

8 November 2005

Personnel—General

Leadership—USAREUR Sergeant Morales Club

***This regulation supersedes USAREUR Regulation 600-2, 30 November 2001,
and rescinds AE Form 600-2C.**

For the CG, USAREUR/7A:

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Official:



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Summary. This regulation prescribes policy and procedures for administering the USAREUR Sergeant Morales Club program.

Applicability. This regulation applies to—

- USAREUR major subordinate and specialized commands (AE Reg 10-5, app A) and IMA-EURO garrisons.
- U.S. Army active duty, National Guard, and Reserve Component noncommissioned officers in the grades of corporal through sergeant first class assigned or attached to units in the Army in Europe.

Supplementation. Organizations will not supplement this regulation without USAREUR G1 (AEAGA-M) approval.

Forms. This regulation prescribes AE Form 600-2A, AE Form 600-2B, AE Form 600-2D, and AE Form 600-2E. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is USAREUR G1 (AEAGA-M, DSN 370-8060). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-M), Unit 29351, APO AE 09014-9351.

Distribution. C (AEPUBS).

CONTENTS

1. Purpose
2. References
3. Explanation of Abbreviations and Terms
4. Responsibilities
5. General
6. Eligibility Criteria for the Sergeant Morales Club
7. Selection Process for Sergeant Morales Club Membership
8. Honorary Membership
9. Removal From the Sergeant Morales Club
10. Appeals Process

Appendixes

- A. References
- B. The Sergeant Morales Story
- C. Memorandum of Introduction of Sergeant Morales Club Members
- D. Using Sergeant Morales Club Members
- E. Sergeant Morales Club First Sergeant Nomination and Performance Evaluation Packet
- F. Sample Biography
- G. Sergeant Morales Club Selection Board Score Sheet
- H. Sergeant Morales Club Selection Board Nomination Worksheet
- I. Sergeant Morales Club Civilian Honorary Membership Nomination
- J. Sergeant Morales Club Selection Board Civilian Honorary Nomination Worksheet

Figures

- C-1. Sample Memorandum of Introduction to the Sergeant Morales Club
- E-1. Format for Sergeant Morales Club First Sergeant Nomination and Performance Evaluation Packet
- F-1. Sample Biography
- I-1. Format for Nominating Civilians for Honorary Membership in the Sergeant Morales Club

Glossary

1. PURPOSE

This regulation establishes policy and procedures for administering the USAREUR Sergeant Morales Club (SMC) program in the Army in Europe.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

a. The Command Sergeant Major (CSM), USAREUR/7A, has primary responsibility for the SMC program. Appendix B provides the Sergeant Morales Story. The CSM or the CSM's representative will—

- (1) Purchase and issue SMC medallions.
- (2) Prepare SMC membership certificates and membership cards.

b. The USAREUR G1 (AEAGA-M) will exercise staff responsibility for the USAREUR SMC Program.

c. CSMs of USAREUR major subordinate and specialized commands (AE Reg 10-5, app A) and IMA-EURO garrisons will—

- (1) Promote the SMC program as an important part of noncommissioned officer (NCO) professional development in the Army in Europe.

(2) Ensure assigned and attached NCOs, including National Guard and Reserve Component NCOs on active duty, are aware of the SMC program and how to compete for selection.

(3) Ensure that personal information obtained through the SMC program is disclosed only according to AR 340-21. Personal information pertaining to nominees is For Official Use Only (AR 25-55) and will not be disclosed outside DA channels without the nominee's written consent.

(4) Establish procedures for sending memorandums of introduction of SMC members (app C) to the member's future CSM. The memorandum of introduction will be—

(a) Signed by the first nominative CSM in the SMC member's NCO support chain.

(b) Sent before the SMC member departs the command.

(5) Use available publicity (hometown news releases, local military newspapers, command newsletters, other media) to give maximum recognition to SMC members. Appendix D provides guidance on using SMC members.

d. The CSM, V Corps, has authority to delegate final-selection authority to division nominative CSMs.

e. Seventh Army Training Command (7ATC) holds a USAREUR SMC selection board and selects SMC members for units that do not have final-selection authority.

f. CSMs of commands with final-selection authority (V Corps, 21st Theater Support Command, United States Army Southern European Task Force, and 7ATC) will—

(1) Exercise overall selection authority for membership in the SMC.

(2) Present an Army Commendation Medal (ARCOM) to new SMC members who complete the four-phase selection process.

(3) Formally induct new members into the SMC during an appropriate ceremony. The unit's senior NCO or designee will—

(a) Introduce new members during the ceremony.

(b) Present new members with AE Form 600-2A, AE Form 600-2D, and the SMC medallion.

(c) Present new honorary members with AE Form 600-2B and AE Form 600-2E.

5. GENERAL

a. SMC members exemplify a special kind of leadership characterized by a personal concern for the needs, training, development, and welfare of Soldiers. SMC membership recognizes and rewards distinguished NCOs—

(1) Whose leadership achievements merit special recognition.

(2) Who have contributed significantly to developing a professional NCO Corps and a combat-effective Army.

b. Candidates will compete for SMC selection in their command as determined by their CSMs. Candidates whose duty location is closer to a different final-selection authority (para 4f) than their assigned headquarters may compete for SMC selection in the geographic location of the closer command headquarters when the CSMs of both headquarters agree.

c. Raters are encouraged to show SMC selection on the member's DA Form 2166-8.

d. NCOs who are members of the Sergeant Audie Murphy Club (SAMC) are eligible for recommendation for honorary membership in the SMC (para 8a).

6. ELIGIBILITY CRITERIA FOR THE SERGEANT MORALES CLUB

To be eligible to compete for SMC selection, NCOs must—

- a. Be in the grade of corporal through sergeant first class.
- b. Be assigned or attached to a USAREUR major subordinate or specialized command (AE Reg 10-5, app A) or an IMA-EURO garrison (including Soldiers who are members of the Reserve Component or National Guard). NCOs on a tour of duty in Europe who are not assigned to a USAREUR major subordinate or specialized command or an IMA-EURO garrison are eligible to compete at the USAREUR SMC selection board (para 4e) according to paragraph 7a.
- c. Mentor at least two Soldiers. This requirement may be waived by the first CSM in the NCO support chain.
- d. Be mature and share the values of their profession and their unit.
- e. Exercise sound leadership principles.
- f. Display examples of professional Army ethics.
- g. Strengthen and develop the Seven Army Values in Soldiers.
- h. Display the Warrior Ethos.
- i. Display exemplary physical fitness and marksmanship skills.

7. SELECTION PROCESS FOR SERGEANT MORALES CLUB MEMBERSHIP

a. Selection Process. All NCOs who want to be considered for SMC membership, regardless of their unit of assignment, must pass the four-phase selection process. These phases are as follows:

(1) Phase 1: Nomination by the NCO's first sergeant (1SG). 1SGs will nominate NCOs using the SMC 1SG nomination and performance evaluation packet in appendix E. In addition, 1SGs will include a biography of the recommended NCO with the packet (app F).

(2) Phase 2: Initial-selection board at battalion level or equivalent.

(3) Phase 3: Intermediate-selection board at brigade level or equivalent.

(4) Phase 4: Final-selection board at the designated nominative CSM level.

NOTE: Exceptions to established board procedures require approval by the CSM, USAREUR/7A.

b. Selection Boards.

(1) Selection board members will be the appropriate senior NCOs at each board level as determined by the selection authority.

(a) The president of each selection board must be in the grade of CSM or SGM.

(b) The selection authority may elect to have one current SMC member sit on the board as a voting member, however, that NCO must be equal or higher in grade than the candidates appearing before the board.

(c) If a female candidate is to appear before the board, the board must have at least one female board member. If a female board member is unavailable, the selection authority must document the absence with a memorandum for record and file the memorandum with the board proceedings. This rule does not apply to boards where all candidates are males.

(2) Selection boards—

(a) Will convene only once each quarter to select new SMC members.

(b) Will use the SMC Selection Board score sheet (app G) and complete the SMC Selection Board nomination worksheet (app H).

(c) Will not select nominees who do not meet membership criteria (para 6).

(d) Will not establish membership quotas for the SMC.

c. Selection Progression.

(1) Nominees must be able to recite the NCO Creed when appearing before the selection boards (phases 2 through 4). The president of the selection board may choose to have the nominee recite the creed in another forum, such as to two active SMC members or the appropriate senior NCO immediately before the selection board.

(2) Selection authorities should consider conducting an in-ranks inspection either immediately before or during the selection board with all nominees wearing the beret or other authorized head gear. Unsatisfactory performance in either reciting the NCO Creed or the in-ranks inspection is grounds for dismissal from appearance before the selection board.

(3) A unanimous decision by the board members is required for an NCO to continue on to the next level and ultimately be selected for induction into the SMC.

(4) Nominees who do not pass a board must start the four-phase selection process over in a new quarter. For example, if an NCO passes the initial- and intermediate-selection boards but is not recommended at the final-selection board, he or she must be nominated by his or her 1SG and appear before the phase 1 and 2 boards again.

8. HONORARY MEMBERSHIP

Honorary membership may be extended to NCOs and civilians who meet the membership criteria in paragraph 6, but who normally would not be eligible to compete. Careful evaluation must be taken by the approving authority to ensure that the spirit and intent of the SMC program is preserved before granting honorary membership.

a. SAMC members in the grade of corporal through sergeant first class who are in good standing and meet the SMC eligibility criteria in paragraph 6 may be recommended for honorary membership.

b. Honorary membership is not normally granted to CSMs, SGMs, 1SGs, or master sergeants. Their role is that of senior mentors instead of participants in the program, and they therefore do not need this recognition.

(1) NCOs recommended for honorary membership must complete the four-phase selection process. Nomination packets for these NCOs will be prepared in the format in appendix G. Nomination packets will be presented to the initial-, intermediate-, and final-selection boards. (Nominated NCOs will not appear before the selection boards.) Selection boards will use the nomination worksheet in appendix H to recommend NCOs for honorary membership.

(2) Civilians recommended for honorary membership must complete the four-phase selection process. Nominations for civilians will be prepared in the format in appendix I. Nominations will be presented to the initial-, intermediate-, and final-selection boards. (Nominated civilians will not appear before the selection boards.) Selection boards will use the nomination worksheet in appendix J to recommend civilians for honorary membership.

c. Honorary members will—

(1) Be inducted into the SMC and invited to participate in all SMC activities.

(2) Receive only an SMC Certificate of Honorary Membership (AE Form 600-2B) and an SMC honorary membership card (AE Form 600-2E). Honorary members will not receive an ARCOM or an SMC medallion.

9. REMOVAL FROM THE SERGEANT MORALES CLUB

a. Once selected for induction into the SMC, members must remain in good order and standing. NCOs who receive one of the following will automatically be recommended for removal from the SMC program:

(1) Adverse administrative action for misconduct (for example, driving under the influence (DUI), sexual misconduct).

- (2) Courts-martial conviction.
- (3) Dishonorable (other than honorable or general) discharge.
- (4) Punishment under Article 15 of the Uniformed Code of Military Justice.
- (5) Relief-for-cause noncommissioned officer evaluation report (NCOER).

b. Requests for removal from the SMC program must be processed through the initial-, intermediate-, and final-selection authorities (para 4f). These requests should be processed in a timely manner.

c. The final-selection authority will approve or disapprove requests by memorandum and forward the memorandum to the unit, the NCO involved, and the CSM, USAREUR/7A.

d. When an SMC member or honorary member is removed from the SMC program, the individual's SMC Certificate of Membership, membership card, and medallion, or Certificate of Honorary Membership and honorary membership card must be returned to the phase 1 selection-board authority. The phase 1 selection-board authority will forward these items to the CSM, USAREUR/7A.

10. APPEALS PROCESS

a. The CSM, USAREUR/7A, is the approval authority for all appeals.

b. Appeals must be submitted in time to reach the approval authority within 7 calendar days after the date of the removal memorandum.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

AR 25-55, The Department of the Army Freedom of Information Act Program

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 340-21, The Army Privacy Program

AR 350-17, Noncommissioned Officer Development Program

AR 600-8-22, Military Awards

AR 623-205, Noncommissioned Officer Evaluation Reporting System

FM 7-0, Training the Force

FM 7-1, Battle Focused Training

FM 7-22.7, The Army Noncommissioned Officer Guide

FM 21-20, Physical Fitness Training

FM 22-100, Army Leadership

AE Regulation 10-5, HQ USAREUR/7A and Select Commands

SECTION II FORMS

DA Form 705, Army Physical Fitness Test Scorecard

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2166-8, Noncommissioned Officer Evaluation Report

DA Form 3595-R, Record Fire Scorecard

DA Form 5500-R, Body Fat Content Worksheet (Male)

DA Form 5501-R, Body Fat Content Worksheet (Female)

AE Form 600-2A, Sergeant Morales Club Certificate of Membership

AE Form 600-2B, Sergeant Morales Club Certificate of Honorary Membership

AE Form 600-2D, Sergeant Morales Club Membership Card

AE Form 600-2E, Sergeant Morales Club Honorary Membership Card

APPENDIX B
THE SERGEANT MORALES STORY

Sergeant Morales was a squad leader for 3 years in an engineer battalion of a U.S. Army division. He was the proverbial “98-pound weakling” and had not completed high school—only the GED program. Of Puerto Rican descent, he had only a limited command of English. Despite his physical limitations, lack of formal education, and minority-group status, he strove for and achieved the highest caliber of leadership.

Sergeant Morales began his day by coming from his home to the barracks as his squad was awakening. They participated together in PT and work details as well as unit training. Sergeant Morales pitched right in with the disliked drudgery-type details. He led by example, particularly when it meant getting his hands dirty. In his pre-Army life, Sergeant Morales had some experience as a barber. At the end of the month, when money was scarce in his squad, he arranged for his Soldiers’ hair to be cut. He kept a pocket notebook with one page for each member of his squad devoted to personal data: background, education, family, MOS, problems, and so on. At least once a month, everyone in the squad and their spouses got together, socialized, and discussed problems at his quarters. During his 3-year tenure, no one in his squad went AWOL, which he attributed to knowing his Soldiers, keeping them informed, and watching out for their interests. His squad consistently placed first in company Army training tests. All of Sergeant Morales’s accomplishments were achieved despite the fact that his squad received misfits from other units for rehabilitation.

While in the division, Sergeant Morales completed high school and the equivalent of 2 years of college. Sergeant Morales had a lot in his favor but no special advantages. He just worked at his job to the best of his ability. Sergeant Morales was an exemplary leader in whom his Soldiers believed.

APPENDIX C
MEMORANDUM OF INTRODUCTION OF SERGEANT MORALES CLUB MEMBERS

Figure C-1 is a sample memorandum of introduction of Soldiers who are members of the Sergeant Morales Club. This memorandum is used when a Sergeant Morales Club member transfers to a different unit. The memorandum must be signed by the first nominative command sergeant major (CSM) in the Soldier's noncommissioned officer (NCO) support chain and sent to the CSM of the gaining unit.

OFFICE SYMBOL

date

MEMORANDUM FOR *Name and Address of Gaining Unit CSM*

SUBJECT: Memorandum of Introduction

1. It is with great pleasure that I send you this memorandum of introduction for *grade and full name of Soldier*, who will be assigned to your organization. *He/She* is a Sergeant Morales Club member and one of the finest noncommissioned officers in the Army in Europe.
2. Membership in the Sergeant Morales Club is a primary indicator that *grade and last name of Soldier* has demonstrated ability to meet the challenges of leadership. This organization was established to recognize noncommissioned officers who best exemplify that special kind of leadership characterized by a personal concern for the needs, training, development, and welfare of Soldiers—leadership that draws the very best from every individual.
3. To attain membership in the Sergeant Morales Club, *grade and last name of Soldier* had to exhibit the very highest standards of leadership and achievement. For *his/her* professionalism, *he/she* has been inducted into this prestigious club of military professionals. I have enclosed a copy of the Sergeant Morales Story, which is indicative of the ideals of its members.
4. You can expect *grade and last name of Soldier* to be a valuable asset to your organization.

Encl

*Signature block of
first nominative CSM in the
Soldier's NCO support chain*

Figure C-1. Sample Memorandum of Introduction to the Sergeant Morales Club

APPENDIX D
USING SERGEANT MORALES CLUB MEMBERS

Command sergeants major (CSMs) will—

a. Interview Sergeant Morales Club (SMC) members as possible candidates for further noncommissioned officer (NCO) development training.

b. Encourage SMC members to—

(1) Apply for assignments to leadership positions that will advance develop their leadership skills.

(2) Take part in off-duty education programs to set an example for younger Soldiers.

(3) Accompany CSMs on unit visits and talk to NCOs.

(4) Get involved in community activities (for example, Army Community Service, parents-teachers-students associations, sports programs, youth activities).

(5) Help identify other potential SMC members.

(6) Mentor newly promoted sergeants in their commands and serve as a POC for newly assigned members of the Sergeant Audie Murphy Club.

c. Assign SMC members duties to instruct NCO-development classes.

d. Have SMC members serve as members of SMC selection boards.

e. Have SMC members use their talents by—

(1) Speaking at—

(a) Command-information classes and seminars.

(b) Education-center graduations.

(c) NCO leadership schools and local community activities.

(2) Appearing as guest speakers for the American Forces Network, Europe, on command-interest subjects (for example, equal opportunity, methods to discourage absence without leave, prevention of drug abuse, reenlistment).

(3) Participating in—

(a) Command field-training exercises and command-post exercises as controllers.

(b) Sponsorship and reception programs.

(4) Attending selected command briefings.

(5) Receiving distinguished visitors at local commands.

APPENDIX E
SERGEANT MORALES CLUB FIRST SERGEANT NOMINATION AND PERFORMANCE EVALUATION
PACKET

First sergeants will submit nomination and performance evaluation packets using the format in figure E-1 to recommend noncommissioned officers for membership and induction into the Sergeant Morales Club.

OFFICE SYMBOL

date

MEMORANDUM THRU

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

FOR President, Sergeant Morales Club Selection Board

SUBJECT: *Organization Name* Sergeant Morales Club Nomination and Performance Evaluation,
Grade, Name, Social Security Number, and Military Occupational Specialty of Nominee

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

a. Name:

b. Grade and date of rank:

c. Social security number:

d. Primary military occupational specialty (PMOS) 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:

l. Military education:

m. Awards and decorations:

n. Army physical fitness test (APFT) 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:

2. Listed below are the Soldiers whom the SMC nominee leads and mentors, and their current training information. (*Entries that require an explanation, or additional information on specific training achievements of each Soldier, may be explained in detail at the bottom of the chart.*)

TRAINING INFORMATION ON SOLDIERS SUPERVISED

Soldier's Grade and Name	PMOS	APFT Score and Date	Height and Weight	Weapons Qualification and Date	Flag Actions

3. Listed below are Soldiers whom the SMC nominee leads and mentors and their disciplinary information, as applicable. *(Entries that require additional information may be explained in detail in the blocks provided. Use as much space as necessary to discuss punishment given, rehabilitation efforts taken, Soldier progress, and related information.)*

DISCIPLINARY INFORMATION ON SOLDIERS SUPERVISED

Soldier’s Grade and Name	AWOL Y/N	UCMJ Y/N	DUI Y/N	Additional Remarks

4. I have verified that this is the most current training information on the nominee and current information on all *his/her* Soldiers.

6 Encls

1. DA Form 705
2. DA Form 3595-R
(*or equivalent weapons scorecard*)
3. DA Form 5500-R or 5501-R
(*if applicable*)
4. Enlisted records brief (*with statement "I have reviewed the information herein and it is correct and complete" and Soldier's signature*)
5. Nomination and Performance Evaluation
6. Biography

*Signature block
of first sergeant*

Figure E-1. Format for Sergeant Morales Club First Sergeant Nomination and Performance Evaluation Packet

APPENDIX F
SAMPLE BIOGRAPHY

First sergeants will include a biography with the nomination packet of noncommissioned officers recommended for membership in the Sergeant Morales Club. Figure F-1 provides a sample biography.

STAFF SERGEANT JOHN J. DOE

Staff Sergeant John J. Doe was born on 1 January 1974 in Pine Bluff, Arkansas. He graduated from Pine Bluff High School in June 1992 and attended Pine Bluff Community College.

He entered the United States Army on 20 September 1992 and attended one-station unit training at Fort Knox, Kentucky, where he graduated as a 19K, Armor Crewman. While there, Staff Sergeant Doe was selected as the distinguished honor graduate for his class.

Staff Sergeant Doe's previous assignment was with C Company, 1st Forward Support Battalion, Division Support Command, 1st Armored Division, in Hohenfels, Germany. In June 1999, Staff Sergeant Doe was assigned to Bravo Troop, 1st Squadron, 10th Cavalry, 4th Infantry Division. In August 1999, he deployed to Kuwait for Operation Desert Spring and returned home in December 1999. To date, Staff Sergeant Doe has participated in seven gunneries, and distinguished himself as a tank gunner at four of the gunneries. He also participated in numerous field training exercises, including rotations at the National Training Center, Fort Irwin, California; and the Joint Readiness Training Center, Fort Polk, Louisiana.

Since being assigned to Seventh Army Training Command (7ATC), Staff Sergeant Doe attended the Primary Leadership Development Course (Class 152), where he earned the Leadership Award for demonstrating superior leadership ability while completing a demanding program of performance-oriented training. He also appeared before several Noncommissioned Officer (NCO) of the Quarter selection boards and earned honors as the NCO of the Quarter (first quarter) for 7ATC. He went on to compete and win honors as the 7ATC NCO of the Year for 2005.

Staff Sergeant Doe's awards and decorations include the Army Commendation Medal (two oak leaf clusters), the Army Achievement Medal (four oak leaf clusters), the Noncommissioned Officer Professional Development Ribbon (with numeral 2), the Armed Forces Expeditionary Medal, the National Defense Service Medal, the Army Service Ribbon, and the Overseas Service Ribbon.

Staff Sergeant Doe has set many goals for himself to develop his military proficiency. He plans to earn the Order of the Spur, attend and successfully complete the Battle Staff Noncommissioned Officer Course, and compete for selection into the prestigious Sergeant Morales Club. His long-term personal goals include completing his bachelor's degree in computer science and becoming a Boy Scout troop leader.

Figure F-1. Sample Biography

**APPENDIX G
SERGEANT MORALES CLUB SELECTION BOARD SCORE SHEET**

SMC SELECTION BOARD SCORE SHEET	
Grade and Name of Nominee:	
SSN:	
Unit:	
BOARD APPEARANCE (Evaluated by All Board Members)	
AREA	COMMENTS
Uniform and Appearance	
Military Bearing	
Self-Confidence	
Oral Expression	
BOARD MEMBER #1 (Evaluated by Board Member #1 Only)	
AREA	COMMENTS
Warrior Task: Shoot	
PMCS	
Command Supply Discipline Program	
Standards of Conduct	
Military Justice	

BOARD MEMBER #2
(Evaluated by Board Member #2 Only)

AREA	COMMENTS
Warrior Task: Fight	
Military Customs and Courtesy	
Drill and Ceremony	
Wear of Uniform and Personal Appearance	
Awards and Decorations	

BOARD MEMBER #3
(Evaluated by Board Member #3 Only)

AREA	COMMENTS
Warrior Task: Move	
Safety and Risk Assessment	
Knowledge of Sergeant Morales and the SMC Program	
Counseling and NCOERs	
World Affairs and Current Events	

BOARD MEMBER #4
(Evaluated by Board Member #4 Only)

AREA	COMMENTS
Warrior Task: Communicate	
Military Leadership and Leaders Book	
Leadership Situations	
Chain of Command	
Equal Opportunity	

BOARD MEMBER #5
(Evaluated by Board Member #5 Only)

AREA	COMMENTS
Warrior Task: Joint Urban Operations	
Soldier Support Activities	
Military Programs (for example, ACAP, AER, AFTB, Education, Sponsorship)	
Physical Fitness (FM 21-20)	

**I (recommend) (do not recommend) _____
for membership in the SMC. (Grade and Name of Nominee)**

Board Member Name and Signature

Date

This NCO is (selected) (not selected) for membership in the SMC.

Signature of Final-Selection Authority

Date

**APPENDIX H
SERGEANT MORALES CLUB SELECTION BOARD NOMINATION WORKSHEET**

SMC NOMINATION WORKSHEET	
Grade and Name of Nominee	
SSN	
Unit	
<p>I (recommend) (do not recommend) this NCO for membership in the SMC.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of First Sergeant Date</p>	
FOR BATTALION-LEVEL SMC NOMINATION	
Date of Board:	
<p>I (recommend) (do not recommend) this NCO for membership in the SMC.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Battalion Command Sergeant Major Date</p>	
FOR BRIGADE-LEVEL SMC NOMINATION	
Date of Board:	
<p>I (recommend) (do not recommend) this NCO for membership in the SMC.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Brigade Command Sergeant Major Date</p>	

APPENDIX I
SERGEANT MORALES CLUB CIVILIAN HONORARY MEMBERSHIP NOMINATION

The format in figure I-1 will be used to nominate civilians for honorary membership in the Sergeant Morales Club.

OFFICE SYMBOL

date

MEMORANDUM THRU

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

FOR President, Sergeant Morales Club Selection Board

SUBJECT: *Organization Name* Sergeant Morales Club Nomination and Performance Evaluation, *Name and Organization of Nominee*

1. I recommend that the above-named individual be considered for honorary membership and induction into the Sergeant Morales Club.
2. *Name of individual* has been a supporter of both the unit and the SMC program. *He/She* has been the primary sponsor to the battalion Soldier/NCO of the quarter and year programs. In addition, *he/she* has sponsored numerous unit events such as organization day, farewell and welcome-home ceremonies, and more. *His/Her* support to the unit does not stop there. *He/She* has volunteered *his/her* time by working with the unit on different community events, such as the recent Heidelberg Volksmarch. Furthermore, *he/she* has contributed both time and resources to the USAREUR Land Combat Expo and the Association of the United States Army (AUSA) convention.
3. The POC for this memorandum is the undersigned, DSN XXX-XXXX.

*Signature block of
recommending official*

Figure I-1. Format for Nominating Civilians for Honorary Membership in the Sergeant Morales Club

**APPENDIX J
SERGEANT MORALES CLUB SELECTION BOARD CIVILIAN HONORARY NOMINATION WORKSHEET**

SMC CIVILIAN HONORARY NOMINATION WORKSHEET	
Name	
Duty Position	
Organization	
<p>I (recommend) (do not recommend) this individual for membership in the SMC.</p> <p>_____</p> <p style="text-align: center;">Signature of Battalion Command Sergeant Major Date</p>	
FOR BRIGADE-LEVEL SMC NOMINATION	
Date of Board:	
<p>I (recommend) (do not recommend) this individual for membership in the SMC.</p> <p>_____</p> <p style="text-align: center;">Signature of Brigade Command Sergeant Major Date</p>	
FOR FINAL-SELECTION-AUTHORITY-LEVEL SMC NOMINATION	
Date of Board:	
<p>The above-named individual is (selected) (not selected) for membership in the SMC.</p> <p>_____</p> <p style="text-align: center;">Signature of Final-Selection Authority Date</p>	

GLOSSARY

SECTION I ABBREVIATIONS

1SG	first sergeant
7ATC	Seventh Army Training Command
ACAP	Army Career and Alumni Program
AE	Army in Europe
AER	Army Emergency Relief
AFTB	Army Family Team Building
APFT	Army physical fitness test
AR	Army regulation
ARCOM	Army Commendation Medal
AWOL	absent without leave
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CSM	command sergeant major
DA	Department of the Army
DUI	driving under the influence
FM	field manual
G1	Office of the Deputy Chief of Staff, G1, Headquarters, United States Army, Europe, and Seventh Army
GED	general equivalency diploma
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
IMA-EURO	United States Army Installation Management Agency, Europe Region Office
MOS	military occupational specialty
NCO	noncommissioned officer
NCOER	noncommissioned officer evaluation report
PMCS	preventive maintenance checks and services
PMOS	primary military occupational specialty
POC	point of contact
PT	physical training
SAMC	Sergeant Audie Murphy Club
SGM	sergeant major
SMC	Sergeant Morales Club
SMOS	secondary military occupational specialty
SSN	social security number
UCMJ	Uniform Code of Military Justice
USAREUR	United States Army, Europe
Y/N	yes/no

SECTION II TERMS

Sergeant Morales

The name of this fictitious noncommissioned officer who, as a squad leader, consistently demonstrated the highest qualities of leadership, professionalism, and regard for the welfare of Soldiers.

Sergeant Morales Club

An elite organization of noncommissioned officers whose demonstrated performance is characterized by Sergeant Morales.