**Command Inspection Program (CIP) Inspection Checklist**

The following is an example copy a CIP Inspection Checklist. This is subject to change based on installation requirements.

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| Proponent Agency is BASOPS |
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| UNIT INSPECTED: DATE: |
| UNIT REPRESENTATIVE: PHONE: |
| EVALUATOR: PHONE: |
|  |
| UNIT RATING: |
|  |
| Rating Criteria: |
|  |
| (Items identified by the asterisk (\*) on this checklist are considered critical during this evaluation.) |
|  |
| O COMMENDABLE - All areas checked "YES", indications of efforts above and beyond the minimum required. No on-the-spot corrections. |
|  |
| O SATISFACTORY - One area checked "NO", no recurring deficiencies. |
|  |
| O MARGINAL SATISFACTORY - Two areas checked "NO", no findings indicating serious systemic problems or negligence. |
|  |
| O UNSATISFACTORY - Three or more critical items checked "NO". One or more recurring critical deficiencies from previous inspection. Evidence of serious systemic problems or negligence. |
|  |
| NOTE: Evaluators using this checklist are encouraged to note areas not specifically covered but which may need future attention. Such notes will not be used as a basis for determining the unit rating. |
|  |
| **BOSS PROGRAM** |
|  |
| YES NO NA |
|  |
| 1. Is the BOSS office adequate, neat, clean, and furnished consistent with available facilities? |
|  |
| 2. Are there sufficient signs throughout to identify the location of the BOSS office? |
|  |
| 3. Is the BOSS office centrally located and convenient for the majority of personnel? |
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| **INSTALLATION COMMANDER'S RESPONSIBILITIES** |
| YES NO NA | |
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| 4. Does the installation have an enlisted BOSS coordinator position? | |
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| 5. Did the Installation Commander appoint a MWR program advisor to assist single Soldiers with BOSS program operations and training? | |
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| 6. Did the Installation Commander appoint someone (Installation BOSS President) to develop and publish standing operating procedures for the installation BOSS program to include designated meeting space? | |
|  | |
| 7. Does the Installation Commander ensure education and training on the BOSS program is given to military and civilian leadership? | |
|  | |
| 8. Does the Installation Commander ensure that a BOSS committee meets on a monthly basis? | |
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| 9. Does the Installation Commander monitor or resolve single Soldier issues? | |
|  | |
| 10. Does the Installation Commander forward all issues that cannot be resolved to higher headquarters? | |
|  | |
| 11. Does the Installation Commander provide feedback to single Soldiers on status of issues forwarded to higher headquarters? | |
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| 12. Does the Installation Commander send an installation headquarters command representative to meet with the BOSS committee on a quarterly basis regarding the overall status of the program? | |
|  | |
| 13. Does the Installation Commander provide a single Soldier representative to sit on installation committees such as AAFES committee and the installation MWR committees? | |
|  | |
| 14. Does the Installation Commander review the minutes from the BOSS meeting? | |
|  | |
|  | |
| **INSTALLATION COMMAND SERGEANT MAJOR RESPONSIBILITIES** | |
| YES NO NA | |
|  | |
| 15. Does the CSM develop methods for single Soldiers to surface issues? | |
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| 16. Did the CSM establish unit BOSS committees if appropriate? | |
|  | |
| 17. Does the CSM provide time for single Soldiers to attend meetings? | |

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| 18. Does the CSM ensure single Soldiers are informed about BOSS related activities? |
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| **INSTALLATION BOSS COMMITTEE** |
| YES NO NA |
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| **(INSTALLATION BOSS PRESIDENT)** |
|  |
| 19. Does the BOSS President ensure a record of all single Soldier issues are maintained, tracked, and reported? |
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| 20. Does the BOSS President plan, preside over, and facilitate installation level BOSS meetings? |
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| 21. Does the BOSS President ensure the meeting minutes, with attendance figures, are prepared and forwarded to the installation commander for approval? |
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| 22. Does the BOSS President ensure an installation ledger of BOSS program revenue and expenses is maintained? |
|  |
| 23. Does the BOSS President supervise all installation BOSS subcommittees? |
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| 24. Does the BOSS President provide information about and education of the BOSS program as requested? |
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| 25. Does the BOSS President report issues, concerns, or special requests to the installation commander through installation CSM? |
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| **(INSTALLATION BOSS VICE PRESIDENT)** YES NO NA |
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| 26. Does the BOSS Vice President assume the duties of the president in his or her absence? |
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| **(INSTALLATION BOSS SECRETARY)** YES NO NA |
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| 27. Does the BOSS Secretary assume the duties of the president or vice president in their absence? |
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| 28. Does the BOSS Secretary record and prepare minutes of BOSS committee meetings? |
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| **(INSTALLATION BOSS TREASURER)** YES NO NA |
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| 29. Does the BOSS Treasurer maintain and verify the financial condition with MWR program manager? |
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| 30. Does the BOSS Treasurer prepare and render financial reports at meetings, as needed? |
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| 31. Is the BOSS Treasurer responsible for cash controls at all events where money is involved? |
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| **BOSS PUBLICITY** YES NO NA |
|  |
| 32. Is the BOSS program included as part of the newcomer orientation? |
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| 33. Are BOSS posters and displays featured at all locations frequented by enlisted personnel? |
|  |
| 34. Does the command publicize the BOSS program and BOSS related activities? |
|  |
| **ADMINISTRATION** YES NO NA |
| **ADMINISTRATION** YES NO NA |
|  |
| 35. Does the BOSS representative have the required regulations on hand? |
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| 36. Does the BOSS representative maintain a file system IAW Marks? |
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| 37. Does the BOSS program have an annual budget on file IAW 608-97-19 |
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| **REMARKS** |
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| **BOSS CHECKLIST (BRIGADE/ BATTALION/IJNIT)** |
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| Proponent Agency is BASOPS |
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| **BOSS PROGRAM** |
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| 2. Are there sufficient signs throughout to identify the location of the BOSS office? |
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| 3. Is the BOSS office centrally located and convenient for the majority of personnel? |
|  |
| **SELECTION, ASSIGNMENT, UTILIZATION** YES NO NA |
| **OF BOSS REPRESENTATIVES** |
|  |
| 4. Does the command have a BOSS representative appointed in writing? |
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| 5. Does the command have an alternate BOSS representative appointed in writing? |
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| 6. Does the command have a BOSS committee? |
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| 7. Does the command provide adequate time for single Soldiers to attend meetings? |
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| 8. Does the BOSS representative attend all scheduled meetings? |
|  |
| **BOSS PUBLICITY** YES NO NA |
|  |
| 9. Has the brigade/battalion CSM and unit I SG educated, informed, and ensured the NCO support channel supports the BOSS program? |
|  |
| 10. Is the BOSS program included as part of the newcomer orientation? |
|  |
| 11. Are BOSS posters and displays featured at all locations frequented by enlisted personnel? |
|  |
|  |
|  |
| YES NO NA |
|  |
| 12. Does the command publicize the BOSS program and BOSS related activities? |
|  |
| **ADMINISTRATION** YES NO NA |
|  |
| 13. Does the BOSS representative have the required regulations on hand? |
|  |
| 14. Does the BOSS representative maintain a file system IAW Marks? |
|  |
| 15. Has the command established a BOSS SOP? |
|  |

**REMARKS**