

**BETTER OPPORTUNITIES FOR SINGLE SOLDIERS  
STANDARD OPERATING PROCEDURES (SOP)  
INSTALLATION MEETINGS**

IMSE-BEN-MWR

5 February 2008

1. **PURPOSE:** To provide guidance, establish policy, and delineate responsibilities for the BOSS Installation Meetings at Fort Benning, Georgia.
2. **MEETINGS:** The BOSS President will:
  - a. Announce the date of the next meeting at the previous meeting.
  - b. Send an email to each BOSS MSC unit representative one week in advance of the meeting.
  - c. Provide meeting information to the MWR advisor to submit to MWR Marketing Department at least two weeks prior to the meeting for input into the Benning Bulletin and Bayonet.
  - d. Prepare agenda at least one week in advance of the meeting and send a copy to the MWR advisor for comments.
  - e. Email agenda to all BOSS representatives three to four days prior to the meeting.
  - f. Email agenda to the Garrison CSM for distribution to all MSC CSMs three to four days prior to the meeting.
  - g. Submit a facility usage request to the Kelley Hill Recreation Center manager three months prior to each MSC meeting.
  - h. Send an email to DPW, AAFES, DPW, DECA, and CBM representatives encouraging them to send someone to represent their organizations at the BOSS Installation Meeting.
3. **LOCATION:** All meetings will be held in the Kelley Hill Recreation Center ballroom unless there is a functional reason to hold it in a different location.
4. **SET UP:** President, Executive Committee, MWR Advisor, AAFES, DECA, CBM, DPW, and all MSC BOSS representatives will have seats marked with name plates.
5. **GUEST SPEAKER:** The BOSS President will arrange for a guest speaker to come to each meeting. The presentation should generally last no more than 10-15 minutes followed by a short question and answer period. It is strongly recommended that each

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### **Standard Operating Procedures for BOSS Installation Meetings**

guest speaker provide a power point presentation at least one week prior to the meeting. BOSS President will make sure that all audiovisual equipment works prior to the meeting and send electronic copies of the presentation to the representatives after the meeting.

**6. HANDOUTS:** Each BOSS MSC unit representative will receive a packet of information at the meeting; copies will also be available for other meeting attendees. Packets will include:

- a. Agenda.
- b. Signed minutes of last meeting.
- c. Advertising for upcoming events – enough copies for each company/battalion.
- d. Handouts/PowerPoint presentation from guest speaker.

**7. ORDER OF MEETING:**


- a. Sign-in roster will be posted for all to sign in.
- b. BOSS President will call the meeting to order and introduce any guests/Command.
- c. Each BOSS MSC unit representative will introduce themselves.
- d. Guest Speaker
- e. Treasurer reviews budget balance.
- f. Old business.
- g. New business; voting if required.
- h. President and/or Vice President will provide information on upcoming events.
- i. Single Soldier Quality of Life issues.
- j. Meeting will be opened for general discussion.
- k. Meeting adjourned.

**8. MEETING MINUTES:**

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- a. BOSS President will coordinate the approval and signature of meeting minutes with CSM within one week of each meeting.
- b. BOSS President will coordinate with MWR Marketing to post monthly meetings on MWR BOSS web page within one week of approval by CSM.
- c. BOSS President will ensure copies of approved minutes are included in handouts to each MSC.

  
RUSSELL W. SADLER  
CSM, USA  
Garrison Command Sergeant Major

**DISTRIBUTION:**

199<sup>th</sup> IN Bde  
HHC, USAIC  
MEDCOM  
3/3d  
197th  
192d  
198th  
RTB  
NCOA  
92d MP  
988th MP  
DES  
11th Engr  
13 CSSE  
14th CSH  
75th Ranger  
IMCOM  
Garrison Command Sergeant Major  
Garrison Commander  
AAFES  
MWR  
Central Barracks Management  
DPW