



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION MIRAMAR
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StaO 1710.4D
MCCS

MAY 21 2025

STATION ORDER 1710.4D

From: Commanding Officer, Marine Corps Air Station Miramar
To: Distribution List

Subj: SINGLE MARINE PROGRAM

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

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

1. Situation. The Single Marine Program (SMP) contributes to the morale, professional development and overall unit readiness by sustaining and addressing Quality of Life (QOL) issues of all single service members and geographical bachelors aboard Marine Corps Air Station (MCAS) Miramar. QOL issues are those directly or indirectly influencing the overall morale environment. The SMP requires the support of unit Commanders and Sergeants Major in order to be successful.

2. Cancellation. StaO 1710.4C.

3. Mission. To set forth guidance for the establishment, organization and sustainment of the SMP aboard MCAS Miramar in accordance with references (a) and (b).

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: QOL, recreation, and community involvement.

(2) Concept of Operations

(a) The SMP committee provides a venue for single Service Members and unaccompanied Geographic Bachelor's (GBs) to bring issues concerning their QOL and the level of Marine Corps Community Services (MCCS) support to the attention of appropriate staff, commands and leadership.

1. The SMP Council will be comprised of an Executive Board, at least one appointed unit SMP representative, and at least one Family Readiness Command Team SMP Representative from each command/unit stationed aboard MCAS Miramar. The council will meet at least monthly to discuss and subsequently develop issues to forward to the SMP Coordinator. These issues are then sent to the appropriate staff sections for response and appropriate action. The Executive Board will be comprised of a President, Vice President, Recorder, and Members at Large. Billet descriptions are outlined in enclosure (1). The President, Vice President, Recorder, and Members at Large are elected positions and are recognized by Headquarters Marine Corps. These positions serve for a period of 12 months and are limited to one successive reelection. The Members at Large are appointed positions by the SMP Coordinator and serve for a period of 12 months. In the event of a deployment or if an Executive Board Member must be replaced, the replacement will be temporarily appointed by the SMP Coordinator.

2. When the SMP Council meets, the agenda shall initially include the nomination or election of any positions necessary and upon completion, 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 Board positions, he or she must request permission from their Chain of Command, fill out an application form and schedule a meeting for review with the SMP Coordinator.

b. Definitions of the Components of QOL

(1) Community Involvement. Activities benefitting the base and surrounding community can include but are not limited to: Dog adoptions, events with children at local schools, Toys for Tots, Navy Marine Corps Relief Society programs, beach park clean-ups, special events, Red Cross blood drives, volunteering for youth events, special events and involvement with Big Brothers and Sisters association.

(2) Health and Wellness. The promotion of Warrior Athlete Readiness & Resiliency physical fitness facilities, programs, mental health resources and Semper Fit (SF) classes.

(3) Life Skills. Knowledge that will assist Service Members in life. Some examples are: Financial planning, pre-marriage seminars and civilian education.

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

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

c. Meetings

(1) SMP Council. General meetings are held monthly. These meetings include the Executive Board, Family Readiness, SMP representatives or subordinate/section representative(s), unit Sergeants Major, Installation Sergeant Major and SMP Coordinator. Meetings are held the same time/day each month unless impacted by holidays or unforeseen scheduling issues. The meeting schedule can be found on the MCAS Miramar SMP website at <http://www.mccsmiramar.com/smp>.

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

(3) The Executive Board shall meet monthly or as needed.

d. Coordinating Instructions

(1) Family Readiness, SMP, and subordinate/section representatives should conduct their individual meetings prior to the SMP meeting to allow time to prepare and discuss topics. Using enclosure (2), those topics will be discussed at the council meeting.

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

(3) The SMP President and SMP Coordinator will track the progress of each issue and report progress at the next regularly scheduled meeting.

(4) 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 SMP meeting.

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

e. Voting Procedures. Official elections for SMP Executive Board members will be conducted annually (generally in February) in an open meeting forum that includes all single service members and GBs. Each SMP council 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 Executive Board to cover expenses not authorized for APF funds, per reference (a). The program may also be funded by non-appropriated funds (NAF), which includes fundraising money, to support MCCS leisure and recreation activities. The use of NAF fundraising money is voted on by the SMP Executive Board and approved by the SMP Coordinator.

(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.

g. Planned Trips. SMP trips will be coordinated over a weekend or holiday period to the greatest extent possible. In the rare event a trip requires scheduling during a workday, it is recommended participating Marines or Sailors be allowed special liberty or Permissive Temporary Additional Duty (PTAD) orders. Special liberty or PTAD orders must be approved by their chain of command.

h. Subordinate Element Missions

(1) Installation Sergeant Major. The 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); he or she establishes the SMP committee size, composition and determines the length of appointment for committee members; reviews meeting minutes; provides guidance and mentorship as appropriate and reviews all report issues. The Installation Sergeant Major also ensures all units aboard the installation are knowledgeable of the SMP and have the opportunity to be represented at the meetings; he advises the Commanding Officer on all special requests related to the program, and he reviews recommendations for personal awards for Executive Board members or outstanding single Marines and Sailors who merit such recognition.

(2) Unit Commanders. Unit commanders shall appoint a Family Readiness Command Team representative and subordinate/section members to ensure a representative attends regularly scheduled SMP meetings. Designated representative(s) serve on the Family Readiness Command Team meeting as noted in reference (b), and encourage single service members to participate in SMP activities and attend SMP meetings. Commanders shall also ensure his or her unit is complying with SMP section of the Commanding General Inspection checklist, item number 1700.36.

(3) Unit Sergeants Major. Unit Sergeants Major will serve as the direct advisor to unit SMP representatives and the SMP; he or she will assist the commander with SMP responsibilities, encourage unit attendance and ensure SNCO support of the SMP.

(4) Semper Fit Director, MCCA. The SF Director will act as a liaison between SMP Coordinator, SMP Council, MCCA Staff and the Installation Sergeant Major, and will ensure the SMP committee is apprised of all planning and coordination of activities. The SF Director provides guidance to the committee on the implementation of QOL issues, and the SF Director or his or her MCCA designated representative works with the SMP Coordinator on all MCCA 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 MCCS web page at www.mccsmiramar.com/smp.

6. Command and Signal

a. Command. This Order is applicable to all units aboard MCAS Miramar.

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

A handwritten signature in black ink, appearing to read 'R. E. Herrmann', with a long horizontal stroke extending to the right.

R. E. HERRMANN

SINGLE MARINE PROGRAM BILLET DESCRIPTIONS:

The **President** shall:

1. Attend all monthly Executive Board and SMP meetings.
2. Be responsible for ensuring all Executive Board assignments are completed in a timely manner and ensure SMP Coordinator are informed of issues.
3. Be responsible for finding temporary replacements in the absence or resignation of an SMP Executive Board Member.
4. Maintain a turnover binder containing points of contact (POC), day-to-day operations, important information from outside sources, a record of previously distributed information, and a planning calendar containing the next three months of activities.
5. Makes recommendations to the SMP Station Order to ensure accuracy for annual review.
6. Rotate assignments for the Executive Board Members who will be attending Welcome Aboard Briefs, quarterly SMP Regional Meetings and all other SMP informational briefs.
7. Make public appearances to promote SMP and inform others about program status and accomplishments.
8. Meet with the SMP Coordinator to discuss SMP issues and meetings.
9. Route all issues and concerns through the SMP Coordinator and ensure a record of all Single Marine issues are maintained, tracked and reported.
10. Review all submitted QOL forms with the SMP Coordinator. Maintain a record of them to include tracking progress and follow-through to completion. Bring all QOL forms submitted to the Monthly SMP Meeting.

The **Vice President** shall:

1. Attend all Executive Board and monthly SMP Meetings.
2. Be responsible for tracking duties assigned to the SMP Unit Representatives.
3. Be responsible for fulfilling duties in the absence of the SMP President.
4. Maintain a turnover binder containing POC, day-to-day operations, important information from outside sources, a record of previously distributed information, and the next three months' planning calendar.

5. Make public appearances to promote SMP and inform others about program status and accomplishments as needed.
6. Meet with SMP Coordinator and SMP President to discuss SMP issues and meetings.
7. Attend assigned Welcome Aboard Briefs, quarterly SMP Regional Meetings and all other SMP informational briefs.
8. Brief all new SMP Unit Representatives on properly maintaining a SMP unit turnover binder. Perform random SMP Unit turnover binder inspections with the assistance of other Executive Board members.

The **Recorder** shall:

1. Attend all Executive Council and Monthly SMP Meetings.
2. Maintain a turnover binder containing POC, day-to-day operations, important information from outside sources, a record of previously distributed information, and the next three months' planning calendar.
3. Make public appearances to promote the SMP and inform others about program status and accomplishments.
4. Attend assigned Welcome Aboard Briefs, Rotary Club Meetings, quarterly SMP West Coast Council Meetings and all other SMP informational briefs.
5. Take notes during the Monthly and Executive Council Meetings. Provide a copy of the minutes to the SMP Coordinator within five business days after the meeting. In addition to the minutes, the Recorder shall submit an Attendance Roster of the Monthly SMP Meeting attendees to the SMP Coordinator within five business days after the meeting.
6. Maintain a master list of all units and Letters of Appointment (LOA) (submitted or missing) in the Recorder's turnover binder. The information provided should list: Full name, rank, contact information, LOA (yes or no) and if applicable, deployment status.
7. Ensure all LOA have the correct Marine Corps Orders listed and they are signed. Submit a copy to the SMP Coordinator and post the Letter of Appointment template on the SMP Website.
8. Create the Executive Board recall roster, distribute to the Executive Council and update as necessary. The information provided should list: Billet, full name, rank and contact information. The roster should be maintained electronically.

The **Single Marine Program Treasurer** shall:

1. Attend all Executive Board and monthly SMP meetings.
2. Maintain a turnover binder containing points of contact, day-to-day operations, important information from outside sources, a record of previously distributed information, and the next three months' planning calendar.
3. Make public appearances to promote SMP and inform others about program status and accomplishments.
4. Attend assigned Welcome Aboard Briefs, quarterly SMP Regional Meetings and all other SMP informational briefs.
5. Provide an updated report on the fundraising account at the monthly SMP meetings to include the monetary balance from the MCCA Accounting Office. Update the report at least seven days prior to the monthly SMP meeting.
6. Request feedback from the SMP council, tally suggestions on ways to use the SMP fundraising money, and submit ideas to SMP Coordinator.
7. Research, recommend and coordinate (including volunteers) quarterly fundraising ideas for the year.

The **Members At Large** shall:

1. Attend all Executive Board and monthly SMP meetings.
2. Maintain a turnover binder containing points of contact, day-to-day operations, important information from outside sources, a record of previously distributed information, and the next three months' planning calendar.
3. Make public appearances to promote the SMP and inform others about program status and accomplishments.
4. Attend the assigned Welcome Aboard Briefs, quarterly SMP Regional meetings and all other SMP informational briefs.
5. Distribute trip and event flyers monthly to designated areas aboard base to include laundry rooms and SMP information stations by the first of each month. Perform random SMP information station inspections.
6. Be responsible for assisting all SMP Executive Board Members with their duties.

The **Unit Representative** shall:

1. Attend all monthly SMP meetings.

2. Be responsible for assignment of an appointed replacement in their absence of 60 days.
3. Maintain a turnover binder with current information and bring his or her binder to all monthly SMP meetings.
4. Maintain individual unit's information station(s). Each unit is required to have at least one information station, and replacement boards and updated information are available from the SMP office.
5. Track all QOL forms and forward them to the SMP President and SMP Coordinator.
6. Meet monthly with his or her unit Sergeant Major to discuss SMP issues and events.
7. Ensure his or her appointment letter is submitted to the SMP Coordinator within ten working days of the unit representative selection.
8. Ensure all information received through meetings or email is distributed to units in a timely manner.
9. Participate as a member of the unit Family Readiness Command Team.



QUALITY OF LIFE PROTOCOL

~Message from the Single Marine Program ~

“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. Our 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. “Your voice is OUR voice and together we will make a difference.”

~ Sgt Laborde Kerry, MWHS-3 Representative, SMP Executive Board 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 SMP President 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
 Ref: StaO 1710.4D

Today's Date: _____ Your Unit SMP 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 Service Member: _____ Print: _____
 Signature: _____

Questions? Contact your Unit SMP representative or the SMP Office at 858-577-6283



StaO 1710.4D

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION MIRAMAR
PO BOX 452001
SAN DIEGO CALIFORNIA 92145-2001

IN REPLY REFER TO:
1000
Date

From: Commanding Officer, Marine Corps Air Station Miramar
To: Rank FName M. LName EDIPI/MOS USMC

Subj: APPOINTMENT AS THE SINGLE MARINE PROGRAM REPRESENTATIVE

Ref: (a) MCO P1700.36B
(b) StaO 1710.4D

1. You have been appointed as the Single Marine Program (SMP) Representative for Unit.
2. You are appointed to the SMP Council to represent the interests of the Marines and Sailors of the unit. Therefore, you are required to report to this command all areas discussed and addressed during the meetings properly using the Chain-of-Command.
3. This appointment shall not terminate until you have received official written notice. This appointment will be terminated upon transfer or resignation. Upon your relief, you will ensure that a complete turnover has been conducted.

R. E. HERRMANN

FIRST ENDORSEMENT

Initials

From: Rank First Name MI. Last Name EDIPI/MOS USMC
To: Commanding Officer, Marine Corps Air Station Miramar

1. I have read and understand the references and assume all duties and responsibilities as the Unit Name representative.

REPRESENTATIVE NAME

ENCLOSURE (3)