

EXAMPLE
**DEPARTMENT OF THE ARMY
UNIT BEING REPRESENTED
FORT CARSON, COLORADO 80913**

Orders Code

Date

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Better Opportunities for Single Soldiers (BOSS) Representative.

1. Effective immediately, the following personnel are appointed as the Better Opportunities for Single Soldiers (BOSS) Representatives for *unit appointed too*.

PRIMARY: Soldiers Rank, Name, Last 4 of SSN

ALTERNATE: Soldiers Rank, Name, Last 4 of SSN

2. **Authority:** CIR 608-06-1
3. **Purpose:** To support the overall *Quality of Life* for single and unaccompanied soldiers; and perform duties IAW above authority.
4. **Period:** These Orders obligate the represented for one year or until other wise relieved or released from appointment.
5. **Special Instructions:**
 - A. Support the Chain of Command by identifying *Quality of Life*, issues and concerns, and by providing recommendations for QOL improvement.
 - B. Encourage and assist single soldiers in identifying and planning for recreational and leisure activities.
 - C. Provide opportunities for single soldiers to participate in and contribute to their respected communities.
6. **POC:** unit point of contact

Commanding
signatures
block

EXAMPLE