



SMP CGIP CHECKLIST

0101	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> • Example of documents that may demonstrate compliance: • Two (2) years of appointment letters for Senior Enlisted Advisors • Rules and Responsibilities Sheet
0102	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> • Example of documents that may demonstrate compliance: • Monthly Meeting Minutes from SMP Council meetings documents attendance
0103	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> • Example of documents that may demonstrate compliance: • Two (2) years of appointment letters SMP Officer, Family Readiness Team SMP Representative, Command Team Training Certificates
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? <u>Reference: MCO 1700.36B, par 4b(6)(c)</u> • Example of documents that may demonstrate compliance: • Dates, time of SMP presentations, emails or meetings conducted within your unit. QOL Protocol
0105	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?

