

# **SINGLE MARINE PROGRAM REPRESENTATIVE ON THE UNIT FAMILY READINESS COMMAND TEAM**

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**SUBJ/SINGLE MARINE PROGRAM REPRESENTATIVE ON THE UNIT FAMILY READINESS  
COMMAND TEAM//**

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GENTEXT/REMARKS/

1. SINGLE MARINES COMPRISE 50 PERCENT OF THE FORCE. THESE MARINES ARE MOST OFTEN IN THEIR FIRST ENLISTMENT, LIVING AWAY FROM HOME AND REMOVED FROM THEIR TRADITIONAL FAMILY SUPPORT NETWORKS. THE MARINE CORPS HAS DEDICATED EXTRAORDINARY EFFORT AND RESOURCES IN THE LAST 10 YEARS TO MARRIED MARINES AND THEIR FAMILIES, MOST NOTABLY WITH THE CREATION OF THE FAMILY READINESS OFFICER (FRO) BILLET. IT IS VITAL TO THE HEALTH OF THE FORCE THAT WE DEDICATE A SIMILAR EFFORT TO SINGLE MARINES AND INCLUDE THEIR VOICE IN KEY ADVISORY BODIES SUCH AS THE UNIT FAMILY READINESS COMMAND TEAM.
2. EFFECTIVE IMMEDIATELY, A SINGLE MARINE PROGRAM (SMP) REPRESENTATIVE WILL BE APPOINTED TO SERVE AS AN ACTIVE MEMBER OF THE UNIT'S FAMILY READINESS COMMAND TEAM AT THE BATTALION/SQUADRON LEVEL AND ABOVE. THE SMP UNIT REPRESENTATIVE WILL BE A SINGLE MARINE NONCOMMISSIONED OFFICER WHO IS ACTIVELY INVOLVED IN THE UNIT'S SMP.
3. INCLUDING AN SMP REPRESENTATIVE ON THE FAMILY READINESS COMMAND TEAM PROVIDES SINGLE MARINE REPRESENTATION AT THE COMMAND LEVEL ANOTHER OPPORTUNITY TO SERVE IN A LEADERSHIP ROLE. MOREOVER, IT ACKNOWLEDGES ALL SINGLE MARINES IN THE UNIT AS A UNIQUE CONSTITUENCY BY THE COMMAND AND PROVIDES THEM THE SAME LEVEL OF COMMAND ATTENTION CURRENTLY AFFORDED MARRIED MARINES AND THEIR FAMILIES.
4. DUTIES AND RESPONSIBILITIES OF THE SMP REPRESENTATIVE TO THE UNIT FAMILY READINESS COMMAND TEAM INCLUDE THE FOLLOWING:
  - A. SERVE AS THE UNIT SMP REPRESENTATIVE REPORTING DIRECTLY TO SENIOR-LEVEL LEADERSHIP.
  - B. SERVE AS THE COMMANDER'S REPRESENTATIVE ON ALL SINGLE MARINE QUALITY OF LIFE AREAS OF INTEREST.

- C. SERVE AS A SOURCE OF INFORMATION AND LIAISON FOR SINGLE MARINES IN THE UNIT.
- D. PARTICIPATE IN MONTHLY INSTALLATION SMP COUNCIL MEETINGS TO INCLUDE IDENTIFYING QUALITY OF LIFE AREAS OF INTEREST OF SINGLE MARINES IN A UNIT.
- E. PRESENT QUALITY OF LIFE AREAS OF INTEREST TO THE UNIT FAMILY READINESS COMMAND TEAM BEFORE ADDRESSING THEM AT MONTHLY SMP COUNCIL MEETINGS.
- F. PROVIDE FEEDBACK FROM SMP COUNCIL MEETINGS TO UNIT FAMILY READINESS COMMAND TEAM AND SINGLE MARINES.
- G. REPORT TO THE COMMAND ON TOPICS DISCUSSED AND ACTIONS TAKEN DURING SMP COUNCIL MEETINGS TO INCLUDE INITIATIVES AND FUTURE ACTIVITIES PLANNED; PROVIDE THE FAMILY READINESS COMMAND TEAM A COPY OF SMP COUNCIL MEETING MINUTES.
- H. PROVIDE MONTHLY BRIEFS AND INFORM UNIT MARINES ABOUT ALL UPCOMING SMP INITIATIVES, ACTIVITIES, AND EVENTS PLANNED.
- H. PROVIDE THE FRO WITH INFORMATION ABOUT ALL UPCOMING SMP INITIATIVES, ACTIVITIES, AND EVENTS PLANNED FOR INCLUSION IN ALL UNIT COMMUNICATION TOOLS.
- I. WORK TOGETHER WITH THE UNIT FRO AND MARINE CORPS COMMUNITY SERVICE (MCCS) COORDINATOR(S) TO PLAN, COORDINATE AND CONDUCT UNIT ACTIVITIES AND SPECIAL EVENTS, AND ENSURE THESE FUNCTIONS INCORPORATE THE INTERESTS OF THE UNIT'S SINGLE MARINES.

5. WHEN THE APPOINTED SMP REPRESENTATIVE IS DEPLOYED OR ON TEMPORARY ADDITIONAL DUTY IN EXCESS OF 60 DAYS, A REPLACEMENT REPRESENTATIVE WILL BE APPOINTED.

6. POINTS OF CONTACT ARE MS. ANN CRITTENDEN, NF-5, BRANCH HEAD, FAMILY READINESS, HQMC MARINE AND FAMILY PROGRAM DIVISION, 703-784-0296, ANN.CRITTENDEN(AT)USMC.MIL; OR MS. ROBIN VANNES, GS-13, SECTION HEAD, RECREATION AND DEPLOYMENT SUPPORT, HQMC SEMPER FIT AND RECREATION, 703-432-1629, VANNESR(AT)MCCS-USMC.ORG.

7. RELEASE AUTHORIZED BY BGEN R. F. HEDELUND, DIRECTOR, MARINE AND FAMILY PROGRAMS DIVISION.//