

**BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)
LIFE SKILLS Timeline**

Step	Description	Action Officer
1	Garrisons BOSS Team host a BOSS General Council Meeting, IAW BOSS Desk Reference, to create BOSS Life Skill Ideas.	Garrison BOSS President
2	Garrison BOSS Executive Council takes ideas from General Council, looks at best practices, and speaks with Subject Matter Experts (SMEs) on Life Skill Event Ideas. BOSS General Council will take Life Skill ideas to Garrison BOSS Triad (Garrison CSM, MWR Advisor, and BOSS President) for approval.	Garrison BOSS Executive Council
3	Garrison BOSS Team work with SMEs and generate BOSS Life Skills Packet (Checklist, CONOP, and Risk Assessment) Packet Should be ready for submission No Later Than (NLT) 45 Days before planned execution of Life Skills Program	Garrison BOSS Executive Council
4	Garrison BOSS President reviews Packet, and if approves sends it to Garrison MWR Advisor. If Denied, Packet will return to Step 3 for Corrections and Resubmitted.	Garrison BOSS President
5	Garrison MWR Advisor reviews Packet, and if approves sends it to Garrison CSM. If Denied, Packet will return to Step 3 for Corrections and Resubmitted.	Garrison MWR Advisor
6	Garrison CSM reviews Packet, and if approves sends it to Garrison MWR Advisor and BOSS President for submission to Directorate BOSS Team. If Denied, Packet will return to Step 3 for Corrections and Resubmitted.	Garrison CSM
7	Garrison BOSS President will take BOSS Life Skill packet and email it to Directorate BOSS Team (ID BOSS Representative and BOSS Program Manager) for Approval.	Garrison BOSS President
8	Directorate BOSS Team Review Packet, and Approve/Deny Packet. If packet is Denied, it is returned to Garrison BOSS President and corrected (Step 3) and returned to Directorate BOSS Team. If Approved, the Life Skill Packet is sent to Directorate Command Sergeant Major for Approval/Denial	Directorate BOSS Team
9	Directorate CSM Approves / Denies Life Skill. Life skill is returned to Directorate BOSS Team.	Directorate CSM
10	If Directorate CSM Approves the Life Skill, the Directorate BOSS Team send an "Approval Notification" Email, with approved packet, to Garrison BOSS Triad and HQ IMCOM G9 BOSS Team. If Directorate CSM Disapproves life skill it will be returned to Directorate BOSS Team for Corrections.	Directorate BOSS Team
11	Garrison BOSS Team Receives Approval Notice, and conducts final planning For Life Skill.	Garrison BOSS Team
12	Garrison Executes Life Skill	Garrison BOSS Team
13	After Execution of Life Skill, Garrison BOSS Team Conduct "Life Skills Survey" with Participants Should be conducted Same Day.	Garrison BOSS Team

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14	Garrison BOSS Team create After Action Report (AAR) and Story Board. Garrison BOSS Triad before submission reviews documents.	Garrison BOSS Team
15	NLT 5 days after completion of the Life Skills activity, Garrison BOSS Team will submit After Action Review and Story Board, to include program expenses, to the Directorate BOSS Representative / Program Manager as well as report in the Recreation Program Share Tool located on the Army Community Recreation Reports Online (ACRRO) Garrison BOSS MWR Advisor works with Garrison MWR Financial Manager to input Life Skill onto IMCOM G9 Reimbursement SharePoint ACRRO website https://cr.xservices.com/ACRRO/ .	Garrison BOSS Team
16	Directorate BOSS Team send AAR and Story Board to HQ IMCOM G9 BOSS Team.	Directorate BOSS Team
17	DA BOSS Team review Documents, and ensure Garrison have put document in ACRRO and the IMCOM G9 Reimbursement Share Point.	DA BOSS Team
18	DA BOSS Team Approves Reimbursements and drafts reimbursement Memos for Garrison BOSS Program.	DA BOSS Team
19	Once HQ IMCOM G9 Approves reimbursement, DA BOSS Team send Garrison BOSS Team Refund Memo.	DA BOSS Team
20	Event Completion	