

98TH AREA SUPPORT GROUP

INSPECTION CHECKLIST



INSTALLATION _____

DATE _____

AREA	RESULT
PUBLICATIONS	
<p>1. Are the following publications on hand or accessible:</p> <ul style="list-style-type: none"> a. DA Circular 680-97-1, BOSS Program? b. AR 215-1, MWR and NAF? c. AR 215-2, Management of MWR and NAF ? d. USAREUR Command Policy Letter #11, Soldiers Barracks? e. DA Form 7380-R, Installation QOL Issue? f. DA Form 7381-R, BOSS General Ledger Summary? 	<p>Green Amber Red</p>
SOP	
<p>1. Does/is the SOP:</p> <ul style="list-style-type: none"> a. IAW DA Circular 680-97-1? b. signed by the BSB Commander? c. outline duties and responsibilities of council members and the chain of command? d. outline election procedures? 	<p>Green Amber Red</p> <p>Green Amber Red</p> <p>Green Amber Red</p> <p>Green Amber Red</p>

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BOSS MEETINGS	
1. Are BOSS meetings announced in the community?	Green Amber Red
2. Are matrixes on file listing all units with telephone numbers in the community?	Green Amber Red
3. Are attendance rosters being used and kept on file?	Green Amber Red
4. Is the BSB CSM/Commander attending the meetings?	Green Amber Red
5. Is the MWR BOSS Coordinator attending the meetings?	Green Amber Red
6. Are minutes of all meetings annotated and kept on file?	Green Amber Red
APPOINTMENT ORDERS	
1. Are BOSS council members on appointment orders?	Green Amber Red
a. Are the appointment orders signed by the BSB Commander?	Green Amber Red
b. Are appointment orders on file?	Green Amber Red
2. Are unit/battalion BOSS representatives on appointment orders?	Green Amber Red
a. Are the appointment orders signed by their respective commanders?	Green Amber Red
b. Are appointment orders on file?	Green Amber Red

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FINANCES	
1. Are copies of APF & NAF budget preparations within the year on file?	Green Amber Red
2. Are BOSS income statements on file?	Green Amber Red
3. Is DA Form 7381-R (BOSS General Ledger) kept IAW DA Circular 608-97-1?	Green Amber Red
ITC BRIEFINGS	
1. Are BOSS briefings being conducted at the Inprocessing Training Center (ITC) weekly?	Green Amber Red
2. BOSS Briefings at ITC provide sufficient information to new soldiers.	Green Amber Red
3. The person(s) briefing incoming soldiers are qualified.	Green Amber Red
COUNCIL MEMBERS	
1. The council members were elected IAW BSB BOSS SOP.	Green Amber Red
2. The council members meets the requirements IAW BSB BOSS SOP.	Green Amber Red

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The logo for BOSS (Base Operations Support System) is displayed in a stylized, bold, black font. The letters are slightly shadowed and appear to be floating above a grey, textured background that resembles a brushstroke or a shadow.

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<p data-bbox="349 619 860 661" style="text-align: center;">MISCELLANEOUS</p> <p data-bbox="121 735 730 777">1. The following information is on file:</p> <ul style="list-style-type: none"><li data-bbox="138 808 1055 850">a. USAREUR BOSS telephone number and email address<li data-bbox="138 892 1039 934">b. 98th ASG BOSS telephone number and email address<li data-bbox="138 976 941 1060">c. Other BSB BOSS telephone numbers and email addresses<li data-bbox="138 1102 828 1144">d. Its own BOSS email address and access	<p data-bbox="1112 798 1437 829">Green Amber Red</p> <p data-bbox="1112 882 1437 913">Green Amber Red</p> <p data-bbox="1112 966 1437 997">Green Amber Red</p> <p data-bbox="1112 1081 1437 1113">Green Amber Red</p>

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AREA

RESULT

MISCELLANEOUS

Green Amber Red

Green Amber Red