



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY BASIC COMBAT TRAINING CENTER OF EXCELLENCE  
FORT JACKSON, SC 29207

REPLY TO  
ATTENTION OF

ATZJ-\_\_\_\_\_

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Roster

1. Effective \_\_\_\_\_ State 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: Unit officially relieved.
5. Special Instructions: N/A

Commander's Signature Block

Distribution

- 1- Individual
- 2- 201 File
- 3- Cdr, Brigade
- 4- Cdr, Battalion
- 5- S-1 File