**Memorandum of Understanding**

When you have a BOSS event taking place during the duty day, a Memorandum of Understanding (MOU) is a tool to allow the Soldiers’ Chain of Command (COC) to grant approval for them to attend the BOSS Event. In the event the Soldier does not show the day of the event, you can call the SM. If he/she is trying to skip out of work, you can inform the Soldier’s CoC. If the CoC is the reason the Soldier is not on the BOSS Event, you can work with your GCSM to show that the Soldier’s CoC approved them to attend the event, but now will not allow them to go if applicable.

 When tailoring this to your specific Garrison, keep the following in mind when reviewing the correlating numbers:

Unit Code (this is your BOSS Code/Garrison Code)

Date

Subject (add the event name

1. Key items are the event name, location, cost, and meeting time. Also here you may add a brief overview of what you are doing, but remember there will be a timeline at the end.
2. Where will the Soldiers meet?
3. Who is the POC of your Memos?

Commanders Signature Block

On the MOU:

You only need fill in a few spots here!

* Event Name and Garrison Name
* POC Phone Number, this should be one of the BOSS Executives that will be on the event in the event of an emergency.
* NOTE! The CoC Should be the Company 1SG or CDR!

Event Timeline

* Fill in a general outline for how the event will operate!

See the following page for an example!