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Installation Management Command
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IMCOM G9 Business and Recreation

**INSTALLTION MANAGEMENT COMMAND (IMCOM) G9
STANDARD OPERATING PROCEDURE (SOP)
BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) LIFE SKILL
PROGRAM**

History. This is the first edition of this publication.

Applicability. The administration of systems, applications, and data in this SOP applies to all organizational elements, and supported organizations that use IMCOM Business and Recreation Programs. Non-compliance impacts internal controls, financial reporting, and accreditation which effects programming, planning, budgeting execution and solvency.

Proponent and exception authority. The Office of Primary Responsibility (OPR) for this SOP is IMCOM Business and Recreation Programs Division. The OPR has the authority to approve exceptions or waivers that are consistent with controlling law, regulations and command policies. The proponent may delegate this approval authority in writing. Activities may request a waiver by providing justification that includes a full cost benefit analysis and must include formal review by the activity's legal officer. All waiver requests must be endorsed by the garrison commander or senior leader of the requesting activity and forwarded through their higher headquarters to the SOP proponent.

Supplementation. Supplementation of this SOP is prohibited without prior approval from IMCOM Business and Recreation Programs Division, 2405 Gun Shed Road, Joint Base San Antonio, Fort Sam Houston, TX 78234-1223.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to IMCOM Business and Recreation Program Division, 2405 Gun Shed Road, Joint Base San Antonio, Fort Sam Houston, TX 78234-1223.

Distribution. Distribution of this publication is available in electronic media only and is located in the IMCOM Business and Recreation Programs Division Document Library at https://army.deps.mil/army/cmds/imcom_G9/G9/MSO/Site_Pages/SOPs.aspx.

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Section I – Introduction

1-1. History. The Better Opportunities for Single Soldiers (BOSS) Life Skill (LS) program was introduced as a pilot program in Fiscal Year (FY) 15 under a grant from the Department of Defense (DOD). Installation Management Command (IMCOM) G9 identified and selected 18 garrisons to participate in the pilot program. Due to its overwhelming popularity and the impact to resiliency, leaders across the Army asked for the program to continue and expand. In order to build resiliency among Soldiers and to build cohesive teams and squads the BOSS LS program was expanded to include all garrison BOSS locations, IMCOM wide. In FY16, additional funding was received from DOD to support the expansion.

1-2. Definition. LS events are designed specifically to educate, license, or certify Soldiers in a wide variety of abilities for adaptive and positive behavior. These skills help enable Soldiers to effectively deal with the demands and challenges of life. Traditionally, LS can be categorized into five primary areas: personal and character development, certifications, health and nutritional wellness, physical strength and emotional stability. Within the BOSS program, this definition is understood to also include activities that promote social interaction, leadership, and lifelong intangible learning, which require education, and training. This definition is deliberately broad and vague to allow for the breadth of unique opportunities and creativity available from the wide variety of ideas and topics available to present LS events to Soldiers.

1-3. Purpose. This SOP explains responsibilities and procedures for administering and executing the BOSS LS program. LS events are designed specifically to educate or certify Soldiers in a wide variety of abilities for adaptive and positive behavior. These skills help enable Soldiers to effectively deal with the demands and challenges of life. The BOSS LS program provides Soldiers the opportunity to identify, plan, and participate in skill learning opportunities. BOSS is an official Department of the Army (DA) program managed by IMCOM, G9, Directorate of Family, Morale, Welfare, and Recreation (DFMWR), executed at the garrison level by Soldiers, for Soldiers.

a. The administration of the BOSS LS program applies to all programs found in AR 215-1.

b. The procedures outlined in this publication supersede all previous documents addressing the administration of systems, applications and data related to the BOSS LS program.

1-4. Philosophical foundation of the program. The philosophical foundation of the BOSS LS program is based on providing educational sessions that will produce positive behaviors. These positive behaviors will enable Soldiers to effectively navigate the demands and challenges of everyday life and their military profession. This program provides an opportunity to assist in the development and readiness of Soldiers as leaders and productive members of their organization and communities. The LS program teaches primary learning objectives to improve a Soldier's resiliency.

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Additionally, the program contributes to the growth in five primary areas: personal and character development, certification, health and nutritional wellness, physical strength and emotional stability.

1-5. Scope. This SOP is applicable to all IMCOM Directorates (IDs), IMCOM garrisons, and other supported organizations single Soldier population (to include single parents and unaccompanied Soldiers). Exceptions to the supported population will be considered only under special local conditions and justified in writing through the appropriate IMCOM channels to IMCOM Business and Recreation Programs Division (BRD).

1-6. References. AR 215-1.

1-7. Records Management.

a. Records created as a result of processes prescribed by this SOP must be identified, maintained, and disposed of according to Army Regulation 25-400-2, The Army Records Information Management System (ARIMS), and DA Pamphlet (DA PAM) 25-403, Guide to Recordkeeping in the Army.

b. Record titles and descriptions are available on the ARIMS website (<https://www.arims.army.mil>).

Section II – Responsibilities

2-1. HQ IMCOM. Oversees and provides guidance for IMCOM responsibilities to the administration of the BOSS LS program.

a. IMCOM Command Sergeant Major (CSM) oversees, provides guidance, promotes, and educates leaders and Soldiers on the BOSS LS program.

2-2. HQ, IMCOM G9 Director.

a. Ensure BOSS LS program provides proper processes and procedures to deliver effective and efficient FMWR programs and services that support Army priorities and initiatives.

b. Approve and communicate all revisions and updates to guidance related to BOSS LS program.

c. Ensure annual review, monitoring, and evaluation of BOSS LS program for proper internal control procedures.

d. Request additional funding from applicable sources when needed to keep program operating.

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e. Conduct program training, evaluation, and workshops to ensure IDs and garrisons are executing the program effectively.

f. G9 Sergeant Major (SGM) oversees, promotes, provides guidance and communicates the execution of the BOSS LS program to the G9 Director, IMCOM CSM, ID CSMs, and all others that have a need to know about the program.

2-3. IMCOM G9 Business and Recreation Division.

a. Annually review SOP and ensure internal and external stakeholder recommendations are incorporated as needed.

b. Ensure appropriate IMCOM Program Managers (PMs) act as Subject Matter Experts (SMEs) and represent areas of responsibility related to collaborative participation in the development, support, and planning of enterprise programming events and activities for Soldiers in conjunction with IMCOM BOSS Executive Council.

c. Ensure coordination in the development of training and enable access to training assets in support of user learning requirements.

d. Provide reach back and remote support for updates, implementation, and execution of the BOSS LS program.

e. Coordination for approval by Director, G9, all revisions and updates to policies and guidance for the BOSS LS program

f. Distribute yearly funding allocation to each garrison based on single Soldier population reported through the Army Stationing and Installation Plan (ASIP) numbers per Appendix A.

1. Develop and staff yearly funding memorandum through IMCOM Financial Management (FM) Division NLT 15 SEP.

g. Provide approval/disapproval on all LS packets received from the IDs.

h. Document and track each LS packet received from the IDs per Appendix B.

1. Review LS tracker with IDs monthly to ensure events are being executed per approved LS packet timeline; Appendix C.

2. Provide annual rollup of LS events planned/executed to IMCOM leadership NLT 30 SEP or as requested.

i. Approve/disapprove all monthly reimbursements submitted by garrison FMs in general ledger account code (GLAC) 276 share point tool located at:

https://army.deps.mil/army/cmds/imcom_G9/G9/Divisions/List/GLAC276FundsTracker/Allitems.aspx

2-4. IMCOM Directorates.

- a. Ensure engagement of Senior Commanders (SCs), tenant units and garrison commanders (GCs) in support and administration of BOSS LS program.
- b. Provide support and assistance to garrisons in order to ensure program success emphasizing the importance and benefits of the LS program. Program success is measured by the goals, objectives, and timelines outlined in the approved garrison Concept of Operations (CONOP): Appendix E.
- c. Provide guidance to garrisons to ensure accurate documenting and tracking of all approved program expenses using GLAC 276 share point tool within 30 days of execution of LS event.
- d. Ensure garrisons receive their yearly LS funding allocation per garrison size and ASIP population calculations. Manage and communicate to garrison FMs and IMCOM BOSS PM any cross leveling of fund allocations to support over/under executing programs.
- e. Develop and issue supplemental BOSS LS program guidance as required.
- f. Ensure garrisons are effectively utilizing the BOSS LS program.
- g. Provide guidance and support to ID CSM, ID BOSS representative and MWR advisor (ID BOSS Triad) to ensure they are executing the program and in compliance per their responsibilities as described in this SOP.
- h. Provide direct assistance to garrison FMWR programs and activities in the planning and execution of the BOSS LS program.
- i. ID BOSS representatives and MWR advisor ensure garrison LS packets are in compliance with this SOP and provide endorsement and recommendation to ID CSM.
 - 1. Assign event number to packet per Appendix B.
 - 2. Forward packet to ID CSM for review and endorsement.
 - 3. Comply with ID CSM's recommendation and if recommended for approval, endorse and send packet to IMCOM G9 BOSS PM.
 - 4. Inform garrison on IMCOM decision to execute training event.

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j. ID CSM has the final endorsement and recommendation for all garrison LS events before packet is forwarded to IMCOM G9 BOSS PM for final decision.

1. If IMCOM BOSS PM disapproves a packet a reason and recommendation will be forwarded to IMCOM G9 SGM for direct communication to ID CSM.

2. ID CSM can ask for an exception to policy or waiver for an event if it does not comply with this SOP.

k. Joint Base (JB) installations where Army is not the proponent and Army Soldiers are stationed, IDs will engage on behalf of the Army SC to deliver the BOSS LS program as applicable.

l. Support the attendance and participation of appropriate ID and or garrison personnel in working groups (WG) to review, monitor, and evaluate the BOSS LS program.

m. Support on-site evaluation and assessment of internal controls in accordance with (IAW) AR 11-2.

n. Support all garrison and IMCOM supported organizations in recurring assessment(s) to monitor compliance and identify risks for remediation, IAW Federal, DOD, and Army policies, to include, but not limited to AR 215-1.

2-5. IMCOM Garrisons.

a. Ensure engagement of SC, tenant units, and FMWR leadership in support and administration of the BOSS LS program.

b. Emphasize the importance and benefits of the BOSS LS program and promote participation.

c. Ensure Installation BOSS council identifies LS topics needed to promote positive behaviors, resiliency, linkage to Chief of Staff Army (CSA) priorities and Sergeant Major of the Army (SMA) initiatives such as, This is My Squad (TiMS) lines of effort (LOE), and the other five primary areas of growth listed in paragraph 1-3.

d. Comply with approved LS packet timeline as described in Appendix C.

e. Garrison BOSS Presidents and MWR advisor ensure LS packets are in compliance with this SOP and provide endorsement and recommendation to Garrison CSM (GCSM) by completing Appendixes D (checklist) and E (CONOP).

f. Forward the GCSM endorsed packet to appropriate ID representative for review and decision on LS event.

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g. After completion of LS activity, garrison MWR advisor or designated representative will submit program after action report to include program expenses in the Recreation Program Share Tool located on the Army Community Recreation Reports Online (ACRRO) <https://cr.xservices.com/ACRRO/>

h. Garrisons will ensure participants complete Appendix F (survey) at the completion of the training event. <https://www.mwrresourcecenter.com/resources/community-recreation/better-opportunities-single-soldiers-boss/life-skills>. Alternatively, participants may complete hard copies of the survey and submit to their program coordinator.

i. Garrisons will actively participate with FMWR Recreation Delivery System to facilitate partnerships and to create ideas for LS events.

j. BOSS program will work with garrison FMWR and Installation programs to maximize LS opportunities and resources.

k. LS program funds are used solely for the purpose of approved LS events within the garrison BOSS program.

l. Ensure accurate and timely documenting and tracking of LS funds in the appropriate accounts section within QD (BOSS), department code GF, and the garrison appropriate location code. Funds are transferred from IMCOM G9 to garrisons as GLAC 276 unearned income (special MOA – UFM). The offsetting income entries on garrison books under QD GF is GLAC 564 9UFM Income – special – non-payroll. These funds are intended to sustain the BOSS LS program.

1. Ensure all funding reimbursements are completed per above guidance NLT 30 days after the execution of event.

2. Ensure FMs input approved packet tracking number assigned from Appendix B in the comment section of the GLAC 276 share point tool.

m. Develop and issue supplemental BOSS LS program guidance for the garrison as needed.

n. Support the attendance and participation of appropriate garrison personnel in WGs to review, monitor, and evaluate the effectiveness of LS program.

o. Support on-site evaluation and assessment of internal control IAW AR 11-2.

2-6. Personnel Security Requirements.

Personnel who require access to BOSS must: at a minimum, complete required annual information assurance training, sign DD 2875 (or locally developed, service level equivalent form IAW STIG V-31011; IA-05,02.01: SV-41058r2 rule) System Authorization Access Request (SAAR), and sign the NETCOM Form 25-4-2 Acceptable

Use Policy (AUP). Utilize the Army Training and Certification Tracking System (ATCTS) at <https://atc.us.army.mil/iastar/index.php> to report and manage IT and or information assurance (IA) workforce and general user population training and certification when utilizing DD 2875 or regional ID managed locally developed training and tracking systems to equivalent command policies and standards for the area of operation.

Army Regulation 25-2, Chapter 4, Section 5, identifies additional personnel security standards for positions requiring access to IT and for processing information within IT systems.

a. Level II personnel are defined as IA positions (e.g. operating system administrators) with limited privileged level access to control, manage or configure information systems (IS) and devices.

b. Level III personnel are defined as personnel with roles, responsibilities, and access authorization of normal users with non-privileged level access to IS and devices.

Examples would include supervisory positions, such as Program or Facility Managers.

c. Level IV personnel are defined as personnel in non-IT positions (e.g. clerks performing transaction), requiring restricted user level access to unclassified, non-sensitive IS and devices.

Section III – Program

3-1. Eligibility.

a. The BOSS LS program is intended for single Soldiers, single parents, unaccompanied bachelors, and (single) sister service members that are stationed on Army garrisons.

b. BOSS LS events are not intended for any other normally allowed MWR eligible personnel that does not fit into the eligibility listed above.

3-2. Components.

There are seven phases to the LS program. The LS program teaches primary learning objectives to improve a Soldier's resiliency. Additionally, the program contributes to the growth of five primary areas: personnel and character development, certifications, health and nutritional wellness, physical and mental strength, and emotional stability.

a. Phase 1 (Gather Data). Gathering information to better understand what currently exists on the installation, what resources are needed for the program, program cost analysis, Soldier demographics and interests, and leadership input on trending LS needs.

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b. Phase 2 (Develop Plan). With the aid of the MWR advisor, the BOSS council plans in tandem with the mission of the installation command to ensure cohesiveness and maximum participation. BOSS works in conjunction with other FMWR programs such as entertainment, recreation centers/warrior zones, auto skill centers, outdoor recreation (ODR), and other FMWR resources to support the LS program. BOSS council enters information in Appendix D (checklist) and Appendix E (CONOP).

1. Garrisons should look inside the garrison for training facilitators, facilities, and resources before looking outside the garrison for training opportunities.

c. Phase 3 (Approve Plan). Once Appendix D and E are completed, they should be endorsed by the Garrison BOSS President and MWR advisor then forwarded to the GCSM for final garrison decision. If approved by the GCSM the packet will be forwarded to the appropriate ID BOSS team. The ID team will assign an event tracking number per Appendix B and complete the ID approval process outlined in this SOP. Once the ID receives the final approval from IMCOM G9 they will send final approval and documents back to the garrison to execute the training event.

1. LS funding does not pay for an MWR employee to conduct/facilitate training within their normal duty hours. Under certain circumstances, a garrison can ask for an exception to policy for funding an MWR employee if the training occurs outside of the employee's normal duty day or other undetermined circumstances.

d. Phase 4 (Educate the Garrison). Identify appropriate personnel to be briefed (e.g. BOSS council, command teams, FMWR, marketing/social media team, unit representatives). Prepare for and conduct program briefing to include purpose, LS definition, event cost, measurable expectations, maximum number of participants, and timeline.

e. Phase 5 (Implement the Plan). Execute the approved LS activity.

f. Phase 6 (Evaluate). Conduct analysis and feedback of the LS activity by preparing an after action report (AAR) ensuring all participants complete Appendix F (survey) immediately after the event. The survey can be found at <https://www.mwrresourcecenter.com/resources/community-recreation/better-opportunities-single-soldiers-boss/lifeskills>. Alternatively, participants may complete hard copies of the survey and submit to their program coordinator. Upload all required documents to Recreation Program Share Tool. It would also be wise to share feedback with garrison command team, garrison CRD, and other stakeholders.

g. Phase 7 (Recovery). Ensure all receipts and fees associated with the approved LS event are sent to the garrison FM for reimbursement request using the GLAC 276 share point tool.

1. Reimbursement request must be inputted into the share point tool NLT 30 days after execution of the event.

2. FM must include event-tracking number in the comments section of the share point tool.

3.3. Limitations and Restrictions.

The LS program can be very effective in training Soldiers on tasks that can add to lifelong learning opportunities. BOSS councils need to be cognizant that this program is not intended to be a recreation and leisure funding source, but with prudent planning and thinking, some ideas can be combined to have a spectacular and memorable event. LS activities should be balanced and any event that involves recreation and leisure activities are limited.

a. Garrisons can only conduct one event per quarter that includes recreation and leisure, but the event must have a teachable outcome to be approved.

b. Garrisons can include recreation and leisure into an event more than once a quarter, but at a shared cost to the Soldier.

Example: Basic Skiing 101, LS program will pay for the cost of rental equipment, instructor fees, lift ticket, and transportation costs to a local ski area. If the event requires an overnight stay due to safety concerns and distance then the LS program will fund a night of lodging. If the event plans the event over a three-day weekend and the Soldiers wanted to stay an additional night, then the cost of that night of lodging would not be covered under LS funding. Soldiers would pay out of pocket for the additional night(s) lodging.

c. Garrisons cannot conduct the same event every month/quarter. There must be a mixture of learning opportunities between events that share the same outcome.

1. An exception to this rule can be requested if the event is capped at a certain amount of participation or specific conditions must exist to conduct the training event such as weather, transportation resources, etc.

2. If a garrison is conducting a back to back event the reason must be clearly articulated in the CONOP.

Example: Garrison X decides to conduct a stand up paddle board or kayak survival training every month for 12 months. Most likely would not be approved unless the garrison can explain why this event is needed 12 times in a year.

Example: Garrison X decides to conduct back to back ski classes within a month. First execution could only accommodate 12 Soldiers, but 24 wanted to participate. Most likely would be approved as long as it was articulated before the LS packet is received by the IMCOM G9 BOSS team.

3.4. Acceptable Life Skill Activities.

Be creative with ideas when developing LS training opportunities. There are numerous resources available to help find viable LS activities. The chart below identifies a few acceptable LS topic that can be used to stimulate thinking and planning for future activities.

Communication Skills	Cooking	Research	Voting
Resiliency	Sewing	Emergency Preparedness	Navigation land/water
Decision Making	Home Repairs	Critical Thinking	Fishing/Hunting
Cooperation	How to use appliances/tools	Problem Solving	Photography
Constructive Criticism (giving and receiving)	Budgeting	Self-Discipline	Gardening
Time Management	Car Repairs	Self-Care	Licensing
Technology	First Aid	Emotional Intelligence	Certifications
Interpersonal	Survival Skills	Prioritization	Carpentry
Self-Awareness	Writing Skills	Focus	Painting
Housekeeping	Public Speaking	Etiquette	Kayaking

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Director, G9

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Appendix A (Garrison Funding Allocation)

Garrison	FY22 Single Soldier Population (verified by ASIP)	FY22 Annual Budget (based on garrison size and OPORD guidance)	Garrison Code
Pacific			
Okinawa	382	\$22,000	QJ
Zama	440	\$22,000	
Casey	1910	\$22,000	KM
Yongsan	572	\$22,000	
K-16	337	\$22,000	
Humphreys	10897	\$30,000	KD
Suwon	250	\$22,000	
Daegu	1431	\$22,000	KL
Wainwright	4025	\$22,000	QG
Greely	150	\$22,000	QE
JBER Fort Richardson BOSS Only	2424	\$22,000	EFT Funds at the end of each life skills event
Hawaii	11215	\$30,000	QB
Kwajalein	20	\$22,000	QL
Total	34,053	\$302,000	

Readiness			
FT Buchanan	152	\$22,000	AC
FT Bragg	25,857	\$40,000	FB
FT Bliss	16,221	\$30,000	TC
FT Campbell	13,895	\$30,000	FC
FT Carson	12536	\$30,000	FD
FT Drum	8490	\$30,000	FG
FT Hood	19361	\$30,000	FH
FT Irwin	5708	\$30,000	FL
JBLM	15634	\$30,000	FM
FT McCoy	2359	\$22,000	FN
FT Polk	6678	\$30,000	FT
FT Riley	8257	\$30,000	FU
FT Stewart/HAAF	8491	\$30,000	FW
Yuma	336	\$22,000	OE
FT Hunter Liggett/Parks	1777	\$22,000	GD
Miami	556	\$22,000	AE
White Sands Missile Range	965	\$22,000	OD
Total	147,273	\$472,000	

Direct Report			
JBSA (FSH) includes trainees	9,617	\$22,000	EFT Funds
Total	9,617	\$22,000	

Garrison	FY22 Single Soldier Population (verified by ASIP)	FY22 Annual Budget (based on garrison size and OPORD guidance)	Garrison Code
Training			
Carlisle Barracks	397	\$22,000	TD
Fort Benning	18,512	\$30,000	TB
Fort Gordon	8,805	\$30,000	TH
Fort Hamilton	316	\$22,000	RK
Fort Huachuca	4,308	\$22,000	TZ
Fort Jackson	12,625	\$30,000	TM
Fort Knox	5,422	\$30,000	TN
Fort Leavenworth	2,438	\$22,000	TP
Fort Lee	7,197	\$30,000	TQ
Fort Leonard Wood	12,462	\$30,000	TW
JBLE Fort Eustis BOSS Only	3,592	\$22,000	EFT Funds at the end of each life skills event
Fort Sill	9,534	\$30,000	TV
Presidio of Monterey	2,604	\$22,000	TT
West Point	2,652	\$22,000	PA
Fort Rucker	8,273	\$30,000	TU
Total	99,137	\$394,000	

Sustainment			
Fort Belvoir	3,497	\$22,000	RE
JBM-HH	1,539	\$22,000	RA
Fort Detrick	526	\$22,000	HC
Fort Meade	7295	\$22,000	RI
APG	660	\$22,000	DA
Total	13,517	\$110,000	

Europe			
Ansbach	1,400	\$22,000	XS
Poland	Rotational	\$22,000	ZU
Bavaria- Grafenwoehr	5,095	\$30,000	ZF
Bavaria- Hohenfels	1,418	\$22,000	ZF
Italy- Livorno	441	\$22,000	VA
Italy- Vicenza	2,059	\$22,000	
RP-Baumholder	1,231	\$22,000	ZG
Rheinland-Pfalz	2,000	\$22,000	
Stuttgart	2437	\$22,000	ZC
Wiesbaden	1092	\$22,000	
Benelux	864	\$22,000	WH
Benelux-Schinnen	181		YM
Benelux- Brussels	195		
Total	18,413	\$250,000	

Total Army Wide	312,393	\$1,550,000
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Appendix B (Life Skill Master Tracker Approval Codes)

Wainwright	220001 - 220021	Campbell	220621 - 220640
Greely	220022 - 220040	Carson	220641 - 220660
JBER	220041 - 220060	Drum	220661 - 220680
Hawaii	220061 - 220080	Hood	220681 - 220700
Zama	220081 - 220100	Irwin	220701 - 220720
Okinawa	220101 - 220120	JBLM	220721 - 220740
Casey	220121 - 220140	McCoy	220741 - 220760
Yongson	220141 - 220160	Miami	220761 - 220780
K-16	220161 - 220180	Polk	220781 - 220800
Humphreys	220181 - 220200	Riley	220801 - 220820
Suwon	220201 - 220220	Stewart	220821 - 220840
Daegu	220221 - 220240	Hunter Liggett/Parks	220841 - 220860
Ansbach	220241 - 220260	WSMR	220861 - 220880
Bavaria-Graf	220261 - 220280	Yuma	220881 - 220900
Bavaria-Hohn	220281 - 220300	Carlisle Barracks	220901 - 220920
Italy-Livorno	220301 - 220320	Benning	220921 - 220940
Italy-Vincenza	220321 - 220340	Gordon	220941 - 220960
RP-Baum	220341 - 220360	Hamilton	220961 - 220980
RP	220361 - 220380	Huachuca	220981 - 221000
Stuttgart	220381 - 220400	Jackson	221001 - 221020
Wiesbaden	220401 - 220420	Knox	221021 - 221040
Benelux	220421 - 220440	Leavenworth	221041 - 221060
Poland	220441 - 220460	Lee	221061 - 221080
Belvoir	220461 - 220480	Leonard Wood	221081 - 221100
JB-MHH	220481 - 220500	JBLE	221101 - 221120
Detrick	220501 - 220520	Sill	221121 - 221140
Meade	220521 - 220540	POM	221141 - 221160
APG	220541 - 220560	West Point	221161 - 221180
Buchanan	220561 - 220580	Rucker	221181 - 221200
Bragg	220581 - 220600	JBSA	221201 - 221220
Bliss	220601 - 220620		

Appendix C (Timeline)

BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) LIFE SKILLS Timeline		
Step	Description	Action Officer
1	Garrisons BOSS team hosts 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 takes Life Skill ideas to garrison BOSS triad for approval.	Garrison BOSS Executive Council
3	NLT 45 days before intended execution of Life Skill activity the garrison BOSS team works with SMEs and generates BOSS Life Skills packet (Checklist, CONOP, and Risk Assessment).	Garrison BOSS Executive Council
4	Garrison BOSS President reviews packet, endorses, and sends to Garrison MWR advisor. If denied, packet will return to step 3 for corrections and resubmission.	Garrison BOSS President
5	Garrison MWR advisor reviews packet, endorses, and sends it to Garrison CSM. If denied, packet will return to step 3 for corrections and resubmission.	Garrison MWR Advisor
6	Garrison CSM reviews packet. If approved, endorses packet and sends back to MWR advisor and BOSS President for submission to IMCOM Directorate BOSS team. If denied, packet will return to step 3 for corrections and resubmission.	Garrison CSM
7	Garrison BOSS President or MWR advisor will send garrison approved Life Skill packet to Directorate BOSS team.	Garrison BOSS President
8	Directorate BOSS team reviews packet. If packet is disapproved, it is returned to garrison and for corrections. If packet is approved, they will endorse and send packet sent to Directorate CSM.	Directorate BOSS Team
9	Directorate CSM approves/disapproves Life Skill. Life Skill is returned to Directorate BOSS team.	Directorate CSM
10	If Directorate CSM approves the Life Skill, the Directorate BOSS team will assign a tracking number from Appendix B and send approved packet to HQ IMCOM G9 BOSS team. If Directorate CSM disapproves Life Skill, it will be returned to Directorate BOSS Team for appropriate corrections.	Directorate BOSS Team
11	IMCOM G9 BOSS team will review packet and approve or disapprove. If approved, packet will be logged into the master tracker and sent back to Directorate for execution. If disapproved, packet will be returned to Directorate for appropriate corrections.	IMCOM G9 BOSS Team
12	IMCOM G9 BOSS team informs Directorate of approval to execute activity.	IMCOM G9 BOSS Team
13	Directorate informs garrison of approval. Garrison executes Life Skill.	Directorate BOSS team
14	Upon completion of Life Skill activity, garrison BOSS team will conduct Life Skill survey (Appendix F) with participants. Should be conducted same day.	Garrison BOSS Team
15	Garrison BOSS Team creates After Action Report (AAR) and story board and uploads both documents to share drive NLT 5 days after completion of activity to the Recreation Program Share Tool located on the Army Community Recreation Reports Online (ACRRO)	Garrison BOSS Team
16	Garrison BOSS MWR Advisor works with Garrison MWR Financial Manager to input Life Skill expenses onto IMCOM G9 GLAC 276 reimbursement share point tool.	Garrison BOSS Team
17	IMCOM BOSS team reviews reimbursement request and applies appropriate action in the GAC 276 share point tool. Updates master tracker of reimbursement.	DA BOSS Team




Appendix D (Checklist)




		Approval Code		
BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) LIFE SKILLS CHECKLIST				
1. LIFE SKILL TITLE			2. PROPOSED DATE (DD/MM/YYYY)	
3. Prepared By:				
a. Name (Last, First, Middle Initial)			b. Rank/Grade	c. Duty Title
d. Garrison	e. Email			f. Telephone
4. Does the Life Skill activity meet the following Conditions:				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	a. Engaged single Soldier at BOSS council meeting for input/feedback?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Does the event have linkage to Army priorities or initiatives?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Does the garrison have MWR facilities or resources to complete the activity?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	d. Does the garrison leadership support the activity?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	e. Is there a marketing and advertising plan in place?		
6. What Life Skills activity topic(s) does this fall into? (Select all that apply)				
<input type="checkbox"/> Mental and Physical Fitness	<input type="checkbox"/> Leader Development		<input type="checkbox"/> Financial Literacy	
<input type="checkbox"/> Cooking / Nutrition	<input type="checkbox"/> Housing/Barracks QOL		<input type="checkbox"/> Personal Development	
<input type="checkbox"/> Parenting Skills	<input type="checkbox"/> Relationship Skills		<input type="checkbox"/> Presentation Skills	
<input type="checkbox"/> Community Service	<input type="checkbox"/> Self Regulation		<input type="checkbox"/> Licensing and Certification	
<input type="checkbox"/> Other (Explain)				
7. How does this event support the CSA Priorities and the SMA Initiatives? Which LOE(s) Does this support?				
8. Approximate cost to deliver this Life Skills Program?			9. How many Soldiers will attend?	

Appendix D (Checklist-continued)

		Approval Code	
BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) LIFE SKILLS CHECKLIST FLOW CHART			
Garrison BOSS President			
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Disapproval	Comments	
Signature			
Garrison MWR Advisor			
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Disapproval	Comments	
Signature			
Garrison Command Sergeant Major			
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Disapproval	Comments	
Signature			
Directorate BOSS Representative			
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Disapproval	Comments	
Signature			
Directorate MWR Program Manager			
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Disapproval	Comments	
Signature			
Directorate Command Sergeant Major			
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Disapproval	Comments	
Signature			
IMCOM G9 Staff			
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Comments	
Approved By	Date Received		

Appendix E (CONOP)

UNCLASSIFIED		BOSS	
			
<u>Synopsis:</u>			
<u>Concept of Operations:</u>			
		<u>Skills Taught:</u>	
		<u>Approval Code</u>	
		 	

UNCLASSIFIED		BOSS	
			
<u>Registration:</u>		<u>Timeline:</u>	<u>Expenses:</u>
<u>Marketing:</u>			<u>Physical Takeaways:</u>
<u>Decision Points:</u>			<u>MWR/External Coordination:</u>
			<u>Action Officer:</u>
		 	

Appendix F (Survey)

Event Name					
BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)					
Life Skill Survey					
The Following Survey will give IMCOM Headquarters an overall status of how you felt the Life Skill that you attended went. This will allow IMCOM and your Local Garrison the opportunity to improve events for the Future.					
Please fill out all questions to the best of your ability.					
Demographic Data					
Garrison		Demographic (S/SP/G)		Pay Grade	
Event Ratings Data					
Please rate the Life Skill on the following; if it does not apply, please leave it blank.					
	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
This activity introduced me to a new skill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This activity made me more confident in my abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This activity provided me with skills I can use for the rest of my life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoyed the camaraderie and esprit de corps with others during this activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This activity will provided me with ways to deal with my mental fitness. (stress levels, anxiety, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did this training give you a certification or licensing?					
What did you like most about the event?					
How will this training impact your lifelong learning?					
Do you have any other feedback or comments to provide:					
Be sure to follow Army BOSS on Social Media!					
Facebook – https://www.facebook.com/ArmyMWRBOSS Instagram – https://www.instagram.com/ArmyMWRBOSS/ Twitter - https://twitter.com/ArmyMWRBOSS					