**DEPARTMENT OF THE ARMY**

303RD MILITARY INTELLIGENCE BATTALION

504TH BATTLEFIELD SURVEILLANCE BRIGADE

REAR PROVISIONAL

FORT HOOD, TEXAS 76544

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AFVQ-OP-RD 04 November 2019

MEMORANDUM FOR RECORD

SUBJECT: Better Opportunity for Single Soldiers

1. Effective: 04 November 2019 the following individuals are assigned the additional duties as Better Opportunities for Single Soldiers (BOSS) Representative for 303rd Military Intelligence Battalion (WA76Y1), Fort Hood, TX 76544.

Primary: FIRST & LAST NAME:

 EMAIL:

 PHONE NUMBER:

Alternate: FIRST & LAST NAME:

 EMAIL:

 PHONE NUMBER:

2. Authority: AR 215-1, DA Circular 608-06-1

3. Purpose: To advise the Commander, 1SG, and CSM about BOSS Recreation & Leisure Events, Community Service Opportunities and Quality of life issues. To plan, implement, and assist the Installation BOSS Council with BOSS activities and events, develop a close working relationship with the Installation BOSS Council. The BOSS representative must have the ability to work with minimal supervision, independently and as a team player.

4. Special Instructions:

 a. Represent this command at the monthly Installation B.O.S.S. meetings, and any other meetings called by the Installation BOSS Executive Council, then back-brief the chain of command and single Soldiers.

 b. Meet with the units single Soldiers, single parents, and geographical bachelors to provide information about post-wide recreation activities and opportunities for volunteer community service. If Soldiers desire to conduct an activity or event, ensure requests are prepared for commander’s or 1SG’s approval; if the activity requires duty time for participation and planning.

 c. For Quality of Life issues received as the BOSS representative, ensure the issue is documented accurately then present to the commander through the 1SG and CSM for review, consideration, and action to resolve. In addition insure the Fort Hood BOSS office is informed of all issues.

 d. Perform other duties prescribed by Fort Hood BOSS SOP.

5. Period of appointment is for a minimum of twelve (12) months from today’s date or until released from appointment.

6. Signature of Appointees:

Primary

Alternate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMY E. SMITH

CPT, AG

Commanding