

STANDARD OPERATING PROCEDURES (SOP)
FOR
BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)
FORT RILEY, KANSAS

1. REFERENCES:

- a. AR 215-1 (Morale, Welfare and Recreation)
- b. DA Circular 608-97-1 (BOSS Program dated 29 August 1997)

2. PURPOSE: To provide guidance, establish policy, and responsibilities for the BOSS Program at Fort Riley.

3. OBJECTIVES: BOSS is a Department of the Army (DA) directed, installation managed, and soldier operated program initiated in 1989 by the Chief of Staff of the Army and Sergeant Major of the Army. The DA Community and Family Support Center was tasked to design and implement BOSS, originally to establish a forum for single soldiers to determine what leisure activities single soldiers wanted, voice their concerns with Morale, Welfare, and Recreation Program (MWR) services, and then work together to provide improved activities and functions combining the needs of the soldiers and the financial capabilities of MWR. In 1991, Army leadership, through surveys, troop visits, and the Army Family Action Plan Conference, realized that single soldiers were more concerned about quality of life issues than leisure activities. Therefore, what was formerly known as Single Soldier Initiatives (SSI) was formally incorporated into the BOSS Program resulting in the following three major components:

- a. Leisure and Recreation Activities: BOSS allows single soldiers to select, plan, and participate in activities or events of their choice. Primary responsibility and assistance is tasked to the Program Advisor and the BOSS President.
- b. Quality of Life (QOL) and Well Being Issues: Soldiers may raise issues that affect their overall standards of living, or QOL. Primary responsibility and assistance tasked to the appropriate chain of command assisted by the BOSS program and installation services depending upon the nature of the issue.
- c. Community Service: BOSS members may volunteer to participate in, and/or contribute to community service projects and programs. Volunteer service may be in the form of the individual soldier offering his/her time and energies, or BOSS may volunteer as a group effort to enhance selected projects or programs benefiting Fort Riley and Kansas. Primary responsibility is tasked to the Installation BOSS Committee. Additionally, all commanders and the NCO support channel are encouraged to allow soldiers to participate within constraints of mission requirements. Significant volunteer service will qualify for individual or group recognition.

4. RESPONSIBILITIES:

a. Command Sergeant Major, 24th Infantry Division and Fort Riley

- (1) Monitor execution of the BOSS Program.
- (2) Conduct quarterly BOSS reviews with all CSMs in attendance.
- (3) Provide mentorship and guidance as appropriate.
- (4) Report issues, concerns, or special requests to the Commanding General when appropriate.
- (5) Utilize NCO chain of support channels to keep senior NCOs informed, and encourage support and participation within subordinate commands.
- (6) Conducts interview with prospective BOSS President for appointment.

b. Director, Community Activities

- (1) Overall execution and conduct of the BOSS Program.
- (2) Provide a suitable location for Installation BOSS meetings.
- (3) Appoint an MWR advisor to work with the BOSS Program.
- (4) Fund BOSS Program within budget requirements.

c. Director of Community Activities (DCA) Sergeant Major

- (1) Serves as Senior Military Advisor for the Installation Committee and the BOSS Program.
- (2) Briefs and coordinates BOSS activities, issues, concerns to the Division and Fort Riley CSM, and the Division and Fort Riley Commanding General as appropriate.
- (3) Monitors BOSS activities, issues, and concerns and briefs the DCA and staff for execution of events or resolution of issues and concerns.
- (4) Mentors and provides guidance to Installation BOSS program Coordinator, Installation BOSS Officers and BOSS representatives as appropriate.

(5) Attends the DA BOSS Conference when scheduled.

(6) Utilizes the NCO support channel to inform and encourage support for BOSS activities, issues, and concerns.

(7) Conducts interview with prospective BOSS President for appointment.

d. Installation BOSS Program Coordinator (MWR BOSS Advisor)

(1) Supervises and assists Installation BOSS Committee Officers in the execution of their duties.

(2) Reports to the DCA Sergeant Major and the Director of Community Activities.

(3) Coordinates BOSS activities, issues and concerns with the DCA Sergeant Major, Director of Community Activities, and installation staff for execution of events or resolution of issues and concerns.

(4) Attends the DA BOSS Conference when scheduled.

(5) Assists the Installation BOSS Committee in preparing and annual program budget and financial accountability.

(6) Assists the Installation BOSS Committee with developing a marketing plan and obtaining commercial sponsorship for BOSS activities and events.

(7) Manages all financial planning and assessments in relation to coordination and execution of all BOSS activities.

e. Installation BOSS President

(1) Assigned to appointment full time as a Borrowed Military Manpower (BMM) position, to serve for a term no longer than 365 consecutive days, or one full year. This term may be extended up to three months to provide overlap training and transition.

(2) Rank to be of no issue- appointment is to be made based on leadership qualities, creative ideas, and BOSS Program knowledge.

(3) Appointment will be made by an interview process, and combined consensus of the MWR BOSS Advisor, DCA Sergeant Major, and the Fort Riley and Division CSM.

(4) Ensures a record of all single soldier issues that are maintained, tracked, and reported.

- (5) Plans, presides over, and facilitates installation-level BOSS meetings.
- (6) Ensures that meeting minutes, with attendance, are prepared and forwarded through the BOSS Program Coordinator and BOSS Senior Enlisted Advisor for approval.
- (7) Supervises all installation BOSS committees.
- (8) Provides information and education on the BOSS Program as requested.
- (9) Assists with budget preparation and submission.
- (10) Prepares and presents briefs to the Division Commander, Command Sergeant Major, Company Commander/ 1SG's Course, 1st Replacement Company Newcomers Briefing, and as needed or requested.
- (11) Coordinates and maintains BOSS Long Range Training Calendar, BOSS intranet Web Site, and the Fort Riley BOSS Newsletter.

f. Brigade, Battalion, and Company Commanders

- (1) Appoint BOSS Representatives (primary and alternate) on additional duty orders.
- (2) Provide sufficient time for monthly BOSS Committee to meet, solicit ideas, and raise issues for presentation to Command forwarding to the Installation BOSS Committee as appropriate.
- (3) Ensure BOSS Representatives attend unit and Installation BOSS Committee meetings as scheduled.
- (4) Allow single soldiers to participate in scheduled BOSS activities within mission constraints.
- (5) Include the BOSS Program as part of the newcomer's orientation.
- (6) Encourage BOSS representative to sit in on unit budget and training meetings and Family Support Group special event planning meetings.

g. Brigade, Battalion Command Sergeants Major and Company First Sergeants:

- (1) Serve as senior advisor to unit BOSS Committee and Program.

(2) Assist the commander in subparagraph f(4), above.

(3) Ensure that the NCO support channel is knowledgeable, informed, and supportive of the BOSS Program

(4) Ensure the BOSS representative is allowed sufficient time during normal duty hours to attend higher command level meetings, conduct unit meetings, brief leadership, research issues, and present information in unit formations.

(5) Ensures that the BOSS representative is maintaining and updating a BOSS book and BOSS Board.

(6) Attends and advises over respective BOSS meetings.

h. Brigade, Battalion and Company BOSS Representatives and Alternates

(1) Assigned to appointment on additional duty appointment orders, copy of which must be forwarded to Installation BOSS President for files. Orders must include both Primary and Alternate BOSS Representative.

(2) Attends monthly Installation BOSS Committee meetings.

(3) Attends other BOSS meetings from company through brigade levels as directed by chain of command BOSS policies.

(4) Conducts unit BOSS meetings IAW Commanders Guidance.

(5) Raises appropriate concerns, issues, and interests, from respective units at the appropriate higher command level BOSS meetings.

(6) Assists the Commander, Command Sergeant Major, and First Sergeant in planning, organizing, and conducting activities for single soldiers.

(7) Obtains and disseminates information (Well Being, Recreation and Leisure, Community Service) to soldiers and leaders in the respective units in a timely manner.

(8) Assists Installation BOSS Program in recording volunteer service and related recognition programs.

(9) Coordinates issues and concerns with Repair and Utilities personnel and Dining Facility representatives.

(10) Maintains and updates BOSS representative photos, BOSS Books, and BOSS Boards.

(11) Conducts annual BOSS training within respective units (BDE, GP, BN & CO).

(12) Plan monthly, quarterly, and yearly BOSS calendars, and schedule on Training Schedule.

(13) Participate in at least one BOSS event per month.

i. Overall Responsibilities

(1) All BOSS representatives are responsible to perform their duties. It is imperative to the success of the BOSS program and its effect to better opportunities for the single soldiers of this installation.

(2) All BOSS representatives are required to meet with their senior leader (CDR/CSM/1SG) to review BOSS information and concerns.

(3) All BOSS representatives need to record minutes and set agenda for monthly unit BOSS meetings.

(4) All BOSS representatives need to ensure that they maintain a BOSS Book and BOSS Board at the unit.

(5) Organization. The Installation BOSS Committee will be comprised of the following:

(a.) Installation Executive BOSS Council, which includes the BOSS President, the MWR advisor, the DCA SGM, and each Major Subordinate Command BOSS Representative.

(b.) Installation BOSS Committee, which includes the Installation Executive BOSS Council and each Brigade, Battalion and Company Detachment BOSS Representative located at Fort Riley, Kansas. Installation BOSS Committee members are elected or appointed within their respective units. These BOSS Representatives will be volunteers for the position and elected by majority vote of the single soldiers or BOSS Representatives within the command. Unit level BOSS representative selection parameters include:

(1) Must be single or geographic bachelor.

(2) At the time of selection, soldier should have at least one year retainability in the Army and projected to have one year retention at Fort Riley.

(3) Soldier should possess demonstrated leadership skills (including the ability to communicate well, organize thoughts and projects) and exhibit enthusiasm and desire to represent his/her peers and the command.

j. Meetings:

(1) Installation BOSS Committee will conduct two meetings monthly:

(2) General information meeting including executive council and general committee members to be held the first Tuesday of each month at 1530 in the DCA Conference Room, Building 253.

(3) Installation Executive BOSS Council meeting will be held on the third Tuesday of each month at 1530, location DCA Conference Room, Building 253. This meeting serves as the primary "business" meeting for the Fort Riley Installation BOSS Program. Major subordinate command BOSS Representatives will:

(a.) Submit minutes and agendas from unit meetings.

(b.) Submit issues, concerns, or recommendations as necessary/appropriate.

(c.) Establish agendas for future meetings including guest speakers.

(d.) Establish and update annual BOSS calendar.

(e.) Form committees, as necessary, for events and programs conducted under the auspices of the Installation BOSS Program.

(4) Major Subordinate Commands, Brigades, Battalions, and Companies (or Detachments) will conduct meetings monthly. Commanders, Command Sergeants Major, and/or First Sergeants will assist their BOSS Representatives to plan and conduct meetings to meet the need, goal, and mission of their organization. Each level of command may determine whether to orient their meetings towards a general informational type session or a more formalized business format (or possibly a combination of the two). Other considerations include:

(a.) Recommend monthly company level BOSS meetings (attended by all single soldiers within the unit) be held three to five working days following the installation BOSS

Committee meeting. This affords the company BOSS Representative a timely opportunity to disseminate information gathered at the Installation Committee meeting to single soldiers within the unit, and provides him/her the opportunity to obtain issues or recommendations to present to the next battalion level BOSS meeting. Generally, the most vital level of command in terms of the overall success of BOSS is the company/detachment. The majority of soldier issues, pertains to subjects or matters originating and resolved at company or battalion level. Company level BOSS programs often provide invaluable assistance to Commanders and First Sergeants in improving and maintaining a positive command climate posture through enhanced two-way communication (similar to the old junior enlisted councils) and organizing small-scale activities (picnics, outings, one-day trips, classes, ect.) to enhance the overall well being for the soldiers.

(b.) Recommend battalion level and brigade level BOSS meetings be scheduled monthly (minimum quarterly), attended by subordinate BOSS representatives. Recommend that these meetings be held within five to seven working days after the Installation BOSS Committee meeting, this affords each level of command to discuss issues, business, ect. and provide the unit BOSS representative with information and guidance for presentation and/or voting at the Installation Executive BOSS Council meeting.

k. Coordinating Instructions:

(1) Well Being Issues or Concerns: Generally, two basic tenets apply; the BOSS Program will not circumvent the appropriate chain of command to resolve issues or concerns raised by soldiers of BOSS representatives, and the spirit of non-attribution will apply in resolving issues or concerns. This ensures that soldiers feel free to voice concerns without retribution, and the chain of command is afforded appropriate need-to-know and integrity safeguards.

(a.) The BOSS President will keep the Division and Fort Riley Command Sergeant Major informed about all BOSS issues (from receipt of the issue to its resolution), utilizing guidance and direction from the BOSS Senior Enlisted Advisor and BOSS Program Coordinator.

(b.) Resolved issues will be addressed at the appropriate executive council Meeting or Installation BOSS Committee meeting. Through experience, it is incumbent upon BOSS representatives and Soldiers to learn and recognize the appropriate command level to submit issues for timely recognition.

(c.) The BOSS President and Executive Council will brief appropriate BOSS issues and concerns to the DCA SGM, DPW SGM, Garrison SGM, and the Division and Fort Riley CSM.

(2) Recreation and Leisure

(a.) The BOSS Program will work with the DCA and MWR support activities to provide input on the types of activities most soldiers desire, and to educate or inform soldiers about events or activities to occur at Fort Riley.

(b.) The BOSS Program will coordinate with MWR managers for appropriate support, advertising, and marketing, for BOSS functions or events on Fort Riley.

(3) Community Service

(a.) The BOSS President and the Installation BOSS Executive Council will coordinate all volunteer assistance and activities with the DCA, Army Community Services Volunteer Coordinator to:

(1) Keep soldiers informed of the myriad of opportunities for soldiers to volunteer within the Fort Riley Community.

(2) Jointly manage and record volunteer hours by event/program performed by single soldiers and the BOSS Program in support of recognition and incentive programs.

(b.) Single soldiers may participate in existing programs/projects, or may develop new programs for volunteer or community service.

(4) BOSS Books and BOSS Boards

(a.) BOSS Books: BOSS Books should include the following information:

-Additional Duty Orders for primary and alternate BOSS Representatives.

-DA CIR 608-97-1 (Better Opportunities for Single Soldiers Program).

-FR Reg. 600-1 (Informal Fund Raising on Fort Riley).

-Fort Riley BOSS SOP.

-Related BDE, BN, and Company BOSS Policy letters or Standard Operating

Procedures.

-Minutes and Agendas from previous BOSS meeting

-BOSS representative

-BOSS Representatives list (list or identifier of all company, Battalion, Brigade, and Post Representative).

- (b.) BOSS Boards:
- BOSS POC list-with picture, if possible.
 - BOSS Calendar
 - BOSS suggestion box
 - Minutes and Agendas from previous BOSS meetings
 - Schedule of monthly BOSS meetings
 - Any event fliers, posters, pictures, ect.

1. Financial Management: The Installation BOSS Program is authorized use of appropriated and non-appropriated funds to support the Installation BOSS Program IAW AR 215-1. Installation BOSS funds will be managed by the DCA, Support Services, and the BOSS Advisor.

(1) The Installation Executive BOSS Council, with guidance and assistance from the BOSS Program Coordinator, BOSS Senior Enlisted Advisor, and other DCA supervisors as appropriate will formulate a budget for the BOSS Program. Consideration must be given to events planned (whether fund generating or non-profit), promotional items required, and the program's ability to accomplish additional fund-raising.

(2) Budgets will be submitted to the DCA SGM, Deputy DCA, and DCA for review and funding in accordance with procedures directed by DA CFSC and Headquarters, Forces Command.

(3) Units may establish their own informal funds IAW Department of Defense (DoD) Instruction 1000.15 Private Organizations on DoD Installations. This fund is not a unit BOSS account but is a Unit Informal Fund Account which is identical to accounts used by unit Family Support/Readiness Groups. This account is not to be confused with the Unit Fund/Video Fund/Flower and Cup Fund/ ect.

PHILIP T. POPE
Colonel, Infantry
Garrison Commander

