DEPARTMENT OF THE NAVY
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MARINE CORPS ORDER 1700.36A

From: Commandant of the Marine Corps
To: Distribution List

Subj: SINGLE MARINE PROGRAM (SMP)

Ref: (a) SECNAVINST 1650.1H
(b) MCO P1700.27B
(c) MCO P1700.29
(d) SECNAV M-5210.1
(e) DOD Directive 5500.7-R, "Joint Ethics Regulation (JER)," March 23, 2006

Encl: (1) SMP Standards and Measurements
(2) Summary of Participation and Usage Data Reporting
(3) SMP Council
(4) SMP Executive Council
(5) SMP Coordinator
(6) Senior Enlisted Advisor (SEA)
(7) SMP Unit Representatives
(8) Sample SMP Council Meeting Minutes
(9) Sample Letter of Appointment

Report Required: I. Summary of Participation and Usage Data Reporting (Report Control Symbol MC-1700-02), par. 5.h(5) and encl (2)

1. Situation. To establish policy and provide guidance for the Single Marine Program throughout the Marine Corps.

2. Cancellation. MCO 1700.36.

3. Mission. The Single Marine Program (SMP) contributes to the improvement of total force readiness, job performance, and retention by supporting the enhancement of Quality of Life (QOL) for all single Marines, including unaccompanied Marines. The SMP includes all single service members aboard Marine Corps Installations. The SMP serves as the voice for single Marines in identifying QOL concerns, developing QOL initiatives, and

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providing recommendations through advocacy, recreational activities, special events and community involvement, which enhance morale and well-being. Quality of Life includes all activities and issues that directly or indirectly influence personal readiness, morale, living environment, and personal growth and development. The SMP incorporates commanders and leaders in the SMP QOL process and provides the means to be involved and active.

4. Execution

a. Commander's Intent and Concept Operations

(1) Commander's Intent. The SMP is a conduit to address single Marine QOL issues. The SMP coordinator serves as the single Marine advocate on their QOL issues and initiatives. The SMP is comprised of three program components: Quality of Life, Recreation and Community Involvement. These components shall be implemented in accordance with the program standards related to programming recreation and community involvement detailed in enclosure (1). Participation and Usage Data Reporting is provided in enclosure (2).

(2) Concept of Operations

(a) The SMP will provide advocacy for single Marine issues and initiatives. The principle mechanisms will be the SMP Council as outlined in enclosure (3), as well as the SMP Executive Council as outlined in enclosure (4).

1. A SMP Council or multiple councils shall be established at each installation and shall be formed with representation across the installation to include the supporting and operational command populations.

2. Commanders, Marine Forces Reserve (MARFORRES), Marine Corps Recruiting Command (MCRC), and Marine Corps Embassy Security Group (MCESG) shall establish an SMP Council as appropriate to address QOL issues and concerns and to focus on improvement of QOL for single Marines on independent duty.

(b) The three components of the SMP directly contribute to improving morale, increasing self-sufficiency, integrating the single Marine into the community, enhancing communication as a unified voice, and developing future leaders. This focused effort equips Marines with the knowledge and skills necessary to proactively deal with situations before they develop into serious problems. These components, listed below,

provide the opportunity for balanced personal and professional growth for single Marines.

1. Quality of Life (QOL). Identification of issues/concerns and/or initiatives which involve primarily those things that single Marines can directly or indirectly influence to enhance their morale, living environment, and personal growth/development. Identifying QOL issues and initiatives and addressing them through the SMP council supports the chain of command and directly impacts readiness and retention.

2. Recreation. Activities and special events developed solely by SMP or in conjunction with other Marine Corps Community Services (MCCS) programs. These activities provide healthy alternatives for the positive use of leisure time. These activities enhance physical fitness; provide opportunities for social interaction, life-skills development, and cultural awareness. The experience gained by single Marines who participate in the planning and execution of these activities directly enhances their leadership skills.

3. Community Involvement. Activities either developed or supported by the SMP that contribute to the base and surrounding community through voluntary participation by single Marines. Activities may include Red Cross blood drives, adopt-a-highway, mentoring in public schools, Special Olympics, Toys for Tots and community-wide special events, etc. Involvement in the community brings recognition to the SMP and provides the volunteers with a positive and healthy alternative for the use of their leisure time. Many activities may qualify individual service members for recognition under the Military Outstanding Volunteer Service Medal criteria, reference (a).

(c) The level of participation in these programs and the documenting and tracking of SMP QOL issues and initiatives identified and resolved are the principle measures of program success. Goals, objectives and outcome measures are developed as part of the SMP planning process through annual needs assessments and alignment with MCCS organizational vision, mission, and strategic plan. SMP will develop a written annual marketing and communications plan with specific focus on selecting appropriate media, budget requirements and evaluation, per enclosure (1). Installation MCCS Directors or Assistant Chief of Staff shall submit to the Director, Personal and Family Readiness Division (DC M&RA (MR)), SMP participation and usage data, as per enclosure (2).

(d) Funding. Per reference (b), appendix B, the Single Marine Program is defined as a Category A "MWR" mission sustaining program.

1. MCCS MWR activities identified as Category A are considered the most essential of the MWR activities in meeting the organizational objectives of the Marine Corps. These activities promote the physical and mental well-being of the military member, a requirement that supports accomplishment of the basic military mission.

2. Category A programs shall be supported almost entirely with Appropriated Funds (APF), with the use of Non-appropriated Funds (NAF) limited to specific instances where the use of APF is prohibited by law or where the use of NAF is essential for the operation of an activity. Fees should be charged for activities that are not totally funded with APF to cover the NAF costs of operating the program.

3. The APF funding goals to support Category A programs are a minimum of 85% to the maximum of 100%. Every effort should be made to ensure the program is supported with APF funds within the funding goal. Activities in this category have virtually no capacity to generate NAF revenues.

4. Cost center financial accountability for the Single Marine Program consists of the following:

a. The APF Cost Account Code (CAC) SLC0 will be used for salaries, equipment, and supplies to maintain Marines participation in SMP activities. This includes promotional support, contracted activities, and miscellaneous expenses that support the program.

b. The NAF Cost Center 5710 will be used to record expenses (salaries, equipment, supplies, promotional support, contracted activities, etc.) and revenue (participation fees, fund raising, commercial sponsorship, etc.) for programming developed for single Marines. Program areas include: recreation and community involvement, such as trips and tours, special events, tournaments, etc. Other areas of program activity may include pre-deployment seminars (cost of materials and handouts), deployment support (care packages and correspondence expenses), and welcome home/return and reunion functions (supplies and event support).

c. If SMP has oversight of a Recreation Center, the APF CAC SLD0 and the NAF Cost Center 5530 will be

used to report and account for all expenses and revenues related to the facility operation and community recreation.

5. Fundraising events are authorized for MCCS MWR activities per reference b, Section 4, paragraph 1402 and the Joint Ethics Regulation per reference (e) section 2, paragraph 3-210. These events shall be limited to authorized users of these activities and funds raised must be for the benefit of the activities and their authorized users. Fundraising activities shall be conducted entirely on Marine Corps installations. Any gambling activity, including a lottery, pool, or game of chance for money or property, is strictly prohibited.

b. Subordinate Element Mission

(1) Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) provides oversight for all issues pertaining to Personal and Family Readiness and the SMP.

(2) The Director, Personal and Family Readiness Division (CMC (MR)) is the SMP sponsor and serves as the Marine Corps subject matter expert on QOL issues for single Marines and shall:

(a) Develop and recommend Service plans and policy for SMPs.

(b) Coordinate SMP issues with major commands, Headquarters, U.S. Marine Corps (HQMC) staff agencies, higher headquarters, and sister service headquarters.

(c) Research, staff, and provide an appropriate response via chains of command for all issues submitted from the installations' SMP coordinators or SMP Councils to the DC M&RA (MR).

(d) Develop SMP related personnel, budget, and training initiatives.

(e) Organize conferences, training, and working groups for the SMP.

(f) Conduct research to support programming decisions with both quantitative and qualitative data.

(g) Maintain a standardized training curriculum for the SMP coordinators, SMP executive councils, the unit representatives, and the SMP councils.

(h) Maintain the records of the SMP per Applicable SSIC of reference (d).

(3) Director, Public Affairs CMC (PA) shall:

(a) Coordinate with DC M&RA (MR) to ensure the key SMP themes, initiatives, programs, and updates are incorporated into annual public affairs (PA) plans.

(b) Disseminate information on key SMP themes, initiatives, programs, and updates through MCNEWS, Marines Magazine, MarineLink, and civilian media outlets as appropriate and consistent with the Privacy Act.

(c) Coordinate with DC M&RA (MR) to obtain information and/or provide a subject matter expert as spokesperson when responding to civilian media inquiries pertaining to SMP, consistent with the Privacy Act.

(d) Coordinate with command public affairs officers to ensure information on the Marine Corps-wide SMP themes, initiatives, programs and updates are provided for incorporation into the local command information effort.

(4) Commanding Generals, Training and Education Command (TECOM), shall ensure that education on the SMP will be a part of the curriculum in the Marine Corps University professional military education (PME) with periodic reinforcement in command/unit and installation level PME.

(5) Commanders, Marine Corps Forces Command (MARFORCOM); Marine Forces, Pacific (MARFORPAC); Commanding Generals (CGs), Marine Corps Combat Development Command (MCCDC) and Marine Corps Material Command/Marine Corps Logistics Bases(MARCORMATCOM/MCLBs) will:

(a) Ensure an SMP is established at all Marine Corps installations.

(b) Review, prioritize, and consolidate Program objective Memorandum (POM) budget requirements for the SMP.

(6) Commanders, Marine Forces Reserve, Marine Corps Recruiting Command, and Commanding Officer, Marine Security Guard Battalion. In the establishment of an SMP Council(s), enclosures (3) through (7) may be utilized as guides in defining roles and responsibilities. Enclosure (5) may be used as a guide in distributing the duties of the SMP Coordinator between the Senior Enlisted Advisor (SEA) and SMP Council president.

(7) Installation Commanders shall:

(a) Establish an SMP Council(s). Membership of the SMP Council is described in enclosure (3). At a minimum, an installation SMP Council shall include the following officers: SMP Coordinator, SMP Executive Council (president, vice president, recorder, and treasurer if applicable), and SMP representatives from the installation population to include supporting and operational commands.

(b) Appoint a SEA to be actively involved with the SMP. At a base or station this advisor is normally the installation Sergeant Major. The role of the SEA is described in enclosure (6).

(c) Ensure the installation managers of QOL programs such as: the Command Chaplain, Bachelor Housing Branch Manager, Food Service Manager, MCCS Business Operations Director, and Semper Fit Director, are actively engaged with the SMP.

(d) Ensure command orientation programs/welcome aboard briefs include information and resources about SMP and how to get involved.

(e) Provide a dedicated space ("Home of the SMP") for the SMP meetings and activities, and determine frequency requirements for the SMP Council meetings. It is recommended that SMP Council meetings be held monthly.

(f) Formally recognize the SMP volunteers annually during the National Volunteer Appreciation Week.

(8) Installation AC/S MCCS or Director MCCS will:

(a) Provide staffing of SMP positions as recommended in enclosures (1) and (5).

(b) Provide information on the SMP for all Commanders and Sergeants Major down to battalion/squadron, or recruiting district/station levels, as part of MCCS orientation.

(c) Incorporate SMP themes, initiatives, programs and updates into MCCS advertising and public affairs planning and products.

(d) Advise and provide guidance to the SMP Council on the implementation of the components of QOL and the SMP. Ensure that all MCCS branches/divisions are involved with the SMP and work with the SMP Coordinator in executing the SMP functions, events, and issues.

(e) Forward summary of Participation and Usage Data Reporting enclosure (2) via the chain of command to DC M&RA (MR). Report Control Symbol MC-1700-02 has been assigned to this reporting requirement.

(9) Commanding Officers (at all levels through the Battalions/Squadrons, Recruiting Station (RS), Inspector & Instructor (I&I) Staffs, and Detached Commands) will:

(a) Appoint in writing, representatives to the installation SMP Council as a collateral duty. The role of the unit representative is outlined in enclosure (7). A sample letter of appointment is provided in enclosure (9).

(b) When geographical location or unit demographics/size warrant, establish and support a unit SMP Council tailored to meet the needs of their individual command. Guidance is provided in enclosure (3).

(c) Provide time for the unit representatives to meet, solicit ideas, and raise issues for presentation at the installation SMP level.

(d) Ensure unit orientation programs/welcome aboard briefs include information on the SMP and how to get involved.

(e) Be fully informed about the SMP. Encourage single Marines within the command to participate in the SMP activities.

(f) Ensure the SMP is periodically incorporated into unit PMEs.

(g) Ensure that the unit representatives attend the scheduled installation SMP meetings.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the Deputy

Commandant, Manpower and Reserve Affairs (DC, M&RA) via the appropriate chain-of-command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

R. S. COLEMAN
Deputy Commandant for
Manpower and Reserve Affairs

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8145002 (1)

SMP Standards and Measures

HUMAN RESOURCES

Measure:	**SMP Coordinator**
Purpose:	To ensure professional Single Marine Program coordination is provided to enhance the Quality of Life of single Marines, and provide oversight of SMP Council members.
Standard	Large Installation: one full-time coordinator, one full-time assistant; and two part-time assistants. Medium Installation: one full-time coordinator; one full-time assistant. Small Installation: one full-time coordinator. (Some SMP Coordinators may be dual-hatted with other Semper Fit program positions.) Staffing requirements for assistants may be met through utilization of FAP Marines or civilian volunteers.
Source:	DC M&RA (MR)
Calculation:	The number of single (to include unaccompanied) active duty service members permanently assigned or deployed for greater than 3 months to an installation. Metric values will be based upon a Marine Corps Total Force System (MCTFS) data query. Large Installation: > 10,000 active duty single Marines. Medium Installation: 1,001 to 10,000 active duty single Marines. Small Installation: 0 to 1,000 active duty single Marines.

Measure:	**Staff Training**
Purpose:	All Single Marine Program staff attends training to enhance their ability to provide quality programs and services.
Standard:	• All staff will be trained in CPR, First Aid, and the universal procedures for handling bodily fluids, (training must be completed within 180 days of hire, and/or first available trainings). • All staff will be trained in World Class Customer Service and other local required training. • All staff who serves alcohol will be trained in Responsible Alcohol Service. • All staff will attend "Are You Listening?" training which includes areas related to: active listening, dealing with customers, knowledge of MCCS resources (counseling, crisis identification - suicide, depression, etc.).
Source:	DC M&RA (MR, MRG Training)
Calculation:	Percentage of SMP staff that successfully completed required training within time limits from date of hire.
Measure:	**Professional Development**
Purpose:	To ensure SMP professionals receive program specific training.

Standard:	SMP Coordinators (recreation specialists) will attend program specific training in order to remain current in industry standards/practices and knowledgeable of recreation trends. • Coordinators participate in training to improve their management and leadership skills and enhance the opportunities offered to single Marines. • Coordinators and assistants will complete program specific training at a minimum of once a year. Specialized training includes, but not limited to following - MCCS Manager's Course, Seven Habits for Highly Effective People, Leadership Skills for Managers, Recreation Program Management and Leadership Course, Applied Financial Planning Course, Non-Appropriated Fund Contracting Course - Basic, Communication Strategies that get Results, Programming and Special Events Course, LERN I -Program Management Institute, LERN II, NOLS Risk Management. • Coordinators should hold a recognized industry certification, (i.e., Certified Program Planner (CPP) or Certified Parks and Recreation Professional (CPRP)). • In addition to specialized training listed above, attendance at professional institutes (e.g. Annual SMP Training, Association for the Promotion of Campus Activities (APCA), National Recreation and Park Association (NRPA), etc.) would qualify as program specific training.
Source:	DC M&RA (MR)
Calculation:	Total number of professional training attended annually by SMP Coordinators and Assistants.

STRATEGIC PLANNING

Measure:	**Conduct Annual Assessment of Single Marine's Needs and Interests**
Purpose:	To ensure SMP programming aligns with the needs and interest of the targeted population.
Standard	Assessment conducted annually through local installation surveys/focus groups (either formal or informal) of targeted population.
Source:	(MR)
Calculation:	Needs assessment completed annually.
Measure:	**Goals, Objectives, and Outcome Measures are Developed as Part of Program Planning Process**
Purpose:	Develop Single Marine Program goals and objectives to ensure alignment with MCCS organizational mission and strategic plan.
Standard	Each SMP will establish written annual program goals and objectives, based on the results of the annual needs assessment and the MCCS organizational mission and strategic plan.
Source:	DC M&RA (MR)
Calculation:	Established written goals and objectives.
Measure:	**Establish SMP Program Plan**
Purpose:	Develop a customer-driven Single Marine Program plan addressing Quality of Life, Recreation, and Community Involvement.
Standard	Developed a written annual program plan based on SMP goals and objectives.
Source:	(MR)
Calculation:	Establish written program plan.

Measure:	**Written Annual Marketing and Communication Plan Developed as Part of Program Planning Process**
Purpose:	The marketing and communications plan is to ensure single Marines are informed about the program and recreational/community involvement activities offered throughout the year.
Standard	Develop a written annual, year-round marketing and communications plan supportive of the SMP mission and written goals and objectives. Focus will be on specific messaging for target audience, selecting appropriate media, budget requirements, and evaluations.
Source:	(MR)
Calculation:	Written marketing and communication plan, prepared annually.

FACILITY

Measure:	**SMP Designated Space**
Purpose:	To ensure each installation has a designated location for SMP.
Standard	Each installation will provide a dedicated space known as "Home of the SMP". Each location will have signage stating "Home of the SMP" (outside the facility and in high traffic flow area). Dedicated space should be primarily within MCCS facilities and located central to and within walking distance of single Marine barracks. Large installations should have multiple locations.
Source:	(MR)
Calculation:	SMP space identified.

SMP Participation & Usage Data Reporting
Report Control Symbol MC-1700-02

Quarterly **(Reporting periods Oct-Dec, Jan-Mar, Apr-Jun, Jul-Sep)**

Top three unresolved Quality of Life issues (issue/action being worked at your installation).

Provide details of each of the three QOL issues, synopsis if action taken and reason unresolved.

Bi-Annually **(Reporting periods Oct-Mar, Apr-Sep)**

1. **SMP Council Member Participation** (Council Members are defined as Executive Council and Unit Representative designated in writing)
   - Total # of SMP Council Members
   - Date(s) of SMP Council Meetings
   - # of Council Members in attendance at each meeting

2. **Success Stories** (provide short overview highlighting successes SMP has achieved in the following categories)
   - Community Involvement
   - Recreation Program/Special Event
   - Resolved QOL Issue(s)

Annually **(Reporting periods Oct-Sep)**

Participation Data

1. **SMP Directed Recreation Program(s)** Defined as a recreation program that is developed/coordinated by SMP, scheduled on a regular basis, include activities, social events, trips, tournaments, and fundraisers.
   - Name of Recreation Program
   - # of Participants per Program

2. **SMP Special Event** (Defined as a recreation program developed/sponsored by SMP that is community-wide, large-scale, and offered 1-2 times a year).
   - Name of Special Event
   - # of Participants per Special Event

Quality of Life Advocacy Accountability

3. **Quality of Life Issues** - accounting for time spent working QOL issues. QOL issues are categorized as follows: Barracks, Transportation, Medical, MCCS, Dining Facilities, Other.

- Form A - SMP QOL Issue - Action/Advocacy Tracking, use this form to track EACH issue identified by SMP. Form provides method to identify research conducted, action taken to resolve issue, and time spent working the issue. (Forms to be maintained at installations)
- SMP QOL Advocacy Tracking - spreadsheet used to track all installation SMP QOL issues identified and processed to completion. This rollup will provide:
  - Number of QOL issues identified based on each category
  - How many are processed to resolution
  - How long an issue takes to resolution
  - Type of resolution reached
  - How many remain unresolved

  This spreadsheet will be provided to HQMC SMP on an annual basis.

Volunteer Accountability

1. **Community Involvement**
   - **Off-Base Community Service Project**
     - Name of each project
     - # Volunteers for each project
     - # Volunteer hours for each project
   - **On-Base Community Service Project**
     - Name of each project
     - # Volunteers for each project
     - # Volunteer hours for each project

2. **Recreation Programs**
   - **SMP Directed Recreation Program/Activity**
     - Name of Recreation Program/Activity
     - # Volunteers per program
     - # Volunteer hours per program
   - **SMP Special Event**
     - Name of Special Event
     - # Volunteers per event
     - # Volunteer hours per event

SMP Council

1. Purpose. To establish policy and guidance for the SMP Council.

2. Background. The SMP Council or multiple councils are established at each installation to ensure that the needs of single Marines are being met at all unit levels to include the supporting and operational command population. The SMP Council provides an advocacy forum for areas of Quality of Life, recreation, and community involvement. It provides information and referral to assist with problem solving at the lowest level. The SMP Council, in total, receives their installation's SMP Council status reports on issues/initiatives and ensures all program items, requirements, and concerns are addressed.

3. Policy. A SMP Council or multiple councils will be established at each installation and shall be formed with representation across the installation to include supporting and operational command populations. Unit representatives and alternate(s) on the SMP Council shall be provided collateral duty orders as required. Enclosure (9) provides a sample letter of appointment.

a. Organization. At a minimum, the SMP Council or multiple councils should be organized to reflect installation demographics. The SMP Council is the foundation of this program and is determined by command demographics. An SMP Executive Council shall be elected to administer the program. The SMP Coordinator provides guidance to the council and serves as a liaison to the command in the execution of the program. A Senior Enlisted Advisor is a liaison between the SMP Council and the command, and provides mentorship and guidance.

b. MCCS Coordinators and Family Readiness Officers should attend SMP Council Meetings.

c. It is recommended that meetings be held monthly. Meetings are presided by the president or other SMP Executive Council member, when the president is not available. Meetings will be scheduled by the SMP Coordinator in conjunction with the SMP Council president.

d. Meeting minutes shall be taken by the SMP Executive Council recorder, reviewed and forwarded through the proper chain of command. A sample that may be used as a template is provided at enclosure (8).

e. Standing committees shall be established to ensure equity and diversity of the SMP activities. Each committee should cover one or more of the SMP components (Quality of Life, Recreation, and Community Involvement). Committee chairpersons shall be appointed for a minimum of six months to one year and shall supervise execution of all activities under their committee. The chairperson shall call and preside over meetings for the committee and make timely reports to the vice president. The chairperson will also notify the recorder of scheduled activities and calendar events.

f. Conduct of Council Member Representatives

(1) The SMP Council members are appointed and shall be in attendance at all meetings. If unable to attend, the SMP Council members are responsible for notifying the alternate and ensuring that they are briefed appropriately in order to effectively participate in the meeting in place of the appointed representative.

(2) The installation Commander, upon the recommendation of the SMP Coordinator and installation Sergeant Major or designated SEA, has the authority to remove an SMP Council member when conduct or lack of attendance is deemed detrimental to the SMP's mission. For SMP Council members of tenant organizations aboard an installation, the installation Commander will remove an SMP Council member after consultation and concurrence of the tenant Commander.

(3) In the event that a unit representative is no longer able to perform SMP duties (such as change of marital status or primary duty assignment), they should notify their command to appoint a replacement. If a replacement is not identified, a request will be sent by the SMP Coordinator to the unit Sergeant Major requesting a replacement.

4. Program Guidance

a. Actively promote the SMP.

b. Receive status and information on QOL issues/initiatives (MCCS, barracks, transportation, dining facilities, medical, and other). Disseminate information about SMP and MCCS programs and activities, and encourage participation in special events throughout the year focused on single Marines.

c. Attend activities and events as schedules and work requirements permit.

5. Eligibility. All single and unaccompanied active duty military personnel are eligible to serve on the Council.

SMP Executive Council

1. Purpose. To establish policy and guidance for the SMP Executive Council.

2. Background. The SMP Executive Council, with the SMP Coordinator, administers the installation SMP. The SMP Executive Council is composed of a president, vice president, recorder, and treasurer if applicable.

3. Policy

a. Members of the SMP Executive Council will be elected annually by the SMP Council.

b. Members shall attend all SMP Executive and full Council meetings.

4. Duties

a. The President shall:

(1) Work directly with the SMP Coordinator to ensure proper communication.

(2) Have a complete understanding of all current and past issues or concerns.

(3) Preside at all SMP Council meetings with assistance from the SMP Coordinator.

(4) Appoint special committees as recommended by the SMP Council members.

(5) Make public appearances to promote the SMP, and inform others about program status and accomplishments.

(6) Be responsible for all duties assigned by the SMP Council and the SMP Coordinator.

(7) Be responsible for assignment of temporary replacements in the absence of an SMP Executive Council member. Replacements will be made with the prior approval of the SMP Coordinator.

(8) Assist the SMP Coordinator in command briefs when requested.

(9) Route all issues and concerns through the SMP Coordinator. Ensure a record of all single Marine issues is maintained, tracked, and reported. The participation and usage data reporting is provided at enclosure (2). Sample meeting minutes are provided at enclosure (8).

(10) Be responsible for all duties assigned by the SMP Coordinator.

b. The Vice President shall:

(1) Carry out all duties of the president in his/her temporary absence.

(2) Oversee the operation of standing and special SMP committees and receive SMP committee project reports.

(3) Be responsible for all duties assigned by the SMP Council and/or the SMP Coordinator.

c. The Recorder shall:

(1) Prepare the minutes of all meetings.

(2) Provide a copy of the minutes to the SMP Coordinator within five working days.

(3) Report minutes to the SMP Council at the beginning of each meeting.

(4) Notify all members of scheduled meetings.

(5) Maintain attendance roster of appointed Representatives.

(6) Ensure a record of all single Marine issues is maintained and tracked.

(7) Be responsible for all duties assigned by the Council and/or the SMP Coordinator.

d. The Treasurer shall:

(1) Assist the SMP Coordinator in maintaining financial records.

(2) Provide a financial status report at SMP Council meetings.

(3) Coordinate all fund raising activities.

(4) Be responsible for all duties assigned by the SMP Council and/or SMP Coordinator.

SMP Coordinator

1. Purpose. To establish policy and guidance for the SMP Coordinator.

2. Background. The SMP Coordinator serves as the single Marine advocate on the QOL issues and initiatives identified. The SMP encourages and assists single Marines in identifying and coordinating recreational and community involvement activities while assisting commands in identifying and recommending solutions for QOL issues. QOL includes all activities and issues that directly or indirectly influence morale, living environment, personal growth, and development.

3. Policy. The SMP Coordinator provides guidance to the SMP Council and serves as the liaison between the SMP Council and its members, command leadership, and installation QOL programs and services (i.e., MCCS, bachelor housing, transportation, medical, dining facilities, etc.), focusing on education, awareness, and referral.

4. Duties

a. Through the appropriate chain of command, the MCCS SMP Coordinator provides logistical and administrative support and maintains operational oversight of the SMP.

b. Annually conduct needs assessments through local installation surveys/focus groups (either formal or informal) of targeted population.

c. Develop goals, objectives and outcome measures as part of the SMP planning process through annual needs assessments and alignment with MCCS organizational vision, mission, and strategic plan.

d. Develop a written annual marketing and communications plan with specific focus on selecting appropriate media, budget requirements and evaluation.

e. Serves as a source of information and liaison for the SMP QOL issues and initiatives and assist installation program managers with programming based on feedback and needs. Ensure familiarity with policy related to high adventure programs, reference (c), Semper Fit Program Manual. Ensure the SMP Council properly plans and coordinates all activities and projects.

5. Contacts

a. Maintain regular contact with all tenant operating forces and permanent units to include the supporting and operational command population. Serves as a liaison, ensuring appropriate awareness and communication is provided.

b. Support and assist all commanders and SEAs in the organization and sustainability of the SMP. Special attention must be given to contact new commanders and senior enlisted leadership to include the supporting and operational command population.

6. SMP Councils

a. The SMP Coordinator serves as a facilitator for the SMP Council(s) and its members. Develops, schedules, and monitors the SMP Council meetings in conjunction with the SMP Council president. At a minimum, meetings should be scheduled on a monthly basis. Current rosters of all the SMP installation and unit council members are maintained.

b. The SMP Coordinator is responsible for ensuring that the minutes of the SMP Council's meetings are staffed through the proper chain of command to the SEA for review and then properly staffed and published in a timely manner.

c. Ensure leaders are elected to the executive office positions of the SMP Council. Duties of the elected leaders and guidance on elections are depicted in enclosure (4).

d. Ensure standardized training is conducted on a regular basis, with primary focus on SMP Executive Council recognizing turnover and transition periods. Additionally, ensure training of all the SMP unit representatives regarding the SMP Council responsibilities. Organize training and formal turnover of responsibilities for the SMP councils as appropriate.

7. Quality of Life Advocacy

a. The SMP Coordinator is responsible for documenting and tracking all QOL issues and initiatives identified as per enclosure (2) and are forwarded via the chain of command to CMC (MR/MRS).

b. The SMP Coordinator works in conjunction with the installation Sergeant Major and/or SEA to identify points of contacts for resolving QOL issues identified by single Marines. The SMP Coordinator will take the lead in coordinating issues related to MCCS and civilian agencies. The installation SgtMaj/SEA will take the lead in coordinating issues related to direct military issues (e.g. barracks, transportation, and medical).

8. Other

a. Assist with organization and coordination of volunteer appreciation events as appropriate, to include the installation Volunteer Appreciation Week.

b. Facilitate and prepare the SMP annual program calendar of events, and supporting APF & NAF budgetary input to the Division Head for review and Prioritization. These requirements will be submitted to the AC/S MCCS or Director MCCS for review and prioritization.

c. Responsible for cash controls at all events where monies are exchanged directly as a part of the SMP event.

d. With the SMP Council(s), work directly with the installation MCCS marketing for promotions and publicity of programs and activities. Work with commercial sponsorship points of contact in developing commercial sponsorship proposals for the SMP.

e. Assist in planning and coordination of pre-deployment activities and events for Marines with emphasis on the needs of single Marines. The SMP coordinator, working with their SMP council, and appropriate installation deployment coordinator(s) should plan appropriate support for single Marines while deployed.

Senior Enlisted Advisor (SEA)

1. Purpose. To establish policy and guidance for the command/installation Sergeant Major or designated SEA for the SMP.

2. Background. The SEA for the SMP is typically the command/installation Sergeant Major. The SMP encourages and assists single Marines in identifying and planning recreational activities and community involvement projects while assisting commands in identifying and recommending solutions for QOL issues and initiatives. QOL includes all activities, issues, and initiatives that directly or indirectly influence morale, living environment, personal growth, and development.

3. Policy. The SEA shall work as a liaison between the SMP Council, the SMP Coordinator, and the command ensuring the SMP Council properly reflects the units on the installation and properly executes initiatives.

4. Duties

a. Serve as the SEA to the SMP.

b. Ensure the SMP Council size, composition, per enclosure (3) and the length of appointment for Executive Council members, per enclosure (4), are enacted/instituted in accordance with the direction of the installation commander. Maintain final approval authority on all SMP Council members. Ensure all units have adequate and consistent representation.

c. Regularly attend installation SMP council meetings, as well as committee meetings. Regularly attend SMP activities and events.

d. Provide guidance and knowledge on QOL issues/initiatives and installation policies.

e. Encourage command representation during the regular meetings and disseminate information when requested. Ensure that all units, to include the supporting and operational command population, are knowledgeable of the SMP and have the opportunity to be represented at the SMP council meetings.

f. Provide mentorship and guidance as appropriate.

g. Report issues, concerns, or special requests to the command/installation Commander when appropriate. QOL issues/ initiatives identified during the SMP meetings shall be forwarded to the appropriate installation agency for resolution. The chain of command shall be included and informed when the SMP is working on a QOL issue/initiatives.

h. The SMP Coordinator works in conjunction with the installation Sergeant Major and/or SEA to identify points of contacts for resolving QOL issues identified by single Marines. The SMP Coordinator will take the lead in coordinating issues related to MCCS and civilian agencies. The installation SgtMaj/SEA will take the lead in coordinating issues related to direct military issues (e.g. barracks, transportation, and medical).

i. Ensure the SMP is briefed at the command/installation welcome aboard briefings and included in the installation Troop Information Program.

j. Review minutes from committee meetings prior to their release.

k. Ensure that the noncommissioned officer support channel is knowledgeable about and informed of the SMP.

l. Maintain liaison with other unit Sergeants Major/SEAs.

m. Unit SEA/Sergeants Major/1st Sergeants shall:

(1) Serve as advisor to the unit SMP representative.

(2) Assist the unit Commander in performing his/her SMP responsibilities.

(3) Monitor meeting attendance and assist in ensuring unit representation.

(4) Ensure unit representative is appointed in writing.

SMP Unit Representatives

1. Purpose. To establish policy and guidance for the SMP Council unit representatives.

2. Background. A SMP Council will be established at each installation and shall be formed with representation across the installation to include the supporting and operational command population.

3. Policy. The SMP Council unit representatives, in total, receive the installation SMP council status reports on QOL issues/initiatives (staffed items); and ensure all SMP issues, requirements, and concerns are addressed. Representatives on the SMP Council shall serve on collateral duty orders. A sample letter of appointment is provided at enclosure (9).

4. Duties

a. Attend all SMP Council meetings.

b. Work with the SMP in planning events and activities, and promote projects and resources as appropriate. Serve on committees as designated by the SMP Council, SMP Coordinator, or SMP Executive Council president, or vice president.

c. Bring forward issues/initiatives to the installation SMP Council that cannot be resolved at the lowest level. He/she also solicits ideas and feedback for events, activities, and programs from fellow Marines.

d. Brief respective command on issues/initiatives that are currently being addressed, along with the events and activities that are planned.

e. If unable to attend an SMP Council meeting, the member is responsible for identifying an alternate and ensuring that they are briefed appropriately.

f. Support the SMP through time and attendance as well as solicit other volunteers and participants for events.

Sample SMP Council Meeting Minutes

SINGLE MARINE PROGRAM
Marine Air Ground Task Force Training Command
MCAGCC, Box 788150
Twentynine Palms, CA 92278-8150

1600
5
19 Oct 07

From: SMP President (NAME)
To: Commanding General, MCAGCC

Subj: SMP MEETING MINUTES

Encl: (1) Attendance Roster
(2) MCCS Brief

1. A SMP meeting was held on 5 June 2001 at the Base Community Center. The SMP president called the meeting to order at 1343. Those attending are listed in enclosure (1).

2. Minutes. Minutes from the last meeting reviewed. A motion to accept the minutes was initiated by Sgt Farr and seconded by Cpl Martin.

3. Treasury Report. There was no treasury report to submit. The treasury report will be updated and submitted in the next meeting.

4. MCCS Brief. The SMP Coordinator presented business. Subjects discussed were in the MCCS Brief and are attached as enclosure (2).

5. Old Business. The paint ball events are not getting the participation that we expected. Are we, as a whole still interested in this event? We will hold another paint ball event in August timeframe to see if we should either cancel this event and pursue something else or keep it as a good activity.

6. New Business

a. Question: Why do the NCOs have to pay for the pool tables in the club when the SNCOs don't? Answer: (SgtMaj Jones) The Staff Club has more attendance; therefore, they were able to buy their own tables. You should bring this issue up to the NCO Advisory Board.

b. Barracks Bash. The next barracks bash will be held at the IPAC and 3rd Battalion, 4th Marines barracks. Date for this event will be 27 July 2001.

c. Rock Climbing. Sgt Smith took nine Marines to the Oasis Water Park for rock climbing and swimming. They had a great time. Hopefully, there will be more participation next time.

7. Quality of Life Issues

a. Pool Hours. Is it possible for the pool to be open later? If you notice, the sun does not set until practically 2000? Also, can the pool be opened earlier on Saturdays? The pool that we are addressing is the base tank next to the base theater.

b. Problems with Cable. Sometimes the cable in the barracks cuts off for days at a time. When Delphon is called, they do not register any problems with their equipment. Answer: There is a new contract with Delphon coming to Twentynine Palms. The contract will have certain stipulations on it. More information on this subject will be passed as it becomes available.

c. Facilities Maintenance. In regards to plumbing, there was a problem in the barracks with the toilets. Six toilets were in-operable for a period of five weeks. If this problem should arise again, contact facilities maintenance and notify your chain of command. If nothing has been done within two weeks, notify the base sergeant major. SgtMaj Jones does not want this problem to happen again. Please let him know so that the problem can be taken care of expeditiously.

d. Question. Is it possible to put water bottles in the barracks for the summer? Someone like Sparkletts to be contracted to refill the bottles. This way we are drinking good-filtered water instead of the iron tasting Twentynine Palms water. Answer. We can look into it (SMP Council).

8. Conclusion. The next meeting will be on 19 June at the Base Community Center.

9. The meeting was adjourned at 1413.

10. If you have any questions please contact:
SMP President: M. Smith at 830-5555
SMP Vice President: M. Smith
SMP Secretary: M. Adams at 830-4444
SMP Treasurer: L. Kelly at 830-3333

Submitted by:	Reviewed and Approved by:
Michael Adams	Marc Smith
SMP Secretary	SMP President

Sample Letter of Appointment

(SSIC)
(Office Symbol/Code)
(Date)

From: Commanding Officer, NAME OF UNIT
To: Single Marine Program (SMP) Unit Representative (NAME)

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

Ref: (a) MCO P1700.36A

1. You are hereby appointed as (name of unit) 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.

SIGNATURE OF COMMANDING OFFICER

FIRST ENDORSEMENT

From: (NAME OF SMP UNIT REPRESENTATIVE)
To: Commanding Officer, NAME OF UNIT

Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SMP COMMMITTEE

1. I have read and understand all orders pertaining to this appointment.

2. I will assume all duties and responsibilities as the (name of unit) representative for the SMP Council.

SIGNATURE OF SNM