



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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AIR STATION ORDER 1710.12A

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

Subj: SEMPER FIT DEPARTMENT POLICY MANUAL

Ref: (a) MCO P1700.27B
(b) MCO P1700.29A
(c) ASO 5353.1E
(d) ASO 1020.3E
(e) ASO 6200.4 w/Ch1
(f) ASO 1746.2A
(g) MCO 1700.36A

Encl: (1) SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

1. Situation. To update the policies and procedures pertaining to the MCAS Cherry Point, Marine Corps Community Services, Semper Fit Department.

2. Cancellation. AirStaO 1710.12.

3. Mission. To provide a comprehensive fitness, recreation, sports and health promotion program to encourage healthy lifestyles and promote greater military readiness.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The primary goal of this Manual is to ensure all Semper Fit Department activities comply with the instructions contained herein and in the references.

(2) Concept of Operations. The Semper Fit Department Director will prepare detailed rules and regulations for each particular activity and will ensure that they are conspicuously posted at each Semper Fit Department activity.

5 Administration and Logistics. This Order is available electronically and can be accessed via the Station Adjutant section of the MCAS homepage at <http://www.cherrypoint.usmc.mil>.

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

ASO 1710.12A
19 JUL 2012

6. Command and Signal

a. Command. This Order is effective the date signed.

b. Signal. This Order is applicable to Marine Corps Air Station, Cherry Point.



E. S. WEISSBERGER
Executive Officer

DISTRIBUTION: A

TABLE OF CONTENTS

CHAPTER 1 - GENERAL INSTRUCTIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION OF THE SEMPER FIT DEPARTMENT	1	1-1
ELIGIBILITY	2	1-1
FACILITY USE DENIAL	3	1-1
IDENTIFICATION	4	1-1
DRESS CODE	5	1-1
DAMAGED OR LOST SEMPER FIT DEPARTMENT EQUIPMENT OR PROPERTY	6	1-1
GROUP USE OF SEMPER FIT DEPARTMENT FACILITIES	7	1-2
OPERATIONAL RESPONSIBILITY	8	1-2
SEMPER FIT COUNCIL	9	1-2
ALCOHOLIC BEVERAGES	10	1-2

CHAPTER 2 - ATHLETICS DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	1	2-1
INTRAMURAL & OPEN LEAGUE SPORTS	2	2-1
SPORTS ENTRIES	3	2-2
FORFEITS	4	2-2
POSTPONEMENTS	5	2-2
PROTESTS	6	2-2

	<u>PARAGRAPH</u>	<u>PAGE</u>
OFFICIAL RULES	7	2-2
PUBLICITY	8	2-2
OFFICIALS	9	2-2
AWARDS	10	2-3
GYMNASIUM (MARINE DOME)	11	2-3
RACQUETBALL COURTS	12	2-3
ATHLETIC FIELD AND GYMNASIUM COURT RESERVATIONS	13	2-3
FITNESS CENTERS	14	2-4
YOUTH SPORTS	15	2-4

CHAPTER 3 - HEALTH AND FITNESS DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	1	3-1
HEALTH PROMOTION	2	3-1
FITNESS	3	3-3

CHAPTER 4 - AQUATICS DIVISION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	1	4-1
RULES AND REGULATIONS	2	4-1

CHAPTER 5 - SINGLE MARINE PROGRAM (SMP)

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	1	5-1
THREE COMPONENTS OF SMP	2	5-1
SMP COUNCIL	3	5-2

CHAPTER 1

GENERAL INSTRUCTIONS

1. MISSION OF THE SEMPER FIT DEPARTMENT. To provide a comprehensive fitness, recreation, and health program of a combined team of fitness professionals, medical experts, educators, and recreation specialists that encourage and support healthy lifestyles resulting in increased productivity, greater combat readiness, and reduced medical costs per policies and standards established by references (a) and (b).

2. ELIGIBILITY

a. Eligible Users. Personnel listed in paragraph 1201 of reference (a).

b. Priority. Priorities at MCAS Cherry Point are established as set forth in paragraphs 1201.1 and 1201.2 of references (a) and (b).

3. FACILITY USE DENIAL. The Semper Fit Director may initiate administrative action against any patron if proper behavior is not exercised or if willful and malicious hazarding of government property takes place. Facilities or equipment usage may be denied. If loss or damage of property includes unlawful conduct, the individual concerned may also be subject to disciplinary action in accordance with the law.

4. IDENTIFICATION. All personnel may be required to display identification upon entry to any Semper Fit Department facility and will be required to display identification when checking out any Semper Fit equipment. Personnel will also be required to identify themselves upon request by authorized personnel.

5. DRESS CODE. The station dress code established by reference (d) is in effect at all facilities and will be enforced.

6. DAMAGED OR LOST SEMPER FIT DEPARTMENT EQUIPMENT OR PROPERTY. Persons or units who damage or lose Semper Fit Department equipment through negligence are required to replace the items in kind or reimburse MCCS with the cash equivalent. Failure to do so will result in an assessment of unit party and picnic allocations.

7. GROUP USE OF SEMPER FIT DEPARTMENT FACILITIES. Semper Fit Department facilities are normally for use on an individual basis; however, groups may request use of a particular facility for special occasions. Such requests should be submitted in writing to the Semper Fit Director sufficiently in advance to ensure coordination. Facilities normally will not be used for official type functions. Under no circumstances will special privileges be granted to any individual or group to the exclusion of the rest of the authorized participants.

8. OPERATIONAL RESPONSIBILITY.

a. Semper Fit Director. The Semper Fit Director is directly responsible to the Chief Operating Officer, MCCS, MCAS, Cherry Point.

b. Management and Operational Control. All Semper Fit Department facilities, programs, and employees, both military and civilian, are under the management and operational control of the Semper Fit Director.

9. SEMPER FIT COUNCIL

a. Purpose. One of the purposes of the Semper Fit Council shall be to make appropriate recommendations to the CO concerning the Semper Fit Program.

b. Membership. Membership of the Semper Fit Council shall be as set forth by reference (e).

10. ALCOHOLIC BEVERAGES. Dispensing, possession, consumption or transportation of alcoholic beverages to and from Semper Fit Department facilities will be in accordance with reference (f).

CHAPTER 2

ATHLETICS DIVISION

1. GENERAL. The Athletics Division of the Semper Fit Department will administer the Marine Corps Sports Program that is established to provide active duty Marines and other authorized patrons an opportunity to take part in some form of competitive sports program regardless of skill or experience. The Marine Corps Sports Program helps promote combat readiness, physical fitness, esprit de corps, leadership, healthy lifestyles, and overall improvement of quality of life.

2. INTRAMURAL AND OPEN LEAGUE SPORTS

a. Sports Calendar. The Sports Calendar consists of group level intramural sports.

b. Composition. Composition of the Sports Calendar will normally be as follows:

<u>SPORT</u>	<u>PLAY STARTS</u>	<u>TYPE</u>
Intramural Softball	March	Team
Intramural Soccer	June	Team
Intramural Flag Football	July	Team
Intramural Basketball	October	Team

c. Announcement of Events. The Sports Coordinator will ensure an announcement is published in the Windsock by the 10th of each month preceding the start of each sporting event. Also, MCCS Marketing will include information about each event in their email "MCCS Events." Each announcement will have a description of the sport, event dates, contact information, and where to obtain necessary paperwork. In addition, information will be passed to command liaisons and posted on the base information channel.

d. Player Eligibility. All personnel attached to, or serving with a unit aboard the Air Station, are eligible to compete with that unit for intramural sports. Individuals who receive Temporary Assigned Duty (TAD) or intra-command transfer orders during the playing season must continue to play with the unit with which they started. Navy personnel on board Station are authorized to participate. Provisions for members of units not participating in a sport may be made so they may participate with another unit. Both

commanders must agree to the arrangements. Personnel cannot cross unit boundaries if their parent unit has a team. Personnel who receive orders cannot play after their detachment date.

3. SPORTS ENTRIES. All units desiring to compete in a sport on the sports calendar may obtain a Letter of Intent (LOI) form from the Marine Dome or via the MCCS Cherry Point website. Following the LOI cutoff date, a coaches' meeting will be held to discuss optimal game times and questions/answers will be held with a representative from the Officials Association.

4. FORFEITS. When a scheduled team fails to field a minimum number of players required to play by game time, a forfeit shall be declared by the head official. Official fees will then fall upon the forfeiting team. Military obligations will be considered and not held against the team.

5. POSTPONEMENTS. Requests for cancellations and postponements must be made to the Athletics Division Office at least by 1400 the day of the scheduled event. Games may be rescheduled, possibly at the end of the season and prior to the league tournaments, for correct seeding.

6. PROTESTS

a. Procedures. If a protest arises during any sporting event, all officials and the opposing team must be notified immediately. A formal protest describing the situation and alleged violation must be submitted to the Athletics Division Office within 24 hours of the incident. Protests concerning judgment calls will not be considered.

b. Protest Board. At the discretion of the Semper Fit Director, team captains may be called before the board to clarify the protested situation.

7. OFFICIAL RULES. Nationally recognized official rules will be the basis for conduct of each sport. The Sports Coordinator may supplement with local rules whenever required.

8. PUBLICITY. All publicity in connection with sporting events will be the responsibility of the MCCS Marketing Division.

ASO 1710.12A

9. OFFICIALS. The Semper Fit Department will furnish all necessary officials for team sports. These officials will be contracted annually.

10. AWARDS. Team and individual awards will be presented as described in the directive, which announces the sport concerned.

11. GYMNASIUM (MARINE DOME)

a. Authorized Patrons. All personnel utilizing the gymnasium and/or the issue room must possess a valid identification card. Any guest or individual under 10 years of age using gymnasium facilities must be accompanied by a valid identification cardholder 16 years of age or older and pay appropriate fees.

b. Equipment. Indoor athletic equipment such as basketballs, volleyballs, racquetball racquets and balls may be checked out from the gymnasium issue room on a daily basis for use in the gymnasium. Outdoor athletic equipment such as tennis racquets and tennis balls, footballs, softball equipment and beach volleyballs can also be checked out from the gymnasium issue room. Lockers, showers, heads, saunas, and a steam room are located in the gymnasium.

12. RACQUETBALL COURTS

a. Gymnasium Racquetball Courts. There are two racquetball courts located in the gymnasium. These two courts are challenge courts Monday through Friday from 1100 to 1300 and 1600 to 1800. Any other time they can be reserved for an hour up to one week in advance by calling the gymnasium issue room at 466-2566. The individual making the reservation must check in with the gymnasium issue room attendant prior to using the court. Reservations will be held for ten minutes, after which time, the court will be open for challenge the remainder of the reserved period.

b. Other Racquetball Courts. There are four more racquetball courts located adjacent to the Hancock Swimming Pool. They are open to anyone on a first come, first serve basis.

c. Eye Protectors. It is mandatory that eye protectors be worn at all times when playing racquetball on any court.

13. ATHLETIC FIELD AND GYMNASIUM COURT RESERVATIONS. Calling the gymnasium issue room at 466-2566 can reserve the following fields or courts: basketball courts, indoor volleyball courts, beach volleyball courts, softball fields, and the multi-purpose field.

14. FITNESS CENTERS

a. Devil Dog Gym. The Devil Dog Gym is located in Building 4322. The Devil Dog Gym offers the use of free weights, cardiovascular and selectorized equipment and cables for all fitness levels. Showers and lockers are available. Lockers can be checked out on a daily basis.

b. Hancock Fitness Center. The Hancock Fitness Center is located adjacent to the Hancock Pool in Building 3258. The Hancock Fitness center offers free weights along with a complete line of cardiovascular and selectorized equipment including sauna, showers, and lockers.

c. Admission to Fitness Centers

(1) Identification. All patrons must show a valid identification card to be admitted to any fitness center.

(2) Age Restrictions. In accordance with reference (b), children up to age 15 are not authorized independent use of the facility. Self-directed use of the facility is authorized at age 16 per reference (b) provided a certified trainer provides an orientation and instruction. Reference (b) further stipulates that no individual or groups shall be permitted unsupervised access to a primary Semper Fit fitness facility.

(3) Guests. A fee of \$5.00 is charged for all guests. Guests must be accompanied by their sponsor.

(4) Check-In. Patrons are required to log in upon prior entrance to any Fitness Center.

(5) Personal Property. Fitness Center personnel will not hold identification cards, wallets, money, etc. for any patron. The security of these items remains the individual's responsibility.

15. YOUTH SPORTS

a. The Youth Sports Director's office is located within the Cherry Tree House in Building 4415. It offers various leagues, instructional courses, Start Smart Sports Development, and miscellaneous programs for our youth.

(1) Leagues. Youth basketball, indoor soccer, and junior golf.

(2) Instructional Courses. Basketball camps and clinics, soccer camps and clinics, parent/child golf clinics, Hook-A-Kid on Golf clinics, tennis classes, and Tae Kwon Do classes.

(3) Start Smart Sports Development. Baseball, basketball, football, and soccer.

(4) Miscellaneous Programs. Cheerleading, NFL Punt, Pass & Kick, and Parent/Child Golf Tournaments.

b. Youth sports program managers shall be certified and maintain certification credentials in youth sports administration by obtaining certification through a nationally recognized organization such as the National Alliance for Youth Sports (NAYS).

(1) The youth sports administration certification and credential program shall include at a minimum the following: professional development, youth sports philosophy, parent education and involvement, planning programs, seasons and events, volunteers in youth sports, child abuse education and prevention, facilities, equipment and safety management, liability, risk management, and potential legal issues.

(2) The Youth Sports Director is responsible for recruiting, certifying and monitoring Youth Sports clinicians.

(3) Youth Sports clinicians are individuals who have demonstrated proof of sports specific skills and expertise, proof of coach's certification and have successfully completed a train-the-trainers course through a nationally accredited organization such as the National Youth Sports Coaches Association (NYSCA). Youth Sports clinicians will administer the installation coaches' certification program.

(4) Youth Sports coaches shall be certified and registered with a nationally recognized youth sports coaches association.

(a) The coaches certification program shall include at a minimum the following: psychology of coaching youth sports, first aid, CPR and safety (to include injury prevention), identification/reporting of child abuse and neglect, organizing/administering youth sports programs, maximizing athletic performance, techniques of coaching, de-glamorization of alcohol, drugs and tobacco.

ASO 1710.12A

19 Jul 2012

(b) Successful completion of the course shall be documented in each individual's file.

(c) All youth coaches are to be registered with and listed in the registry of a national sports coaches association. All volunteer coaches shall be certified by an independent youth sports organization that provides coverage for certified coaches.

CHAPTER 3

HEALTH AND FITNESS DIVISION

1. GENERAL

a. Program. The Health and Fitness Division policies and procedures will be as established in reference (b).

b. Mission. This division is established to accomplish the mission of the Semper Fit Department in the following areas:

(1) Health Promotion.

(2) Fitness.

c. Authorized Patrons. Semper Fit Division programs are provided for the use of all authorized personnel as described in reference (a).

d. Hours of Operations and Fees. Hours of operations and fees charged are adjusted to patron demand, seasons, etc. Contact the specific branch for current hours of operation and fees charged.

2. HEALTH PROMOTION

a. General. Health Promotion is established to provide commanders at MCAS Cherry Point with a combined team of health professionals, medical experts, educators, and recreation specialists that encourage and support healthy lifestyles reference (b) and (e).

b. Facility. The Semper Fit Center, Building 3383, located across the street from the Station Gymnasium (Marine Dome), is the center of operations for Health Promotion. Contact the Director of Health & Fitness for programs this area offers.

c. Assignment, Orientation and Training of Unit Semper Fit Officers

(1) Assignment. Operational commanders shall assign, in writing, a squadron level Semper Fit Officer who must be a SNCO or higher to act as liaison with the Director of Health & Fitness in order to coordinate program support and awareness of capabilities.

(2) Orientation. The Director of Health & Fitness is responsible for conducting a formal orientation for newly assigned unit Semper Fit Officers aboard MCAS Cherry Point. The orientation will be conducted within the first 30 days of appointment.

(3) Content of Orientation. The course of instruction will include such subjects as mission, programs, support, and unit program responsibilities.

d. Semper Fit Officer Meetings. Held quarterly (January, April, July, and October). Provides information and training for each unit's Semper Fit Officer.

e. Programs. The following programs are offered:

(1) Tobacco Cessation Course. This is a multi-week course open to all eligible patrons per reference (c). Medications are included in the course for all Naval Health Clinic beneficiaries. Classes are taught by a certified Tobacco Cessation instructor.

(2) Nutrition/Weight Management Education Course. This course is open to all eligible patrons and is taught by a registered dietician or health educator.

(3) Health Education and Prevention Classes and Programs. These classes can be requested at any time for a group of 10 or more. Classes are taught by subject matter experts (SME's). These classes are geared towards any group that wishes to focus on any of the core programs of Semper Fit Health Promotion (Sexual Health and Responsibility, Tobacco Use Cessation & Prevention, Chronic Disease Prevention, Injury Prevention, Physical Fitness, Weight Management, and Nutrition Education).

(4) Health/Wellness Fairs. Offered annually. Services include various health screenings and other vital information and materials are distributed. A Kid's Health & Fitness Fair is also offered for children (ages 2-12) as well.

ASO 1710.12A

(5) Nutrition Assessment/Counseling. One-on-one multiple assessments, food log, recommendations, and monthly follow up.

(6) Diabetes Support

(7) Other Health Screenings/Assessments. Includes cholesterol, glucose, body fat, BMI, etc. by appointment.

3. FITNESS

a. Facilities

(1) Personal Training Room. This room is located in the Marine Dome, Bldg. 287, Room 1. This room houses the personal trainers and is the central point for one-on-one personal training sessions for clients.

(2) Fitness Connection. The Fitness Connection is located in Building 4027. This building is situated in the Nugent Cove housing area. A variety of group exercise classes are offered at this facility. Among these are toning, combinations, sports conditioning, yoga, spinning and high and low impact aerobic classes.

(3) Special Events Office. This room is located in the Marine Dome, Bldg. 287, Room 8. This is the office that coordinates the division's special events.

b. Programs. The following programs are offered:

(1) Special Events

(a) Road Races. To include fun runs, 5K, 10K, etc.

(b) Half Marathon. Annual event.

(c) Duathlon. Annual event.

(d) Sprint Triathlon/Relay. Annual event.

(e) All Terrain Unit Competition. This team competition offers the active duty alternative competitive, physical training experiences.

(2) Fitness Programs

(a) Personal Training. Available to all eligible patrons. Scheduling an appointment is necessary.

(b) Unit PT's. All requests must be scheduled one week prior to the requested date of class, through email to the Fitness Program Coordinator.

(c) CFT (Combat Fitness Training). Annual training offered in the spring, summer, and fall.

(5) Group Exercise Classes. A variety of classes for every fitness level are offered to include toning, strength training, step, kickboxing, sports conditioning, spinning, and water aerobics. Classes are taught throughout the day and evening. Schedule is available on MCCS website.

c. Admission to Fitness Programs

(1) Identification. All patrons must show a valid identification card to be admitted to any fitness center.

(2) Age Restrictions. In accordance with reference (b), children ages 12-15 are not authorized independent use of the facilities. Self-directed use of the facility is authorized at age 16 per reference (b) provided a certified trainer provides an orientation and instruction. Reference (b) further stipulates that no individual or group shall be permitted unsupervised access to a primary Semper Fit fitness facility.

(3) Guests. Authorization to bring a guest requires permission from the Semper Fit Director or the Fitness Program Coordinator. There is a \$5.00 fee and all guests must be accompanied by their sponsor.

(4) Check-In. Patrons are required to log in upon prior entrance to any Fitness program.

(5) Personal Property. Personnel will not hold identification cards, wallets, money, etc. for any patron. The security of these items remains the individual's responsibility.

CHAPTER 4

AQUATICS DIVISION

1. GENERAL. The facilities in this division consist of two 50-meter swimming pools and one 25-yard swimming pool.

a. Combat Pool. The Combat pool is a 50-meter covered and heated swimming pool open year round and is located adjacent to the station gymnasium (Marine Dome). This pool is utilized for required military water training. The pool has a capacity of 200 patrons.

b. Hancock Pool. The Hancock pool, Building 3258, is a 50-meter outdoor swimming pool located on Roosevelt Boulevard in the married officers' quarters area. The pool has a capacity of 200 patrons.

c. Cedar Creek Pool. The Cedar Creek pool, Building 3551, is a 25-yard outdoor swimming pool located in Nugent Cove (SNCO) housing area adjacent to the Community Center on Stanley Road. The pool has a capacity of 150 patrons.

2. RULES AND REGULATIONS

a. Rank Segregation. The pools are not segregated by rank. All authorized patrons may utilize the pool of their choice on a first come first serve basis within priorities established by MCO P1700.29.

b. Age Restrictions. Any patron under 10 years of age must be accompanied or supervised by an authorized patron 16 years of age or older.

c. Conversations with Lifeguards. Lifeguards are in a duty status during pool hours and swimmers are prohibited to have idle conversation with or otherwise distract them from their duties.

d. Swimming Attire. All patrons utilizing the pool facilities will wear appropriate and respectable swimming attire. "Cutoffs" or other clothing meant for daily street wear will not be worn in the pools.

e. Showers. Patrons are required to shower prior to entering the pool.

f. Infants. Infants who normally wear diapers may utilize the adult pools, but must be wearing both diapers and rubber pants.

ASO 1710.12A
19 Jul 2012

g. Skin Lesions. Patrons having sores, cuts or skin infections are forbidden to use the pools.

h. Food and Drink Consumption. Smoking or consumption of food or drinks is permitted only in designated areas.

i. Pets. Pets will not be allowed in the pool area.

j. Specific Posted Regulations. Specific regulations posted at each pool will be strictly enforced.

CHAPTER 5

SINGLE MARINE PROGRAM

1. GENERAL

a. Program. The Single Marine Program (SMP) policies and procedures will be as established in reference (g).

b. Mission. The SMP contributes to the improvement of total force readiness, job performance, and retention by supporting the enhancement of Quality of Life (QOL) for all single Marines, including unaccompanied Marines. The SMP includes all single service members aboard Marine Corps installations. The SMP serves as the voice for single Marines in identifying QOL concerns, developing QOL initiatives, and providing recommendations through advocacy, recreational activities, special events, and community involvement, which enhance morale and well-being. Quality of Life includes all activities and issues that directly or indirectly influence personal readiness, morale, living environment, and personal growth and development. The SMP incorporates commanders and leaders in the SMP QOL process and provides the means to be involved and active.

c. Single Marine Program. The SMP is located within Building 3542. This facility provides over 30 TVs with a variety of popular, new and unreleased movies and sports packages, Satellite radio, over 30 Laptops with free Wi-Fi, Chess Games, Board Games, Darts, Pool, Poker, Video Game Systems with over 250 games (Wii, PS3, & Xbox), corn-toss, Skate/Bike Park, Sand Volleyball, Horseshoes, Shuffleboard, and free movie passes.

2. THREE COMPONENTS OF SMP. The three components of the SMP directly contribute to improving morale, increasing self-sufficiency, integrating the single Marine into the community, enhancing communications as a unified voice, and developing future leaders. This focused effort equips Marines with the knowledge and skills necessary to proactively deal with situations before they develop into serious problems. These components, listed below, provide the opportunity for balanced personal and professional growth for single Marines.

a. Quality of Life (QOL). Identification of issues/concerns and/or initiatives which involves primarily those things that single Marines can directly or indirectly influence to enhance their morale, living environment, and personal growth/development. Identifying QOL issues and initiatives and addressing them through the SMP

19 Jul 2012

council supports the chain of command and directly impacts job and mission readiness and retention.

b. Recreation. Activities, trips, and special events developed solely by SMP or in conjunction with other Marine Corps Community Services (MCCS) programs. Such events include: weekly poker and pool tournaments, video game tournaments, Marine Choice Sports Nights, Tailgate Sundays, Movie Nights, DJ/Karaoke Nights, SMP Concert Series, Devil Dog Open Golf Tournament, holiday dinners, barracks bash, Commissary Awareness Tour, pre-deployment support events, white water rafting trips, deep sea fishing trips, Busch Gardens trips, ski trips, concerts, sporting events (college and professional), Slocum kayak adventure days, golf clinics, intro to scuba and many more. These activities provide healthy alternatives for the positive use of leisure time. These activities enhance physical fitness; provide opportunities for social interaction, life-skills development, and cultural awareness. The experience gained by single Marines who participate in the planning and execution of these activities directly enhances their leadership skills.

c. Community Involvement. Activities either developed or supported by the SMP that contribute to the base and surrounding community through voluntary participation by single Marines. Activities include: Adopt-A-School programs, Veteran's programs, Special Olympics, Toys for Tots, beach and community clean-up, assisted living communities, Hope Mission Soup Kitchen, Red Cross blood drives, adopt-a-highway, mentoring in public schools, and community-wide special events, etc. Involvement in the community brings recognition to the SMP and provides the volunteers with a positive and healthy alternative for the use of leisure time. Many activities may qualify individual service members for recognition under the Military Outstanding Volunteer Service Medal criteria or receiving Letters of Appreciation for time volunteered.

3. SMP COUNCIL. The SMP Council meets monthly and is formed with representation from across the installation to include supporting and operational command populations. The SMP Council provides an advocacy forum for areas of Quality of Life, recreation, and community involvement. It provides information and referral to assist with problem solving at the lowest level. The SMP Council unit representatives, in total, receive the installation SMP council status reports on QOL issues/initiatives and ensure all SMP issues, requirements, and concerns are addressed. Representatives on the SMP Council shall serve on collateral duty orders. Guidelines for the SMP Council are directed in reference (g). The success of the

ASO 1710.12A
19 Jul 2012

SMP is determined by the council member's ability to engage other Single Marines from their units and to get them involved in the SMP, its activities and events. This responsibility is solely held by this group.