



DEPARTMENT OF THE ARMY
[UNIT]
[STREET ADDRESS]
SCHOFIELD BARRACKS, HAWAII 96857

OFFICE SYMBOL

DAY MONTH YEAR

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Better Opportunities for Single Soldiers (BOSS) Representative

1. Effective immediately, the following personnel are appointed as the Better Opportunities for Single Soldiers (BOSS) Representative for [NAME OF UNIT]:

PRIMARY: RANK LAST, FIRST Name, XXXX.

ALTERNATE: RANK LAST, FIRST Name, XXXX.

2. Authority: DA Circular 608-06-1, AR 215-1, Chapter 8.II, Paragraph 8-11, USARHAW BOSS SOP.

3. Purpose: To support the overall Quality of Life for single and unaccompanied Soldiers; and perform duties IAW the above authority.

4. Period: These Orders obligate the appointees for one year or until otherwise relieved or released from appointment.

5. Special Instructions:

a. Attend monthly BOSS Installation Meeting (1st Wednesday of every month at Tropics Recreation Center at 1400).

b. Raise appropriate concerns, issues, and interests from their respective units.

c. Maintain the BOSS Bulletin Board and unit Continuity Book with up-to-date information IAW USARHAW BOSS SOP.

d. Volunteer to serve on committees and subcommittees when requested.

e. Maintain documentation of Quality of Life issues raised at the unit level using DA Form 7380, Installation Quality of Life Issue to initiate, track, and record formal BOSS issues.

f. Conduct respective unit BOSS meetings prior to installation meetings; discuss issues and upcoming events with the Chain of Command and Soldiers.

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g. Track participant volunteer hours at the unit level using DA Form 4713 and DA Form 4162 retrieved from VMIS. Report all hours volunteered to the USAG Hawaii, BOSS Vice President.

h. The representatives should be motivated and dedicated to his/her responsibilities in the BOSS program. The representatives must be single, single with dependents or unaccompanied Soldiers whose roles as BOSS reps will not impact their job performance negatively.

i. Representative's replacement will be identified and trained no less than 30 days prior to incumbent representative's DEROS or ETS.

6. Point of contact for this memorandum is **RANK First MI. Last (1SG or CDR) at PHONE NUMBER or EMAIL ADDRESS.**

FIRST MI. LAST
RANK, BRANCH
Commanding

DISTRIBUTION

1-Indiv Conc
1-Unit File
1-Installation BOSS Office