AMIM-HUG-HH 19 November 2024

MEMORANDUM FOR RECORD

SUBJECT: Special Duty Appointment Orders- Better Opportunities for Single Soldiers

1. Authority: AR 215-1 Military MWR Programs and NAFI, DODI 1015.10 Military Morale, Welfare and Recreation (MWR) Programs, IMCOM OPORD 10-114.

2. Purpose: The purpose is to identify the Installation BOSS Representative. Additionally, the memo prescribes the duties and responsibilities as a BOSS Rep.

3. Effective: 00 NOV the following individual is assigned as the Installation BOSS Secretary for Fort Huachuca.

Position Rank Last Name First Name

Secretary

4. Duties / Responsibilities:

 a. Attend the monthly Installation BOSS meetings, and any other meetings called by the Installation BOSS Council. Disseminate all BOSS notes to the Brigades

 b. The installation BOSS Secretary is an additional asset to the Garrison BOSS program. The BOSS Secretary will serve as a member of the BOSS Executive Council, record and prepare minutes for all BOSS Council meetings, maintain an accurate record of all BOSS events and activities, as well as those activities sponsored by BOSS, manage official paperwork such as appointment orders, and perform any other duties and responsibilities as listed by the BOSS President. (This position is typically an additional duty and not attached to a Garrison).

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

COMMANDING