



# SINGLE MARINE PROGRAM MCAS MIRAMAR



## UNIT REPRESENTATIVES RESPONSIBILITIES

- Be a single or unaccompanied service member.
- Appointed unit Family Readiness Command Team SMP Representative & Subordinate Unit/ Section SMP Representative(s) must have a copy of their signed Letter of Appointment (LOA) with the SMP Coordinator.
  - The Family Readiness Command Team SMP Representative is known as the “Primary SMP Rep” here on MCAS Miramar.
  - The Subordinate Unit/Section SMP Representative(s) is known as the “Alternate SMP Rep(s)” here on MCAS Miramar.
- Are appointed and shall be in attendance at **ALL** monthly meetings. If unable to attend an SMP monthly meeting, the unit Family Readiness Command Team SMP Representative is responsible for notifying the Subordinate Unit/Section SMP Representative(s) to attend. If both representatives are unable to attend, notify the SMP Coordinator.
- Bring forth any issues concerning single Marines and Sailors to the SMP monthly meetings.
- Distribute information from the monthly meetings to their respective commanders.
- Disseminate SMP information to all single and geographical bachelor service members within their units and serve on committees and subcommittees as required.
- Initiate and attend formations, meetings, and other forums for their unit to communicate SMP issues, plans, and upcoming volunteer opportunities/events/trips.
- Help address any Quality of Life issues regarding single Marines and Sailors from within their unit and bring forth to the SMP Coordinator or SMP Executive Board Members, if the issue cannot be resolved at the lowest level.
- Solicit ideas from single and geographical bachelor service members within their units and share these ideas with the SMP Coordinator or at the SMP monthly meetings.
- Work with the SMP in planning and running events and activities.
- Support the SMP through time and attendance at events, volunteer opportunities, etc.
- Solicit new and other single or geographical service members from within their unit to participate with SMP volunteer opportunities, events, and trips.
- Actively post new and upcoming flyers/calendars provided by the SMP Coordinator within your unit, followed by taking these flyers/calendars down once they are no longer up-to-date.
- Have a SMP Unit Binder that is up-to-date and available to all single Marines and Sailors within their unit.
- Actively promote the SMP (i.e., posting flyers, sending out all-hands emails, advertising the SMP Instagram @SMPMCASMiramar, office location, etc.)
- If unable to fulfill these responsibilities, find a new replacement and do a proper turnover.