**Additional Duty Orders**

OFFICE CODE HERE DATE HERE

MEMORANDUM FOR RECORD

SUBJECT: Duty Appointment Orders - Better Opportunities for Single Soldiers (BOSS) Representatives

1. Effective: DDMMMYYYY, the following individuals are assigned the additional duties as Better Opportunities for Single Soldiers (BOSS) Representatives for YOUR UNIT (CO, BN, or BDE).

 Rank Last Name First Name Last 4 SSN

|  |  |  |  |
| --- | --- | --- | --- |
| Representative: | PVT | SMITH | JOHN 1234 |
| Alternate: | PVT | DOE | JANE 5678 |

1. Authority: AR 215-1 Military Morale, Welfare, Recreation Programs and Non-Appropriated Fund Instrumentalities, DA Circular 608-06-1, and the Fort Hooah Better Opportunity for Single Soldiers Standard Operating Procedure.
2. Purpose: Advise the Commander and the 1SG or the CSM about BOSS issues and information. To plan, implement, and assist the Installation BOSS Council with BOSS activities and events, as well as develop a close working relationship with the Installation BOSS Council. The BOSS Representative must have to ability to work with minimal supervision, independently, and as a team player.
3. Special Instructions:
4. Represent this command at the bi-monthly Installation BOSS meetings, and any other meetings called by the Installation BOSS Executive Council, then back brief chain of command and Soldiers.
5. Meet with the units single Soldiers to provide information about post wide MWR and Single Soldier activities, as well as 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.
6. For well-being 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 ensure the Fort Campbell BOSS office is informed of all issues.
7. Perform other duties prescribed by Fort Hooah BOSS SOP.
8. Period of appointment is for a minimum of twelve (12) months from today’s date or until released from appointment.
9. Point of Contact for this memorandum is
10. Signature of Appointees:

Primary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Commanding, 1SG/XO

 Signature

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