**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 there appointment as a BOSS Representative, and be sure that it states there Unit. Also ensure that it states there names, last 4 will be dependent on how you feel, some Commands want them, some do not.
2. This is where you get your credibility from, what 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
7. Have you members sign so they know they are appointed

Commander Signature Block

See the following page for an example!