



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNICATION ELECTRONICS SCHOOL
TRAINING COMMAND
BOX 788254
TWENTYNINE PALMS, CA 92278-8254

IN REPLY REFER TO:
1700
C-E/ADJ
08 Dec 11

From: Commanding Officer
To: Private First Class John Smith

Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SINGLE MARINE PROGRAM (SMP)
COMMITTEE

Ref: (a) MCO 1700.36B

1. You are hereby appointed as (name of unit) Representative of the SMP Council.
2. You are appointed to the SMP Council to represent the interests of the Marines and Sailors of this unit. Therefore, you are required to report 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.

G T BREAZILE

FIRST ENDORSEMENT

From: Private First Class John Smith
To: Commanding Officer

Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SINGLE MARINE PROGRAM (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 unit) Representative for the SMP Council.

J SMITH