



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

AMIM-HWG-ZA

MEMORANDUM FOR Organizations of United States Army - Hawaii (USARHAW)

SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

1. PURPOSE. This SOP provides guidance, establishes policy, procedures and responsibilities for the USARHAW BOSS Program. The BOSS Program is an invaluable Command Tool to promote and build readiness, resiliency, life and social skills and address Soldiers Quality of Life (QOL) issues for organizations assigned to USARHAW. In order to support and promote the BOSS Program, Army leadership requests the permanent authorization of key BOSS position(s) according to the baseline standards for the BOSS Program (BOSS ACRRO 2.0) with a Garrison well over 5,000 Single Soldiers. Positions include BOSS President, BOSS Vice President, BOSS Secretary and BOSS Treasurer to help assist with administration of the BOSS Program. Target audience for the BOSS Program in USARHAW is as follows: Single Soldiers, Unaccompanied Soldiers/Geographical Bachelors, Single Parents, all ranks, ages, branches, and Military Occupational Specialties (MOS).

2. REFERENCES:

a. AR 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, 24 September 2010.

b. Department of the Army (DA) Circular 608-06-1. Better Opportunities for Single Soldiers Program (BOSS), dated 2006.

3. APPLICABILITY: This SOP applies to all personnel within the USARHAW footprint.

4. OBJECTIVE: The BOSS Program is a Department of the Army-directed, installation-managed, and Soldier-operated Program initiated in 1989 by the Chief of Staff of the Army and the Sergeant Major of the Army. BOSS is a program to establish a forum to voice concerns to the Command and Directorate of Family and Morale, Welfare and Recreation (DFMWR) to improve three core components established as the Three Pillars: Quality of Life, Community Service, and Recreation and Leisure Activities. The goal is to build Single Soldiers' life skills and promote a ready and resilient community.

AMIM-HWG-ZA

SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

a. **Quality of Life:** Soldiers are encouraged to address Quality of Life issues with their appropriate Chain of Command and request BOSS assistance when unable to resolve issues at their Unit level. The BOSS Council will enter issues into Council minutes and direct them to the appropriate Command or agency for resolution depending on the nature of the issue or concern. The primary responsibility of this pillar is in the appropriate Chain of Command and assisted by the BOSS Program and United States Army Garrison-Hawaii (USAG-HI) Installation Services as necessary. The Secretary serves as the lead coordinator for the BOSS Committee.

b. **Community Service:** BOSS members are highly encouraged to volunteer to participate in and/or contribute to community service projects and programs across their community. Volunteer service builds life and social skills, promotes the Army, and educates our communities that provide support to our All-Volunteer Force. Volunteerism may be in the form of the individual Soldier offering his/her time and energies, or a BOSS volunteer group effort to enhance selected projects or programs that build community resilience, education about BOSS and assist the USARHAW Community and DFMWR Mission. Soldiers may select to participate in and/or contribute to community service projects or activities with local community partnerships to volunteer, promote, and tell the Army Story. The voluntary service will qualify the individual for recognition In Accordance With (IAW) the Army Community Service (ACS) Installation Volunteer Program. The primary responsibility of this pillar is tasked to the Installation BOSS Committee. The Vice President serves as the lead coordinator for the BOSS Committee.

c. **Recreation and Leisure Activities:** BOSS allows Single Soldiers to select, plan and participate in activities or events of choice that are in good taste and promote culture, life and social skill building. Events desired will be entered in BOSS Council meeting minutes. The primary responsibility of this pillar is tasked to the Installation BOSS Committee. The Treasurer serves as the lead coordinator for the BOSS Committee.

5. RESPONSIBILITIES:

a. Garrison Commander (GC)

- (1) Oversees the BOSS Program for USARHAW.

b. Garrison Command Sergeant Major (GARRISON CSM)

- (1) Serves as the Senior Enlisted Advisor to the BOSS Council.
- (2) Monitors the intent and execution of the BOSS Program for the installation.
- (3) Provides mentorship and guidance as appropriate.
- (4) Reports issues, concerns, or special requests to the GC, when appropriate.
- (5) Ensures BOSS is briefed at the Installation Newcomer's Orientation.
- (6) Along with the Morale, Welfare and Recreation (MWR) Advisor, select individuals to attend BOSS training and seminars.
- (7) Final approval authority for appointment of BOSS Executive Council members, BOSS President, BOSS Vice President, BOSS Secretary, and BOSS Treasurer. After a vote has been conducted by the BOSS Council, application packet and meeting minutes with voting results will be submitted for review and approval/disapproval. Reserves the right to appoint via exception to policy (ETP). In this event an ETP memorandum will be signed by Garrison Command team and kept on file.
- (8) Responsible for making the final decision for removal/dismissal of any member of the BOSS Executive Council with guidance being submitted by the MWR BOSS Advisor.

c. Brigade and Battalion Command Sergeants Major

- (1) Serves as the Senior Enlisted Advisor for the Brigade/Battalion BOSS Program.
- (2) Meets on a regular basis with the Brigade/Battalion BOSS Representative.
- (3) Monitors meeting attendance and assists in ensuring Unit Representation.
- (4) Ensures the non-commissioned officer (NCO) support channel is knowledgeable and informed of the BOSS Program.

AMIM-HWG-ZA

SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

d. Unit Commanders

(1) Promotes the BOSS Program and allows Single Soldiers to participate in events supporting the three pillars of the program within constraints of mission requirements.

(2) Appoints by additional duty memorandum the BOSS Representatives (Both Primary and Alternate).

(3) Ensures Unit Representatives attend scheduled BOSS meetings.

(4) Ensures BOSS Representatives complete required training on Installation Management Command (IMCOM) Academy (Introduction to BOSS Training), Volunteer Management Information System (VMIS) training and within 60 days of appointment.

(5) Ensure BOSS is included in Unit Newcomer's Briefings.

(6) Provides time for their Unit BOSS Representative to meet with the Single Soldiers of their Unit.

(7) Ensures a BOSS information bulletin board or space is designated in each Unit footprint.

e. First Sergeants

(1) Serves as the Senior Enlisted Advisor for the Unit BOSS Program.

(2) Monitors meeting attendance and assists in ensuring Unit representation.

(3) Ensures the NCO support channel is knowledgeable and informed of the BOSS Program.

f. MWR Advisor

(1) Provides continuity to the BOSS Program by assisting the BOSS Program in planning activities, events, and advising overall aspects of the BOSS Program.

(2) Assists the BOSS Executive Council in preparing an annual Program business plan, budget and maintaining financial accountability. Monitors records and the expenditures of funds.

AMIM-HWG-ZA

SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

(3) Assists the BOSS Executive Council with developing a marketing plan and obtaining commercial sponsorship for BOSS activities and events.

(4) In coordination with the GARRISON CSM, selects individuals to attend BOSS training.

(5) Provides assistance in marketing BOSS events.

(6) Ensures training of BOSS Executive Council Officers regarding MWR and BOSS Program responsibilities, purchasing, contracting, internal controls, and commercial sponsorship.

(7) Provides guidance and information on the Installation Volunteer Program.

(8) Attends and provides guidance and feedback for all Installation BOSS meetings.

(9) Provides guidance and feedback to all BOSS Committees and Sub-Committees.

(10) Responsible for signing and submitting meeting minutes from the BOSS Council Meeting within three business days to the GARRISON CSM.

g. Installation BOSS President. The Installation BOSS President is a full-time position, that remains assigned to the unit and attached to USAG-HI. The GARRISON CSM serves as the rater for the BOSS President. The BOSS President reports to the MWR Advisor for the day-to-day operations of the BOSS program. The duty uniform for the BOSS President is military attire or BOSS attire except in the performance of community service and/or recreation and leisure events.

(1) Complete required training on IMCOM Academy (Introduction to BOSS Training), VMIS training and Operational Point of Contact (OPOC) training within 60 days of appointment.

(2) Educates BOSS Council, Committee and Sub-Committees on all BOSS roles, responsibilities, and operations.

AMIM-HWG-ZA

SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

(3) Maintains on file Appointment orders, copy of VMIS training, OPOC certificate of training, and IMCOM Academy (Introduction to BOSS) certificate of training on all BOSS Executive Council and Council members. Manages the Point of Contact (POC) Roster for the BOSS Program.

(4) Inspects Council members footprint semi-annually (once in 1st/2nd quarter and again during 3rd/4th quarter). Inspection will be kept on file and forwarded to the Council member's Senior Enlisted Advisor for the organization no later than (NLT) three business days following the inspection.

(5) Performs the task of networking with various liaisons (i.e. MWR, Army and Air Force Exchange Service (AAFES), Commissary, ACS) to ensure the BOSS Program is prevalent throughout the Installation.

(6) Serves as the connection between the GARRISON CSM, MWR Advisor, and the Single Soldiers.

(7) Coordinates with MWR Advisor along with Installation BOSS Council to ensure that calendar events, flyers, and any publishing's are being initiated, planned, and submitted a minimum of 120 days in advance.

(8) Prepares Agenda for the monthly BOSS Council meeting.

(9) Monitors meeting attendance and assists in ensuring Unit representation.

(10) Responsible for signing and submitting meeting minutes from the BOSS Council meeting within one business day to the MWR Advisor.

(11) Plans, presides & facilitates Installation BOSS Council meetings.

(12) Ensures the BOSS SOP is up-to-date and conducts an annual review each September with all BOSS Executive Council members and the MWR Advisor.

(13) Network with MWR Marketing liaison for all BOSS publishing capabilities and Installation Advertising. BOSS President ensures that calendar events, flyers, and any publishing's are prepared a minimum of 120 days in advance.

h. Installation BOSS Vice President. The Vice President is a part-time position and reports to the BOSS President for the day-to-day operation of the BOSS program.

AMIM-HWG-ZA

SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

(1) Complete required training on IMCOM Academy (Introduction to BOSS Training), VMIS Training and OPOC Training within 60 days of appointment.

(2) Assume the duties of President in their absence.

(3) Assists BOSS President in educating fellow BOSS Committee on all BOSS roles, responsibilities and operations.

(4) Update and maintain Hawaii BOSS social media channels (i.e. Facebook, Instagram, Online websites, etc.).

(5) Serve as the Community Service Sub-Committee Chairperson, ensuring all Council members are enrolled into VMIS database and have been trained in order to ensure Soldiers are being added regularly to the system. When needed, verifies volunteer Battalion volunteer hours roll-up.

(6) Briefs Community Services at monthly BOSS Council meetings, highlights of community service, revenue generating events and upcoming calendar events. As Chairperson be the subject matter expert (SME) representative on working projects.

(7) Assists the BOSS President with the overall operation and execution of the BOSS Program.

(8) Perform all other duties and functions as directed by the President, Garrison CSM and MWR Advisor.

i. Installation BOSS Secretary. The Secretary is a part-time position and reports to the BOSS President for the day-to-day operation of the BOSS program.

(1) Complete required training on IMCOM Academy (Introduction to BOSS Training), VMIS Training and OPOC Training within 60 days of appointment.

(2) Responsible for preparing and submitting minutes from the BOSS Council meeting within two business days of the meeting to the BOSS President.

(3) Update and maintain Hawaii BOSS social media channels (i.e. Facebook, Instagram, On-Line websites, etc.).

(4) Conduct roll call for BOSS Council meetings.

AMIM-HWG-ZA

SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

(5) Serve as the Quality of Life Sub-Committee Chairperson. Responsible for briefing issues and concerns to the BOSS Council. As Chairperson be the SME representative on working projects.

(6) Perform all other duties and functions as directed by the President, CSM, and MWR Advisor.

j. Installation BOSS Treasurer. The Treasurer is a part-time position and reports to the BOSS President for the day-to-day operation of the BOSS program.

(1) Complete required training on IMCOM Academy (Introduction to BOSS Training) within 60 days of appointment.

(2) Maintain and verify financial status with MWR Advisor to ensure fiscal fund availability and accuracy of current accounts including all budget areas (GL/GF/9F Funds).

(3) Ensure all cash controls are in place at all events where money is collected during revenue generating functions. Ensure procedures are followed for programs to be executed, such as Soldier events, where moneys are collected from Soldiers to go to an event. RecTrac events in the computer and setup for receiving those moneys, that credit holder has purchase request in hand and has all correct data prior to purchase for event.

(4) Serve as the Recreation & Leisure Sub-Committee Chairperson. Responsible for briefing issues and concerns to include any financials that are provided by the MWR Advisor to the BOSS Council. Briefing highlights from previous month, the next 30 days (Approved) / next 60 days (Working) and the next 90 days (Voting). Briefing past and current revenue generating programs to the BOSS Council for a minimum of 12 months. As Chairperson be the SME representative on working projects.

(5) Update and maintain Hawaii BOSS social media channels (i.e. Facebook, Instagram, On-Line websites, etc.).

(6) Perform all other duties and functions as directed by the President, CSM, and MWR Advisor.

k. BOSS Council Members (Brigade or Separate Battalion Representatives)

AMIM-HWG-ZA

SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

(1) Provide Appointment orders of the Primary and Alternate BOSS Representative for each Brigade to the Installation BOSS President within 30 days of appointment.

(2) Complete required training on IMCOM Academy (Introduction to BOSS Training), VMIS Training and OPOC Training within 60 days of appointment. Provide a copy to the Installation BOSS President.

(3) Attend BOSS Council meetings. Serve as the voice for the Single Soldiers of their organization.

(4) Serve as a permanent member on a BOSS Sub-Committee.

(5) With Appointment orders and completed training, serve as a voting member for the BOSS Council.

(6) Schedule, at a minimum, a monthly meeting with their organization's Senior Enlisted Advisor.

(7) Schedule, at a minimum, a monthly meeting with the Battalion Representatives to disseminate information and gather subordinate organization concerns. Submit Unit reports, see enclosure 1, to the Installation BOSS President and provide a copy to your Senior Enlisted Advisor no later than the third Tuesday of the month.

(8) Maintain on file a copy of Appointment orders and training certificates for all Battalion BOSS Representatives.

(9) Conduct a semi-annual inspection of Battalion footprints. Maintain inspection files for a minimum of 12 months and provide a copy to subordinate organization's Senior Enlisted Advisor.

I. Battalion BOSS Representatives

(1) Provide Appointment orders of the Primary and Alternate BOSS Representative for each battalion to the Brigade BOSS Representative within 30 days of appointment.

AMIM-HWG-ZA

SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

(2) Complete required training on IMCOM Academy (Introduction to BOSS Training), VMIS Training and OPOC Training within 60 days of appointment. Provide a copy to the Brigade Representative.

(3) Attend Brigade BOSS meetings. Serve as the voice for the Single Soldiers of their organization. It is highly encouraged to attend Installation BOSS Council meetings.

(4) Schedule, at a minimum, a monthly meeting with the organization's Senior Enlisted Advisor.

(5) Schedule, at a minimum, a monthly meeting with the Company or equivalent Representatives to disseminate information and gather subordinate organization concerns. Submit Unit reports, see enclosure 1, to the Brigade BOSS Representative and provide a copy to their Senior Enlisted Advisor by the suspense directed from the Brigade.

(6) Maintain on file a copy of Appointment orders and training certificates for all Company or equivalent BOSS Representatives.

(7) Conduct a quarterly inspection of Unit footprints. Maintain inspection files for a minimum of 12 months and provide a copy to subordinate organization's Senior Enlisted Advisor.

m. Company or equivalent BOSS Representatives

(1) Provide Appointment orders of the Primary and Alternate BOSS Representative for each Company to the Battalion BOSS Representative within 30 days of appointment.

(2) Complete required training on IMCOM Academy (Introduction to BOSS Training), VMIS Training and OPOC Training within 60 days of appointment. Provide a copy to the Battalion Representative.

(3) Attend Battalion BOSS meetings. Serve as the voice for the Single Soldiers of their organization. It is highly encouraged to attend Brigade and Installation BOSS Council meetings.

AMIM-HWG-ZA

SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

(4) Schedule, at a minimum, a monthly meeting with their organization's Senior Enlisted Advisor.

(5) Schedule, at a minimum, a monthly meeting with the Single Soldiers of their Unit to disseminate information and gather Single Soldiers concerns. Submit the Unit report, see enclosure 1, to the Battalion BOSS Representative and provide a copy to their Senior Enlisted Advisor by the suspense directed by the Brigade.

(6) Ensure BOSS Boards are up-to-date. BOSS Boards will contain at a minimum, Appointment orders, point of contact information for BOSS Representatives, and a calendar of upcoming events.

6. PROCEDURES:

a. Meetings

(1) BOSS Executive Council. The BOSS Executive Council meeting occurs twice a month. The purpose of this meeting is to gather Unit reports, address any concerns internal to the executive Council and ensure the synchronization of effort for the BOSS Program. The meeting will occur the first and third Wednesday of the month, immediately following the BOSS Council meeting for the first meeting of the month and at 1400 for the second meeting of the month at the Tropics Recreation Center Recreation Center.

(2) BOSS Council. The BOSS Council meeting will be held once a month. The purpose of this meeting is to discuss upcoming events and address Quality of Life concerns. The meeting is held at 1400 on the first Wednesday of the month at the Tropics Recreation Center for the first and second month of the quarter. The meeting is held at 1400 on the first Wednesday of the month at the Area of Operations (AO) South Dining Facility (DFAC) for the third month of the quarter. The meeting is open to the general public and anyone is welcome to attend. See enclosure 2 for the BOSS Council meeting minutes.

(3) BOSS Sub-Committee and/or working groups. The BOSS Sub-Committees and/or working groups will meet after the third Wednesday of the Month but prior to the next BOSS Council meeting and will focus on a Single Soldiers pillar of the BOSS Program.

b. BOSS Executive Council

AMIM-HWG-ZA

SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

(1) The BOSS Executive Council consists of the GARRISON CSM, MWR Advisor, BOSS President, BOSS Vice President, BOSS Secretary, and the BOSS Treasurer.

(2) The BOSS President, BOSS Vice President, BOSS Secretary, and the BOSS Treasurer are elected positions voted on by the BOSS Council and approved by the GARRISON CSM.

(3) The elected positions serve for a period of 12 months unless the member elects to step-down, the member's Chain of Command requests removal, disciplinary or administrative issues that discredit the program, the executive member fails to perform duties required of the position or requests to serve in other executive positions of the Council. The GARRISON CSM is the approval/disapproval level for dismissal.

(4) If the dismissal is due to a failure to perform required duties. The member will receive a verbal warning by the MWR Advisor and retraining on the required duties. The second infraction will result in a written warning by the MWR Advisor and retraining on the required duties. After the third incident the member will be considered for removal or alternative action by the GARRISON CSM.

c. BOSS Council

(1) BOSS Council members serve as the voice and representation of the Single Soldiers under their organization. The BOSS Council consists of the following members:

- (a) HHBn, USARPAC Battalion Representative
- (b) HHBn, 25th ID Battalion Representative
- (c) 2 BCT Brigade Representative
- (d) 3 BCT Brigade Representative
- (e) 25th CAB Brigade Representative
- (f) 25th SUST Brigade Representative
- (g) 25th DIVARTY Brigade Representative
- (h) 8th STB Battalion Representative

AMIM-HWG-ZA

SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

- (i) 8th MP Brigade Representative
- (j) 130th ENG Brigade Representative
- (k) TAMC Representative
- (l) SBHC Representative
- (m) DENTAC Representative
- (n) 18th MEDCOM Representative
- (o) 516th SIG Brigade Representative
- (p) 500th MI Brigade Representative
- (q) Marine Liaison Representative

(2) Voting. Each Council member will serve as a voting member for the Council. They are the voice of their organization. In order to serve as a voting member of the BOSS Council, each Representative must be on Appointment orders and have completed the required training. Voting power will be determined based on the number of single personnel that fall under the representatives command team.

(3) The BOSS Council meeting is the member's place of duty. If the member is unable to attend then the alternate must be prepared to sit in the Representative's place. BOSS Council members should be well prepared to speak on behalf of their population and address their concerns.

d. BOSS Events

(1) Pre-Event Roles and Responsibilities.

(a) Points of Contact (POCs) for events are approved by the BOSS President and must submit all required documentation to the BOSS President seven days before the event.

(b) It is the BOSS President's responsibility to ensure all proper paperwork is loaded into Army Community Recreation Reports Online (ACRRO) two weeks before the event. For further guidance see enclosure 3.

AMIM-HWG-ZA

SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

(c) Documentation that needs to be completed and submitted is as follows: Copy of approved meeting minutes, see enclosure 2. Composite Risk Assessment DD 2977, see enclosure 4. Concept of Operations (CONOP), see enclosure 5. Life Skills Checklist, see enclosure 6.

(d) The USAG-HI HHD Commander will sign the Composite Risk Assessment DD 2977, after a review and approval by the Installation Safety Officer.

(2) Post-Event Roles and Responsibilities.

(a) POCs are required to submit all documentation to the BOSS President within three days following an event.

(b) It is the BOSS President's responsibility to ensure all proper paperwork is loaded into ACRRO within five days following the event. For further guidance see enclosure 3.

(c) Documentation that needs to be completed and submitted is as follows: After Action Review (AAR), see enclosure 7. Storyboard, see enclosure 8.

e. Program Funds

(1) Defining types of Funds: Appropriated Funds (APF): GF and GL and Non-Appropriated Funds (NAF) 9F:

(a) APF are tax dollars appropriated by Congress.

(b) NAF are budgeted funds that are also considered income from revenue generating and are Soldiers dollars. Outside source includes Commercial Sponsorship.

(2) Accounting Roles and Responsibilities.

(a) MWR Advisor, assists the BOSS Executive Council in preparing an annual Program business plan, budget and maintaining financial accountability, monitors records, and the expenditures of funds.

(b) The BOSS President, prepares a business plan, long-range calendar and annual budget with the BOSS Executive Council members for the next fiscal year by the end of July and it is forwarded to the GARRISON CSM for approval.

AMIM-HWG-ZA

SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

(c) The Executive Council presents the business plan, long-range calendar and annual budget during the September BOSS Council meeting.

(d) The BOSS Treasurer, maintains the BOSS Ledger and verifies the financial status with the assistance of the MWR Advisor to ensure fiscal fund availability and accuracy of current accounts. In addition, the BOSS Treasurer ensures all cash controls are in place at all events where money is collected.

(3) Revenue Generating Procedures. Revenue Generating is an important part of the BOSS Program. It is essential to offset costs of program expenses with funds that have been generated by revenue generating with MWR Special Events and MWR functions.

(4) Life Skills Program. Life Skills are abilities for adaptive and positive behavior that enables humans to deal effectively with the demands and challenges of life. The Life Skills Program teaches primary learning objectives to improve the Soldiers resiliency. Additionally, the program contributes to the growth of the five primary areas: Personal & Character Development, Earning Skills, Health & Nutrition Wellness, Physical Strength and Emotional Stability. For more information see enclosure 9.

(a) Life Skills must be voted on by the BOSS Council and added to the meeting minutes.

(b) When meeting minutes have been approved, a plan must be prepared and routed to IMCOM Headquarters (HQ's) for approval. Forward with subject line as BOSS Life Skills and title of activity requesting with CONOP, Risk Assessment and Life Skills Checklist.

(c) Approval Chain is as follows: MWR Advisor, GARRISON CSM, Directorate Program Coordinator, Directorate Command Sergeant Major (CSM) and IMCOM HQ's Program Coordinator.

(d) Once executed, complete surveys and submit AAR and Storyboard to MWR Advisor for approval to submit to the ACRRO Program Share Tool.

(e) The final step is to request a Life Skills Reimbursement through your local MWR Financial Manager.

AMIM-HWG-ZA

SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

7. Records Management: Effective immediately, all personnel within the organizations/positions outlined above will follow the procedures specified in the Better Opportunities for Single Soldiers (BOSS) Program SOP. This SOP is effective until rescinded by the approver and is subject to review by the new Commander upon a Change of Command.

8. The point of contact for this SOP is the BOSS President, SSG Brandon Crainich, at 808-655-1130 or brandon.a.crainich.mil@mail.mil.



MICHAEL L. OLIVER II
CSM, USA
Command Sergeant Major



DANIEL MISIGOY
COL, LG
Commanding

AMIM-HWG-ZA
 SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER
 OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

ENCLOSURE 1
 UNIT REPORT

USAG - HI BOSS UNIT REPORT			
UNIT:		BRIGADE:	UNIT POC (NAME/ NUMBER/EMAIL)
ISSUES		QUALITY OF LIFE	
RECOMMENDATIONS/SUGGESTIONS FOR IMPROVEMENTS		RECOMMENDATIONS/SUGGESTIONS FOR IMPROVEMENTS	
COMMUNITY SERVICE			
INTERNAL EVENTS		UPCOMING	
PAST (30 DAYS) PLEASE ADD PHOTOS AS ATTACHMENT			
WHO (LEAD)		WHO (LEAD)	
WHAT		WHAT	
WHEN		WHEN	
WHERE		WHERE (MEET UP)	
WHY		WHY	
WHO (LEAD)		WHO (LEAD)	
WHAT		WHAT	
WHEN		WHEN	
WHERE		WHERE (MEET UP)	
WHY		WHY	
WHO (LEAD)		WHO (LEAD)	
WHAT		WHAT	
WHEN		WHEN	
WHERE		WHERE (MEET UP)	
WHY		WHY	
TOTAL VMIS HOURS (LAST 30 DAYS)			
FUNDRAISING OPPORTUNITIES (UNIT ACTIVITIES, I.E. ORG DAY, ETC.)			
WHO (UNIT)		WHO (UNIT)	
WHAT		WHAT	
WHEN		WHEN	
WHERE		WHERE	
WHO (UNIT)		WHO (UNIT)	
WHAT		WHAT	
WHEN		WHEN	
WHERE		WHERE	
RECREATION & LEISURE AND/OR LIFE SKILL			
RECOMMENDATIONS:			
WHO (LEAD/POC INFO)		WHO (LEAD/POC INFO)	
WHAT		WHAT	
WHEN		WHEN	
WHERE (MEET UP)		WHERE (MEET UP)	
WHY		WHY	
WHO (LEAD/POC INFO)		WHO (LEAD/POC INFO)	
WHAT		WHAT	
WHEN		WHEN	
WHERE (MEET UP)		WHERE (MEET UP)	
WHY		WHY	

AMIM-HWG-ZA
SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER
OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

ENCLOSURE 2
MEETING MINUTES



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-MWR

05 February 2021

MEMORANDUM FOR RECORD

SUBJECT: Better Opportunities for Single Soldiers (BOSS) February Meeting Minutes.

1. The United States Army – Hawaii Monthly Installation BOSS Council Meeting was opened by the BOSS President, SSG Crainich on 03 FEB 21 at 1400 at Tropics Recreation Center BLDG 589, Schofield Barracks, HI 96857 per the provision of Army Regulation 215-1. The meeting was held in person and limited to 80 participants due to coronavirus mitigation.

2. ATTENDEES:

a. Executive Council:

- (1) BOSS President – SSG Crainich
- (2) BOSS Vice-President – SSG Soden
- (3) BOSS Secretary – PFC Duncan
- (4) BOSS Treasurer – Vacant
- (5) BOSS DFMWR Advisor – Ms. Adams
- (6) BOSS Senior Advisor – CSM Oliver

b. Council:

- (1) HHBn, 25TH – PRESENT
- (2) 25 DIVARTY – PRESENT
- (3) NCO ACADEMY – PRESENT
- (4) 2 IBCT – PRESENT
- (5) 3 IBCT – PRESENT
- (6) 25 CAB – PRESENT
- (7) 25 DSB – PRESENT
- (8) 8 TSC – PRESENT
- (9) 8 MP BDE – PRESENT
- (10) 130 EN BDE – PRESENT
- (11) 94 AAMDC – NOT PRESENT
- (12) 5 BCD – PRESENT
- (13) 311 SIG CMD – PRESENT
- (14) 516 SIG BDE – PRESENT
- (15) REGIONAL CYBER COMMAND-PACIFIC – PRESENT

AMIM-HWG-ZA
SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER
OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

IMHW-MWR

SUBJECT: Better Opportunities for Single Soldiers (BOSS) February Meeting Minutes

- (16) 500 MI BDE – PRESENT
- (17) 599 TRANS – PRESENT
- (18) TAMC – PRESENT
- (19) DDHC – PRESENT
- (20) HHBn, USARPAC – PRESENT
- (21) A CO, 249 EN BN – NOT PRESENT
- (22) D CO, 53 SIG BN (SATCON) – PRESENT
- (23) HHC, 18 MEDCOM – NOT PRESENT
- (24) 9 MSC/196 IN BDE – NOT PRESENT
- (25) 112 SIG (SPEC OPS) – NOT PRESENT
- (26) DENTAL HEALTH COMMAND-PACIFIC – NOT PRESENT
- (27) PUBLIC HEALTH COMMAND-PACIFIC – NOT PRESENT
- (28) 19 MP BN (CID) – NOT PRESENT
- (29) US MARINES – NOT PRESENT
- (30) US AIR FORCE – NOT PRESENT

c. Guest Speakers: Matt Holcomb (ODR), Oliver Stith (MWR)

e. Total in Attendance: 72

3. PREVIOUS MINUTES. Previous Minutes were submitted and approved.

4. STATUS OF FUNDS. Currently the BOSS Executive Council has submitted the Business Plan and Budget for FY21. Current FY21 funds are as follows:

a. Appropriated Funds (GF): Hawaii BOSS is currently in the preparation phase of the FY21 Life Skills Programs. No funding has been dedicated as of yet due to funding freeze. IMCOM-P guidance is to complete packets minus event dates so as to be able to implement faster.

b. Appropriated Funds (GL): DFMWR has authorized an APF budget of \$7,200 for FY21.

c. Non-Appropriated Funds (9F): There are several revenue generating events planned for FY21 that were cancelled due to COVID-19.

5. QUALITY OF LIFE ISSUES:

a. Past Issues:

- (1) Building 884 had a toilet that has been broken for two days. Garrison CSM spoke with DPW and had a worker sent out immediately (Resolved)

AMIM-HWG-ZA
SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER
OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

IMHW-MWR

SUBJECT: Better Opportunities for Single Soldiers (BOSS) February Meeting Minutes

b. Current Issues:

- (1) 2/14 CAV – Bldg 2081 has a large pothole leading into barracks
- (2) 2/14 CAV – Bldg 2450 has cars flagged for removal that still have not been removed
- (3) 2/14 CAV – Bldg 2450 Elevator is non-operational

6. COMMUNITY SERVICE:

a. Highlights:

- (1) Volunteers gathered at One'ula Beach park on 09 JAN 21 to help the community and clean the local south west coastline.
- (2) Soldiers volunteered at Tropics on Thursdays to support BOSS night and help sanitize the facility to mitigate COVID spread.

b. Upcoming Volunteer Opportunities:

- (1) BOSS Night, every Thursday Soldiers can volunteer their time to help Tropics and BOSS ensure COVID protection measures are in place.
- (2) Beach clean up at Tracks Beach Park 13 FEB 21.
- (3) Habitat for Humanity Build 27 FEB 21.

7. RECREATION AND LEISURE:

a. Highlights:

- (1) BOSS hosted Single Soldier Holiday Bash at Schofield Bowling Center.
- (2) BOSS hosted one hike (Waimano Falls).
- (3) BOSS and Tropics hosted a Billiards Tournament & Cornhole Tournament.
- (4) BOSS held another snorkeling and beach adventure.

b. Upcoming Events:

- (1) Snorkel and Beach Adventures (FEB 20, 28)
- (2) Paintball Adventure (FEB 21)
- (3) Super Bowl Party (FEB 07)
- (4) BOSS PT Sunrise Hikes (Pink Pillbox FEB 10, Judd Trail FEB 24)
- (5) Billiards Tournament at Tropics (FEB 12)
- (6) BOSS Night at Tropics (Every Thursday)

AMIM-HWG-ZA
SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER
OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

IMHW-MWR
SUBJECT: Better Opportunities for Single Soldiers (BOSS) February Meeting Minutes

c. Life Skills

(1) Life Skills packets for FY21 have not yet been approved by IMCOM-P. Hawaii BOSS is currently in the preparation phase of the FY21 Life Skills Programs. Execution and approval of Life Skills is currently cancelled due to a freeze in funding.

d. Life Skills Highlights

(1) There were no life skills executed in the Month of JAN due to COVID-19.

e. Upcoming Life Skills

(1) Life skills events have been cancelled until further notice due to COVID-19. We have currently voted with BDE representatives after they polled Soldiers for Life Skills programs and have begun the submittal process for Life Skills Packets.

8. Additional Comments

a. Soldiers would like to see the following:

- (1) Live music at Tropics
- (2) Dodgeball Tournament
- (3) Car Meet
- (4) Skills Programs (Mechanical, woodworking etc.)
- (5) Sky Diving
- (6) Inter-Island Trips
- (7) ATV rides/adventures
- (8) Fishing excursions
- (9) Car wash Facility/Building

9. The point of contact for this memorandum is the Installation BOSS President, SSG Crainich, Brandon.

CRAINICH BRAND
ON.ALLEN.1072252
175

Digitally signed by
CRAINICH BRANDON ALLEN 10
72252175
Date: 2021.02.09 16:36:44 -1000

BRANDON A. CRAINICH
SSG, USA
BOSS President

OLIVER.MICHAEL.
LEE.II.1098020736

Digitally signed by
OLIVER.MICHAEL.LEE.II.109802
0736
Date: 2021.02.09 16:46:27 -1000

MICHAEL L. OLIVER II
CSM, USA
Command Sergeant Major

ADAMS.MALLORY.
ANNE.1297363901

Digitally signed by
ADAMS.MALLORY ANNE 12973
63901
Date: 2021.02.09 16:17:10 -1000

MALLORY A. ADAMS
BOSS DFMWR Advisor

AMIM-HWG-ZA
 SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER
 OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

ENCLOSURE 3
 ACRRO

PROGRAMS FOUND: 28

Created By	ID	Garrison	Primary Program Area	Program Name	Reporting Period	Delete	Status
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	BOSS Hike	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	BOSS Hike	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	BOSS Hike	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	BOSS Hike	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	BOSS Paintball Adventure	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	BOSS Paintball Adventure	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	The Big Game	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	BOSS Snorkel Adventure	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	BOSS Snorkel Adventure	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	Spikefest	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	Monthly Installation BOSS Meeting	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	Monthly Installation BOSS Meeting	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	Monthly Installation BOSS Meeting	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	Habitat for Humanity Build	Q2 FY21	n/a	Incomplete
brandon.a.crainich.mil	ID Pacific	Schofield Barracks	Better Opportunities for Single Soldiers	Community Information Exchange	Q2 FY21	n/a	Incomplete

12

AMIM-HWG-ZA
 SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER
 OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

ENCLOSURE 4
 RISK ASSESSMENT

DELIBERATE RISK ASSESSMENT WORKSHEET						
1. MISSION/TASK DESCRIPTION				2. DATE (YYYYMMDD)		
3. PREPARED BY						
a. Name (Last, First Middle Initial)			b. Rank/Grade	c. Duty Title/Position		
d. Unit	e. Work Email		f. Telephone (DSN/Commercial (include Area Code))			
g. UIC/ICN (as required)	h. Training Support/Lesson Plan or OPORD (as required)		i. Signature of Preparer			
Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & make decisions (4) Implement controls (5) Supervise and evaluate (Step numbers not equal to numbered items on form)						
	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
+					How:	
					Who:	
-						
10. OVERALL RESIDUAL RISK LEVEL (All controls implemented):						
<input type="checkbox"/> EXTREMELY HIGH <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW						
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION						
12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove						
a. Name (Last, First, Middle Initial)		b. Rank/Grade	c. Duty Title/Position	d. Signature of Approval Authority		
e. Additional Guidance:						




AMIM-HWG-ZA
 SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER
 OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

Risk Assessment Matrix		Probability (Expected Frequency)				
		Frequent: Continuous, regular, or irrevivable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (Expected consequence)		A	B	C	D	E
Catastrophic: Mission failure, unit readiness eliminated, death, unacceptable loss or damage	I	EH	EH	H	H	M
Critical: Significantly degraded unit readiness or mission capability, severe injury, illness, loss or damage	II	EH	H	H	M	L
Moderate: Somewhat degraded unit readiness or mission capability, minor injury, illness, loss, or damage	III	H	M	M	L	L
Negligible: Little or no impact to unit readiness or mission capability, minimal injury, loss, or damage	IV	M	L	L	L	L
Legend: EH - Extremely High Risk H - High Risk M - Medium Risk L - Low Risk						
13. RISK ASSESSMENT REVIEW (Required when assessment applied to ongoing operations or activities)						
a. Date	b. Last Name	c. Rank/Grade	d. Duty Title/Position	e. Signature of Reviewer		
				[Signature]		
				[Signature]		
				[Signature]		
14. FEEDBACK AND LESSONS LEARNED						
[Blank space for feedback and lessons learned]						
16. ADDITIONAL COMMENTS OR REMARKS						
[Blank space for additional comments or remarks]						

AMIM-HWG-ZA

SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

ENCLOSURE 5
CONOP

UNCLASSIFIED//FOUO	
 <p>USAG-HI BOSS Learn To Stand-Up Paddle Board</p>	
<p>Synopsis:</p> <p>BOSS in partnership with Schofield Barracks Outdoor Recreation Center will offer Learn to Stand-Up Paddle Board (SUP) Course. 96 Service Members (SMs) will be given the opportunity learn a new skill and test their abilities to safely surf on the North Shores of Oahu.</p>	
<p>Concept of Operations:</p> <p>Starting in January 2021, BOSS in partnership with Schofield Barracks Outdoor Recreation Center will offer 12 iterations of the Learn to SUP Course. SUP'ing is an hobby and skill enjoyed by people all over the world. It is also used in various situations to rescue swimmers in danger.</p> <p>The course is 4 hours long and will take place at White Plains Beach. SMs will meet at the Schofield Barracks Outdoor Recreation Center, check out their equipment and be transported to White Plains Beach by the instructors. Every SM will learn the basics of surfing along with the proper use of a surfing board in this level one course. White Plains Beach has an exposed break that provides for reliable surfing conditions all-round the year. An Introduction to SUP'ing completion certificate will be issued to each SM after completing the 4-hour course by the ODR Instructor.</p>	<p>Skills Taught</p> <p>All Service Members will learn basic SUP'ing skills. The skills they'll learn include: understanding the ocean conditions, paddling a SUP board, catching, standing, riding a paddle board and etiquette. This is a Level 1 SUP'ing class, the duration is 4 hours. The course will promote the use of real-world strategies which contribute to shared learning and increased connectedness in a fun and engaging setting that can be designed for different personality types. After learning all techniques, the Service Members will gain confidence and trust in themselves and their equipment as they complete their individual surfing attempts.</p> 
<p>SSG Crainich Brandon BOSS President (854)234- 8648/brandon.a.crainich.mil@mail.mil</p>	

AMIM-HWG-ZA

SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

ENCLOSURE 6

LIFE SKILLS CHECKLIST

		Control Number
BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) LIFE SKILLS CHECKLIST		
1. LIFE SKILL TITLE		2. PROPOSED DATE (DD/MM/YYYY)
3. PREPARED BY		
a. Name (Last, First Middle Initial)	b. Rank/Grade	c. Duty Title/Position
d. Garrison	e. Email	f. Telephone
4. Does Life Skill activity meet the following required conditions?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Engaged single Soldiers at BOSS Council Meetings for input?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Needs assessment conducted?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Does the Life Skills activity tie into the core components (three pillars) or BOSS?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	d. Garrison Leadership approves Life Skills activity?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	e. Researched best practices?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	f. Established Life Skills execution plan?
5. What Life Skills activity topic does this fall into? (Select all that apply)		
<input type="checkbox"/> Health	<input type="checkbox"/> Auto Skills	<input type="checkbox"/> Finance
<input type="checkbox"/> Interpersonal Skills	<input type="checkbox"/> Housing	<input type="checkbox"/> Family
<input type="checkbox"/> Gardening	<input type="checkbox"/> Wounded Warriors	<input type="checkbox"/> Insurance
<input type="checkbox"/> Military Specific	<input type="checkbox"/> Recreation & Leisure	<input type="checkbox"/> Team Work
<input type="checkbox"/> Cooking	<input type="checkbox"/> Other	
6. Which of the following pillars does the program align with? (Select all that apply)		
<input type="checkbox"/> Community Service	<input type="checkbox"/> Recreation & Leisure	<input type="checkbox"/> Quality of Life
7. Readiness, that's what the Army is about. How does the activity relate to readiness?		
8. Approximate cost to deliver the program?		

AMIM-HWG-ZA
 SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER
 OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

		Control Number
BOSS CHECKLIST FLOW CHART		
<input type="checkbox"/> Concur	<input type="checkbox"/> Non-Concur	If non-concur, why?
Garrison BOSS President Signature		
<input type="checkbox"/> Concur	<input type="checkbox"/> Non-Concur	If non-concur, why?
Garrison MWR Advisor Signature		
<input type="checkbox"/> Concur	<input type="checkbox"/> Non-Concur	If non-concur, why?
Garrison Command Sergeant Major		
<input type="checkbox"/> Concur	<input type="checkbox"/> Non-Concur	If non-concur, why?
Directorate BOSS Representative		
<input type="checkbox"/> Concur	<input type="checkbox"/> Non-Concur	If non-concur, why?
Directorate Program Manager Signature		
<input type="checkbox"/> Approve		<input type="checkbox"/> Disapprove
Directorate Command Sergeant Major Signature		

AMIM-HWG-ZA
SUBJECT: STANDING OPERATIONING PROCEDURES (SOP) FOR BETTER
OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

ENCLOSURE 7
AAR

1- Five W's

Who: Open to DOD ID Card Holders of all ages
What: Winter Wonderland
Where: Aliamanu Military Reservation
When: 08 December 2018 at 0800-1400
Why: Free event for entertainment

3- Improve

A: Increased participation of BOSS members.
B: Increased amount of volunteers.



2- Concept

A: To host an event open to all DoD ID card holders, sponsored guests, and children of all ages.
B: Special events help us move forward in our mission of increasing participation, while providing superior service. While also providing a fun recreational environment for everyone to enjoy.
C: This was a cash only event.


4- Sustain

A: Event was success with a high number of attendees.
B: Staff supported trash removal and the general cleaning of the AO.

AMIM-HWG-ZA
SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER
OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

ENCLOSURE 8
STORYBOARD

UNCLASSIFIED//FOUO




USAG-Hawaii Family and MWR Programs

Single Soldier Holiday Dinner 2019



Executive Summary: Thursday, 12 December 2019, U.S. Army Garrison Hawaii, Directorate of Family and Morale, Welfare and Recreation (DFMWR) and Better Opportunities for Single Soldier (BOSS) hosted Single Soldiers Holiday Dinner at Tropics Recreation Center, Schofield Barracks for Active Duty Soldiers and Geographical Bachelors. This is an annual event that helps foster Holiday Spirit and bring Soldiers together who are away from Family during the Holidays. A Traditional Holiday dinner was served as a buffet and served by FMWR/Garrison leaders/volunteers. Plates were prepared and delivered to Soldiers on Charge of Quarters (CQ), Staff Duty and Gate Guard. Entertainment was offered to help boost morale and foster new friendships. Giveaways and Raffles: Trip to Vegas, Courtesy of Queen Kapiolani, Tropics Recreation Center, United Services Automobile Association (USAA), Schofield Federal Credit Union, Verizon Wireless, Commissary and Exchange.

POC: Oliver Stith, DFMWR-Community Recreation Division, (808) 656 -0087, oliver.d.stith.naf@mail.mil




AMIM-HWG-ZA

SUBJECT: STANDING OPERATING PROCEDURES (SOP) FOR BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

ENCLOSURE 9

LIFE SKILLS PROGRAM

USAG-HI		BOSS Learn To Stand-Up Paddle Board	
 Registration: <ul style="list-style-type: none">✓ Beginning January 2021, Soldiers will be able to sign up through their BOSS Rep, the Installation BOSS Office (BLDG 589, 2nd Floor), virtually via Instagram/Facebook, or WebTrac.✓ This event will be executed 12 times and will be limited to 8 SMs per course. Sign ups for this event will be first come, first serve. A standby list will be created if all slots are filled and SMs will have the opportunity to sign up for a later course date if they desire.	Timeline: <ul style="list-style-type: none">✓ 0830: SP from Tropics Recreation to designated location✓ 0910: Equipment Issue✓ 0930-1030: Instruction✓ 1030-1130: Hands-on Learning✓ 1130-1230: SUP Time✓ 1230: Equipment Turn-In✓ 1250: SP from activity site to Schofield Barracks Outdoor Recreation Center✓ 1330: Arrive back to Schofield Barracks ORD, Certificate Issue, and Survey.	Expenses: <ul style="list-style-type: none">✓ 96 Soldiers @ \$44.25 each✓ Total Cost for BOSS: \$4284.00✓ BOSS intends to execute the 12 iterations during the 3rd and 4th Quarters.	
		Marketing: <ul style="list-style-type: none">✓ Flyers✓ Facebook Page✓ Instagram Page✓ BOSS Website✓ Installation Meeting Reminder✓ PAO	Physical Takeaways: <ul style="list-style-type: none">✓ Soldier's strength and flexibility will be improved as they learn to balance on the paddle board and ride the waves✓ Level 1 SUP Certificate
Decision Points: <ul style="list-style-type: none">✓ In the event that a storm is occurring or COVID causes a shutdown BOSS will contact participants and reschedule affected course for another date.	MWR/External Coordination <ul style="list-style-type: none">✓ ODR Scheduling✓ MWR TBA Setup	Action Officer: SSG Crainich, Brandon A. brandon.a.crainich.mil@mail.mil (984) 234-8648	

SSG Crainich Brandon BOSS President (984) 234-8648/brandon.a.crainich.mil@mail.mil

