



DEPARTMENT OF THE ARMY
 UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
 2221 ADAMS AVENUE
 FORT LEE, VIRGINIA 23801-1809

ATCL-CSM

7 June 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction – CASCOM Sergeant Audie Murphy Board

1. Reference TRADOC Regulation 600-14, TRADOC Sergeant Audie Murphy Award (SAMA), 14 May 2012.

2. The Sergeant Audie Murphy Award Board (SAMA), boards are scheduled as follows:

Packet Due	Pre-Board Events Date/Time	Board Date/Time	Induction Date/Time	Board Members
12 Jan 16/1700	09 Feb 16/0600 Clark Gym	09 Feb 16 1300 Rm 2209 NCOA	24 Mar 16 /1000 Location QM	CSM Bartee
12 Apr 16/1700	10 May 16/0600 Clark Gym	10 May 16 1300 Rm 2209 NCOA	23 Jun 16 /1000 Location OD	1. Ordnance Regimental
11 Jul 16/1700	16 Aug 16/0600 Clark Gym	16 Aug 16 1300 Rm 2209 NCOA	22 Sep 16 /1000 Location TC	2. Quartermaster Regimental
10 Oct 16/1700	08 Nov 16/0600 Clark Gym	08 Nov 16 1300 Rm 2209 NCOA	13 Dec 16 /1000 Location ALU	3. Transportation Regimental
				4. Logistics NCOA Commandant
				5. Garrison CSM Executive Assistant (Recorder)

Note: Command Sergeants Major who are unable to be present for the board due to schedule conflicts, TDY, leave, or other commitments will provide a replacement (CSM or SGM) from your unit. The CASCOM CSM's office will be notified NLT 3 weeks prior to the board.

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- 3. All unit level boards will be conducted at least three weeks prior to the scheduled CASCOM SAMA boards. This will allow for candidates to ensure that their records are updated prior to the CASCOM SAMA board (i.e. receipt of new awards, NCOER, etc.).**
- 4. No packet will be accepted after the due date on line 2, NO EXCEPTIONS.**
- 5. The Candidate's Leader Book is required on the day of the board. The First Line Leader is responsible for ensuring the President of the board receives the Leader's Book prior to the candidate appearing. The sponsor must be a member or the candidate's First Sergeant.**
6. Candidate Requirements:
 - a. Soldiers appearing before the board must be in the ranks of CPL through SFC with at least six years of service and supervise at least two Soldiers.
 - b. Candidates must display exemplary physical fitness and marksmanship skills.
 - c. Be mature and share the values of their profession and their unit.
 - d. Candidates will possess no derogatory actions in his/her records as a Sergeant or above in the last 12 months (i.e. Article 15, etc).
 - e. Candidates must exercise sound leadership principles.
 - f. Candidates must display examples of professional Army ethics.
 - g. Candidates must strengthen and develop the Seven Army Values in Soldiers and display the Warrior Ethos.
 - h. The nominee must have a current APFT within 6 months (with a score of 240 or better with a minimum of 80 points per event) and weapons qualification. Only Soldiers with valid permanent profiles will be excluded from the 240 overall score requirement but must still have 80 point minimum in all other authorized APFT events.
 - i. Must possess a GT score of 100 or above.
 - j. Candidates must have conducted 20 hours of volunteer service within the current FY and logged in VMIS.

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7. BOARD PACKETS (In order A-I)

- a. SAMA First Sergeant Nomination and performance evaluation. (Encl 1)
- b. Letter of nomination from BN CSM. Commands with non-traditional structure will coordinate with adjacent units to meet this non-waiverable requirement. (Encl 2)
- c. Letter of nomination from BDE CSM. Commands with non-traditional structure will coordinate with adjacent units to meet this non-waiverable requirement. (Encl 2)
- d. Biographical sketch. (Encl 3)
- e. ERB w/DA photo with verification statement signed. (Encl 4)
- f. APFT Score card, DA Form 705 (include permanent profile for validation of alternate event(s) and Body Fat Content Worksheet, DA Form 5500 or DA Form 5501 if applicable)
- g. Assigned Weapons Qualifications Score Card.
- h. Hometown News Release, DD Form 2266 original signed. Item 8, should read, "Selection to receive the Sergeant Audie Murphy Award", item 18 will be completed, if applicable. Item 19 will identify the type of degree pursued or completed.
- i. Copy of the past three NCOER's for the NCO attending the board.
- j. Ensure that board packets will be separated into six packets. All packets should be arranged as outlined above in paragraph 7 a-i. Packets should contain one original set and 5 copies. Do not staple any papers together.
- k. Packets will be turned into the CASCOM G3/5/7 NLT the due date by the candidate's BDE S-1. Ensure that all documents are included in packets.

8. UNIFORM

- a. All candidates and sponsors will appear in ASUs.
- b. All board members will wear ACUs to include: UCP, OEF CP, and OCP.

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9. BOARD MEMBERS

a. The area of responsibilities for the board members are as follows:

- **Board Appearance (rated by all board members):**

- Uniform and Appearance
- Military Bearing
- Self Confidence
- Oral Expression

- **President of the board**

- Sergeant Audie Murphy and the SAMA Program, *TRADOC Sergeant Audie Murphy Award (SAMA), 14 May 12*

- **Board Member 1**

- Marksmanship, *FM 3-22.9, Rifle Marksmanship, M 16/M 4-Series Weapons*
- Leadership, *ADP 6-22, Army Leadership, 10 Sep 12*
- Standards of Conduct, *DoD 5500.7-R, Standards of Conduct, 29 Nov 07*
- Comprehensive Soldier & Family Fitness, *AR 350-53, Comprehensive Soldier and Family Fitness, 19 Jun 14*
- Military Moral and Non-appropriated funds, *AR 215-1, 24 Sep 10*

- **Board Member 2**

- Military Customs and Courtesy, *AR 600-25, Salutes, Honors, and Visits of Courtesy, 24 Oct 04 & FM 7-21.13, The Soldier's Guide, 20 Sep 11*
- Drill and Ceremony, *TC 3-21.5, Drill and Ceremonies, 20 Jan 12*
- Wear of Uniform and Personal Appearance, *AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 10 Apr 15 & DA PAM 670-1, Guide to the wear and appearance of Army Uniforms and insignia, 2 Dec 14*
- NCOPDS and SSD, *TRADOC PAM 525-8-2, The U.S. Army Learning Concept for 2020, 20 Jan 11*
- Unified Land Operations, *ADP/ADRP 3-0, 10 Oct 10*

- **Board Member 3**

- Safety and Risk Assessment, *AR 385-10, The Army Safety Program, 27 Nov 13*
- World Affairs and Current Events
- Profession of Arms, *ADRP 1, The Army Profession, 6 Aug 2013*

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- ADP/ADRs, AR 25-30, *The Army Publishing Program*, 3 Jun 15
- Property Accountability, AR 735-5, 10 May 2013
- **Board Member 4**
 - Chain of Command, AR 600-20, *Army Command Policy*, 6 Nov 14
 - Equal Opportunity, AR 600-20, *Army Command Policy*, 6 Nov 14
 - SHARP, AR 600-20, *Army Command Policy*, 6 Nov 14
 - Physical Fitness, FM 7-22, *Army Physical Readiness Training*, 3 May 13
- **Board Member 5**
 - Promotions, AR 600-8-19, *Enlisted Promotions and Reductions*, 2 Feb 15
 - Soldier Support Activities, AR 608-1, *Army Community Services*, 12 Mar 13
 - NCOER/Counseling, AR 623-3, *Evaluation Reporting System*, 31 Mar 14
 - QMP/QSP, AR 635-200, *Active Duty Enlisted Separations*, 6 Jun 05

b. **Board members** will present their areas of responsibilities to the candidate in situational formats. This will identify the candidate's knowledge of the area in greater depth. Additionally board members will limit situations to two per area of responsibility. Board members will only evaluate their areas of responsibility and what is outlined in paragraph 9 section a-1.

c. All areas of responsibilities will pertain to the candidate's:

- (1) Unit Status, Equipment, and Personnel.
- (2) Accomplishment of tasks, missions, and unit activities with assigned personnel and equipment.
- (3) Resolution of problems.
- (4) Demonstration of high standards for discipline, values, and excellence.
- (5) Individual responsibility and self-evaluation.

10. The SAMA Board will commence at 1300 hours. The board will be held in the SAMC Room, Room 2209 in the Logistics NCOA. SAMA candidates must be present at 1230 for an administrative brief. Board members will be required to show NLT 1245.

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11. **Award Ceremony** – An award ceremony will be conducted at 1000 on the dates described below. Ceremonies will be held by: QM School on 24 MAR, OD School on 23 JUN, TC School on 22 SEP, and ALU on 13 DEC.
12. This memorandum of instruction will be distributed one month prior to every scheduled board, unless changes have occurred.
13. Any questions in regards to the memorandum of instruction should be addressed to G3 forbes.l.daniels.mil@mail.mil and the Chapter President of the Fort Lee, VA SAMC at flvsamcpresident@gmail.com.

Encls

- 1-Example Packets
- 2-Board References


NATHANIEL J. BARTEE
CSM, USA

DISTRIBUTION:

CASCOM, CSM
QMS, CSM
TCS, CSM
ODS, CSM
SSI, CSM
GARRISON, CSM
23rd QM BDE, CSM
59th OD, CSM
NCOA, CSM
KAHC, SGM
CASCOM HQ, 1SG

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Enclosure 1

OFFICE SYMBOL

DATE

MEMORANDUM THRU

Command Sergeant Major, Battalion-Level Command
Command Sergeant Major, Brigade-Level Command

FOR President, Sergeant Audie Murphy Award Board

SUBJECT: CASCOM Sergeant Audie Murphy Award Nomination and Performance Evaluation

1. I recommend the following noncommissioned officer be considered for membership and induction into the Sergeant Audie Murphy Club:

- a. Name:
- b. Grade and date of rank:
- c. Social Security Number:
- d. Primary Military Occupational Specialty and Secondary Military Occupational Specialty (SMOS):
- e. Duty position:
- f. Date assigned to unit:
- g. Unit of assignment:
- h. Duty telephone number:
- i. Basic active service date (BASD):
- j. Expiration term of service (ETS):
- k. Civilian education:

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- l. Military education:
 - m. Awards and decorations:
 - n. Army physical fitness test score and the date the APFT was taken:
 - o. Height and weight and date measured:
 - p. Authorized weight:
 - q. Actual and authorized body fat percentage (if applicable):
 - r. Weapons qualification and date qualified:
3. I have verified that this is the most current training information on the nominee.

*Signature Block
of First Sergeant*

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Enclosure 2

DEPARTMENT OF THE ARMY
HEADQUARTERS, CASCOM
UNIT XXXXX
APO AE XXXX
X

AFVG-CSM

1 November 2004

MEMORANDUM FOR President, Sergeant Audie Murphy Award Selection Board; Fort Lee, VA 23801

SUBJECT: CASCOM Sergeant Audie Murphy Board (Sergeant First Class Jane D. Doe, 123-45-6789)

1. I highly recommend Sergeant First Class Doe to appear before the CASCOM Sergeant Audie Murphy Board. Sergeant First Class Doe is a model NCO who continues to excel in all facets of her military career. She sets an outstanding example that all Soldiers should strive to emulate.
2. Sergeant First Class Doe's superior performance is attributed to her constant pursuit of military excellence and personal pride. She has what it takes to go all the way to the top in this profession of arms. Without hesitation, I would place Sergeant First Class Doe in any position that requires trust, military knowledge, and higher responsibility.
3. I am truly honored to recommend an outstanding Noncommissioned Officer of high caliber to represent this organization in the CASCOM Sergeant Audie Murphy Board competition.

XXXX X. XXXXXXXX
Command Sergeant Major, USA

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Enclosure 3

SERGEANT FIRST CLASS JANE D. DOE

Born: 20 April 1961 Hometown: Denver, CO As of: 00 May 1998

Sergeant First Class Doe has been assigned to the Office of the Chief, Public Affairs, and U.S. Army Europe since July 20, 1999. Assigned as the Plans and Policy noncommissioned-office-in-charge, she is the program manager for installation drawdown and writing public affairs guidance for USAREUR and Seventh Army. She is the senior enlisted person in the OCPA and has assumed the duties of the directorate sergeant major, such as assisting in CMF 46 enlisted personnel assignments and interfacing with the USAREUR Command Sergeant Major's office. She participated in REFORGER 92.

She was assigned to the 2d Armored Division in Garlstedt, Germany, December 8, 1990. Assigned as the Public Affairs noncommissioned-officer-in-charge, she arrived in time to help prepare the office to deploy to Saudi Arabia, January 8, 1991. During Operations Desert Shield and Storm, she supervised the historical documentation and newspaper coverage of the 2d Armored Division's participation in the ground war. She redeployed back to Germany, May 15, 1991. After only a few months back, she developed the contingency plan for public affairs of the division during the drawdown.

She was assigned to Fort Benjamin Harrison, IN, from January 1988 to December 1990. Before her assignment as an instructor in the Public Affairs Department, the Defense Information School, she worked in the Public Affairs Proponent Activity as the noncommissioned-officer-in-charge of Training Extension courses and the Army Correspondence Course Program for the public affairs field.

She was assigned to Fort Bragg, NC, from December 1981 to December 1987. She was assigned as an illustrator until her promotion to Sergeant First Class, when she decided to become a journalist. A 1985 Basic Journalism Course Distinguished Honor Graduate, she was the noncommissioned-officer-in-charge of Public Information at XVIII Airborne Corps and the public affairs supervisor of the 1st Corps Support Command (1st COSCOM) Public Affairs Office, Fort Bragg, NC. She participated in Operation Urgent Fury 83 (Grenada), and in exercises Brim Frost 85 (Alaska), Gallant Eagle 86 (California), and Sand Eagle 87 (Florida).

She was assigned as an illustrator with the 3d Support Command in Frankfurt, Germany from December 1978 to December 1981.

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She received on-the-job training her first three months as an illustrator at the Training Aids Support Center, Fort Benning, GA, where she was assigned from October 1974 until November 1978. She received her basic training at Fort Jackson, SC, after enlisting August 6, 1974. She is a 1974 Bloomfield Senior High School graduate.

She is a graduate of the Army Advanced Public Affairs Course, College of Journalism and Mass Communications, University of South Carolina, giving here nine credit hours towards a Masters degree in Journalism. She has a Bachelor of Science degree, with honors, in History from

Campbell University, North Carolina. She has an Associate of Arts degree in History from the University of Maryland.

She has been selected for attendance at the Air Force Senior Noncommissioned Officer Academy. She is a graduate of the Army Soldier Support Institute's Master Fitness Trainer course. She graduated from the Army Logistics Management College's Contract Officers Representative course as an Honor Graduate. She is a graduate of the Staff and Faculty Development Training course for Instructors/Developers. She is a Public Affairs Supervisor course graduate and an Honor Graduate of the Advanced Noncommissioned Officers course.

Her awards include the Bronze Star, the Joint Service Commendation Medal, the Army Commendation Member (2d Oak Leaf Clusters), the Army Achievement Medal, Army Good Conduct Medal (6th Award), the National Defense Medal (with bronze star indicating second award), the Armed Forces Expeditionary Medal, the Southwest Asia Medal (with three campaign stars), the Noncommissioned Officers Professional Development Ribbon (3d award), the Army Service Ribbon, the Overseas Service Ribbon (2d award), and the Kuwait Liberation Ribbon.

She has been married for 16 years with one daughter, Jennifer, age seven. Her parents are John and Jane Smith of Clifton, NJ.

Community involvement includes participating in local playhouse productions, active in Girl Scouting, PTA, and volunteering at the local elementary school.

Her hobbies and sports interest includes Volks marching, reading, and gardening.

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Enclosure 4

**PERSONNEL QUALIFICATION RECORD (PQR)
(ERB)**

Sergeant Audie Murphy candidates must sign the statement shown below.

“I have reviewed the information here in and it is correct and complete.”

SIGNATURE / DATE