

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-5000

United States Army Alaska Regulation 215-2

15 March 2002

Morale, Welfare, and Recreation

United States Army Alaska Sergeant Audie Murphy Club

**Summary.** This regulation establishes the United States Army Alaska (USARAK) Sergeant Audie Murphy Club (SAMC). The program recognizes and rewards outstanding USARAK noncommissioned officers (NCOs). This regulation also establishes the standards for boarding candidates and induction into and removal from the SAMC. The following changes to this regulation have been made: staff and directorate responsibilities, updated appendixes A through H, memorandum of notification, removed the SAMC boards score sheet, and changed the memorandum of introduction.

**Applicability.** This regulation applies to all units assigned within USARAK including separate and tenant units.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Directorate of Plans, Training, Security, and Mobilization (DPTSM), APVR-RPTM.

**Interim changes.** Interim changes to this regulation are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The regulation's proponent agency is the DPTSM. The DPTSM invites users to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPTM.

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\*This regulation supersedes United States Army Alaska Regulation 215-2, dated 15 November 2000.

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**Chapter 1**  
**Sergeant Audie Murphy Club Selection Criteria**

**1-1. Purpose**

This regulation's purpose is to establish a program to recognize and reward outstanding NCOs, corporal through sergeant first class, assigned within USARAK. This regulation establishes the standards for nomination, board proceedings, and induction into and removal from the SAMC.

**1-2. References**

Appendix A lists related publications and referenced forms.

**1-3. Explanation of abbreviations**

The glossary explains the abbreviations used in this regulation.

**1-4. Membership minimum selection criteria**

- a. Corporals through sergeants first class.
- b. First-line supervisor of at least two soldiers. (The USARAK command sergeant major (CSM) is the only one who may waive this requirement.)
- c. Demonstrates leadership characteristics by personal concern for the needs, training, development, and welfare of their soldiers.
- d. Has and maintains a current, working leaders book on all assigned soldiers (see app B).
- e. Qualified expert with assigned weapon.
- f. Scored 270 or better on his/her last Army physical fitness test (APFT).

**Chapter 2**  
**Selection Procedures**

**2-1. Phase I—Commander’s evaluation and nomination**

a. Unit commanders who recommend NCOs for membership in the SAMC will screen and evaluate candidates before appearance in front of the initial selection board.

b. The unit commander will complete a SAMC nomination and evaluation, as shown in appendix C, on all soldiers being considered for participation.

**2-2. Phase II—Duty performance evaluation (battalion level)**

See appendix D for more information about Phase II.

a. The SAMC, duty-performance evaluation is based on recorded accomplishments of the candidate and their subordinates and must be enclosed with the unit commander’s evaluation and nomination.

b. The duty-performance evaluation is completed at the battalion level, signed by the battalion commander or CSM, and forwarded to the brigade- or garrison-level CSM for review.

c. All candidates must appear and be recommended by a battalion-level board. The packet will include eight enclosures: commander’s performance evaluation and nomination with a biography sketch, Defense Department (DD) Form 2266 (Hometown News Release Information), DA Form 2-1 (Personnel Qualification Record), Enlisted Records Brief; current APFT score card, weapons qualification score card, DA Form 638 (Recommendation for Award) (completed), duty performance evaluation (see app D), with complete board results, and a recommendation from the battalion commander/CSM to the CSM of the brigade- or garrison-level board.

d. Careful consideration and scrutiny should be given to those NCOs who have soldiers with unfavorable actions and low performance scores or the final selection board will automatically disqualify the candidate. The NCOs who are recommended should be those who have contributed significantly to the development of a professional NCO corps and a combat-ready Army.

e. The president of the board will counsel soldiers who are considered but not nominated. The counseling will identify reasons for nonselection and make suggestions for improvement. The nonselection will be reconsidered after standards have been met.

f. All candidates should be familiar with Sergeant Audie Murphy’s biography (see app E).

**2-3. Phase III—Initial selection board and hands-on testing (brigade level)**

a. The initial selection board is a brigade-level preboard before all qualified NCOs appearing before the USARAK board and should be conducted in the same manner as the USARAK board.

b. Hands-on testing is the responsibility of the brigade-level CSM. Results of hands-on testing will be included in the NCOs packet being forwarded to the USARAK-level board. Other than weapons qualification, the APFT, and land navigation skills, all required hands-on test tasks will be announced by memorandum of notification to the brigade- and garrison-level CSMs by the USARAK CSM office.

Note: Hands-on testing results will be recorded on the evaluation sheet per appendix D.

c. Board members will be provided a copy of commander’s evaluation and nomination, duty performance evaluation and hands-on test results, battalion-level board results, the candidate’s leaders book (see app B), and all other documents outlined in paragraph 2-2(c).

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d. These boards can include one or two first sergeants to comprise the board of at least five voting members consisting of CSMs or sergeants majors (SGMs). At least one voting member must be of the same sex as the candidate being considered. One voting member may be a SAMC member who is senior to the candidate being considered. A copy of the battalion and brigade board results must be sent forward to USARAK, to determine if a candidate should continue in the selection process and appear before the final selection board.

e. The board will review all data to ensure the NCO is worthy to appear before the final selection board. If recommended, the candidate will have two, 5-by-7-inch, color photos taken and added to his/her packet before appearing before the final selection board.

f. Requests to appear before the final selection board will be made by memorandum to the USARAK CSM signed by the appropriate brigade/garrison CSM/commander.

g. The president of the board will counsel soldiers who are considered but not nominated. The counseling will identify reasons for nonselection and make suggestions for improvement. The nonselection will be reconsidered after standards have been met.

### **2-4. Phase IV—Final selection board (United States Army Alaska level)**

a. The USARAK CSM will convene the final selection board, as announced in a memorandum of notification from his/her office to all subordinate units in the command. The final selection board will consist of four to six CSMs/SGMs, with the USARAK CSM as the president. At least one board member must be of the same sex as the candidate being considered. One voting member may be a SAMC member who is senior to the candidate being considered.

b. Class A is the uniform for all candidates' appearing before the USARAK final selection board.

c. Candidates will be questioned on a variety of soldier and leadership topics to determine the knowledge of the candidate and their leaders books reviewed by all board members for accuracy and content. Appendix B is an example, but leaders books may contain other information based on unit standing operating procedure.

d. All board members must make a favorable recommendation for an NCO to be selected for membership in the SAMC.

e. The president of the board will counsel candidates not selected for membership.

**Chapter 3**  
**Administrative**

**3-1. Nomination packet contents**

Nomination packets from the brigade/garrison will include the following:

- a. SAMC nomination/evaluation.
- b. SAMC performance test that includes the unit/battalion/post commander's comments.
- c. Candidate's biographical sketch.
- d. Copies of DA Forms 2-1 and Enlisted Records Brief.
- e. Completed DD Form 2266.
- f. DA Form 638 completed.
- g. Two, 5-by-7-inch, color photos (for USARAK headquarters and the historical file at the Noncommissioned Officer Academy).
- h. All board results with appropriate memorandums requesting appearance before final selection board signed by the brigade/garrison commander.

**3-2. Awards and commendations, if selected**

NCOs selected by the final selection board for membership in the SAMC will formally be inducted at an appropriate ceremony, receiving the following awards:

- a. Inductee's photograph will be placed on display in the command headquarters. Their photograph will remain on display for that quarter, until the next induction ceremony. A permanent plate with the inductee's name, rank, unit, and date of induction will be displayed on the Audie Murphy Wall of Honor in the command headquarters.
- b. The Army Commendation Medal is awarded by the USARAK commanding general at the SAMC awards ceremony.
- c. A 4-day pass and a 30-day exemption from DA Form 6 (Duty Roster) duty, at the discretion of the unit commander.
- d. Presentation of the USARAK SAMC medallion, coin, and membership card in testament to their excellence.
- e. The United States Army Pacific Command Certificate of Achievement (from the commanding general).
- f. A DD Form 2266 will be sent to their local hometown newspaper.
- g. Upon reassignment, the USARAK CSM will send a letter to the USARAK inductees' gaining-division CSM (see app F).

Note: It is the responsibility of the first CSM in the chain of command to let the USARAK CSM know that an NCO in your unit is a departing SAMC member of this command. See paragraph 3-4 (c).

- h. SAMC Certificate of Achievement.

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### **3-3. Staff responsibilities**

The USARAK DPTSM will exercise primary staff responsibility for the SAMC program. The following directorate and staff responsibilities will be accomplished to successfully implement this program within USARAK:

- a. The Director of Plans, Training, Security, and Mobilization will—
  - (1) Coordinate and schedule the location of the induction ceremony.
  - (2) Publish the memorandum of instruction for the induction ceremony.
  - (3) Coordinate and conduct rehearsals for the induction ceremony.
  - (4) Provide all required ceremony materials for the induction ceremony.
  - (5) Make coordination with the USARAK band.
  - (6) Schedule and chair all in-progress reviews.
  - (7) Ensure staff directorates and agencies have completed all required responsibilities for the coordination and completion of the induction ceremony.
  - (8) Maintain a historical record for all candidates' nomination, performance, and induction packets.
- b. The USARAK deputy chief of staff for personnel/adjutant general—
  - (1) Provide an NCO to serve as the board recorder and prepare the minutes based on board results.
  - (2) The USARAK awards section will process and prepare all awards for presentation the all the approved SAMC inductees as submitted by the USARAK CSM office.
  - (3) Attend all scheduled in-progress reviews.
- c. The USARAK protocol officer will—
  - (1) Coordinate and plan the guest speaker participation in the induction ceremony with the DPTSM SGM and the USARAK CSM.
  - (2) Coordinate all distinguished visitor's participation or visits in conjunction with the induction ceremony.
  - (3) Prepare ceremony-seating charts.
  - (4) Make arrangements to transport all awards and commendations for the SAMC inductees and Doctor Mary E. Walker recipients.
  - (5) Attend all in-progress reviews.
- d. The secretary of the general staff will—
  - (1) Account for all SAMC and Doctor Mary E. Walker medallions.
  - (2) Each October, request medallions and coins for presentation the next year (as required).

(3) Attend all in-progress reviews.

(4) Review awards and certificates.

e. The USARAK public affairs officer will—

(1) Publicize SAMC boards and ceremonies in the command newspaper, as appropriate.

(2) Invite and provide support to local news media, as appropriate.

(3) Provide primary and back-up narrators for the induction rehearsals and ceremony.

(4) Provide a photographer for media coverage of the ceremony.

(5) Collect DD Forms 2266 from SAMC inductees.

f. The USARAK CSM's administrative office will—

(1) Prepare and distribute the memorandum of notification for the USARAK SAMC board and induction ceremony.

(2) Receive and process all nomination packets by the published suspense date.

(3) Identify all inductees at least 21 working days before the SAMC induction ceremony.

(4) Request and prepare SAMC certificates, including the guest speaker for honorary induction.

(5) Receive and assemble all awards and commendations for the induction ceremony.

(6) Coordinate and prepare plates for the SAMC wall of honor.

(7) Attend all in-progress reviews. If not available, the secretary of the general staff will represent the USARAK CSM's administrative assistant at the in-progress review.

### **3-4. Battalion and brigade command responsibilities**

a. Battalion CSMs will—

(1) Ensure all nominated NCOS meet all required prerequisites and the commander's performance evaluation is complete, with exception of the hands-on portion. (See app D.)

(2) Prescreen their candidate's nomination packet and leaders book to ensure completeness per paragraph 3-1.

b. Brigades CSMs are responsible for conducting—

(1) The hands-on portion for their candidates as outlined in the memorandum of notification published from the USARAK CSM office. This will include an APFT and height/weight screening per Field Manual 21-20 and Army Regulation 600-9. Land navigation and three other selected requirements will be announced in the memorandum of notification. Results of the hands-on testing will be forwarded with the candidate's packet to the brigade-level board. (See app D for sample.)

(2) A board for all members of their command who are nominated by their battalions. The same requirements for the USARAK-level board are the guide for the conduct and all prerequisites for candidates appearing at the brigade level boards. Brigade CSMs will also ensure the packets of the

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candidates from their battalion candidates who are selected for the final board are completed per paragraph 3-1, including the soldier's updated 201 file, and turned into the USARAK CSM office by the requested suspense date. Candidates' packets will not be accepted if they are turned in after the requested suspense date.

c. Each command will maintain historical records of all of their inducted SAMC members, so that upon notification of reassignment, the unit will inform the USARAK CSM's administrative office of the departure date, address of the new command, and the standard name line of the departing SAMC member. The USARAK CSM will forward to the gaining-command's division CSM. The letter will be prepared per appendix G and forwarded to the USARAK CSM for signature.

d. NCOs selected for appearance before the final selection board will be on a fully qualified basis. Quotas will not be used. Because of the exceptionally high standards for membership, the selection rate is expected to be low at the USARAK-level board.

e. Battalions and brigades should use their inducted NCOs in a variety of ways. Suggestions for recognizing and using the SAMC member are in appendix H.

### **3-5. Removal from the Sergeant Audie Murphy Club**

a. Commanders may recommend the removal of an NCO from the SAMC at any time. Each recommendation for removal must be fully documented to permit evaluation by commanders in the chain-of-command and commanders responsible for the final selection board.

b. A recommendation for removal may be disapproved at any level of command and returned through command channels with the specific reasons for disapproval.

c. Recommendations involving revocation of awards will be processed as follows:

(1) Before submitting removal action through command channels, the action should be forwarded to the individual concerned.

(2) If termination is based on misconduct, the misconduct may be a basis for initiating a flag. Initiation of DA Form 268 (Suspension of Favorable Personnel Actions) will be per Army Regulation (AR) 600-8-2.

d. The removal action will be submitted through command channels to the commanding general and USARAK CSM for evaluation and final determination.

e. When facts determined subsequent to the award would have prevented original approval, removal actions may include revocation of the Army Commendation Medal and will be processed per AR 672-5-1.

f. Any NCO removed from the USARAK SAMC will return any locally presented certificates, coins, and medallions.

### **3-6. Honorary membership**

a. Honorary membership may be extended to selected personnel who fit the image of a SAMC member but would not normally be allowed to compete. Written recommendations must be submitted through the NCO support channels to the USARAK CSM for final approval of the USARAK-level board. Careful evaluation must be taken to ensure that the spirit and intent of the program are preserved.

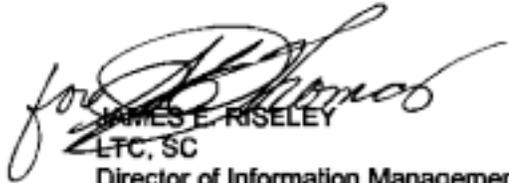
b. Sergeant Morales and SAMC members in good standing assigned to USARAK from other commands will be extended honorary membership, however, they will be expected to meet the same requirements as stated above in paragraph a above. They will receive a membership card and the opportunity to participate in all SAMC activities. They will not receive a certificate of achievement or

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medallion. Sergeant Morale's members desiring to become SAMC inducted members (nonhonorary) must compete for membership under the guidelines of chapters 1 and 2.

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1 - APVR-WAB-CO (CSM, 4th/123d Aviation Regiment)

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1 - APVR-GPC-NCOIC (NCOIC, Fort Greely Post Commander)

1 - MCUC-ZA CSM (Medical Department Activity-Alaska)

1 - APVR-WLBA-CO (CSM, 1st Battalion/17th Infantry)

1 - APVR-RLBB-CO (CSM, 1st Battalion-501st Parachute Infantry Regiment)

1 - APVR-WLBC-CO (CSM, 2d Battalion/1st Infantry)

1 - APVR-WLBE-CO (CSM, 172d Support Battalion)

1 - APVR-WLBF-CO (CSM, 4th Battalion/11th Field Artillery Regiment)

1 - APVR-RCSM (CSM, United States Army Garrison)

1 - APVR-RST-CSM (CSM, Special Troops Battalion)

1 - APVR-RUPM (Provost Marshal)

1 - APVR-RIM (CSM, 59th Signal Battalion)

1 - CSM, United States Army Reserve-Alaska

1 - CSM, United States Army National Guard-Alaska

1 - SGM, Directorate of Plans, Training, Security, and Mobilization

A copy of this regulation is available on the USARAK home page: <http://www.usarak.army.mil/home.htm>.

**Appendix A  
References**

**Section I  
Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

- AR 600-8-2 ..... (Suspension of Favorable Personnel Actions).
- AR 600-8-22 ..... (Military Awards).
- AR 600-9..... (The Army Weight Control Program).
- AR 670-1..... (Wear and Appearance of Army Uniforms and Insignia).
- FM 21-20 ..... (Physical Fitness Training).
- FM 23-9 ..... (M16A1 Rifle and M16A2 Rifle Marksmanship).
- FM 25-101 ..... (Battle Focused Training).

**Section II  
Referenced Forms**

- DA Form 2-1 ..... (Personnel Qualification Record—Part II). Cited in paragraph 2-2c, paragraph 3-1d, and figure C-1.
- DA Form 6 ..... (Duty Roster). Cited in paragraph 3-2c.
- DA Form 268 ..... (Suspension of Favorable Personnel Actions). Cited in paragraph 3-5c(2).
- DA Forms 638 ..... (Recommendation for Award). Cited in paragraphs 2-2c and 3-1f.
- DA Form 705 ..... (Army Physical Fitness Test Scorecard). Cited in figure C-1.
- DA Form 2028 ..... (Recommended Changes to Publications and Blank Forms). Cited in the suggested improvements statement.
- DD Form 2266 ..... (Hometown News Release Information). Cited in paragraph 2-2c, paragraphs 3-1e, 3-2f, and 3-3e(5), and figure C-1.
- Enlisted Records Brief ..... (Enlisted Records Brief). Cited in paragraphs 2-2c and 3-1d and figure C-1.

**Appendix B**  
**Leaders Book**

**B-1.** The leaders book is a collection of information that all NCOs should maintain on their soldiers. The content is based on the needs of the unit, the NCO, and the soldiers. (See FM 25-101, app B.)

**B-2.** In addition to personal data on the soldiers, the leaders book should contain information on training, community service, organizations, etc.

**B-3.** The leaders book may contain, but is not limited to—

- a. Standard name lines for each assigned soldier.
- b. Ranks/grades.
- c. Military occupational specialties.
- d. Dates of rank.
- e. Dates eligible for promotion.
- f. Dates of birth.
- g. Homes of record.
- h. Local addresses.
- i. Local telephone numbers.
- j. Awards.
- k. Civilian education.
- l. Military education.
- m. Weapons qualifications (dates, types of qualification).
- n. APFTs (dates and scores in each event).
- o. Profiles.
- p. Military licenses, with expiration dates, types of vehicles.
- q. Defensive driving courses/motorcycle defensive driving courses.
- r. Battle dress uniform; boot; glove, protection mask, mission-oriented protection posture sizes.
- s. Family information.

**Appendix C**  
**Sample Format for Unit Commander's Evaluation/Nomination**

OFFICE SYMBOL \_\_\_\_\_ Date \_\_\_\_\_

MEMORANDUM FOR CSM, USARAK, Fort Richardson, Alaska 99505-5000

SUBJECT: Sergeant Audie Murphy Club Nomination/Evaluation

Recommend \_\_\_\_\_ for membership consideration and induction into the USARAK Sergeant Audie Murphy Club.

NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_ RANK \_\_\_\_\_

UNIT \_\_\_\_\_ DUTY TELEPHONE \_\_\_\_\_

PMOS \_\_\_\_\_ SMOS \_\_\_\_\_

DUTY POSITION \_\_\_\_\_ DATE ASSIGNED \_\_\_\_\_

BASIC ACTIVE SERVICE DATE \_\_\_\_\_ ETS \_\_\_\_\_

NUMBER OF SOLDIERS SUPERVISED \_\_\_\_\_

CIVILIAN EDUCATION \_\_\_\_\_

MILITARY EDUCATION \_\_\_\_\_

6 Encls

1. Biographical Sketch
2. DD Form 2266 (Hometown News Release Information)
3. DA Forms 2-1 (Personnel Qualification Record) and ERB (Enlisted Records Brief)
4. DA Form 705 (Army Physical Fitness Test Score Card)
5. Weapon Qualification Score Card
6. Commander's/CSM's Recommendation

Commander  
Signature Block

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**Figure C-1. Sample memorandum for commander's evaluation/nomination**

**Appendix D**  
**Sample Format for Duty Performance Evaluation**

OFFICE SYMBOL \_\_\_\_\_ Date \_\_\_\_\_

MEMORANDUM FOR CSM, United States Army Alaska, Fort Richardson, Alaska 99505-5000

SUBJECT: Sergeant Audie Murphy Club Performance Test

1. In compliance with USARAK Regulation 215-2, the following performance evaluation and hands-on test results are submitted for \_\_\_\_\_, as a SAMC candidate:

NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

UNIT \_\_\_\_\_ DATE OF RANK \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ ETS \_\_\_\_\_ PMOS \_\_\_\_\_ NCOES \_\_\_\_\_

NUMBER OF SOLDIERS SUPERVISED \_\_\_\_\_

NAME AND ADDRESS OF NEXT OF KIN \_\_\_\_\_

**AWARDS AND DECORATIONS** \_\_\_\_\_

**PERSONAL PERFORMANCE ACHIEVEMENTS** \_\_\_\_\_

**APFT SCORE** \_\_\_\_\_ **WEAPON QUALIFICATION** \_\_\_\_\_

**LAND NAVIGATION RESULTS: GO/NO GO**

**HAND-ON TEST RESULTS:**

**TASK #1: (list the task tested and results)**

**TASK #2: (list the task tested and results)**

**TASK #3: (list the task tested and results)**

**TASK #4: (list the task tested and results)**

2. The following information concerning discipline of subordinates is provided:

AWOL \_\_\_\_\_ UCMJ \_\_\_\_\_ DWI \_\_\_\_\_

3. Other leadership accomplishments.

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4. Commander's comments must address any unfavorable actions (AWOL, UCMJ, DWI, etc.).
5. Attach all supporting documents for all performance testing.

Brigade Level CSM  
Signature block

**Appendix E**  
**Sergeant Audie Murphy Biography**

Audie Leon Murphy was a legend in his own time—war hero, movie actor, writer of country songs, and a poet. His biography reads more like fiction than fact. He lived only 46 years, but he made a lasting imprint upon American history.

Audie was born on a sharecropper farm in North Texas on June 20, 1924. As a boy, he chopped cotton for \$1.00 per day and was noted for his feats of daring-do and for his accuracy with a gun. He had only 5 years of schooling and was orphaned at 16.

After being refused enlistment in both the Marines and the Paratroopers for being too small (5 feet, 5 inches) and underweight (110 pounds), he enlisted in the United States Army a few days after his 18th birthday. After basic training at Camp Wolters, Texas, and advance training at Fort Meade, Maryland, Audie was sent overseas. He was assigned to the famous 15th Infantry Regiment of the 3d Infantry Division and fought in North Africa, Sicily, Italy, France, and Germany. He earned a battlefield commission for his courage, leadership ability, citations, and decorations, including every medal for valor that America gives, as well as three French and one Belgian medal. Lieutenant Audie Murphy was the most highly 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 as a producer. He acted in 44 films, starring in 39 of them. His best-known film was “To Hell and Back” adapted from the best-selling book of his war experiences by the same name. Most of his movies, however, were Westerns. Audie Murphy was voted the most popular western actor in America in 1955 by the motion picture exhibitors.

Audie wrote the lyrics to 16 country-western songs, the most popular of which was “Shutters and Boards” written with Scott Turner in 1962. This song was recorded by over 30 pop singers, including Jerry Wallace, Dean Martin, and Porter Wagoner. He was an accomplished poet; unfortunately, however, 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.

Audie could well be the last American war hero. He was the greatest combat soldier in the 200-year plus history of the United States.

**Appendix F**

**Suggestions for Recognizing and Using Sergeant Audie Murphy Club Members**

- F-1.** Interview SAMC members as possible officer candidate school or warrant officer candidates.
- F-2.** Encourage leadership-position assignments that allow SAMC members to develop leadership skills.
- F-3.** Assign SAMC members to instructor duties or positions and teach NCO-development classes.
- F-4.** Encourage SAMC members in further participation in off-duty, education programs to set an example for younger soldiers.
- F-5.** Have SAMC members accompany SGMs on unit visits and talk to individual NCOs.
- F-6.** Use SAMC members' talents as—
  - a. Guest speakers at command information classes and seminars.
  - b. Speakers at NCO-leadership schools.
  - c. Participants in various corps, division, and brigade ad hoc committees.
  - d. Attendees at selected command briefings.
  - e. Greeters for very important persons visiting local commands.
  - f. Participants in sponsorship and reception programs.
- F-7.** Encourage SAMC member involvement in community activities, e.g., Youth Services, Army Community Service, parent-teachers associations.
- F-8.** Encourage them to help identify potential SAMC members.

**Appendix G**  
**Sample Memorandum of Introduction**

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OFFICE SYMBOL

Date

MEMORANDUM FOR (Major Subordinate Command/Division/Major Army Command CSM concerned)

SUBJECT: Memorandum of Introduction

1. On behalf of the Commanding General, United States Army Alaska (USARAK) and myself, I would like to take this opportunity to introduce \_\_\_\_\_ (rank, name, and unit of SAMC soldier) \_\_\_\_\_, a current member of the USARAK Sergeant Audie Murphy Club (SAMC), who is being assigned to your command.
2. As you know, membership in the SAMC is the mark of excellence in leadership and caring for soldiers. \_\_\_\_\_ (rank and name) \_\_\_\_\_ is the kind of NCO who demonstrates these qualities of personal concern for the needs, training, development, and welfare of his/her soldiers and family members in USARAK. I'm proud to have had this outstanding NCO in this command.
3. You are getting one of the Army's finest leaders, with unlimited potential. I am convinced you will see the same qualities in this soldier that we have here in this command. You would do well to earmark this leader for continued success by placing \_\_\_\_\_ (rank and name) \_\_\_\_\_ in positions of increased responsibility.
4. I am pleased to forward this personal memorandum of introduction to you on \_\_\_\_\_ (rank and name) \_\_\_\_\_.

CARLOS G. PAGAN  
Command Sergeant Major, U.S. Army  
USARAK Command Sergeant Major

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**Figure G-1. Sample memorandum of introduction**

**Appendix H**  
**Sample Selection Board Notification**

APVR-RCSM

Date

MEMORANDUM FOR Major Subordinate Command/Separate CSM/SGM

SUBJECT: Memorandum of Notification for the Sergeant Audie Murphy Club (SAMC)

1. The USARAK SAMC Board will convene on \_\_\_\_\_ at \_\_\_\_\_ hours in the Chaney Conference Room (Building 1).
2. The nominees will report to the Chaney Conference Room with their leaders book at \_\_\_\_\_ hours on \_\_\_\_\_. The uniform for the nominees and escorts is Class A. Female nominees/escorts will wear Class A slacks. The uniform for the board members is battle dress uniform.
3. The board will consist of:
  - a. President of the Board (USARAK CSM).
  - b. Board Member (\_\_\_\_\_), Sponsorship, NCO Evaluation Report, History of NCO.
  - c. Board Member (\_\_\_\_\_), Preventive Maintenance Checks and Services, Supply Economy, USARAK Policies.
  - d. Board Member (\_\_\_\_\_), Battle Focus Training, Leadership, Counseling.
  - e. Board Member (\_\_\_\_\_), Wear and Appearance of Army Uniforms and Insignia, Customs and Courtesy, Education Programming.
  - f. Board Member (\_\_\_\_\_), Basic Rifle Marksmanship, Nuclear, Biological, and Chemical, Weapons, First Aid.
  - g. Board Member (\_\_\_\_\_), First Aid, Chain of Command, Soldier Support Activities/Agencies.
  - h. Board Member (\_\_\_\_\_), United States Government, Standards of Conduct Land Navigation.
  - i. Board Member (\_\_\_\_\_), Promotion Policy and Regulations, Leader's Book.
  - j. Board Recorder, Adjutant General SGM providing a Board Recorder.
6. Board members will—
  - a. Report to the USARAK CSM's office at \_\_\_\_\_ on \_\_\_\_\_ to review all SAMC and Doctor Mary E. Walker candidate packets.

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**Figure H-1. Sample selection board notification memorandum**

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## USARAK Regulation 215-2

OFFICE SYMBOL

SUBJECT: Memorandum of Notification for the Sergeant Audie Murphy Club (SAMC) Selection Board

b. Board members will prepare situational or procedural type questions that will solicit an in-depth response from nominees instead of cut and dry answers. Specifically, questions will be leadership oriented, which are designed to understand the NCOs knowledge of Army programs and leadership skills in taking care of soldiers.

c. Select two questions in each subject area.

d. Grade their area only.

7. The NCOs who escort the nominees must be from the nominees' NCO support channel. Only the nominees' SGM, First Sergeant, Master Sergeant, or a SAMC or Sergeant Morales Club member is qualified as the escort.

8. Board members will select the Doctor Mary E. Walker awardees. The Doctor Mary E. Walker candidates' packets are due to the USARAK CSM by \_\_\_\_\_.

9. Major subordinate command CSMs who are selected as board members are required to attend. There will be no alternates/substitutes.

10. Addressees will submit their candidates' packets to the USARAK CSM office by \_\_\_\_\_ to include nominees for honorary membership. Any packets submitted after the suspense date will not be accepted.

CARLOS G. PAGAN  
CSM, USA  
USARAK Command Sergeant Major

OFFICE SYMBOL

SUBJECT: Memorandum of Notification for the Sergeant Audie Murphy Club (SAMC) Selection Board

**DISTRIBUTION:**

CSM, Noncommissioned Officer Academy  
CSM, Garrison Command  
CSM, 172d Infantry Brigade (Separate)  
CSM, Alaska Army National Guard  
CSM, 59th Signal Battalion  
SGM, United States Army Garrison, Fort Richardson  
CSM, United States Army Garrison, Fort Wainwright  
CSM, Medical Department Activity-Alaska  
CSM, 1st Battalion/17th Infantry  
CSM, 1st Battalion/501st Parachute Infantry Regiment  
CSM, 2d Battalion/1st Infantry Regiment  
CSM, 4th Battalion/11th Field Artillery Regiment  
CSM, 172d Support Battalion  
CSM, 203d Personnel Support Battalion  
CSM, Special Troop Battalion  
CSM, 4th Battalion/123d Aviation Regiment  
CSM, 267th Finance Support Battalion  
NCOIC, United States Army Garrison, Fort Greeley

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**Figure H-1. Sample selection board notification memorandum—Continued**

**Glossary**

APFT.....	Army physical fitness test
app.....	appendix
AR.....	Army Regulation
AWOL.....	absent without leave
CSM.....	command sergeant major
DA.....	Department of the Army
DD.....	Defense Department
DPTSM.....	Director of Plans, Training, Security, and Mobilization
DWI.....	driving while impaired
ETS.....	expiration term of service
FM.....	field manual
NCO.....	noncommissioned officer
NCOES.....	Noncommissioned Officer Education System
PMOS.....	primary military occupational specialty
SAMC.....	Sergeant Audie Murphy Club
SGM.....	sergeant major
SMOS.....	secondary military occupational specialty
UCMJ.....	Uniform Code of Military Justice
USA.....	United States Army
USARAK.....	United States Army Alaska