

CHECKLIST: Better Opportunity for Single Soldiers (BOSS)

POC: Darlene Hines, Outdoor Recreation, 545-9636 03 November 2008

UNIT INSPECTED: _____ DATE: _____ SI _____ SI II _____

INSPECTOR: Darlene Hines SIGNATURE: _____

UNIT POC: _____ SIGNATURE: _____

- | | FM | PM | NM |
|--|-------|-------|-------|
| 1. Are Primary and Alternate BOSS Representatives appointed on Duty Appointment Memorandums? (Applicable at Company, Battalion, Brigade, and Division level) DA Cir 608-06-1 page 6, B4. c (1) | _____ | _____ | _____ |
| 2. Are BOSS Representatives using DA Form 4713 and DA Form 4162 to track participant volunteer hours and events? If there is no active participation, does Representative have forms on hand for future use? AR 608-1, Appendix C, C-4, a., b, and c. | _____ | _____ | _____ |
| 3. Are BOSS Representative using DA Form 7380 to initiate, track, and record formal BOSS issues? If there are no current issues, does representative have forms on hand for future use? DA 608-06-1, Ch 3-2 a., page 3, and B-7 a. (1)-(4) page 7 | _____ | _____ | _____ |
| 4. Are BOSS Program Overviews included with Company and Battalion Newcomer's Briefing? It is suggested that each representative keep a log of briefings completed. DA Cir 608-06-1, Appendix B-4 c. (3) page 6 | _____ | _____ | _____ |
| 5. Are Commanders regularly scheduling time for BOSS Representative to brief unit leaders and Soldiers? It is suggested that each representative keep a log of briefings completed. DA Cir 608-06-1, Appendix B-4 c. (4) page 6 | _____ | _____ | _____ |
| 6. Are BOSS representatives accessible to receive issues and information from unit Soldiers, and conduct customer service activities? DA Cir 608-06-1, Appendix B-4 j. (2) Page 7 | _____ | _____ | _____ |
| 7. Is a BOSS bulletin board posted with current information on events, community activities, and representative/points of contact? IAW local SOP photos of BOSS representative should be posted. DA Cir 608-06-1, Appendix B-4 c. (5) | _____ | _____ | _____ |

8. Can Unit Representative or president show evidence of structured/supported Recreation and Leisure activities conducted by the BOSS program throughout the past twelve months? DA Cir 608-06-1, Appendix B-3 (b) page 5

9. Have there been any community service projects conducted throughout the last twelve months? DA Cir 608-06-1, Ch 3-2 c. page 3

10. Can BOSS president/representative provide meeting minutes which reflects attendance to council meetings and BOSS functions? DA Cir 608-06-1, Ch 2-9 c. page 3 and B-4 f. (3) page 6

11. Does BOSS Unit Rep/President have a current copy of DA Circular 608-06-01 on hand?

12. Does BOSS Unit Rep/President have a current copy of AR 215-1 on hand?

13. Does BOSS Unit Rep/President have a copy of AR-608-1 on hand?

14. Does BOSS Unit Rep/President have a current copy of BOSS program SOP in continuity book?

15. Does BOSS Unit Rep/President have a current copy of BOSS Meeting SOP in continuity book?

Resources required from Inspected Unit:

- 1. BOSS Representative Books**
- 2. Primary and Alternate Duty Appointment Memorandum**
- 3. After Action Reviews (AARs) of BOSS activities executed in the past year (President inspection only).**
- 4. Records of DA Forms 7380, DA Form 4713, DA Form 4162**
- 5. Any after action reports and prior inspection reports in the past year**

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**STAFF INSPECTION PROGRAM STANDARDS
BETTER OPPORUNITY FOR SINGLE SOLDIER PROGRAM (BOSS)**

POC: Darlene Hines, Outdoor Recreation, 545-9636

03 November 2008

- 1. PURPOSE.** To ensure policies and procedures are established for the BOSS program at Fort Benning.
- 2. APPLICABILITY.** These standards are applicable to all BOSS Representatives at unit, battalion, brigade, and division or installation level at Fort Benning.
- 3. GENERAL.** The inspection consist of functional areas dealing with the BOSS program/representatives ensuring the program is consistent and executed by the below mentioned references.
- 4. RATING CRITERIA.** The ratings will be as follows:
 - a. Fully Met.** All areas inspected are followed IAW DA Circular 608-06-1, AR 215-1, AR 608-1, local SOPs and resources required listed on the checklist.
 - b. Partially Met.** Failure to comply with 4a above, not having proper records in place or incomplete records. Corrections can be made on the spot. Overall inspection will receive PM if three or more objectives are not fully met.
 - c. Not Met.** Failure to comply completely with 4a above.
- 5. REFERENCES.**
 - a. DA Circular 608-06-1 (Oct 06) (Expires Oct 08)**
 - b. AR 215-1 (Oct 06)**
 - c. AR 608-1 (Jul 06)**
 - d. Fort Benning Boss Continuity Books**
 - e. Fort Benning BOSS Program SOPs.**

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