OFFICE SYMBOL 16 July 2019

MEMORANDUM OF UNDERSTANDING

SUBJECT: Better Opportunity for Single Service Members (BOSS) Program Trip to Honolulu, Hawaii from 02 – 11 December 2019

1. The following Service Member(s) has authorization to attend the BOSS Trip to Honolulu, Hawaii from 02 – 11 December 2019:

 RANK Last, First MI Gender Phone Number:

 Supervisor: RANK Last, First MI Phone Number:

2. All transportation to Honolulu, Hawaii 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 Honolulu, 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 MWR Hale Koa Resort. 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.

d. Service Members attending this trip must participate in all of 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 for each event. Once all events have concluded for the day, Soldiers will be released to use their free time as they please.

e. 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 Hawaii 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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