

**DEPARTMENT OF THE ARMY**

**USE UNIT LETTERHEAD**

**REPLY TO**

**ATTENTION OF**

UNIT OFFICE SYMBOL 7 July 2011

MEMORANDUM FOR RECORD

SUBJECT: Approval to attend a Better Opportunities for Single Soldiers (BOSS) Event

1. The following Soldiers are approved to participate with BOSS at **EVENT NAME** , **DATE** and **LOCATION** at the prescribed **TIME.**

DATE RANK NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TYPE NAMES OF SOLDIER PARTICIPATING**

2. Soldiers will meet at the **ACCOUNTABILITY LOCATION AND TIME** for accountability.

3. Soldiers will attend this event in place of duty. Accountability will be taken by the Fort Hood BOSS Staff, CPL Elliott J. Harold, BOSS President, or Mr. Luis Rios, BOSS Advisor.

4. The point of contact for this memorandum is the undersigned at **RANK, NAME and ­­­­­­­­­­­CONTACT NUMBER**.

**UNIT COMMANDER’S SIGNATURE BLOCK**