

Single Marine Program
MCCS Lejeune- New River
Single Marine Program, Unit Representative Responsibilities



- 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.
Email: MCCSLejeuneSMP@usmc-mccs.org

The SMPR shall:

- Serve on the unit's Family Readiness Command Team.
- Attend the monthly SMP meeting for his/her respective area. If unable to attend, SMPR is responsible for sending an alternate service member in his/her place.
- Disseminate SMP information to all single and geographical bachelor service members within his/her unit.
- Help address any Quality of Life (QOL) issues regarding single service members from within his/her unit and bring those issues forth to his/her Senior Enlisted Advisor (SEA) when necessary.

For info visit: <http://www.mccslejeune-newriver.com/smp/files/112619-qol-form.pdf>

Bring all unresolved issues 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 in order to communicate SMP QOL issues, and pass information on upcoming SMP volunteer opportunities, events & trips.
- Solicit ideas for future SMP trips, events/activities and volunteer opportunities from single and geographical bachelor service members within his/her unit, and then bring ideas and feedback to the monthly SMP Council meeting.
- Actively pass information about upcoming events utilizing a variety of methods, such as posting flyers/calendars, social media postings, texts, emails, or verbally passing the word at formations.

For info visit: <http://www.mccslejeune-newriver.com/smp/>

- Maintain an up-to-date SMP Inspector General (IG) unit inspection binder and make it available to all single service members within his/her unit. Resources: [013120-smp-ig-inspection-examples.pdf \(mccslejeune-newriver.com\)](#); [Functional Area Checklists \(FACs\) \(marines.mil\)](#)
- Support the SMP by attending and participating in events, volunteer opportunities, etc.

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



@smp.lejnr



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