**BOSS SOP**

The following is a sample Garrison BOSS SOP.

**1 – References**

Army Regulation 215-11

BOSS Desk Reference guide

IMCOM BOSS Policy letter

IMCOM BOSS SOP

**2 – Purpose**

To provide guidance, establish policy, and delineate responsibilities for the BOSS program at Fort XXXX.

**3 – Objectives**

The BOSS program is a DA-directed, installation managed, and Soldier-operated program that consists of three core components.

1. *Quality of Life issues.* Soldiers may raise issues that affect their overall QoL. These issues will be directed to the appropriate Garrison command or staff agency for resolution. In the event the issue cannot be resolved locally, it will be elevated to the next appropriate level (IMCOM Directorate).
2. *Recreation and Leisure activities.* The BOSS program allows single Soldiers to select, plan, and participate in activities, or events of their choice.
3. *Community Service.* Members of the BOSS program may elect to participate in and or contribute to community service projects or activities. The service will be voluntary and will qualify the individual and group for recognition in accordance with the Garrison volunteer recognition program.
4. *Life Skill events.* Soldiers can nominate, select, plan, and execute Life Skill training events in accordance with the Life Skill program published guidance.

**4 – Responsibilities**

1. Garrison Commander.
   1. Conducts overall execution of the BOSS program.
   2. Provides suitable location for BOSS committee meetings and activities.
   3. Appoints a morale, welfare, and recreation (MWR) advisor to work with the BOSS program.
2. Garrison Command Sergeant major.
   1. Serves as the senior enlisted advisor to the BOSS committee.
   2. Maintains final approval authority on all committee members.
   3. Provides mentorship and guidance as appropriate.
   4. Reports issues, concerns, or special requests to the Garrison Commander, appropriate staff, or higher HQ’s as needed.
   5. Monitors meeting attendance and assists in ensuring unit representation.
   6. Approves the minutes of BOSS committee meetings.
3. MWR Advisor.
   1. Provides guidance to the BOSS program in planning activities and events.
   2. Assists the BOSS committee in preparing an annual program budget and maintaining financial accountability.
   3. Assists the BOSS committee in developing a marketing plan and obtaining commercial sponsorship for BOSS activities and events.
   4. Provides assistance in publicizing BOSS events.
   5. Ensures training of BOSS committee members regarding program responsibilities, purchasing, contracting, internal controls, and commercial sponsorship.
   6. Provides guidance and information on the volunteer program.
4. Garrison BOSS President.
   1. Ensures a record of all single Soldier issues are maintained, tracked, and reported (DA Form 7380).
   2. Plans, presides over, and facilitates installation-level BOSS meetings.
   3. Ensures the meeting minutes, with attendance figures, are prepared and forwarded to the installation Command Sergeant Major for approval.
   4. Supervises all installation BOSS committees.
   5. Provides information about and education on the BOSS program, as requested.
   6. Serves as a member of the BOSS executive committee.
   7. Reports issues, concerns, or special requests to the Garrison Command Sergeant Major.
5. Garrison BOSS Vice President.
   1. Serves as a member of the executive BOSS Committee.
   2. Assumes the duties of the president in his or her absence.
   3. Serves as chairperson of the BOSS volunteer committee.
   4. Performs duties and functions as directed by the president.
6. Garrison BOSS Secretary.
   1. Serves as a member of the executive BOSS committee.
   2. Assumes the duties of the president or vice president in their absence.
   3. Records and prepares minutes of BOSS committee meetings.
   4. Performs duties and functions as directed by the president.
7. Garrison BOSS Treasurer.
   1. Serves as a member of the executive BOSS committee.
   2. Maintains and verifies financial condition with MWR advisor.
   3. Prepares and renders financial reports at meetings, as needed.
   4. Serves as chairperson for the finance committee.
   5. Responsible for cash controls at all events where monies are allowed.
   6. Performs other duties and functions as directed by the president.

**5 – Organization**

1. The Garrison BOSS committee will be composed of an executive committee, which includes a president, vice president, secretary, and treasurer; and a general committee, which includes the executive committee, unit representatives from all major subordinate commands, and separate units on the installation.
2. Committee members will be elected to their respective positions for a period of 1 year. Successive terms are permitted. When BOSS committee meetings include the nomination of or election to any position, the meeting will be declared open to all interested single Soldiers.

**6 – Meetings**

1. Installation BOSS committee meetings will be held the first/last XXXday of each month at XXXXhrs, in the BOSS HQ/Warrior Zone, building #######.
2. Unit reps should conduct their respective meetings prior to the installation meeting. This will allow unit representatives to be prepared to discuss ideas and raise concerns.
3. Units not represented at the installation committee will be noted in minutes and forwarded to the Garrison Commander.

**7 – Coordinating BOSS program elements**

1. *Installation QoL issues/concerns.*
   1. DA Form 7380 will be used to submit all installation formal QoL issues or concerns.
   2. The from will be prepared in duplicate and sent by the BOSS president through the Garrison Command Sergeant Major to the Garrison Commander.
   3. The president will track the progress of each issue and report to the BOSS committee at regularly scheduled meetings.
   4. Resolved issues will be reproduced and provided to unit representatives for dissemination throughout the installation.
2. *Recreation and leisure events.*
   1. Recreation and leisure events will be coordinated with the MWR advisor. All events will include an outline of current plans, which will include marketing and funding.
   2. If a BOSS committee is co-sponsoring or co-hosting an event, the event will be coordinated with the co-host and will include an outline of responsibilities for BOSS and the participating program.
3. *Community service.*
   1. The BOSS president will coordinate all volunteer assistance and activities with the installation volunteer coordinator or designated person.
   2. The community service committee will ensure Soldier volunteer hours are tracked and uploaded into VMIS indicated by the event or program.
   3. The BOSS members may participate in existing projects or may develop new programs. Examples of programs are;
      1. Care packages for deployed Soldiers
      2. MWR/Youth partnerships
      3. Veterans and nursing home visits
      4. Special Olympics
      5. BOSS against Drunk drivers
   4. The BOSS representatives are encouraged to use initiative, creativity, and enthusiasm to determine new projects.
4. *Life skill events.*
   1. The BOSS committee will vote on life skill submission/ideas from the single Soldier population.
   2. The BOSS committee will work with the MWR advisor to develop the plan to include number of participants, resources needed, cost, risk assessment, and other planning factors.
   3. The BOSS president will submit the life skills submission packet to the Garrison Command Sergeant Major for approval.
   4. Once approved the BOSS committee must start final coordination for the event
   5. Upon completion of the event an AAR and Soldier survey must be conducted and uploaded to ACRRO.

e) *Voting procedures.*

1. Official elections for executive committee members will be conducted in an open meeting forum that includes all single Soldiers.