

Fort Gordon Chapter Sergeant Audie Murphy Club



Selection Process Standard Operating Procedure

**Fort Gordon Chapter
Sergeant Audie Murphy Club
Selection Process Standing Operating Procedure**

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INTRODUCTION

Summary: This Standard Operating Procedure (SOP) establishes administrative procedures and prescribes the responsibilities for the Fort Gordon Chapter Sergeant Audie Murphy Club (SAMC) members and candidates, from the initial selection board conducted at the unit level under the direction of the Brigade CSM to the final selection board conducted by the Signal Center Command Sergeant Major.

Applicability: This SOP applies to all Fort Gordon Chapter SAMC members, candidates and sponsors.

Purpose: This SOP provides information and establishes administrative procedures for SAMC members designated as the NCOIC, event supervisors, evaluators and scorers during the Army Physical Fitness Test (APFT), height and weight screening, hands-on performance testing which includes: Drill and Ceremony, Physical Fitness Training, Land Navigation Course to include a Map Reading test, and a final written exam on Leadership, NCO History, Audie Murphy and the SAMC History.

Responsibilities: SAMC members are required, but not limited to follow and enforce the guidelines as outlined in this SOP. SAMC members will utilize the club support channel (i.e. Vice President, President and Club Advisor), to assist in the accomplishment of the mission. SAMC members will perform duties in the prescribed uniform set forth by the SAMC President.

Eligibility: The Fort Gordon Chapter SAMC is an elite organization of Noncommissioned Officers (NCOs) who have demonstrated performance and inherent leadership qualities and abilities characterized by those of Sergeant Audie Murphy. All Active Army, Army Reserve, and Army National Guard NCOs in the ranks of Corporal through Sergeant First Class assigned or attached to TRADOC/FORSCOM units located on Fort Gordon are eligible to appear before the final selection board.

The Fort Gordon Chapter SAMC is a privilege earned by few exceptional Noncommissioned Officers. The SAMC is a means of recognizing those NCOs who have contributed significantly to the development of a professional NCO Corps and Operational Army. SAMC members exemplify leadership characterized by personal concern for the needs, training, development and welfare of Soldiers and their Family members.

Duty Description: SAMC members will serve as the NCOIC, event supervisors and scorers for the APFT. SAMC members will also serve as NCOIC and evaluators for the hands-on performance testing and written evaluation.

Chapter 1 Fort Gordon Chapter SAMC Overview

1-1. **Selection.** Selection into the Fort Gordon Chapter SAMC will be in three phases:

- a. Phase 1 – Unit Commander’s Nomination/CSM. Unit Commanders/CSMs who recommend NCOs for membership into the Fort Gordon Chapter SAMC will screen and evaluate candidates, and submit the candidate nomination memorandum to the President, Fort Gordon Chapter Sergeant Audie Murphy Club prior to their initial selection board appearance.
- b. Phase 2 – Initial Selection Board. An initial selection board will be conducted at the brigade level under the direction of the Brigade CSM. Units without a brigade level will attend the RNCOA initial selection board. Board members will be provided a copy of the candidate’s commander’s nomination. The board will be comprised of voting members senior to the candidate and will include at least one voting member of the same sex as the candidate being considered. Numerical scoring on subjects contained on the score sheet (TRADOC Form 600-14-4-R) will determine if a candidate should continue in the selection process. Requests to appear before the final selection board will be by commander’s nomination memorandum to SAMC final selection board president signed by appropriate CSM.
- c. Phase 3 – Final Selection Board. Candidates must pass all hands-on performance tests, evaluations and a minimum of eight volunteer hours with the SAMC, prior to their board appearance. The SAMC hands-on performance tests/evaluations/examinations are listed below (**Candidates must pass each task in order to advance to the next evaluation. Sponsors will be present with their candidate during all Phase 3 evaluations**):
 - Eight volunteer hours (two events) completed with the SAMC
 - Record APFT, followed by height and weight screening IAW AR 600-9.
 - Performance testing – Hands-on (Drill & Ceremony, Physical Fitness Training and Land Navigation Course with Map Reading Test)
 - Final Written Examination (Leadership, NCO History, Audie Murphy, and SAMC History)

The Fort Gordon Chapter SAMC final selection board will be comprised of the Signal Center Command Sergeant Major as president and three or more Command or Sergeants Major appointed by the president, the Fort Gordon Chapter SAMC President and a recorder without vote. At least one board member must be of the same sex as the candidate being considered. The board may be reduced by one or more Sergeant Major when replaced by a SAMC voting member senior to the candidate being considered.

Chapter 2

Fort Gordon Chapter SAMC Recommendation Packet

2-1. Recommendation Packet. The recommendation packet for each candidate will be submitted to the Fort Gordon Chapter President no later than (NLT) two duty days prior to the hands-on performance testing IAW the Fort Gordon Chapter SAMC Final Selection Board Memorandum of Instruction.

- a. The recommendation packet will consist of the following items:
 - 1) Brief biography including unit, current duties (to include number of Soldiers), leadership and educational accomplishments, marital status and short and long term goals in paragraph format. (Appendix B)
 - 2) Record APFT dated within six months of final selection board appearance (conducted by unit), body fat worksheet/permanent profile if applicable.
 - 3) Completed DD Form 2266 (Hometown News Release).
 - 4) A current and updated copy of candidate's ERB with DA Photo (printed in color).
 - 5) Unit commander's nomination letter signed by unit commander/CSM. (Appendix C)
 - 6) Brigade CSM letter of recommendation. (Appendix D)
 - 7) A copy of latest weapons qualification, dated within one year of final selection board appearance. (For the purpose of the SAMC Final Selection Board, EST 2000 qualification will not be accepted as a weapons qualification.)

- b. Upon successful completion of all Phase 3 evaluations, the SAMC President will add the performance score sheets of the hands-on evaluations, the score of the written examination, the eight hour (two events) volunteer validation and replace the APFT scorecard submitted with the original recommendation packet with the APFT scorecard administered by the SAMC. It is the responsibility of the SAMC President to submit the final recommendation packet for each candidate to the President, SAMC Final Selection Board.

Chapter 3

Fort Gordon Chapter SAMC Performance Testing

3-1. Army Physical Fitness Test. SAMC candidates will take a record Army Physical Fitness Test (APFT) to measure their muscular endurance and cardio-respiratory fitness. Candidates must achieve a total of 270 points, with a minimum of 90 points in each event. Candidates with a permanent profile will perform an alternate event IAW with their profile. Candidates taking an alternate event will receive a score for that event equal to the average of the scores of the other two events taken. Candidates that can only perform an aerobic event IAW their permanent profile must receive a GO in that event to continue with Phase 3 evaluations.

- a. Designated SAMC members will perform as the NCOIC, event supervisors, and scorers for the APFT. SAMC members who are scoring the APFT will assemble at the ¼ mile track on Barton Field, (corner of 25th Street and Brainard Avenue) or designated area no later than 0545hrs for a briefing on test procedures given by the NCOIC. SAMC members will not grade their NCOs, candidates, or Soldiers assigned to the same unit during the APFT.

- b. All candidates and sponsors will meet in the bleachers at the ¼ mile track (corner of 25th Street and Brainard Avenue) on Barton Field or designated area at 0600hrs on the date annotated in the Fort Gordon Chapter SAMC Final Selection Board Memorandum of Instruction in seasonal IPFU.

3-2. Height/Weight Screening. Candidates will be screened in accordance with AR 600-9. Immediately following the APFT two SAMC members (at a minimum) will conduct the height and weight screening.

- a. Candidates who do not achieve the Fort Gordon Chapter SAMC APFT standard, and/or the height and weight table screening will be counseled by the APFT NCOIC and denied continuation to the next evaluation.

3-3. Performance Testing. Candidates are required to pass all three areas of the performance testing. If a candidate does not achieve a GO or a passing score on an evaluation, they will be counseled by the NCOIC, and denied continuation to the next evaluation. **Sponsors must be present with their candidate during all Phase 3 evaluations.**

- a. The NCOIC of the performance testing is responsible for conducting the initial briefing to the candidates. Candidates and sponsors will report in duty uniform to the designated location at 0900hrs, following the SAMC APFT to conduct their hands-on evaluations. There will be 10 minutes between evaluations for candidates to prepare for their next event. Upon successfully completing the Drill and Ceremony evaluation, candidates will select at random, cards that will depict what required stretches/calisthenic exercises they will perform for the physical fitness training evaluation. Each candidate's evaluation rating and overall performance will be annotated on Fort Gordon Chapter SAMC evaluation sheets (Appendix F/G) provided by the NCOIC.
- b. The NCOIC is responsible for coordinating with Range Control to reserve the Land Navigation Course, submit tasking request for sixteen Soldiers for hands-on evaluations, transportation to and from the Land Navigation Course, maintain a valid range certification, mark-off the designated area for the Drill and Ceremony evaluation, and the cards for the candidates to select their required stretches/calisthenics exercises for the physical fitness training evaluation.

3-4. Drill and Ceremony. SAMC evaluators will brief each candidate on the commands that are evaluated, to include the designated 75x75 feet area. Candidates will perform 16 designated commands and remain inside a designated area. **Candidates will receive a NO GO if they proceed outside the designated area or do not correctly give all required commands.**

3-5. Physical Fitness Training. Candidates will select cards at random as to what stretches and calisthenics they will be required to perform. Candidates will conduct 1-2 minutes of the conditioning phase (Candidates will perform the conditioning phase in accordance with FM 21-20, no deviations are authorized). **Candidates will receive a NO GO if they do not correctly put the platoon in the appropriate formation for the type of PT**

Session they are given, conduct stretches and/or calisthenics IAW FM 21-20 and/or perform all associated commands.

- 3-6. **Land Navigation Course.** Evaluators will transport candidates and sponsors (with their patrol caps) to the Land Navigation Course. The NCOIC will provide the required map, pencils, protractors and compasses needed to complete the map reading test and land navigation course. **Candidates must correctly determine three out of four grid coordinates using a 10-digit grid within three hours to receive a GO.**
- 3-7. **Written Examination:** Evaluators will brief each candidate on the requirements to achieve a passing score. Each candidate will be administered a 30 question examination on Leadership, NCO History, Audie Murphy and SAMC History. **Candidates must achieve 80% out of a possible 100% on the examination to receive a GO.**

Chapter 4

Fort Gordon Chapter SAMC Final Selection Board

4-1. **Final Selection Board.** The final selection board will determine through a situational question and answer system if the candidate has reached a level of knowledge in a range of subjects to warrant induction into the Fort Gordon Chapter SAMC. Quotas will not be established. The final selection board will not select candidates if they do not meet required standards. The board president will counsel candidates not selected for induction.

//Original Signed//
KANISHA S. EVANS
1SG, USA
SAMC President

//Original Signed//
THOMAS J. CLARK
CSM, USA
Signal Center Command
Sergeant Major

Appendix A

References

Section I

Required Publications

TRADOC Regulation 600-14
TRADOC Sergeant Audie Murphy Club (SAMC)

TRADOC Regulation 600-14 C1
TRADOC Sergeant Audie Murphy Club (SAMC)

Section II

Prescribed Forms

TRADOC Form 600-14-4-R
SAMC Board Score Sheet

DD Form 2266
Hometown News Release

Appendix B

Example of a Brief Biography

SFC John Doe

SFC John Doe was born and raised in Pemberton, New Jersey. SFC John Doe spent his childhood as a Navy dependent. He has lived in Hampton, VA, Anchorage Mexico, and Pemberton New Jersey where his father retired. He graduated from Lofton High School in 1993.

SFC Doe enlisted in the United States Army in September 1993 as a 91B, Combat Dentist. He attended Basic Training at Ft Jackson, SC and Advance Individual Training at Ft Sam Houston, TX. His first duty assignment was with the 3rd Infantry Division in Kitzingen, Germany from January 1993 to April 1997. He graduated PLDC on the Commandant's List in Ansbach, Germany in 1998. In 1998 he went to Fort Hood, TX and served with the 27th MSB of the 1st Cavalry Division. While with the 27th MSB he served as the Treatment squad leader and was inducted into the Amino Acid Society. He attended and completed BNCOC on the Commandant's List. SFC Doe then went to the Center for Health Promotion and Preventive Medicine (CHPPM) in 2001 where he was assigned as the Operations Sergeant. While assigned to the CHPPM, he won the Dental Hygiene Quality Advocate of the Year for 2002. SFC Doe then returned to Germany to serve with the 22th Military Police Company in Wurzburg, where he served as a Platoon Sergeant for the Headquarters Company in August 2005. With the 212th MP Co, he attended ANCOC. He then returned stateside in September of 2005 and is now stationed at Tingay Dental Clinic at Fort Gordon, GA.

SFC Doe's military and civilian education includes the US Army Air Assault School, Equal Opportunity Representative Course, the Basic Noncommissioned Officers Course, The Primary Leadership Development Course, Small Group Instructor Course, Instructor Training Course, Tank Crew Evaluator Course, UCOFT Instructor Operator Course, the Army Combat Lifesavers Course and he has completed 33 credit hours with North Central Institute College, Central Texas College and is pursuing a degree in Teen Intervention.

SFC Doe was selected as the Installation Soldier of the Year for Fort Hood (1989); The NCO of the Quarter, and Month (twice) while assigned to 22th Military Police Company in Wurzburg. His other awards and decorations include the Air Assault Badge, Valorous Unit Award, Meritorious Unit Award, ARCOM (6 OLC), AAM (6 OLC), GCM (4th award), HSM, AFEM, NDSM (1BSS), KCM (1BSS), OSR(#3), NATO (Bosnia), NATO (Kosovo), KLM (US), KLM (Kuwait), SWASM (3BSS).

SFC Doe is married to the former Cathy Good of Meadville, PA they will celebrate their 12th year of marriage on 14 December 2009. They have one son Sabot who is 11 years old. They currently reside in Harlem, GA.

SFC Doe's short term goal is to be a 1SG and a member of the Sergeant Audie Murphy Club. His long term goal is to receive his bachelor in Dental Hygiene. SFC Doe plans for his future is to retire as the Dental Command Sergeant Major and own his own vacation resort in Jamaica, New York.

Appendix C
Sample Format of Unit Commander's Nomination

OFFICE SYMBOL

MEMORANDUM FOR President SAMC Selection Board, Fort Gordon, GA 30905

SUBJECT: Sergeant Audie Murphy Club Nomination.

1. Recommend the following individual be considered for membership and induction to the SAMC:

a. Name:

b. Rank:

c. SSN:

d. Unit:

e. DOR:

f. DOB:

g. PMOS:

h. Number of Soldiers supervised:

i. BASD:

j. ETS:

k. Past and present NCO duty positions:

l. Military education:

m. Civilian education:

n. Awards/Decorations/Achievements:

o. APFT Test Score/date:

p. Individual Weapon Qualification Score/date:

2. Any other information pertinent to the candidate's leadership accomplishment.

Encls
DD Form 2266
Biography

Unit Commander/CSM

Appendix D
Sample Format of Brigade CSM Letter of Recommendation

OFFICE SYMBOL

DATE

MEMORANDUM FOR Sergeant Audie Murphy Club (SAMC) Final Selection Board

SUBJECT: Letter of Recommendation for SSG John Doe, XXX-XX-XXXX

1. I enthusiastically recommend the selection of SFC Doe for the SAMC. He is the epitome of a Noncommissioned Officer and he demonstrates all the necessary attributes to excel as a SAMC member.
2. SFC Doe is a highly disciplined NCO that exudes maturity in the performance of his duties. He has the knowledge and expertise usually found in NCOs far more senior in grade. SFC Doe serves as an Officer Records NCO for ARADMD and he is the top performer in his division.
3. SFC Doe consistently displays his ability to perform and produce at all levels of increased responsibility and profile. He quickly comprehends complex concepts and executes missions with the highest degree of technical and tactical proficiency. SFC Doe is a true NCO who stands out by exhibiting the highest standards in integrity, discipline and duty.
4. I truly believe SFC Doe will exceed those expectations desired of a SAMC member.

VELORA A. DUMAS
CSM, USA
Command Sergeant Major

Appendix E
Sample Format of Candidate Nomination Memorandum

OFFICE SYMBOL

DATE

MEMORANDUM FOR President, Sergeant Audie Murphy Club, Fort Gordon, GA 30905

SUBJECT: SAMC Candidate

I highly recommend SGT Smith, John D., 1234, HHD, U.S. Army Garrison, to be a Sergeant Audie Murphy Club member. SGT Smith is truly an exceptional leader that has consistently demonstrated initiative and leadership skills well beyond those of his current rank of years of service. SGT Smith continuously sets the example for others to emulate and I feel will be a great asset to the Sergeant Audie Murphy Club.

FRANK S. ROBERTS
CSM, USA
Battalion Command Sergeant Major

Recommend approval/disapproval

BOBBY L. LEE
CSM, USA
Brigade Command Sergeant Major

**Appendix F
SAMC Drill and Ceremony Evaluation Sheet**

CANDIDATE NAME: _____

UNIT: _____

- | | | |
|---|-------|-------|
| 1. Executes the following commands from the position of attention: | GO | NO GO |
| "Fall in" | _____ | _____ |
| "Right Face" | _____ | _____ |
| "Cover". | _____ | _____ |
| "Recover". | _____ | _____ |
| "Forward March". | _____ | _____ |
| "Change Step March". | _____ | _____ |
| "Column Left, March". | _____ | _____ |
| "Column Right, March". | _____ | _____ |
| "Left Flank, March". | _____ | _____ |
| "Right Flank, March". | _____ | _____ |
| "Column Half Left, March". | _____ | _____ |
| "Column Half Right, March". | _____ | _____ |
| "Rear March". | _____ | _____ |
| "Rear March". (see note below) | _____ | _____ |
| "Halt". | _____ | _____ |
| "Fall Out". | _____ | _____ |
| 2. Demonstrates competence in giving commands (voice control, distinctiveness, inflection and cadence). | _____ | _____ |
| 3. Executes movements correctly. | _____ | _____ |
| 4. Keeps the platoon in step by calling cadence. | _____ | _____ |

Note: The candidate must give the command "REAR MARCH" twice to ensure the platoon is still marching toward the original destination. The platoon sergeant must move in a direct manner to the correct side of the formation each time the command "REAR MARCH" is given.

EVALUATION RATING	GO _____	NO GO _____
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COMMENTS: _____

CANDIDATE SIGNATURE: _____

EVALUATOR NAME: _____

EVALUATOR SIGNATURE: _____

Appendix G

SAMC Physical Fitness Training Evaluation Sheet

CANDIDATE NAME: _____

UNIT: _____

1. Puts the platoon in the appropriate formation for the type of PT session and gives the following commands:

	<u>EXTENDED RECTANGULAR FORMATION</u>	GO	NO GO
a.	“FALL IN” OR “ATTENTION”	_____	_____
b.	“EXTEND TO THE LEFT, MARCH”	_____	_____
c.	“ARMS DOWNWARD, MOVE”	_____	_____
d.	“LEFT FACE”	_____	_____
e.	“EXTEND TO THE LEFT, MARCH”	_____	_____
f.	“ARMS DOWN-WARD, MOVE”	_____	_____
g.	“RIGHT FACE”	_____	_____
h.	“FROM FRONT TO REAR, COUNT OFF”	_____	_____
i.	“EVEN NUMBERS TO THE LEFT, UNCOVER”	_____	_____
j.	Platoon Sergeant remains centered on the platoon.	_____	_____
k.	After the PT session, commands “ASSEMBLE TO THE RIGHT”.	_____	_____
2. Conduct 3 – 5 minute warm-up session.			
a.	Conducts slow jogging in place or walking for 1-2 minutes To gradually increase the heart rate.	_____	_____
b.	Conducts slow, joint rotation exercises, working each major joint For 5 – 10 seconds.	_____	_____
c.	Conducts slow, static stretching of muscles students will use during the upcoming exercise. Holds the stretches for 10-15 seconds.	_____	_____
d.	Conducts calisthenics exercises to increase intensity level.	_____	_____
e.	Has the platoon slowly mimic the activities they will perform.	_____	_____
3. Conducts 1-2 minutes of the conditioning phase.			
a.	Maintains control of PT session.	_____	_____
b.	Conducts exercises in accordance with FM 21-20.	_____	_____
c.	Displays enthusiasm, encourages and motivates soldiers.	_____	_____

SAMC Physical Fitness Training Evaluation Sheet (Continued)

- d. Makes on the spot corrections when necessary. _____
- 4. Conducts 3-5 minute cool down session.
 - a. Conducts low intensity activity to bring body back to resting state. _____
 - b. Repeats stretching exercises done in the warm up session. _____
 - c. Holds stretches for 30 seconds or more. _____

* EVALUATION RATING GO _____ NO GO _____

COMMENTS: _____

CANDIDATE SIGNATURE: _____
EVALUATOR NAME: _____
EVALUATOR SIGNATURE: _____