# ATCL-CSM 14 April 2022

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 (SAMA) Boards are scheduled as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Packets Due\* | ACFT | Board Date | **Induction Date** |
| 181700MAY2022 | 240600MAY2022 Williams Stadium | 260830MAY2022 Room 2209 NCOA | JULY 2022Location TBD |
| 061700JUL2022 | 120600JUL2022 Williams Stadium | 140830JUL2022 Room 2209 NCOA |  |
| 221700SEP2022 | 260600SEP2022 Williams Stadium | 290830SEP2022 Room 2209 NCOA | NOVEMBER 2022Location TBD |
| \*Candidate packets will not be accepted after due date. |

3. Board Members

 a. **CASCOM CSM (President of the Board without vote)**

 Sergeant Audie Murphy and the SAMA Program

 TR 600-14, TRADOC Sergeant Audie Murphy Award (SAMA), 14 May 2012

 Audie Murphy BIO, History

 b. **Ordnance Regimental CSM**

TC 3-22.9, Rifle and Carbine, 13 May 2016

ADP 6-22, Army Leadership and the Profession, 31 July 2019

DOD 5500.7-R, Joint Ethics Regulation Chapter 2, Standards of Ethical Conduct, 17 November 2011

AR 350-53, Comprehensive Soldier & Family Fitness, 19 Jun 2014

AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 Sep 2010

AR 600-9, The Army Body Composition Program, 7 July 2019

TR 600-4 The Soldier’s Blue Book, 29 August 2019

 c. **Quartermaster Regimental CSM**

AR 600-25, Salutes, Honors, and Courtesy, 10 Sept 2019

TC 7-21.13, Soldier’s Guide, 30 November 2015

TC 3-21.5, Drill and Ceremonies, 20 January 2021

AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 26 January 2021

TRADOC PAM 525-8-2,The U.S. Army Learning Concept for Training and Education 2020-2040, 13 April 2017

FM 3-0, Operations, 6 October 2017

AR 608-1, Army Community Service, 19 October 2017

d. **Transportation Regimental CSM**

AR 385-10, Army Safety Program, 24 February 2017

AR 735-5, Property Accountability Policies, 9 November 2016

AR 623-3, Evaluation Reporting System, 14 June 2019

 AR 635-200, Active Duty Enlisted Administrative Separations, 28 June 2021

 TC 7-22.7, The Noncommissioned Officer Guide, 1 January 2020

 FM 4-0, Sustainment Operations, 31 July 2019

 e. **Logistics NCOA Commandant**

AR 600-20, Chain of Command, 24 July 2020

AR 600-20/TC 26-6, Equal Opportunity, 24 July 2020

AR 600-20/DoD Dir 6495.01, SHARP, 24 July 2020

FM 7-22, Holistic Health and Fitness, October 2020

AR 600-8-19, Enlisted Promotions and Reductions, 16 May 2019

DA PAM 600-35 Relationships between Soldiers of Different Ranks, 21 July 2017

AR 27-10, Military Justice, 20 November 2020

 f. **Sergeant Audie Murphy Club President**

TRADOC Regulation 600-14,

 TRADOC Sergeant Audie Murphy Award (SAMA)

 Audie Murphy Knowledge

 g. Recorder (w/o vote)

Board members will present their areas of responsibilities to the Candidates in situational formats. This will identify the Candidate's knowledge of the area in greater depth. Additionally, board members will limit situations to three per area of responsibility. Board members will only evaluate their areas of responsibility and items outlined in this paragraph.

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

3. All unit level commands will conduct boards at least three weeks prior to the scheduled CASCOM SAMA boards. A Sergeant Audie Murphy Club representative must be present at each brigade board. This will allow Candidates to ensure that their records are updated prior to the CASCOM SAMA board (i.e. receipt of new awards, NCOER, etc.).

4. Each Candidate is required to have their Leader’s Book present 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 an active member of the Sergeant Audie Murphy Club or the Candidate’s First Sergeant. The candidates sponsor will not sit on the same board as the candidate.

### 5. Candidate Requirements:

1. Soldiers appearing before the board must be in the ranks of CPL through MSG with at least six years of service and supervise at least two Soldiers. If the soldier does not supervise any soldiers, a memo must be submitted and signed by the company First Sergeant explaining why. This memo must be included with the candidate’s packet.
2. Candidates must display exemplary physical fitness and marksmanship skills.
3. Candidates will possess no derogatory actions in his/her records as a Corporal or above in the last 12 months (i.e. Article 15, etc.).
4. The nominee must have a current APFT/ACFT within 6 months (with a score of 240 or better with a minimum of 80 points per event) and an expert weapons qualification. Only Soldiers with valid permanent profiles are excluded from the 240 overall score requirement but must still have 80-point minimum in all other authorized APFT/ACFT events.
5. Candidates must have conducted 20 hours of volunteer service with the Fort Lee Chapter Sergeant Audie Murphy Club within the current FY and logged in VMIS. Memo’s submitted during times when the candidate was not assigned to Fort Lee will not be accepted.
6. Candidates will conduct a six mile ruck march along with six key warrior task and battle drills on day one the week of the CASCOM board. An ACFT will be conducted on day two along with a uniform inspection. A written essay and questionnaire will be conducted at 1600 the day before the scheduled board.

6. Board Packets

1. SAMA First Sergeant Nomination and performance evaluation.
2. Letter of nomination from BN CSM. Commands with non-traditional structure will coordinate with adjacent units to meet this requirement.
3. Letter of nomination from BDE CSM. Commands with non-traditional structure will coordinate with adjacent units to meet this requirement.
4. Biographical sketch.
5. SRB
6. APFT/ACFT 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)
7. Assigned Weapons Qualifications Score Card. Soldiers assigned to a unit exempted from weapons qualification in accordance with Army Regulation 350-1, Army Training and Leader Development, Paragraph G25 (6)(a). The candidate must qualify expert with their assigned weapon system.
8. 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.
9. Copy of the last three NCOER’s for the NCO attending the board.
10. Ensure that board packets are separated into six packets. All packets will be arranged as outlined above in paragraph 7 a-i, Packets should contain one original set and five copies. Do not staple any papers together.
11. 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.

7. Uniform

1. All Candidates and sponsors will appear in ASUs or AGSUs.

1. All board members will wear OCPs.

 c. All areas of responsibilities will pertain to the Candidates:

 (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.

8. The SAMA Board will commence at 0830 hours. The board will be held in the SAMC Room, Room 2209 in the Logistics NCOA. SAMA Candidates must be present at 0800 hours for an administrative brief. Board members will be required to show NLT 0815.

9. This memorandum of instruction (MOI) will be distributed one month prior to every scheduled board, unless changes have occurred.

10. Any questions in regards to the memorandum of instruction should be addressed to the Chapter President of the Fort Lee, VA SAMC at flvsamcpresident@gmail.com.

 //ORIGINAL SIGNED// JORGE ESCOBEDO

 CSM, USA

ENCLS.

1-Board References

2-Recommendation

3-BIO

4-PQR

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

 **1SG Nomination template**

AFDR-xxx-xxx Date

MEMORANDUM FOR Fort Lee Chapter Sergeant Audie Murphy Award (SAMA) Selection Board

SUBJECT: Letter of Recommendation for SSG Doe, John

1. SSG Doe, John is a very well-qualified Noncommissioned officer who always puts the needs of his Soldiers first. He is very much willing to dedicate his time to help any soldier achieve their goals. More recently, he spent two hours a day to help Soldiers prepare for the Soldier of the month and promotion board while serving as the Platoon Sergeant for Delta Troop 3-71 Cav 1st Brigade Combat Team 10th Mtn Division.

2. SSG Doe, John brings to the table what a lot of Noncommissioned Officers seem to have stepped away from and that is selfless service. Getting to know SSG Doe, He always wants his soldiers to do their best and he is willing to go the extra mile to ensure that his section knows that he cares. SSG Doe embodies the same selfless service that Sergeant Audie Murphy exhibited almost a century ago.

3. Over SSG Doe, John’s military career, he has had the pleasure of leading 50 soldiers over two divisions. SSG Doe, shows daily that he understands the SMA’s vision for what TIMS is all about. I can tell that earning the SAMA is only the tip of the iceberg for SSG Doe as leading and developing Soldiers is something that he truly enjoys. He sets the example and influences those around him to do the same.

4. The point of contact for this memorandum is the undersigned at

**Enclosure 2**

**DEPARTMENT OF THE ARMY**

**HEADQUARTERS, CASCOM**

**UNIT XXXXX**

**APO AE XXXX**

**X**

AFDR-xxx-xxx Date

MEMORANDUM FOR Fort Lee Chapter Sergeant Audie Murphy Award (SAMA)

SUBJECT: **SAMA Performance Test**

1. The following performance test results are submitted for SSG Doe, a SAMA candidate:

NAME: Doe, John C SSN: UNIT:

DOR: 20191101

DOB: ETS: PMOS: NCOES: ALC (DL)

NAME ADDRESS NEXT OF KIN:

AWARDS AND DECORATIONS

ACMC (1) ARCOM (3) JSAM (1) AAM (1) AGCM (2) NDSM ACM-CS (2) GWTSM MOVSM (1) ASR OSR (1) NATOMDL (2) DRV/MECH

PERSONAL PERFORMANCE

ACHIEVEMENTS: HIGHEST RECORDED PT SCORE OF CAREER, QUALIFYING EXPERT ON NEW RIFLE QUALIFICATION.

APFT

1SG, USA

First Sergeant

AFDR-xxx-xxx Date

MEMORANDUM FOR Fort Lee Chapter Sergeant Audie Murphy Award (SAMA)

SUBJECT: **SAMA Nomination/Evaluation**

RECOMMEND SSG Doe BE CONSIDERED FOR AWARD.

NAME: Doe, John p SSN: RANK:

UNIT: DUTY PHONE

PMOS

DUTY POSN: DATE ASSIGNED: 11 MARCH 2021

BASD: ETS:

CIV EDUC:

MIL EDUC:

1SG, USA

First Sergeant

AFDR-SBA-CSM date

MEMORANDUM FOR Fort Lee Chapter Sergeant Audie Murphy Award (SAMA)

SUBJECT: Letter of Recommendation for

1. I fully support the nomination of into the Audie Murphy Club. Being a member of the Sergeant Morales Club, I am familiar with the attributes demanded of a Non-Commissioned Officer. SSG dedicates his time to developing his core leader competencies to better lead his Soldiers. SSG never allows himself to fall behind and he gives everything his all; this is something that is rare among Non-Commissioned Officers.

2. SSG volunteered his time while deployed in support of ARSOUTH to helping the locals of Comayagua Honduras speak English. SSG spent time making food and providing care to the local hospitals in the area earning him his first Military Outstanding Volunteer Service Medal. SSG is what every command team needs, a Non-Commissioned Officer that is physically fit and an expert with arms demonstrating what Audie Murphy was during his military service.

3. SSG is a phenomenal Non-Commissioned Officer who leads the charge and ensures everyone around him is sound and agile. SSG is dedicated to the Non-Commissioned Officer philosophy and will continue to motivate and lead his fellow leaders and future SAMA candidates that require his guidance. SSG will make a great addition to the club and will continue to set the standard for the rest of his career.

4. The point of contact for this memorandum is the undersigned at

CSM, USA

Battalion Command Sergeant Major

AFDR-BAA-CM date

MEMORANDUM FOR Fort Lee Chapter Sergeant Audie Murphy Award (SAMA)

SUBJECT: Letter of Recommendation for

1. I completely support the nomination of SSG for the induction to the Audie

Murphy Club. SSG is a very well-qualified Non-Commissioned Officer (NCO) that represents and embodies the Creed of the Non-Commissioned Officer. He has consistently showed the capabilities of being in higher positions of leadership and excelling in them. SSG is the Ammunition Section Chief for Alpha Company 10th Brigade Support Battalion; He aids in the supervision of 13 Soldiers.

2. SSG career represents the epitome of a professional and highly motivated Non-Commission Officer that is always looking to challenge himself. SSG always goes above and beyond for his Soldiers, often dedicating his off-duty hours to helping them achieve personal goals.

3. SSG embodies the warrior spirit that was manifested throughout Sergeant

Audie Murphy’s daring actions over 80 years ago. SSG will represent the Non-Commissioned Officer Corps and the club well for the rest of his military career serving as a mentor and ambassador for future candidates.

4. The point of contact for this memorandum is the undersigned at

 CSM, USA

 Brigade Command Sergeant Major

 **Enclosure 3**

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**Staff Sergeant Doe C. John**

SSG Doe C. John entered the U.S. Army on 06 August 2012 from Detroit Michigan, completed Basic training at Ft. Sill, Oklahoma, and Advanced Individual Training at Fort Lee, Virginia awarding him the Military Occupational Specialty of 89B, Ammunition Specialist.

His assignments include E TRP 1/17 CAV, 82nd CAB at Fort Bragg, NC, where he served as an Ammunition Specialist, E TRP 2-6 CAV, 25th CAB at Wheeler Army Airfield, HI, where he served as a Squad Leader; A CO 225 BSB, 25ID at Schofield Barracks, HI, where he served as a Section Chief. Fort Drum, NY as a Section Chief for A Co 10th BSB, and 3/71 CAV D TRP as a Section Sergeant. He is currently the training developer for 89B10 and 89B30 MOS under 59th Ordnance HHC. SSG Doe has deployed once in support of Operation Enduring Freedom, once in support of Operation Enduring Freedom Caribbean and Central, and once in support of Operation Freedom’s Sentinel.

SSG doe’s military education includes NCOES level 2, Training Development Developers Course, Cadre Training Course, Air Assault, Sling Load Inspector Course, Spanish Basic Course, Technical Transportation of Hazardous Material Course, Unit Prevention Leader, Fuel Handlers Course, the Unit Armorer Course, and The Equal Opportunity Leaders Course.. His civilian education includes a Bachelors degree in Criminal Justice (Summa Cum Laude). SSG Doe is currently working on his Master’s in Criminal Justice and maintains a 3.96 GPA.

His awards and decorations include the Army Commendation Medal (5th Award), Joint Service Achievement Medal, Army Achievement Medal (2nd award), Army Good Conduct Medal (3rd Award), National Defense Service Medal, Afghanistan Campaign Medal (2 CS), Global War On Terrorism Service Medal, Military Outstanding Volunteer Service Medal, Army Service Ribbon, Non-Commissioned Officer Professional Development Ribbon (2nd Award), Overseas Service Ribbon, Nato Medal (2nd Award), Certificate Of Achievement (2nd Award), and a Driver’s Badge.

 **Enclosure 4**

**PERSONNEL QUALIFICATION RECORD (PQR)**

**(ERB)**

**Soldier’s**

**ERB**

**(Updated)**

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

**DA FORM 705**

**APFT/ACFT**

**SCORECARD**

**BODY FAT**

**WORKSHEET**

IF SOLDIER EXCEEDS

SCREENING TABLE WEIGHT

**WEAPONS**

**QUALIFICATION**

**CARD**

**DA PHOTO**

**SHORT ANSWER ESSAY**

**WRITTEN TEST**

**DD FORM 2266**

**HOMETOWN**

**NEWS**

**RELEASE**