

**Unit Transition Coordinator Letter of Designation  
FOR OFFICIAL USE ONLY version August 2020**

**(This letter must be provided on letterhead & signed by the BN/Squadron CO)**

Date

From: Commanding Officer (Battalion Commander or higher)  
To: Rank, First and Last Name

Subj: DESIGNATION AS THE UNIT TRANSITION COORDINATOR (UTC)

Ref: (a) MCO 1700.31, TRANSITION READINESS PROGRAM

Ref: (b) MARADMIN (632/19), TRANSITION READINESS UPDATES TO PRS AND TRS

1. You are designated as the (Command Name) UTC upon completion of the Unit Transition Coordinator Training per reference (a) and (b). Familiarize yourself with policies, procedures, references, and other applicable Transition Readiness Program elements in the performance of your duties.

2. Upon appointment, you will submit a copy of appointment letter via an ePAR to the Reporting Unit/ Installation Personnel Administration Center (IPAC) for reporting of additional duty code "UTCN - Unit Transition Counselor" via unit diary (TTC 073 000).

3. In your capacity as UTC, you affirm that you are in the rank of E5 or above, have at least 12 months remaining at this Command, and are not serving as the appointed Capstone Designee.

4. As UTC, you will report directly to me or my designated representative. Complete the information requested below and forward to the nearest Marine Corps installation Transition Readiness office.

5. This designation remains in effect until rescinded in writing.

Signature

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Date:

From: Rank, First and Last Name

To: Commanding Officer (Battalion Commander or higher)

Global E-Mail Address:

Phone Number:

Location of Transition Readiness Program Office:

I accept the designation of (Command Name) Unit Transition Coordinator for the Transition Readiness Program.

Member Signature

Copy to: TRP