



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE
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MCIWEST-MCB
CAMPENO 5420.1
MCCSSF
25 SEP 2020

MCIWEST-MCB CAMPEN ORDER 5420.1

From: Commanding General
To: Distribution List

Subj: SINGLE MARINE PROGRAM AND SINGLE MARINE PROGRAM
RECREATION CENTERS ABOARD MARINE CORPS BASE, CAMP
PENDLETON

Ref: (a) MCO 1700.36, Single Marine Program (SMP)
(b) MCO 1050.3, Regulations for Leave, Liberty, and
Administrative Absence
(c) MCO 1700.39, Marine Corps Recreation Programs
(d) MCO 1700.22, Alcoholic Beverage Control in the Marine
Corps
(e) MCIWEST-MCB CAMPENO 5000.2, Base Regulations
(f) MCIWEST-MCB CAMPENO 1700.4, Waiver of the Minimum
Drinking Age for Alcohol Consumption
(g) CG MCIWEST-MCB CAMPEN ltr 5800 CG of 4 Jun 20
(h) Camp Pendleton Single Marine Program (SMP) Council
Charter of Apr 15
(i) MCIWEST-MCB CAMPEN AC/S MCCS 1700/18, Single Marine
Program Participation Authorization Form
(j) MCIWEST-MCB CAMPEN AC/S MCCS 1700/28, Marine Corps
Base, Camp Pendleton Single Marine Program Recreation
Center Facility Usage Request Form

Encl: (1) Single Marine Program Council Member Wire Diagram
(2) Quality of Life Process Flowchart
(3) Camp Augmented Personnel Chart

1. Situation. The Single Marine Program (SMP) enhances total force readiness by providing single and unaccompanied Service Members with opportunities to increase self-sufficiency and improve general health, resilience, and morale while developing future leaders.

2. Cancellation. BO 5420.12E.

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3. Mission. To issue policy and provide instruction for the execution of the SMP, and ensure the needs of the single and unaccompanied Service Members are being met at all unit levels aboard Marine Corps Base, Camp Pendleton (MCB CamPen).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Set forth guidance for the sustainment of the SMP, SMP recreation centers, and responsibility, conduct, and composition of the SMP council in accordance with references (a) through (j).

(2) Concept of Operations

(a) The SMP is a conduit to address single and unaccompanied Service Members' quality of life issues and initiatives. Through focused efforts, Service Members will be equipped with the knowledge and skills necessary to proactively deal with situations before they develop into serious problems.

(b) The SMP is comprised of three program components: quality of life, recreation, and community involvement. These components will be implemented in accordance with the program standards related to recreation and community involvement as detailed in reference (c).

b. Tasks

(1) Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Sergeant Major (SgtMaj). Serve as the Senior Enlisted Advisor to the SMP council, and follow all installation Senior Enlisted Advisor guidelines in accordance with reference (a).

(2) Marine Corps Air Station (MCAS) Camp Pendleton (CamPen) SgtMaj. Serve as the Senior Enlisted Advisor to the MCAS CamPen SMP council, and follow all installation Senior Enlisted Advisor guidelines in accordance with reference (a).

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(3) Assistant Chief of Staff, Marine Corps Community Services (MCCS)

(a) Ensure SMP framework for budgeting, business planning, marketing, and safety are executed in accordance with reference (a).

(b) Ensure an SMP Coordinator is staffed in accordance with reference (a).

(4) Unit, Battalion, and Squadron Commanders

(a) Appoint in writing a Senior Enlisted Advisor and to be actively involved with the unit SMP, and whom will follow all guidelines in accordance with reference (a).

(b) Appoint in writing a primary and alternate SMP Unit Representatives as a collateral duty. The SMP unit representatives must be single or unaccompanied active duty Service Member.

(c) Participate in the SMP Representative Recognition Program as outlined in this Order.

c. Coordinating Instructions

(1) SMP Council

(a) MCIWEST-MCB CAMPEN will be comprised of two SMP councils; one for MCB CamPen and one for MCAS CamPen.

(b) Provide a communication channel by which single and unaccompanied active duty Service Members can bring issues concerning quality of life to the attention of appropriate staff sections. Quality of life shall be the primary focus of the SMP Councils with the SMP Coordinator serving as an advocate for quality of life issues and initiatives.

(c) Consist of the SMP Executive Board, MCIWEST-MCB CAMPEN SgtMaj and MCAS CamPen SgtMaj, Command Team Representative(s), SMP Unit Representative(s), Installation Chaplain/Religious Program Specialist, and Major Subordinate Command Deployment Readiness Coordinators.

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(d) At a minimum, meet monthly to discuss issues and develop and plan events. Monthly meetings will be open to all single and unaccompanied active duty Service Members.

(e) If a council member is no longer able to serve on the council, the SMP President, with the approval of the SMP Senior Enlisted Advisor and SMP Coordinator, will appoint a replacement.

(f) Voting and non-voting members of the SMP Council are illustrated in enclosure (1). In order to vote, appointment letters must be on file with the SMP Coordinator.

(g) All SMP monthly meetings will be determined annually and published on www.mccscp.com/smp.

(h) The following quality of life managers must be actively engaged in the Installation SMP council meetings:

1. Bachelor Housing Representative.
2. Installation Chow Halls Food Service Manager.
3. MCCS Food, Leisure and Hospitality Services Representative.
4. Semper Fit Director.
5. Transition Programs Representative.
6. Installation Chaplain.
7. Facilities Maintenance Division Representative.

(i) The following quality of life managers must be actively engaged in the MCAS CamPen SMP council meetings:

1. MCAS CamPen Facilities Maintenance.
2. 24 Area Chow Hall Food Service Manager.
3. MCAS CamPen Chaplain.
4. MCAS CamPen Exchange Manager.

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5. MCAS CamPen Fitness Center Manager.

(2) SMP Executive Board

(a) The MCB CamPen and MCAS CamPen SMP Executive Boards shall include representation from various unit commands. Appointments of a one year term of office will take place annually for President, Vice President, and Recorder during the February meeting.

(b) Interested Service Members will submit a biography consisting of Marine Corps and SMP experience, through the SMP Coordinator, to be considered for open Executive Board offices during the January meeting.

(c) Service Members who wish to be considered must meet the following criteria:

1. Not on active orders to deploy.
2. Active service expiration greater than one year.
3. Not pending legal or disciplinary actions.
4. Command permission to run for an office position.
5. Current SMP Unit Representative or Command Team Representative, appointed in writing.

(d) If the SMP Executive Board President becomes unavailable, the Board Vice President will assume that role.

(e) No more than two members of the SMP Executive Board may be from the same battalion or squadron.

(f) Follow all guidelines for Executive Board members in accordance with reference (a).

(3) SMP Representative Recognition Program. Units are encouraged to recognize outstanding contributions to the SMP program within their unit.

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(a) During March, June, September, and December SMP MCB CamPen and MCAS CamPen Council meetings each President shall solicit nominations for SMP Representative of the Quarter. Anyone present at the meeting may place a nomination.

(b) The SMP Representative nominated must meet the following criteria:

1. Been assigned as a representative for a minimum of 90 days.
2. Actively involved and engaged in the SMP.
3. Regularly attends all SMP meetings and functions, and also understands operational commitments take priority.
4. In good standing with parent command.
5. Displays exceptional leadership within the SMP.
6. Submits a summary of action and command endorsement to the SMP Coordinator within 10 working days of nomination.

(c) SMP Coordinator, MCCS Semper Fit Director, and SMP Council Senior Enlisted Advisor serve as the voting body to determine the SMP Representative of the Quarter from each council.

(d) A Meritorious Mast is routed through the appropriate Chain of Command by the SMP Council Senior Enlisted Advisor. The award will be presented to the Representative of the Quarter during the next SMP Council meeting.

(4) SMP Components

(a) Quality of Life. Enclosure (2) serves as a guide on how quality of life issues will be addressed prior to monthly SMP Council meetings. The SMP Coordinator will advocate issues related to MCCS/Semper Fit and civilian agencies, while the Installation/MCAS CamPen Senior Enlisted Advisor will advocate for those issues relating directly to the military (e.g. barracks, transportation, and medical).

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(b) Recreation. Activities, trips, and special events will be developed solely by the SMP, or in conjunction with other MCCS programs for single and unaccompanied Service Members in accordance with references (a) and (c). SMP recreation centers fall within the operational policies of MCCS.

1. SMP Activities, Trips, and Special Events.

All recreation activities, trips, events, and volunteer opportunities are open to single and unaccompanied Service Members with registration and participation subject to the following:

a. Registration completed at Semper Fit Headquarters, building 1253, or with the facility manager of an Active Duty recreation center.

b. Complete and submit a Semper Fit Program Participation Authorization form, reference (i).

c. Only register themselves and one other person per trip. May register multiple people for volunteer opportunities.

d. Make full payment of trip or event fees at time of registration. Unit representatives will not collect money. Phone payments may be accepted as long as reference (i) is submitted electronically.

e. Registration process must be fully completed to be registered. Spaces will not be held for any reason.

f. Participants will receive a full refund of registration fees as long as they cancel participation at least 72 hours prior to the event start.

g. Participants who fail to cancel their participation in a trip, event, or SMP activity prior to the event will be restricted from registering in future activities without special command endorsement.

2. SMP Recreation Centers

a. Centers aboard MCB CamPen fall under the direction of the MCCS SMP, MCCS Semper Fit Division, and under

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the guidance outlined in references (d) through (h) for alcohol consumption.

b. Centers aboard MCB CamPen, and all events taking place therein, are open to active duty personnel only and up to 2 guests over 18 years of age when escorted by their sponsor at all times.

c. Centers require active duty Camp Augmented Personnel (CAP) to staff the facilities. In order to meet minimum staffing requirements, area commands are required to meet or exceed the staffing requirement or their equivalent listed in enclosure (3). Failure to meet the minimum staffing levels will be reported to the MCIWEST-MCB CAMPEN Command Deck and will result in changes to facility hours of operation.

d. Assigned Active Duty CAP:

(1) Will be assigned to the SMP Recreation Center for a minimum of three months (exceptions will be made for school commands).

(2) Will maintain service grooming standards at all times. Uniforms will consist of boots and utilities with provided uniform shirt.

(3) Will be kept gainfully employed and work a minimum of 35-40 hours per week.

(4) Will be required to work nights, weekends, and federal holidays.

(5) Shall not have leave already approved prior to assignment. Leave will be granted when assigned to the SMP recreation center after three months and when staffing levels permit.

(6) May be light duty personnel, but will need to be replaced if unavailable to work due to escalating medical issues, convalescent leave, etc. Light duty staff will count as 0.5 full-time employees and must be available to work at least 20 hours per week.

(7) Will not be on the Body Composition Program (BCP). If added to the BCP, assignment at the SMP recreation center will be terminated.

(8) Must not have received derogatory administrative remarks in their service record within six months of assignment.

(9) Must not have been convicted by court martial or been awarded non-judicial punishment (NJP) within 12 months of assignment to the SMP recreation center. Staff must also not be under a suspended sentence because of NJP.

(10) Will not be released from the SMP recreation center duties until a replacement has been identified and trained (at least one week turnover).

(11) Will return to parent command for terminal leave or to be released from active duty. CAP may not be released from active duty while assigned to the SMP recreation center.

(12) Will return to the parent command in order to attend the Transition Readiness Seminar if staffing levels do not permit course attendance while assigned to the SMP recreation center.

(13) Will ensure all training (Physical Fitness Test, Combat Fitness Test, Rifle Qualifications, Gas Chamber, etc.) is up to date before assignment to the SMP recreation center. Training must also be maintained during the assignment.

(14) Shall only enroll in online training courses. Due to rotational shift work, personnel attending in-class, off-duty education courses should not be assigned to this billet.

e. The SMP recreation center noncommissioned officer in charge will be full-time, full-duty, and work various shifts.

f. A minimum of two active duty staff members will be on duty at all times, or the facility will close.

g. Area Commanders will:

(1) Maintain operational control of all assigned CAP which includes fitness reports and proficiency and conduct markings.

(2) Remove and replace any CAP who fall under the requirement of command level disciplinary action.

(3) Work with MCCS in establishing or changing their SMP recreation center hours to meet the needs of single and unaccompanied Service Members. Operational hours may not be less than 60 hours per week with at least 90 hours of operation preferred.

(4) Work with MCCS to establish facility holiday hours and observances 30 days prior to the holiday if the hours will be different than the standard published holiday hours.

(5) Coordinate with the facility manager for CAP staff replacement information and planning.

h. Non-SMP Events/Functions

(1) Requests to utilize SMP Recreation Centers for all non-SMP events will be made by using the SMP Recreation Center Facility Usage Request form located at: <https://eis.usmc.mil/sites/mccs/HQ%20FORMS/SMP%20Recreation%20Center%20Facility%20Usage%20Request.pdf>.

(2) The facility may be closed for non-SMP functions on an occasional basis only and should avoid closing during high usage times: Monday through Friday, 1100-1300 and Monday through Thursday, 1600-1800.

(3) Any non-SMP function that closes the facility and/or requests the consumption of privately provided alcohol/malt beverages must be approved by the Area Commander per reference (g) and must be submitted via reference (j). The form must be submitted to the SMP recreation center manager a minimum of one month prior to the event. It is highly encouraged that these events only be granted for regimental level or equivalent events. Prescheduled SMP events take priority over non-SMP reservations.

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(4) Any non-SMP function that requests the sale or dispensing of alcohol, to include malt beverages, must provide an endorsed waiver from the Commanding General, MCIWEST-MCB CAMPEN along with reference (j). The sale or dispensing of alcohol by the drink must be provided through authorized direct or indirect MCCS Food, Leisure, Hospitality, and Services (FLHS) Operations, coordinated through the SMP recreation center manager, and at the requestor's expense.

(5) Any non-SMP function that only uses a portion of an SMP recreation center, does not include alcohol/malt beverage use, and does not close the facility to normal patronage, may be approved by the SMP recreation center manager. These requests must also be submitted utilizing reference (j) and must be submitted no less than one month prior to the event, pending availability.

(6) Any non-SMP function that requests a waiver for the minimum drinking age must adhere to all guidelines outlined in references (d) and (f).

(7) Requesting party will be responsible for:

(a) Event setup.

(b) Event cleanup.

(c) Procuring or renting all equipment and supplies needed for the event (tables, chairs, coolers, ice, etc.).

(d) Ensuring facility age limitations are followed.

(e) Replacing any damaged or missing gear in the facility as a result of the event.

(f) Ensuring all SMP recreation center rules are followed.

(g) Using only MCCS FLHS approved vendors for catering.

(c) Community Involvement. Community involvement includes activities either developed or supported by the SMP

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that contribute to the Installation and surrounding community through voluntary participation by single and unaccompanied active duty Service Members. Involvement in the community brings recognition to the SMP and provides the volunteer with a positive and healthy alternative for the use of their leisure time. Many activities may qualify individual single Service Members for recognition under the Military Outstanding Volunteer Service Medal criteria.

(5) Program Funding. The SMP is a Category A activity and, when possible, will be funded 100 percent with Appropriated Funds (APF) for all authorized expenses. The program may also be funded by Nonappropriated Funds (NAF) for instances where the use of APF is prohibited by law, or where the use of NAF is essential for the operation of an activity. Fees should be charged for activities that are not totally funded with APF to cover the NAF costs of operating the program. Fundraisers may be conducted by the SMP Council to cover expenses that are not authorized for APF, per reference (a).

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically via email. Electronic version of MCIWEST-MCB CAMPEN Directives can be located at:

https://eis.usmc.mil/sites/mciw_mpwr/MCIWMCBADJ/default.aspx.

6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities located aboard MCB Campen.

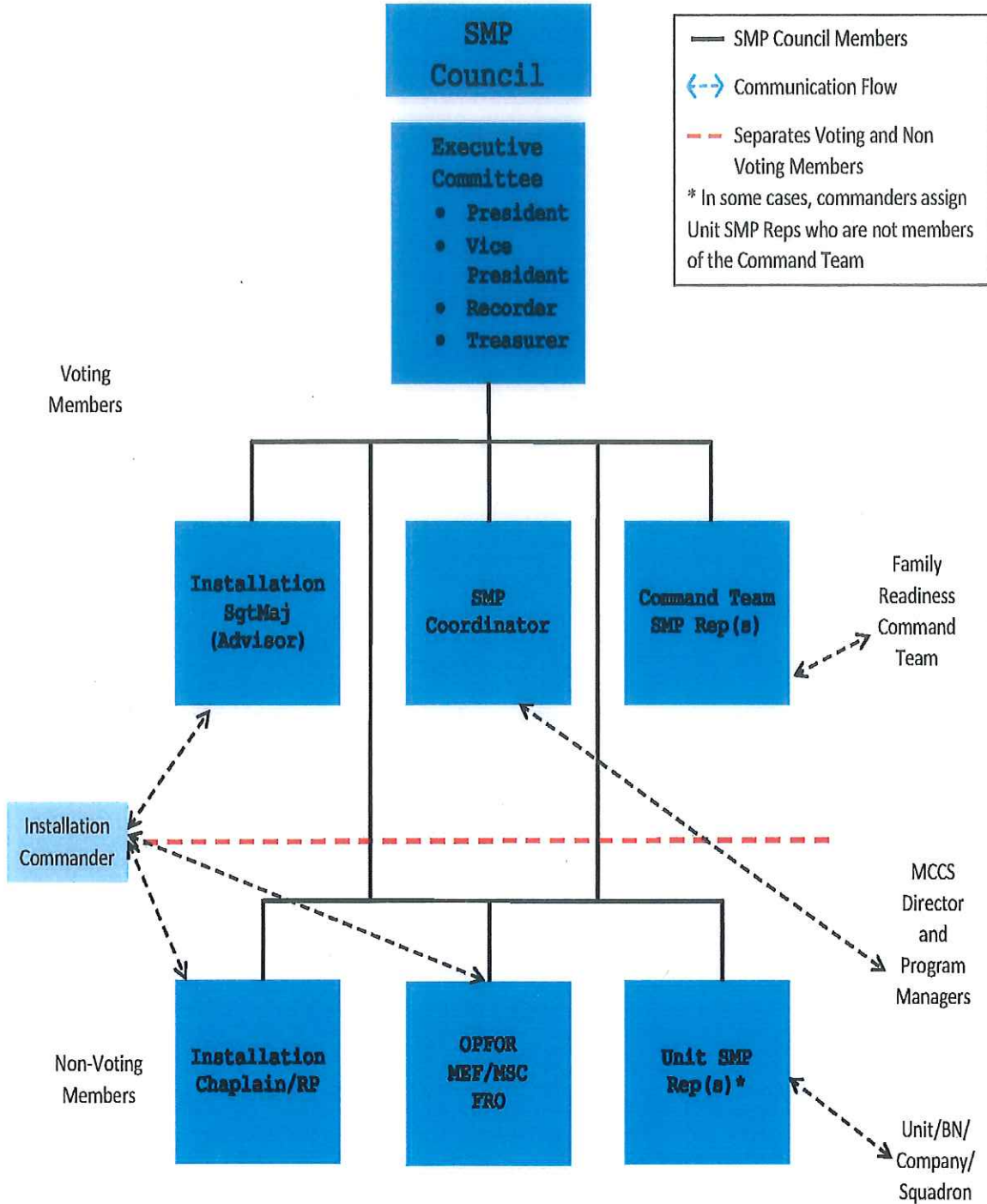
b. Signal. This Order is effective the date signed.



I. R. Clark
Chief of Staff

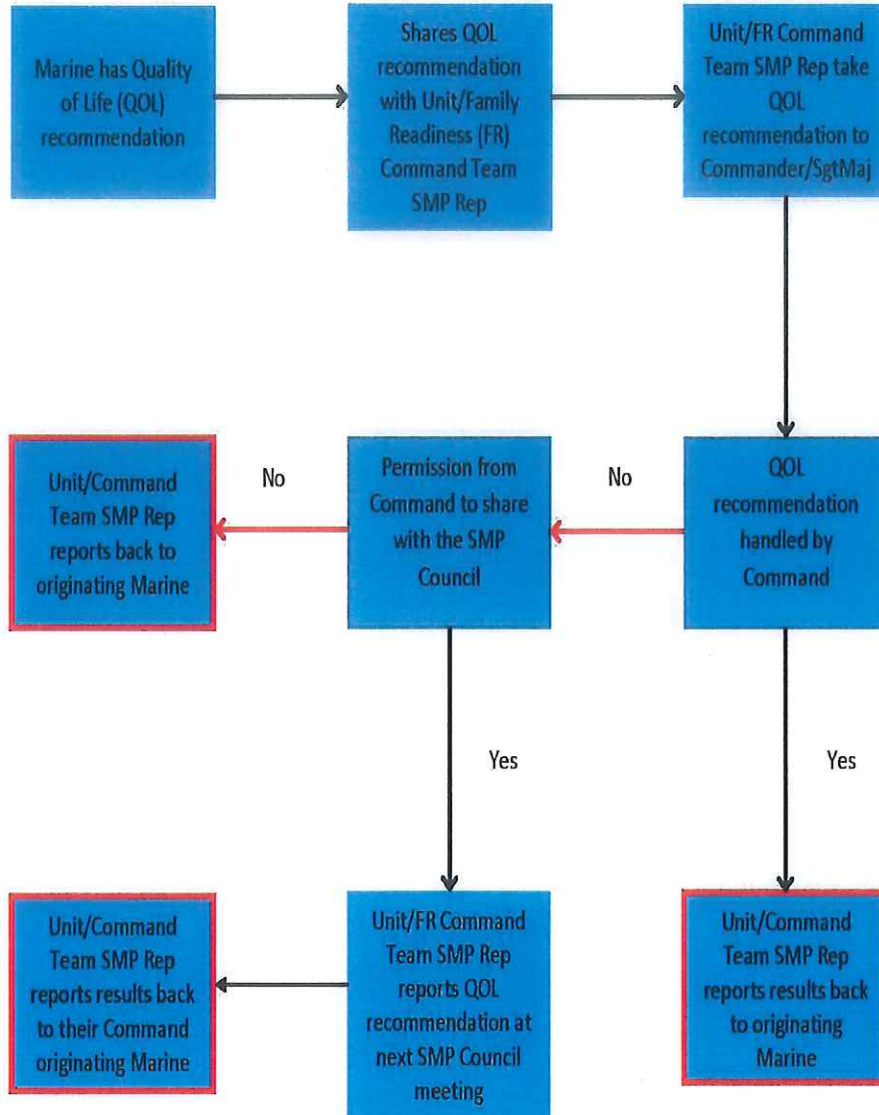
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Single Marine Program Council Member
Wire Diagram



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Quality of Life Process Flowchart



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Camp Augmented Personnel Chart

# of Facility Hours	Billet	Grade	Average # of Hours per Shift	# of Shifts per Week	Full Time Employees Required	Facility Hour Examples
60 hours (minimum)	Center noncommissioned officer in charge (NCOIC)	E5 +	8	5	1	1200-2000 Saturday/Sunday 1000-2000 Monday-Thursday
	Recreation Attendant	E1-E5	8-10	4-5	5	1000-1800 Friday
80 hours	Center NCOIC	E5 +	8	5	1	1000-2000 Saturday/Sunday
	Recreation Attendant	E1-E5	6-13	3-6	6	0900-2100 Monday-Friday
80 hours with 12 hour shifts	Center NCOIC	E5 +	8	5	1	1000-2000 Saturday/Sunday
	Recreation Attendant	E1-E5	10-12	3-4	4	0900-2100 Monday-Friday
100 hours	Center NCOIC	E5 +	8	5	1	0900-2100 Sunday
	Recreation Attendant	E1-E5	6-9	4-6	8	0800-2300 Monday-Friday 0900-2200 Saturday