



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

MCO 1700.36B
MF
05 MAR 2019

MARINE CORPS ORDER 1700.36B

From: Commandant of the Marine Corps
To: Distribution List

Subj: SINGLE MARINE PROGRAM (SMP)

Ref: (a) DoDD 1020.1, "Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense," March 31, 1982
(b) MCO 1700.39
(c) MCO 5380.2
(d) DoDI 1015.10, "Military Morale, Welfare, and Recreation (MWR) Programs," May 6, 2011
(e) MCO 1754.9A
(f) MCO 1050.3J
(g) MCO P1700.27B CH-1
(h) 5 U.S.C. 552a
(i) SECNAVINST 5211.5E
(j) SECNAV M-5210.2
(k) MCO 5210.11F
(l) MCO 1700.22G
(m) DoDD 5500.7-R, "Joint Ethics Regulation (JER)," March 23, 2006
(n) SECNAV Notice 5210
(o) SECNAV M-5210.1 CH-1

Report Required: Summary of Participation and Usage Data Reporting (Report Control Symbol MC-1700-02), Chap. 1, par. 11b and Figure 1-5.

1. Situation. The Single Marine Program (SMP) fosters personal and professional growth in single Marines through Quality of Life (QOL) advocacy, engaging in community opportunities through volunteerism and recreation activities.

2. Cancellation. MCO 1700.36A

3. Mission. This Order updates policy and procedural guidance for the effective execution of the SMP across the Marine Corps. All installations/commands shall be in compliance with policies and procedures contained in this Order, and as prescribed in references (a) through (o).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure the SMP is provided adequate information pertaining to policies, procedures, and responsibilities to execute a high quality program for single/unaccompanied Service Members.

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(2) Concept of Operations

(a) This Order shall be used in conjunction with references (a) through (m) to ensure compliance with policies and procedures established by the Commandant of the Marine Corps and Higher Headquarters. Policy protocols provide the framework for program implementation.

(b) The SMP provides advocacy for single/unaccompanied service member recommendations and initiatives through the establishment of SMP Councils to ensure that the needs of single/unaccompanied service members are being met at all unit levels to include the supporting and operational command populations.

(c) SMP is committed to providing programs that support the needs of all patrons as required by reference (a), nondiscrimination on the basis of disability in programs and activities assisted or conducted by the Department of Defense (DoD). SMP shall make reasonable accommodations to their local policies and practices to accommodate patrons with disabilities into their programs. No SMP qualified individual with a disability shall, on the basis of their disability, be excluded from participation in or be denied the benefits of SMP services or activities of a public entity, or be subjected to discrimination by SMP. Refer to reference (b) for accessibility and inclusion guidance related to recreational activities.

(d) SMP operates without discrimination as to race, color, sex, national origin or religion.

b. Subordinate Element Mission

(1) Deputy Commandant, Manpower and Reserve Affairs (DC M&RA) Shall:

(a) Develop and issue policy guidance for the establishment, management, and evaluation of the SMP.

(b) Designate a Headquarters Marine Corps (HQMC) M&RA, Marine and Family Programs Division (MF), Semper Fit and Recreation (MFS) SMP Program Manager to provide oversight and guidance.

(c) Identify fiscal and personnel resources necessary to coordinate and effectively execute SMP throughout the Marine Corps. Prepare annual budget and manpower requirements and submit justification, via the chain-of-command.

(d) Collect and provide data as needed for program oversight or as required by higher headquarters.

(e) Coordinate and collaborate efforts and resources among applicable Marine Corps Community Services (MCCS) activities, and as appropriate, with applicable federal and civilian community resources to promote optimum delivery of service.

(f) Coordinate with Commanding General, Marine Corps Installation Command (CG MCICOM), Commanding General, Training and Education Command (CG TECOM), Commanding General, Marine Corps Combat Development Center (CG MCCDC), and Commanding General, Marine Corps Forces Reserve (CG MARFORRES) regarding policy changes to this Order.

(2) Commanding General Marine Corps Installation Command Shall:
Ensure an SMP is established and maintained at all Marine Corps Installations (MCI).

(3) Marine and Family Programs Division (MF) Shall:

(a) Coordinate SMP issues with major commands, HQMC staff agencies, higher headquarters, other DoD agencies and non-military agencies/entities, as required.

(b) Research, staff, and provide an appropriate response via chains of command for all issues submitted from the installations' SMP Coordinators, SMP Councils, SMP Regional Committee meetings, and the SMP Advisory Committee to the DC M&RA (MF). HQMC SMP Program Manager shall attend at least one face-to-face SMP Regional Committee meeting per Fiscal Year (FY) and Chair the Advisory Committee meetings to ensure compliance with this Order.

(c) Organize a biennial SMP Leadership Symposium to provide leadership training, as needed and appropriate, as well as working groups.

(d) Maintain a standardized training curriculum for the SMP Coordinators, SMP Executive Board (SMP Officers), Family Readiness Command Team SMP Representative, and the subordinate unit/section SMP representatives.

(e) Be the sole approving authority for any iterations of the SMP Logo.

(f) Ensure a SMP eHQMC Gear Locker site is maintained for posting of HQMC SMP approved policy and program protocol library.

(g) Organize and maintain an official SMP Advisory Committee.

(h) Assess and support SMP to ensure the applicable requirements of quality assurance, inspections, and certification are met.

(i) Review this Order annually to ensure that it is necessary, current, and consistent with statutory authority.

(j) Review, prioritize, and consolidate budget requirements and ensure execution for each FY for the SMP.

(4) All Major Operational and Installation Level Commands Shall:

(a) Appoint in writing an SMP Representative, SMP Executive Board Officer, and a Family Readiness Command Team SMP Representative.

(b) Ensure an SMP is established and maintained at all MCI/sites.

(c) Ensure that education of the SMP be a part of the curriculum in the Marine Corps Professional Military Education (PME) with periodic reinforcement in command/unit and installation level PME.

(d) Review, prioritize, and consolidate budget requirements and ensure execution for each FY for the SMP.

(5) Installation Commanders Shall:

(a) Establish and maintain an SMP Council(s). Appoint in writing, SMP Executive Board (Officers) members to the installation SMP Council as a collateral duty.

(b) Appoint a Senior Enlisted Advisor (SEA) in writing, to be actively involved with the SMP. At a base or station this advisor is normally the installation SgtMaj.

(c) Provide a dedicated space, or spaces, with the SMP logo displayed, for administration as well as space to conduct SMP meetings and activities.

(d) Encourage maximum participation in the Annual SMP Days of Service aboard the installation and in/around the civilian community that does not conflict with operational commitments.

(e) Formally recognize the SMP volunteers annually during the National Volunteer Appreciation Week in accordance with reference (c).

(f) Encourage unit commanders to participate in the installation's SMP awards program. An example can be found at: <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>.

(g) Ensure installation orientation programs/welcome aboard briefs include information and resources about SMP and how to get involved.

(h) Ensure the installation managers of QOL programs such as the Bachelor Housing Branch Manager, Food Service Manager, MCCS Business Operations Director, MF Manager, and Semper Fit Director are actively engaged with the SMP.

(i) Support SMP utilizing local resources and any other installation resources available. As per reference (d), the SMP is a Category A Morale, Welfare, and Recreation (MWR) program which is considered one of the mission essential MWR activities in meeting the organizational objectives of the Marine Corps. Every effort shall be made to effectively operate this program with Appropriated Funds (APF) as a mission sustaining program. Non-Appropriated Funds (NAF) usage is authorized.

(j) Ensure infrastructure requirements for SMP are included in installation facility master plans and Project Objective Memorandum (POM) submissions.

(k) Provide information on the SMP for all Commanders and SgtsMaj down to battalion/squadron level as part of unit/installation orientation.

(l) Incorporate SMP initiatives, programs and updates into public affairs planning and products.

(6) Commanding Officers Aboard Marine Corps Installations (MCI) Shall:

(a) Appoint a SEA in writing, to be actively involved with the unit SMP and attends the installation SMP Council meeting at least quarterly.

(b) As applicable, appoint in writing a Unit Representative and a Family Readiness Command Team SMP Representative to address QOL recommendations and initiatives to focus on improvement of QOL for single/unaccompanied Service Members.

(c) Provide time for the unit and or subordinate/section SMP representative(s) to meet, solicit ideas, and raise recommendations/concerns for presentation at the SMP Council meetings.

(d) Encourage single/unaccompanied Marines within the command to participate in the SMP activities.

(e) Receive a minimum of a monthly briefing on the program from the SMP Family Readiness Command Team SMP Representative.

(f) Ensure the SMP is annually incorporated into unit PMEs.

(g) Ensure the SMP is represented at all Family Readiness Command Team meetings as per reference (e).

(h) Ensure that the Family Readiness Command Team SMP Representatives or the subordinate unit/section SMP representatives in their place attend all scheduled monthly SMP Council meetings.

(i) Ensure command/unit orientation programs/welcome aboard briefs include information and resources about the SMP and how to get involved to all Service Members. If unit size does not warrant a new join brief, the SMP Officers shall be on the unit check-in sheet.

(j) Permissive Temporary Leave (PTAD) orders are authorized to allow single Service Members to attend SMP PME related events per reference (f) when command operations permit, and the Marines participation will enhance the Marine's value to the Marine Corps.

(k) Commands may request activities/events that SMP may organize on behalf of the unit. Funding for these activities/events shall be the responsibility of the unit.

(7) Commanding Officers Off Marine Corps Installations (MCI) Shall:

(a) All Marine Corps units/individuals aboard sister service installations are authorized and encouraged to participate in their Single/Unaccompanied Service Member Program (SSMP). Per reference (d), Enclosure 3, Section 16 a-b, duplication of programs on sister service installations is not authorized, nor will they be funded. Units shall appoint a SMP Unit Representative as an advocate for their single/unaccompanied Marines and attend the SSMP meetings to gain information and share same with their unit.

(b) Time permitting, allow the subordinate unit/section SMP Representatives(s) to meet, solicit ideas, and raise recommendations/concerns for presentation at the SSMP meetings.

(c) The Family Readiness Command Team SMP Representative and the Unit Representative do not equate to a Single Marine Program in these instances.

(d) Marines in an Independent Duty status will appoint a Family Readiness Command Team SMP Representative in accordance with reference (e) and will serve as an advocate for single/unaccompanied Marines within their unit(s). They will support unit activities identified by single/unaccompanied Marines.

(e) Encourage single/unaccompanied Marines within the command to participate in the SMP activities. Receive a minimum of a monthly briefing on the program from the Family Readiness Command Team SMP Representative.

(f) Ensure the SMP is annually incorporated into unit PMEs.

(g) Ensure the SMP is represented at all Family Readiness Command Team meetings as per reference (e).

(h) Ensure that the Family Readiness Command Team SMP Representative or the subordinate unit/section SMP Representative designee attend all scheduled SSMP meetings.

(i) Ensure command/unit orientation programs/welcome aboard briefs include information and resources about the SMP and how to get involved to all Service Members. If unit size does not warrant a new join brief, the SMP Officers/Representatives shall be on the unit check-in sheet.

(j) PTAD orders are authorized to allow single Service Members to attend SMP PME-related events per reference (f) when command operations permit, and the Marines participation will enhance the Marine's value to the Marine Corps.

(k) Fund any command-requested activities or events that SMP plans or organizes on behalf of the unit.

(8) Installation Assistant Chief of Staff (AC/S) Marine Corps Community Services (MCCS) or MCCS Director Shall:

(a) Acknowledge geographical coverage when developing budget requirements relative to the POM for SMP. Installation SMP budget submissions will be submitted through their command's process to review, prioritize, and consolidate prior to submission to DC M&RA (MF) and Business Support Services Division (MR).

(b) In accordance with reference (g), ensure SMP framework for strategic and business planning is developed, designed, and funded to support all mission sustaining programs which are referred to as Category A.

(c) Ensure appropriate risk management and occupational safety programs are implemented to reduce the potential for mishaps and occupational illnesses.

(d) Incorporate SMP initiatives, programs and updates into MCCS advertising planning and products.

(e) Allow SMP Coordinators selected by the MCI SgtsMaj to attend the SMP Advisory Committee meetings.

(f) Allow SMP Coordinators to attend all of their Regional SMP Council meetings.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order may be forwarded to HQMC, MFS via the appropriate chain-of-command.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (reference (h)) and implemented per reference (i).

c. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per references (n) and (o) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to reference (k) for Marine Corps records management policy and procedures.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



M. A. ROCCO
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10202321600

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Chapter 1

MARINE CORPS SINGLE MARINE PROGRAM

1. Program Description. The SMP directly impacts combat readiness and assists commanders in preventing unhealthy situations before they develop into serious problems. SMP serves as a prevention resource to those behaviors which negatively impact the mission readiness of our Marines and commands. The program is a conduit to address single/unaccompanied service member QOL recommendations. The SMP is comprised of three program components: QOL, Recreation, and Community Involvement. These components shall be implemented in accordance with the program standards related to programming recreation, community involvement and QOL detailed in section 4 below. All components of SMP assist in total force readiness, fostering healthy lifestyles and personal development.
2. Policy Mission. To issue policies governing the management, operation, and administration of the SMP. This Order implements relevant DoD, higher level authority, and other directives where appropriate.
3. Program Mission Statement. The SMP fosters personal and professional growth in single Marines through QOL advocacy, engaging in community opportunities through volunteerism and recreation activities. The SMP enhances total force readiness by providing single Marines with opportunities to develop life skills, improve their general health, resilience and morale while empowering SMP leaders to serve as advocates for their units and peers.
4. Program Components. The three components of the SMP directly contribute to improving morale, increasing self-sufficiency, integrating the single service member into the community, enhancing communication as a unified voice, and developing future leaders. This focused effort equips single/unaccompanied service members with the knowledge and skills necessary to proactively deal with challenging situations before they develop into serious problems. These components, listed below, provide the opportunity for balanced personal and professional growth for single/unaccompanied service members.
 - a. Quality of Life (QOL). The SMP is a conduit to address single/unaccompanied service members' QOL recommendations. The SMP Coordinator serves as a single/unaccompanied service member's advocate for their QOL recommendations and initiatives. QOL issues primarily involve those things that single/unaccompanied service members can directly or indirectly influence to enhance their morale, living environment, and personal growth/development which supports the chain of command and directly impacts readiness and retention. Each SMP shall document QOL recommendations/concerns and/or initiatives identified in the SMP Council Meetings. These will be reported and uploaded to the HQMC MCCS Gear Locker site located at: <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>. The SMP Coordinator serves as a source of information and liaison for the SMP QOL issues and initiatives, and assists installation program managers with programming based on feedback and needs. The SMP Coordinator is responsible for documenting and monitoring all QOL issues and initiatives identified. The SMP Coordinator works in conjunction with the installation SgtMaj and/or appointed SEA to identify points of contacts for resolving QOL issues identified by single Marines. The SMP Coordinator will take the lead in coordinating issues related to MCCS/Semper Fit and civilian agencies. The

installation SgtMaj/SEA will take the lead in coordinating issues related to direct military issues (e.g. barracks, transportation, and medical).

b. Recreation. Activities and special events are developed solely by SMP or in conjunction with other MCCS programs for single/unaccompanied service members. These activities provide healthy alternatives for the positive use of leisure time, and improve resiliency. These activities enhance physical fitness, provide opportunities for social interaction, life-skills development, and cultural awareness. The experience gained by single/unaccompanied service members who participate in the planning and execution of these activities directly enhances their leadership skills and teaches them program and event planning principles. Each installation shall at a minimum provide the activities and special events, such as trips, classes, competitions, socials, etc. identified in Figure 1-1. This information shall be reported annually through the HQMC MCCS Gear Locker site located at: <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>. The SMP Coordinator shall budget for and plan at least the minimum number of events outlined in Figure 1-1.

SMP Quarterly Trips		SMP Quarterly Events			
These are minimum requirements for:	Off-Base Events/Trips	Community Involvement Events (See 4.c below)	Events conducted On-Base (not Rec Center Based)	Events for those with zero to 1 Rec Center	Events for Multiple Rec Centers (per Rec Center)
Small 0-1000	3	3	1	4	3
Medium/Large M 1,001-10,000 L 10,001-13,999	6	5	2	8	6
X-Large 14,000+	9	9	3	13	10
*The number of single (to include unaccompanied) active duty service members permanently assigned or deployed for greater than three months to an installation.					

Figure 1-1.--Single Marine Program (SMP) Event Requirements

When conducting trips and/or activities at a minimum, one (1) MCCS employee shall be present and accountable for all participants. Dependent on the trip/event size, an additional leader(s) shall be assigned based on installation criteria. For anything over twenty-four (24) hours, the group leader to participant ratio shall be one (1) MCCS employee per 50 or less participants with at least one (1) Team Leader for any amount over 50. Trips/activities with higher potential risk must increase leader/participant ratio as appropriate. When determining types of Recreational activities to offer, ensure familiarity with policy related to high adventure programs, reference as outlined in reference (b). Ensure the SMP Council properly plans and coordinates all activities and trips.

c. Community Involvement. Activities either developed or supported by the SMP that contribute to the base and surrounding community through voluntary participation by single/unaccompanied service members as depicted

in Figure 1-1. Activities may include: American Red Cross blood drives, adopt-a-highway, mentoring in public schools, Special Olympics, Toys for Tots, youth sports coaching, and community-wide special events, etc. Involvement in the community brings recognition to the SMP and provides the volunteers with a positive and healthy alternative for the use of their leisure time. SMP Coordinators will ensure letters of appreciation are issued to all volunteers within 10 business days for all SMP-organized events. SMP Executive Boards may choose to appoint a single/unaccompanied service member as a "Volunteer Liaison" for the SMP Council as a non-voting member.

(1) Many volunteer activities may qualify individual service members for recognition under the Military Outstanding Volunteer Service Medal criteria. SMP shall share quarterly data and directly coordinate with installation Volunteer Coordinators to formally recognize the SMP volunteers annually during the National Volunteer Appreciation Week in accordance with reference (c). SMP staff is required to document, track, and report single/unaccompanied service members' volunteer hours by activity. Each SMP Coordinator shall submit a quarterly report by collecting and inputting the information to the HQMC MCCS Gear Locker located at: <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>.

(2) In support of the SMP Community Involvement, there shall be annual SMP Days of Service with oversight by HQMC SMP Program Manager, with direct coordination with installation SMP Coordinators and installation Volunteer Coordinators. The SMP Days of Service shall be during the month of April (National Volunteer month), where maximum participation across the installations is highly encouraged. SMP Days of Service opportunities are to be identified either on an installation, or in/around the civilian community.

(3) Volunteers, with assistance from the Installation Volunteer Coordinator when needed, are recruited, trained, utilized, and recognized for assisting with the SMP. Volunteer information shall be documented and maintained for single/unaccompanied service members that volunteer in support of the SMP. More information on volunteer events and tracking can be found in reference (d) and reported through the HQMC Gear Locker site located at <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>.

5. Personnel

a. Staffing and Dual Responsibilities. Ensure professionally trained and educated SMP Coordinators are staffed to enhance the QOL of active duty single Service Members, provide oversight of the SMP Council in keeping with the high standards of the Marine Corps, and continue normal operations when employees are on temporary additional duty, annual or sick leave. All staff shall fulfill the mission; meet set standards to accomplish program goals and guidelines.

(1) APF allocations for staffing are identified as requirements to operate the SMP based on the active duty population served.

(2) Installations shall use standardized Position Descriptions for SMP, i.e. SMP Coordinators, SMP Specialist etc.

(3) Any staffing requirements identified to operate above the authorizations depicted in Figure 1-2 are to be funded at the installation level, either NAF or APF.

(4) Full Time Equivalents (FTE), staffing requirements are depicted in Figure 1-2.

Installation Size*	Billet	Grade	FTE	Population
Extra Large	SMP Coordinator	NF-4	1.0	Extra Large installation: more than 14,000 active duty single Service Members.
	SMP Specialist	NF-3	1.0	
	Rec/Admin Assistant	NF-2	1.0	
Large	SMP Coordinator	NF-3/4	1.0	Large installation: between 10,001 and 13,999 active duty single Service Members. (Twenty-nine Palms and Cherry Point receive 1.0 FTE Bus Driver each)
	SMP Specialist	NF-3	1.0	
Medium	SMP Coordinator	NF-3/4	1.0	Medium installation: 1,001 to 10,000 active duty single Service Members.
	SMP Specialist	NF-3	1.0	
Small	SMP Coordinator	NF-3	1.25	Small installation: 0 to 1,000 active duty single Service Members. (Additional 0.25 is for the Rec Center)
*The number of single (to include unaccompanied) active duty service members permanently assigned or deployed for greater than three months to an installation.				

Figure 1-2.--Staffing Levels

(5) Dual-Hatted Oversight. In cases where the SMP Coordinator directly manages a recreation center(s), standards for Recreation Center facilities shall apply.

(6) Training and Certification. All staff will complete orientation and continuing training on the materials, techniques, and safety precautions of the programs. Periodic training will be completed by all staff to keep current on the latest trends in recreation programs and services. SMP Coordinators will participate in training to improve their management and leadership skills to enhance the opportunities offered to single Service Members.

(a) In addition to the above, the use of professional recreation organization/association training programs is recommended (e.g., Biannual Single Marine Program Leadership Symposium, Certified Program Planner, Association for the Promotion of Campus Activities, Learning Resources Network trainings, National Parks and Recreation Association, etc.) as well as Volunteer Management.

(b) Core competencies are the result of a specific set of skills or techniques that deliver value to the customer. Such competencies enable an organization to access a wide variety of programs. Core competencies

apply to permanent, part-time, flexible employees, contractors, assigned active duty military personnel, and volunteers.

(c) Certifications. Certifications depend upon the requirements of the position description and shall be completed within twelve (12) months of hire. Figure 1-3 depicts the mandatory certifications for SMP Coordinators and program staff.

Certification	Position		
	SMP Coordinator	SMP Specialist	Rec/Admin Assistant
First Aid	X	X	X
Cardio Pulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)	X	X	X
LERN - Certified Program Planner (CPP)	X		
Installation Provided - Food handling	X	X	X
Applicable Outdoor Recreation Certifications	X	X	X

Figure 1-3.--Staff Certifications

6. Operational Management. A Standard Operating Procedures (SOP) manual is developed to ensure consistency in process, procedures, and operations. The SOP shall be reviewed and updated annually by the installation SMP Coordinator and include the following information at a minimum:

- a. Hours of operation for staff and events.
- b. Registration.
- c. Rules and regulations.
- d. Patron eligibility.
- e. Emergency Action Plan (EAP).
- f. Standard Headquarters directed Recreation Management Information System.
- g. Pricing list.
- h. Cash handling.
- i. Risk management plan.
- j. Inventory control for program equipment.
- k. Other topics that pertain to respective installation requirements may be included.

7. Dedicated Space. Provide a dedicated space in support of SMP, or spaces, with the SMP logo on it, for administration as well as space to conduct SMP meetings and activities. Dedicated space should be primarily within MCCS/Semper Fit facilities and located central to and within walking distance of single/unaccompanied service member barracks, such as recreation centers.

Extra Large installations should have an individual location for each geographically dispersed large cantonment area.

8. Hours of Operation. Minimum requirements for hours of operation must take into consideration the work demand, training schedule, active duty schedules and specific needs of the population served. Hours of operation shall be posted in the facility where dedicated space is provided and posted on the program's website.

9. Communication Plan. SMP shall develop a written annual, year-round marketing and communications plan supportive of the organization's mission, goals, and objectives. Focus will be on the specific target audience with specific messaging for each audience, selecting appropriate media budget requirements and evaluations. The purpose of the marketing and communications plan is to ensure patrons are informed about SMP activities offered annually.

a. SMP shall establish a publicity plan to include presentations at a variety of outreach sources such as installation newspapers, posters, SMP-branded information boards, bulletin boards, websites, and social media outlets.

b. SMP initiatives programs must be incorporated into MCCA and Semper Fit advertising and public affairs planning and products.

c. SMP shall develop monthly calendars or newsletters which display daily and weekly activities and events.

d. The Marine Corps branded SMP logo is the only authorized logo for any SMP-related activity/event or facility. No deviations of the SMP Logo shall be made without HQMC MF MFS approval.

e. All SMP marketing materials shall include the following welcoming statement, "Authorized patrons of ALL abilities are welcomed. Please contact SMP staff if reasonable accommodations are necessary." Marketing materials shall represent our diverse population and any photo or video images will holistically represent diversity and inclusion.

10. Alcohol & Tobacco. An important focal point of SMP is providing healthy alternatives for single/unaccompanied service members through the de-glamorization of alcohol and tobacco use. The Installation Commander can designate the consumption of alcohol for organized social functions on an occasional basis as long as non-alcoholic beverages, including water, and food are also available in accordance with reference (1). Providing alternative beverages is consistent with the goal of low or no risk drinking. The requirements for the sale and consumption of alcoholic beverages are found in reference (1). All alcohol sales shall be provided through the Food and Hospitality Branch on the installation.

11. Financial Management. As per reference (d), the SMP is a Category A MWR program which is considered mission critical and one of the most essential of the MWR activities in meeting the organizational objectives of the Marine Corps. Every effort shall be made to effectively operate this program with APF as a mission sustaining program. NAF is authorized.

a. Fees & Charges. When providing recreational activities and events, fees may be assessed to offset all direct NAF expenses, such as personnel

(not Uniformed Funding and Management (UFM) eligible), supplies, prizes, awards, and contracted fees. If something is UFM eligible, it can be offset with NAF if no APF is available. Annual records shall be maintained per reference (j). NAF accounting for all fees and charges shall be reported to the NAF cost center.

b. Fundraising. As per reference (g), fundraising events are authorized for MWR activities and fundraising items must be expensed to the designated SMP NAF cost center. NAF may be used in support of purchasing supplies for fundraising of a NAF-authorized MWR program. Per reference (m), these events shall be limited to authorized users of these activities, and funds raised must be for the benefit of the activities and their authorized users. Fundraising activities shall be conducted entirely on MCI. Any gambling activity, including a lottery, pool, or game of chance for money or property, is strictly prohibited. NAF fundraising income must be reported to the designated Single Marine Program NAF cost center. Installations shall not use fundraising in lieu of their baseline budget, only for events/activities for which the fundraising was conducted. The SMP Executive Board must approve all fundraising activities and track all funds and expenditures. The SMP Coordinator must track and report all activities and expenditures monthly, if applicable.

c. Cost Centers. All accounting for SMP shall be reported to the following cost centers depicted in Figure 1-4.

Program	Cost Centers		Program Description
Single Service Member Program	NAF	5710	Costs related to SMP - salaries, equipment, supplies, promotional support, contracted activities, etc., and revenue (participation fees, fund raising, commercial sponsorship, etc.) for programming developed for the Single Marine Program. If SMP has oversight of a Recreation Center, the APF Cost Account Code (CAC) MAWJ and the NAF Cost Center 5530 shall be used to report and account for all expenses and revenues related to the facility operation and recreation activities.
	APF	MAWN	

Figure 1-4.--Cost Centers

12. Program Evaluation

a. Accountability. The standard Headquarters-directed Recreation Management Information System shall be utilized in tracking activity fees and charges, rental, customer and usage data, reservations, daily business operations; and in collecting, analyzing, and disseminating resale operational information for SMP.

(1) Measuring Program Performance. Instruction, patron use, activities, reservations, etc.

(2) Point of Sales (POS). All fees and charges shall be processed through the POS. Installation POS guidance is to be followed, to include Daily Accounting Records and deposit procedures.

b. Data Collection. The standard Headquarters-directed Recreation Management Information System shall be utilized to collect information for the SMP; i.e., patron's rank, status, and activity, in addition to information in Figure 1-5. A summary of participation and usage data reporting shall be reported using the eHQMC Gear Locker website: <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>. Report Control Symbol MC-1700-02 has been assigned to this reporting requirement.

QUARTERLY	
Program Data	Methodology
Advocacy - top three QOL recommendations per quarter	On a quarterly basis, please list the top three QOL recommendations/actions being worked at your installation. Provide details of each QOL issue, synopsis of action taken and reason unresolved.
ANNUALLY	
Program Data	Methodology
# of SMP Council meetings conducted	Count the total number of SMP Council meetings conducted annually. For installations that hold multiple monthly meetings, separately count each location's meetings for an annual total, and do not combine for an installation total.
# of SMP Council members in attendance at meetings	Count the total number of SMP Council members in attendance at the meetings (Executive Board, Family Readiness Command Team SMP Representative, Unit/Section Representatives, Installation SgtMaj) do not count Deployment Readiness Coordinator/Unit Readiness Coordinator's, Chaplain, guests and single Service Members who are not appointed Officers/Representatives.
Advocacy - Success Stories	Provide short overview highlighting successes SMP has achieved in the following categories.
- Recreation	
- QOL	
- Community involvement	
# of directed/facilitated SMP recreation programs	Count the number of regularly scheduled programs coordinated by the SMP (to include social events, trips, tournaments, and fundraisers) on a weekly basis. Do not include Recreation Center programs. Take the total number of weekly counts and total them for an annual count. A complete list of programs conducted shall also be maintained.
# of directed/facilitated SMP recreation programs patrons	Each patron is counted one time for participating in each directed program on a weekly basis. Take the weekly count of participants and total them for an annual count.
# of SMP events held in Rec Centers	Count the number of SMP events for an annual count. A complete list of programs conducted shall also be maintained.
# of SMP event patrons	Count each patron one time, participating in each SMP special event and total for an annual count.
# of volunteers	Count every volunteer (Military and Civilian) one time, during each community service event and report them separately.
# of volunteer hours	Count the total numbers of hours each volunteer (Military and Civilian) provided during each

	community service event and report them separately.
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Figure 1-5.--Program Evaluation

13. Safety and Risk Management. SMP Coordinator shall, based on an acceptable level of risk, establish safety standards and a written safety administration and accident prevention plan for each activity/event. Facilities and maintenance practices shall comply with base safety, environmental regulations established by base engineering and environmental offices. SOP for safety administration and accident prevention shall be developed for ongoing activities and special events, and used by all SMP personnel and SMP Council members. In the event a significant/critical incident or fatality occurs while participating in an activity/event, a Marine Corps Semper Fit and Recreation Critical Incident Final Report (NAVMC 11871 (11-12) (Report Control Symbol Exempt) shall be filled out and filed with the appropriate agencies. An example can be found at: <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>.

a. Office Space/Facility Safety

(1) Rules and regulations shall be posted at prominent locations throughout the facility.

(2) Staff must inform patrons about safety rules, and rules will be enforced; loss of privileges could result from non-compliance of the rules.

(3) Office space/facility shall be inspected daily for safe operating conditions and maintained at the maximum condition. Daily inspections shall be documented and records kept for a period of two years per reference (j).

(4) Each SMP shall be equipped with a complete first aid kit to be taken on all activities/events that should contain, at a minimum:

- (a) Sterile gauze pads (assorted sizes).
- (b) Adhesive bandages (assorted sizes).
- (c) Adhesive cloth tape.
- (d) Sterile eyewash (saline solution).
- (e) Blanket (space blanket).
- (f) Breathing barrier (with one-way valve).
- (g) Instant cold compress.
- (h) Instant hot compress.
- (i) Non-latex gloves (assorted sizes).
- (j) Scissors.
- (k) Roller bandage (assorted sizes).
- (l) Triangular bandages.

- (m) Tweezers.
- (n) Soap or instant hand sanitizer.
- (o) Plastic bags for the disposal of contaminated materials.
- (p) Artificial External Defibrillator.

(5) Equipment, facilities, and operating procedures shall meet all applicable Occupational Safety Health Act standards and be compliant with the Americans with Disabilities Act.

b. Emergency Action Plan (EAP). An EAP covering such areas as injuries, environmental emergencies, chemical emergencies, medical emergencies, and severe weather shall be provided in local SOP and included in required staff training. EAPs shall be practiced prior to activities/events. Records of this training shall be maintained for a period of five years per reference (j). Documentation of training shall be a roster signed by each staff member in attendance.

14. Long Range Program Planning. Long Range Program planning is critical to the successful way ahead for SMP recreation programs. The long range plan shall be flexible, practical and serve as a guide to implementing programs, evaluating programs and making adjustments when necessary.

a. Vision. The vision statement shall clearly depict what the single Service Members find important about the program and identify key future aspects of the program. Where does the program want to be and where does the program want to go within the next three to five years?

b. Mission. The mission statement shall outline the program's fundamental purpose, the capabilities provided to the single service member, why the program exists, and provide a road map for how the program will achieve its vision.

c. Values. Values are qualities that represent the program's highest priorities and beliefs. The values shall describe in detail how the program is valued by leadership, single/unaccompanied service members, and the established relationships between the community, employees and partnerships created and involved with the activity.

d. Strategies. Strategies shall consist of approaches or sets of actions or activities needed to achieve the goals and objectives identified based on the below.

e. Goals and Objectives. Goals and objectives shall express desired outcomes and focus on the program's mission. The process to achieve goals and objectives shall be measurable. Goals for the program shall express what the program wants to accomplish, and are generally more comprehensive and far-reaching than objectives, which relate to expectations and requirements and cover program growth, offerings and single service member satisfaction.

CHAPTER 1 - SINGLE MARINE PROGRAM STANDARDS CHECKLIST		
Para	OPERATIONS	Met/Unmet
1	The three components of SMP implemented.	
4.a	Document QOL Recommendations/concerns and/or initiatives that are identified in the SMP Council meetings.	
4.b	Activities and special events as depicted in Figure 1-1 are provided.	
4.b	Information gathered is reported Annually through Gear Locker.	
4.b	Minimum numbers of planned events in Figure 1-1 have been budgeted for.	
4.b	The group leader to participant ratios for trips or activities has been met.	
4.b	At least one Group Leader is an MCCA employee.	
4.b	An additional Group Leader is assigned for trip/event over 24 hours.	
4.c.1	SMP Volunteers are formally recognized annually.	
4.c.1	SMP Coordinator submits Quarterly Volunteer hours via Gear Locker.	
4.c.2	Annual SMP Days of Service are observed.	
4.c.2	SMP Days of Service are held during the Month of April.	
4.c.3	Single/unaccompanied service members volunteer information, in support of SMP, is documented.	
5.a	Staff fulfills the mission and meets set standards.	
5.a.4	Standards for Recreation Centers are being used.	
6	SOP is reviewed and updated annually and includes appropriate information.	
8	Hours of operation are posted in the facility.	
9	Marketing and Communication plan has been developed.	
9.a	Publicity plan, to include presentations, has been established.	
9.c	Monthly Calendar and newsletters have been created and utilized.	
9.e	SMP marketing materials include the welcoming statement.	
9.e	Pictures are up to date and tasteful.	
10	Food and Hospitality Branch provide Alcohol sales.	
11	Program is operated with APF.	
11.a	Annual Records are maintained per reference (j).	
11.a	All fees and charges are reported to the NAF Cost Center 5710.	
11.b	Fundraising events are limited to authorized users.	
11.b	Fundraising events are held on Marine Corps Installation.	
11.b	NAF accounting for all fundraising income is reported to the NAF Cost Center 5710.	
11.b	Fundraising is not used in lieu of the baseline budget.	
11.b	SMP Coordinator tracks and reports all fundraising expenditures monthly.	
11.c	Accounting for SMP is reported to the correct cost center in Figure 1-4.	
12.a	Standard Headquarters Directed Recreation Management Information System is utilized.	

12.b	Operational information for the SMP is collected, analyzed and disseminated.	
12.b	Participation/usage data summary is reported using the Gear Locker site.	
13	Safety standards for activities/events are established.	
13	Base safety standards are met.	
13	Safety and accident prevention SOP is developed.	
13	Critical incident report is used.	
13.a.1	Rules and Regulations are prominently displayed throughout the facility.	
13.a.3	Office space/facility is inspected daily.	
13.a.4	Complete First aid kit is taken on activities and events.	
13.a.5	OSHA standards are adhered to.	
13.b	EAP is provided in SOP.	
13.b	EAP is practiced before each activity/event.	
13.b	Records of EAP training is maintained for 5 years per reference (j), with roster signed by employees.	
14	Long Range Program plan is flexible, practical, and serves as a guide.	
14.a	The vision statement clearly depicts what the single/unaccompanied service members find important about the program and identifies key future aspects of the program.	
14.b	The mission statement outlines the program's fundamental purpose, the capabilities provided to the single service member, why the program exists and provides a road map for how the program will achieve its vision.	
14.c	The values are described in detail how the program is valued by leadership, single/unaccompanied service members; and the established relationships between the community, employees and partnerships created and involved with the activity.	
14.e	The goals and objectives express desired outcomes and focus on the program's mission.	
14.e	The process to achieve goals and objectives is measurable.	
14.e	Goals for the program express what the program wants to accomplish.	

Chapter 2

Single Marine Program (SMP) Council

1. Description. The SMP Council, or multiple Councils, is established at each installation to ensure that the needs of single/unaccompanied service members are being met at all unit levels to include the supporting and operational command populations. The SMP Council provides an advocacy forum for areas of CQL, Recreation, and Community Involvement. It provides information and referral to assist with problem solving at the lowest level. Extra Large and Tri-Command, South Carolina installations shall have multiple SMP Councils based either on camps/areas/major subordinate command's etc. Figure 2-1 depicts installation sizes.

Installation Size*	Population	Installation Size*	Population
Extra Large	Extra Large installation: more than 14,000 active duty single Service Members.	Medium	Medium installation: 1,001 to 10,000 active duty single Service Members
Large	Large installation: between 10,001 and 13,999 active duty single Service Members.	Small	Small installation: 0 to 1,000 active duty single Service Members
*The number of single (to include unaccompanied) active duty service members permanently assigned or deployed for greater than three months to an installation.			

Figure 2-1.--Installation Sizes

a. Single Marine Program (SMP) Council Charter. The Charter defines the duties and responsibilities of the SMP Council. The SMP Council serves in an advisory capacity to the Installation Commander on all matters relating to the single/unaccompanied service members aboard their installation as outlined in the Program Protocol Library located at:
<https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>.

b. Single Marine Program (SMP) Council Structure. Figure 2-2 depicts the structure of an SMP Council. The SMP Council shall consist of an SMP Executive Board (SMP Officers), SMP Coordinator, Installation SgtMaj, Family Readiness Command Team SMP Representative, Installation Chaplain/Religious Program Specialist (RP), and Operational Forces Marine Expeditionary Forces/Major Subordinate Family Readiness Command Team SMP Representative (OPFOR MEF/MSC DRC/URC), and subordinate unit/section representatives. SMP Council Structure consists of SMP Officers that are led by an Executive Board. SMP Officers are unit representatives appointed by their individual Commanders. All members of the SMP Council shall be appointed in writing via appointment letters. The Family Readiness Command Team SMP Representative, SMP Executive Board Officer, and SMP Unit Representative Appointment Letters are provided in the Program Protocol Library at:
<https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>.

c. Single Marine Program (SMP) Executive Board. The SMP Executive Board presides over the SMP Council meetings. The SMP Executive Board (SMP Officers) is composed of a President, Vice President, Recorder, and Treasurer (Treasurer is optional). Officers of the SMP Executive Board shall be appointed annually in February. Officers of the SMP Executive Board are recommended by the SMP Council, approved by the installation SgtMaj, and appointed by the Installation Commander. Appointed SMP Executive Board Officers must attend all SMP Council meetings which are held at a minimum of once per month with the expectation that additional meetings may be required to adequately fulfill its responsibilities and duties. The SMP Council Charter defines the duties and responsibilities of the SMP Executive Board members as outlined in the Program Protocol Library located at: <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>.

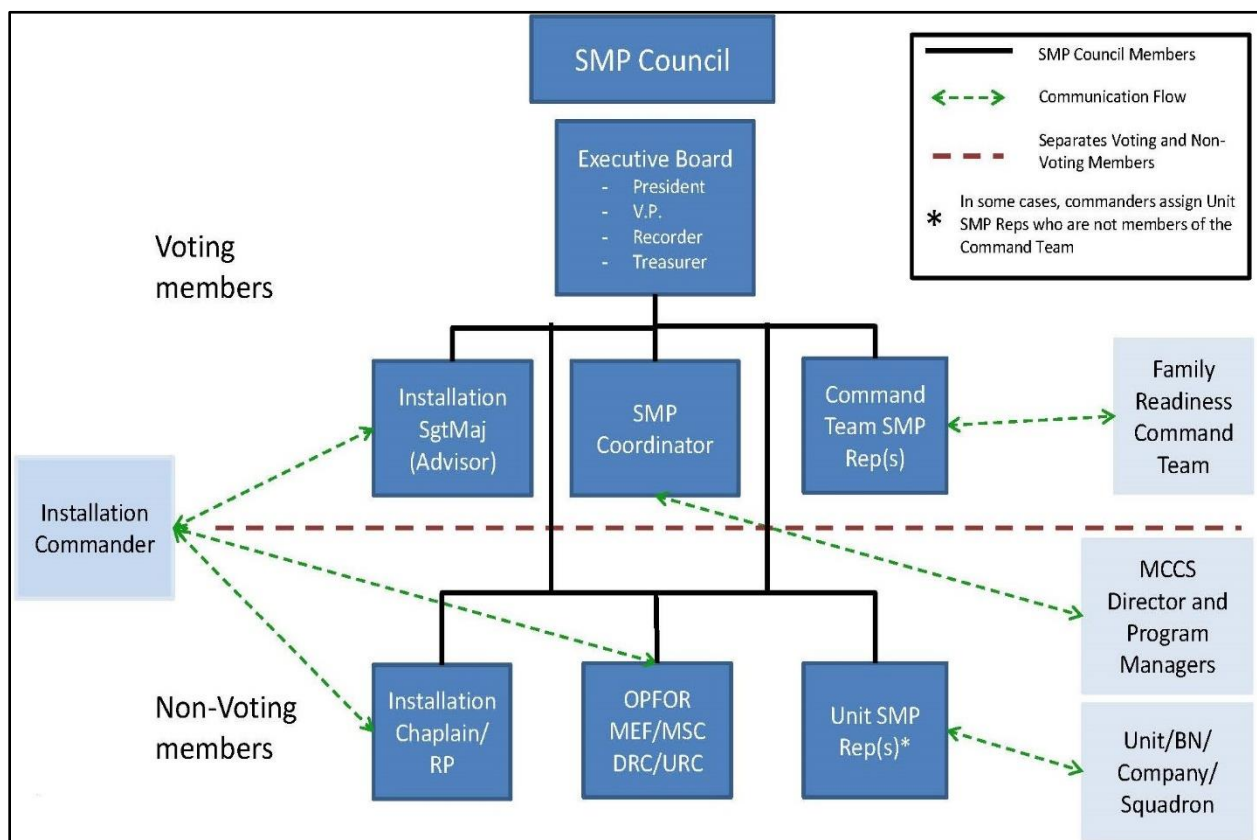


Figure 2-2.-- Single Marine Program (SMP) Council Structure

d. Single Marine Program (SMP) Council Meeting. Figure 2-3 defines the standardized method to conduct a SMP Council meeting. Each SMP Council shall have recorded minutes in the format as provided in the Program Protocol Library at: <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>, and maintained in accordance with reference (i). Minutes shall be submitted to HQMC M&RA MF MFS Branch within ten (10) business days of the meeting.

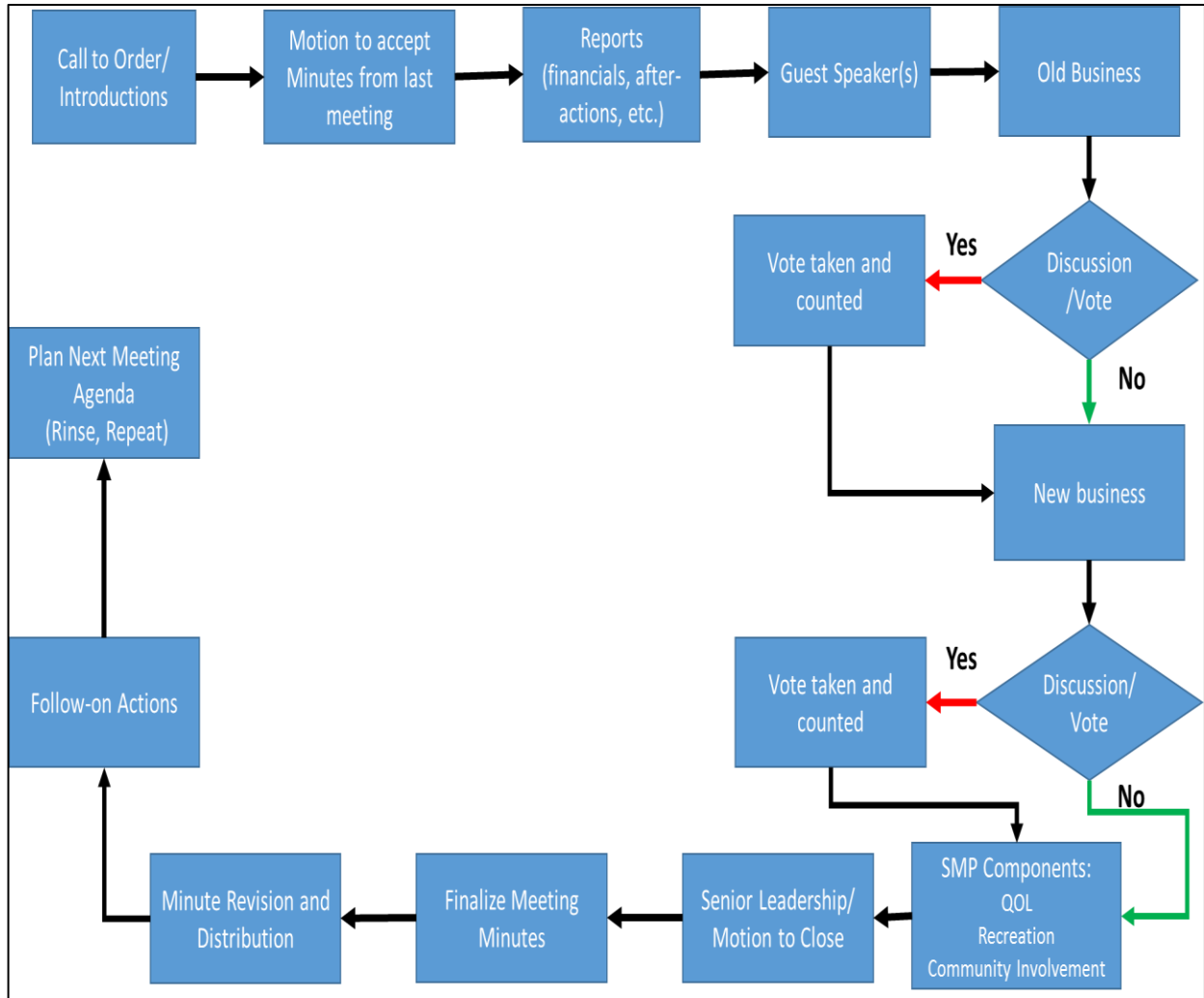


Figure 2-3.-- Single Marine Program (SMP) Meeting

e. Quality of Life (QOL) Advocacy Process. Figure 2-4 depicts the method of how a QOL recommendation must be identified, vetted and then presented to the SMP Council.

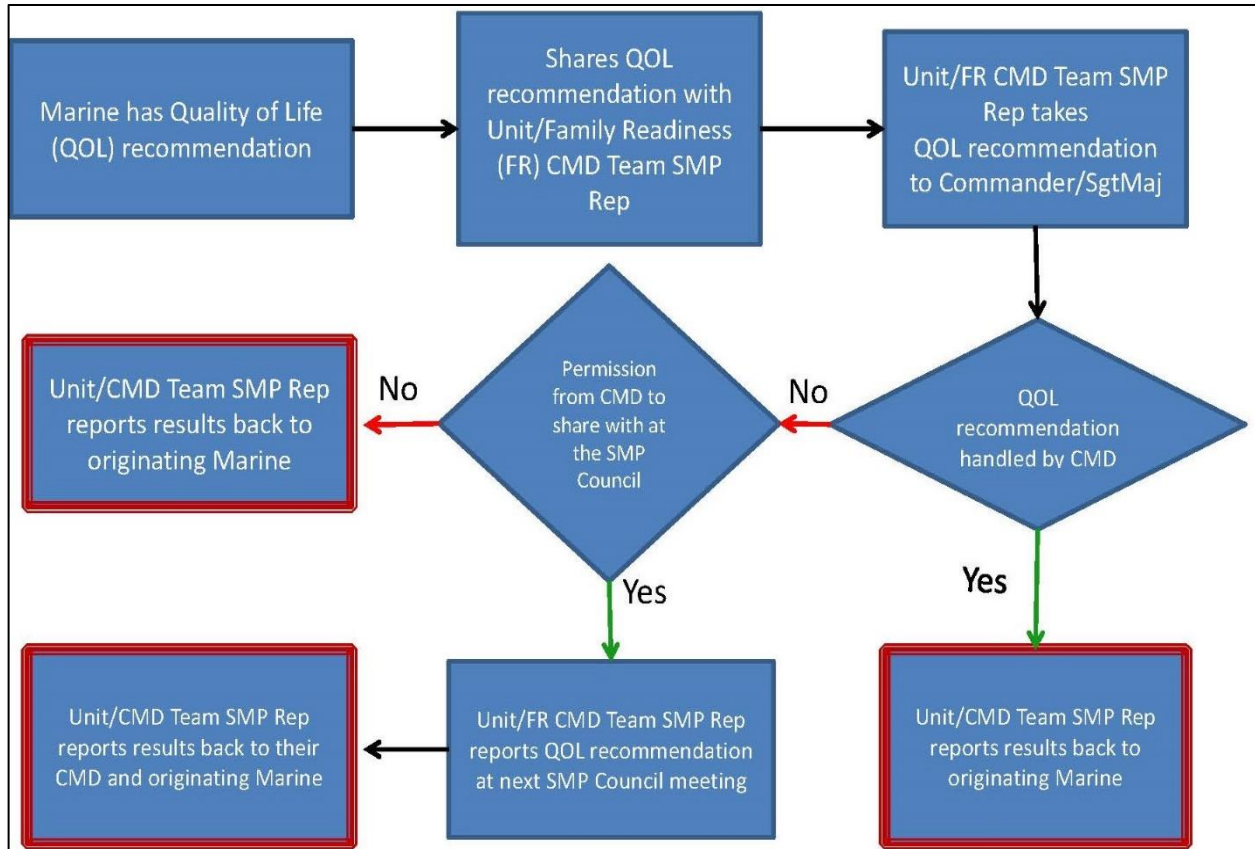


Figure 2-4.-- Quality of Life (QOL) Process

f. Council Duties

(1) SMP Coordinator shall attend all SMP Council meetings and will only vote in the event the SMP Council meeting votes result in a tie.

(2) The SMP Coordinator serves as a facilitator for the SMP Council(s), provides logistical and administrative support and maintains the operational oversight of the SMP Council. The SMP Coordinator develops, schedules, and monitors the SMP Council meetings in conjunction with the SMP Council President. The SMP Coordinator shall maintain current rosters of all of their installation SMP and unit council members.

(3) The SMP Coordinator will ensure that the minutes of the SMP Council's meetings are received from the Recorder within three (3) business days. Completed SMP Council meeting minutes are forwarded to the Installation SgtMaj for review. Distribute minutes to all SMP Council Members following Installation Commander's review and approval. Share final minutes/SMP Council information with MCCS/Semper Fit Director once reviewed and approved by the Installation Commander.

(4) The SMP Coordinator will tally all motions voted upon during the SMP Council meetings.

(5) The SMP Coordinator will ensure executive board members are appointed on an annual basis and maintain copies of all appointment letters.

(6) The SMP Coordinator will ensure standardized training is conducted on a regular basis, with primary focus on SMP Executive Board Officers and Family Readiness Command Team SMP Representative, recognizing turnover and transition periods. Additionally, ensure training of all Unit SMP representatives regarding the SMP Council responsibilities. Organize training and formal turnover of responsibilities for the SMP council, as appropriate.

(7) The SMP Coordinator will maintain regular contact with all tenant operating forces and permanent units to include the supporting and operational command population. Serves as a liaison, ensuring appropriate awareness and communication is provided.

(8) The SMP Coordinator will support and assist all commanders and SEAs in the organization and sustainability of the SMP. Special attention must be given to contact new commanders and senior enlisted leadership to include the supporting and operational command population.

2. Single Marine Program (SMP) Regional Meeting. Quarterly meetings (total of four (4) each FY) shall be conducted with at least two (2) face-to-face regional SMP meetings and the remaining two (2) meetings being via teleconference. The meeting will consist of the SMP Presidents and Vice Presidents, installation SgtsMaj, and the SMP Coordinator from each of their respective installations within the regional geographical area. The HQMC SMP Program Manager shall attend one (1) face-to-face regional Committee meeting in each Region to ensure compliance with this Order. MCCDC and Marine Forces Command (MARFORCOM) shall have their SMP President, Vice President, and SMP Coordinator present at the closest regional meetings. Each SMP Regional meeting shall have recorded minutes in the format as provided in the Program Protocol Library at: <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>, and maintained in accordance with reference (i). Minutes shall be submitted to HQMC M&RA MF MFS Branch within ten (10) business days. Expenses for these meetings shall be borne by the hosting MCI and should be reimbursed by HQMC M&RA MF MFS.

CHAPTER 2 - SINGLE MARINE PROGRAM STANDARDS CHECKLIST		
Para	OPERATIONS	Met/Unmet
1	Installation has multiple Councils based on size.	
1.b	SMP Council consists of the appropriate positions.	
1.c	SMP Executive Board Officers are appointed in writing annually.	
1.d	SMP Meeting minutes are recorded appropriately.	
1.d	SMP Meeting minutes are submitted within 10 business days of the meeting.	
1.f.1	SMP Coordinator attends all SMP Council meetings.	
1.f.2	SMP Coordinator has a roster of all Installation SMP and unit council members.	
2	SMP Regional meetings are held quarterly.	
2	MCCDC and MARFORCOM representatives are present at the closest regional meetings.	
2	SMP Regional Meeting minutes are recorded appropriately.	
2	SMP Regional Meeting minutes are submitted within 10 business days of the meeting.	

CHAPTER 3

SINGLE MARINE PROGRAM (SMP) ADVISORY COMMITTEE

1. Description. The SMP Advisory Committee shall be established to review and revise SMP practices, policies, and initiatives in order to maintain quality control and ensure standardization across the program. Additionally, the committee may also develop new policy when necessary in response to emerging challenges and opportunities. The committee is established at the HQMC level in order to influence program development as required to meet the needs of all single/unaccompanied service members.

a. In order to ensure policy compliance, program delivery, and training needs are met, SMP Advisory Committee members shall be appointed in writing. Committee members will ensure that two primary priorities are in place: 1) The SMP is structured and effective; and 2) Commands, through all levels, are knowledgeable and engaged.

b. The SMP Advisory Committee shall be comprised of the MF SgtMaj, MF Chaplain, HQMC SMP Program Manager, MCI SgtsMaj, MARFORRES SgtMaj, four (4) Regional SMP Coordinators, two (2) single/unaccompanied Marines from each MCI, one Active Reserve (1) and one (1) Active Duty single Marine from MARFORRES. The Marines are selected by the MCI and MARFORRES SgtMaj and appointed by their unit Commander and shall meet face-to-face once a year and hold a teleconference once a year. The HQMC SMP Program Manager is the Chairman of the committee and shall conduct the SMP Advisory Committee meetings to ensure compliance with this Order. The HQMC SMP Program Manager is responsible for the following: schedule all four (4) meetings, develop agendas for the meetings, attend all face-to-face meetings, identify and develop actions to be taken from meeting outcomes/recommendations, disseminate information received from all meetings, post all meeting minutes to:

<https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>, within 30 days after the meetings.

2. Single Marine Program (SMP) Advisory Committee Criteria. In order to be appointed as a SMP Advisory Committee member, the individual must minimally possess and continue to maintain the following:

a. Active Duty Single/Unaccompanied Service Member Representative:

(1) Served on a SMP Executive Board for a full term.

(2) Serve on SMP Council for at least two (2) years.

(3) Currently serve or previously served as a Family Readiness Command Team SMP Representative.

(4) Must be single, no geographical bachelors.

(5) Should be selected from an installation not represented by a SMP Coordinator, and represented installations should rotate over time.

b. Single Marine Program (SMP) Coordinator:

(1) Must have completed Certified Program Planner (CPP) Certification.

(2) Must be approved by their MCI SgtMaj, in coordination with HQMC MFS.

(3) Must be endorsed by their installation Semper Fit/Business Operations Director.

(4) Have oversight of more than one Recreation Center, to ensure that involvement of these facilities will be fully understood and utilized in support of the SMP.

c. SMP Advisory Committee members are required to attend/complete all SMP trainings as they are developed and implemented.

3. Appointment. All members of the SMP Advisory Committee are appointed in writing. Appointments will be conducted by the individual MCI and MARFORRES Commanders. Examples of Appointment Letters are provided in the Program Protocol Library at: <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>. Appointees can be assigned for multiple terms.

4. Duties. Those appointed will be responsible for the following:

a. Active Duty Single/Unaccompanied Service Member Representative:

(1) Shall be present and engaged at the annual face-to-face meetings and teleconferences to ensure the region's voice is received.

(2) Follow through with any assignment, volunteered or appointed, so that all Advisory Committee work can be completed in a timely manner.

(3) Disseminate any pertinent information to their installation Commander, SMP Coordinator, SMP Executive Board, and SMP Council.

(4) Be appointed for a period of no less than twenty-four (24) months, or until appointee is transferred or relieved of duty in writing.

b. Single Marine Program (SMP) Coordinator (Marine Corps Base (MCB) Camp Lejeune-New River, MCB Quantico, MCB Camp Pendleton, MCB Butler):

(1) Shall be present and engaged at the annual face-to-face meeting and teleconference to ensure the region's input is received.

(2) Follow through with any assignment, volunteered or appointed, so that all Advisory Committee work can be completed in a timely manner.

(3) Disseminate any pertinent information to their installation Commander, MCI SgtMaj, region's installations' SMP Coordinators, and SMP Executive Boards.

(4) Be appointed for a period of no less than thirty-six (36) months or until appointee is transferred or relieved of duty in writing.

c. Marine Corps Installations Command (MCICOM) SgtMaj:

(1) Will be present and engaged at the SMP Advisory Committee face-to-face meeting and teleconference to ensure consistency and SEA oversight for all SgtsMaj.

(2) Disseminate any pertinent information as required.

d. Host Site Marine Corps Installations (MCI) SgtMaj:

(1) Will be present and engaged at the SMP Advisory Committee face-to-face meeting scheduled on the installation to provide MCI SgtMaj input and oversight.

(2) Disseminate any pertinent information as required.

e. Marine and Family Programs Division (MF) SgtMaj and MF Chaplain:

(1) Will be present and engaged at the SMP Advisory Committee face-to-face meeting and teleconference to ensure consistency and oversight.

(2) Disseminate any pertinent information as required.

5. Single Marine Program (SMP) Advisory Committee Minutes/Out-brief. All minutes and/or briefs derived from any Advisory Committee meetings, both face-to-face or teleconference will be made available through: <https://ehqmc.usmc.mil/sites/family/SemperFitRec/smp/SMPPolicy/Forms/AllItems.aspx>, within 30 days after the end of the meeting.

CHAPTER 3 - SINGLE MARINE PROGRAM STANDARDS CHECKLIST		
Para	OPERATIONS	Met/Unmet
1.a	SMP Advisory Committee members are appointed in writing.	
1.b	SMP Council consists of the appropriate personnel.	
1.b	SMP Council meetings are held.	
4.a.1 thru 4.e.1	All representatives are present and engaged.	