



UNITED STATES MARINE CORPS

YOUR UNIT
LETTERHEAD
GOES HERE

1700.36B
SVC
Date

From: Commanding Officer, NAME OF UNIT (BQ/SQ/REG Level)
To: Rank First M. Last Name EDIPI: #####/#### USMC

Subj: APPOINTMENT AS (UNIT NAME) SINGLE MARINE PROGRAM REPRESENTATIVE

Ref: (a) MCO 1700.36B

1. You are hereby appointed as the UNIT NAME Single Marine Program Representative. 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 are required to report back to this 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.

(SIGN HERE)

(Type Rank, Name of BN/ SQ CO)

FIRST ENDORSEMENT

(DATE)

From: Rank First M. Last Name EDIPI: #####/#### USMC

To: Commanding Officer, NAME OF UNIT (BQ/SQ/REG Level)

Subj: APPOINTMENT AS (UNIT NAME) SINGLE MARINE PROGRAM REPRESENTATIVE

1. I have read and understand all orders pertaining to this appointment.
2. I will assume all duties and responsibilities as the Single Marie Program Representative for Unit NAME, and understand I am expected to be in attendance at all monthly SMP Meetings.

(Sign HERE)

(Type UNIT Rep Rank, Name)