

## IMCOM DIRECTORATE-TRAINING

### Better Opportunities for Single Soldiers (BOSS) Life Skills Standard Operating Procedures (SOP)

#### 1. REFERENCES.

- a. AR 215-1 Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities
- b. DA Circular 608-06-1, Better Opportunities for Single Soldiers Program
- c. OPORD 16-066 (Better Opportunities for Single Soldiers (BOSS) Life Skills Program (U))

2. PURPOSE. IMCOM G9 Community and Soldier Recreation Programs guidance about policy, responsibility, authority, and procedures for implementing and sustaining the BOSS program. One of the major efforts in supporting the BOSS Program are Life Skills events. BOSS works in conjunction with other Family and MWR programs such as entertainment, recreation centers, auto skills, and outdoor recreation (ODR) to provide instructional training in a relaxed environment that transition knowledge and skills that Soldiers take with them for the rest of their lives. Some events can be at the basic, intermediate or advanced levels and should support the intended Life Skills plan developed by the BOSS program.

3. APPLICABILITY. The provisions of this SOP are applicable to all BOSS programs within ID-T.

4. GENERAL. Life Skills events will be open to all Soldiers on the Garrison. The events will be centered around the three Pillars of the BOSS Program:

A. Quality of Life/Well Being (QoL): This includes issues that influence the morale, living environment or growth and development of Soldiers. Examples include problems in living quarters, parking, PX/commissary issues and concerns about utilities, such as telephone or cable service.

B. Community Service (CS): Activities are planned with on- and off-post agencies. Many programs ask BOSS to provide volunteer support for their projects, which have proven to be worthwhile for everyone involved. Soldiers acknowledge that volunteering makes a noticeable difference in their lives and the lives of others. All community service projects provide the opportunity to increase awareness about the BOSS program while demonstrating the outstanding character of BOSS Soldiers.

C. Recreation and Leisure (R&L): Ideas for trips and events are planned and supported by BOSS Soldiers and are coordinated through the BOSS advisor and president. They must receive military and civilian chain of command approval. Money raised through BOSS fundraisers often helps to offset expenses associated with activities.

D. For every three R&L events one QOL or CS event must be completed.

E. The preferred source of instruction is the garrison MWR program. If MWR cannot meet the required training objectives, an off post source may be used.

F. The actual Life Skill/training will be the major effort of the event, not ancillary to another activity.

G. The Five Phases of the BOSS life Skill Program are; Phase I (Gather Data), Phase II (Develop Plan), Phase III (Educate the Garrison), Phase IV (Implement the Plan), and Phase V (Evaluate).

5. OBJECTIVE. Life Skills Program teaches primary learning objectives to improve a Soldier's resiliency. Additionally the program contributes to the growth of the five primary areas: personal and character development, earning skills, health and nutrition wellness and physical strength, and emotional stability.

#### 6. RESPONSIBILITIES.

##### A. IMCOM Directorate- Training:

1. Command Sergeant Major: responsible for the overall success of the program. Ensure communication to garrison CSM/SGM concerning the status of the program and to encourage them to support the local program.

2. Directorate Program Manager: responsible for providing support to garrison BOSS Programs and the administration of the LS Program. After accepting LS proposals from the garrisons ID-T BOSS Soldier, review garrison submissions, and prepare them for the CSM's review and approval.

3. Directorate BOSS Soldiers: responsible for providing support to garrison BOSS Programs and the administration of the LS Program. After accepting LS proposals from the garrisons, review garrison submissions, and prepare them for the CSM's review and approval.

##### B. Garrison:

1. Garrison CSM/SGM: Provides support and direction to the BOSS Soldiers and ensures program success. Reports to the ID-T CSM on issues involving the quality of life for Soldiers.

1. Chief of the Recreation Division: Support to the BOSS Program to include selection of the BOSS Advisor, and providing direction and support to ensure the success of the BOSS Program.

2. BOSS Advisor: responsible for the direction and guidance of the BOSS Program and to the BOSS President. Tracking of BOSS functions and ensuring the Life Skills process is complete before the activity commences; also to ensure activities are input into ACRRO and that reimbursement to the garrison has occurred.

3. BOSS President: responsible for the leadership, direction and success for BOSS Soldiers. Responsible for preparing meeting minutes, conducting scheduled meetings and working along with the BOSS Unit Representatives, Chain of Command, and MWR Staff, identify Soldier issues to completion.

7. Process:

1. Develop a list of opportunities at a BOSS meeting. Conduct research for each opportunity (5W's), to include logistics, regulations, benefits to the Soldiers (what is the skill being learned) and cost.
  - a. Max dollar per Soldier \$250
  - b. Exceptions may be granted by CSM
2. Develop the Appendix F Power point presentation detailing the activity
3. Initiate the Appendix B Checklist
4. Submit to Directorate BOSS Soldier 10 weeks prior to planned date.
5. Directorate BOSS Soldier and Directorate BOSS PM will review and submit to ID CSM
6. ID PM will forward to IMCOM G9 BOSS Office for Funding NLT 8 weeks prior to the planned date.
7. ID PM will send monthly Tracking Report to CSM, ID BOSS Soldier, BOSS Presidents and Advisors.
8. BOSS Presidents/BOSS Advisors will ensure After Action Reports/Storyboards are submitted in ACRRO.