

SMP UNIT REP GUIDE

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Items listed below must be kept in the binder at all times

1. LETTER OF APPOINTMENT (LOA)
 - Required for both Primary and Alternate SMP Representative
 - Copy must be turned in to SMP Coordinator
2. MARINE CORPS ORDER 1700.36A
Available at www.mccscp.com/smp or click [here](#)
3. CAMP PENDLETON BASE ORDER 5420.12E
Available at www.mccscp.com/smp or click [here](#)
4. SMP BROCHURE
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Letter Of Appointment
(Sample Attached)

Sample Letter of Appointment

(SSIC)
(Office Symbol/Code)
(Date)

From: Commanding Officer, NAME OF UNIT

To: Single Marine Program (SMP) Unit Representative, (Rank first name and Last name of Rep), USMC

Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SINGLE MARINE
PROGRAM (SMP) COUNCIL

Ref: (a) MCO P1700.36A
(b) BO 5420.12D

1. You are hereby appointed as (name of unit) representative of the SMP Council. You will familiarize yourself with the reference.
2. You are appointed to the SMP Council to represent the interests of the Marines and sailors of this unit. Therefore, you are required to report back to this command all areas discussed/addressed during the meetings properly using the chain-of-command.
3. This appointment shall not terminate until you have received written notice. Upon your relief, you will ensure that a complete turnover has been conducted.

SIGNATURE OF COMMANDING OFFICER

(Type Name in Here)

FIRST ENDORSEMENT

From: (NAME OF SMP UNIT REPRESENTATIVE)

To: Commanding Officer, NAME OF UNIT

Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SMP COMMITTEE

1. I have read and understand all orders pertaining to this appointment.
2. I will assume all duties and responsibilities as the (name of unit) representative for the SMP Council.

SIGNATURE OF SNM

(Type Rep Name in Here)

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Marine Corps Order 1700.36A Available at

www.mccscp.com/smp or click [here](#)

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Camp Pendleton Base Order
5420.12E

www.mccscp.com/smp or click [here](#)

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SMP
Brochure

www.mccscp.com/smp or click [here](#)

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Unit Rep Responsibilities

SMP Unit Rep Responsibilities

- Are appointed and shall be in attendance at all meetings. If unable to attend an SMP meeting, the unit representative is responsible for notifying the alternate and ensuring that they are briefed appropriately in order to effectively participate in the meeting in place of the appointed representative.
- Disseminate information to all single service members in their units and serve on committees and subcommittees as required.
- Are responsible for establishing a board of Marines and Sailors in their units to address all QOL issues.
- Initiate and attend formations, meetings, and other forums for their unit to communicate SMP Council issues and plans.
- Solicit ideas from single Marines and Sailors within their units and share these ideas at SMP Council meetings.
- Bring to the SMP Council's attention any issues concerning single Marines and Sailors.
- Distribute information from SMP Council meetings to their respective commanders.
- Actively promote the SMP.

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SMP FUNCTIONAL AREA INSPECTION POINTS FOR UNITS

Inspectors General Checklist

1700.36 SINGLE MARINE PROGRAM

This checklist applies to all levels of command, Air, Ground, Logistics, and Installations.

Functional Area Sponsor:

HQMC Marine and Family Programs Division

Subject Matter Expert: Mr. Michael A. Brown
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Revised: 23 February 2016

Name of Command

Date

Inspector

Final Assessment

Discrepancies: Findings:

Subsection 1 - UNIT-SPECIFIC ITEMS

- 0101 Does the Commander appoint representatives to the installation SMP Council in writing?
Reference: MCO 1700.36A, par 4b(9)(a)
Result **You must have a letter on file with the SMP coordinator to meet this criteria**
- 0102 Is the Commander providing time for the unit representatives to meet, solicit ideas, and raise awareness for presentation at the installation SMP?
Reference: MCO 1700.36A, par 4b(9)(c)
Result **You must be able to show meeting notes or other proof of such meetings**
- 0103 Did the Commander ensure that unit representatives attend the scheduled installation SMP meetings?
Reference: MCO 1700.36A, par 4b(9)(g); encl 7, par 4a
Result **The appointed Unit Reps must attend and sign in at every monthly SMP meeting, SMP Sign in Sheets used.**
- 0104 Is the Commander receiving briefings from the SMP unit representatives on issues/initiatives currently being addressed and planned events and activities?
Reference: MCO 1700.36A, encl 7, par 4d
Result **You must be able to show meeting notes or other proof of such meetings**
- 0105 Does the Commander include SMP in unit orientation programs/welcome aboard briefs and periodically in unit PME?
Reference: MCO 1700.36A, par 4b(9)(d-f)
Result **You must be able to show welcome home packet or briefing materials that includes current and accurate SMP information**
- 0106 Does the Commander ensure that the unit Senior Enlisted Advisor (SEA) regularly attends installation SMP council meetings, committee meetings, and SMP activities?
Reference: MCO 1700.36A, encl 6, par 4c
Unit Sea must attend and sign in at a monthly SMP

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SMP TRIP AUTHORIZATION Available at

www.mccscp.com/smp or click [here](#)

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SMP Monthly Meeting Schedule

SMP Monthly Meeting Schedule 2016

All meetings start at 1330. Meetings are mandatory for all Unit Reps.

January 7 th	21 Area SMP Rec Center
February 4 th	43 Area SMP Rec Center
March 3 rd	41 Area SMP Rec Center
April 7 th	Pacific Views Event Center
May 5 th	Lake O'Neill
June 2 nd	Marine Memorial Golf Course
July 7 th	62 Area SMP Rec Center
August 4 th	Del Mar Marina
September 1 st	33 Area SMP Rec Center
October 6 th	San Onofre Event Center
November 3 rd	22 Area SMP Rec Center
December 1 st	53 Area SMP Rec Center

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MONTHLY MEETING MINUTES

Available at www.mccscp.com/smp

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SMP MONTHLY NEWSLETTER

Available at www.mccscp.com/smp sign up for
the newsletter [here](#)