



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

MCIEAST-MCB CAMLEJO 1700.4B  
MCCS  
9 Apr 24

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
1700.4B

From: Commanding General  
To: Distribution List

Subj: SINGLE MARINE PROGRAM

Ref: (a) DODI 1015.10, "Military Morale, Welfare, and Recreation  
Programs," May 6, 2011  
(b) MCO 1700.36B

Encl: (1) Sample Appointment Letter for Display  
(2) Sample Welcome Aboard Brief Letter of Instruction  
(3) Sample Recommended Citation

1. Situation

a. The Single Marine Program (SMP) is a program specifically tailored to single Marines, Sailors, and geographical bachelors, which make up over half of the Fleet Marine Force. Qualities such as physical fitness, sound decision-making, leadership, camaraderie, and confidence in oneself are essential to a resilient and combat ready Marine Corps, and can all be strengthened through the SMP. The importance of a strong and effective SMP cannot be overstated or under prioritized.

b. Per reference (a), single Service Member programs are morale, welfare, and recreation programs; thus, the SMP is operated by Marine Corps Community Services (MCCS) within the U.S. Marine Corps. Per reference (b), oversight of the SMP is assigned to the Installation Commander as a MCCS Semper Fit program.

2. Cancellation. MCIEAST-MCB CAMLEJO 1700.4A.

3. Mission

a. 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 Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ).

b. Summary of Revision. This Order has been revised to add enclosure (3).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Execution

a. Commander's Intent

(1) Purpose. To provide commanders the insight necessary to enhance the readiness posture, resiliency, and welfare of single and geographical bachelor Service Members.

(2) Method

(a) Increase the visibility of Command SMP Representatives.

(b) Provide an enhanced sense of stability for the SMP representative billet.

(c) Increase coordination and cooperation between command SMP counsel representatives and Family Readiness Command Team (FRCT).

(d) Develop internal unit SMP communication distribution infrastructures.

(e) Ensure the SMP program is incorporated into unit Professional Military Education (PME) for program awareness.

(3) End State. Single Marines, Sailors, geographical bachelors, 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 displayed in a place of prominence most visible to the command's single population (e.g. command's barracks and common areas). Enclosure (1) is a sample appointment letter for display.

(b) Historic examples of excessive turnover have shown to be detrimental to the effectiveness and efficiency of a command's SMP functionality, awareness, and overall success. To mitigate turnover and loss of productivity, Command SMP Representatives shall be appointed for a minimum term of one year. If shorter assignment periods are unavoidable, a thorough turnover should be enforced.

(2) SMP Executive Council and Unit Representative of the Year

(a) Winner will receive a Navy and Marine Corps Achievement Medal. Awardee parent command will originate the award utilizing Improved Awards Processing System (iAPS) and then forwarded to MCIEAST for approval. Enclosure (3) is provided as a sample citation.

(b) No later than the third Friday of the new calendar year the Executive Council, SMP Program Branch Head, Recreation Center Managers, and one senior enlisted from each Area Council will solicit nominations for SMP Executive Council member and Unit Representative of the year. Nominees must submit a summary of action and Command endorsement to the SMP by the due date. Once nominations are submitted, they will conduct a vote to determine the SMP Executive Council member and Unit Representative of the Year. The SMP Branch Head will submit the name the SMP Executive Council Member and Unit Representative of the Year to the MCIEAST Sergeant Major, who will ensure issuance of the award to the recipient.

(c) The award will be presented during the next executive council meeting.

(d) Criteria

1. SMP Executive Council member of the year:

a. A SMP Executive Council member must have been an active participant in their designated SMP council during their appointment.

b. The member must have shown noteworthy leadership within their council as evidenced by new initiatives, monthly member attendance, trip participation, volunteer events, and engagement in the SMP program.

c. Demonstrates the highest degree of Marine Corps Values and SMP pillars through continuous participation in SMP events.

d. SMP Program Coordinator and Installation senior enlisted advisor endorsement on the Executive Council member nomination.

2. SMP Unit Council Members

a. The unit SMP council member must have been appointed in writing and an active participant in their designated SMP council during their appointment.

b. The unit SMP council member must have shown noteworthy leadership within their respective units as evidenced by

new command SMP initiatives, active participation within their unit Command Teams, and engagement in the SMP program.

c. Demonstrates the highest degree of Marine Corps Values and SMP pillars through continuous participation in SMP events.

d. Command senior enlisted advisor endorsement on the SMP council member's nomination.

(3) "Readiness Team" Philosophy

(a) Each member of the 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 should be similar in nature to enclosure (2). At a minimum, Welcome Aboard Briefs will include a joint presentation by the Command SMP Representative and Deployment Readiness Coordinator (DRC)/Uniformed Readiness Coordinator (URC) as well as an in-person visit to the local SMP 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

(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 during unit functions to advocate for the program.

(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 references, provide the command SMP Council an adequate amount of time to meet, solicit ideas, and raise issues for presentation at the command and Installation SMP levels. These meetings shall be conducted one week prior to the command's Installation SMP Council meeting.

(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 (SgtsMaj) and Command Master Chief Petty Officers (MCPOCs)

(a) Attend the monthly Installation SMP Council meetings, committee meetings, and unit SMP events and activities with the Command SMP Representative and DRC/URC.

(b) Interview and select potential Command SMP Representatives to assist in the overall command SMP assignment.

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

(3) DRCs/URCs

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

(b) Develop, implement, and maintain command Welcome Aboard Briefs, with 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

(a) Appoint a company/department SMP representative to serve on the command's 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 General shall: Ensure this program is inspected in accordance with appropriate directives using the Inspector General of the Marine Corps Functional Area Checklist 1700.36.

5. Administration and Logistics

a. Administration. This Order has been concurred with and approved by the Commanding Generals, II Marine Expeditionary Force, U.S. Marine Forces Special Operations Command, and MCIEAST-MCB CAMLEJ.

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

6. Command and Signal

a. Command. This Order is applicable to all active duty and reserve Service Members attached to MCIEAST-MCB CAMLEJ, their respective subordinate commands and elements, and all tenant commands.

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

GARCIA.AD Digitally signed by  
GARCIA.ADOLFO.J  
OLFO.JR.1 R.1131206859  
131206859 Date: 2024.04.09  
16:41:50 -04'00'  
A. GARCIA JR.

DISTRIBUTION: A/C (plus MCAS NR, H&S Bn, and WTBn)

SAMPLE APPOINTMENT LETTER FOR DISPLAY



**UNITED STATES MARINE CORPS**  
UNIT LETTERHEAD

1700  
SMP  
Date

From: Commanding Officer  
To: Appointee

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 Petty Officer] 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 Petty Officer] of your pending reassignment. You will also submit the name of at least two suitable candidates to serve as your relief.

[Commanding Officer]

SAMPLE WELCOME ABOARD BRIEF LETTER OF INSTRUCTION



**UNITED STATES MARINE CORPS**  
UNIT LETTERHEAD

1700  
SMP  
Date

From: Commanding Officer  
To: All Hands

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

1. Purpose. This LOI provides guidance to all personnel on the conduct of welcoming new-joins to (Unit).
2. Situation. (Unit) is the first operational fleet unit for Service Members 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 educate them on a personal and professional level, facilitating their adjustment to (Unit) and the Fleet Marine Force.

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

(1) 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:

(2) (Dates for recurring training in CYXX)

Enclosure (2)

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 Officer 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.

(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 Officer. NLT 0700 the day of the brief, screen the roster of new-joins to ensure all Service Members 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: (Timeline schedule)

(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)

Sample Recommended Citation

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS BILLET, (INSERT UNIT) MARINE CORPS BASE CAMP LEJEUNE, FROM DATE TO DATE. RANK MARINE IS SELECTED AS THE SINGLE MARINE PROGRAM EXECUTIVE COUNCIL MEMBER/UNIT REPRESENTATIVE OF THE YEAR. HE/SHE COORDINATED SINGLE MARINE PROGRAM TRIPS THROUGHOUT THE EASTERN REGION, HIS/HER PROACTIVE PLANNING AND UNMATCHED EFFORTS ENCOURAGED MAXIMUM SINGLE MARINE PROGRAM PARTICIPATION, RESULTING IN MEMORABLE EVENTS OVER THE PAST YEAR. ADDITIONALLY, HE/SHE SPENT COUNTLESS OFF DUTY HOURS PLANNING VOLUNTEER EVENTS AND OFF BASE OPPORTUNITIES, TO INCREASE COMMUNITY RELATIONS IN ONSLOW COUNTY. BY HIS/HER INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY, RANK/NAME REFLECTED CREDIT UPON HIMSELF/HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.