**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 06 January 2012

MEMORANDUM FOR RECORD

SUBJECT: Better Opportunity for Single Soldiers

1. Effective: 06 January 2012 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: NAME

 Alternate: NAME

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

3. Purpose: Advise the Commander and the 1SG or CSM about BOSS issues and information. 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 Council, then back-brief chain of command and soldiers.

 b. Meet with the units single soldiers 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 approval; if the activity requires duty time for participation and planning.

 c. For well being issues received as the BOSS representative, ensure the issue is documented accurately then present to the commander thru 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 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