**Additional Duty Orders**

When you have a newly appointed BOSS Representative, they should bring you a copy of Additional Duty Orders. The example shown here is just a basic of what this should look like for your Garrison. Through the document, you will see areas highlighted in yellow; these are things that will need to be edited to suit your garrison.

When tailoring this to your specific Garrison, keep the following in mind when reviewing the correlating numbers:

1. This is going to be the effective date of their appointment as a BOSS Representative. Be sure that it states their unit, names, and last 4 (if applicable for your Garrison).
2. This is where you get your credibility from to include which ARs you pull what you want from. The only part that should change here is the letter e. If you Garrison has a SOP, you edit it to say your Garrison, if you don’t, you can remove it.
3. This is the purpose behind what they do.
4. Special Instructions, you can always add things here. Does your SOP say that they must attend something special or must meet a set criteria a quarter? If so, add it in.
5. How long will they hold that spot?
6. Who is the POC?

Commander Signature Block

See the following page for an example!