

BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) LIFE SKILLS			
Step	Description	Action Officer	Timeline
1	Garrison BOSS Team hosts a BOSS General Council Meeting, IAW BOSS Desk Reference, IOT generate Life Skills event ideas.	Garrison BOSS President	D-90
2	Garrison BOSS Executive Council: 1. Records all ideas received from the General Council meeting. 2. Research best practices on previous Life Skill events executed. 3. Presents Life Skill events to the BOSS Triad for approval.	Garrison BOSS Executive Council	D-90
3	*Garrison BOSS Team and BOSS Executive Council completes BOSS Life Skills Packet (Checklist, CONOP, and Risk Assessment).	Garrison BOSS Executive Council	D-50
4	Garrison BOSS Triad (President, MWR Advisor, and GCSM) reviews packet; if approved forwards to ID BOSS Team. Life Skill Packets are submitted at: BOSS Life Skill Submissions	Garrison BOSS President	D-45
5	ID BOSS Team reviews packet and recommend approval to IMCOM G9 or denies packet and returns to Garrison BOSS Triad.	ID BOSS Team	D-25
6	*ID BOSS Triad submits packet for approval to IMCOM G9.	ID BOSS Team	D-15
7	IMCOM G9 BOSS Approves/Denies Life Skill Packet	DA BOSS Team	D-15
8	ID and Garrison BOSS Team receives approval or disapproval notification.	Garrison BOSS Team	D-15
9	Garrison executes Life Skill's event and conducts the Life Skills Survey.	Garrison BOSS Team	D-Day
10	Garrison BOSS Team creates After Action Report (AAR) and Story Board.	Garrison BOSS Team	D+1
11	NLT 5 days after completion of the Life Skills event Garrison BOSS Team must: 1. Submit AAR and Story Board to IMCOM G9 at IMCOM G9 BOSS 2. Input all information in the Recreation Program Share Tool located on the Army Community Recreation Reports Online (ACRRO) as outlined in the LS SOP at ACRRO	Garrison BOSS Team	D+5
12	NLT 30 days after the completion of the Life Skills event Garrison BOSS Teams work with Garrison MWR Financial Manager to input the Life Skills event reimbursement request, with event receipts, into IMCOM G9 GLAC 276 Garrison Reimbursement Request on SharePoint at GLAC 276 Tool	ID BOSS Team	D+30
13	IMCOM G9 BOSS Team reviews and approves reimbursements and issues Refund Memo.	DA BOSS Team	

Notes:*Packets must be received at IMCOM G9 for approval NLT 15 days prior to event execution.