



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

IMFW-ZA

FEB 27 2019

MEMORANDUM OF INSTRUCTION

SUBJECT: Better Opportunity for Single Soldiers (BOSS) Program Trip to Washington, D.C. from 06 – 15 July 2019

1. General. This memorandum outlines the requirements for Service Members' participation in USAG Alaska Fort Wainwright's BOSS trip to Washington, D.C.

2. Contractual Agreement.

a. Arrangements and reservations have been made through Sunshine Travel. The current Fort Wainwright BOSS Vice President is the command representative for all arrangements for this trip. Service Members scheduled for travel on this trip will not contact the Pentagon, The White House, Congressman Don Young's Office, Alaska Air, Sunshine Travel or Crowne Plaza Crystal City- Washington, D.C. to change any arrangement.

b. The total number of slots available for this trip is 35. Fort Greely and Clear Air Force Base have a combined total of five (5) slots reserved, and Joint Base Elmendorf-Richardson (JBER) has fifteen (15) slots reserved. The remaining fifteen (15) slots are reserved for Fort Wainwright and any unused slots will be distributed to whichever installation is in need of more space. This trip is also available to Service Members from Eielson Air Force Base who meet the BOSS eligibility requirements. Eielson AFB Service Members will utilize space from Fort Wainwright's allotment.

c. All Service Members that sign-up to attend this trip are required to help with at least one (1) of the fundraisers that are designed to help offset the cost of the trip. JBER Service Members will arrange their own fundraiser, through their local BOSS office, to help offset their cost.

3. Costs and Payments.

a. Service Members registering through the Fort Wainwright BOSS Office:

1) Service Members are responsible for travel expenses, which cover the cost of round trip airfare from Fairbanks, Alaska to Washington, D.C. via Seattle, Washington and Los Angeles, California in addition to lodging fees. Each Service Member is

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responsible for the hotel and airline. Deposit of \$100.00 is required NLT 1 April 2019, by close of business, to Last Frontier Community Activity Center (LFCAC). Family and MWR will not accept deposits from Service Members that are not on the master list from BOSS.

2) The total cost of this trip, regardless of rank, is \$1,635.75. \$1,083.00 for airfare and \$486 for hotel, \$6.75 for the Arlington National Cemetery tour, and \$30 for transportation to and from the National Mall area, the National Cemetery, and The White House. Fundraising, through BOSS, will help to offset the cost of the trip and potentially reduce the price.

b. Service Members registering through the JBER BOSS Office:

1) Service Members are responsible for travel expenses, which cover the cost of round trip airfare from Anchorage, Alaska to Washington, D.C. via Seattle, Washington and Los Angeles, California in addition to lodging fees. Each Service Member is responsible for the hotel and airline. Deposit of \$100.00 is required NLT 1 April 2019, by close of business, to Last Frontier Community Activity Center (LFCAC). Family and MWR will not accept deposits from Service Members that are not on the master list from BOSS.

2) The total cost of this trip, regardless of rank, is \$1,627.75. \$1,075.00 for airfare and \$486 for hotel, \$6.75 for the Arlington National Cemetery tour, and \$30 for transportation to and from the National Mall area, the National Cemetery, and The White House. Fundraising, through BOSS, will help to offset the cost of the trip and potentially reduce the price.

c. The deposit will go towards the total cost of the trip. Installments can be made by cash or card only. A one-time full payment for the airline ticket can be made by either cash or card. Payments are accepted over-the-phone to the LFCAC at (907) 353-7755.

d. All incidental charges, meals, and other costs on the trip are the responsibility of the Service Member.

e. If payments are being made, the remaining balance for the airfare is due in full to LFCAC NLT 15 May 2019. Lodging payments are due by 15 June 2019 to the LFCAC. Any Service Member who does not pay the remaining balance may lose their deposit and may be responsible for the remaining balance due for the trip, including airfare and lodging.

f. Deposits are non-transferable to another Service Member and are non-refundable. Exceptions will be made on a case-by-case basis by the Garrison CSM.

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4. Transportation. Any Service Member missing any of the scheduled movements by air or ground transportation is responsible for making their own arrangements to either depart Alaska or Washington, D.C. directly with the airline. The Service Member is also responsible for contacting their chain of command directly to request a leave extension, if necessary.

5. Travel Itinerary.

a. Fairbanks, Alaska departure:

1) 06 July 2019, 2030: Formation/baggage loading – parking lot of the LFCAC; 2100: Bus departs to Fairbanks Airport.

2) 06 July 2019, 2355: Depart Fairbanks Airport; arrive Seattle-Tacoma International Airport 07 July 2019, 0435.

3) 07 July 2019, 0655: Depart Seattle-Tacoma Airport; arrive Los Angeles International Airport 0943.

4) 07 July 2019, 1230: Depart Los Angeles Airport; arrive Reagan Washington National Airport 2040.

5) 14 July 2019, TBD: Depart for Reagan Washington National Airport

6) 14 July 2019, 1855: Depart Reagan Washington National Airport; arrive Seattle-Tacoma Airport 2155.

7) 14 July 2019, 2330: Depart Seattle-Tacoma Airport; arrive Fairbanks Airport 15 July 2019, 0220

b. Anchorage, Alaska departure (JBER only)

1) 06 July 2019, TBD by JBER BOSS President: Formation/baggage loading – parking lot of the TBD; TBD: Bus departs to Anchorage Airport.

2) 06 July 2019, 2355: Depart TBD Airport; arrive Seattle-Tacoma International Airport 07 July 2019, 0423.

3) 07 July 2019, 0655: Depart Seattle-Tacoma Airport; arrive Los Angeles International Airport 0943.

4) 07 July 2019, 1230: Depart Los Angeles Airport; arrive Reagan Washington National Airport 2040.

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5) 14 July 2019, TBD: Depart for Reagan Washington National Airport

6) 14 July 2019, 1855: Depart Reagan Washington National Airport; arrive Seattle-Tacoma Airport 2155.

7) 14 July 2019, 2330: Depart Seattle-Tacoma Airport; arrive Anchorage Airport 15 July 2019, 0207

6. Conditions of Permissive TDY.

a. Permissive TDY is authorized for this trip; complete DA Form 31, which must be approved by Battalion Commander.

b. All Service Members will participate in all BOSS events to include a tour of the Pentagon, tour of The White House (tentative), group self-guided tour of the National Mall area, Arlington National Cemetery tour, and any other events the BOSS program plans in order to receive Permissive TDY benefits and not be charged personal leave. Dates and times for these events will be posted and announced to the Service Members as the time comes.

c. Service Members who fail to attend any of the scheduled events will be charged leave from 06 - 15 July 2019, and the Permissive TDY will be revoked.

d. 7. Hotel Accommodations. Hotel reservations for all Service Members participating on this trip are at the Crowne Plaza Crystal City – Washington, D.C. You are expected to stay at this location for the duration of the trip. The reservations made are double occupancy.

7. Special Instructions.

a. Service Members must submit a copy of an approved DA Form 31 Permissive TDY to the Fort Wainwright BOSS President or Vice President for contact and emergency purposes. The DA 31 may be submitted after 01 April 2019, in order to give adequate time for the proper approval authority signature.

b. The BOSS representative will provide a complete manifest to the Garrison CSM and to Garrison Operations NLT 16 June 2019.

c. Service Members must submit a BOSS trip memo signed by their commander acknowledging the Service Member will be available for this trip and understands the instructions and requirements present in this memo. The trip memo is required to register for this trip.

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8. Trip Briefing.

a. All Service Members will attend a mandatory briefing on 28 June 2019, in the MWR Conference Room (BLDG 1045, Room #120) at 1600, given by the Garrison CSM. Service Members unable to attend will contact the Fort Wainwright BOSS President or Vice President. If you do not contact the BOSS President or Vice President and fail to attend, you will be cancelled from the trip.

b. JBER Service Members will be provided a safety briefing by the JBER BOSS team and their CSM at a date and time TBD.

c. Service Members who miss the safety brief will still receive a safety briefing from the Garrison CSM, at a time TBD.

9. Commanders are responsible for their Service Members compliance with this memorandum.

10. The JBER point of contact is the JBER BOSS President, SGT Folkes, at roniesha.k.folkes.mil@mail.mil.

11. The point of contact for this memorandum is the USAG Alaska Fort Wainwright BOSS Vice President at 907-353-4145 or austin.j.mooney.mil@mail.mil.



SEAN N. FISHER
COL, AR
Commanding