



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

5420
SMSP
DATE

From: Commanding Officer, [UNIT]
To: [RANK FIRST NAME LAST NAME EDIPI/MOS] USMC
Subj: LETTER OF APPOINTMENT AS SINGLE MARINE PROGRAM [UNIT]
REPRESENTATIVE
Ref: (a) MCO 1700.36B
(b) MCO 1754.9B

1. Per the references, you are hereby appointed as the [UNIT] Representative.
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 This appointment is automatically revoked upon your transfer or reassignment, and is superseded by the incoming appointment.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.

COMMANDING OFFICER

MCCSSS

FIRST ENDORSEMENT

From: [RANK FIRST NAME LAST NAME EDIPI/MOS] USMC
To: Commanding Officer, [UNIT]
Subj: LETTER OF APPOINTMENT AS SINGLE MARINE PROGRAM [UNIT]
REPRESENTATIVE

1. I have read and understand the references listed above.
2. I hereby assume the duties and responsibilities as the [UNIT] representative.

[NAME]