United states marine corps



ENTER ORGANIZATION TITLE

ORGANIZATION ADDRESS

ORGANIZATION CITY, STATE, ZIP

 5090

 Enter text

 Enter date

From: Appointing official

To: Rank First M. Last EDIPI: #/MOS USMC

Subj: APPOINTMENT AS CHOOSE AN ITEM

Ref: (a) MCO 5090.2

 (b) EMS-1, MCB Camp Butler EMS Manual

 (c) EMP 01.2, Environmental Compliance and Protection Standard Operating Procedure

 (d) Japan Environmental Governing Standards

1. In accordance with the references, you are appointed to the subject billet. You will serve in this appointment until relieved or transferred from this organization. You are directed to read, understand, and comply with the references pertaining to those duties associated with this billet. You will be guided in the performance of your duties by these references.

2. You are directed to seek guidance from your chain of command if questions arise. You must attend appropriate training as noted in the references. Contact the Environmental Affairs Branch Training Office (645-5199 or MCBButler\_FE\_ENVTraining@usmc.mil) for training information and registration.

3. This letter supersedes all previous appointment letters for this billet.

F.M. LAST (APPOINTING OFFICIAL)

 Enter text

 Enter date

FIRST ENDORSEMENT

From: Rank First M. Last EDIPI: #/MOS USMC

To: Appointing official

1. I hereby acknowledge appointment to this billet. I have read and will comply with the references while performing the duties associated with the subject appointment.

F.M. LAST (APPOINTEE)