

MEMORANDUM FOR RECORD

SUBJECT: Duty Appointment Orders- Better Opportunities for Single Soldiers

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

	<u>Rank</u>	<u>Last Name</u>	<u>First Name</u>
Representative:	PVT	JOHN	DOE
Alternate:	PVT	JANE	DOE

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

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 Representatives must have to ability to work with minimal supervision, independently, and as a team player.

4. Special Instructions:

A. Represent this command at the monthly Installation BOSS meetings, and any other meetings called by the Installation BOSS Council, then back brief chain of command and soldiers.

B. Meet with the units single soldiers to inform them about post wide MWR and single soldier activities, as well as opportunities for volunteer community service. If

soldiers desire to conduct and activity or event, ensure requests are prepared for the 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 Sill BOSS Office is informed of all issues.

D. Perform other duties prescribed by Fort Sill SOP

5. Period of appointment is for a minimum of twelve (12) months from today's date or until released from appointment.

6. Signature of Appointees:

Representative: _____

Alternate: _____

Commanders Signature: _____