



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CALIFORNIA 92055-5010

1700  
MCCS  
07 August 25

MEMORANDUM

From: Active Duty & Unit Recreation Dept Head, Semper Fit Division,  
Marine Corps Community Services, Camp Pendleton  
To: Sergeant Major, Marine Corps Installations West, Marine Corps  
Base, Camp Pendleton, California  
Subj: MINUTES OF THE SINGLE MARINE PROGRAM COUNCIL MEETING THURSDAY,  
07 August 2025  
Ref: (a) MCO 1700.36B  
(b) MCIWEST-MCB CAMPENO 5420.10

1. As provided in reference (a), the Single Marine Program (SMP) Council meeting was called to order by the SMP President. The SMP meeting is now offered virtually and is currently live for all those unable to attend.

2. Attendance

a. Units with Junior Service Member Representative(s) Present

- (1) Wounded Warrior Battalion
- (2) 2nd Battalion, 11th Marines
- (3) 1st Radio Battalion
- (4) 1st Combat Readiness Regiment
- (5) Headquarters and Support Battalion
- (6) Deployment Processing Command/ Reserve Support Unit West
- (7) Assault Amphibian School Battalion
- (8) 1st Marine Division Headquarters Battalion
- (9) Combat Logistics Regiment 1
- (10) Combat Logistics Battalion 1
- (11) 15th Marine Expeditionary Unit
- (12) Combat Logistics Battalion 13

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- (13) 1st Intelligence Battalion
- (14) 11th Marine Regiment
- (15) 1st Maintenance Battalion
- (16) 7th Engineer Support Battalion

b. Units with Senior Enlisted Adviser(s) Present

- (1) Headquarters and Support Battalion
- (2) 1st Light Armored Reconnaissance Battalion
- (3) Marine Aviation Logistics Squadron 39
- (4) 1st Intelligence Battalion
- (5) 7th Engineer Support Battalion
- (6) 1st Distribution Support Battalion
- (7) Assault Amphibian School Battalion
- (8) 1st Radio Battalion

c. Others Present

- (1) Active Duty & Unit Rec Department Head
- (2) Single Marine Program Assistant Coordinator
- (3) Recreation Center Supervisor
- (4) 21, 22, 24, 33, 41, 43, 53 and 62 Area Active Duty  
Recreation Center Managers
- (5) Bachelor Housing Manager
- (6) Fitness Center Supervisor
- (7) MCCS Coordinator
- (8) Volunteer Coordinator
- (9) Sports Specialist Lead
- (10) Recreation Assistant

3. Cpl Ethan Heagle. Started the meeting by encouraging everyone to sign in and hand in appointment letters to Carina Ricciardi at the end of the meeting.

4. SgtMaj Cook. I see a lot of senior enlisted here today. Thank you

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to my reps who are talking to them and getting the word out, I love to see this. This program is so important, I learn something new every month. We want to make sure Marines have all the information they need. My background is Motor T, and we had shops like Auto Skills to fix our cars ourselves. Services like this are so important, Marines can save money and work on their cars safely. Please continue to spread the word to your command and at formation. A town hall is taking place 20 August 0730-1300 for single parents and dual active duty. SgtMaj Ruiz and his wife as well as myself will be there to answer any questions and listen to your concerns. You do need to register for this event. A QR code will be shared on social media and our SMP distro list. There will also be a town hall for spouses. Private (E-1) through Sergeant (E-5) Spouses and 2nd Lieutenant (O-1) through Captain (O-3) Spouses on 20 August from 1330-1430. Staff Sergeant (E-6) through Gunnery Sergeant (E-7) Spouses and Major (O-4) through Colonel (O-6) Spouses will be 20 August from 1445-1545 at the Blinder Memorial Chapel.

5. Auto Skills Center. Here at Auto skills, we provide a space where you guys can come to work on your cars. We have 74 stalls, and over 20 lifts available. The lifts are \$12.75 an hour, flat stalls are \$7.75 an hour. We have a fully stocked tool room you can use. We only charge you for the tool if you break it or if it goes missing. We are currently selling tires. We receive them within 24-48 hours of you placing the order. Wednesday-Friday we are open from 1200-2000, and Saturdays and Sundays we are open 0900-1700. We have fully certified staff here that can help you if you need it or answer any questions. We are hoping to bring pro services next year, where you can bring your car and we will do the work for you. We charge batteries for \$10. You can do welding here, or someone on staff can weld for you. We do diagnostic tests, anything year 95 and above we can do.

6. Quality of Life Issues

a. Old Issues

1. Workers smoking directly outside 14 area chow hall. Can we get more no smoking signs put up?

2. A lot of washing machines in 43 area are broken.

3. Old vending machines in 43 area that do not work. We have been trying to figure out a point of contact to get these replaced.

**Addressed at Meeting.** A point of contact was given out.

4. In 43 area many people are parking illegally. Can we get cars towed? **Addressed at Meeting.** We are working on these issues. Call PMO and send them a picture of the location, and they will send someone out to address it. Maybe get the unit to stencil "No Parking" on the curb if it is not already on there.

b. New Issues- No new issues.

7. Guest Speakers

a. Mr. Michael Rumbaua. My department provides oversight in the barracks. We have inspection teams and instructors and have recently replaced BEQ managers with civilian contractors. We will be seeing new furniture coming in soon, and some barracks have already received them. There will be metal bunk beds, cabinets, and drawers. We have a BEQ manager course this month on 20 August in Bldg. 220105 from 0800-1530. We will teach you how to run your barracks and how to submit service tickets. Our current occupancy for the barracks is 74%. My office processes BAH packages. If you think you rate BAH please reach out to my office. The crime rate went up in July. There were 28 incidents, mostly theft. Please keep your rooms and cars locked. Don't let people into your rooms, they are finding out where your gear is located. The master keys should be controlled. Never give the master key to a Marine, you need to escort them to their room and unlock it yourself. There were also assaults and a suicide attempt. If you see something, say something. We need to keep each other safe. Look out for each other.

b. Mr. Miguel Juarez. I lived in the barracks, so I can attest from personal experience that it's easy to get sucked into the routine of sitting inside, playing video games, drinking, and building unhealthy habits. That is why it is so important that you as reps help Marines you see struggling. If you notice someone just sitting in their room doing nothing, or going out and making poor decisions, recommend they start volunteering and gaining new experiences. Volunteering is a great way to support the community, but it also enhances your mental, physical, and social well-being. Volunteering benefits Marines and Sailors by providing them with rewarding experiences, helping them to develop healthy habits. If you email me at miguel.juarez@usmc-mccs.org, I can get you on our distro list and help you find things to do. You can also receive a medal for volunteering. You must volunteer consistently for a 36-month period to be eligible to receive the award. Every quarter I would like to organize a social volunteer event. Just this past week, we went to an orchard in Fallbrook, we collected hundreds of oranges for the local food pantries. 30 Marines and Sailors showed up to support this event. If you have any suggestions for future events, please let me know.

c. Dr. Kelly Coffey. I manage the 14 area fitness center. We have 12 fitness centers total on base. We have a lot going on and are always working with our coaches and nutritionists, the race series, and athletics. We have bodpods and other machines and resources for you to use free of charge. We now offer 24 hour access at all fitness centers, for anyone with base access. You need to register your CAC at each location. This has been a very successful change. I had 1100 after hour visits in July alone. You no longer need a buddy to attend. Please be safe and always follow the rules.

d. Ms. Carina Ricciardi. We are still offering archery, surfing, stand up paddle, hiking, and mountain biking as alternative Unit Pts. Please email us at pen.oa@usmc-mccs.org if you are interested in

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setting something up. Our next Gravel Ride hustle will be on 13 August at 1100. Bike is provided, just email us a head of time so we can get a headcount.

e. Mr. Eddie Hadley. On 08 August we have another free bowling event at 1100 which is open to all active duty. Shoe rental is included. 20 August we have a commissary tour. You will receive a tour of the commissary and learn about healthy options. Afterwards, you will meal prep at 21 ADRC. This will be a barracks friendly meal that you can make in your room. On 15<sup>th</sup> August, we have kayaking and snorkeling in La Jolla cove. This two hour tour will take you out into the caves of La Jolla. The cost is \$50, and transportation is included. Open to single or unaccompanied active duty only. As always, we have several volunteer opportunities available to you all, including camp clean ups. Please make sure you also check our recreation center calendar in the newsletter. We have eight recreation centers on base that put on several events every month. Please email [pensmp@usmc-mccs.org](mailto:pensmp@usmc-mccs.org) to sign up for any of our events.

f. Ms. Crystina Valverde. Please make sure when you are signing up for trips and volunteer events that they actually want to go. We have been noticing a lot of last minute cancellations, or Marines not engaging in the event clearly upset to be there. This makes us look bad, we want to put on a good event for everyone. When sending emails, please just put the exact title of the event in the subject line. We are noticing a lot of messages get sent to spam for some reason. Avoid the word "volunteer". Right now, we are still under the travel restriction, but we have requested to go on a Zion National Park trip August 29-September 1<sup>st</sup>. This is still tentative, but we are accepting registrations now if any single Marines or Sailors are interested in signing up.

8. Closing Remarks. Cpl Heagle thanked everyone for attending and reminded everyone to sign in on the sheets in the back of the room and send in appointment letters to Carina Ricciardi. Area breakout meetings will be held with your area recreation center managers after the meeting. Our Instagram is [cpactivedutyrec](https://www.instagram.com/cpactivedutyrec). Our Facebook is MCCS Camp Pendleton-Active Duty Rec.

9. Meeting adjourned at 1030. Questions can be emailed to [PENSMP@usmc-mccs.org](mailto:PENSMP@usmc-mccs.org).