

**SAMPLE UNIT TRANSITION COORDINATOR LETTER OF DESIGNATION  
FOR OFFICIAL USE ONLY (When Filled In)**

Date

From: Commanding Officer (CO)/Officer in Charge (OIC)  
To: Rank, First and Last Name

Subj: DESIGNATION AS THE UNIT TRANSITION COORDINATOR  
(UTC)

Ref: (a) MCO 1700.31, TRANSITION READINESS PROGRAM

Ref: (b) MARADMIN (632/19), TRANSITION READINESS UPDATES TO PRS AND TRS

1. You are designated as the (Command Name) UTC upon completion of the Unit Transition Coordinator Training Course per reference (a), (b), and (c). Familiarize yourself with policies, procedures and references and other applicable Transition Readiness Program elements in the performance of your duties.

2. Upon appointment, you will submit a copy of appointment letter via an ePAR to the Reporting Unit/ Installation Personnel Administration Center (IPAC) for reporting of additional duty code "UTCN - Unit Transition Counselor" via unit diary (TTC 073 000).

3. In your capacity as a UTC, you affirm that you are in the rank of Sgt or above, and have at least 12 months remaining at this Command.

4. While acting as the UTC, you will report directly to me or my designated representative. Complete the information requested below and forward to the nearest Marine Corps installation Transition Readiness office.

5. This designation remains in effect until rescinded in writing.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 of Designation:

Location of Transition Readiness Program Office:

Global E-Mail Address:

Phone Number:

I accept the designation of (Command name) UTC for the Transition Readiness Program.

(Member signature)

Copy to: TRP

**SAMPLE COMMANDER'S DESIGNEE FOR CAPSTONE  
LETTER OF DESIGNATION  
FOR OFFICIAL USE ONLY (When Filled In)**

Date

From: Commanding Officer (CO)/Officer in Charge (OIC)  
To: Rank, First and Last Name

Subj: DESIGNATION AS THE COMMANDER'S DESIGNEE FOR COMMANDER'S VERIFICATION

Ref: (a) MCO 1700.37, TRANSITION READINESS PROGRAM

Ref: (b) MARADMIN (632/19), TRANSITION READINESS UPDATES TO PRS AND TRS

1. You are designated as the (Command Name) Capstone Designee for Commander's Verification per reference (a), (b), and (c). Familiarize yourself with policies, procedures and other applicable Transition Readiness Program elements in the performance of your duties, and contact the nearest transition office to receive the Commander's and Designee Leadership Briefing.

2. In your capacity as a Designee, you are required to have attained the rank of SSgt or above, and you may not be currently serving in the capacity as a Unit Transition Coordinator (UTC).

3. As Capstone Designee, you will report directly to me or my designated representative. Complete the information requested below and forward to the nearest Marine Corps installation Transition Readiness office.

4. This designation 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 of Designation:

Global E-Mail Address:

Phone Number:

Location of Transition Readiness Program Office:

I accept the designation of (Command Name) Capstone Designee for the Transition Readiness Program.

Member Signature

Copy to: TRP

**PLEASE NOTE: BLANKET DESIGNEE LETTERS MUST LIST THE NAMES OF AUTHORIZED DESIGNEES**