOTE: Candidate points out the 8 major groups with 100% accuracy.</b>		
3. Performed performance measures 1 and 2 within 3 minutes.		
Reason (s) for Failure:	Passed	Failed
Scorer's Signature:	Date:	Is this a Retest?



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SUBJECT: Memorandum of Instruction for the 1<sup>st</sup> Quarter, Fiscal Year 2019, Fort Sill  
Sergeant Audie Murphy Club Selection Board

(ENCLOSURE 6D) Maintain an M240B Machine Gun		
<b>W4 Maintain an M240B Machine Gun</b>		
For use of this for, See USAIS Pam 350-6. Proponent is USAIS.		
Name: (Last, First, MI)	Rank:	Unit:
Tasks: 1. Maintain an M240B Machine Gun. 2. Perform a function check on an M240B Machine Gun (In Sequence).		
Performance Measures:	Pass	Fail
4. Assemble the M240B Machine Gun (Do not grade in sequence).		
a. Install the feed tray assembly. b. Install the cover assembly. c. Insert the cover spring pin. d. Open the cover assembly. e. Install the bolt and operating rod. f. Close the cover assembly. g. Install the driving spring assembly. h. Install the buffer assembly. i. Install the trigger housing. j. Insert the trigger spring pin. k. Install the barrel.		
5. Perform a function check on an M240B Machine Gun (In Sequence).		
a. Lock the bolt to the rear position by pulling the cocking handle to the rear using your right hand, palm up. b. Push cocking handle to the forward position until it locks in the forward position using your right hand palm up. c. Place the M240B Machine Gun safety to SAFE position. d. Depress the trigger Note: The bolt should not fall. e. Place the M240B Machine Gun safety to FIRE position. f. Pull and hold the cocking handle to the rear using your right hand palm up. g. While holding the cocking handle to the rear, depress the trigger, and ease the bolt forward and locked position. h. Close the ejection port cover.		
6. Performed performance measures 4 and 5 within 3 minutes (In Sequence).		
Reason (s) for Failure:	Passed	Failed
Scorer's Signature:	Date:	Is this a Retest?

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SUBJECT: Memorandum of Instruction for the 1<sup>st</sup> Quarter, Fiscal Year 2019, Fort Sill  
Sergeant Audie Murphy Club Selection Board

(ENCLOSURE 6E) Maintain an M240B Machine Gun

**Evaluate a Casualty and Call a 9-Line**

For use of this, see reference FM 4-25.11

<b>Performance Measures</b>	<b>Go</b>	<b>NoGo</b>
<b>1. <u>Performed care under fire.</u></b>	_____	_____
a. Suppressed enemy fire to keep the casualty from sustaining additional wounds.		
b. Encouraged responsive casualties to protect themselves and perform self-aid, if able.		
c. Administered <u>life-saving hemorrhage control.</u>		
d. Transported the casualties, weapons, and mission-essential equipment, when the tactical situation permitted.		
<b>2. <u>Performed tactical field care.</u></b>	_____	_____
a. Checked for responsiveness.		
b. Reassess interventions.		
c. Control hemorrhage/ <u>blood sweep.</u>		
d. Positioned the casualty and opened the airway.		
e. Assessed for breathing and chest injuries.		
f. <u>Circulation (provide fluids)</u>		
<b><u>Tactical Evacuation Care</u></b>		
a. Call 9-Line		
b.. Monitored an unconscious casualty's airway, breathing, and bleeding during casualty evacuation.	_____	_____
<b>Evaluation Guidance:</b> Score the Soldier GO if all performance measures are passed. Score the Soldier NO GO if two or more performance measures failed. If the Soldier scores NO GO, show what was done wrong and how to do it correctly.		
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, 4<sup>th</sup> Battalion, 99<sup>th</sup> 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 4<sup>th</sup> 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, 4<sup>th</sup> Battalion, 99<sup>th</sup> 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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Sergeant Audie Murphy Club Selection Board  
(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 Waggoner. 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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Sergeant Audie Murphy Club Selection Board  
(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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SUBJECT: Memorandum of Instruction for the 1<sup>st</sup> Quarter, Fiscal Year 2019, Fort Sill Sergeant Audie Murphy Club Selection Board  
(Enclosure 10) Location of Hell Cat Field





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SUBJECT: Memorandum of Instruction for the 1<sup>st</sup> Quarter, Fiscal Year 2019, Fort Sill  
Sergeant Audie Murphy Club Selection Board  
(Enclosure 11)

**RECOMMENDATION MEMORANDUM**

*(Type on appropriate headquarters letterhead.)*

*(Office Symbol) (date)*

MEMORANDUM FOR

SUBJECT: Recommendation for Margaret C. Corbin Award or DRMEW

1. I strongly recommend Mrs./Mr. *(name)* for the Margaret C. Corbin Award.
2. Mrs./Mr. *(name)* has been a dedicated and outstanding volunteer for *(installation and unit)* and other surrounding communities since his/her arrival to the *(command)*. Her/his commitments to the quality of life for Soldiers and their family members have provided this community a benefit that will continue to reap rewards for years to come. Her/his unfailing willingness to assist in any way possible was instrumental in the success of countless community programs and activities. People said that whenever they needed anything, all they had to do was ask, and Mrs./Mr. *(name)* would be there. She/he is an inspiration to all.
3. Mrs./Mr. *(name's)* selfless, limitless volunteer efforts epitomize the ideal of service to the Nation. Though not a service member, his/her dedication and commitment to children has left an indelible mark on the future of the services. Mrs./Mr. *(name)* has over *(number)* hours of volunteering; helping with local schools, girl and boy scouting, and the family readiness groups. She/he was a leader and an inspiration in every organization and event for which she/he volunteered, which included many local civilian projects. She/he accepted and accomplished as her/his personal mission, improving life and sense of community for all members of military families in the community.
4. Mrs./Mr. *(name)* active and eager involvement in countless volunteer activities demonstrated daily her/his intense dedication to the morale and welfare of the military community. Her/his unwavering advocacy of Soldiers and families' benefits, privileges, and support functions was a mainstay in the military's efforts to restore and improve its families' morale and faith in the Army and support of its own. She/he is inspiration to and role model for us all.
5. I know of no other spouse who is more deserving than Mrs./Mr. *(name)*. I highly recommend her/him for the Margaret C. Corbin Award.

*(Signature)*

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SUBJECT: Memorandum of Instruction for the 1<sup>st</sup> Quarter, Fiscal Year 2019, Fort Sill  
Sergeant Audie Murphy Club Selection Board  
(Enclosure 12)

## ENDORSEMENT MEMORANDUM

*(Type on appropriate headquarters letterhead.)*

*(Office Symbol) (date)*

MEMORANDUM FOR

SUBJECT: Endorsement Letter for the Nomination of the Margaret C. Corbin Award or DRMEW for Mrs./Mr. *(name)* in support of Soldiers, Army families, and civilians in the U.S. Army Training and Doctrine Command

6. I nominate Mrs./Mr. *(name)* for the Margaret C. Corbin Award.
7. The presentation date is *(date)*.
8. Sponsor for this award nomination is the undersigned.

*(Signature)*