



UNITED STATES MARINE CORPS
WEAPONS TRAINING BATTALION
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

IN REPLY REFER TO:
1700
CO
29 Jan 20

From: Commanding Officer, Weapons Training Battalion
To: Rank First Name M. Last Name EDIPI/MOS USMC
Subj: APPOINTMENT AS THE SINGLE MARINE PROGRAM REPRESENTATIVE
Ref: (a) MCO 1700.36b
(b) MCIEAST-MCB CAMLEJO 1700.4

1. Per the references, you are hereby appointed as the Single Marine Program (SMP) Representative for WTBN.
2. You are directed to become familiar with the references and all other directives pertaining to this assignment.
3. The appointment is automatically revoked upon your transfer or reassignment, and is superseded by the incoming appointment.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.

FNAME M. LNAME (CO's name)

29 Jan 20

FIRST ENDORSEMENT

From: Rank First Name M. Last Name EDIPI/MOS USMC
To: Commanding Officer, Weapons Training Battalion

1. I have read and understand the references above.
2. I hereby assume the duties as the WTBN SMP Representative.

FNAME M. LNAME

Copy to:
MCCS, SMP Branch Head