



UNITED STATES MARINE CORPS
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE NC 28542-0080

and

U.S. MARINE CORPS FORCES, SPECIAL OPERATIONS COMMAND
PSC BOX 20116
CAMP LEJEUNE NC 28542-0116

and

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

II MEFO 1700.4
SMP
MARSOCO 1700.4
SMP
MCIEAST-MCB CAMLEJO 1700.4
MCCS
16 JUL 2015

II MARINE EXPEDITIONARY FORCE; U.S. MARINE CORPS FORCES, SPECIAL OPERATIONS
COMMAND; AND MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE, CAMP LEJEUNE
ORDER 1700.4

From: Commanding Generals
To: Distribution List

Subj: SINGLE MARINE PROGRAM (SMP)

Ref: (a) MCO 1700.36A

Encl: (1) Sample Appointment Letter for Display
(2) Sample Welcome Aboard Brief Letter of Instruction
(3) Detailed Inspection Checklist Supplement
(4) Inspection Evaluation Criteria

1. Situation. The SMP is a program specifically tailored to single Marines and Sailors, a body that makes up over half of the operating forces. Qualities such as physical fitness, sound decision-making, leadership, camaraderie, and confidence in oneself are essential to a resilient and effective Force, and can all be strengthened through the SMP. The importance of a strong and effective SMP cannot be overstated.

2. Mission. This Order refines the requirements and intent of the reference by providing specific tasks to leaders at all levels in order to develop, implement, and maintain a strong and effective SMP across II Marine Expeditionary Force (MEF); U.S. Marine Corps Forces, Special Operations Command (MARSOC); and Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ).

3. Execution

a. Commander's Intent

(1) Purpose. To provide commanders the insight necessary to enhance the readiness posture, resiliency, and welfare of single service members.

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II MEFO 1700.4
MARSOCO 1700.4
MCIEAST-MCB CAMLEJO 1700.4
16 JUL 2015

(2) Method

- (a) Increase the visibility of Command SMP Representatives.
- (b) Recognize exceptional Command SMP Representatives using an SMP Representative awards program.
- (c) Provide an enhanced sense of stability for the SMP representative billet.
- (d) Increase coordination and cooperation between SMP representatives and Family Readiness Officers (FRO).
- (e) Develop individual unit SMP infrastructures.
- (f) Ensure the SMP is incorporated into unit Professional Military Education (PME).

(3) End State. Single Marines, Sailors, and leaders at all levels promote and employ programs and services offered by the SMP.

b. Concept of Operations

(1) Command Representative Selection and Appointment

(a) The success of the Command SMP Representatives is dependent upon how well-known they are within their unit. In addition to the formal appointment letter required by the reference, a document describing the importance and significance of this appointment shall be prominently displayed on the quarterdeck, with a portrait of the Command SMP Representative, adjacent to the Color Sergeant. Enclosure (1) is a sample appointment letter for display.

(b) Excessive turnover is detrimental to the effectiveness and efficiency of the SMP. To mitigate turnover and loss of productivity, Command SMP Representatives shall be appointed for a term of at least one year.

(2) SMP Representative Awards Program

(a) Criteria

- 1. Must have been assigned as a Command SMP Representative for a minimum of 90 days.
- 2. Must be actively involved and engaged in the SMP.
- 3. Must display regular attendance at all SMP meetings and functions, understanding that operational commitments take priority.
- 4. Must be in good standing with their parent command.
- 5. Must display exceptional leadership within the SMP.

II MEFO 1700.4
MARSOCO 1700.4
MCIEAST-MCB CAMLEJO 1700.4
16 JUL 2015

(b) SMP Representative of the Quarter

1. Award is a Certificate of Commendation.
2. During the March, June, September, and December SMP Council meetings, each area President shall solicit nominations for SMP Representative of the Quarter. Anyone present at the meetings may place a nomination.
3. Nominees must submit a summary of action and Command endorsement to the SMP Branch Head for consideration within 10 working days.
4. Area Council SMP Presidents will serve as the voting body to determine the SMP Representative of the Quarter. The SMP Branch Head will submit the name of the SMP Representative of the Quarter to the SMP Senior Enlisted Advisor who will route the Certificate of Commendation.
5. The award will be presented during the next monthly council meeting or executive council meeting, whichever comes first.

(c) SMP Representative of the Year from each Area Council

1. Award is a Navy and Marine Corps Achievement Medal (NA).
2. No later than the first Friday of the new calendar year, the Area Council President, SMP Program Branch Head, Recreation Center Manager, and one senior enlisted representative from each Area Council will conduct a vote to determine their SMP Representative of the Year from the four previous quarterly winners. The SMP Branch Head will submit the name of the SMP Representative of the Year to the SMP Senior Enlisted Advisor who will route the NA.
3. The award will be presented during the next monthly council meeting or executive council meeting, whichever comes first.

(d) Branch SMP Representative of the Year

1. Award is a Navy and Marine Corps Commendation Medal (NC).
2. No later than the third Friday of the new calendar year the Area Council Presidents, SMP Program Branch Head, Recreation Center Managers, and one senior enlisted from each Area Council will conduct a vote to determine the SMP Representative of the Year from each Area Council's SMP Representative of the Year. The SMP Branch Head will submit the name of the SMP Representative of the Year to the SMP Senior Enlisted Advisor who will route the NC.
3. The NC takes the place of the NA for being an Area Council SMP Representative of the Year.
4. The award will be presented during the next executive council meeting.

II MEFO 1700.4
MARSOCO 1700.4
MCIEAST-MCB CAMLEJO 1700.4
16 JUL 2015

(3) "Readiness Team" Philosophy

(a) Each member of the Family Readiness Command Team (FRCT) is responsible for the implementation of the SMP within the command. Frequent and open communication between SMP representatives and the FRCT, as well as FRCT participation in SMP meetings and activities, are conducive to a successful command SMP.

(b) Each command shall have its own SMP Council, chaired by the Command SMP Representative, and comprised of SMP representatives for each company/department within the command. This command council will provide a more effective and efficient flow of information, in both directions, between the installation SMP Council and individual Marines and Sailors.

(4) Training and PME Integration

(a) Enclosure (2) is a sample Letter of Instruction for Welcome Aboard Briefs that successfully demonstrate to incoming Marines and Sailors what the SMP has to offer by showing available resources to them firsthand. Unit Welcome Aboard Briefs will be similar in nature to enclosure (2). At a minimum, Welcome Aboard Briefs will include a joint presentation by the Command SMP Representative and FRO, as well as an in-person visit to the local recreation center.

(b) Command SMP PME events shall be conducted on a quarterly basis by the Command SMP Representative. SMP PME events should contain relevant information, solicit feedback, and serve as an open forum for discussion of SMP matters. The agenda for the SMP PME events shall be prepared by the Command SMP Representative.

c. Tasks

(1) Commanding Officers (CO) shall:

(a) Interview prospective Command SMP Representatives. Effective Command SMP Representatives display a vested and passionate interest in the single Marines and Sailors they represent, and advocate with particular tenacity and vigor on their behalf to the FRCT and SMP Council. Command SMP Representatives are responsible for dissemination of information and management of the Command SMP Council, and should possess strong leadership and communication skills.

(b) Provide the Command SMP Representative an opportunity to address the command as a whole on at least a monthly basis.

(c) Ensure maximum participation at installation SMP Council meetings from the FRCT in order to be fully informed about the SMP.

(d) In accordance with the reference, provide the command SMP Council an adequate amount of time to meet, solicit ideas, and raise issues for presentation at the installation SMP level. These meetings shall be conducted one week prior to the command's installation SMP Council meeting.

II MEFO 1700.4
MARSOCCO 1700.4
MCIEAST-MCB CAMLEJO 1700.4
16 JUL 2015

(e) Ensure Welcome Aboard Briefs thoroughly exhibit available programs and services to incoming single Marines and Sailors.

(f) Ensure a command SMP PME event is conducted on a quarterly basis by the Command SMP Representative.

(2) Sergeants Major (SgtMaj) and Command Master Chiefs shall:

(a) Attend the monthly installation SMP Council meetings, committee meetings, and unit SMP events and activities with the Command SMP Representative and FRO.

(b) Assist the CO with selection of Command SMP Representatives.

(c) Designate a staff noncommissioned officer to attend SMP Council meetings as a Command Senior Enlisted Representative, when necessary.

(3) FROs shall:

(a) Attend the monthly installation SMP Council meetings, committee meetings, and SMP events and activities with the Command SMP Representative and SgtMaj/Command Master Chief.

(b) Develop, implement, and maintain command Welcome Aboard Briefs, in conjunction with the local recreation center manager and the Command SMP Representative, that thoroughly exhibit available programs and services to incoming single Marines and Sailors.

(c) Ensure that supplemental SMP information presented during command Welcome Aboard Briefs and PME events is current and relevant.

(4) Company Commanders and Equivalent Billets shall:

(a) Appoint a company/department SMP representative to serve on the command SMP Council.

(b) Provide the company/department SMP representative an opportunity to address the company/department on at least a weekly basis.

(5) Command Inspector Generals shall: Ensure this program is inspected in accordance with appropriate directives using the Inspector General of the Marine Corps Functional Area Checklist (FAC) 967. Utilize enclosure (3) of this Order as supplemental questions to the FAC. Inspections shall be evaluated in accordance with the criteria in enclosure (4).

4. Administration and Logistics

a. Administration. This Order has been concurred with and approved by the Commanding Generals, II MEF, MARSOCCO, and MCIEAST-MCB CAMLEJ.

b. Logistics. The point of contact for the contents of this Order is the Camp Lejeune-New River SMP Branch Head at (910) 451-1767.

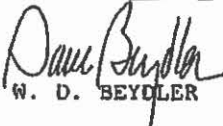
II MEFO 1700.4
MARSOCO 1700.4
MCIEAST-MCB CAMLEJO 1700.4

16 JUL 2015

5. Command and Signal

a. Command. This Order is applicable to all active duty and reserve service members attached to II MEF, MARSOC, MCIEAST-MCB CAMLEJ, their respective subordinate commands and elements, and all tenant commands.

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


W. D. BEYDLER


J. L. OSTERMAN


R. F. CASTELLVI

DISTRIBUTION: A/B/C

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16 JUL 2015

SAMPLE APPOINTMENT LETTER FOR DISPLAY

1700
SMP

From: Commanding Officer
To:

Subj: APPOINTMENT AS SINGLE MARINE PROGRAM REPRESENTATIVE

1. You are hereby appointed as the Single Marine Program (SMP) Representative for [Command]. Accordingly, you are entrusted with the responsibility of advocating for our single Marines and Sailors.
2. The SMP Representative must be a Marine or Sailor who has demonstrated a profound interest in the morale, discipline, and efficiency of those around them. I take the utmost pride in recognizing that your conduct and leadership distinguish you as the eminently qualified individual for such a billet.
3. You will consider this charge secondary to your primary duty. The [Command] [Sergeant Major/Command Master Chief] will be readily available to you, and your success as the SMP Representative requires a close partnership between you both. Commensurate with your appointment as the SMP Representative, you will be a sitting member of the [Command] Family Readiness Command Team, and will attend all meetings prepared to serve as the voice of the single Marines and Sailors throughout this Command.
4. No less than 30 days prior to your permanent transfer from this Command, it shall be your responsibility to advise the [Sergeant Major/Command Master Chief] of your pending reassignment. You will also submit the name of at least two suitable candidates to serve as your relief.
5. Your photograph will be displayed in an appropriate place of honor within the Headquarters of this Command.

[Commanding Officer]

Enclosure (1)

II MEFO 1700.4
MARSOCO 1700.4
MCIEAST-MCB CAMLEJO 1700.4
16 JUL 2015

SAMPLE WELCOME ABOARD BRIEF LETTER OF INSTRUCTION

1500
S-3

From: Commanding Officer
To: All Hands

Subj: WELCOME ABOARD BRIEF LETTER OF INSTRUCTION (LOI) FOR CALENDAR YEAR
(CYXX)

1. Purpose. This document provides guidance to all personnel on the conduct of welcoming new-joins to (Unit).

2. Situation. (Unit) is the first operational fleet unit for Marines checking in from their service schools.

3. Mission. At (recurring date and time), (Unit) will conduct Welcome Aboard Briefs at (Instruction Venue) for new-joins in order to (IOT) educate them on a personal and professional level, facilitating their adjustment to (Unit) and the Operating Forces.

4. Execution

a. Commander's Intent

(1) Purpose. To enhance the knowledge of (Unit) new-joins regarding personal and military issues in an effort to provide tools necessary to enhance performance and mission accomplishment. The briefs will enable new-joins to understand the organization of (Unit), their roles therein, and help them make the right choices to be successful.

(2) Method. This will be accomplished via coordination between all staff sections.

(3) End State. New-joins will be armed with information that will aid in making right choices while in the unit, the Marine Corps, and in life.

b. Concept of Operations. The training will be conducted in one day at (Instruction Venue) along with a bus tour around (Installation). This training will occur monthly and occur on the following dates:

(1) (Dates for recurring training in CYXX)

c. Tasks

(1) S-1. All new-joins, first lieutenants, second lieutenants, sergeants, corporals, lance corporals, privates first class and privates who have not attended the Welcome Aboard Brief are required to attend. No later than (NLT) five days before each brief, provide the Sergeant Major, S-3, and Medical a roster of all personnel expected to attend the brief.

(2) S-3. Ensure Marines on the final iteration of the roster are notified via the chain of command.

Enclosure (2)

II MEFO 1700.4
MARSOCCO 1700.4
MCIEAST-MCB CAMLEJO 1700.4
16 JUL 2015

(3) S-4. NLT 10 working days prior to each brief, ensure bus transportation is requested and coordinated to facilitate the tour of (Installation).

(4) S-6. NLT 0700 the day of the brief, ensure all media is prepared at the instruction venue.

(5) Medical. NLT 0700 the day of the brief, screen the roster of new-joins to ensure all Marines and Sailors have completed initial medical requirements.

(6) (Presenting Entities). Prepare and conduct a brief in accordance with the timeline to ensure all new-joins are familiar with services and programs offered. Ensure all applicable media is submitted to S-6 NLT five working days prior to the brief.

d. Coordinating Instructions

(1) Timeline: 0800-1100: (Presenting Entities)
1100-1200: Chow
1200-COMP: Bus Tour

(2) The uniform for the brief will be the uniform of the day.

(3) All attendees will be seated NLT 0745 in (Instruction Venue) on the day of the brief.

(4) (Bus Tour Stops and Timeline)

5. Administration and Logistics

a. Administration. All rosters will be turned in to S-3 after the briefs are concluded.

b. Logistics. There will be no logistics requirements other than bus support to transport Marines and Sailors during the tour.

6. Command and Signal

a. Command. The point of contact for this LOI is (Point of Contact).

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

(Commanding Officer)

DISTRIBUTION: (Distribution List)

II MEFO 1700.4
MARSOCO 1700.4
MCIBAST-MCB CAMLEJO 1700.4
16 JUL 2015

DETAILED INSPECTION CHECKLIST SUPPLEMENT

- 967 03 001 Is a document describing the importance and significance of appointment as the SMP representative prominently displayed on the quarterdeck, with a portrait of the command SMP representative, adjacent to the Color Sergeant?
Reference: II MEFO/MARSOCO/MCIEAST-MCB CAMLEJO 1700.2 Par
3.b.(1) (a)
- 967 03 002 Does the command SMP Representative conduct command SMP PME's on a quarterly basis?
Reference: II MEFO/MARSOCO/MCIEAST-MCB CAMLEJO 1700.2 Par
3.b.(4) (b)
- 967 03 003 Does the FRO regularly attend SMP council meetings, committee meetings, and SMP activities?
Reference: II MEFO/MARSOCO/MCIEAST-MCB CAMLEJO 1700.2 Par
3.c.(3) (a)
- 967 03 004 Is time set aside for the company/department level SMP Representatives to meet, solicit ideas, and raise issues with the Marines of their company/department?
Reference: II MEFO/MARSOCO/MCIEAST-MCB CAMLEJO 1700.2 Par
3.c.(4) (b)

Enclosure (3)

II MEFO 1700.4
MARSOCO 1700.4
MCIEAST-MCB CAMLEJO 1700.4

16 JUL 2015

INSPECTION EVALUATION CRITERIA					
Question Number	Question	Acceptable	Discrepancy	Finding	
907-02-001	Is the unit SMP Unit Representative appointed in writing at all levels through Battalion/Squadrons/recruiting stations? Is a copy on file with the unit and Installation Single Marine Program Coordinator?	Unit has an appointment letter for the representative and it is on file with the SMP program prior to the announcement of their inspection	Unit has appointment letter, but it was not on file with the program prior to the inspection, or the appointment letter had incorrect reference, or is missing signatures	No appointment letter for the unit representative	MCO 1700.30A PAR 4.B (9) (A)
907-02-002	Is time set aside for the SMP Unit Representative to meet, solicit ideas, and raise issues with the Marines of the Unit for presentation at the Installation SMP meetings?	A regular Monthly time is set aside with the Marines and Sailors of the unit for the representative to brief and gather ideas	Unit representative puts the word to the Marines and Sailors of the unit on a less than monthly basis	There is no set plan for meeting with the Marines and Sailors of the unit or more than two month between meeting with Marines of the unit	MCO 1700.30A PAR 4.B (9) (C)
907-02-003	Is the SMP Unit Representative attending all monthly SMP meetings?	An appointed SMP Rep for the unit has attended at least 22 of the last 24 monthly meetings	An appointed SMP Rep for the unit has attended at least 18 of the last 24 monthly meetings	An appointed SMP Rep for the unit has attended less than 18 meetings in the last 24 months	MCO 1700.30A PAR 4.B (9) (G) and ENCL (7) PAR 4(A)
907-02-004	Is the SMP Unit Representative briefing their command on house/activities that are currently being addressed, along with the events and activities that are planned?	A regular time is set aside with the Unit Command for the SMP representative to brief them on issues, initiatives, and upcoming events	Meetings do occur between the command and the appointed Representative but they do not occur on a regular timely basis	There are no scheduled or regular meetings between the command and the SMP representative	MCO 1700.30A ENCL (7) PAR 4(D)
907-02-005	Is information about the SMP included in the Unit welcome aboard briefs?	SMP information is included in the unit Welcome Aboard Briefs and Incoming Marines and Sailors are shown SMP programs and services firsthand	SMP information is included in the welcome aboard brief but it is outdated, incorrect or missing key information, or SMP programs and services are not shown to incoming Marines and Sailors firsthand	There is no SMP information included in welcome aboard briefs nor an SMP unit Representative on the unit check in sheet	MCO 1700.30A PAR 4.B (9) (D) and II MEFO 1700.1 End (2)
907-02-006	Does the Senior Enlisted Advisor (SEA) regularly attend SMP council meetings, committee meetings, as well as SMP activities?	The unit SEA has attended at least 18 SMP meetings in the last 24 months	The unit SEA has attended at least 12 SMP meetings in the last 24 months	The unit SEA has attended 11 or fewer SMP meetings in the last 24 months	MCO 1700.30A, ENCL (8) PAR 4(C)
DETAILED					
907-03-001	Is a document describing the importance and significance of appointment as the SMP representative prominently displayed on the quartersdeck, with a portrait of the current command SMP representative, adjacent to the Color Sergeant?	A document describing the importance and significance of appointment as the SMP representative is prominently displayed on the quartersdeck, with a portrait of the current command SMP representative, adjacent to the Color Sergeant	A document describing the importance and significance of appointment as the SMP representative is prominently displayed on the quartersdeck, but the document or portrait is outdated	There is no document or portrait displayed on the quartersdeck	II MEFO/MARSOCO/MCIEAST-MCB CAMLEJO 1700.2 Par 3.b(1)(4)
907-03-002	Does the command SMP representative conduct command SMP PMEs on a quarterly basis?	The command SMP representative develops an agenda for and conducts a SMP PME for the command on a quarterly basis	The command SMP representative conducts a quarterly SMP PME, but the information presented is outdated; or command SMP PMEs are conducted on a less than quarterly basis	Command SMP PMEs are not being conducted, or the last SMP PME was conducted six months or more prior to inspection	II MEFO/MARSOCO/MCIEAST-MCB CAMLEJO 1700.2 Par 3.b(3)(b)
907-03-003	Does the FRO regularly attend SMP council meetings, committee meetings, and SMP activities?	The unit FRO has attended at least 18 SMP meetings in the last 24 months	The unit FRO has attended at least 12 SMP meetings in the last 24 months	The unit FRO has attended 11 or fewer SMP meetings in the last 24 months	II MEFO/MARSOCO/MCIEAST-MCB CAMLEJO 1700.2 Par 3.c(3)(b)
907-03-004	Is time set aside for the company/department level SMP representatives to meet, solicit ideas, and raise issues with the Marines of their company/department?	A regular weekly time is set aside with the Marines and Sailors of the company/department for the representative to brief and gather ideas	Company/department representatives pass the word to the Marines and Sailors of the company/department on a less than weekly basis	There is no set plan for meeting with the Marines and Sailors of the company/department or more than one month between meeting with Marines of the company/department	II MEFO/MARSOCO/MCIEAST-MCB CAMLEJO 1700.2 Par 3.c(4)(D)
Overall Grade		Mission Capable All questions are answered acceptable or no more than (2) discrepancies and (1) finding	Non-Mission Capable: (2) or more questions and findings or a total of (4) or more questions are not found acceptable.		

Enclosure (4)