

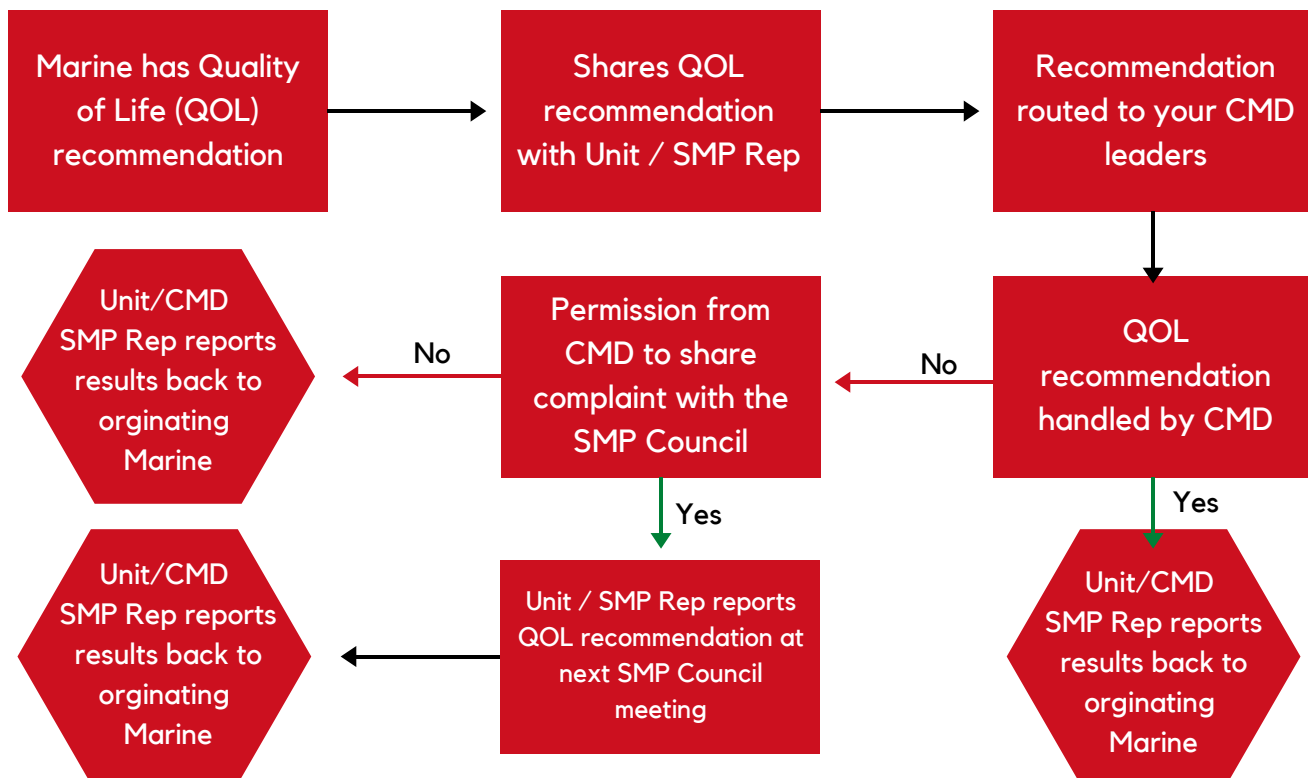


## SINGLE MARINE PROGRAM

### QUALITY OF LIFE PROTOCOL

Before filling out a Quality of Life form, you must ensure that you have followed the proper procedures outlined below:

- For Barracks and unit issues utilize your Barracks/Facility Manager or your unit S-4:
  - Submit help chit and make a photocopy of it for your records
  - If chit is not addressed within an appropriate timeframe, seek unit resolution by all means available before filling out a QOL form
- After completing all of the above, if the issue has not been resolved, contact your SMP representative for guidance on filling out the QOL form and addressing your concerns
- For all cases follow the procedures below. Remember your SMP is not the first step to solving the issue, but the conduit outside of your unit's authority to resolve the situation or their inability or failure to do so.
- Quality of Life Process at Command before being presented to at SMP Council Meeting:



For question contact SMP Rep at: \_\_\_\_\_ or SMP Office at (808) 254-7593



SINGLE MARINE PROGRAM

QUALITY OF LIFE FORM

DATE:  YOUR SMP REP:

RANK & NAME:

COMMAND:  WORK #:

QUALITY OF LIFE CONCERN/ISSUE:

DATE/TIME ISSUE DISCOVERED:

DETAILED LOCATION:

ACTIONS ALREADY TAKEN:

RECOMMENDATIONS TO RESOLVE ISSUE:

BELOW FOR SMP USE ONLY

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Routed to: \_\_\_\_\_

SMP Action Taken : \_\_\_\_\_

\_\_\_\_\_

Date Resolved: \_\_\_\_\_ Resolution Notes: \_\_\_\_\_