



# 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.

*BOSS*  
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# Continuity Book

## WHAT'S IN IT ?

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# Continuity Book

## 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**

