



SMP UNIT BINDER

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The purpose of the SMP Unit Binder is to serve as a tool for yourself as SMP Reps and fellow Marines and Sailors within your unit - to be kept in the loop with SMP resources and previous and upcoming SMP happenings. The SMP Unit Binder should be posted at each unit, in a location that is easily accessible for all Single and Geographical Bachelor Marines and Sailors.

The SMP Unit Binder will consist of **SEVEN** tabs:

1. MARINE CORPS ORDER

- A copy of the Marine Corps Order 1700.36B is to be kept in the binder at all times.
- The Marine Corps Order can be found on the SMP website: www.mccsmiramar.com/smp

2. MCAS MIRAMAR STATION ORDER

- A copy of the MCAS Miramar Station Order 1710.4D is to be kept in the binder at all times.
- The Station Order can be found on the SMP website: www.mccsmiramar.com/smp

3. QUALITY OF LIFE FORMS (QOL)

- Blank QOL forms and copies of any QOL forms submitted by Marines from each unit are to be kept in the binder at all times. *Must have at least 2 copies in the binder at all times.*
- QOL forms are available at the SMP Office or can be printed off the SMP website: www.mccsmiramar.com/smp

4. CGIP INSPECTION CHECKLIST

- **(0101) - SEA LETTER OF APPOINTMENTS (LOA)**
 - i. Two (2) years' worth of signed Letter(s) of Appointment for the and Unit SEA are to be kept in the binder at all times
- **(0101) - SMP UNIT REPRESENTATIVE RESPONSIBILITY SHEET**
 - i. Can be found on the SMP website: www.mccsmiramar.com/smp
- **(0102 & 0107) - MONTHLY MEETING MINUTES & ATTENDANCE ROSTER**
 - i. Six (6) most current months of SMP Monthly Meeting minutes are to be organized by month and kept in the binder at all times. Current Monthly Meeting minutes are available for printing via emailing the SMP Coordinator: OMBmiramarSMP@usmc-mccs.org
 - ii. Letter of memo needed for missed meetings.
- **(0103) - LETTER OF APPOINTMENTS (LOA) and UPFRP CERT**
 - i. Two (2) years' worth of signed Letter(s) of Appointment for the unit Family Readiness Command Team SMP Representative (Primary SMP Rep), Subordinate Unit/Section SMP Representative(s) (Alternate SMP Rep(s)) and are to be kept in the binder at all times.
 - ii. *Letters of Appointment are to be completed within 10 business days of receiving the template from the SMP Coordinator. A copy of the Letters of Appointment for the Family Readiness Command Team SMP Rep and Subordinate Unit/Section SMP Rep should be submitted to the SMP Coordinator by delivering them in-person to the SMP Office or email: OMBmiramarSMP@usmc-mccs.org*
- **(0104) INTERNAL UNIT SMP MEETINGS**
 - i. Letter stating safety brief inclusion / command team / Internal
- **(0105) – CUB SLIDES OR COMMAND TEAM MEETING MINUTES**
- **(0106) – CHECK IN SHEET**
- **(0108) – COPY OF SIGNED SMP WAIVER**

5. SMP MONTHLY MEETING SCHEDULE

- The most up-to-date schedule can be found on the SMP website: www.mccsmiramar.com/smp

6. MARADMIN

- A copy of the MARADMIN 757/11 is to be always kept in the binder.
- The MARADMIN can be found on the SMP website: www.mccsmiramar.com/smp

7. **SMP CALENDARS & FLYERS**

- Six (6) most current months of SMP Calendars and SMP flyers are to be kept in the binder at all times. The current SMP calendar and SMP flyers are available at the SMP Office or via email.