

**Unit Transition Coordinator Letter of Appointment  
FOR OFFICIAL USE ONLY version March 2026**

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

Date

From: Commanding Officer (CO)/Officer in Charge  
To: Rank, First and Last Name  
Subj: APPOINTMENT AS THE UNIT TRANSITION COORDINATOR (UTC)  
Ref: (a) MCO 1700.31A, TRANSITION READINESS PROGRAM

1. You are appointed as the (Command Name) Unit Transition Coordinator (UTC) per reference (a). Familiarize yourself with policies, procedures, references and other applicable program requirements in the performance of your duties.
2. Upon appointment, you will submit a copy of the appointment letter via an ePAR to the Reporting Unit/ Installation Personnel Administration Center for reporting of additional duty code "UTCN - Unit Transition Counselor" via unit diary (TTC 073 000) or through Marine Corps Training Information System (MCTIMS).
3. You must complete UTC training within 60 days.
4. While serving as the UTC, you will report directly to the commander or my designated representative. Upon completion of the UTC training, complete the information below and forward to the nearest Marine Corps installation Transition Readiness Program office.
5. This appointment remains in effect until rescinded in writing.

(Signature)

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Date:  
From: Rank, First and Last Name  
To: Commanding Officer/Officer in Charge  
Date Completed Unit Transition Coordinator Course:  
E-Mail Address:  
Phone Number:

I acknowledge my appointment as the (Command name) Unit Transition Coordinator.

(Member Signature)

Copy to: Reporting Unit/IPAC  
TRP (upon completion of UTC Course)