



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION MIRAMAR
P.O. BOX 452001
SAN DIEGO CA 92145-2001

StaO 1710.4B
MCCS

STATION ORDER 1710.4B

From: Commanding Officer
To: Distribution List

Subj: SINGLE MARINE PROGRAM (SMP)

Ref: (a) MCO 1700.36B
(b) MARADMIN 757-11

Encl: (1) Single Marine Program Billet Description (sample)
(2) Quality of Life Form
(3) Sample Letter of Appointment

1. Situation. To set forth guidance for the establishment, organization and sustainment of the Single Marine Program (SMP) aboard Marine Corps Air Station (MCAS) Miramar in accordance with references (a) and (b).

2. Cancellation. StaO 1710.4A.

3. Mission. The Single Marine Program contributes to the morale, professional development and overall unit readiness through the sustainment of addressing Quality of Life (QOL) issues of all single service members and geographical bachelors aboard MCAS Miramar. QOL issues are those that directly or indirectly influence the overall morale environment. SMP requires the support of unit Commanders and Sergeants Major in order to be successful.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The SMP is a conduit to address single Marines' and Sailors' QOL issues. Those issues will be addressed to improve the three major components of the program: Quality of Life, recreation and community involvement.

(2) Concept of Operations

(a) The SMP Council provides a communication channel by which single Marines and Sailors can bring issues concerning their QOL and the level of Marine Corps Community Services (MCCS) service to the attention of appropriate staff commands.

1. The SMP Council will be comprised of an Executive Board and at least two appointed representatives from each command/unit stationed aboard MCAS Miramar. The Council will meet at least monthly to discuss and develop issues that are forwarded to the SMP Coordinator. These issues are then sent to the appropriate staff sections for response and appropriate action. The Executive Board will be comprised of a President, Vice President, Recorder and Treasurer. Billet descriptions are outlined in enclosure (1). The President, Vice President, Recorder and Treasurer recognized by Marine Corps Headquarters, are elected positions who serve for a period of 12 months and are limited to one successive reelection. In the event an Executive Board member is deployed or replaced, a temporary replacement will be appointed by the SMP Coordinator and remaining Executive Board members.

2. When the SMP Council meets, the agenda shall include the nomination of the positions then the meeting shall be opened to all single Marines and Sailors. If a single service member wants to apply for one of the Executive Board positions, they must request permission from their chain of command, fill out an application provided by the SMP Coordinator and then schedule a meeting for review with the SMP Coordinator.

b. Definitions of the Components of Quality of Life (QOL)

(1) Community Service. Activities that benefit the base and surrounding community, such as: Habitat for Humanity, PE/Fitness Challenges at local schools, dog adoption events with rescues, beach clean ups, etc.

(2) Health and Wellness. The promotion of physical fitness facilities, programs, mental health and Semper Fit classes.

(3) Life Skills. Knowledge that will assist Marines and Sailors in life. Some examples are: financial planning, personal finance, pre-marriage seminars and civilian education.

(4) Career Progression. Leadership training and military education.

(5) Recreational Activities. Selection, planning and participating in activities that SMP Council has coordinated.

c. Meetings

(1) SMP Council. General meetings are held monthly. These meetings include the Executive Board, unit representatives or designated alternates, unit SgtsMaj, and various MCCS employees and other interested attendees. Meetings will be held at the same time/day each month unless otherwise notified due to holiday routine or other unforeseen scheduling issues. The meeting schedule can be found on the MCAS Miramar SMP website at <http://www.mccsmiramar.com/smp-meetings.html>.

(2) Special Event committee meetings will be held as needed.

(3) Executive Board shall meet monthly or as needed.

d. Coordinating Instructions

(1) Unit representatives should conduct their individual meetings prior to the council meeting to allow them to prepare and discuss topics, utilizing enclosure (2) which will be discussed at the council meeting.

(2) All QOL issues raised by council members must be in the format depicted in enclosure (2).

(3) The council will track the progress of each issue and report progress at the next regularly scheduled meeting.

(4) Recreation and leisure events will be coordinated with the SMP Coordinator and a report will be given on the progress of each event at the next scheduled council meeting.

(5) Treasurer will report the status of funds at the general council meeting to include SMP fundraising account and funds raised in the previous month, if applicable.

e. Voting Procedures. Official elections for Executive Board members will be conducted annually in February in an open meeting forum that includes all single service members and geographical bachelors. Each SMP Council member will be allowed one vote per motion.

f. Program Funding

(1) SMP is a Category "A" activity and, when possible, will be funded with appropriated funding (APF) for all authorized expenses. Fundraisers may be conducted by the SMP Council to cover expenses that are not authorized for APF, per reference (a). This program may also be funded with non-appropriated funds (NAF), which includes fundraising money, to support MCCA leisure and recreation activities. The NAF and fundraising money usage will be voted on by the Executive Council and approved by the SMP Coordinator.

(2) The SMP Coordinator will prepare the annual APF and NAF budgets (with suggestions for programs and activities from the SMP Council) and will forward via the chain of command.

g. Planned Trips. SMP trips will be coordinated over a weekend or holiday period to the greatest extent possible. On the rare occasion a trip is scheduled during a workday, it is highly recommended the Marine or Sailor be allowed special liberty or Permissive Temporary Additional Duty (PTAD) orders approved by their chain of command to attend.

h. Subordinate Element Missions

(1) Installation Sergeant Major. Serves as the senior enlisted advisor to the SMP and may designate a Staff Non-commissioned Officer (SNCO) to assist in overall duties outlined in reference (a). Establishes the SMP Council size, composition and determines the length of appointment for Council members. Reviews meeting minutes, provides guidance and mentorship as appropriate and reviews all report issues. Ensures all units aboard the installation are knowledgeable of the SMP and have the opportunity to be represented at the council meetings. Advises the Commanding Officer on all special requests and interests related to the program. In addition, recommends the review of requests for personal awards for Executive Board members or outstanding single Marines and Sailors who merit such recognition.

(2) Unit Commanders. Appoint a primary and alternate SMP representative and ensure the representative attends regularly scheduled council meetings. Designated representative(s) serves on the Unit Command Team meeting as noted in reference (b). Encourages single service members to participate in SMP activities and attend council meetings. Ensures unit is in compliance with SMP section of the Commanding General Inspection checklist item number 967. Unit Commanders are permitted to appoint members from their respective commands to the SMP Executive Board after they have been voluntarily elected into office.

(3) Unit Sergeants Major. Serve as the direct advisor to unit SMP representative and program, assist the Commander with SMP responsibilities, encourage unit attendance and ensure the non-commissioned officer and staff non-commissioned officer support channel is knowledgeable and informed of the SMP.

(4) Semper Fit Director, Marine Corps Community Services (MCCS). Act as liaison between SMP Coordinator, SMP Council, MCCS Staff and Installation Sergeant Major. Ensures the committee is advised on proper plans and coordination of activities and provides guidance to the Council on the implementation of Quality of Life issues. Semper Fit Director or MCCS designated representative works with the SMP Coordinator on all MCCS related functions.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order may be forwarded to the installation SMP Coordinator, via the appropriate chain of command.

b. This Order is issued under Distribution Statement A and is published electronically. It can be accessed online via the MCAS Miramar web page <https://intranet.miramar.nmci.usmc.mil/s1/>.

6. Command and Signal

a. Command. This Order is applicable to all units aboard Marine Corps Air Station Miramar.

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

C. B. DOCKERY

SINGLE MARINE PROGRAM BILLET DESCRIPTIONS

President

1. Attend all Executive Board and monthly Single Marine Program (SMP) Meetings.
2. Responsible for ensuring all Executive Board assignments are being completed in a timely manner and ensure SMP Coordinator is notified of issues.
3. Responsible to find temporary replacements in the absence or resignation of an SMP Executive Board Member.
4. Maintain a turnover binder containing points of contact (POC), day-to-day operations, information received from outside sources deemed important for future use, current formats of information distributed, and the next three (3) months' worth of a planning calendar.
5. Makes recommendations to the SMP Station Order to ensure accuracy for annual review.
6. Rotate assignments for the Executive Board members who will be attending Welcome Aboard Briefs, quarterly SMP West Coast Council Meetings and all other SMP informational briefs.
7. Make public appearances to promote SMP and inform others about program status and accomplishments as needed.
8. Submit Executive Board progress reports to SMP Coordinator by 1530 every Wednesday. In the event that a Federal holiday takes place on Wednesday, updates will be due by 1530 on Thursday.
9. Meets with the SMP Coordinator to discuss SMP issues and meetings as scheduled.
10. Route all issues and concerns through the SMP Coordinator. Ensures a record of all single Marine issues are maintained, tracked and reported.
11. Review all submitted Quality of Life (QOL) forms with the SMP Coordinator. Maintain a record of them including tracking progress and follow-through to completion. Bring all QOL forms that are submitted to the Monthly SMP Meeting.

Vice President

1. Attend all Executive Board and monthly Single Marine Program (SMP) Meetings.
2. Responsible for tracking duties assigned to the SMP Unit Representatives.
3. Responsible for fulfilling duties in the absence of the SMP President.
4. Maintain a turnover binder containing points of contact (POC), day-to-day operations, information received from outside sources deemed important for future use, current formats of information distributed, and the next three (3) months' worth of a planning calendar.
5. Make public appearances to promote SMP and inform others about program status and accomplishments as needed.
6. Submit updates to President by 1530 every Monday. In the event that a Federal holiday takes place on Monday updates will be due by 1530 on Tuesday.
7. Meet with SMP Coordinator and SMP President to discuss SMP issues and meetings as scheduled.
8. Attend assigned Welcome Aboard Briefs, quarterly SMP West Coast Council Meetings and all other SMP informational briefs.
9. Brief all new SMP Unit Representatives on how to properly maintain a SMP unit turnover binder. Randomly performs SMP unit turnover-binder-inspections with assistance from other Executive Board members.
10. Oversee the Special Events Committee and act as the Special Events Committee Chairperson.

Recorder

1. Attend all Executive Board and monthly Single Marine Program (SMP) Meetings.
2. Maintain a turnover binder containing points of contact (POC), day-to-day operations, information received from outside sources deemed important for future use, current formats of information distributed, and the next three (3) months' worth of a planning calendar.
3. Make public appearances to promote SMP and inform others about program status and accomplishments as needed.
4. Submit updates to President by 1530 every Monday. In the event that a Federal holiday takes place on Monday updates will be due by 1530 on Tuesday.
5. Attend assigned Welcome Aboard Briefs, quarterly SMP West Coast Council Meetings and all other SMP informational briefs.
6. Take notes during the Monthly* and Executive Board Meetings. Provide a copy of the minutes to the SMP Coordinator within five (5) business days after the meeting.
 - * *Submit an Attendance Roster of the Monthly SMP Meeting attendees to the SMP Coordinator within five business days after the meeting.*
7. Maintain a master list of all Units and Letters of Appointment (LOA) (submitted or missing) in your turnover binder. The information provided should list: full name, rank, contact information, LOA (yes or no) and if applicable, deployment status.
8. Ensure all Letters of Appointment are signed. Ensure a copy is turned in to the SMP Coordinator. Ensure the Letter of Appointment template is posted on the SMP Website.
9. Create the Executive Board recall roster that will be updated as needed and distributed to the Executive Board. The information provided should list: billet, full name, rank and contact information. The roster should-be-maintained electronically.

Treasurer

1. Attend all Executive Board and monthly Single Marine Program (SMP) Meetings.
2. Maintain a turnover binder containing points of contact (POC), day-to-day operations, information received from outside sources deemed important for future use, current formats of information distributed, and the next three (3) months' worth of a planning calendar.
3. Make public appearances to promote SMP and inform others about program status and accomplishments.
4. Submit updates to President by 1530 every Monday. In the event that a Federal holiday should take place on Monday, the updates will be due by 1530 on Tuesday.
5. Attend assigned Welcome Aboard Briefs, quarterly SMP West Coast Council Meetings and all other SMP informational briefs.
6. Provide an updated report on the fundraising account at the monthly SMP meetings including balance from the MCCS Accounting Office. Update report at least seven (7) days prior to the monthly SMP meeting.
7. Ask for feedback from the SMP Council, tally suggestions on ways to use the SMP fundraising money, and submit ideas to SMP Coordinator.
8. Research, recommend and coordinate (including volunteers) quarterly fundraising ideas for the year.
9. Distribute trip and event flyers monthly by the first of every month to designated areas aboard base, including laundry rooms and SMP information stations. Perform random SMP information station inspections within the units.
10. Recommend new marketing/media idea that increases SMP's exposure on base. Collect suggestions from the Council during meetings.

Unit Representative

1. All designated unit SMP representatives are members of the SMP Council.
2. Attend all monthly Single Marine Program (SMP) meetings.
3. Ensure a brief is given to all single service members upon check-in and a roster made to account for them.
4. Responsible for assignment of a temporary replacement in their absence.
5. Maintain a turnover binder with current information and bring binder to all monthly council meetings.
6. Maintain individual unit's SMP Information Station(s).
7. Track and report all Quality of Life forms to the SMP President or SMP Coordinator.
8. Meet monthly with unit Sergeant Major to discuss SMP issues and events.
9. Ensure appointment letter is turned into the SMP Coordinator within ten (10) business days of selection as a representative.
10. Ensure all information received through meetings or email is disseminate to units in a timely manner.
11. Actively participate as a member of the unit Command Team.



QUALITY OF LIFE PROTOCOL

~ Message from the Single Marine Program ~

“Do you have a general quality of life issue that needs to be addressed? A new idea you think would benefit yourself and others? The Single Marine Program has designed this document to address those issues and get your thoughts to the people who can make the changes. Our job is to improve your quality of life both on and off duty. If you have any suggestions, no matter how big or small they may be, concerning the improvement of this base, take the time and fill out this document. Your voice is our voice and together we will make a difference.”

Before filling out a quality of life document, you must ensure that you have followed the **proper procedures** outlined below:

Regarding the barracks

- ✓ Utilize your Barracks Manager or your unit S-4.
- ✓ Submit a help chit and make a photocopy of it for your records.
- ✓ Keep a record of **who** you spoke with, about **what**, and **when** (date/time) for your records.
- ✓ If your chit has not been addressed in three weeks, please fill out a Quality of Life document.
- ✓ **Make sure you submit a copy of all the above sheets when submitting a Quality of Life document for faster response.**

Regarding other facilities/general issues

- ✓ Do research and gather information (i.e. ask for the manager or fill out a complaint card).
- ✓ Keep a record of **who** you spoke with, about **what**, and **when** (date/time) for your records.
- ✓ **Make sure you submit a copy of all the above documents when submitting a Quality of Life document for faster response.**

After filling out a quality of life document, turn it into the SMP President.

Contact the SMP President for assistance with completing the submission and/or gathering information.

QUALITY OF LIFE ISSUE SUBMISSION

To: Single Marine Program Coordinator and President

Subj: PROPOSED QUALITY OF LIFE ISSUES

Ref: (a) StaO 1710.4B

Today's Date: _____ Your Unit SMP Representative's Name: _____

Rank: _____ Last Name: _____ First Name: _____

Command/Unit: _____ Work Extension: _____

Quality of Life Topic: Date and time concern/issue happened: _____

What is your Quality of Life concern/issue? What facility/location does it involve?

Research Findings

What action have you taken to resolve the concern/issue? Describe in detail by action date taken:

Recommendations

What recommendations do you have to resolve this concern/issue?

**SINGLE
MARINE**

PROGRAM

BELOW FOR SMP USE ONLY

Date SMP President Received: _____ Print: _____ Signature: _____

Date SMP Coordinator Received: _____ Print: _____ Signature: _____

Date Installation SgtMaj Received: _____ Print: _____ Signature: _____

Single Marine Program Action Taken:

Date QOL concern/issue completed/closed: _____ Print: _____ Signature: _____

Date Returned to SMP President: _____ Print: _____ Signature: _____

Date Returned to Service Member: _____ Print: _____ Signature: _____

Questions? Contact the SMP Coordinator or President at (858) 577-6283 or weereskc@usmc-mccs.org

Letter of Appointment for Family Readiness Command Team SMP
Representative

(SSIC)
(Office Symbol)
(Date)

From: **COMMANDING OFFICER, NAME OF UNIT**
To: Single Marine Program (SMP) Family Readiness Command Team
SMP Representative/Unit Representative
Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SINGLE MARINE
PROGRAM (SMP) COUNCIL
Ref: (a) MCO 1700.36B

1. You are hereby appointed as the **(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 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 AND RANK OF SMP UNIT REPRESENTATIVE**
To: **Commanding Officer, NAME OF UNIT**
Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SMP COUNCIL

1. I have read and understand all orders that pertain to my appointment.
2. I will assume all duties and responsibilities as the representative for the SMP Council.

SIGNATURE OF UNIT REP

ENCLOSURE (3)

