

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

1700

CO

Day Month Year

From: Commanding Officer, Marine Fighter Attack Squadron 311

To: RANK FNAME MI LNAME EDIPI/MOS USMC

Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SINGLE MARINE PROGRAM
ALTERNATE OR PRIMARY REPRESENTATIVE

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

1. In accordance with reference, you are hereby appointed as the Single Marine Program (SMP) Representative for UNIT.
2. You are appointed to the SMP Council to represent the interests of the Marines and Sailors of the unit. Therefore, you are required to report to this command all areas discussed and addressed during the meetings properly using the chain-of-command.
3. This appointment shall not terminate until you have received official written notice. This appointment will be terminated upon transfer or resignation. Upon your relief, you will ensure that a complete turnover has been conducted.

F. M. LAST

FIRST ENDORSEMENT

From: RANK FNAME MI LNAME EDIPI/MOS USMC

To: Commanding Officer, Marine Fighter Attack Squadron 311

Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SINGLE MARINE PROGRAM
COUNCIL

1. I have read and understand all orders pertaining to this appointment.
2. I will assume all duties and responsibilities as the representative for the SMP Council.

F. M. LAST