



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION MIRAMAR  
P.O. BOX 452001  
SAN DIEGO CA 92145-2001

StaO 1710.4B  
MCCS

STATION ORDER 1710.4B

From: Commanding Officer  
To: Distribution List

Subj: SINGLE MARINE PROGRAM (SMP)

Ref: (a) MCO 1700.36A  
(b) MARADMIN 757-11

Encl: (1) Single Marine Program Billet Description (sample)  
(2) Quality of Life Form  
(3) Sample Letter of Appointment

1. Situation. To set forth guidance for the establishment, organization and sustainment of the Single Marine Program (SMP) aboard Marine Corps Air Station (MCAS) Miramar in accordance with references (a) and (b).

2. Cancellation. StaO 1710.4A

2. Mission. The Single Marine Program contributes to the morale, professional development and overall unit readiness through the sustainment of addressing Quality of Life (QOL) issues of all single service members and geographical bachelors aboard MCAS Miramar. QOL issues are those that directly or indirectly influence the overall morale environment. SMP requires the support of unit Commanders and Sergeants Major in order to be successful.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The SMP is a conduit to address single Marines' and Sailors' QOL issues. Those issues will be addressed to improve the three major components of the program: Quality of Life, recreation and community involvement.

(2) Concept of Operations

(a) The SMP committee provides a communication channel by which single Marines and Sailors can bring issues concerning their QOL and the level of Marine Corps Community Services (MCCS) service to the attention of appropriate staff commands.

1. The SMP Committee will be comprised of an Executive Council and two representatives from each command/unit stationed aboard MCAS Miramar. The committee will meet at least monthly to discuss and develop issues that are forwarded to the SMP Coordinator. These issues are then sent to the appropriate staff sections for response and appropriate action. The Executive Council will be comprised of a President, Vice President, Treasurer/Publicity, Recorder, Volunteer Representative and Member at Large. Billet descriptions are outlined in enclosure (1). The President, Vice President, Recorder and Treasurer/ Publicity are elected positions and are recognized by Marine Corps Headquarters, serve for a period of 12 months and limited to one successive reelection. The Volunteer Representative and Member at Large are appointed positions by the SMP Coordinator or SMP President and will serve for a period of 12 months. In the event of a deployment or where an Executive Council member must be replaced, they will be temporarily appointed by the SMP Coordinator and Executive Council.

2. When the SMP Committee meet the agenda shall include the nomination or election to any position then the meeting shall be opened to all interested single Marines and Sailors. If a single service member wants to apply for one of the Executive Council positions, they must request permission from their chain of command, fill out an application located on the MCAS Miramar SMP website (<http://www.mccsmiramar.com/smp-faqs-forms-and-more.html#>) and schedule a meeting for review with the SMP Coordinator.

b. Definitions of the Components of Quality of Life (QOL)

(1) Community Service. Activities that benefit the base and surrounding community, such as: Red Cross blood drives, youth event volunteers, special events, involvement with Big Brothers and Sisters association, etc.

(2) Health and Wellness. The promotion of physical fitness facilities, programs, mental health and Semper Fit classes.

(3) Life Skills. Knowledge that will assist Marines and Sailors in life. Some examples are: financial planning, personal finance, pre-marriage seminars and civilian education.

(4) Career Progression. Leadership training and military education.

(5) Recreational Activities. Selection, planning and participating in activities that SMP committee has coordinated.

c. Meetings

(1) SMP committee general meetings are held monthly. These meetings include Executive Council and unit representatives or designated alternate. Meetings will be held routinely unless otherwise notified due to holiday routine or other unforeseen reasons.

(2) Special Event committee meetings will be held as needed.

(3) Executive Council shall meet as needed.

(4) Units should conduct their individual meetings prior to the general meeting to allow unit representatives to prepare and discuss topics, utilizing enclosure (2) which will be discussed at the committee meeting.

d. Coordinating Instructions

(1) All QOL issues raised by committee members must be in the format depicted in enclosure (2).

(2) The committee will track the progress of each issue and report progress at the next regularly scheduled meeting.

(3) Recreation and leisure events will be coordinated with the SMP Coordinator and a report will be given on the progress of each event at the next scheduled meeting.

(4) Volunteer Representative will complete a report of all volunteer activities, to include the type and date(s) of activity, participants, number of hours volunteered, etc. Examples of volunteer activities may include, but are not limited to: Habitat for Humanity or Special Olympics. Representatives are encouraged to use initiative, creativity and enthusiasm to determine new volunteer projects.

(5) Treasurer will report the status of funds at the general committee meeting to include SMP fundraising account and funds raised the previous month.

e. Voting Procedures. Official elections for Executive Council members will be conducted annually (generally in February based on deployments); in an open meeting forum that includes all single service members and geographical bachelors. Each SMP committee member will be allowed one vote per motion.

f. Program Funding

(1) SMP is a Category "A" activity and, when possible, will be funded with appropriated funding (APF) for all authorized expenses. Fundraisers may be conducted by the SMP Committee to cover expenses that are not authorized for APF, per reference (a). The program may also be funded by nonappropriated funds (NAF), which includes fundraising money, to support MCCA leisure and recreation activities. The NAF and fundraising money usage will be voted on by the Executive Council.

(2) The SMP Coordinator will prepare the annual APF and NAF budgets (with suggestions for programs and activities from the SMP Council) and will forward via the chain of command.

e. Planned Trips. SMP trips will be coordinated over a weekend or holiday period to the greatest extent possible. In the rare event trips require to be scheduled during a work day it is highly recommended the Marine be allowed Permissive Temporary Additional Duty (PTAD) orders approved by their chain of command to attend .

h. Subordinate Element Missions

(1) Installation Sergeant Major. Serves as the senior enlisted advisor to the SMP and may designate a Staff Non-commissioned Officer (SNCO) to assist in overall duties outlined in reference (a). Establishes the SMP committee size, composition and determines the length of appointment for committee members. Reviews and approves committee meeting minutes, provides guidance and mentorship as appropriate and reviews all report issues. Ensures all units aboard the installation are knowledgeable of the SMP and have the opportunity to be represented at the committee meetings. Advises the Commanding Officer on all special requests and interests related to the program. In addition, recommends the review of requests for personal awards for Executive Council members or outstanding single Marines and Sailors who merit such recognition.

(2) Unit Commanders. Appoint a primary and alternate SMP representative and ensure the representative attends regularly scheduled committee meetings. Designated representative serves on the Unit Command Team meeting as noted in reference (b). Encourages single service members to participate in SMP activities and attend committee meetings. Ensures unit is in compliance with SMP section of the Commanding General Inspection checklist item number 967.

(3) Unit Sergeants Major. Serve as the direct advisor to unit SMP representative and program, assist the Commander with SMP responsibilities, encourage unit attendance and ensure the non-commissioned officer support channel is knowledgeable and informed of the SMP.

(4) Semper Fit Director, Marine Corps Community Services (MCCS). Act as liaison between SMP Coordinator, SMP committee, MCCS Staff and Installation Sergeant Major. Ensures the committee is advised on proper plans and coordination of activities and provides guidance to the committee on the implementation of Quality of Life issues. Semper Fit Director or MCCS designated representative works with the SMP Coordinator on all MCCS related functions.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order may be forwarded to the installation SMP Coordinator, via the appropriate chain of command.

b. This Order is issued under Distribution Statement A and is published electronically. It can be accessed online via the MCAS Miramar web page  
<https://intranet.miramar.nmci.usmc.mil/s1/>.

6. Command and Signal

a. Command. This Order is applicable to all units aboard Marine Corps Air Station Miramar.

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

J. P. FARNAM

SINGLE MARINE PROGRAM BILLET DESCRIPTIONS

**President**

1. Attend all Executive Council and Monthly Single Marine Program (SMP) Meetings.
2. Responsible for ensuring all assignments are being completed in a timely manner by all Executive Council members.
3. Responsible to fulfill temporary replacements in the absence of an SMP Executive Council Member.
4. Maintain a turnover binder containing, points of contact (POC), day-to-day operations, information received from outside sources deemed important for future use, current formats of information distributed, and the next three (3) months worth of a planning calendar.
5. Makes recommendations to the SMP Station order to ensure accuracy for the annual review.
6. Rotate assignments for the executive council members who will be attending Welcome Aboard Briefs, Rotary Club Meetings, quarterly SMP West Coast Council Meetings and all other SMP informational briefs.
7. Make public appearances to promote SMP and inform others about program status and accomplishments as needed.
8. Submit Executive Council progress reports to SMP Coordinator by 1530 every Wednesday. In the event that a Federal holiday takes place on a Wednesday, the updates will be due by 1530 on Thursday.
9. Meets with the SMP Coordinator to discuss SMP issues and planning meetings as scheduled.
10. Route all issues and concerns through the SMP Coordinator. Maintains a record of all Single Marine issues is maintained, tracked, and reported.
11. Review all submitted Quality of Life (QOL) forms with the SMP Coordinator. Maintain a record of them including the tracking progress, follow-through to completion. Bring all QOL forms that are submitted to the Monthly SMP Meeting.

**Vice President and Special Events Committee Chairperson**

1. Attend all Executive Council and monthly Single Marine Program (SMP) Meetings.
2. Responsible for tracking duties assigned to the SMP Unit Representatives.
3. Responsible for fulfilling duties in the absence of the SMP President.
4. Maintain a turnover binder containing, points of contact (POC), day-to-day operations, information received from outside sources deemed important for future use, current formats of information distributed, and the next three (3) months worth of a planning calendar.
5. Make public appearances to promote SMP and inform others about program status and accomplishments as needed.
6. Submit updates to President by 1530 every Monday. In the event that a Federal holiday takes place on a Monday updates will be due by 1530 on Tuesday.
7. Meet with SMP Coordinator and SMP President to discuss Special Event issues and schedule planning as scheduled.
8. Attend assigned Welcome Aboard Briefs, Rotary Club Meetings, quarterly SMP West Coast Council Meetings and all other SMP informational briefs.
9. Brief all new SMP Unit Representatives on how to properly maintain a SMP unit turnover binder. Perform SMP unit turnover binder inspections at random with the assistance of other Executive Council members.
10. Oversee the Special Events Committee and act as the Special Events Committee Chairperson. Provide leadership to the Special Events Committee, ensuring the communication between the committee members is productive and positive.

**Recorder**

1. Attend all Executive Council and Monthly Single Marine Program (SMP) Meetings.

2. Maintain a turnover binder containing, points of contact (POC), day-to-day operations, information received from outside sources deemed important for future use, current formats of information distributed, and the next three (3) months worth of a planning calendar.
3. Make public appearances to promote SMP and inform others about program status and accomplishments as needed.
4. Submit updates to President by 1530 every Monday. In the event that a Federal holiday takes place on a Monday; the updates will be due by 1530 on Tuesday.
5. Attend assigned Welcome Aboard Briefs, Rotary Club Meetings, quarterly SMP West Coast Council Meetings and all other SMP informational briefs.
6. Take notes during the Monthly\* and Executive Council Meetings. Provide a copy of the minutes to the SMP Coordinator within five (5) business days after the meeting.  
*\* Submit an Attendance Roster of the Monthly SMP Meeting attendees to the SMP Coordinator within five business days after the meeting.*
7. Maintain a master list of all Units and Letters of Appointment (submitted or missing) in your turnover binder. The information provided should list: full name, rank, contact information, LOA (yes or no) and if applicable, deployment status (if known).
8. Ensure all Letters of Appointment are signed. Ensure a copy is turned in to the SMP Coordinator. Ensure the Letter of Appointment template is posted on the SMP Website.
9. Create the Executive Council recall roster that will be updated as needed and distributed to the Executive Council. The information provided should list: billet, full name, rank and contact information. The roster should be maintained electronically.

**Single Marine Program Treasurer and Publicity**

1. Attend all Executive Council and Monthly Single Marine Program (SMP) Meetings.

2. Maintain a turnover binder containing, points of contact (POC), day-to-day operations, information received from outside sources deemed important for future use, current formats of information distributed, and the next three (3) months worth of a planning calendar.
3. Make public appearances to promote SMP and inform others about program status and accomplishments.
4. Submit updates to President by 1530 every Monday. In the event that a Federal holiday takes place on a Monday; the updates will be due by 1530 on Tuesday.
5. Attend the assigned Welcome Aboard Briefs, Rotary Club Meetings, quarterly SMP West Coast Council Meetings and all other SMP informational briefs.
6. Provide an updated report on the fundraising account at the monthly SMP meetings including balance from the MCCS Accounting Office via the SMP Coordinator prior to the monthly SMP meeting.
7. Make proposals and tally committee decisions on how fundraising money will be spent.
8. Research, recommend and coordinate quarterly fundraising ideas at the beginning of each quarter. Coordinate staffing with Volunteer Representative for execution of all events.
9. Distribute trip and event flyers monthly to designated areas aboard base, including laundry room SMP information stations by the first of every month. Perform random SMP information station inspections.
10. Recommend new marketing/media ideas which increase SMP's exposure on base. Collect suggestions from the Council during meetings.

**Volunteer Representative**

1. Attend all Executive Council and Monthly Single Marine Program (SMP) Meetings.

2. Maintain a turnover binder containing, points of contact (POC), day-to-day operations, information received from outside sources deemed important for future use, and upcoming volunteer opportunities planning calendar.
3. Make public appearances to promote SMP and inform others about program status and accomplishments.
4. Submit updates to President by 1530 every Monday. In the event that a Federal holiday takes place on a Monday; the updates will be due by 1530 on Tuesday.
5. Attend assigned Welcome Aboard Briefs, Rotary Club Meetings, quarterly SMP West Coast Council Meetings and all other SMP informational briefs.
6. Coordinate all volunteer opportunities and recommend an annual plan for volunteer opportunities with the assistance of the SMP Coordinator (after 30 days in position).
7. Create a volunteer package one (1) month prior to the volunteer event and submit to the SMP Coordinator for review. Send a reminder to those who sign up for volunteer opportunity and include their SNCO three (3) business days prior to the event, and copy the SMP Coordinator.
8. Once a volunteer opportunity has the required amount of volunteers committed, send an e-mail to the distribution list letting everyone know all the positions are full. Once a single service member e-mails saying they will attend the event, respond within one (1) business day with an email confirming participation and attendance.
9. Email the electronic copy of the volunteer event roster with the recorded attendance to the SMP Coordinator within three (3) business days after the event.
10. Forward Letters of Appreciation (LOAs) when warranted for all single service members who participate in SMP Volunteer Opportunities and distribute the LOAs the day of the event. For all Volunteer Opportunities hosted by outside organizations,

submit names to the organization point-of-contact one week prior to the event (include: first name, last name, rank, unit, volunteered hours) and ensure that single service members who volunteer receive their LOAs the day of the event.

**Member At Large**

1. Attend all Executive Council and Monthly Single Marine Program (SMP) Meetings.
2. Maintain a turnover binder containing, points of contact (POC), day-to-day operations, information received from outside sources deemed important for future use, current formats of information distributed, and the next three (3) months worth of a planning calendar.
3. Make public appearances to promote SMP and inform others about program status and accomplishments.
4. Submit updates to President by 1530 every Monday. In the event that a Federal holiday takes place on a Monday; the updates will be due by 1530 on Tuesday.
5. Attend the assigned Welcome Aboard Briefs, Rotary Club Meetings, quarterly SMP West Coast Council Meetings and all other SMP informational briefs.
6. Responsible for assisting all SMP Executive Council Members with their duties.
7. Responsible for set-up and flyer distribution before the monthly SMP Meetings.
8. Assist with all SMP Facebook and SMP Website updates.

**Unit Representative**

1. Attend all monthly Single Marine Program (SMP) meetings.
2. Responsible for assignment of a temporary replacement in their absence.
3. Ensure brief is given to all single service members upon check-in and a roster made to account for them.
4. Maintain a turnover binder with current information.

5. Maintain individual unit's information station.
6. Track and report all Quality of Life forms to the SMP President.
7. Have meeting with individual unit's Sergeant Major at least monthly.
8. Ensure appointment letter is turned into the SMP Coordinator within seven (7) business days of selection as a representative.
9. Ensure all information received either through meetings or email is disseminated to unit in a timely manner.
10. Prepare suggested critiques typed and submitted to the SMP President.
11. Be a part of the unit command team.



## QUALITY OF LIFE PROTOCOL

~Message from the SMP President~

“Do you have a general quality of life issue that needs to be addressed? A new idea you think would benefit yourself and others? The Single Marine Program has designed this form to address those issues and get your thoughts to the people who can make the changes. As the Single Marine President, I work for YOU. My job is to improve your quality of life both on and off duty. If you have any suggestions, no matter how big or small they may be, concerning the improvement of this base, take the time and fill out this form. The squeaky wheel gets the grease (and the air conditioning fixed).”

~Sgt David W. Nadrchal, MWCS-38, SMP President~

**Before** filling out a quality of life form, you must ensure that you have followed the **proper procedures** outlined below:

### Regarding the barracks

- ✓ Utilize your Barracks Manager or your unit S-4.
- ✓ Submit a help chit and make a photocopy of it for your records.
- ✓ Keep a record of **who** you spoke with, about **what**, and **when** (date/time) for your records.
- ✓ If your chit has not been addressed in three weeks, please fill out a Quality of Life form.
- ✓ **Make sure you submit a copy of all the above documents when submitting a Quality of Life form for faster response.**

### Regarding other facilities/general issues

- ✓ Do research and gather information (i.e., ask for the manager or fill out a complaint card).
- ✓ Keep a record of **who** you spoke with, about **what**, and **when** (date/time) for your records.
- ✓ **Make sure you submit a copy of all the above documents when submitting a Quality of Life form for faster response.**

**After** filling out a quality of life form, turn it into your unit SMP representative or SMP President.

- Contact your SMP Representative or Family Readiness Officer for assistance with completing the submission and/or gathering information

**QUALITY OF LIFE ISSUE SUBMISSION**

**To: Single Marine Program Coordinator and President**

**Subj: PROPOSED QUALITY OF LIFE ISSUES**

Today's Date: \_\_\_\_\_ Your SMP Unit Representative's Name: \_\_\_\_\_  
Rank: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Command/Unit: \_\_\_\_\_ Work Extension: \_\_\_\_\_

**Quality of Life Topic:** Date and time concern/issue happened: \_\_\_\_\_  
What is your Quality of Life concern/issue? What facility/location does it involve? \_\_\_\_\_

**Research Findings:** What action have you taken to resolve the concern/issue? Describe in detail action date taken: \_\_\_\_\_

**Recommendations:** What recommendations do you have to resolve this concern/issue? \_\_\_\_\_

**BELOW FOR SMP USE ONLY**

Date SMP Representative Received: \_\_\_\_\_ Print: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date SMP President Received: \_\_\_\_\_ Print: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date SMP Coordinator Received: \_\_\_\_\_ Print: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date Base SgtMaj Received: \_\_\_\_\_ Print: \_\_\_\_\_ Signature: \_\_\_\_\_

**Single Marine Program Action Taken:**

Date QOL concern/issue completed/closed: \_\_\_\_\_ Print: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date Returned to SMP Representative: \_\_\_\_\_ Print: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date Returned to Marine: \_\_\_\_\_ Print: \_\_\_\_\_ Signature: \_\_\_\_\_

**Questions? Contact your SMP representative, if unknown then the SMP President.**

SAMPLE LETTER OF APPOINTMENT



**UNITED STATES MARINE CORPS**

**UNIT NAME**  
MARINE CORPS AIR STATION MIRAMAR  
PO BOX **452025**  
SAN DIEGO CA 92145-**2025**

IN REPLY REFER TO:  
1700.36

**S-1**  
**Date**

From: Commanding Officer, **Unit Name**  
To: **Rank First Name M. Last Name, USMC**

Subj: APPOINTMENT AS THE SINGLE MARINE PROGRAM REPRESENTATIVE

Ref: (a) MCO 1700.36A  
(b) StaO 1710.4

1. Per the references, you are hereby appointed as the Single Marine Program (SMP) Representative for **Unit Name**.
2. You are directed to become familiar with the references and all other directives pertaining to this assignment.
3. This appointment is automatically revoked upon your transfer or reassignment, and is superseded by the incoming appointment. Upon your relief you will ensure a proper and complete turnover has been conducted.

**CO'S NAME**

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**DATE**

FIRST ENDORSEMENT

From: **Rank First Name M. Last Name, USMC**  
To: Commanding Officer, **Unit Name**

1. I have read and understand the references listed above.
2. I hereby assume the duties as the **Unit Name** SMP representative.

**F. M. LNAME**