

CHECKLIST: Better Opportunity for Single Soldiers (BOSS)

POC: Noelle Phillips, MWR BOSS Advisor, 544-1411 or 706-527-8689

28 July 2011

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

INSPECTOR: Noelle Phillips SIGNATURE: _____

UNIT POC: _____ SIGNATURE: _____

- | | FM | PM | NM |
|--|-------|-------|-------|
| 1. Are Primary and Alternate BOSS Representatives appointed on Duty Appointment Memorandums? Representatives do not have to be single. (Applicable at Company, Battalion, Brigade, and Division level) Local BOSS SOP page 3,6-c. 1. | _____ | _____ | _____ |
| 2. Are BOSS Representatives using DA Form 4713 and DA Form 4162 to track participant volunteer hours? If there is no active participation, does the Representative have forms on hand for future use? Local BOSS SOP page 6, 6-l. 8. | _____ | _____ | _____ |
| 3. Are BOSS Program Overviews included with Company and Battalion Newcomer's Briefing? Example of FM is a log of briefings completed. Local BOSS SOP page 3, 6-c. 6. | _____ | _____ | _____ |
| 4. Are Commanders regularly scheduling time for BOSS Representative to brief unit leaders and Soldiers Example of FM is a log of briefings completed. AR 215-1 page 47, 8-11, e.1., Local BOSS SOP page 6, 6-l. 7. | _____ | _____ | _____ |
| 5. Is a BOSS bulletin board posted with current information on events, community activities, and Representative and Alternate points of contact? IAW local SOP photos of BOSS representatives and alternates should be posted. Local BOSS SOP page 3, 6-c. 5. | _____ | _____ | _____ |
| 6. Can BOSS Representative show evidence of structured/ supported Recreation and Leisure activities conducted by the BOSS program throughout the past twelve months? DA Cir 608-06-1 page 3, 3-2. b., and Local BOSS SOP page 1, 4-b. | _____ | _____ | _____ |
| 7. Can BOSS Representative show evidence that he/she had information about upcoming community service projects available to Soldiers? Local BOSS SOP Page 1, 4-c. | _____ | _____ | _____ |

8. Can BOSS Representative provide meeting minutes which reflect attendance at all council meetings? FM is 9-12 meetings attended, PM is 6-8 meetings attended, NM is 1-5 meetings attended in a calendar year. AR 215-1 page 47, 8-11, e.1., and Local BOSS SOP Page 3, 6-c. 4. Page 5, 6-l. 1.

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

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

Resources required from Inspected Unit:

- 1. BOSS Representative Books**
- 2. Primary and Alternate Duty Appointment Memorandum**
- 4. Records of DA Form 4713 and DA Form 4162**

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

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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 AR 215-1, 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. AR 215-1 (Oct 10)
 - b. Fort Benning Boss Continuity Books
 - c. Fort Benning BOSS Program SOPs.

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