

Fort Gordon Sergeant Audie Murphy Club



Selection Board Standard Operating Procedures

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CHAPTER 1 INTRODUCTION

- 1-1. **Summary:** This Standard Operating Procedure prescribes the responsibilities and establishes administrative procedures for the Sergeant Audie Murphy Club (SAMC) Members, Fort Gordon Chapter.
- 1-2. **Applicability:** This SOP applies to all SAMC members, Fort Gordon Chapter and candidates.
- 1-3. **Purpose:** This SOP provides information and establishes a common set of procedures for SAMC members designated as evaluators during the Performance Test and Army Physical Fitness Test (APFT).
- 1-4. **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. Club Advisor, President and Vice President, to assist in the accomplishment of the mission. SAMC members will perform duties in the prescribed uniform set forth by the SAMC President.
- 1-5. **Eligibility:** The TRADOC Sergeant Audie Murphy Club 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 units are eligible for the SAMC. The TRADOC SAMC is a privilege earned by a 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 combat ready Army. Members exemplify leadership characterized by personal concern for the needs, training, development and welfare of soldiers and concern for families of soldiers.
- 1-6. **Duty Description:** SAMC members will serve as the Test Administrator, NCOIC, and graders for the APFT. SAMC members will also serve as the NCOIC and evaluators for the hands-on Performance Test, which includes the Written Examination, Drill and Ceremony, Physical Fitness and Land Navigation/Map Reading Evaluation.

CHAPTER 2 PHASE I- Commanders Nomination

- 2-1. **Recommendation:** Unit Commanders/Command Sergeants Major (CSM) who recommends NCOs for membership in the SAMC will screen and evaluate candidates prior to appearance before initial selection board.
- 2-2. **Nomination:** A Commander/CSM's nomination will be submitted in the format prescribed in TRADOC Reg 600-14, Appendix D. Candidates will also enclose a DD Form 2266 and Personal Biography

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CHAPTER 3

PHASE II- Initial Selection Board

3-1. Initial Selection Board: An initial selection board will be conducted at Brigade level under the direction of the Brigade CSM. Board members will be provided a copy of the Commander's nomination. The board members will be comprised of voting members senior to the candidate and will include at least one voting member of the same sex of the candidate being considered.

3-2. Scoring: Numerical scoring on subjects contained on the score sheet will determine if a candidate should continue in the selection process. TRADOC Form 600-14-4-R will be used as score sheets in the format prescribed in TRADOC Reg 600-14, Appendix E.

3-3. Commanders Nomination: Requests to appear before the final selection board will be by Commander's nomination memorandum to SAMC Final Selection Board President signed by appropriate commander or senior NCO.

CHAPTER 4

PHASE III-Final Selection Board

4-1. The SAMC final selection board will consist of five components including (1) board recommendation packet submission, (2) APFT, (3) weigh in, (4) performance test and (5) a formal board appearance. Candidates have to pass each section in order to advance to next evaluation.

4-2. Recommendation Packet

a. The recommendation packet for each candidate will be submitted to the Installation Command Sergeant Major office or the President of the SAMC no later than COB on the following days: 1 November 2013 1st QTR / 3 February 2014 2nd QTR / 1 May 2014 3rd QTR / 1 August 2014 4th QTR or in accordance with the Board Memorandum of Instruction.

b. The packet will consist of the following items:

- 1) Brief biography including unit, current duties (to include number of soldiers), leadership accomplishments, educational accomplishments, marital status and family members names in paragraph format
- 2) Record APFT (on DA Form 705) within six months.
- 3) Completed DD Form 2266 (Hometown News Release) signed by nominee.
- 4) A current and updated copy of ERB
- 5) A copy of latest weapons qualification.
- 6) A memo from the unit commander stating that the soldier does not have any derogatory information.
- 7) DA form 4162 (Volunteer Service Record) with no less than 10 hours recorded through VMIS (Volunteer Management Information System)
- 8) Certificate of highest level of SSD completed
- 9) Brigade CSM nomination
- 10) Initial Selection Board Results including TRADOC forms 600-14-4-R.
- 11) 5x7 DA Photo

4-3. Army Physical Fitness Test

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- a. Designated SAMC members will perform as the NCOIC, Administrator and Graders for the APFT. SAMC members who are grading the APFT will assemble at the 1/3 mile track or designated area no later than 0430 hours for a briefing on test procedures given by the NCOIC. SAMC members will not grade their respective candidates during the APFT.
- b. All Candidates and Sponsors will meet at the 1/3 mile track across from Darling Hall at 0500 hours (date published on MOI). **No sponsors are allowed in the testing areas. They must remain in the bleachers or other designated areas.**
- c. All grading will be in accordance with FM 7-22 and recorded on DA Form 705. It is important that these standards are adhered to during the APFT. Allowing a candidate to get by with less than the standard is unacceptable.
- d. 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 in accordance 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.
- e. **Candidates who fail to achieve the SAMC APFT Standards are denied continuation to Phase II.** The APFT NCOIC will formally counsel candidates who fail to achieve the standard.

4-4. Weigh In

- a. Immediately following the SAMC APFT, a weigh in will be completed in Kelly Classroom in building 24403 (Senior Leader's Course) or designated area. Standards in accordance with AR 600-9 will be stringently applied.
- b. Two SAMC members (at a minimum) will conduct the weigh in. One will measure each candidate's height, and one will weigh each candidate. The height and weight will be recorded on a preprinted form provided by the APFT Administrator later transferred onto a DA Form 5500-R or DA Form 5501-R.
- c. Candidates who do not meet the height/weight standards in accordance with AR 600-9 will be taped to determine if the Soldier is IAW AR 600-9. SAMC members conducting the taping will be identified during the 0430 briefing. Procedures for taping personnel of the opposite sex will be enforced IAW AR 600-9.
- d. **Candidates who do not meet body fat standards IAW AR 600-9 will be denied continuation to Phase II.** The APFT NCOIC will formally counsel candidates who fail to achieve the standard.

4-5. Performance Test

- a. The NCOIC of the Performance Test is responsible for conducting the Initial Briefing to the candidates. **Candidates and Sponsors** will report in duty uniform to Kelly Classroom in building 24403 (Senior Leader Course) or a designated area at 0830 following the SAMC APFT to conduct the SAMC Performance Test. Each candidate's evaluation rating and overall performance will be annotated on Evaluation Sheets provided by the NCOIC.

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b. NCOIC Responsibilities

1. Following all training events, evaluators will conduct an AAR with all candidates and evaluators.
 2. The NCOIC will ensure that the following are on site NLT 30 minutes prior to start time:
 - a. Signs for all stations, test booklets, score sheets for all evaluations
 - b. Land Navigation/Map Reading Training Aids
 - c. Drill and Ceremony Training Aids
 - d. APFT Training Aids
 3. The NCOIC will submit all results to the President or Vice President. It is the responsibility of the President to submit all packets to the Installation Command Sergeant Major Office.
- c. Candidates are required to pass all four areas of the Performance Test. If a candidate fails to achieve a GO or passing score on an evaluation, their participation in Phase III will be terminated and they will be formally counseled by the NCOIC. Sponsors will be present with Candidates at all evaluations during Phase III.
- d. Candidates will provide at least 16 Soldiers for the Drill and Ceremony and Physical Fitness portion of the SAMC Performance Test.
1. **Drill and Ceremony:** Evaluators will brief each candidate on procedures that are evaluated. Candidates will perform 16 designated commands and remain inside a designated 75 x 75 feet boundary. **A No-Go is required if a candidate proceeds outside the designated boundaries, does not correctly give all commands or fail to give commands.**
 2. **Impromptu Class:** Evaluators will pre-select 5-8 level 1 Warrior skills from the Soldier's Manual of Common Tasks for candidates to select. Candidates will be given two (2) minutes to give a basic class as if giving Soldiers opportunity training. **Go/No Go determined on effectively communicating each performance measure for the chosen task per STP 21-1-SMCT. A No-Go is required if the candidate is unable to articulate instruction to given Soldiers.**
 3. **Physical Fitness:** Evaluators will brief the candidate on what type of aerobic activity will be conducted during the Conditioning Phase. Each candidate will perform a minimum of three calisthenics and elaborate on the area that will be conducted during the Conditioning Phase. **A No-Go is required if a candidate does not correctly put the platoon in the appropriate formation for the type of PT Session they are given and perform all associated commands.**
 4. **Map Reading/Land Navigation:** Evaluators will administer a written map reading evaluation. Candidates are required to provide their own protractor and pencil. Evaluators

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will provide written examination and map. **Candidates are required to locate 3 of 4 points on the designated land navigation site.**

5. **Written Examination:** Evaluators will brief each candidate on the requirements to achieve a passing score. Each candidate will be administered a 50 question examination on Audie Murphy, SAMC history, NCO history and leadership. **Candidates are required to achieve 80% out of a possible 100% on the examination.**

4-6. Formal Board Appearance

- a. The SAMC final selection board will be comprised of the Installation 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 a 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.
- b. 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 SAMC.
- c. Candidates successfully meeting standards of final selection board will be selected for induction into the SAMC.
- d. Quotas will not be established. The final selection board need not select candidates if they do not meet required standards. **The board president will counsel candidates not selected for induction.**

This SOP will serve as a guide to assist SAMC Members and Candidates during the Selection Board Process

BRYAN C. VANN
SFC, USA
SAMC President

Approved By:

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CSM, USA
Club Advisor

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APPENDIX A: Suggestions for Recognizing and Using SAMA Recipients

1. Interview SAMA recipients as possible officer or warrant officer candidates.
2. Encourage assignments to leadership positions that will allow SAMA recipients to further develop their leadership skills.
3. Assign to instructor duties or positions and teach NCO Development Program classes.
4. Encourage further participation in off-duty education programs to set the example for other Soldiers.
5. Use their talents as:
 - a. Guest speakers at command information classes and seminars.
 - b. Speaker at NCO Leadership Schools.
 - c. Participants in various corps, division and brigade committees.
 - d. Attendees at selected command briefings.
 - e. Greeters for VIPs visiting local commands.
 - f. Participants in sponsorship and reception programs.
6. Encourage their involvement in community activities.

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Sample Format for Unit Commander's Nomination

ATZL-CSM

DATE

MEMORANDUM FOR SAMC Selection Board

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.

Commander/CSM

Encls
DD2266
BIO Sketch

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TRADOC Form 600-14-4-R			
SERGEANT AUDIE MURPHY CLUB BOARD SCORE SHEET			
NAME	RANK	UNIT	DATE
SUBJECT: QUESTIONS 1-10 (10 PTS)		SCORE	
1. DRILL AND CEREMONIES			
2. LEADERSHIP			
3. NBC			
4. FIRST AID (COMBAT LEADER)			
5. PREPARING DEFENSIVE POSITIONS: A. USE OF TERRAIN B. USE OF WEAPONS C. USE OF DIAGRAMS/MAPS/RANGE CARDS D. STANDARDS FOR FIGHTING POSITIONS E. FORCE PROTECTION DOCTRINE			
6. MAINTENANCE MANAGEMENT PROCEDURES			
7. TRAINING THE FORCE (FM 25-100/FM 25-101)			
8. NCOES REQUIREMENTS AND PROCEDURES/NCO HISTORY			
9. KNOWLEDGE OF FAMILY/SOLDIER SUPPORT AGENCIES: A. ALCOHOL AND DRUG ABUSE PREVENTION CONTROL B. RED CROSS C. ACS D. OUTREACH E. CHAMPUS/TRICARE F. EQUAL OPPORTUNITY/EQUAL EMPLOYMENT OPPORTUNITY			
10. SAFETY PROGRAM			
11. MILITARY BEARING AND APPEARANCE (NCO CAN FAIL THE BOARD IN THIS AREA)		(PASS/FAIL)	
BOARD MEMBER _____ DATE _____ GO _____ NO GO _____			

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SERGEANT AUDIE MURPHY CLUB

DRILL AND CEREMONIES EVALUATION SHEET

CANIDATE NAME: _____

UNIT: _____

EVALUATOR NAME: _____

DATE: _____

	GO	NO GO
1. Executes the following commands from the position of attention:	_____	_____
a. "FALL IN".	_____	_____
b. "RIGHT FACE".	_____	_____
c. "COVER".	_____	_____
d. "RECOVER".	_____	_____
e. "FOWARD MARCH".	_____	_____
f. "CHANGE STEP MARCH".	_____	_____
g. "COLUMN LEFT, MARCH".	_____	_____
h. "COLUMN RIGHT, MARCH".	_____	_____
i. "LEFT FLANK, MARCH".	_____	_____
j. "RIGHT FLANK, MARCK".	_____	_____
k. "COLUMN HALF LEFT, MARCH".	_____	_____
l. "COLUMN HALF RIGHT, MARCH".	_____	_____
m. "REAR MARCH".	_____	_____
n. "REAR MARCH". (See note below)	_____	_____
o. "HALT".	_____	_____
p. "FALL OUT".	_____	_____

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.

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SERGEANT AUDIE MURPHY CLUB DRILL AND CEREMONIES EVALUATION SHEET (continued)

- | | GO | NO GO |
|---|-------|-------|
| 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. | _____ | _____ |

Candidates must

* EVALUATION RATING (GO = 100%, NO GO = 0%)	GO _____ NO GO _____
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COMMENTS: _____

CANDIDATE SIGNATURE: _____

EVALUATOR SIGNATURE: _____

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SERGEANT AUDIE MURPHY CLUB PHYSICAL READINESS TRAINING EVALUATION SHEET

CANIDATE NAME: _____

UNIT: _____

EVALUATOR NAME: _____

DATE: _____

GO NO GO

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

EXTENDED RECTANGULAR FORMATION

- | | | | |
|----|---|-------|-------|
| 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 DOWNWARD, 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”. | _____ | _____ |

CIRCLE FORMATION

- | | | | |
|----|---|-------|-------|
| a. | “CIRCLE FORMATION, FOLLOW ME” | _____ | _____ |
| b. | “PICK UP A 5-YARD INTERVAL” | _____ | _____ |
| c. | After the PT session reforms the platoon in a line formation by Commanding “BASE MAN (or PLATOON GUIDE), POST”.
“FALL OUT AND FALL IN ON BASE MAN (or PLATOON GUIDE).” | _____ | _____ |

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SERGEANT AUDIE MURPHY CLUB PHYSICAL FITNESS TRAINING EVALUATION SHEET (continued)

	GO	NO GO
2. Conduct Preparation Drill		
a. Conducts Preparation Drill in order and correct cadence speed	_____	_____
b. Moves back to the position of attention after each exercise before giving commands for next exercise	_____	_____
c. Mirrors the formation on required exercises	_____	_____
d. Maintains control of formation	_____	_____
e. Makes corrections to Soldiers performing exercises improperly	_____	_____
3. Conducts conditioning drill 3 and military movement drill 1.		
a. Maintains control of PRT session.	_____	_____
b. Conducts exercises in accordance with TC 3-22.20.	_____	_____
c. Displays enthusiasm, encourages and motivates soldiers.	_____	_____
d. Makes on the spot corrections when necessary.	_____	_____
4. Conducts Recovery Drill.		
a. Holds each stretch for 20-30 seconds.	_____	_____
b. Moves back to starting position before command "Change Position".	_____	_____
c. Conducts AAR after PRT Session.	_____	_____

* EVALUATION RATING (GO = 100%, NO GO = 0%)	GO _____	NO GO _____
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COMMENTS: _____

CANDIDATE SIGNATURE: _____

EVALUATOR SIGNATURE: _____

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**SERGEANT AUDIE MURPHY CLUB
PERFORMANCE TEST**

CANIDATE NAME: _____ UNIT: _____

SPONSOR NAME: _____ PHONE: _____

RANK: _____ SSN: _____

PREVIOUS AWARDS: _____

APFT

PUSH UPS ____/____ SIT UPS ____/____

RUN TIME: __:__/____ ALTERNATE EVENT: _____

TOTAL SCORE: _____ GO ____ NO GO ____

HEIGHT: ____ WEIGHT: _____ BF%: _____ GO ____ NO GO ____

DRILL AND CEREMONY EVALUATION GO ____ NO GO ____

PHYSICAL FITNESS EVALUATION GO ____ NO GO ____

MAP READING/LAND NAVIGATION EVALUATION GO ____ NO GO ____

WRITTEN EXAMINATION SCORE: _____% GO ____ NO GO ____

NCOIC NAME: _____ DATE: _____

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AAR Example Sheet

CONDUCT AN AFTER ACTION REVIEW (AAR)

1. Ensure the entire group is present (or selected time when majority could be present).
2. Determine what happened.
3. Establish strong and weak points of training event.
4. Emphasize Army standards rather than pronouncing success or failure.