

Single Marine Program MCB Quantico Representative Responsibilities

Representative:

- Must be Single or unaccompanied active-duty service member (E1- E5).
- Single Marine Program Representative (SMPR) shall be appointed in writing by unit CO. SMPR must provide a copy of his/her signed Letter of Appointment to the SMP Administrative Office.

SEND TO: Email: Shaneekwa.christopher@usmc-mccs.org, mccsquanticosmp@usmc-mccs.org

SMPR must:

- Serve on the unit's Family Readiness Command Team.
 - Meeting should be held monthly to include the unit's CO.
- Attend the monthly SMP meeting. If unable to attend, SMPR must send an informed service member to act as an alternate in their place.
- Attend a minimum 1 SMP trip, event/activity, or volunteer opportunity.
- Solicit ideas for future SMP trips, events/activities, and volunteer opportunities from single and geographical bachelor service members within their unit, and then bring ideas and feedback to the monthly SMP Council meeting.
- Assist with any Quality of Life (QOL) issues regarding single service members from within their unit and bring unaddressed issues forth to their Senior Enlisted Advisor (SEA) when necessary.
- Bring all issues that are unresolved at the unit level to the attention of the SMP Coordinator, or to an SMP Executive Board Member.
- Initiate and attend unit formations, meetings, and other forums to receive SMP QOL issues, and communicate information on upcoming SMP trips, events/activities, and volunteer opportunities.
- Actively promote the SMP's trips, events/activities, and volunteer opportunities utilizing a variety of methods, such as posting flyers/calendars, social media postings, texts, emails, or verbally passing the word.
- Maintain an up-to-date SMP Inspector General (IG) unit inspection binder and make it available to all single service members within their unit.
 - Inspection checklist: [SINGLE MARINE PROGRAM \(SMP\) \(1700.36\).DOCX \(live.com\)](#)
- Support the SMP by attending and participating in SMP trips, events/activities, and volunteer opportunities.

**** If unable to fulfill these responsibilities, communicate with your SEA to appoint a replacement, and then conduct a proper turnover!**



@QuanticoSMP

[Single Marine Program \(usmc-mccs.org\)](http://usmc-mccs.org)

