

UNITED STATES MARINE CORPS  
MARINE FIGHTER ATTACK SQUADRON 311  
MARINE AIRCRAFT GROUP 11  
3D MARINE AIRCRAFT WING, FMF  
MARINE CORPS AIR STATION MIRAMAR  
PO BOX 452034  
SAN DIEGO, CA 92145-2034

1400

CO

Day Month Year

From: Commanding Officer, Marine Fighter Attack Squadron 311

To: Sergeant Major FNAME MI LNAME EDIPI/MOS USMC

Subj: APPOINTMENT AS THE SINGLE MARINE PROGRAM SENIOR ENLISTED ADVISOR  
FOR UNIT

Ref: (a) MCO 1700.36B  
(b) StatO 1710.4D

1. You are hereby appointed as the Single Marine Program Senior Enlisted Advisor for UNIT.
2. You are directed to become familiar with the references and all other directives pertaining to this assignment.
3. This appointment letter is automatically revoked upon your transfer or reassignment and is suspended by the incoming appointment. Upon your relief you will ensure a proper and complete turnover has been conducted.

F. M. LAST

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FIRST ENDORSEMENT

From: Sergeant Major FNAME MI LNAME EDIPI/MOS USMC

To: Commanding Officer, Marine Fighter Attack Squadron 311

Subj: APPOINTMENT AS THE SINGLE MARINE PROGRAM SENIOR ENLISTED ADVISOR  
FOR UNIT

1. I have familiarized myself with the references and have assumed all duties as the Single Marine Program Senior Enlisted Advisor for UNIT.

F. M. LAST