APG Regulation DATE

No. 215-3

Morale, Welfare, and Recreation
BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)

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1. **PURPOSE:**
To provide guidance, establish policy, and delineate responsibilities for the BOSS program at Aberdeen Proving Ground
2. **SCOPE:** This regulation applies to all elements of U.S. Army Garrison, Aberdeen Proving Ground (USAGAPG) and to those tenant activities/units located at APG that have enlisted Soldiers assigned thereto.
3. **DEFINITIONS:**
	1. Program Advisor. An employee of the Directorate of Community and Family Activities (DCFA), USAGAPG<, designated by the Deputy Installation Commander to administer the BOSS program, providing advice and assistance to the committee members as required.
	2. BOSS Executive Committee. A group of elected unit representatives, consisting of a president, vice president, secretary, treasurer, battalion representative and public affair officer. Duties and responsibilities of the committee are outlined in appendix A.
4. **OBJECTIVES:**
The BOSS program is a Department of Army (DA) directed, installation managed, and single Soldier operated program that consists of the three core components listed below. The BOSS program targets single service members with innovative quality of life and recreational programming objectives and provides an effective means of leadership. These objectives and policies enhance personal excellence and improve the quality of life for all single Soldiers.
	1. **Quality of Life Issues:**
	Quality of Life for single service members deals primarily with those things that can be directly or indirectly influenced or enhance morale, living environments, or personal growth and development.
	2. **Community Service:**
	The BOSS Council will participate in at a minimum of three community programs or projects per year which make a difference in the lives of others, the community, and ultimately themselves. This 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.
	3. **Recreation and Leisure Activities:**
	Activities may be planned solely by the BOSS Council or in conjunction with other Morale, Welfare, and Recreation (MWR) activities. Events planned should meet the needs and desires of the single service members.
5. **APPLICABILITY:**
The BOSS Council members, Installation and Unit Command Leadership, and installation facility directors and managers. The BOSS committee will consist of single or unaccompanied Soldiers representing individual units. The elected executive committee members of the BOSS committee will be approved and supported by the installation Command Sergeant Major. BOSS committee will participate in a BOSS training program, will be able to attend meeting frequently, and will be given an opportunity to brief the Chain of Command.
6. **POLICY:**
The BOSS program is mandated by DA and designed to assist the Army leadership in maximizing well-being for the single Soldiers. The BOSS concept provides a channel of communication allowing input and feedback between the single service members, command, MWR staff, and other installation agencies. This Multi-communication system allows the sharing of the information about opportunities and the needs of the single Soldiers. This program provides an opportunity to assist in the development of Soldiers to be future leaders.
7. **PROCEDURES:**
	1. Appointments. Each company sized unit will appoint, in writing, a primary and alternate unit BOSS representative. Personnel selected to represent the unit should be volunteers, elected by the enlisted members of the unit, and when possible, should be single Soldiers. While there is no restriction to age or rank, BOSS is “targeting” its functions toward single Soldiers, unaccompanied, single parents. Once appointed, they will serve as unit representative to the BOSS program for a one year period unless voluntarily/involuntarily released. Soldiers with less than one year retainability will not be considered by commanders, Soldiers or BOSS program representatives. Those selected to Executive Committee will serve one year from date elected, regardless of date appointed by respective unit.
	2. Primary Representative is expected to attend monthly BOSS meeting, actively participate in BOSS functions, and keep alternate unit representative, unit chain of command and Soldiers within their respective unit fully informed of BOSS program initiatives and events.
	3. The alternate unit representative will perform the functions of the primary representative in his absence, and will equally participate in BOSS events. Mission permitting, the alternate may attend regular monthly meeting with the primary, however, each company sized unit will have only one vote on committee elections or other BOSS initiatives.
	4. Conflict resolution should for issues due to mission related matter involving unit representatives will be referred to the representative’s chain of command and report to APG BOSS Senior Enlisted Advisor.
8. **REFERENCE:**
	1. Circular, 608-06-1, 17 October 2006
	Department of Army Better Opportunities for Single Soldiers
	2. Army Regulation 215-1
	Military Morale, Welfare, and Recreation Activities and Non-appropriated Funds
	3. AR 600-20
	Army Command Policy
	4. Army Regulation 608-1
	Army Community Service Center

**APPENDIX A**

**COMMITTEE MEMBERS, RESPONSIBILITIES AND DUTIES**

1. **APG BOSS President:**
	1. Serve as a member and chairperson of the APG Executive committee.
	2. Ensure a record of all single Soldier issues are maintained, tracked, and reported.
	3. Plan, preside over, and facilitate installation-level BOSS meetings.
	4. Ensure the meeting minutes, with attendance data that includes a list of unit representatives that did not attend, are prepared and forwarded to the Garrison Command Sergeant Major for approval.
	5. Ensure an installation ledger of BOSS Program revenue and expenses is maintained.
	6. Supervise all installation BOSS committees.
	7. Provide information about education on the BOSS Program and the APG Newcomers’ Briefing and other events as requested.
	8. Report issues, concerns, or special requests to the Garrison Commander through the Garrison Command Sergeant Major.
	9. Serve on installation councils/committees and present BOSS concerns and issues.
	10. Serve as the chairperson of the Publicity Sub-Committee.
	11. Conduct quarterly inspections of Battalion and Brigade level BOSS programs IAW DA Cir 608-6-1 and the Installation SOP.
2. **APG BOSS Vice President:**
	1. Serve as a member of the APG BOSS Executive Committee.
	2. Assume the duties of the president in his or her absence.
	3. Serve as chairperson of the BOSS Event Planning Subcommittee.
	4. Serve on installation councils/committees and present BOSS concerns and issues.
	5. Perform duties and functions as directed by the president.
3. **APG BOSS Secretary:**
	1. The BOSS secretary serves as a member of the executive BOSS committee.
	2. Assumes the duties of the president or vice president in their absence.
	3. The BOSS Secretary will collect and prepare the minutes of each BOSS General Committee meeting as well as the Executive Committee meetings.
	4. Minutes will be forwarded to the BOSS President within 48 hours of adjournment of each meeting, for review and final submission to the Senior Military Advisor. Minutes may be written, but once approved must be typed prior to submission to the BOSS President.
	5. Responsible for tracking and updating the executive council with statuses of Work orders placed with DPW by barracks residents and BOSS members.
	6. Performs other duties and functions as directed by the president.
4. **APG BOSS Treasurer:**
	1. Serve as a member of the APG BOSS Executive Committee.
	2. Prepare and render a Financial Report at each BOSS Executive Committee meeting, or as needed.
	3. Maintain and verify financial condition with MWR advisor monthly, or as needed.
	4. Responsible for cash control at all events where money is allowed.
	5. Prepare and submit annual budget for approval.
	6. Serve as chairperson of the BOSS Finance Sub-Committee.
	7. Perform other duties and functions as directed by the president.
5. **Public Affair Officer:**
	1. Serve as a member of the APG BOSS Executive Committee.
	2. Participates in and assists with the supervision and administration of Army public affairs programs primarily through news releases, newspaper articles, Web-based material and photographs for use in military and civilian news media.
	3. Research, prepare and disseminate news releases, articles, web-based material and photographs on Army personnel and activities.
	4. Gather information for military news programs and publications within your unit and around the Army.
	5. Develop ideas for news articles.
	6. Arrange and conduct interviews.
	7. Collect information for commercial media use.
	8. Write news releases, feature articles and editorials.
	9. Conduct media training.
	10. Work as an escort or liaison to civilian media.
6. **Brigade/ Battalion BOSS Representative:**
	1. Serve as a member Executive Committee meetings.
	2. Serve on other committees and subcommittees as required
	3. Attend events as required.
	4. Conduct Brigade/ Battalion level BOSS meetings with unit representatives and single soldiers.
	5. Maintain record of meetings, events, concerns and ready for review.
	6. Raise appropriate concerns, issues, and interests from the Brigade/ Battalion level BOSS to Installation Meeting.
	7. Actively solicit the support of single Soldiers to promote BOSS special event Programming.
	8. Brief unit CSM after each General Committee meeting to update and inform them about BOSS issues and upcoming special events.
	9. Disseminate BOSS information to unit via unit bulletin boards, flyers, posters, and word of mouth.
7. **Unit BOSS Representative:**
	1. Serve as a member of and attend scheduled General Committee meetings.
	2. Serve on other committees and subcommittees as required.
	3. Attend events as required.
	4. Maintain record of meetings, events, concerns and ready for review.
	5. Raise appropriate concerns, issues, and interests from the units
	6. Actively solicit the support of single Soldiers to promote BOSS special event Programming.
	7. Brief unit 1SG after each General Committee meeting to update and inform them about BOSS issues and upcoming special events.
	8. Disseminate BOSS information to unit via unit bulletin boards, flyers, posters, and word of mouth.
8. **Barracks NCO:**
	1. Inventory cleaning at single soldiers barracks.
	2. Maintain DPW work orders.
	3. Propose budget for supplies.
	4. Attend monthly meetings.

1. **ASSIGNMENT ORDERS**:
	1. These personnel, appointed by and from the unit representative body, serve at the discretion of the unit representative body. The Committee sets the agenda for meeting, oversees initiatives and activities, keeps records, prepares reports, acts as liaison between the APG BOSS Program and higher headquarters BOSS representatives, and through the Command Sergeant Major, USAGAPG, advises the Garrison Commander on the progress of the APG BOSS Program as well as quality of life issues at APG.
	2. Release from Committee or Unit Representative Duties.
		1. Reassignment or separation from service are grounds for voluntary release.
		2. Soldiers who have completed their one year service as a unit representative and have not been elected to a committee position will be released from the BOSS program. Committee members who have completed one year service as a committee member will likewise be released from the BOSS program.
		3. Executive Committee members who miss two consecutive meeting due to other than TDY, Leave, illness or mission priorities (coordinated in advance with APG BOSS SEA/ President from Unit 1SG) will involuntary released from the BOSS program, and may not revert to a Unit Representative.
		4. Primary unit representatives who miss two consecutive meeting due to other than TDY, Leave, illness or mission priorities (coordinated in advance with APG BOSS SEA/ President from Unit 1SG) will involuntary released from the BOSS program, and replaced by the alternate unit representative for the remainder of the Alternate’s 12 month period of service to the program. In this event, the unit should take immediate action to identify a new alternate representative to serve to the program. In this even, the unit should take immediate action to identify a new alternate representative to serve.
		5. Committee members or unit representatives who, despite regular meeting attendance, do not actively support the goals and objectives of the BOSS program will be referred to the program advisor for counseling by the president of the BOSS committee. If corrective action is not noted within 30 days of counseling, members may be involuntarily released from the BOSS program by a majority vote of the membership.
		6. Committee members or unit representatives who no longer desire to serve in support of the BOSS program may voluntarily resign their position with no adverse impact. The success of the BOSS program depends upon Soldiers with a positive attitude and a genuine desire to improve the quality of life for Single Soldiers.
		7. Soldiers who lose eligibility by marriage may voluntarily resign their position with no adverse impact with no adverse impact or be involuntarily released.
2. **ORGANIZATION:**
	1. The APG BOSS Program will be comprised of the following committees:
		1. **BOSS Executive Committee**:
		Includes the President, Vice President, Secretary, Treasurer, and a general committee, which includes the executive committee, unit representatives from all major subordinate commands, and separate units on APG. The purpose of the Executive Committee is to coordinate planning, resources, and operations for all BOSS functions (fundraising, trips, programs and activities) as well as special events. Candidates who may become member of the Executive Committee will be elected and approved by the Garrison Command Sergeant Major and the Installation BOSS advisor. The BOSS President is 1-year, full-time position that will be under the supervision of the Installation BOSS Program Manager. All other officers will be elected to their respective positions for 1 year. Successive terms are permitted. Officer elections will be *conducted* in an open meeting forum comprised of all appointed BOSS committee representatives.
		2. **BOSS General Committee**:
		Includes the Executive Committee members and primary and alternate unit representatives from all the troop units on APG. The purpose of the General Committee is to provide a vehicle of input and feedback between the single Soldiers, the installation staff, and their commands.
	2. The APG BOSS Program will also be comprised of the following subcommittees**:**
		1. **Event Planning Subcommittee**:
		Develops ideas to present to the BOSS Executive Committee, including specific information on time frame, resources necessary, financial and projected costs, manpower needs, and other coordination issues. This subcommittee will be comprised of selected members from the General Committee and chaired by the APG BOSS President.
		2. **Publicity Subcommittee**:
		Responsible for all the overall publicity of BOSS sponsored events and developing a comprehensive plan to use all available forms of media to promote BOSS events and apply appropriate methods to each event. This subcommittee will be comprised of selected members from the General Committee and chaired by the APG BOSS PAO.
		3. **Finance Subcommittee**:
		Responsible for tracking funds, budgeting, making overall spending recommendation to the BOSS Executive Committee, and developing and conducting fund-raisers. This subcommittee will be comprised of selected members from the General Committee and chaired by the APG BOSS Treasurer.
		4. **Volunteer Subcommittee:**Responsible for recruiting, coordination and maintaining volunteers for various purposes especially in the area of community events and participation. Also responsible for tracking volunteer hours, forwarding lists of Soldiers who should be recognized for their efforts and the suggested recognition or award to the BOSS Executive Committee. This subcommittee will be comprised of selected member from the General Committee and chaired by a designative APG BOSS Executive Member appointed by a vote of Executive Committee.
3. **MEETINGS**:
APG BOSS Executive Committee meetings will be held every month with a different guest speaker. The APG BOSS General Committee meetings will be held one week before each monthly meeting. Subcommittee meeting will be held when necessary to discuss issues of particular concern to that subcommittee. The subcommittee chairperson will determine the time and location of these meetings. Units will conduct their respective meetings before the General Committee meeting. This will allow unity representatives to be prepared to discuss ideas and raise concerns.
	1. The BOSS Secretary will collect and prepare the minutes of each BOSS General Committee meeting as well as the Executive Committee meetings. The BOSS President will sign the minutes and submit them to the Garrison Command Sergeant Major for approval. The approved minutes will then be distributed to all concerned agencies as appropriate.
	2. The group will strive to achieve 51 percent consensus vote in the decision-making process. Failing consensus, it will require a ¾ approval or 80 percent of the entire vote to pass a motion. Only single Soldiers, single parents, and geographical bachelors assigned to APG may vote on APG BOSS issues. A member of the Executive Committee may vote by absentee ballot through the APG BOSS President. General Committee members must be present to vote. Methods of voting will include raise of hand, voice to vote, and or secret ballot.
	3. In an attempt to ensure the BOSS Program represents its members and its intended purpose, every effort will be made to address issues presented by members. Although the monthly General Committee meeting is best forum to vocalize a concern or comment, the APG BOSS Executive Committee is always available to address all issues.
	4. Each committee member will keep official records for their position. These records shall be given to future member to ease transitions. Records should consist but is not limited to:
		1. Installation SOP
		2. Representatives Orders
		3. Minutes with signature of CSM or 1SG
		4. QOL DA Form 7380
		5. Community Service
			1. DD Form 2793
			2. DA 4162 Volunteer Service Record
			3. DA Form 5671 Volunteer Daily Time Record
			 Signed by the APG BOSS President or Vice President.
			4. Promotional Pieces
		6. Recreation
			1. Financial Plan
			2. Promotional Pieces
4. **FINANCE:**
	1. **Program Funding:**
		1. The APG BOSS Program is authorized the use of non-appropriated and appropriated funds to support the MWR leisure and recreation component of the BOSS program. Authorized use of funds is detailed in AR 215-1, chapters 4 and 7, and appendix D.
		2. Money from NAF may be used for community services projects by the BOSS committee to support other MWR programs such as sponsorship of a youth Easter egg hunt. Prohibited use of NAF is outlined in AR 215-1, chapters 4 and 7.
		3. Department code 9F has been designated for the BOSS program. All financial activity associated with the BOSS program should be recorded under this department code. The BOSS activity may be reported under the program where the BOSS advisor is located, normally under the recreation center, “HC”. However, installation financial management recycling income generated by BOSS members, the income must be reported under program code ‘TT’, recycling, and department code 9F.
5. **PROCUREMENT:**
The BOSS Executive Committee will approve all procurement requests by voice vote. The BOSS Secretary will forward all Executive Committee approved procurement requests through the BOSS President to the Installation BOSS Advisor and Garrison Command Sergeant Major for final approval.
	1. **Voting Procedures:**
		1. Official elections for executive committee members will be conducted in an open meeting forum that includes all single Soldiers.
		2. Routine and general business will be decided by the general BOSS committee. Each BOSS committee member will be allowed one vote per motion.

FOR THE COMMANDER: