

MCO 1700.36
2 FEB 04

(SSIC)
(OFFICE SYMBOL/CODE)
(DATE)

From: Commanding Officer, **(Name of Unit)**
To: Single Marine Program (SMP) Unit Representative **(Name)**
Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SINGLE MARINE
PROGRAM (SMP) COUNCIL
Ref: (a) MCO P1700.36

1. You are hereby appointed as **(name of unit)** representative of the SMP Council. You will familiarize yourself with the reference.
2. You are appointed to the SMP Council to represent the interests of the Marines and sailors of this unit. Therefore, you required are to report back to the command all areas discussed/addressed during the meetings properly using the chain-of-command.
3. This appointment shall not terminate until you have received written notice. Upon your relief, you will ensure that a complete turnover has been conducted.

SIGNATURE OF COMMANDING
OFFICER

FIRST ENDORSEMENT

From: **(Name of the SMP Unit Representative)**
To: Commanding Officer, **(Name of Unit)**
Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SMP COMMITTEE

1. I have read and understand all orders pertaining to this appointment.
2. I will assume all duties and responsibilities as the **(name of the unit)** representative for the SMP Council.

SIGNATURE OF SNM