BO-SS 1 May 2021

MEMORANDUM FOR RECORD

SUBJECT: Better Opportunities for Single Soldiers Skeet Shooting

1. On 14 May 2021, the Fort Hooah BOSS Program will be hosting a Skeet Shooting at Fort Hooah Range. This event will be $5 to the soldier and meets at Fort Hooah range at 0930. All personnel who wish to attend must have an approved memorandum of understanding from their Chain of Command, see the following page, to participate in this event. The proposed timeline of events can be seen attached to this memorandum.

2. Soldiers who request to attend this event should provide the BOSS Staff, located at 2445 Stanley Road, a memorandum from their command stating that the command knows that the Soldier will be at a BOSS Lead function and will miss time at work. This memo will verify to the Fort Hooah BOSS Executive Council that the Soldier (s) listed on the memo can attend on the date stated on the memo. If the Soldier (s) is not available on the memo, the BOSS Staff will contact that Soldier’s chain of command to notify them the Soldier is a no show. The attached Memorandum of Understanding will be filled out by the Soldiers Chain of Command and signed by both the Soldier and someone within their Chain of Command to acknowledge attendance of the Soldier attending the event.

3. The point of contact for this memorandum is SGT John A. Smith at (123) 456-7890 or [john.a.smith.mil@army.mil](mailto:john.a.smith.mil@army.mil).

John A. Smith

JOHN A. SMITH  
 SGT, USA  
 Fort Hooah BOSS President

MEMORANDUM OF UNDERSTANDING

BETWEEN

FORT HOOAH BETTER OPPORTUNITIES FOR SINGLE SOLDIERS

AND

\_\_\_\_\_\_\_\_\_\_\_1991 BOSS Brigade\_\_\_\_\_\_\_\_\_\_\_\_

SUBJECT: Better Opportunities for Single Soldiers Skeet Shooting

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Soldiers Rank, Name) has brought to our attention that he/she would like to attend the Skeet Shooting with the Fort Hooah BOSS Program on 14 May 2021. As a member of his/her chain of command, I understand that this is during the normal duty day and will authorize the Soldier listed above to attend the function provided by the Fort Hooah BOSS Program

2. Up to date contact information for the Solder whom is attending the trip is:

Soldiers Rank, Name, Contact Number:

SPC Snuffy, Joe 210-867-5309

3. Contact information for the Soldier’s Chain of Command (CoC) in the event issues arise:

CoC Rank, Name, Contact Number:

CPT Doe, John 210-867-5309

4. In the event that I need my Soldier during the day I will contact the Fort Hooah BOSS Executive Council at commercial: 210-466-0721, cell: 210-238-9923.

Joe Snuffy John Doe

Soldier’s Signature Chain of Command Signature

SPC Snuffy, Joe CPT Doe, John

Soldier’s Name Chain of Command Name

8 May 2021 8 May 2021

Date Date

BOSS Skeet Shooting

5 March 2021

0930- Meet at Aachen Range for accountability.

1000 – Range/Safety Brief and Soldiers Brief

1030 – Range goes Hot

1230 – Lunch

1300 – Range Resumes

1530 – Range goes Cold

1545 – Range Cleanup/Event Survey

1600 – Range Close