



DEPARTMENT OF THE ARMY
[UNIT]
[STREET ADDRESS]
FORT HOOAH, NEVERLAND 12345-6789

OFFICE SYMBOL

DAY MONTH YEAR

MEMORANDUM FOR RECORD

SUBJECT: Duty Appointment Orders - Better Opportunities for Single Soldiers (BOSS) Representatives

1. Effective: DDMMYYYY, the following individuals are assigned the additional duties as Better Opportunities for Single Soldiers (BOSS) Representatives for YOUR UNIT (CO, BN, or BDE).

	Rank	Last Name	First Name	Last 4 SSN
Primary:	PVT	JOHN	DOE	1234
Alternate:	PVT	JANE	DOE	5678

2. Authority:

- a. AR 600-20, Army Command Policy, 24 July 2020
- b. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010
- c. IMCOM Policy Memorandum 215-1-7, IMCOM G9 Better Opportunities for Single Soldier Programs, 23 February 2021
- d. IMCOM G9, Better Opportunities for Single Soldiers Standard Operating Procedure, 22 February 2021
- e. Fort Hooah Better Opportunities for Single Soldiers Standard Operating Procedure

3. Purpose: Advise the Commander and the 1SG or the CSM about BOSS issues and information. To plan, implement, and assist the Installation BOSS Council with BOSS activities and events, as well as develop a close working relationship with the Installation BOSS Council. The BOSS Representative must have to ability to work with minimal supervision, independently, and as a team player.

4. Special Instructions:

- a. Represent this command at the Installation BOSS meetings, and any other meetings called by the Installation BOSS Executive Council, then back brief chain of command and Soldiers.

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Representatives

- b. Meet with the units single Soldiers to provide information about post wide DFMWR and BOSS activities. If Soldiers desire to conduct an activity or event, ensure requests are prepared for commander's approval if the activity requires duty time for participation and planning.
 - c. For well-being issues received as the BOSS Representative, ensure the issue is documented accurately then present to the commander through the 1SG and CSM for review, consideration, and action to resolve. In addition, ensure the Fort Hooah BOSS office is informed of all issues.
 - d. Maintain BOSS bulletin board and continuity book with up-to-date information.
 - e. Perform other duties prescribed by Fort Hooah BOSS SOP.
5. Period of appointment is for a minimum of twelve (12) months from today's date or until released from appointment.
6. Point of Contact for this memorandum is RANK First MI. Last (1SG or CDR) at Phone Number or Email address.

[place digital signature block here]

NAME (ALL CAPS)
Rank, BRANCH
Commanding