

SMP UNIT REP GUIDE

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Items listed below must be kept in the binder at all times

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 - Required for both Primary and Alternate SMP Representative
 - Copy must be turned in to SMP Coordinator
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Available at www.mccscp.com/smp
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Letter Of Appointment
(Sample Attached)

Sample Letter of Appointment

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

From: Commanding Officer, NAME OF UNIT

To: Single Marine Program (SMP) Unit Representative, (Rank first name and Last name of Rep), USMC

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

Ref: (a) MCO P1700.36A
(b) BO 5420.12D

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

(Type Name in Here)

FIRST ENDORSEMENT

From: (NAME OF SMP UNIT REPRESENTATIVE)
To: Commanding Officer, NAME OF UNIT
Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SMP COMMITTEE

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

(Type Rep Name in Here)

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Marine Corps Order 1700.36A Available at

www.mccscp.com/smp

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Camp Pendleton Base Order
5420.12E

www.mccscp.com/smp

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SMP
Brochure

www.mccscp.com/smp_

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Unit Rep Responsibilities

SMP Unit Rep Responsibilities

- 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.
- Disseminate information to all single service members in their units and serve on committees and subcommittees as required.
- Are responsible for establishing a board of Marines and Sailors in their units to address all QOL issues.
- Initiate and attend formations, meetings, and other forums for their unit to communicate SMP Council issues and plans.
- Solicit ideas from single Marines and Sailors within their units and share these ideas at SMP Council meetings.
- Bring to the SMP Council's attention any issues concerning single Marines and Sailors.
- Distribute information from SMP Council meetings to their respective commanders.
- Actively promote the SMP.

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SMP FUNCTIONAL AREA INSPECTION POINTS FOR UNITS

Inspectors General Checklist

SINGLE MARINE PROGRAM 1700.36

This checklist applies to all levels of command, Air, Ground, Logistics, and Installations.

Functional Area Sponsor:

HQMC Marine and Family Programs Division

Subject Matter Expert: Mr. Michael A. Brown
(DSN) 278-6342 (COML) 703-784-6342

Revised: 1 January 2020

Overall Comments: *Place Here*

Name of Command

Date

Inspector

Final Assessment

Discrepancies: Findings:

Subsection 1 - UNIT-SPECIFIC ITEMS

0101 Has the Commander formally appointed a unit Senior Enlisted Advisor (SEA) using appropriate procedures and documentation?
Reference: MCO 1700.36B, par 4b(6)(a)

Result

You must have a letter on file with the SMP coordinator to meet this criteria

0102 Has the Commander ensured that the SEA attends the Installation council meetings at least quarterly?
Reference: MCO 1700.36B, par 4b(6)(a)

Result

Unit Sea must attend and sign in at a monthly SMP meeting at least once per quarter.

0103 Has the Commander appointed in writing a unit representative(s) and a Family Readiness Command Team SMP Representative to address Quality of Life recommendations and initiatives for single and unaccompanied service members?
Reference: MCO 1700.36B, par 4b(6)(b)

Result

Comments

0104 Did the Commander provide time for the unit and/or subordinate/section SMP representative(s) to meet with single Marines in the unit to solicit ideas, and raise recommendations/concerns for presentation at the SMP Council meetings?
Reference: MCO 1700.36B, par 4b(6)(c)

Result

3. You must have a letter on file with the SMP coordinator to meet this criteria

4. You must be able to show meeting notes or other proof of such meetings

- 0105 Is the Commander, at minimum, receiving monthly briefings from the SMP unit representative(s) or Family Readiness Command Team SMP Representative on issues/initiatives currently being addressed and planned events and activities?
Reference: MCO 1700.36B, par 4b(6)(e)
Result **You must be able to show meeting notes or other proof of such meetings**
- 0106 Does the Commander include SMP in unit orientation programs/welcome aboard briefs and periodically in unit PME's?
Reference: MCO 1700.36B, par 4b(6)(f)(i)
Result **You must be able to show welcome home packet or briefing materials that includes current and accurate SMP information**
- 0107 Did the Commander ensure that Family Readiness Command Team SMP Representative or the subordinate unit/ section SMP representative(s) attend all scheduled installation SMP meetings?
Reference: MCO 1700.36B, par 4b(6)(h)
Result **The appointed Unit Reps must attend and sign in at every monthly SMP meeting, SMP Sign in Sheets used**
- 0108 Does the Commander authorize PTAD to allow single service members to attend SMP PME related events when command operations permit?
Reference: MCO 1700.36B, par 4b(6)(J)
Result **Show proof of what the command approves.**

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SMP TRIP AUTHORIZATION Available at

www.mccscp.com/smp or click [here](#)

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SMP Monthly Meeting Schedule

SMP Installation Monthly Meeting Schedule 2019

January 10 th	1330	Paige Fieldhouse Classroom
February 7 th	1330	21 Area SMP Rec Center
March 7 th	1330	33 Area SMP Rec Center
April 4 th	1330	Stepp Stables
May 2 nd	0900	13 Area Pool
June 6 th	0900	53 Area SMP Rec Center
July 11 th	0900	Del Mar Marina
August 1 st	0900	62 Area SMP Rec Center
September 5 th	0900	41 Area SMP Rec Center
October 3 rd	0900	43 Area SMP Rec Center
November 7 th	0900	Marine Mem. Golf Course
December 5 th	0900	22 Area SMP Rec Center

2019 SMP MCAS Meeting Dates and Locations

January 9 th	1200	Hall of Heroes Bldg. 2368
February 6 th	1200	Hall of Heroes Bldg. 2368
March 6 th	1200	Hall of Heroes Bldg. 2368
April 3 rd	1200	Hall of Heroes Bldg. 2368
May 1 st	1200	Hall of Heroes Bldg. 2368
June 5 th	1200	Hall of Heroes Bldg. 2368
July 10 th	1200	Hall of Heroes Bldg. 2368
August 7 th	1200	Hall of Heroes Bldg. 2368
September 4 th	1200	Hall of Heroes Bldg. 2368
October 2 nd	1200	Hall of Heroes Bldg. 2368
November 6 th	1200	Hall of Heroes Bldg. 2368
December 4 th	1200	Hall of Heroes Bldg. 2368

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MONTHLY MEETING MINUTES

Available at www.mccscp.com/smp

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SMP MONTHLY NEWSLETTER

Available at www.mccscp.com/smp sign up for
the newsletter [here](#)