

## Inspectors General Checklist

### SINGLE MARINE PROGRAM 1700.36B

This checklist applies to all levels of command, Air, Ground, Logistics, and Installations.

**Functional Area Sponsor:**

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**Name of Command**

**Date**

**Inspector**

**Final Assessment**

**Discrepancies: Findings:**

**Overall Comments:** Examples are provided as a guide and are not intended to be an all-inclusive list of applicable documents. Commands must fully comply with all applicable orders.

#### Subsection 1 - UNIT-SPECIFIC ITEMS

0101 Has the Commander formally appointed a unit Senior Enlisted Advisor (SEA) using appropriate procedures and documentation?  
Reference: MCO 1700.36B, par 4b(6)(a)

**Example of documents that may demonstrate compliance:**

- Appointment letter Senior Enlisted Advisor

Result

<http://www.mccslejeune-newriver.com/smp/files/051313-smp-rep-letter.pdf>

0102 Has the Commander ensured that the SEA attends the Installation council meetings at least quarterly?  
Reference: MCO 1700.36B, par 4b(6)(a)

**Example of documents that may demonstrate compliance:**

- Monthly Meeting Minutes from SMP Council meetings documents attendance

Result

*This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.*

0103 Has the Commander appointed in writing a unit representative(s) and a Family Readiness Command Team SMP Representative to address Quality of Life recommendations and initiatives for single and unaccompanied service members?  
Reference: MCO 1700.36B, par 4b(6)(b)

Result **Example of documents that may demonstrate compliance:**  
Appointment Letters SMP Officer  
Family Readiness Team SMP Representative  
Command Team Training Certificates  
<http://www.mccslejeune-newriver.com/smp/files/051313-smp-rep-letter.pdf>

0104 Did the Commander provide time for the unit and/or subordinate/section SMP representative(s) to meet with single Marines in the unit to solicit ideas, and raise recommendations/concerns for presentation at the SMP Council meetings?  
Reference: MCO 1700.36B, par 4b(6)(c)

Result **Example of documents that may demonstrate compliance:**

- Dates, time of SMP presentations, emails or meetings conducted within your unit. QOL Protocol
- List of briefs where SMP was discussed

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

0105 Is the Commander, at minimum, receiving monthly briefings from the SMP unit representative(s) or Family Readiness Command Team SMP Representative on issues/initiatives currently being addressed and planned events and activities?  
Reference: MCO 1700.36B, par 4b(6)(e)

Result **Example of documents that may demonstrate compliance:**

- Documentation of communication between SMP Officer and Command leadership. (Emails, meeting notes/agenda)
- Excerpt from Command Team brief
- Commander Orientation brief or notes

0106 Does the Commander include SMP in unit orientation programs/welcome aboard briefs and periodically in unit PMEs?  
Reference: MCO 1700.36B, par 4b(6)(f)(i)

Result **Example of documents that may demonstrate compliance:**

- Welcome Aboard brief agenda, handouts, Power Point
- Welcome Aboard brief date and attendance roster

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- Check in form with SMP annotated
- SMP PME conducted within unit (sign in sheets/rosters & agendas)

0107 Did the Commander ensure that Family Readiness Command Team SMP Representative or the subordinate unit/ section SMP representative(s) attend all scheduled installation SMP meetings?  
Reference: MCO 1700.36B, par 4b(6)(h)

**Example of documents that may demonstrate compliance:**

Result

- Monthly Meeting Minutes from SMP Council meetings
- Notes from the monthly SMP meeting

0108 Does the Commander authorize PTAD to allow single service members to attend SMP PME related events when command operations permit?  
Reference: MCO 1700.36B, par 4b(6)(J)

**Example of documents that may demonstrate compliance:**

- PTAD Order(s) copies or roster containing event info.

Result

*Comments*

**SMP calendar:**

<http://www.mccslejeune-newriver.com/smp/calendar/index.html>

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