



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

JUL 31 2019

IMFW-HH

MEMORANDUM OF INSTRUCTION

SUBJECT: Better Opportunity for Single Soldiers (BOSS) Program Trip to Hawaii from 02 – 11 December 2019

1. General. This memorandum outlines the requirements for Service Members' participation in Fort Wainwright's BOSS trip to Hawaii.

2. Contractual Agreement.

a. Arrangements and reservations have been made through Sunshine Travel. The current BOSS President is the command representative for all arrangements for this trip. Service Members scheduled for travel on this trip will not contact Alaska Air, Sunshine Travel or Hale Koa Hotel to change any arrangement.

b. The total number of slots available for this trip is 19, on a first come, first serve basis. Priority will be given to Service Members who have not previously participated in a BOSS Hawaii R&R Trip.

3. Costs and Payments.

a. Each Service Member is responsible for travel expenses, which cover the cost of round trip airfare from Fairbanks to Anchorage to Hawaii and return, in addition to lodging fees. Deposit of \$100.00 is required no later than (NLT) 9 September 2019, by close of business (1500hrs), to the Last Frontier Community Activity Center (LFCAC). LFCAC will not accept deposits from Service Members that are not on the master list from BOSS.

b. The total cost of this trip is \$1,713.95 for E-6 and below and \$1,859.95 for E-7 through O-3. E-6 and below is \$753.50 for airfare, \$732 for lodging, \$32 for transportation to and from the airport, \$30.00 for the required BOSS Polo, \$68.50 for the Submarine Harbor Tour, and \$67.95 for the Hawaiian Luau. E-7 and above is \$753.50 for airfare, \$908.00 for lodging, \$32 for transportation to and from the airport, \$30.00 for the required BOSS Polo, \$68.50 for the Submarine Harbor Tour, and \$67.95 for the Hawaiian Luau.

c. The deposit will go towards the total cost of the trip. Installments can be made by cash or check only. A one-time full payment can be made by either cash or card.

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d. Breakfast is included for each day at the hotel, total of eight days.

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

f. If payments are being made, the remaining balance for the airfare is due in full to LFCAC 20 October 2019. All other payments are due NLT 20 November 2019 to 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.

g. 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.

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 Hawaii 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. 02 December 2019, 0930: Formation/baggage loading – parking lot of the LFCAC; 0940: Bus departs to Fairbanks Airport.

b. 02 December 2019, 1140: Depart Fairbanks Airport; arrive Anchorage International Airport at 1235.

c. 02 December 2019, 1510: Depart Anchorage; arrive Honolulu International Airport at 2020.

d. 10 December 2019, 1930: Depart for Honolulu International Airport.

e. 10 December 2019, 2140: Depart Honolulu International Airport; arrive Anchorage International Airport on 11 December 2019 at 0500.

f. 11 December 2019, 0600: Depart Anchorage International Airport; arrive Fairbanks Airport at 0655.

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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 the Hawaiian Luau, Submarine 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 02 – 11 December 2019, and the Permissive TDY will be revoked.

7. Hotel Accommodations. Hotel reservations for all Service Members participating on this trip are at the Hale Koa Hotel. You are expected to stay at this location for the duration of the trip. The reservations made are double occupancy.

8. Special Instructions.

a. Service Members must submit a copy of an approved DA Form 31 Permissive TDY to Fort Wainwright BOSS President or Vice President for contact and emergency purposes. The DA 31 may be submitted after 14 September 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 20 November 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.

9. Trip Briefing.

a. All Service Members will attend a mandatory briefing on 29 November 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 BOSS President. If you do not contact the BOSS President and fail to attend, you will be cancelled from the trip.

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

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

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



CHRISTOPHER J. RUGA
COL, AG
Commanding