



DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT  
681 HARDEE PLACE  
WEST POINT, NEW YORK 10996-1514

REPLY TO  
ATTENTION OF:

IMML-ZA

2 May 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure (SOP) for the West Point Better Opportunities for Single Soldiers (BOSS) Program.

1. REFERENCE: Department of Army BOSS Circular, 608-01-1, dated 29 August 2001, Subject: Better Opportunities for Single Soldiers. Some information is translated verbatim or paraphrased from the circular to this SOP to achieve maximum understanding of the ideology and concepts anticipated from the originators of the BOSS Program.
2. PURPOSE: To provide guidance, establish policy and delineate responsibilities for the BOSS Program at West Point.
3. OBJECTIVES: The BOSS Program is a Department of the Army (DA) directed, Installation managed, and service member operated Program that consists of the three main pillars listed below. The BOSS Program targets single service members with innovative quality of life and recreational Programming objectives and provides effective means of leadership. These objectives and policies enhance personal excellence and improve the quality of life for all single Soldiers.
  - a. Quality of Life: Quality of life for single Soldiers deals primarily with those things that can be directly or indirectly influenced or enhance morale, living conditions, or personal growth and development.
  - b. Recreation and Leisure Activities: Activities may be planned solely by the BOSS Council or in conjunction with other Morale, Welfare, and Recreation (MWR) activities. Service members will assume the primary role in planning BOSS events. Events should be planned that meet the needs and desires of the single Soldier.
  - c. Community Service: The BOSS Council will participate in a minimum of three community Programs or projects per year which make a difference in the lives of others, the community and ultimately themselves. The service will be voluntary in nature and in accordance with the Installation Volunteer Program. The Program can be implemented in support of existing or established volunteer Programs or Programs developed by the BOSS Council.
4. APPLICABILITY: The BOSS Council members and general membership, Installation and Unit Command leadership and Installation Facility Directors and Managers.

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5. RESTRICTIONS: This SOP can only be updated or supplemented by, and the majority approval of, BOSS Council Officers and U.S. Army Garrison Command Sergeant Major (CSM).

6. POLICY: The BOSS Program is mandated by DA and designed to assist the Army leadership in maximizing well-being for the single service members. The BOSS concept provides a channel of communication allowing input and feedback between the single service member, command, MWR staff, and other Installation agencies. This two-way communication system allows the sharing of information about opportunities and the needs of the single Soldiers. This Program provides an opportunity to assist in the development of young service members to be future leaders.

7. RESPONSIBILITIES:

a. Garrison Commander will:

- (1) Have overall operational responsibility for the BOSS Program.
- (2) Appoint an MWR and volunteer Program advisor to assist single service members with BOSS Program operations and training.
- (3) Approve Installation BOSS Program SOP.
- (4) Ensure education and training opportunities for military and civilian leadership.
- (5) Provide a suitable location for BOSS meetings and activities.
- (6) Monitor or resolve single Soldiers' issues; Forward issues that cannot be resolved to the Major Command (MACOM) through the Army Family Action Plan (AFAP) and provide feedback to service members on status of issues.
- (7) Ensure the opportunity for single Soldiers to sit on Installation councils, such as Army Air Force Exchange System (AAFES)/Commissary, MWR and DPW Planning.
- (8) Ensure the BOSS Program is part of the Newcomers' Briefing.

b. The Garrison CSM will:

- (1) Serve as the senior enlisted military advisor for BOSS Program.
- (2) Provide mentoring and guidance to the BOSS Council.
- (3) Meet with the BOSS Council on a quarterly basis regarding the overall status of the Program. Report issues, concerns, or special requests to the Installation Commander.

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(4) Approve minutes from the BOSS meetings.

(5) Monitor meeting attendance and assist in ensuring unit representation.

c. Unit Commanders will:

(1) Ensure that additional duty orders are completed for appointed BOSS Representatives. Ensure that appointed Representatives are free to attend scheduled BOSS meetings.

(2) Allow single Soldiers to participate in scheduled BOSS activities, if the mission permits.

(3) Develop a method for single Soldiers to surface issues within the unit structure.

(4) Ensure BOSS information bulletin board is designated in each Company Area.

c. The Unit Senior Non Commissioned Officers will:

(1) Serve as advisors and mentors to unit BOSS Representatives and Committees.

(2) Assist commanders in performing BOSS responsibilities.

(3) Educate, inform and ensure the Non-Commissioned Officers support channel supports BOSS.

(4) Monitor meeting attendance and assist in ensuring unit Representation.

e. The MWR Program Advisor will:

(1) Provide guidance to the BOSS Program in planning activities and events.

(2) Assist the BOSS Council in preparing an annual Program budget and financial accountability.

(3) Assist the BOSS Council in developing a marketing plan and obtain commercial sponsorship for BOSS activities and events.

(4) Provide assistance in publicizing BOSS events.

(5) Ensure training of BOSS Council regarding MWR Program responsibilities, purchasing, contracting, internal controls and commercial sponsorship.

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f. Installation Volunteer Coordinator will provide guidance and information on the Installation Volunteer Program.

g. Installation BOSS President will:

- (1) Serve as a member of Executive BOSS Council.
- (2) Plan, preside over and facilitate Installation-level BOSS Council meetings.
- (3) Ensure that a record of all single Soldier issues is maintained, tracked and reported to the Installation Commander through the Garrison CSM.
- (4) Ensure that the meeting minutes, with attendance figures, are prepared and forwarded to the GCSM for approval.
- (5) Ensure that an Installation Subsidiary Ledger of BOSS Program revenue and expense is maintained.
- (6) Supervise and approve all Installation BOSS subcommittees.
- (7) Provide information and education on the BOSS Program, as requested.

h. Installation BOSS Vice President will:

- (1) Serve as a member of the Executive BOSS Council.
- (2) Assume the duties and functions as directed by the President.
- (3) Perform duties of the President in his/her absence.
- (4) Serve as the council liaison for all BOSS subcommittees not specified to other council members.
- (5) Ensure attendance of all BOSS Council members and representatives by distributing notifications of scheduled and unscheduled meetings and events.

i. Installation BOSS Secretary will:

- (1) Serve as a member of the Executive BOSS Council.
- (2) Assume the duties of President, Vice President, or Treasurer in their absence.

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(3) Record and prepare minutes for signature of the BOSS Council meetings prior to the next meeting.

(4) Ensure additional duty orders are prepared for all BOSS Council Members and Representatives.

(5) Maintain an accurate record of all events, ventures, and meetings, as well as those activities sponsored by BOSS.

(6) Perform other duties and functions as directed by the President.

j. Installation BOSS Treasurer will:

(1) Serve as a member of the Executive BOSS Council.

(2) Assume the duties of President, Vice President, or Secretary in their absence.

(3) Maintain and verify financial condition with the MWR Program Manager.

(4) Prepare and render financial reports at meetings, as needed.

(5) Perform other duties and functions as directed by the President.

k. Installation BOSS PAO will:

(1) Serve as a member of the Executive BOSS Council.

(2) Assume the duties of the President, Vice President, Secretary, or Treasurer in their absence.

(3) Document all activities of BOSS (Pictures, articles, etc.).

(4) Maintain the West Point BOSS Facebook account.

(5) Perform other duties as prescribed by the President.

k. Installation BOSS General Council Members will:

(1) Attend all scheduled meetings.

(2) Raise appropriate concerns, issues and interests from their respective units.

(3) Disseminate BOSS information to their unit.

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(4) Serve on BOSS subcommittees, as required.

1. Installation BOSS Subcommittee Chairpersons will:

(1) Represent, resolve, or perform specific tasks or research projects related to specific MWR Programs and single Soldier issues.

(2) Adhere to specific guidance from the BOSS President in performing subcommittee tasks.

(3) Report findings to a designated council member or the general council, as requested.

8. ORGANIZATION: The Installation BOSS Council will be comprised of an Executive Council, which includes a president, vice president, secretary and treasurer and a General Council, which consists of the assigned Unit Representatives. Standard protocol, procedures, and Presidential Rules of Order will be adhered to and followed by the BOSS Council at all scheduled meetings. The BOSS General Council will consist of equal and specific Representatives from each Unit. All council positions will have a term of one year or until otherwise relieved and replaced from appointment.

9. PROCEDURES:

a. Eligibility: Any single Soldier assigned to the Installation, to include single parents and unaccompanied Soldiers with a minimum of one year remaining at this duty station, is eligible to be nominated to become a member of the BOSS General Council.

(1) BOSS events such as picnics, fun runs, etc. should be open to all MWR users. Civilian guests may also participate, depending on the nature of the event. Since BOSS is primarily for single service members, priority will be given to them for events with limited capacities or funding, such as ski trips, white water rafting, etc.

b. The BOSS General Council Appointments: The BOSS General Council will notify each unit's ISG of the upcoming appointments of the new General Executive Council members. The ISG will notify the unit's personnel that nominations will be accepted during a specific period of time. Unit personnel should consider and recommend the best-qualified individuals to represent their unit. Interested single Soldiers can nominate themselves through the same process. Once the ISG receives the nominations, he/she will select a primary and alternate representative to represent the unit. Selected Soldiers will be placed on additional duty appointment orders to be on the BOSS General Council.

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c. BOSS Executive Election:

(1) A special meeting will be scheduled for the BOSS General Council to include both new and old members.

(2) New General Council members interested in a specific position on the Executive Council will complete an application form (Appendix A) and be given the opportunity to address the council regarding his/her interest, vision and qualifications for that position.

(3) The President will make a list of interested candidates for each position and by secret ballot and a vote from all general council members, select a new BOSS Executive Council.

(4) The previous BOSS Executive Council members will remain as advisors for a minimum of 30 days to relay information and guidance to the new council members to ensure a smooth transition.

d. Mid-Year Vacancies: When formal notification is given that a council position becomes vacant prior to the next Executive Election due to voluntary or involuntary termination, individuals currently on the General Council will have the opportunity to fill that specific position, i.e., president, vice president, etc. through secret ballot within the council. Depending on the length of time until the next Executive Council Election, a formal request will be made to the appropriate unit to appoint another Representative to join the Council. The term this new Representative will last only until the next Executive Council election, whereby, the individual will have to campaign again for the position.

e. Removal from Office:

(1) Any General or Executive Council member can be removed from his/her position for misconduct or neglect of duties. The vote to remove the offender from the council or position held will be the same as any other motion. The president or vice president will notify the Garrison CSM for concurrence before a council member is terminated or resigns. The Garrison CSM will, in turn, notify the member's chain of command to cancel his/her additional duty appointment orders.

(2) Council members missing three consecutive scheduled meetings will be removed from their position once a majority vote is rendered from the General Council, if it is determined that such absences were unexcused.

(3) Lack of full participation in the fulfillment of their elected position objectives, lack of support from duty or activity supervisors, or representing BOSS in a misleading or detrimental fashion will result in recommendation for review of situation by the GCSM.

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f. Council Meetings:

(1) Council meetings will be conducted once a month (minimum) on specified dates, as determined by the Council President. Meetings will focus on council cohesion, old and new business and subcommittee issues. The President opens the meetings at the appointed time and calls the meetings to order after ascertaining that a quorum be present. The quorum should be no less than the Company Representatives from each unit and two executive members. He/she announces, in proper sequence, the business comes before the council as prescribed in the agenda or existing orders of the day. He/she states and puts to vote all questions that legitimately come before the council as motions and announces the result of each vote. If a motion is out of order, it will be ruled out of order.

(2) The President responds to inquires or questions of members related to parliamentary procedures or factual information bearing on the business of the council. He/she expedites business in every way compatible with the rights of members recognizing members who are entitles to speak. He/she manages and delegates tasks to council members and subcommittees. He/she authenticates by signature all acts, orders, and procedures of the council when necessary. He/she declares the meeting adjourned when voted on or in the event of an emergency. He/she maintains contact with the GCSM by keeping him/her informed of all council business.

(3) The Secretary keeps the council's official membership roll and calls the roll when it is required and provides copies of minutes to council members, all 1SGs, CSMs, and commanders. He/she maintains a record book in which the SOP and minutes are entered with any amendments to these documents properly recorded and ensures the current book is on hand at each meeting. In the absence of the President and Vice President, the Secretary calls the meeting to these forums unless critical or essential missions preclude attendance.

g. BOSS Representation: The BOSS Council or subcommittee members will be responsible for attending specific Installation and Directorate meetings (i.e., Dining Facility, AAFES/Commissary Council, Town Hall Meeting, etc.) and reporting back to the BOSS Council.

h. Subcommittees:

(1) The council will select subcommittees that will report to the council at specified times and give reports on issues concerning their subcommittee. Subcommittees are organized to research, investigate, and find potential solutions to specific well-being issues or recreational activity endeavors that affect the single service members and will consist of volunteers interested in the specific issue at hand.

(2) Subcommittees may also consist of Representatives from activity related agencies on or off the Installation (i.e., housing, dining facility, Provost Marshal, etc.). Specific subcommittees may continue to exist as part of the overall Program or cease to exist once a



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solution has been found concerning the initial issue. This decision will be made by the subcommittee recommendation and/or the majority vote by the Executive Council.

i. Quality of Life Issues:

(1) The BOSS Program advisor and/or president will direct issues identified or raised during BOSS meetings to the appropriate Command or Staff Agency on the Installation for resolution. In the event the issue cannot be resolved, it will be coordinated with the AFAP representative for the format, content and authentication. Once authenticated, the issue will be forwarded to the MACOM.

(2) Installation Quality of Life, DA Form 7380-R, dated March 1997, will be used to submit all Installation formal well-being issues/concerns. The form will be prepared in duplicate and processed by the BOSS President through the GCSM to the Garrison Commander.

(3) The President will track the progress of each issue and report to the BOSS Council at regularly scheduled meetings. Resolved issue reports will be reproduced and provided to the General Council members for dissemination throughout the Installation.

j. Recreation and Leisure Events: The BOSS members should solicit ideas from their unit single soldiers and share those issues at council meetings. Events will be coordinated with the MWR advisor and include the outline of current plans, which will include marketing and funding. If co-sponsoring or hosting an event, the event will be coordinated with the co-host and will include an outline of responsibilities for BOSS and the participating Program.

(1) Prior to paying ANY money (including deposit) for an overnight trip, Soldiers MUST have an approved Leave Form (DA-31).

(2) BOSS provides transportation on all overnight trips. The use of Privately Owned Vehicles is prohibited. Exceptions to this policy must be in the form of a Memorandum for Record from the Garrison CSM. Requests for exceptions must be submitted NLT 30 days prior to the date of the trip.

k. Community Service: The BOSS Vice President will coordinate all volunteer assistance and activities with the Installation Volunteer Coordinator. The BOSS volunteer hours will be tracked for each service member and by the event or Program BOSS is involved with. Examples of typical volunteer Program include: care packages to deployed service members, veterans and nursing home visits, BOSS against drunk drivers, etc.

10. AWARDS AND RECOGNITION: Every effort will be made to recognize all participants who made a significant contribution to, or through, the Program. Criteria for awards require the Garrison Commander's signature and will be routed through the director of MWR for processing.

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11. PROPONENCY: The Directorate of Morale, Welfare and Recreation is the proponent for this SOP.

FOR THE COMMANDER:

KEVIN FAUNTLEROY  
CSM, USA  
Garrison Command Sergeant Major

Concur/Non-Concur

DANE D. RIDEOUT  
Colonel, AG  
Commanding

DISTRIBUTION:

GARRISON COMMANDER

TENANT COMMANDERS

TENANT CSM, SGM, 1SG AND DETACHMENT SERGEANTS

DFMWR

MWR PROGRAM ADVISOR

INSTALLATION VOLUNTEER COORDINATOR

BOSS EXECUTIVE COUNCIL MEMBERS

BOSS GENERAL COUNCIL MEMBERS

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Appendix A



**Executive Council Application Form**

Rank:

Name:

Unit:

Cell Phone #:

Email: \_

BOSS Role: \_\_\_\_\_ Time in Position: \_\_\_\_\_

Position applying for?:

Can you commit 6-12 months to job? Yes / No

Can you effectively communicate with your command? Yes / No

Any past BOSS experience?:

Why do you want to be in the BOSS Executive Council?:

What can you bring to the BOSS program?:

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APPENDIX A (Cont)

I understand that as a BOSS Executive Council Member that I will attend BOSS Executive Council Member meetings once a week, bi-monthly BOSS Installation meetings, as assigned BOSS Programs (events, trips, tournaments, volunteer opportunities, etc) and will give adequate notice for military and personal commitments. I will ensure that I keep open communication with my unit and the BOSS Program. I understand that I represent the Army, West Point, my unit, DFMWR and the BOSS Program and will conduct myself in a professional manner at all times.

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Rank and Full Name (print)

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Rank and Full Name (signature)    Date

I authorize for the above mentioned person to run for a BOSS Executive Council position. (Must be signed by the Unit 1SG)

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1SG Name

---

1SG Signature

---

Date