



UNITED STATES MARINE CORPS
[INSERT UNIT NAME]
BOX [XXXXXX]
MCBH KANEOHE BAY, HAWAII 96863-[XXXX]

5420
SMSP
1 Jul 19

From: Commanding Officer, [UNIT NAME]
To: Rank Fname M. Lname, USMC

Subj: LETTER OF APPOINTMENT AS THE SINGLE MARINE PROGRAM [INSERT UNIT NAME]
REPRESENTATIVE

Ref: (a) MCO 1700.36B
(b) MCO 1754.9B

1. Per the references, you are hereby appointed as the Single Marine Program Representative for [INSERT UNIT NAME].
2. You are directed to become familiar with the references and all other directives pertaining to this assignment.
3. This appointment is automatically revoked upon your transfer or reassignment, and is superseded by the incoming appointment. Upon your relief you will ensure a proper and complete turnover has been conducted.

J. E. DRISCOLL (CO'S name)

FIRST ENDORSEMENT

SMSP
1 Jul 19

From: Rank Fname M. Lname, USMC
To: Commanding Officer, [UNIT NAME]

Subj: LETTER OF APPOINTMENT AS THE SINGLE MARINE PROGRAM [UNIT NAME]
REPRESENTATIVE

1. I have read and understand the references listed above.
2. I hereby assume the duties and responsibilities as the [UNIT NAME] representative for the Single Marine and Sailor Program Council.

F. M. LNAME