Inspectors General Checklist

SINGLE MARINE PROGRAM (SMP)
1700.36

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

Functional Area Sponsor:
M&RA, Marine and Family Programs Division
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Name of Command
Date
Inspector
Total Questions: 28
Final Assessment
Discrepancies: **Findings:**

Overall Comments:

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 Comments

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 Comments

0103 Has the Commander appointed in writing a Unit Representative) 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 Comments

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

0105 Is the Commander, at minimum, receiving monthly briefings from the SMP unit representative(s) or the Unit 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 Comments

0106 Does the Commander include SMP in unit orientation programs/welcome aboard briefs and periodically in unit PMEs?
Reference: MCO 1700.36B, par 4b(6)(f)(i)

Result Comments

0107 Did the Commander ensure the Unit's 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 Comments

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 Comments

Subsection 2 - INSTALLATION-SPECIFIC ITEMS

0201 Has the installation Commander appointed in writing, SMP Executive Board members (officers) to the installation SMP Council?
Reference: MCO 1700.36B, par 4b(5)(a)

Result Comments

0202 Has the Installation Commander appointed in writing the installation Sergeant Major or another as the Senior Enlisted Advisor to be actively involved with the Single Marine Program?
Reference: MCO 1700.36B, par 4b(5)(b)

Result Comments

0203 Has the Installation Commander encouraged maximum participation in the Annual SMP Days of Service aboard the Installation and on/around the civilian community that does not conflict with operational commitments?
Reference: MCO 1700.36B, par 4b(5)(d)

Result Comments

0204 Has the Installation Commander formally acknowledged SMP Volunteers recognized during the National Volunteer Appreciation Week?
Reference: MCO 1700.36B, par 4b(5)(e)

Result Comments

0205 Has the Installation Commander ensured Installation welcome aboard briefs include information and resources on SMP activities/events, council meetings, and how to get involved in the program?
Reference: MCO 1700.36B, par 4b(5)(g)

Result Comments

0206 Has the Installation Commander ensured the installation managers of Quality of Life (QOL) programs such as Bachelor Housing Managers, Food Service Manager, MCCS Business Operations Director, MF Program Managers, and Semper Fit Director are actively engaged with the SMP?
Reference: MCO 1700.36B, par 4b(5)(h)

Result Comments

0207 Has the Installation Commander provided information on the SMP for all Commanders and SgtMaj's down to the battalion/ squadron level as part of unit/ installation orientation?
Reference: MCO 1700.36B, par 4b(5)(k)

Result Comments

0208 Has the Installation AC/S MCCS ensured appropriate risk management and occupational safety programs are implemented by the SMP staff to reduce the potential for mishaps and occupational illness in the Single Marine Program?
Reference: MCO 1700.36B, par 4b(8)(c)

Result Comments

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0209 Has the MCI Installation AC/S MCCS allowed the SMP Coordinator, selected by the MCI SgtMaj, to attend the SMP Advisory Committee meetings?
Reference: MCO 1700.36B, par 4b(8)(e)

Result Comments

0210 Has the Installation AC/S MCCS allowed the SMP Coordinator to attend all of their Regional SMP meetings?
Reference: MCO 1700.36B, par 4b(8)(f)

Result Comments

0211 Has the SMP Coordinator documented and monitored all QOL issues and initiatives identified?
Reference: MCO 1700.36B, Chap 1 par 4a

Result Comments

0212 Has the SMP Coordinator budgeted for and executed the minimum number of events as outlined in Figure 1.1?
Reference: MCO 1700.36B, Chap 1 par 4b and Figure 1.1

Result Comments

0213 Has the SMP Coordinator ensured that the leader to participant ratio has been met and that at least one leader is an MCCS employee for all SMP activities?
Reference: MCO 1700.36B, Chap 1 par 4b

Result Comments

0214 Has the Installation SMP Coordinator developed and updated annually a SOP that contains the minimum Operational Management material as outlined?
Reference: MCO 1700.36B, Chap 1 par 6 (a-k)

Result Comments

0215 Has the SMP Coordinator established written annual, year-round marketing and communication plans supportive of the organizations mission which include monthly calendars, marketing materials?
Reference: MCO 1700.36B, Chap 1 par 9 (a-c, e)

Result *Comments*

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0216 Is the Marine Corps branded SMP logo the only logo used to represent SMP related activities/ events or facilities? No deviations have been made to the SMP logo.
Reference: MCO 1700.36B, Chap 1 par 9 (d)

Result Comments

0217 Is the SMP funded predominately using APF? Reference: MCO 1700.36B, Chap 1 par 11

Result Comments

0218 Does the installation have the correct number of councils, made up of the appropriate positions with executive board members elected annually?
Reference: MCO 1700.36B, Chap 2 Par 1 (a-c)

Result Comments

0219 Are installation SMP Council Meeting minutes recorded and submitted within 10 business days?
Reference: MCO 1700.36B, Chap 2 Par 1 (d)

Result Comments

0220 Are the MCI SMP Regional meetings being conducted? *Note: Regional meetings can be virtual due to limited funding from HQ.*

Reference: MCO 1700.36B, Chap 2, par 2

Result *Comments*