OFFICE SYMBOL 14 February 2019

MEMORANDUM OF UNDERSTANDING

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

1. The following Service Member(s) has authorization to attend the BOSS Trip to Orlando, Florida from 02 – 12 June 2018:

RANK Last, First MI Gender Phone Number:

Supervisor: RANK Last, First MI Phone Number:

2. All transportation to Washington, D.C. and back as well as lodging has been coordinated through the Fort Wainwright BOSS office.

a. Service Members are required to utilize the transportation provided when traveling to and from the final destination. While in Washington, D.C., Service Members may utilize other means of transportation, to include rental cars (at the discretion of their leadership).

b. Soldiers are required to utilize the lodging that is provided to them. Soldiers will be assigned a hotel room at the Crowne Plaza Crystal City. All Service Members attending this trip will share a double occupancy room with another Service Member. Service Members will have the option to share a room with a person of their choice, as long as they are of the same gender.

c. Service Members are responsible for providing their own meals, as well as covering any incidentals they may accrue at the hotel. One breakfast per day per Service Member, is included at the hotel for no extra charge.

d. Service Members attending this trip must participate in the mandatory BOSS group events in order for this trip to be considered Permissive TDY (PTDY). It is the Soldier’s responsibility to make sure they are on time and sober for each event. Once the events have concluded for the day, Soldiers will be released to use their free time as they please.

e. Service Members attending this trip understand that they must participate in one (1) of the BOSS sponsored fundraisers that are helping to reduce the cost of the trip.

f. It is the responsibility of the Service Member to make sure that they pack accordingly for the trip.

3. The listed Service Member(s) understand they are subject to UCMJ action for the duration of the trip.

4. The listed Service Member(s) have read and understood the attached Washington, D.C. Memorandum of Instruction and AR 600-08-10 requirements pertaining to PTDY in their entirety.

5. Point of contact for this memorandum is RANK First MI. Last (UNIT Rep) at XXX-XX-XXXX or email.

SOLDIER MI. NAME FIRST MI. LAST

RANK, USA CPT, BRANCH

Commanding

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