

Letter of Appointment for Family Readiness Command Team SMP  
Representative

From:

To: Single Marine Program (SMP) Family Readiness Command Team SMP  
Representative/Unit Representative

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

Ref: (a) MCO 1700.36B

1. You are hereby appointed as the \_\_\_\_\_ representative of the SMP Council. You will familiarize yourself with the reference.
2. You are appointed to the SMP Council to represent the interests of the Marines and sailors of this unit. Therefore, you are required to report back to this command all areas discussed/addressed during the meetings properly using the chain-of-command.
3. This appointment shall not terminate until you have received written notice. Upon your relief, you will ensure that a complete turnover has been conducted.

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FIRST ENDORSEMENT

From:

To:

Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SMP 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.