



SMP CGIP CHECKLIST

0101	<p>Has the Commander formally appointed a unit Senior Enlisted Advisor (SEA) using appropriate procedures and documentation? <u>Reference: MCO 1700.36B, par 4b(6)(a) Result</u></p> <ul style="list-style-type: none"> • Example of documents that may demonstrate compliance: <ul style="list-style-type: none"> • Appointment letter Senior Enlisted Advisor
0102	<p>Has the Commander ensured that the SEA attends the Installation council meetings at least quarterly? <u>Reference: MCO 1700.36B, par 4b(6)(a)</u></p> <ul style="list-style-type: none"> • Example of documents that may demonstrate compliance: <ul style="list-style-type: none"> • Monthly Meeting Minutes from SMP Council meetings documents attendance
0103	<p>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? <u>Reference: MCO 1700.36B, par 4b(6)(b)</u></p> <ul style="list-style-type: none"> • Example of documents that may demonstrate compliance: <ul style="list-style-type: none"> - Appointment Letters SMP Officer, Family Readiness Team SMP Representative, Command Team Training Certificates
0104	<p>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? <u>Reference: MCO 1700.36B, par 4b(6)(c)</u></p> <ul style="list-style-type: none"> • Example of documents that may demonstrate compliance: <ul style="list-style-type: none"> - Dates, time of SMP presentations, emails or meetings conducted within your unit. QOL Protocol
0105	<p>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? <u>Reference: MCO 1700.36B, par 4b(6)(e)</u></p>

