



## DEPARTMENT OF THE ARMY

HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON  
FORT JACKSON, SC 29207

REPLY TO  
ATTENTION OF

IMSE-JAC-

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Roster

1. Effective \_\_\_ Start Date \_\_\_, \_\_\_ Soldier's Name \_\_\_ of \_\_\_ Company & Battalion \_\_\_ is assigned the following duty: **Battalion BOSS Representative.**
2. Authority: AR 215-1 and Fort Jackson SOP.
3. Purpose: To perform duties outlined in regulation.
4. Period: Until officially relieved.
5. Special Instructions: N/A

Commander's Signature Block

Distribution  
1-Individual  
1-201 File  
1-Cdr, Brigade  
1-Cdr, Battalion  
1-S-1 File