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 The appointment is automatically revoked upon your transfer or reassignment, and is superseded by the incoming appointment.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)

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