



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS UNITED STATES ARMY GARRISON
453 NOVOSEL STREET
FORT RUCKER ALABAMA 36362-5105

JUL 1 1994

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Better Opportunities for Single Soldiers (BOSS) Program Standing Operating Procedures (SOP)

1. General. The BOSS Program, a Commander's program operated by single Soldiers under direct guidance of the Post Command, was implemented on this installation in 1990. The program provides single Soldiers with the opportunity to be actively involved in the decision-making process for issues which have a direct impact on their daily lives. Additionally, the program enables the command to interact with the single Soldier community, which opens the doors for improved Quality of Life (QOL), Soldier readiness, performance, and morale that aids in retention of quality Soldiers.
2. Purpose. To establish policies and procedures for operation of the Fort Rucker BOSS Program.
3. Scope. This SOP is applicable to the Fort Rucker BOSS Executive Council, its representatives, advisors and the general BOSS populace.
4. Mission.
 - a. To provide a vehicle for communication between the single Soldier community and the installation command that fosters the U.S. Army Family and Morale, Welfare and Recreation Command's philosophy that single Soldiers are entitled to the opportunity to recommend policy changes that will enhance their overall QOL, participate in recreational and leisure activities of their choice, contribute to their local communities and ensure their safety.
 - b. The BOSS mission with regards to improvement of single Soldier QOL does not preclude or exclude the command's authority over single Soldiers. Soldiers can voice a concern regarding barracks issues, inspections, GI parties, duty rosters, etc., to their BOSS representative who will try to get resolution at the lowest level before bringing it to the BOSS Executive Officer's chain of command. This is to ensure that single Soldier perspectives can be considered by their respective commands in deciding policies regarding their responsibilities. The BOSS Program was designed to give voice to the single Soldier

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community and influence the command decision-making process with regards to policies and regulations; however, BOSS does not create or enforce barracks or command policies or regulations at any level.

5. Procedures/Organization.

a. General Eligibility and Participation.

(1) BOSS Program eligibility is open to all “single Soldiers,” which is defined as all unmarried, divorced, widowed, and unaccompanied Soldiers, to include single parent Soldiers.

(2) Participation in BOSS activities/sponsored events may be open to all, with preference and priority given to the single Soldier.

b. Council Representatives.

(1) Primary and alternate representatives will be selected from within the unit they represent by their chain of command, with the main objective being the selection of Soldiers who would like to become involved and volunteer.

(2) Criteria for serving on the BOSS Council:

(a) Soldier must meet the previously stated definition of single Soldier.

(b) Soldier must possess excellent communication skills.

(c) Soldier must exhibit an interest in being actively involved in the program and display a genuine dedication to improving the QOL for the single Soldiers they represent.

(d) Soldier must be placed on additional duty orders in writing and file a copy of additional duty form with the BOSS Vice-President.

(3) At a minimum, primary council representatives will be selected from each of the following:

(a) 1st Aviation Brigade:

(i) 1st Battalion, 13th Aviation Regiment

(ii) 1st Battalion, 145th Aviation Regiment

(iii) HQ and HQ Company

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- (iv) A Company
- (v) F Company 58th Aviation Regiment
- (vi) A Company, MPA
- (vii) 98th Army Band
- (b) Garrison Command
- (c) Aviation Training Brigade:
 - (i) HQ and HQ Company
 - (ii) 1st Battalion, 11th Aviation Regiment
 - (iii) 1st Battalion, 14th Aviation Regiment
 - (iv) 1st Battalion, 212th Aviation Regiment
 - (v) 1st Battalion, 223rd Aviation Regiment

(4) Tenant Units who have single Soldiers are encouraged to provide representation. Due to the small number of single Soldiers, one representative may represent multiple tenant units. Tenant Units include:

- (a) DENTAC
- (b) NCOA
- (c) USAAMC
- (d) USAARL
- (e) VET CMD

c. Executive Officers:

(1) Due to the installation's size and the current size of the program, the executive offices consist of a full-time President and volunteer Vice-President, Secretary and Treasurer. The Executive Officers will ensure the program is visible and recognizable on the installation.

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(2) Criteria for serving as an Executive Officer on the BOSS Executive Council:

(a) Soldier must have been an active member of the BOSS Council for a period no shorter than three months.

(b) Soldier must be available to serve a minimum one-year term in elected office position.

(c) Soldier must meet all DA requirements with regards to PT standards, height and weight, and cannot be under current disciplinary actions.

(3) Selection process of Executive Officers will occur when a current Executive Officer can no longer retain his/her position due to inability to perform duties (PCS, ETS, or UCMJ action, etc.) and will adhere to the following process:

(a) Candidates must be nominated by a council representative and a second council representative must second the nomination.

(b) After nominations have been accepted and closed, candidates must be elected by majority vote of authorized council members in attendance at the time of election. (Each unit/brigade/battalion is authorized one vote.)

(c) Officer candidates must undergo a confirmation process with the Garrison CSM.

(d) If selection is not confirmed by the command, the entire process will be repeated.

(e) If selection is confirmed for a full-time position (e.g. President), they will be attached for special staff duty to the Garrison Command under the supervision of the Garrison CSM.

6. Duties and Responsibilities of BOSS Council and Executive Officers:

a. All Executive Officers will:

(1) Represent and stand for the BOSS Program in general and declare its will.

(2) Be knowledgeable of and responsible for all BOSS Program issues.

(3) Attend all local BOSS sponsored events/activities when possible.

(4) Ensure the BOSS building is clean and maintained after meetings and events.

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(5) Plan and execute a minimum of one BOSS event/activity per year.

(6) Complete available web-based BOSS training.

b. President will:

(1) Prepare the Council meeting agendas and ensure all business is presented.

(2) Ensure Council meetings are effective by calling the meeting promptly to order and acknowledging all speakers.

(3) State all motions made, put motions to a vote and present the results of all votes. Only vote when his/her voice would decide the result, as in a tie vote.

(4) Authenticate with his/her signature all acts, orders and proceedings.

(5) Remain unbiased when holding the chair.

(6) Work closely with the Senior Military Advisor to ensure he/she is updated and aware of the BOSS meetings and events.

(7) Plan, coordinate, and execute BOSS Events for recreation, Quality of Life, safety and community service. Assign duties to BOSS Executive Council or BOSS representatives to execute events and work closely with each. Submit marketing requests to ensure events are appropriately marketed. Ensure a risk assessment is completed for each event/activity. Complete After Action Reports (AAR) after each event to include financial data, what went well and any recommendations for improvement.

(8) Ensure an Executive Officer is present at all BOSS-sponsored events unless absence is authorized by the Senior Military Advisor.

(9) Serve as POC for all council special project committee chairpersons regarding committee matters.

(10) Identify all barracks and QOL issues addressed at meetings and follow through with the Secretary to ensure resolution.

(11) Complete and submit quarterly report to Southeast (SE) Region for approval to upload the report to the AKO DA BOSS website. Ensure suspense is met.

(12) Complete available web-based BOSS training.

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(13) Ensure all BOSS suspenses from Army and SE Region are met.

(14) Attend or send a representative to scheduled installation committee and council meetings which have an impact on single Soldiers and present the single Soldiers' perspective on issues raised. The BOSS program has standing representation on the following councils in accordance with the Garrison CSM's directive:

(a) AAFES Advisory Council/Commissary Council

(b) Newcomers' Welcome Briefings

(c) Installation Volunteer Council

(d) Outdoor Recreation Council

(e) Community Activity Council

(f) Golf Council

c. Vice-President will:

(1) Perform all duties of the President in his/her absence.

(2) Maintain order during discussions and enforce decorum among members at all times.

(3) Ensure clear communication between the President and council regarding events, meeting proceedings, etc.

(4) Ensure all BOSS Council members have appropriate appointment orders.

(5) Maintain BOSS historical or continuity books.

d. Secretary will:

(1) Attend meetings and ensure minutes are taken and properly distributed.

(2) Work with President in preparation of all BOSS correspondence and ensure it is routed through proper channels for signature and distribution. Ensure deadlines for publicity, etc., are met.

(3) Maintain updated records of all brigade, battalion, company, and tenant unit BOSS programs.

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(4) Monitor attendance of all council meetings and inform President of council members who are not performing their duties.

(5) Ensure eligibility of members during voting procedures.

(6) Track and log BOSS volunteer hours and ensure all volunteers have filled out a Volunteer Service Record Form DA 4162.

(7) Track Quality of Life issues and fill out the Quality of Life Form DA 7380.

e. Treasurer will:

(1) Prepare and maintain copies of all financial documents such as receipts, purchase requests, and proposals.

(2) Prepare the budget for each fiscal year with input from the BOSS Council.

(3) Record financial transactions and monitor financial statements.

(4) Coordinate all financial transactions with DFMWR Advisor.

f. Council Representatives and Alternates will:

(1) Be accessible daily by an Army email account. Attend all Council meetings and assigned committee meetings unless excused by an Executive Officer prior to the meeting. If excused, representative must notify the alternate who must attend.

(2) Attend all BOSS sponsored events/activities when possible.

(3) Coordinate with other council members and command within the brigade/battalion/company to regularly communicate BOSS activities open to all single Soldiers. Regular communications may include:

(a) Email lists.

(b) Posting of meeting minutes in the day room.

(c) Regularly scheduled formations.

(4) Be responsible for taking all Quality of Life issues or concerns voiced by their single Soldiers forward for resolution in the following manner:

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(a) Company BOSS representative reports the issue/concerns to the company 1SG for resolution after Soldier has tried to resolve at lower level. If no resolution is attainable at that level;

(b) The issues will be brought to the BOSS Executive Officers who will report the issues/concerns and all lower level actions and discussions to the Garrison CSM, who will in turn, try to achieve resolution at their level.

7. Duties and Responsibilities of Senior Military Advisors.

a. The Garrison CSM will serve as the Senior Military Advisor to the BOSS Program.

b. Senior Military Advisor will:

(1) Attend all meetings or send a representative. The Senior Military Advisor will lead the BOSS meetings in the absence of all the Executive Officers.

(2) Serve as senior enlisted advisor to the council by providing mentoring and guidance when needed.

(3) Ensure unit representation on the council.

(4) Brief Garrison Commander in regards to the BOSS program on a regular basis to ensure the command is well informed at all times. Report issues, concerns or special requests to the Garrison Commander when appropriate.

(5) Ensure education of command at all levels with regards to the BOSS Program and the roles of unit commanders, CSMs/SGMs and 1SGs.

(6) Counsel council members with regards to their duties and responsibilities when appropriate.

(7) Attend all local BOSS sponsored events/activities when possible.

(8) Complete available web-based BOSS training.

8. Duties and responsibilities of DFMWR Advisor.

a. Attend all meetings or send a representative.

b. Serve as a recreational program advisor and resource manager to the BOSS Program with regards to events and actions that are governed by Family and Morale, Welfare and Recreation Regulations.

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c. Assist the Executive Officers in development, submission, and management of NAF/APF budgets and resources.

d. Assist the Executive Officers in developing a marketing plan for BOSS activities and events.

e. Provide assistance in publicizing BOSS events through utilization of DFMWR Marketing.

f. Ensure training, if necessary, for Executive Officers regarding DFMWR program responsibilities, purchasing, internal controls, and commercial sponsorship.

g. Provide guidance and information on the volunteer program.

h. Complete available web-based BOSS training.

9. Council Meeting Procedures.

a. Will be held the third Wednesday of every month unless that day is a holiday. The BOSS President will determine meeting time and coordinate location.

b. Meetings will be led by the President or other Executive Officer if President is unavailable. If no Executive Officer is available to lead the meeting, meeting will be led by the Senior Military Advisor.

c. The Secretary will record meeting minutes and prepare them for distribution to all representatives, their 1SGs, CSMs/SGMs and Commanders. Additionally, distribution will include the GC, USAAWC CSM, GCSM, and DFMWR Advisor.

d. These meetings shall be open for attendance by all single Soldiers.

e. The purpose of the meetings will be to address QOL issues, obtain single Soldiers' feedback on BOSS activities, and update representatives on upcoming BOSS events. All council members have an equal voice regardless of rank.

f. Every effort should be made by commands to release all Soldiers involved in the BOSS program to attend the BOSS Council meetings.

g. Council members shall represent the interests of their respective commanders and the interests of the single Soldiers they represent.

10. Event Planning Meetings.

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- a. Will be held every Wednesday except the third Wednesday of the month unless that day is a holiday. The BOSS President will determine meeting time and coordinate location.
- b. Meetings will be led by the President or other Executive Officer if President is unavailable. If no Executive Officer is available to lead the meeting, meeting will be led by the Senior Military Advisor.
- c. These meetings shall be open for attendance by all single Soldiers.
- d. The purpose of the meetings will be to plan recreation events, leisure activities, and community service opportunities, as well as develop ways to ensure the BOSS program is visible and recognizable on the installation. All council members have an equal voice regardless of rank.

11. Revenue Generating Programs/Events/Trips/Public Relations and Marketing for BOSS.

- a. BOSS operates as a Category A FMWR Activity (AR 215-1) and is authorized appropriated funding and self-generated non-appropriated funds. Therefore, no BOSS program at Brigade/Battalion/Company level is authorized to open a financial account in the name of Better Opportunities for Single Soldiers (BOSS). Any funds generated in the name of BOSS must be deposited into the Garrison, Morale, Welfare, and Recreation Fund for reflection in the BOSS financial statement. Established guidelines and regulations will be utilized for the expenditure of all BOSS funds.
- b. The DFMWR Commercial Sponsorship Program Manager must handle all commercial solicitation. Soldiers are encouraged to work with the Commercial Sponsorship Program Manager for support.
- c. All events must be coordinated with the DFMWR Advisor.
- d. All publicity and marketing of the BOSS program and its events and activities must be coordinated with DFMWR Marketing at least six weeks prior to scheduled event.


JAMES A. MUSKOPE
Colonel, Aviation
Garrison Commander