



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CALIFORNIA 92055-5010

BO 5420.12E  
MCCSSFD  
AUG 16 2011

BASE ORDER 5420.12E

From: Commanding Officer  
To: Distribution List

Subj: SINGLE MARINE PROGRAM (SMP)

Ref: (a) MCO 1700.36A

1. Situation. To publish instructions for the establishment and maintenance of the Single Marine Program (SMP) aboard Marine Corps Base, Camp Pendleton (MCB CamPen), per the direction of the Commandant of the Marine Corps (CMC).

2. Cancellation. BO 5420.12D.

3. Mission. The 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 and Sailors, including unaccompanied Marines. The SMP includes all single service members aboard MCB CamPen and serves as the voice for single Marines and Sailors in identifying QOL concerns; developing QOL initiatives; and providing recommendations through advocacy, recreational activities, special events, and community involvement, which enhance morale and well-being. QOL 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 of Operations

(1) Commander's Intent

(a) To set forth guidance for the sustainment of the SMP and the conduct and composition of the SMP Council in accordance with the reference.

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(b) The SMP is a conduit to address single Marine and Sailor QOL issues. The SMP Coordinator will serve as the single Marine advocate on QOL issues and initiatives. The SMP is comprised of three program components: QOL, recreation, and community involvement. These components shall be implemented in accordance with the program standards related to recreation and community involvement as detailed in the reference.

(2) Concept of Operations

(a) Sergeant Major, MCB CamPen

1. Serves as the senior enlisted advisor to the SMP.

2. Establishes the SMP Council size and composition and determines the length of appointment for SMP Council unit representatives.

3. Reviews and approves minutes from SMP Council meetings.

4. Regularly attends installation SMP Council meetings, SMP committee meetings, activities, and events.

5. Provides guidance and knowledge on QOL issues/initiatives and installation policies.

6. Ensures that all units aboard MCB CamPen are knowledgeable of the SMP and have the opportunity to be represented at the SMP Council meetings through a representative appointed in writing.

7. Advises the Commanding Officer on all special requests and interests related to the program.

8. Has the authority to remove SMP Executive Council members and unit representatives when conduct or lack of attendance is deemed detrimental to the SMP's mission. For unit representatives of tenant organizations, the SMP representative will be removed after consultation and concurrence of the tenant commander.

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(b) Unit/Battalion/Squadron Commanders

1. Appoint, in writing, a command representative (single Sergeant or below) and an alternate to the SMP Council.

2. Ensure the representatives are aware of and attend all the regularly scheduled SMP Council meetings; if the representative is unavailable, the alternate must attend.

3. Encourage single Marines and Sailors to participate in SMP activities.

4. Provide time for the unit representative to meet, solicit ideas, and raise issues for presentation at the installation SMP level.

5. Ensure that SMP is briefed at all unit new join briefs.

6. Ensure the SMP is periodically incorporated into Professional Military Education.

(c) Unit/Battalion/Squadron Senior Enlisted Advisor/Sergeants Major/1st Sergeants

1. Serve as advisor to the unit SMP representative.

2. Assist the unit commander in performing their SMP responsibilities.

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

4. Ensure unit representative is appointed in writing.

(d) SMP Coordinator. The SMP Coordinator will be appointed to the SMP Executive Council by the Assistant Chief of Staff (AC/S), Marine Corps Community Services (MCCS). The SMP Coordinator shall be an installation/command representative who is familiar with Marine Corps orders and directives as well as Appropriated Funding (APF) and Non-Appropriated Funding (NAF) support procedures. The Coordinator shall work as a liaison between the SMP Council and the commands and act as the MCCS

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Advisor, ensuring that the SMP Council properly plans and coordinates all activities. The SMP Coordinator also:

1. Attends the monthly SMP Council meetings.
2. Monitors the composition of the SMP Executive Council to ensure adequate area representation based upon the population of MCB CamPen.
3. Establishes SMP Council and SMP Executive Council meeting dates and times.
4. Ensures that appropriate representatives from other staff sections are notified of the requirement to attend a SMP Council meeting.
5. Invites all guest speakers to monthly meetings.
6. Oversees both APF and NAF budgets.
7. Reports participation and usage data to HQMC quarterly, biannually, and annually.
8. Conducts annual needs assessments through local installation surveys/focus groups of targeted population.
9. Develops SMP goals and objectives to ensure alignment with MCCS organizational mission and strategic plan.

(e) SMP Unit Representatives. The SMP unit representatives are appointed and shall be in attendance at all meetings. If unable to attend an SMP meeting, the unit representative is 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.

1. Disseminate information to all single service members in their units and serve on committees and subcommittees as required.
2. Are responsible for establishing a board of Marines and Sailors in their units to address all QOL issues.

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3. Initiate and attend formations, meetings, and other forums for their unit to communicate SMP Council issues and plans.

4. Solicit ideas from single Marines and Sailors within their units and share these ideas at SMP Council meetings.

5. Bring to the SMP Council's attention any issues concerning single Marines and Sailors.

6. Distribute information from SMP Council meetings to their respective commanders.

7. Actively promote the SMP.

8. Brief the actions taken on previously submitted ideas and issues.

9. Represent the broad interests of their communities, not their own personal interests.

b. Coordinating Instructions. In 1993, the Marsh Panel on QOL and the Deputy Assistant Secretary of the Navy for Force Support found inequities between QOL programs for families and those for single Marines. The 1994 Marine Corps QOL Study found that 43 percent of all single, enlisted Marines were dissatisfied with their overall QOL. Based on these findings, the CMC directed the establishment of the SMP.

(1) The SMP Council

(a) Will provide a communication channel by which single Marines and Sailors can bring issues concerning their QOL to the attention of appropriate staff sections. QOL shall be the primary focus of the SMP Council.

(b) The SMP Council shall meet monthly to discuss and develop issues and plan events. This monthly meeting is open to all single active duty personnel along with the SMP Executive Board.

(c) The installation SMP Executive Board shall include representation from various unit commands. Elections will be held annually for President, Vice President, Volunteer Coordinator, Scribe, Social Media Coordinator, and two members at large.

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(2) SMP Executive Council Member Duties(a) SMP President

1. Serves as the senior member of the SMP Executive Board.
2. Plans, presides, and facilitates SMP with assistance from the SMP Coordinator.
3. Ensures that the minutes of the meeting are complete; include the attendance figures; and they are prepared and forwarded to the Sergeant Major, MCB CamPen for approval within one week of the meeting.
4. Has a complete understanding of all current and past issues or concerns.
5. Appoints special committees as recommended by the SMP unit representatives.
6. Makes public appearances to promote SMP and inform others about program status and accomplishments.
7. Is responsible for all duties as assigned by the SMP unit representatives and SMP Coordinator.
8. Is responsible for the 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.
9. Assists the SMP Coordinator in command briefs when requested.
10. Routes all issues and concerns through the SMP Coordinator. Ensure a record of all single service members issues is maintained, tracked, and reported.
11. Attends all monthly SMP Council meetings, quarterly West Coast SMP Committee meetings, and the annual SMP conference.
12. Solicits input from their parent command single Marines and Sailors to enhance QOL.

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13. Performs other duties and functions as directed by the SMP Coordinator or the Sergeant Major, MCB CamPen.

(b) SMP Vice-President

1. Serves as a member of the SMP Executive Board and is prepared to assume the duties of the President in his/her absence.

2. Serves as the Chairperson of assigned SMP Volunteer Committees.

3. Solicits input from their parent command single Marines and Sailors to enhance QOL.

4. Attends all monthly SMP Council meetings, the quarterly West Coast SMP Committee meetings, and the annual SMP conference.

5. Performs other duties and functions as directed by the President or SMP Coordinator.

(c) SMP Volunteer Coordinator

1. Serves as a member of the SMP Executive Board.

2. Is responsible for the coordination of information and activities pertaining to volunteering and community involvement, for Marines and Sailors aboard MCB CamPen.

3. Ensures that SMP volunteers are recognized annually during the National Volunteer Appreciation Week.

4. Actively recruits new SMP volunteers and volunteer opportunities.

5. Meets periodically with the Base Volunteer Coordinator to solicit new ideas for SMP supported events.

6. Is prepared to assume the duties of the President or Vice President in their absence.

7. Solicits input from their parent command single Marines and Sailors to enhance QOL.

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8. Performs other duties and functions as directed by the President or SMP Coordinator.

9. Attends all monthly SMP Council meetings, the quarterly West Coast SMP Committee meetings, and the quarterly base volunteer committee meetings.

(d) Scribe

1. Serves as a member of the SMP Executive Board.

2. Records and maintains minutes of the SMP meetings. Minutes are to be turned in to the SMP President within one week following each meeting.

3. Is prepared to assume the duties of the President or Vice President in their absence and in the absence of the Volunteer Coordinator.

4. Attends all monthly SMP Council meetings and the quarterly West Coast SMP Committee meetings.

5. Solicits input from their parent command single Marines and Sailors to enhance QOL.

6. Performs other duties and functions as directed by the President or SMP Coordinator.

(e) Social Media Coordinator

1. Serves as a member of the SMP Executive Board.

2. Establishes and maintains SMP information on social networking sites, such as Facebook, MySpace, and Twitter.

3. Ensures all established communication channels are approved by the SMP Coordinator.

4. Provides the SMP Coordinator with copies of all usernames and passwords established for the installation.

5. Markets SMP events on social media sites and ensure that "member" includes only authorized single service members.

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6. Attends all monthly SMP Council meetings and the quarterly West Coast SMP Committee meetings.

(f) Member at Large

1. Serves as a member of the Executive Board.

2. Is prepared to assume the duties of any executive council member in their absence.

3. Solicits input from their parent command single Marines to enhance QOL.

4. Performs other duties and functions as directed by the President or SMP Coordinator.

5. Attends all monthly SMP Council meetings and the quarterly West Coast SMP Committee meetings.

(3) SMP Component Definitions. The three components of the SMP directly contribute to improving morale, increasing self-sufficiency, integrating the single service members into the community, enhancing communication as a unified voice, and developing future leaders. This focused effort equips Marines and Sailors with the knowledge and skills necessary to proactively deal with situations before they develop into serious problems. The components listed below provide the opportunity for balanced personal and professional growth for single service members.

(a) QOL. Identification of issues/concerns and/or initiatives which involve primarily those things that single service members 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.

(b) Recreation. Activities and special events developed solely by the SMP or in conjunction with other MCCS programs, which provide healthy alternatives for the positive use of leisure time; enhance physical fitness; and provide opportunities for social integration, life-skills development, and cultural awareness. The experiences gained by single service members who participate in the planning and execution of these activities directly enhance their leadership skills.

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(c) Community Involvement. Activities either developed or supported by the SMP that contribute to the Base and surrounding community through voluntary participation by single service members. Involvement in the community brings recognition to the SMP and provides the volunteer 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.

(4) Program Funding. The SMP is a Category "A" activity and, when possible, will be funded 100% with APF for all authorized expenses. The program may also be funded by NAF for 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. Fundraisers may be conducted by the SMP Council to cover expenses that are not authorized for APF, per the reference.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the Base directives can be found at: <http://c27ipacpnd103w/intranet.manpower.usmc.mil/ipac/manpower/Adj/directives/default.aspx>

6. Command and Signal

a. Command. This Order is applicable to all units, organizations, and activities located aboard MCB CamPen.

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

  
O. A. JAMMAL  
Chief of Staff

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