Better Opportunities for Single Soldiers

Annual Training

7 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

Agenda

- Personal Conduct
- Professional Correspondence
- BOSS Best Practices

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Personal Conduct

As the BOSS President of your garrison

You should realize…

- That you are in one of the most high visibility jobs in the garrison

- People are always watching you (Soldiers and Civilians)

- The Soldiers living in the barracks know who you are

- You do have a reputation

Iit is part of your job to…

- Always maintain a positive attitude

- Present yourself with a professional yet friendly demeanor

- Be knowledgeable about the tenant units within your garrison

- Set a good example for other Soldiers living in the barracks

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Professional Correspondence AR 25-50

Writing Quality

- DA writing will be clear, concise, and effective.
- Army correspondence must aid effective communication and decisionmaking.
- The reader must be able to understand the writer's ideas in a single reading, and the correspondence must be free of errors in substance, organization, style, and correctness
- Use electronic spell check when available but always proofread; spell check is only a tool and is not infallible.

Unique Capitalizations

- The following is a selection of style and usage preferences for internal Army correspondence:
  - Capitalize the word "Soldier" when it refers to a U.S. Army Soldier.
  - Capitalize the word "Family" when it refers to U.S. Army Family or Family members.
  - Capitalize the word "Civilian" when it refers to DA civilians and is used in conjunction with Soldier and/or Family.

Type Fonts and Sizes

- When creating official correspondence, use type fonts and sizes that make the correspondence easy to read and understand.
- The following guidelines will provide the best results:
  - A font with a point size of 12 is recommended.
  - Preferred type font is Arial.
  - Unusual type styles, such as Script, will not be used in official correspondence.

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BOSS Best Practices

- Social Media

- Distribution Lists

- Marketing Materials

- Promotional Items

- Committee Meetings

- Event Registration

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END OF BRIEF

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