



UNITED STATES MARINE CORPS

UNIT NAME
MARINE CORPS AIR STATION MIRAMAR
POSTAL SERVICE CENTER BOX 452050
SAN DIEGO, CA 92145-2034

IN REPLY REFER TO:
1700
CO
19 Feb 25

From: Commanding Officer, Unit Name
To: Rank First Name MI. Last Name EDIPI/MOS USMC

Subj: LETTER OF APPOINTMENT AS THE UNIT NAME SINGLE MARINE PROGRAM ALTERNATE
OR PRIMARY REPRESENTATIVE

Ref: (a) MCO P1700.36B
(b) StaO 1710.4D

1. Per the reference, you are hereby appointed as the Single Marine Program (SMP) Representative for Unit Name.
2. You are directed to become familiar with the references and all other directives pertaining to this assignment.
3. This appointment is automatically revoked upon your transfer or reassignment, and is superseded by the incoming appointment.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.

F. M. LAST CO

FIRST ENDORSEMENT

From: Rank First Name MI. Last Name EDIPI/MOS USMC
To: Commanding Officer, Unit Name

1. I have read and understand the references listed above.
2. I hereby assume the duties as the Unit Name SMP Representative.

F. M. LAST SNM