



Better Opportunities for Single Soldiers Annual Training / Continuity Book

12 September
2017

Installation Management Command integrates and delivers
base support to enable readiness for a globally-responsive Army

We are the Army's Home

Serving the Rugged Professional

Continuity Book

Continuity Book

What is it?

BOSS
Better Opportunities
for Single Soldiers



Continuity Book

- Smarter than you, is what it is!
- Able to retain information longer than your brain.
- It's a time saver to the new kid on the block and a volume of reference for the wise one.
- It's local history, recorded experiences, a road map to help you avoid most of the pot holes that are still in the road to good programming, successful team building, and leadership development.
- It's as smart as you make it.

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Better Opportunities
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WHAT'S IN IT ?

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I. Financial

II. Documentation

III. Programs

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Continuity Book

Financial Book

Annual Budget

General Ledger

Receipts



Continuity Book

Documentation Book

- Garrison BOSS SOP
- BOSS Office Reference - when published
- Appointment Orders
- Roberts Rules of Order or Effective meeting guide
- Command Inspection Program (CIP) Reports
- Signed Meeting Minutes
- Current Rosters
- Garrison Info (ACS Welcome Packet)
- Volunteer Information/Guidelines
- Blank Forms: (include samples and explanation of usage)
 - ✓ CIP BOSS Checklist
 - ✓ Volunteer Forms
 - ✓ Event Planning Checklist
 - ✓ Samples of BOSS Rep Orders, etc.

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Continuity Book

Program Book

- Training Calendar
- Program Calendar
- Events Planner
- Events Held
 - Flyer & other information
 - Program AARs
 - Photos
 - Copy of Prize Sheet (if applicable)
- Garrison/Directorate AFAP Information

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Continuity Book

WHAT GOES AROUND,
COMES AROUND.
WOULDN'T IT BE NICE IF IT
WAS A WELL ORGANIZED
AND COMPREHENSIVE
CONTINUITY BOOK!





BOSS Annual Training/Continuity Book



END OF BRIEF

