If the Back button of your browser is not visible, use ALT + Back Arrow to return to previous location.

Headquarters
United States Army Europe
Wiesbaden, Germany

Headquarters
United States Army Installation Management Command,
Europe Region
Sembach, Germany

Army in Europe
Regulation 600-2*

30 June 2016

Personnel—General

The Sergeant Morales Club Membership and Dr. Mary E. Walker Award Programs

***This regulation supersedes AE Regulation 600-2, 18 August 2014.**

For the Commander:

MARKUS T. LAUBENTHAL
Brigadier General, GS
Chief of Staff

Official:

DWAYNE J. VIERGUTZ
Chief, Army in Europe
Document Management

Summary. This regulation prescribes policy for administering the Sergeant Morales Club (SMC) and Dr. Mary E. Walker (DRMEW) Award Programs.

Summary of Change. This revision—

● Redefines SMC eligibility testing (paras 9c(2) and (9)).

● Updates eligibility and nomination requirements for SMC honorary membership (paras 11a and b).

● Adds the SMC Certificate of Honorary Membership (AE Form 600-2C) (fig B-2)

● Removes permanent signature blocks from AE Form 600-2A and AE Form 600-2B.

Applicability. This regulation applies to—

● Noncommissioned officers (NCOs) in the grades of corporal through sergeant first class assigned or attached to USAREUR major subordinate or specialized commands (including National Guard and Reserve components) (for the purpose of SMC membership).

● Civilian spouses of Soldiers (regardless of grade) assigned or attached to USAREUR major subordinate or specialized commands (including National Guard and Reserve components) (for the purpose of the DRMEW Award).

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 on the Army Records Information Management System website at *https://www.arims.army.mil*.

Supplementation. Organizations will not supplement this regulation without approval of the Military Policy Office (MPO), Office of the Deputy Chief of Staff, G1, HQ USAREUR.

Forms. This regulation prescribes AE Form 600-2A, AE Form 600-2B, and AE Form 600-2C. AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at *https://aepubs.army.mil/*.

Suggested Improvements. The proponent of this regulation is the MPO, Office of the Deputy Chief of Staff, G1, HQ USAREUR (mil 537-1051/1052). Users may send suggested improvements to this regulation by e-mail to the MPO at *USARMY Wiesbaden USAREUR Mailbox ODCS-G1 Military Personnel Policy*.

Distribution. This publication is available only electronically and is posted in AEPUBS at *https://aepubs.army.mil/*.

CONTENTS

SECTION I
GENERAL

1. Purpose
2. References
3. Explanation of Abbreviations
4. Responsibilities

SECTION II
THE SERGEANT MORALES CLUB (SMC) PROGRAM

5. General
6. Membership
7. NCO Evaluation Report (DA Form 2166-8)
8. Eligibility
9. The SMC Membership Selection Process
10. Selection Boards in Deployed Environments
11. SMC Honorary Membership
12. Removal as a Member of the SMC
13. Replacement SMC Medallions

SECTION III
THE DOCTOR MARY E. WALKER (DRMEW) AWARD PROGRAM

14. Intent
15. General
16. Eligibility
17. The DRMEW Award Process

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

Appendixes

A. References
B. Sergeant Morales Club Certificate of Membership, Certificate of Honorary Membership, and Medallion
C. Dr. Mary E. Walker Award Certificate, Medallion, and Biography
D. Sample Memorandum of Introduction for Members of the Sergeant Morales Club
E. Nomination and Performance-Evaluation Packet for Membership in the Sergeant Morales Club
F. Sergeant Morales Club Selection Board Scoresheet
G. Sample Biography of a Nominee for the Sergeant Morales Club
H. Nomination and Selection Board Worksheet for Honorary Membership in the Sergeant Morales Club
I. Dr. Mary E. Walker Award Recommendation and Selection Board Worksheet

Figures

B-1. SMC Certificate of Membership
B-2. SMC Certificate of Honorary Membership
B-3. SMC Medallion
B-4. Symbolism of the SMC Medallion
C-1. DRMEW Award Certificate
C-2. DRMEW Medallion
C-3. DRMEW Lapel Pin
C-4. DRMEW Biography
D-1. Format for a Memorandum of Introduction for SMC Members
E-1. Format for a Nomination Memorandum for SMC Membership
F-1. SMC Selection Board Scoresheet
G-1. Sample Biography of an SMC Nominee
H-1. Sample Format for a Nomination Memorandum for SMC Honorary Membership
H-2. SMC Honorary Membership Selection Board Worksheet
I-1. Sample Format for a DRMEW Award Nomination
I-2. Format for a DRMEW Award Endorsement Memorandum
I-3. DRMEW Award Selection Board Worksheet

Glossary

SECTION I
GENERAL

1. PURPOSE

This regulation prescribes responsibilities for administering the Sergeant Morales Club (SMC) Program and provides criteria and procedures for nominating—

a. Noncommissioned officers (NCOs) for SMC membership.

b. Civilian spouses of Soldiers for the Dr. Mary E. Walker (DRMEW) Award.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. RESPONSIBILITIES

a. The Command Sergeant Major (CSM), USAREUR, will—

(1) Exercise primary responsibility for the SMC and DRMEW Award Programs.

(2) Be the approving authority for SMC membership.

(3) Be the approving authority for the DRMEW Award.

(4) Prepare and sign SMC Certificates of Membership (AE Form 600-2A and AE Form 600-2C) (app B, figs B-1 and B-2) and membership cards.

(5) Prepare and sign DRMEW Award certificates.

(6) Fund and purchase SMC and DRMEW Award medallions (app B, fig B-3, and app C, fig C-2).

(7) Present SMC Certificates of Membership (app B, figs B-1 and B-2), membership cards, and medallions (app B, fig B-3) and induct selected members at an appropriate ceremony.

(8) Present DRMEW Award certificates (AE Form 600-2B) (app C, fig C-1) and medallions (app C, fig C-2) to awardees at an appropriate ceremony.

(9) Present the Army Commendation Medal (ARCOM) to newly selected SMC members.

(10) Issue a memorandum of introduction (MOI) (app D) to SMC members before they make a permanent change of station (PCS) move. The purpose of the MOI is to formally introduce the SMC member to the gaining unit CSM.

NOTE: The CSM, USAREUR, may delegate (orally or in writing) authority for exercising the responsibilities in (7) through (10) above to select CSMs of USAREUR major subordinate or specialized commands.

b. The CSM, Headquarters and Headquarters Battalion, USAREUR, will exercise staff responsibility, as specified by the CSM, USAREUR, for the SMC and DRMEW Award Programs.

c. CSMs of USAREUR major subordinate and specialized commands will—

(1) Promote the SMC Program as part of NCO professional development and the DRMEW Award Program as a means to recognize the contributions of spouses to units and military communities.

(2) Use available publicity (for example, public affairs offices, the Armed Forces Network, hometown news-release channels, local military newspapers, the Stars and Stripes, command newsletters) to recognize newly inducted SMC members, recipients of the DRMEW Award, and the achievements and contributions of members of both programs.

(3) Conduct quarterly SMC selection boards and, as required, concurrently review and process recommendations for the DRMEW Award and honorary SMC nominations.

d. Members of the SMC are expected to—

(1) Participate in all SMC activities.

(2) Mentor newly promoted NCOs.

(3) Conduct NCO development training and serve as members of SMC selection boards.

(4) Consistently demonstrate the character, commitment, and competence required to maintain their standing in the Army Profession. The Army Profession is a critical element of the Ready and Resilient Campaign and connects resiliency through the "America's Army—Our Profession" education and training program at *http://cape.army.mil*. SMC members who maintain their standing in the Army profession are characterized by—

(a) Living the Army Values.

(b) Intervening if a fellow professional exhibits behavior inconsistent with the Army Ethic or is being treated in a manner inconsistent with the Army Ethic.

(c) Taking care of fellow Soldiers and helping those who may be at risk or need assistance including Family members.

(d) Exercising stewardship and building esprit de corps by developing and reinforcing resiliency throughout their organization and Families.

(e) Continuously enforcing the standards and disciplined lifestyle of an Army professional.

(f) Displaying military expertise in physical fitness and overall wellness and promoting and reinforcing individual physical fitness as part of the Army professional culture.

(g) Being aware of Army and USAREUR programs that support the individual health and well-being of all individuals (for example, Total Army Sponsorship, the Integrated Disability Evaluation System, Suicide Prevention and Training, Sexual Harassment Assault Response and Prevention, Behavioral Health, Comprehensive Soldier and Family Fitness).

(h) Conducting themselves honorably during events involving alcohol. SMC members police one another's behavior to ensure trust is maintained within the Army profession.

(i) Not using illicit drugs or prescription drugs that have not been prescribed for them, nor tolerating their use by other Army professionals.

(5) Participate as guest speakers at NCO-led schools and graduations, community activities, and command-interest programs.

(6) Participate as observer/controllers during command and post field training exercises.

(7) Assist leaders in the collective efforts of the Total Army Sponsorship Program.

(8) Escort distinguished visitors when requested.

(9) Apply for leadership positions and other challenging assignments.

(10) Set the example by enrolling in off-duty education programs.

(11) Accompany and escort CSMs during visits to USAREUR major subordinate and specialized commands.

(12) Be active advocates for the SMC and DRMEW Award Programs.

(13) Be involved in community activities (for example, Army Community Service, parent-teacher-student associations, sports programs, youth activities, Better Opportunities for Single Soldiers (BOSS) Program, Boy Scouts, Girl Scouts).

SECTION II
THE SERGEANT MORALES CLUB (SMC) PROGRAM

5. GENERAL
The SMC Program was established in 1973 by Lieutenant General George S. Blanchard to promote and recognize Soldiers of the enlisted force who serve in the Army in Europe and demonstrate the highest ideals of integrity, professionalism, and leadership. Nominations for SMC membership should be limited to those NCOs whose leadership is characterized by a personal concern for the needs, training, development, and welfare of Soldiers and who have contributed significantly to developing a professional NCO Corps and a combat-effective Army.

6. MEMBERSHIP
SMC membership is exclusive and gained through a rigorous, competitive selection process. Nominees will compete for SMC membership through their respective headquarters command. As an exception, nominees may compete through a command other than their own when serving in geographically dispersed duty locations, provided the CSM in the nominee's chain of command and the board president agree.

7. NCO EVALUATION REPORT (DA FORM 2166-8)
Raters are encouraged to include bullet comments in NCO evaluation reports for NCOs who have been selected as members of the SMC.

8. ELIGIBILITY
Nominees must—

a. Be in a grade of corporal through sergeant first class.

b. Be assigned or attached to a USAREUR major subordinate or specialized command.

c. Be in good standing (that is, not flagged or pending adverse action).

d. Supervise at least two Soldiers. (This requirement may be waived by CSMs who have been delegated this authority.)

e. Consistently demonstrate the character, commitment, and competence required to maintain their standing in the Army Profession (para 4d(4)).

f. Have at least 6 months remaining of their current overseas tour.

g. Have a current Global Assessment Tool (GAT) survey on file.

h. Be compliant ("Green") in the Medical Protection System (MEDPROS). Soldiers with a pregnancy profile in MEDPROS who have a valid Army physical fitness test (APFT) are exempt from this requirement.

9. THE SMC MEMBERSHIP SELECTION PROCESS

a. Selection Phases.

(1) Phase 1—Nomination and Informal Boards. A nomination is initiated by an NCO's first-line supervisor who will complete and submit the SMC nomination and performance-evaluation packet (app E) to the unit's first sergeant (1SG) for signature and endorsement. The 1SG will review and forward the nomination to the battalion CSM (or equivalent-level official) for endorsement allowing the nominee to proceed to phase 2. First sergeants are highly encouraged to hold informal boards to prepare nominees for attending selection boards and assess them on their ability to perform in such settings.

NOTE: In accordance with AR 25-55, the personal information included in the SMC nomination and performance-evaluation packet is For Official Use Only and may not be disclosed to third parties without the nominee's written consent.

(2) Phase 2—Initial Selection Board (Battalion or Equivalent Level).

(3) Phase 3—Intermediate Selection Board (Brigade or Equivalent Level). Presidents of intermediate selection boards of brigades not assigned to the commands listed in (4) below will forward board results to the CSM, USAREUR, for SMC membership approval. Presidents of intermediate selection boards of brigades assigned to the commands in (4) below will forward board results to their respective final selection authority.

(4) Phase 4—Final Selection Board (Final Selection Authority). Only the following USAREUR major subordinate and specialized commands will have final selection boards: Seventh Army Joint Multinational Training Command, 21st Theater Sustainment Command, Regional Health Command Europe, and 5th Signal Command. Presidents of final selection boards will forward board results to the CSM, USAREUR, for SMC membership approval.

NOTE: In phases 2 and 3, the nominee must receive a unanimous endorsement to advance to the next level. In phase 4, endorsement from the majority of the board members is required to qualify for SMC membership. Nominees not recommended during phases 2 through 4 must start the entire selection process with phase 1. They may do so at the following quarter selection board.

b. Selection Boards.

(1) Board presidents will be in the grade of CSM or sergeant major (SGM).

(2) Board members will be selected by the board president. Members will be of a grade equal or higher to those appearing before the board. SMC members may be selected as board members.

(3) Whenever possible, board composition will be dual-gendered when both genders are appearing before the board. When a board can be composed of only one gender (and both genders are appearing), the board president will document this occurrence in a memorandum for record (MFR) and file the MRF along with the board proceedings.

(4) Boards will convene once every quarter.

(5) Boards will not establish membership quotas.

(6) Boards may include an in-ranks inspection either immediately before or during the selection board.

(7) Board members use the SMC nomination and performance-evaluation packet and the selection board scoresheet (apps E and F) to select SMC members.

NOTE: The roles and responsibilities of SMC selection boards are threefold since the boards serve as quarterly concurrent settings for the selection of SMC members, SMC honorary members, and DRMEW Award recipients. As such, board presidents must carefully plan for and allocate enough time for the execution of the boards in subparagraph a above.

c. Testing and Grading. Nominees will be tested and graded on the following:

(1) Ability to recite the NCO Creed and the NCO Charge. At the board president's discretion, the nominee may accomplish this task during the actual board or at a designated location immediately before the board convenes. If the latter is chosen, at least two board members will supervise the nominee's performance and report it to the board president.

(2) APFT (within 30 days after the nomination or preliminary selection).

(3) In-ranks inspection.

(4) Hands-on tasks.

(5) Format and content of their Leader's Book. (This requirement applies only to nominees in supervisory positions.)

(6) Reporting procedures.

(7) Military bearing.

(8) Oral expression.

(9) Wear and appearance of the Army service uniform.

(10) Self-confidence.

(11) Hands-on use of available resources and regulations (for example, Army doctrinal publications).

(12) Knowledge of scoresheet subjects (app F).

NOTE: A nominee will be dismissed if he or she fails to successfully perform in any of the requirements in (1) through (12) above.

10. SELECTION BOARDS IN DEPLOYED ENVIRONMENTS
Units may plan and conduct selection boards while deployed with prior CSM, USAREUR, approval. Selection boards will be held in accordance with this regulation but may be tailored to the deployed environment.

11. SMC HONORARY MEMBERSHIP

a. Eligibility. SMC honorary membership may be extended to Department of the Army (DA) civilians; members of the Sergeant Audie Murphy Club; NCOs and petty officers of the U.S. Armed Forces (Air Force; Army, including National Guard and Reserve components; Cost Guard; Marine Corps; Navy); and members of foreign allied forces for their contributions and support to units or military communities. Honorary membership is restricted to individuals whose contributions and support to units or military communities can be distinctively measured in terms of their accomplishments. Nominees in this category are stewards of the Armed Forces creeds and firm supporters of the Profession of Arms.

b. Nomination Requirements and Selection Process. Nominees are not required to attend a board, but must have at least 12 months remaining of their current overseas tour when the selection board convenes to consider their nomination. First-line supervisors will prepare a nomination memorandum using the format in appendix H (fig H-1) and send the memorandum to the authorities in paragraph 9. Board members will use the worksheet in appendix H (fig H-2) to record honorary membership board results.

c. SMC Honorary Members. SMC honorary members will—

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

(2) Receive an SMC Certificate of Honorary Membership, honorary-membership card, and medallion.

(3) Be formally recognized during an appropriate ceremony.

12. REMOVAL AS A MEMBER OF THE SMC

a. SMC members who receive any of the following actions will be recommended for membership removal:

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

(2) Courts-martial conviction.

(3) Dishonorable discharge.

(4) Punishment under Article 15 of the Uniform Code of Military Justice.

(5) Relief-for-cause noncommissioned officer evaluation report (NCOER).

(6) Civil convictions or misconduct.

(7) A marginal academic evaluation report (DA Form 1059), flagging for adverse action, or an NCOER describing marginal performance and leadership abilities.

(8) Barring from reenlistment.

b. The member's first-line supervisor will initiate a recommendation for removal within 3 workdays after the event that triggered the removal action by counseling the SMC member in writing using DA Form 4856. The supervisor will clearly state, as a minimum, the infractions committed regarding good order, discipline, standards of the program, or conduct unbecoming of an NCO.

c. The first-line supervisor will send the recommendation for removal through the authorities in paragraph 9 (phases 2 through 4, as applicable) to the CSM, USAREUR, for approval.

d. Members removed from the SMC Program will surrender the SMC Certificate of Membership, membership card, and medallion to their unit's 1SG who will forward these items to the CSM, USAREUR.

e. The CSM, USAREUR, has approval authority for appeals submitted by members who were removed from the SMC. To contest removal, affected Soldiers must send an appeal through the authorities in paragraph 9 (phases 2 through 4) to the CSM, USAREUR. Appeals must reach the approval authority within 7 calendar days after the date of the removal memorandum.

f. Removal from the SMC is permanent; no exceptions are granted.

13. REPLACEMENT SMC MEDALLIONS

a. SMC members who lose their SMC Medallion must send a request for replacement through the local SMC chapter president to the final selection authority. The request must include copies of the—

(1) SMC membership card.

(2) ARCOM issued at the time of induction.

(3) SMC Certificate of Membership.

b. Individuals requesting a replacement medallion must perform 40 hours of community volunteer support with the local chapter before the medallion is issued. The SMC chapter president will validate the volunteer hours performed through either the Volunteer Management Information System or documentation from the supported agency (for example, church, local Scout leadership).

c. The chapter president will submit a memorandum with the items and documentation in subparagraphs a and b above enclosed to the final selection authority for decision.

SECTION III
THE DOCTOR MARY E. WALKER (DRMEW) AWARD PROGRAM

14. INTENT
The intent of the DRMEW Award Program it to recognize military spouses for their outstanding dedication and exemplary active volunteerism to their community leading to a significant improvement in the quality of life of USAREUR Soldiers and their Families.

15. GENERAL

a. CSMs of USAREUR major subordinate and specialized commands will publish procedures to administer the DRMEW Award Program. Delegation is not authorized. Members of SMC selection boards (phases 2 through 4) (para 9a) will review nominations for the DRMEW Award each quarter and forward their recommendations to the CSM, USAREUR, for approval.

b. The DRMEW Award is not part of the DA Awards Program. It will therefore not be used instead of awards for commendation, meritorious service, and PCS, or as an interim award while awaiting approval of a DA award.

c. DRMEW Award recipients may receive the award only once regardless of their military spouse being reassigned to a different command or duty station.

16. ELIGIBILITY
A DRMEW Award nominee must—

a. Be a civilian spouse of a Soldier (gender and Soldier's grade is immaterial) who is assigned to a USAREUR major subordinate or specialized command and has at least 6 months remaining of his or her current overseas tour.

b. Be a spouse whose outstanding dedication and exemplary active volunteerism to the unit or military community have led to a significant improvement in the quality of life of USAREUR Soldiers and their Families. The work performed may include volunteer service in the civilian community if it benefits Soldiers and their Families.

c. Be an active member or supporter of a unit Family readiness group (FRG) or a similar group that supports (in a clearly distinguishable manner) a unit that does not have an FRG.

d. The individual contributions in subparagraphs b and c above must be of a nature that allows those contributions to be identified and measured by a degree of influence on the community, Soldiers, and Families.

17. THE DRMEW AWARD PROCESS

a. Phase 1—Nomination. Anyone may nominate a Soldier's spouse for the DRMEW Award by submitting a nomination memorandum (app I, fig I-1) to the initial selection board authority (battalion or equivalent level).

b. Phase 2—Initial Selection Board. The initial selection board authority will review the nomination, prepare an endorsement (app I, fig I-2) based on board member recommendations, and send the endorsement along with the nomination memorandum and the selection board worksheet (fig I-3) through the selection board authorities (paras 9a(3) and (4)) to the CSM, USAREUR, for decision.

c. Phases 3-4—Intermediate and Final Selection Boards. Recommendations for the DRMEW Award are reviewed during quarterly SMC selection boards. Selection board authorities will use the worksheet in figure I-3 of appendix I to record board recommendations.

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

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

FM 7-22, Army Physical Readiness Training

AE Regulation 10-5, Headquarters, United States Army Europe

USAREUR Ready and Resilient Campaign Plan

SECTION II
FORMS

DD Form 2266, Hometown News Release Information

DA Form 705, Army Physical Fitness Test Scorecard

DA Form 1059, Service School Academic Evaluation Report

DA Form 2166-8, NCO Evaluation Report

DA Form 3595-R, Record Fire Scorecard

DA Form 4856, Developmental Counseling Form

DA Form 5500, Body Fat Content Worksheet (Male)

DA Form 5501, Body Fat Content Worksheet (Female)

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

AE Form 600-2B, Dr. Mary E. Walker Award Certificate

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

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

APPENDIX B
SERGEANT MORALES CLUB CERTIFICATE OF MEMBERSHIP, CERTIFICATE OF HONORARY MEMBERSHIP, AND MEDALLION

U.S.ARMY EUROPE

Sergeant Morales Club

Certificate of Membership

United States Army Europe

Is awarded to

for being a dedicated professional whose leadership is characterized by true personal concern for the needs, development, and welfare of the Soldier—leadership that draws the very best efforts from every individual. Like Sergeant Morales, you are a leader.

Sergeant Morales Story

Sergeant Morales was a squad leader for 3 years in the Engineer Battalion of a U.S. 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 the English language. Despite the limitations of his physical stature, 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 awakened. 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—problems, Family, background, MOS/academic education, etc. At least once a month, everyone in the squad, including wives and girlfriends, got together, socialized, and discussed problems at his quarters. During Sergeant Morales' 3-year tenure, his squad had no occurrences of AWOL—a fact that he attributed to knowing his men, keeping them informed, and watching out for their interests. His squad consistently placed "Number One" in the company ATTs. All of Sergeant Morales' 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 nothing but a leader in whom his Soldiers believed.

AE FORM 600-2A, JUN 16 Previous editions are obsolete. *LCD Vers. 01.00*

Figure B-1. SMC Certificate of Membership

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

Sergeant Morales Club

Certificate of Honorary Membership

United States Army Europe

Is awarded to

for being a dedicated professional whose leadership is characterized by true personal concern for the needs, development, and welfare of the Soldier—leadership that draws the very best efforts from every individual. Like Sergeant Morales, you are a leader.

Sergeant Morales Story

Sergeant Morales was a squad leader for 3 years in the Engineer Battalion of a U.S. 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 the English language. Despite the limitations of his physical stature, 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 awakened. 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—problems, Family, background, MOS/academic education, etc. At least once a month, everyone in the squad, including wives and girlfriends, got together, socialized, and discussed problems at his quarters. During Sergeant Morales' 3-year tenure, his squad had no occurrences of AWOL—a fact that he attributed to knowing his men, keeping them informed, and watching out for their interests. His squad consistently placed "Number One" in the company ATTs. All of Sergeant Morales' 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 nothing but a leader in whom his Soldiers believed.

AE FORM 600-2C, JUN 16 *LCD Vers. 01.00*

Figure B-2. SMC Certificate of Honorary Membership

FRONT

BACK

Figure B-3. SMC Medallion

The Sergeant Morales Club shield is gold in color, symbolizing the traditional colors of the noncommissioned officer chevrons. The color red used on the ribbons above and below the shield symbolizes military strength, courage, and the bloodshed by noncommissioned officers in defense of our Nation. A rampant lion is a traditional representation of courage and strength in many European countries; it adorns the Sergeant Morales Club shield to honor this tradition and the regions of the world where the club was founded. A sword and a quill cross the shield to represent the bearing of arms and the knowledge necessary to qualify for membership.
The words "Be, Know, Do" are the traditional competencies expected of every noncommissioned officer.

Figure B-4. Symbolism of the SMC Medallion

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

APPENDIX C
DR. MARY E. WALKER AWARD CERTIFICATE, MEDALLION, AND BIOGRAPHY

Dr. Mary E. Walker Award

United States Army Europe

Is presented to

as an outstanding military spouse for demonstrating dedicated and exemplary volunteerism that improved the quality of life for Soldiers and their Families.

Dr. Mary E. Walker Story

In the truest of United States Army ideals and American patriotism, Dr. Mary E. Walker is the only woman in United States history to receive the Medal of Honor. Dr. Walker became one of the first women physicians in the country in 1855. At the outbreak of war in 1861, she was denied a commission as an Army surgeon because of her gender. Dr. Walker served as an unpaid volunteer in Washington, in various military camps, and in a hospital for Indiana troops. She was instrumental in establishing an organization that aided needy women who came to Washington to visit wounded relatives. Dr. Walker served as a field surgeon on a volunteer basis, rendering assistance at tent hospitals in Virginia. She was eventually appointed as an assistant surgeon and assigned to the 52d Ohio Regiment. With immense courage and bravery rarely matched, Dr. Walker demonstrated her dedication to the American cause at great personal risk. She consistently discounted personal injuries and great hardships to care for others. She was captured and held prisoner of war for 4 months before being freed in a prisoner exchange. Through her actions, Dr. Mary E. Walker set the standards for helping to improve Soldiers' quality of life for generations.

AE FORM 600-2B, JUN 16 Previous editions are obsolete. *LCD Vers. 01.00*

Figure C-1. DRMEW Award Certificate

FRONT

BACK

Figure C-2. DRMEW Medallion

Figure C-3. DRMEW Lapel Pin

Mary E. Walker always stood out in a crowd. She was born on 26 November 1832 in Oswego, New York. As a child, she distinguished herself through her strength of mind and her decisive character. She grew up as an independent young woman and always had an inclination to be useful in the world. A woman of great energy, in her early years, she wore “bloomers,” the pantaloon-style garb of the radical feminists of the age. When she graduated—the only female in her class—from Syracuse Medical College in 1855, she became one of the few women physicians in the country.

At the outbreak of the Civil War in 1861, Doctor Walker, then twenty-nine years old, traveled to Washington and applied for an appointment as an Army surgeon, much to the shock of the Medical Department, which rejected her with considerable verbosity. Not one to be discouraged, Doctor Walker stayed in Washington serving as an unpaid volunteer in various camps. When the patent office was converted to a hospital, she served as an assistant surgeon and worked without pay. During that time, she was instrumental in establishing an organization that aided needy women who came to Washington to visit wounded relatives. Doctor Walker met with considerable abuse over her persistent demands to be made a surgeon, but also earned considerable respect for her many good works. Meanwhile, she abandoned bloomers and adopted a modified version of male attire with a calf-length skirt worn over trousers, keeping her hair relatively long and curled so that anyone could know that she was a woman. In November 1862, Doctor Walker presented herself at the Virginia headquarters of Major General Ambrose Burnside and was taken on as a field surgeon, although still on a volunteer basis. She treated the wounded at Warrenton and in Fredericksburg in December 1862. Almost a year later, she was in Chattanooga tending the casualties of the battle of Chickamauga. After the battle, she again requested a commission as an Army doctor.

Figure C-4. DRMEW Biography

In September 1863, Major General George H. Thomas appointed Doctor Walker as an assistant surgeon in the Army of the Cumberland. She was assigned to the 52d Ohio Regiment near Chattanooga, Tennessee, a position in which she served well, wearing a somewhat modified version of the standard surgeon's uniform. Many stories were told of her bravery under fire. However, she served in this capacity only for a short time. In April 1864, she was captured by Confederate troops, having remained behind to tend to the wounded after a Union retirement. Charged with being a spy and arrested, her male attire constituting the principal evidence against her, Doctor Walker spent 4 months in various prisons, subject to much abuse for her "unladylike" occupation and attire, until she was exchanged for a Confederate surgeon on 12 August 1864. Years later, she took great pride in this "man-for-man" exchange.

In October 1864, Doctor Walker was granted a contract by the Medical Department as an acting assistant surgeon. Despite her repeated requests for battlefield duty, she was not sent into the field again. She spent the rest of the war as superintendent at a hospital for female prisoners at Louisville, Kentucky, and at a Clarksville, Tennessee, orphanage. Released from her government contract at the end of the war, Doctor Walker lobbied for a brevet promotion to major for her services. Secretary of War Stanton would not grant the request. President Andrew Johnson asked him if there was some other way to recognize her service. A Medal of Honor was prepared for Doctor Walker and presented to her in January 1866; she would wear it every day for the rest of her life.

After the war, Doctor Walker remained active in the womens rights movement and was a crusader against immorality, alcohol, and tobacco and for clothing and election reform. One of her more unusual positions was that there was no need for a womens suffrage act as women already had the vote as American citizens. Her taste in clothes caused frequent arrests on such charges as "impersonating a man." At one trial, she asserted her right "to dress as I please in free America on whose tented fields I have served for 4 years in the cause of human freedom." The judge dismissed the case and ordered the police never to arrest Doctor Walker on the charge again. She left the courtroom to hearty applause.

In 1916, Congress revised the Medal of Honor standards to include only "actual combat with an enemy." Several months later, in 1917, the Board of Medal Awards, after reviewing the merits of the awardees of the Civil War awards, ruled Doctor Walker's Medal, as well as those of 910 other recipients, as unwarranted, and it was revoked. Doctor Walker died on 21 February 1919 at the age of eighty-six. But she was not forgotten.

Nearly 60 years after her death, at the urging of a descendant, the Army Board for Correction of Military Records reviewed the case. On 19 June 1977, Army Secretary Clifford L. Alexander approved the recommendation by the Army Board for Correction of Military Records to restore the Medal of Honor to her. Doctor Mary E. Walker remains on record as the only female recipient of the Medal of Honor.

Figure C-4. DRMEW Biography—Continued

APPENDIX D
SAMPLE MEMORANDUM OF INTRODUCTION FOR MEMBERS OF THE SERGEANT MORALES CLUB

When a Sergeant Morales Club (SMC) member is scheduled for a permanent change of station, the CSM, USAREUR, or a designated representative in the member's noncommissioned officer (NCO) support chain will sign a memorandum of introduction (fig D-1) to formally introduce the member to the new unit of assignment. The losing unit will issue the memorandum to the SMC member before he or she departs and send a copy to the gaining unit CSM.

UNIT LETTERHEAD

[*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. [*Grade and last name of Soldier*] is a Sergeant Morales Club (SMC) member and one of the finest noncommissioned officers in the Army in Europe.

2. Membership in the SMC is a primary indicator that [*grade and last name of Soldier*] has demonstrated the ability to meet the challenges of leadership. The SMC 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 SMC, [*grade and last name of Soldier*] had to exhibit the 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 depicts the ideals of SMC members.

4. You can expect [*grade and last name of Soldier*] to be a valuable asset to your organization.

Encl [*Signature block of CSM, USAREUR, or designated representative*]

Figure D-1. Format for a Memorandum of Introduction for SMC Members

APPENDIX E
NOMINATION AND PERFORMANCE-EVALUATION PACKET FOR MEMBERSHIP IN THE SERGEANT MORALES CLUB

To recommend noncommissioned officers for membership in the Sergeant Morales Club (SMC), first-line supervisors will prepare a nomination memorandum (fig E-1) and send the memorandum including seven enclosures as the performance-evaluation packet to the unit's first sergeant (1SG) for signature and endorsement. The performance-evaluation packet includes, among other items, the nominee's biography as enclosure 5 (sample format in app G) and an essay of at least 750 words prepared by the nominee that provides an answer to the question "Why do I desire to be an SMC member, how can I contribute to and improve the SMC Program, and how do I exercise stewardship in the Army profession?" The essay will be attached to the memorandum as enclosure 6.

UNIT LETTERHEAD

[*Office symbol*] [*Date*]

MEMORANDUM FOR President, Initial Selection Board

SUBJECT: Nomination for Membership in the Sergeant Morales Club

1. I recommend the following noncommissioned officer (NCO) for membership in the Sergeant Morales Club (SMC). This NCO meets the eligibility requirements of AE Regulation 600-2.

a. Name:

b. Grade, date of grade:

c. Unit of assignment:

d. Social Security number (last four):

e. Primary military occupational specialty (PMOS) and secondary MOS:

f. Duty position:

g. Date assigned to the unit:

h. Duty telephone number:

i. Basic active-service date:

j. Expiration term of service :

k. Civilian education level:

l. Military education level:

m. Awards and decorations:

Figure E-1. Format for a Nomination Memorandum for SMC Membership

[*Office symbol*]
SUBJECT: Nomination for Membership in the Sergeant Morales Club

n. Army physical fitness test (APFT) score, date tested:

o. Height and weight, date measured:

p. Authorized body weight:

q. Body-fat percentage (BFP) and authorized BFP, date measured:

r. Weapons qualification, date qualified:

s. Global Assessment Tool completion date (*must be current*):

t. Army Career Tracker enrollment date:

u. Medical Protection System (MEDPROS) status (*must be "green" except for pregnant Soldiers with a valid APFT*):

v. Community service support: (*List the nominee's volunteer service to the community.*)

w. Sponsor's rank and name: (*By default, unit 1SGs are sponsors unless otherwise indicated. The sponsor will accompany the nominee to all selection boards.*)

2. Listed below is the current training information for the Soldiers the SMC nominee leads and mentors. (***NOTE:*** *Entries that require an explanation and additional information on specific training achievements for the listed Soldiers may be explained in detail below the table.*)

TRAINING INFORMATION ON SOLDIERS SUPERVISED

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

2

Figure E-1. Format for a Nomination Memorandum for SMC Membership—Continued

[*Office symbol*]
SUBJECT: Nomination for Membership in the Sergeant Morales Club

3. Listed below is the current disciplinary information, as applicable, for the Soldiers the SMC nominee leads and mentors. (***NOTE:*** *Entries that require additional information may be explained in detail in the blocks provided. Use as much space as necessary to discuss disciplinary actions taken, rehabilitation efforts, the Soldiers' 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 the information provided in this memorandum is the most current information about the nominee and all *his/her* Soldiers.

7 Encls [*1SG signature block*]
1. DA Form 705
2. DA Form 3595-R (*or equivalent weapons scorecard*)
3. DA Form *5500/5501* (*as applicable*)
4. Enlisted records brief (*including the statement "I have reviewed the information herein and confirm that it is correct and complete" and the Soldier's signature*)
5. Biography
6. Essay
7. DD Form 2266

3

Figure E-1. Format for a Nomination Memorandum for SMC Membership—Continued

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

APPENDIX F
SERGEANT MORALES CLUB SELECTION BOARD SCORESHEET

SMC SELECTION BOARD SCORESHEET	Page 1 of 8
Nominee is attending the following (circle whichever applies): **1) Initial Selection Board (Battalion)** **2) Intermediate Selection Board (Brigade)** **3) Final Selection Board (See AE Reg 600-2, para 9a(4), to determine applicability.)**	
Nominee's Grade and Name:	
Unit:	
BOARD APPEARANCE **(Evaluated by All Board Members)**	
AREA	**COMMENTS (Required)**
Wear and Appearance of the Uniform	
Military Bearing	
Self-confidence	
Leader's Book	
Reporting Procedures	
Oral Expression	
Use of Available Resources and Regulations	
Essay	

Figure F-1. SMC Selection Board Scoresheet

BOARD MEMBER 1 (Evaluated by Board Member 1 Only) Page 2 of 8	
AREA	**COMMENTS (Required)**
1. Sexual Harassment/Assault Response and Prevention	
2. Suicide Prevention and Intervention	
3. Total Army Sponsorship Program	
4. Army Substance Abuse Program	
5. Integrated Disability Evaluation System	
6. Strong Bonds	
7. Behavioral Health	
8. Transition Assistance Program	
9. Comprehensive Soldier and Family Fitness	
10. Center for the Army Profession and Ethic (C.A.P.E.)—America's Army–Our Profession	

Figure F-1. SMC Selection Board Scoresheet—Continued

BOARD MEMBER 2 (Evaluated by Board Member 2 Only) Page 3 of 8	
AREA	**COMMENTS (Required)**
1. Doctrine 2015	
2. Currents Events	
3. History of the NCO	
4. Wear of Uniform and Personal Appearance	
5. Sergeant Morales Biography, SMC History and Crest, Reciting of the NCO Creed and NCO Charge	
6. U.S. Government and Constitution	
7. Army Maintenance Management Program	
8. Command Supply Discipline	

Figure F-1. SMC Selection Board Scoresheet—Continued

BOARD MEMBER 3 (Evaluated by Board Member 3 Only) (Hands-On Tasks) Page 4 of 8	
AREA	**COMMENTS (Required)**
1. Warrior Tasks and Battle Drills	
2. Tactical Communications	
3. 8-Step Training Model	
4. Weapons-Basic Rifle Marksmanship	
5. Land Navigation	
6. First Aid and MEDEVAC Procedures	
7. NCO Charge and NCO Creed	
8. CBRNE	

Figure F-1. SMC Selection Board Scoresheet—Continued

MEMBER 4 (Evaluated by Board Member 4 Only) Page 5 of 8	
AREA	**COMMENTS (Required)**
1. AUSA	
2. Drill and Ceremony	
3. Composite Risk Management/Safety	
4. Army Body Composition Program	
5. Customs and Courtesy	
6. PRT/APFT	
7. Military Justice	
8. Code of Conduct	
9. Army Emergency Relief	

Figure F-1. SMC Selection Board Scoresheet—Continued

BOARD MEMBER 5 (Evaluated by Board Member 5 Only)	Page 6 of 8
AREA	**COMMENTS (Required)**
1. Military Leadership Situations	
2. NCOPD/NCODP/NCOES	
3. Warrior Ethos	
4. NCOERS/Effective Military Writing	
5. Professional Counseling	
6. Enlisted Promotions and Reductions	
7. EO/EEO/Hazing	
8. Education Programs/Army Family Covenant	

Figure F-1. SMC Selection Board Scoresheet—Continued

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

BOARD MEMBER RECOMMENDATIONS

Nominee Name and Unit:

BOARD MEMBER 1.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 2.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 3.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 4.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 5.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

Figure F-1. SMC Selection Board Scoresheet—Continued

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

SELECTION BOARD AUTHORITY RECOMMENDATION AND DECISION

Nominee Name and Unit:

INITIAL SELECTION BOARD AUTHORITY:

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Name and Signature of Initial Selection Board Authority Date

INTERMEDIATE SELECTION BOARD AUTHORITY:

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Name and Signature of Intermediate Selection Board Authority Date

FINAL SELECTION BOARD AUTHORITY (if applicable):

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Name and Signature of Final Selection Board Authority Date

SMC MEMBERSHIP AND INDUCTION APPROVAL AUTHORITY (CSM, USAREUR):

I approve/disapprove (*Soldier's grade and name*) for membership and induction into the SMC.

_____ _____
Signature of USAREUR CSM Date

Figure F-1. SMC Selection Board Scoresheet—Continued

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

APPENDIX G
SAMPLE BIOGRAPHY OF A NOMINEE FOR THE SERGEANT MORALES CLUB

Figure G-1 is a sample biography of a Sergeant Morales Club (SMC) nominee. The biography must be included as an enclosure in the SMC nomination and performance-evaluation packet (app E).

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.

Staff Sergeant Doe joined 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 was previously assigned to 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 he was assigned to the Seventh Army Joint Multinational Training Command (JMTC), Staff Sergeant Doe attended the Primary Leadership Development Course (Class 152) and 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 JMTC. He went on to compete and win honors as the JMTC NCO of the Year for 2008.

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 to be selected for 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 G-1. Sample Biography of an SMC Nominee

If the Back button of your browser is not visible, use ALT + Back Arrow to return to previous location.

APPENDIX H
NOMINATION AND SELECTION BOARD WORKSHEET FOR HONORARY MEMBERSHIP IN THE SERGEANT MORALES CLUB

This appendix provides samples of the documentation required in the nomination and selection process for honorary membership in the Sergeant Morales Club (figs H-1 and H-2). The awards process is described in detail in paragraph 11 of the basic regulation.

UNIT LETTERHEAD

[*Office symbol*] [*Date*]

MEMORANDUM FOR President, Initial Selection Board

SUBJECT: Nomination of [*grade, name, and organization of nominee*] for Honorary Membership in the Sergeant Morales Club

1. I recommend that [*grade and full name of nominee*] be considered for honorary membership and induction into the Sergeant Morales Club (SMC).

2. [*Grade and last name of nominee*] 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 days and farewell and welcome-home ceremonies. [*Grade and last name of nominee*]'s 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 [*event*]. 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 at military [*telephone number*].

[*Signature block of*
first-line supervisor]

Figure H-1. Sample Format for a Nomination Memorandum for SMC Honorary Membership

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

SELECTION BOARD WORKSHEET FOR SMC HONORARY MEMBERSHIPPage 1 of
(Circle one of the following): **1) Initial Selection Board (Battalion)** **2) Intermediate Selection Board (Brigade)** **3) Final Selection Board (See AE Reg 600-2, para 9a(4), to determine applicability.)**
Nominee Name:
Unit:

Figure H-2. SMC Honorary Membership Selection Board Worksheet

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

SELECTION BOARD WORKSHEET FOR SMC HONORARY MEMBERSHIP

Nominee Name and Unit:

BOARD MEMBER 1.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 2.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 3.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 4.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 5.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

Figure H-2. SMC Honorary Membership Selection Board Worksheet—Continued

SELECTION BOARD AUTHORITY RECOMMENDATION AND DECISION

Nominee Name and Unit:

INITIAL SELECTION BOARD AUTHORITY:

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Name and Signature of Initial Selection Board Authority Date

INTERMEDIATE SELECTION BOARD AUTHORITY:

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Name and Signature of Intermediate Selection Board Authority Date

FINAL SELECTION BOARD AUTHORITY (if applicable):

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Name and Signature of Final Selection Board Authority Date

SMC HONORARY MEMBERSHIP AND INDUCTION APPROVAL AUTHORITY (CSM, USAREUR):

I approve/disapprove (*Soldier's grade and name*) for honorary membership and induction into the SMC.

_____ _____
Signature of USAREUR CSM Date

Figure H-2. SMC Honorary Membership Selection Board Worksheet—Continued

APPENDIX I
DR. MARY E. WALKER AWARD RECOMMENDATION AND SELECTION BOARD WORKSHEET

This appendix provides samples of the documentation that is required in the nomination and selection process for the Dr. Mary E. Walker Award (figs I-1 thru I-3). The awards process is described in detail in paragraph 17 of the basic regulation.

UNIT LETTERHEAD
(if applicable)

[*Office symbol*] (if applicable) [*Date*]

MEMORANDUM FOR President, Initial Selection Board, [*Military Spouse's Unit*]

SUBJECT: Recommendation of *Mr./Ms.* [*Nominee's Full Name*], [*Military Spouse's Unit of Assignment*], for the Dr. Mary E. Walker Award

1. I recommend *Mr./Ms.* [*nominee's full name*] be considered for the Dr. Mary E. Walker (DRMEW) Award. *Mr./Ms.* [*nominee's last name*] is the spouse of [*Soldier's grade, full name, unit*].

2. *Mr./Ms.* [*nominee's last name*] is the quintessential Army spouse. *His/Her* loyalty, dedication, and selfless service have immeasurably enhanced and contributed to the accomplishments of the [*unit name*] and above all else to the United States Army. *Mr./Ms.* [*nominee's last name*] is completely devoted to the care, welfare, and training of all Soldiers and their Family members. *He/She* is a strong advocate and a relentless laborer in providing, establishing, and conducting training for Family readiness groups (FRGs); volunteering in the public school systems; and supporting deployment and separation events for all members of our military Family.

3. *Mr./Ms.* [*nominee's last name*] joined the ranks of the Army spouse volunteers in *[month] [year]*. As a result of *his/her* efforts, *he/she* has touched, changed, and improved countless Army lives with *his/her* personal desire to make all Family members' Army experience richer and more fulfilling. *Mr./Ms.* [*nominee's last name*] truly deserves tremendous credit for the arduous work *he/she* has performed.

4. *Mr./Ms.* [*nominee's last name*] is no stranger to hardship. *He/She* has experienced numerous separations from *his/her* spouse while the spouse deployed for Iraq and Afghanistan on several tours, Bosnia, Macedonia, and seven rotations to the National Training Center. In the true spirit of a volunteer, *Mr./Ms.* [*nominee's last name*] immediately gathered all available resources and tackled those Family support issues that would have divested or crippled the unit during deployment. *His/Her* unyielding dedication and service at times came with personal sacrifice. However, *Mr./Ms.* [*nominee's last name*] relentlessly pursued the objective of providing Soldiers and their Families with quality care even after returning from caring for a terminally ill Family member.

Figure I-1. Sample Format for a DRMEW Award Nomination

[*Office symbol*] (if applicable)
SUBJECT: Recommendation of *Mr./Ms.* [*Nominee's Full Name*], [*Military Spouse's Unit of Assignment*], for the Dr. Mary E. Walker Award

5. *Mr./Ms.* [*nominee's last name*]'s deeds throughout the years are too great to list, and *his/her* humbleness in not wanting recognition makes detailing them nearly impossible. *Mr./Ms.* [*nominee's last name*]'s achievements during the last 2 years while *he/she* has been in the unit include acting as the senior spouse advisor for the [*unit name*] and mentor of company FRG leaders and 1SG spouses while Soldiers were deployed. *Mr./Ms.* [*nominee's last name*] has actively participated in many company-level fundraisers and prepared and shipped care packages for hundreds of deployed Soldiers. *He/She* has actively participated in the Meals on Wheels program for hospitalized Family members.

6. *Mr./Ms.* [*nominee's last name*] attended monthly company-level FRG meetings and socials to share experiences and provide advice to our young military spouses. *He/She* has decorated buckets, banners, fences, and barracks for Soldiers on redeployment and attended *battalion/brigade* FRG meetings to plan and coordinate social events and activities. *Mr./Ms.* [*nominee's last name*] has organized *battalion/brigade* appreciation luncheons for FRG leaders and co-leaders. During *his/her* brief time as the *battalion/brigade* FRG Treasurer ([*month*] [*year*] to [*month*] [*year*]), she completed and provided monthly financial reports to the *battalion/brigade* Command Team. While serving as the senior enlisted FRG leader (brigade), *Mr./Ms.* [*nominee's last name*] helped plan several holiday events in support of the FRG. *Mr./Ms.* [*nominee's last name*] supported sister *battalions/brigades* during Soldier casualties by providing for the special needs of and assisting Family members. *He/She* represented [*unit name*] during monthly unit *CSM/SGM* spouse meetings and socials. As an FRG volunteer at [*installation*], *Mr./Ms.* [*nominee's last name*] actively supported *his/her* spouse during the SGM Academy and contributed recipes for the SGM Academy cookbook.

7. *Mr./Ms.* [*nominee's last name*] is a first-class example of selfless dedication from a unique group of motivated and dependent volunteers who provide for our Soldiers and our Soldiers' Families. *His/Her* accomplishments truly demonstrate a selfless spirit, and *his/her* enthusiasm and dedication have earned the respect of all those around *him/her. Mr./Ms.* [*nominee's last name*] has brought great credit on *him/her* and the [*unit name]. His/Her* unlimited dedication and personal sacrifice have significantly contributed to our way of life. Without a doubt, *Mr./Ms.* [*nominee's last name*] is a perfect candidate to receive the Dr. Mary E. Walker Award.

8. Please contact me by telephone at *military/civilian* [*telephone number*] or by e-mail at [*e-mail address*] if you have any questions.

[*Signature block of the nominating individual*]

2

Figure I-1. Sample Format for a DRMEW Award Nomination—Continued

UNIT LETTERHEAD

[*Office symbol*] [*Date*]

MEMORANDUM FOR President, Intermediate Selection Board

SUBJECT: Recommendation of *Mr./Ms.* [*Nominee's Full Name and Unit of Assignment*] for the Dr. Mary E. Walker Award

1. I highly recommend *Mr./Ms.* [*nominee's full name*] for the Dr. Mary E. Walker (DRMEW) Award. *Mr./Ms.* [*nominee's last name*] is a model Army spouse who sets an example for all civilians and military members alike. Through volunteer service to the United States Army, *he/she* sets *hisself/herself* apart from others. *Mr./Ms.* [*nominee's last name*] is an outstanding example for all Army spouses and positively affects the overall attitude of all those around *him/her*.

2. *Mr./Ms.* [*nominee's last name*]'s volunteer service, which is a product of *his/her* sincere need to help others and her personal pride, is a great credit to the Army. Without hesitation, I would grant *Mr./Ms.* [*nominee's last name*] the DRMEW Award.

3. Please contact me by telephone at military [*telephone number*] or by e-mail at [*e-mail address*] if you have any questions.

2 Encls
1. DRMEW Award Recommendation Memorandum
2. Selection Board Worksheet

[*Signature block of the President, Initial Selection Board*]

Figure I-2. Format for a DRMEW Award Endorsement Memorandum

SELECTION BOARD WORKSHEET FOR DRMEW AWARD **Page 1 of 3**
(Circle one of the following): **4) Initial Selection Board (Battalion)** **5) Intermediate Selection Board (Brigade)** **6) Final Selection Board (See AE Reg 600-2, para 9a(4), to determine applicability.)**
Spouse Name:
Unit:

Figure I-3. DRMEW Award Selection Board Worksheet

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

DRMEW AWARD BOARD MEMBER RECOMMENDATIONS

Spouse Name and Unit:

BOARD MEMBER 1.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 2.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 3.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 4.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

BOARD MEMBER 5.

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____
Board Member Name and Signature Date

Figure I-3. DRMEW Award Selection Board Worksheet—Continued

If the Back button of your browser is not visible, use ALT + Back Arrow
to return to previous location.

SELECTION BOARD AUTHORITY RECOMMENDATION AND DECISION

Spouse Name and Unit:

INITIAL SELECTION BOARD AUTHORITY:

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____

Name and Signature of Initial Selection Board Authority — Date

INTERMEDIATE SELECTION BOARD AUTHORITY:

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____

Name and Signature of Intermediate Selection Board Authority — Date

FINAL SELECTION BOARD AUTHORITY (if applicable):

I recommend APPROVAL / DISAPPROVAL (circle one)

_____ _____

Name and Signature of Final Selection Board Authority — Date

DRMEW AWARD APPROVAL AUTHORITY (CSM, USAREUR):

I approve/disapprove issuance of the DRMEW Award to *Mr./Ms.* [*spouse's name*].

_____ _____

Signature of USAREUR CSM — Date

Figure I-3. DRMEW Selection Board Worksheet—Continued

GLOSSARY

1SG	first sergeant
AE	Army in Europe
APFT	Army physical fitness test
AR	Army regulation
ARCOM	Army Commendation Medal
AUSA	Association of the United States Army
AWOL	absent without leave
BFP	body-fat percentage
BOSS	Better Opportunities for Single Soldiers [Program]
CBRNE	chemical, biological, radiological, nuclear, and high-yield explosives
CSM	command sergeant major
CSM, USAREUR	Command Sergeant Major, United States Army Europe
DA	Department of the Army
DRMEW	Dr. Mary E. Walker
DUI	driving under the influence
EEO	equal employment opportunity
EO	equal opportunity
FM	field manual
FRG	Family readiness group
GAT	Global Assessment Tool
GED	general equivalency diploma
JMTC	Seventh Army Joint Multinational Training Command
MEDEVAC	medical evacuation
MFR	memorandum for record
MOI	memorandum of introduction
MOS	military occupational specialty
MPO	Military Policy Office, Office of the Deputy Chief of Staff, G1, Headquarters, United States Army Europe
NCO	noncommissioned officer
NCODP	Noncommissioned Officer Development Program
NCOER	noncommissioned officer evaluation report
NCOES	Noncommissioned Officer Education System
NCOPD	noncommissioned officer professional development
PCS	permanent change of station
PMOS	primary military occupational specialty
POC	point of contact
PRT	physical readiness training
SGM	sergeant major
SMC	Sergeant Morales Club
SSN	Social Security number
UCMJ	Uniform Code of Military Justice
U.S.	United States
USAREUR	United States Army Europe
Y/N	yes/no