

**COMMANDER'S DESIGNEE FOR CAPSTONE 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 COMMANDER'S DESIGNEE FOR COMMANDER'S VERIFICATION

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) Capstone Designee for Commander's Verification per reference (a) and (b). Familiarize yourself with policies, procedures and other applicable Transition Readiness Program elements in the performance of your duties.

2. In your capacity as a Designee, you are required to have attained the rank of SSgt or above, and you may not be currently serving in the capacity as a Unit Transition Coordinator (UTC).

3. As Capstone Designee, 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.

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:

I accept the designation of (Command Name) Capstone Designee for the Transition Readiness Program.

Member Signature

Copy to: TRP