

Department of the Army
Circular 608-06-1

Personal Affairs

Better Opportunities for Single Soldiers Program

Headquarters
Department of the Army
Washington, DC
17 October 2006

UNCLASSIFIED

SUMMARY of CHANGE

DA CIR 608-06-1
Better Opportunities for Single Soldiers Program

This circular dated 17 October 2006-

- o Makes administrative corrections (throughout).
- o Reissues Department of the Army Circular 608-04-1, dated 10 September 2004, as Department of the Army Circular 608-06-1, dated 28 September 2006.

This circular dated, 10 September 2004-

- o Replaces MACOM with IMA.
- o Supersedes Department of the Army Circular 608-03-1, dated 29 August 2003.

This circular dated, 29 August 2003-

- o Reissues Department of the Army Circular 608-01-1, dated 29 August 2001, as a new DA Circular 608-03-1, dated 29 August 2003.
- o Supersedes the DA Circular 608-01-1, dated 29 August 2003.

Expires 17 October 2008

Personal Affairs

Better Opportunities for Single Soldiers Program

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is an administrative revision.

Summary. This circular provides instruction for implementation of Better Opportunities for Single Soldiers (BOSS), a program supporting the chain of command by identifying quality of life issues and

concerns, and by providing recommendations for improvement.

Applicability. This circular applies to the Active Army. During mobilization, policies contained in this circular may be modified by the proponent or local commander to meet special circumstances.

Proponent and exception authority. The proponent of this circular is the Assistant Chief of Staff for Installation Management. The proponent has the authority to approve exceptions or waivers to this circular that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this circular by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the

commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for guidance.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to U.S. Army Community and Family Support Center, ATTN CFSC-SR, 4700 King Street, Alexandria VA 22302-4418.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army and command level E for the Army National Guard and the U.S. Army Reserve.

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Chapter 1 Overview

1-1. Purpose

Better Opportunities for Single Soldiers (BOSS) is a program that supports the overall quality of life for single and unaccompanied Soldiers. The BOSS program supports the chain of command by identifying quality of life (QOL) issues and concerns, and by providing recommendations for QOL improvement. The BOSS program encourages and assists single Soldiers in identifying and planning for recreational and leisure activities. It provides an opportunity for single Soldiers to participate in and contribute to their respective communities. The BOSS program is separate and distinct from the Installation Management Agency (IMA) Single Soldier Initiatives program or any similar program in that the BOSS program provides an avenue for single Soldiers to surface issues and to take part in activities but does not set policy and other guidance on issues. The BOSS program is intended to enhance command authority, prerogative, and responsibility in maintaining standards of conduct, good order, and discipline, not to dilute.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this circular are explained in the glossary.

1-4. History

In 1989, the U.S. Army Community and Family Support Center (USACFSC) and IMAs were tasked to develop a program to get single Soldiers involved in determining their recreation and leisure needs. Implementation of the BOSS program began with single Soldier focus groups. In early workshops, QOL issues emerged along with recreation and leisure needs and were presented to the local command as part of the workshop out-brief. In 1991, the Chief of Staff, U.S. Army, formally expanded the BOSS program to include all areas of single Soldiers' lives. This change provided single Soldiers with an opportunity to surface quality of life issues through the chain of command. During the evolution of the program, single Soldiers indicated a desire to participate in activities related to community support; this interest was adopted as another component of the program. At the 1995 Army-wide BOSS conference, attendees identified the lack of BOSS guidance and program standardization as one of the top five quality of life issues for single Soldiers.

1-5. Philosophical foundation of the program

The philosophical foundation of the BOSS program is based on the entitlement of single Soldiers to surface issues and recommend policy changes that will enhance their overall quality of life, to participate in recreation and leisure activities of their choice, and to contribute to and participate in their local communities. This program provides an opportunity to assist in the development of single Soldiers as leaders.

Chapter 2 Responsibilities

2-1. The Assistant Chief of Staff for Installation Management (ACSIM)

The ACSIM will maintain oversight and stewardship of this policy.

2-2. The Commander, U.S. Army Community and Family Support Center

The Commander, U.S. Army Community and Family Support Center, will—

- a.* Provide Department of the Army (DA) management oversight of the BOSS program.
- b.* Develop and recommend policy to the ACSIM and provide guidance for BOSS.
- c.* Coordinate Army-wide BOSS events.
- d.* Conduct program training and workshops in conjunction with the IMA.
- e.* Serve as a resource for the ARSTAF regarding single Soldier information.
- f.* Consolidate and forward IMA level single Soldier quality of life issues to the Army Family Action Plan Planning Conference.
- g.* Disseminate program information to the IMAs and installations.

2-3. Directors of the Installation Management Agency

The IMA director will—

- a.* Appoint a Morale, Welfare, and Recreation (MWR) program manager to assist installations with BOSS program operations and training.

- b. Develop and issue supplemental BOSS program guidance as required.
- c. Ensure that single Soldier QOL issues are included in the Army Family Action Plan (AFAP) process.
- d. Forward issues that cannot be resolved to the U.S. Army Community and Family Support Center, ATTN CFSC-SR, 4700 King Street, Alexandria VA 22302-4418.
- e. Provide feedback to installations on issues forwarded to Headquarters, Department of the Army (HQDA).

2-4. Installation commanders

Installation commanders have overall operational responsibility for the BOSS program. The installation commander will—

- a. Ensure that a formal BOSS committee meets on a quarterly basis.
- b. Appoint a MWR program advisor to assist single Soldiers with BOSS program operations and training.
- c. Establish a duty position titled “enlisted BOSS coordinator” at installations that can justify such a position. This position will be supported from internal installation resources.
- d. Develop and publish standing operating procedures for the installation BOSS program, to include designated meeting space.
- e. Ensure education and training of military and civilian leadership.
- f. Monitor or resolve single Soldier issues.
- g. Forward issues that cannot be resolved to the IMA.
- h. Provide feedback to single Soldiers on the status of issues forwarded to the IMA.
- i. Send an installation headquarters command representative to meet with the BOSS committee on a quarterly basis regarding the overall status of the program.
- j. Provide single Soldier representatives to sit on installation committees such as the Army and Air Force Exchange Service (AAFES) committee, and the Installation Morale, Welfare and Recreation Fund (IMWRF) committee.
- k. Review the minutes from BOSS meetings.
- l. Include the BOSS program as part of the unit orientation.

2-5. Installation command sergeant major

The installation command sergeant major (CSM) will—

- a. Serve as the senior enlisted military advisor for the BOSS program.
- b. Maintain final approval authority for all committee members.
- c. Mentor the BOSS committee.

2-6. Brigade, battalion and unit commanders

The brigade, battalion, and unit commanders will—

- a. Appoint, on additional duty orders, a primary Soldier and alternate Soldier as BOSS representatives.
- b. Develop a method for single Soldiers to surface issues.
- c. Establish unit BOSS committees if appropriate.
- d. Provide time for single Soldiers to attend meetings.
- e. Ensure single Soldiers are informed about BOSS-related activities.
- f. Include the BOSS program as part of the unit newcomer orientation.

2-7. Brigade and battalion command sergeants major and unit first sergeants

The brigade and battalion CSM and unit first sergeant will—

- a. Educate, inform, and ensure the NCO support channel supports the BOSS program.
- b. Mentor unit BOSS committees, as appropriate.

2-8. Installation MWR program advisor

The installation MWR program advisor will—

- a. Provide guidance to the BOSS program in planning activities and events.
- b. Assist the BOSS committee in preparing an annual program budget and maintaining financial accountability (see app C).
- c. Assist the BOSS committee in developing a marketing plan and obtaining commercial sponsorship for BOSS activities and events.
- d. Provide assistance in publicizing BOSS events.
- e. Ensure training of BOSS committee members, regarding MWR program responsibilities, purchasing, contracting, internal controls, and commercial sponsorship.
- f. Provide guidance and information on the volunteer program.

2-9. Installation BOSS president

The installation BOSS president will—

- a. Ensure records of all single Soldier issues are maintained, tracked, and reported (see para 3-2, below).
- b. Plan, preside over, and facilitate installation-level BOSS meetings.
- c. Ensure meeting minutes, with attendance figures, are prepared and forwarded to the installation commander for approval.
- d. Ensure an installation ledger of BOSS program revenue and expenses is maintained.
- e. Supervise all installation BOSS committees.
- f. Provide information and education on the BOSS program, as requested.

Chapter 3 Program

3-1. Eligibility

- a. The BOSS program is primarily for single Soldiers. At some locations, this may include single parents and unaccompanied Soldiers.
- b. Any BOSS event should be open to all authorized MWR patrons.
- c. Guests may participate in BOSS events.

3-2. Components

The core components are—

a. *Quality of life.* For single Soldiers, QOL includes those things that Soldiers can directly or indirectly influence to enhance their morale, living environment, or personal growth and development. The QOL issues identified or raised during the BOSS meetings will be directed to the appropriate command or staff agency for resolution on the installation. The Army is committed to providing a positive, drug-free living and working environment. Unlawful discrimination, sexual harassment, illegal drug use and participation in gang or extremist activities are all considered unacceptable conduct and incompatible with military service. The BOSS committee is encouraged to bring forward any concerns in these areas. If an issue cannot be resolved, it will be coordinated with the AFAP office for format, content, and authentication. Once authenticated, the issue will be forwarded to the IMA BOSS program manager for coordination with the IMA AFAP or appropriate command or staff agency. DA Form 7380 (Installation Quality of Life Issue) will be used to surface all installation level quality of life issues. This form is not intended for use below the installation level. A copy of this form is available at the back of this circular. It will be locally reproduced on 8 1/2- x 11-inch paper. The form may be electronically generated.

b. *Recreation and leisure activities.* Activities may be planned by the BOSS committee or by the BOSS committee working in conjunction with other MWR activities. Soldiers will assume the primary role in planning BOSS events. Events should be planned that meet the needs and desires of the single Soldier. The BOSS representatives should solicit ideas from single Soldiers within their units and share those ideas at committee meetings. Events will be coordinated with the MWR advisor. DA Form 7381 (BOSS General Ledger Summary) will be used to record all nonappropriated fund income and expenses. A copy is available at the back of this circular. It will be locally reproduced on 8 1/2- x 11-inch paper. This form may be electronically generated.

c. *Community service.* The BOSS committee may elect to participate in community programs or projects that make a difference in the lives of others, in the community, and ultimately, in themselves. This service will be voluntary in nature and in accordance with the installation volunteer program. The community service program can be implemented in support of existing or established volunteer programs or programs developed by the BOSS committee.

Chapter 4 Committees

4-1. BOSS committees

a. All Army installations will have a formal BOSS program, which should include an established BOSS committee. The installation CSM will have final approval of committee members, as is required in Army Regulation (AR) 215-1. The intent of the committee is to coordinate single Soldier activities and events, as well as to provide opportunities to gather input on quality of life issues.

b. Installations with large single Soldier populations may have tiered committees. Tiered committees may have brigade or major subordinate command (MSC) BOSS representatives serve on the installation BOSS committee.

c. The size and composition of BOSS committees will be determined by installation or unit SOPs. At a minimum, an installation BOSS committee will include the following—

- (1) President.
- (2) Vice president.
- (3) Secretary.
- (4) Treasurer.
- (5) BOSS representatives of major subordinate commands and separate units.

d. At a minimum, standing operating procedures (SOPs) will include the following (see also the sample SOP at app B):

- (1) Identification of BOSS committee officer and member positions and voting procedures.
- (2) Responsibilities of committee members.
- (3) Procedures for election and replacement of committee members.
- (4) Procedures for processing formal issues and concerns.
- (5) Frequency of meetings.

4-2. Meetings

a. Installation BOSS committee meetings will be conducted on a regular basis but no less than once a quarter.

b. Use of Robert's Rules of Order is the recommended method of conducting BOSS meetings. Special meetings should be structured by using a similar format.

c. The BOSS president will establish an agenda that sets the date, time, purpose, and place of meetings.

d. The secretary or designated representative will record minutes of the meetings and attendance.

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

A related publication is a source of additional information. The user does not have to read a related publication in order to understand this circular.

AR 215-1

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

Section III Prescribed Forms

These forms are available on APD Web site at www.apd.army.mil.

DA Form 7380

Installation Quality of Life Issue

DA Form 7381

BOSS General Ledger Summary

Section IV Referenced Forms

This section contains no entries.

Appendix B BOSS SOP

The following is a sample installation BOSS SOP.

B-1. References

Army Regulation 215-1

Morale, Welfare, and Recreation Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities

DA Circular 608-06-1 (or its superseding regulation or circular)

Better Opportunities for Single Soldiers Program

B-2. Purpose

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

B-3. Objectives

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

a. Quality of life issues. Soldiers may raise issues that affect their overall QOL. These issues will be directed to the appropriate Fort Hooah command or staff agency for resolution. In the event the issue can not be resolved locally, it will be elevated to the next appropriate level.

b. Recreation and leisure activities. The BOSS program allows single Soldiers to select, plan, and participate in activities, or events of their choice.

c. 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 Fort Hooah's volunteer recognition program.

B-4. Responsibilities

a. Installation commander.

- (1) Conducts overall execution of the BOSS program.
 - (2) Provides a suitable location for BOSS committee meetings and activities.
 - (3) Appoints a morale, welfare, and recreation (MWR) advisor to work with the BOSS program.
 - (4) Approves the minutes of BOSS committee meetings.
- b. Installation 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 installation commander when appropriate.
 - (5) Monitors meeting attendance and assists in ensuring unit representation.
 - (6) Ensures BOSS is briefed at the installation newcomers briefing.
- c. Unit commanders.*
- (1) Appoint BOSS representatives by issuing additional duty orders.
 - (2) Ensure that unit representatives attend scheduled BOSS committee meetings.
 - (3) Ensure that the BOSS program is included in unit newcomers briefings.
 - (4) Provide time for the unit BOSS committee to meet, solicit ideas, and raise issues for presentation at the installation BOSS committee level.
 - (5) Ensure a bulletin board or space is designated in each company area for BOSS information.
 - (6) Encourage single Soldiers to participate in scheduled BOSS activities if mission permits.
- d. Unit first sergeants.*
- (1) Serve as advisors to the unit BOSS committee and program.
 - (2) Assist the commander in performing his or her BOSS responsibilities.
 - (3) Monitor meeting attendance and assist in ensuring unit representation.
 - (4) Ensure that the noncommissioned officer support channel is knowledgeable about and informed of the BOSS program.
- e. 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 in accordance with DA Cir 608–06–1, appendix C (or superseding regulation or circular).
 - (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 MWR program responsibilities, purchasing, contracting, internal controls, and commercial sponsorship.
 - (6) Provides guidance and information on the volunteer program.
- f. Installation 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 commander for approval.
 - (4) Ensures an installation ledger of BOSS program revenue and expenses is maintained.
 - (5) Supervises all installation BOSS committees.
 - (6) Provides information about and education on the BOSS program, as requested.
 - (7) Serves as a member of the executive BOSS committee.
 - (8) Reports issues, concerns, or special requests to the installation commander through the installation command sergeant major (CSM).
- g. Installation 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.
- h. Installation 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 other duties and functions as directed by the president.
- i. Installation BOSS treasurer.*

- (1) Serves as a member of the executive BOSS committee.
- (2) Maintains and verifies financial condition with MWR program manager.
- (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.

j. Unit representatives.

- (1) Attend scheduled meetings.
- (2) Raise appropriate concerns, issues, and interests from their respective units.
- (3) Disseminate BOSS information to their units.
- (4) Serve on committees and subcommittees as required.

B-5. Organization

a. The installation 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 Fort Hooah.

b. 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.

B-6. Meetings

a. Installation BOSS committee meetings will be held the last Thursday of each month at 1400 hours in Fort Hooah BOSS headquarters, building 100.

b. Units will conduct their respective meetings prior to the installation meeting. This will allow unit representatives to be prepared to discuss ideas and raise concerns.

c. Units not represented at the installation committee will be noted in minutes signed by the installation commander.

B-7. Coordinating BOSS program elements

a. Installation QOL issues/concerns.

- (1) DA Form 7380 will be used to submit all installation formal QOL issues or concerns.
- (2) The form will be prepared in duplicate and sent by the BOSS president through the installation command sergeant major to the installation 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.

b. Recreation and leisure events.

(1) Recreation and leisure events will be coordinated with the MWR program 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.

c. Community service.

(1) The BOSS president will coordinate all volunteer assistance and activities with the installation volunteer coordinator or designated person at Fort Hooah.

(2) The community service committee will ensure Soldier volunteer hours are tracked for each Soldier and are indicated by event or program.

(3) The BOSS members may participate in existing projects or may develop new programs. Examples of programs are—

- (a)* Care packages to deployed Soldiers.
- (b)* MWR/Youth Partnerships.
- (c)* Veterans and nursing home visits.
- (d)* Special Olympics.
- (e)* BOSS Against Drunk Drivers.

(4) The BOSS representatives are encouraged to use initiative, creativity, and enthusiasm (ICE) to determine new projects.

d. Voting procedures.

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

(2) Routine and general business will be decided by the general BOSS committee. Each BOSS committee member will be allowed one vote per motion.

B–8. Proponency

The Director of Community Activities is the proponent for this SOP. You may send comments to ATTN: FH–DPCA–B, Fort Hooah, Washington, DC or call 111–222–3333.

Appendix C Financial Resources and Budget Preparation

C–1. Seed money

Installation BOSS programs receive a one time nonappropriated fund (NAF) grant upon completion of a formal BOSS implementation workshop conducted by USACFSC or a MACOM. Based on the size of its single Soldier population, an installation receives funds ranging from \$3,000 to \$10,000. Major Army commands may elect to provide additional funds to augment the USACFSC seed money. To receive the seed money, installations must submit a formal request for the money, along with the installation BOSS SOP, through the Director of Community Activities/Director of Personnel and Community Activities (DCA/DPCA) and the IMA to the U.S. Army Community and Family Support Center, ATTN CFSC–SR 4700 King Street, Alexandria VA 22302–4418. The installation BOSS committee will provide a summary of how the funds will be used. The seed money is authorized solely for use by the BOSS program. The money is intended to assist in the start up of the program. Seed money should be recorded as follows—

- a. Seed money is recorded under general ledger account (GLAC) 267, miscellaneous other unearned income.
- b. As the money is used, the Defense Finance and Accounting Service (DFAS) will debit the proper expense account in the program by using the installation assigned location code and department code 9F (BOSS); DFAS will credit cash for the same amount.
- c. Concurrently, DFAS will make a counter or off-set entry, crediting GLAC 806, nonoperating sources of revenue, and debiting GLAC 267, earned income, for the same amount.

C–2. Program funding

a. The BOSS program is authorized the use of nonappropriated and appropriated funds to support the MWR leisure and recreation component of the BOSS program. Authorized use of funds is detailed in AR 215–1, chapters 4 and 7, and appendix D.

b. Money from a NAF may be used for community service projects by the BOSS committee to support other MWR programs such as sponsorship of a youth Easter egg hunt. Prohibited use of NAF is outlined in AR 215–1, chapters 4 and 7.

c. Department code 9F has been designated for the BOSS program. All financial activity associated with the BOSS program should be recorded under this department code. The BOSS activity may be reported under the program where the BOSS advisor is located, normally under the recreation center, 'HC'. However, installation financial management may elect to report BOSS under program code, 'HD'—unit activities. When the BOSS activity receives credit for recycling income generated by BOSS members, the income must be reported under program code 'TT', recycling, and department code 9F.

C–3. Budget

a. The BOSS representatives will prepare an annual APF and NAF BOSS program budget. As the BOSS program is part of MWR, budget preparation will be in accordance with annual MWR program guidance provided by USACFSC and IMAs. The BOSS MWR program advisor will assist the committee in preparing the BOSS budget. Development of the budget should reflect input provided by the installation committee as well as the Soldiers they are representing. When preparing the BOSS budget for the next fiscal year, consideration should be given to the BOSS program for revenue generation during the current year.

b. The BOSS committee will designate a members to compile budget information. Prior to submission, a final review will be conducted by the BOSS president and MWR advisor. Once approved, the BOSS program budget will be submitted as part of the MWR program advisor's total program submission.

C–4. Procurement

The BOSS committee will approve all procurement requests.

Glossary

Section I Abbreviations

AAFES

Army and Air Force Exchange Service

ACSIM

Assistant Chief of Staff for Installation Management

AFAP

Army Family Action Plan

APF

appropriated fund(s)

AR

Army Regulation

ARSTAF

Army Staff

BOSS

Better Opportunities for Single Soldiers

CSM

command sergeant major

DCA

director of community activities

DFAS

Defense Finance and Accounting Service

DPCA

Director of Personnel and Community Activities

GLAC

general ledger account code

HQDA

Headquarters, Department of the Army

ICE

initiative, creativity, and enthusiasm

IMA

Installation Management Agency

IMWRF

Installation, Morale, Welfare, and Recreation Fund

MSC

major subordinate command

MWR

morale, welfare, and recreation

NAF

nonappropriated fund(s)

NCO

noncommissioned officer

QOL

quality of life

SOP

standing operating procedure

USACFSC

U.S. Army Community and Family Support Center

Section II**Terms****Appropriated fund(s)**

Monies made available to the military departments by the Congress of the United States. Such appropriations are of two types: annual and multi-year. The purposes for which these funds are appropriated are specified by Congress in its appropriations acts.

Community

As used overseas, synonymous with the term “installation”.

Expense(s)

Costs that have been consumed or realized in the process of current operations, or the production of revenue or income.

Financial management

Aspect of total management that provides direction, guidance, and control of financial operations to achieve program objectives by planning, budgeting, accounting, reports, managing resources, auditing, analyzing, and evaluating.

Locally generated income

Income to a nonappropriated fund instrumentality generated from the sale of the goods and services and the collection of fees.

MWR activities

Activities (exclusive of private organizations) on military installations or on property controlled (by lease or other means) by a military department or furnished by a Department of Defense (DOD) contractor that provide for the esprit de corps, comfort, pleasure, contentment, as well as mental and physical productivity of authorized Department of Defense personnel. They include recreational and leisure-time programs, self-development programs, resale merchandise and services, and general welfare programs outlined in AR 215-1.

MWR BOSS advisor

A supervisory person responsible for an MWR activity or grouping of activities, to include planning, execution, review and analysis, and for the integration and use of appropriated fund and nonappropriated fund resources made available.

MWR facility

A building, structure, land area, or other real property used primarily for MWR purposes.

MWR program

A plan or conceptual framework at any level within which one or more MWR activities are established, operated, and maintained.

Nonappropriated fund instrumentality

A U.S. Government organization and fiscal entity that performs essential Government functions. It is not a Federal agency. It acts in its own name to provide, or assist other Department of Defense organizations in providing MWR and other programs for military personnel, their families, and authorized civilians. It is established and maintained individually or jointly by two or more DOD components. As a fiscal entity, it maintains custody of and control over its nonappropriated funds, equipment, facilities, land, and other assets. It is responsible for the prudent administration, safeguarding, preservation, and maintenance of those APF resources made available to carry out its functions. With its nonappropriated funds, it contributes to the MWR programs of other authorized organization entities when so authorized. It is not incorporated under the laws of any State or the District of Columbia and enjoys the legal status of an

instrumentality of the United States. The nonappropriated fund instrumentalities are not persons subject to Federal trade and antitrust laws, and they are not subject to State regulation or control in the absence of specific authorization in a Federal statute.

Nonappropriated funds

Cash and other assets received from sources other than Congressional appropriations. The nonappropriated funds are Government funds used for the collective benefit of those who generate them. These funds are separate and apart from funds that are recorded in the books of the Treasurer of the United States.

Section III

Special Abbreviations and Terms

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