

BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) Program Inspection Checklist (PIC)

1. Garrison:			2. DATE (MM/DD/YYYY)		
3. Completed By:					
a. Name (Last, First, Middle Initial)			b. Rank/Grade		c. Duty Title
d. IMCOM Directorate		e. Email			f. Telephone
4. Garrison Leadership Responsibilities:					
Yes	No	N/A			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Does the Garrison have a BOSS President position? Circle One (Full Time / Part Time)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Does the Garrison have a current Standard Operating Procedure for the Garrison BOSS Program?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Does the Garrison Leadership ensure education and training on the BOSS program is given to military and civilian leadership?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Does the Garrison leadership develop methods for Single Soldiers to surface issues?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Does the Garrison Leadership provide time for Single Soldiers to attend meetings?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Does the Garrison Leadership Engage Nominative CSMs and Sergeants Major, Installation level, Senior Mission Commander, Major Subordinate Command, and Tennant CSMs to inform about, solicit support of, and enable effective execution of the BOSS Program.?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Does the Garrison Leadership ensure that a BOSS committee meets on a monthly basis?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Does the Garrison CSM meet with the Garrison BOSS President and BOSS advisor on a regular basis??		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Does the Garrison Leadership monitor or resolve Single Soldier issues?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h. Does the Garrison Leadership forward all issues that cannot be resolved to higher headquarters?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Does the Garrison Leadership provide feedback to Single Soldiers on status of issues forwarded to higher headquarters?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	j. Does the Garrison Leadership send an installation headquarters command representative to meet with the BOSS committee on a quarterly basis regarding the overall status of the program?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	k. Does the Garrison Leadership provide a single Soldier representative to sit on Garrison committees such as AAFES, DeCA, DPW, DFAC, and other Garrison committees?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	l. Does the Garrison CSM review and approve the minutes from the BOSS meetings prior to submission?		
Comments:					

BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) Program Inspection Checklist (PIC)

5. Garrison BOSS Program:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Does the Garrison have a BOSS Office?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Does the BOSS office present a professional appearance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Is the BOSS office resourced with necessary/adequate equipment? (computers, phones, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Are there sufficient signs throughout to identify the location of the BOSS office?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Is the BOSS office centrally located and convenient for the majority of personnel?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Is the BOSS office open during times that are also convenient to the Single Soldier Population?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Are the hours posted, and available on Website(s), Digital Garrison App, and social media?

Comments

6. Garrison BOSS President:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Does the BOSS President maintain a continuity book of all documentation to ensure success of program going forward?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Does the BOSS President ensure a record of all single Soldier issues are maintained, tracked, and reported?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Does the BOSS President plan, preside over, and facilitate installation level BOSS meetings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Does the BOSS President ensure the meeting minutes, with attendance figures, are prepared and forwarded to the installation commander for approval?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Does the BOSS President ensure an installation ledger of BOSS program revenue and expenses is maintained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Does the BOSS President supervise all installation BOSS subcommittees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Does the BOSS President provide information about and education of the BOSS program as requested?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h. Does the BOSS President report issues, concerns, or special requests to the installation commander through installation CSM?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Does the BOSS President visit BDE footprints to look for BOSS Boards, speak with CoC when needed?

Comments:

BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) Program Inspection Checklist (PIC)

7. Garrison BOSS Vice President:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Does the Garrison have a BOSS Vice President?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Does the BOSS Vice President assume the duties of the president in his or her absence?

Comments:

8. Garrison BOSS Secretary:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Does the Garrison have a BOSS Secretary?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Does the BOSS Secretary assume the duties of the president or vice president in their absence?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Does the BOSS Secretary record and prepare minutes of BOSS committee meetings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Does the BOSS Secretary have a copy of BOSS Appointment orders for BOSS Representatives?

Comments:

9. Garrison BOSS Treasurer:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Does the Garrison have a BOSS Treasurer?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Does the BOSS Treasurer maintain and verify the financial condition with MWR program manager?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Does the BOSS Treasurer prepare and render financial reports at meetings, as needed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Is the BOSS Treasurer responsible for cash controls at all events where money is involved?

Comments:

10. Garrison BOSS Publicity and Administration:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Is the BOSS program included as part of the newcomer orientation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Are BOSS posters and displays featured at all locations frequented by eligible personnel?

**BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)
Program Inspection Checklist (PIC)**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Does the command publicize the BOSS program and BOSS related activities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Does the BOSS program have their own social media pages?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Is there an SOP for who owns access and how it is maintained. If a SM maintains, are they provided Social Media training?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. Does the BOSS Program maintain a file system of past records including meeting minutes, participation, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. Does the BOSS Programs files go back 3 years?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	h. Does the BOSS program have an annual budget on file IAW 608-97-19
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Is BOSS provided MWR Marketing support or do they make their own fliers? Are they given templates? Training? Print support?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	j. Does the BOSS representative have the required regulations on hand?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	k. Does BOSS Program knowledge about BOSS SharePoint and online resources?

Comments:

11. Overall Garrison BOSS Rating:

Commendable	Most areas checked "YES", indications of efforts above and beyond the minimum required. No on-the-spot corrections.
Satisfactory	Few areas checked "NO", no recurring deficiencies.
Marginal Satisfactory	Multiple areas checked "NO", no findings indicating serious systemic problems or negligence.
Unsatisfactory	Most critical items checked "NO". One or more recurring critical deficiencies from previous inspection. Evidence of serious systemic problems or negligence.

<input type="checkbox"/> Commendable	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal Satisfactory	<input type="checkbox"/> Unsatisfactory
---	--	---	--

Comments:

**BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)
Program Inspection Checklist (PIC)**

Plan of Action to Fix Deficiencies:

Empty space for writing the Plan of Action to Fix Deficiencies.

Follow Up Inspection Needed

<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date of Follow-Up Inspection
-----------------------------	------------------------------	------------------------------

Garrison Representative

a. Name (Last, First, Middle Initial)	b. Rank/Grade	c. Duty Title
d. Telephone	e. Email	f. Signature

Inspector

a. Name (Last, First, Middle Initial)	b. Signature	c. Date
---------------------------------------	--------------	---------