OFFICE SYMBOL Date

MEMORANDUM FOR RECORD

SUBJECT: Better Opportunities for Single Soldiers EVENT NAME

1. On Date, the Fort Hooah BOSS Program will be hosting an EVENT NAME at EVENT LOCATION. This event will be FREE/COST to the soldier and meets at EVENT LOCATION at EVENT MEETING TIME. 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 BOSS LOCATION, 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.

4. The point of contact for this memorandum is RANK First MI. Last at Phone Number or Email address.

NAME (ALL CAPS)

Rank, BRANCH

Fort Hooah BOSS President

MEMORANDUM OF UNDERSTANDING

BETWEEN

FORT HOOAH BETTER OPPORTUNITIES FOR SINGLE SOLDIERS

AND

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBJECT: Better Opportunities for Single Soldiers EVENT NAME

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Soldiers Rank & Name) has brought to our attention that he/she would like to attend the EVENT NAME with the Fort Hooah BOSS Program on EVENT DATE. 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. Contact information for the Soldier attending the trip is:

Soldiers Rank, Name, Contact Number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Rank, Name, Contact Number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Soldier’s Signature Chain of Command Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Soldier’s Name Chain of Command Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

EVENT NAME

EVENT DATE

EVENT MEET TIME

EVENT TIME LINE

EVENT END TIME