



SINGLE MARINE PROGRAM MCAS MIRAMAR



UNIT SGT SMAJ

- Attend the monthly SMP Meetings, **at least quarterly**.
- Appoint in writing Family Readiness Command Team SMP Representative and Subordinate Unit/Section SMP Representative(s) to address QOL recommendations and initiatives to focus on improvement of QOL for single/unaccompanied Service Members.
 - The Family Readiness Command Team SMP Representative is known as the “Primary SMP Rep” here on MCAS Miramar.
 - The Subordinate Unit/Section SMP Representative(s) is known as the “Alternate SMP Rep(s)” here on MCAS Miramar.
- Ensure that the appointed Family Readiness Command Team SMP Representative and Subordinate Unit/Section SMP Representative(s) **attend all scheduled monthly SMP Meetings**.
- Provide time for the unit and appointed Family Readiness Command Team SMP Representative and Subordinate Unit/Section SMP Representative(s) to meet, solicit ideas, and raise recommendations/concerns, in which are brought forth to the SMP Coordinator or SMP Executive Board or at the monthly SMP Meetings.
- Receive a minimum of a monthly briefing on the program from the appointed SMP Unit Representatives.
- Encourage single/unaccompanied Marines within the command to participate in the SMP activities (i.e. events, trips, volunteer opportunities, etc.)
- Ensure the SMP is annually incorporated into unit PMEs.
- Ensure the SMP is represented at all Family Readiness Command Team meetings.
- Ensure command/unit orientation programs/welcome aboard briefs include information and resources about the SMP and how to get involved to all Service Members. If unit size does not warrant a new join brief, the SMP Representatives shall be on the unit check-in sheet.
- Permissive Temporary Leave (PTAD) orders are authorized to allow single Service Members to attend SMP PME related events per reference (f) in MCO 1700.36B when command operations permit, and the Marines participation will enhance the Marine’s value to the Marine Corps.
- Commands may request activities/events that SMP may organize on behalf of the unit. Funding for these activities/events shall be the responsibility of the unit.