

Standard Operating Procedures (SOP) for the Coast Guard Single Service Member Program (SCP)

SINGLE COASTIE PROGRAM (SCP) STANDARD OPERATION PROCEDURES



SCP SOP

February 2025

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Program Overview:

The Single Coastie Program (SCP) is a quality-of-life initiative aimed at enhancing the lives of single Coast Guard men and women. The program fosters personal growth, community involvement, and recreational activities, while addressing concerns and challenges unique to single members. It provides a platform for single Coasties to have a voice in shaping events, engaging in outdoor adventures, and participating in community service, creating a sense of camaraderie and support.

1. Purpose

The purpose of this SOP is to provide guidelines for the administration and operation of the SCP. This program offers structured opportunities for personal development, quality of life enhancements, and community engagement for Single Service members.

2. Scope

This SOP applies to all single Coast Guard service members who are stationed at locations with a higher concentration of single active-duty members.

3. Objectives

- **Quality of Life Improvement:** Offer fun and meaningful activities to improve the overall well-being of single service members.
 - **Community Engagement:** Provide opportunities to volunteer and contribute to local organizations, fostering a sense of responsibility and giving back.
 - **Personal Growth:** Provide avenues for developing leadership, teamwork, and social skills.
 - **Voice in Program Development:** Ensure single Coasties have an active role in the planning, execution, and feedback process of the SCP.
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4. Program Eligibility

The program is open to all ranks, both officer and enlisted, and extends to both Active Duty and Reserve members on Active orders.

Eligible Participants:

- Single Coast Guard Service Members
- Single Reserve members on orders
- Service members that are single parents
- Married Coast Guard service members on unaccompanied orders (stationed away from their families) aka Geographic Bachelors
- Service Members from Other Branches (Unit discretion)

Ineligible Participants:

- Dependents
 - Members that are not single (unless they meet the exemptions above)
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5. Program Components

The program will feature a variety of activities and events designed to improve the quality of life for single service members, with the following key components:

- **Outdoor Activities:** Paintball, skiing trips, hiking, camping, and other outdoor adventures to foster team building and personal enjoyment.
- **Community Service Projects:** Opportunities for members to volunteer with local organizations, including charity events, food banks, clean-up initiatives, and mentorship programs.
- **Social Events:** Regular social gatherings, including movie nights, game nights, barbecues, and other events to build camaraderie and foster personal connections.
- **Educational Presentations/Workshops:** Sessions on personal finance, wellness, mental health, career development, and other topics relevant to young adults and service members.
- **Leadership and Development Activities:** Organized leadership training, team-building exercises, and mentoring programs to encourage personal growth and professional development.

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- **Feedback Sessions:** Regular meetings where members can provide input on the program, suggest new activities, and voice any concerns regarding their quality of life.
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6. Program Administration

- **SCP Coordinator:** A designated SCP Coordinator and alternate are required at each unit in writing and must be an active-duty Coast Guard member. This individual will be responsible for managing the program and ensuring its success.
 - **Responsibilities:** Overseeing day-to-day operations, working closely with leadership, maintaining records, and ensuring effective communication with participants.
 - **Advisory Committee:** An advisory committee composed of active single Coast Guardsmen, elected by their peers, will meet regularly to suggest and discuss activities, concerns, and potential improvements to the SCP.
 - **Funding:** The SCP will primarily be funded from CSC with Non-Appropriated Funds (NAF), CSC will submit packages for Appropriated Funds (APF) reimbursement. Units are encouraged to add unit funds to these programs.
 - **Restrictions:** Alcohol and Food are not authorized expenses and will not be reimbursed. Events should not be more than \$250 per person per event.
 - **Reimbursement Process:** Required documentation for reimbursement includes:
 - Brief After Action Report (AAR) for each event
 - Roster of Active-Duty Members
 - Receipts and Invoices
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7. Event Planning and Execution

- **Activity Proposals:** Any member of the SCP may submit a proposal for new activities or events, which will be reviewed by the SCP Coordinator and the Advisory Committee.
 - **Approval Process:** Event proposals will be reviewed and once approved by leadership, will be scheduled in coordination with other unit events to ensure maximum participation.
 - **Communication:** The SCP Coordinator will use various communication channels to announce events and activities to eligible participants.
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8. Program Evaluation

- **Feedback Mechanisms:** At the end of each event, participants will complete a short survey or provide verbal feedback to assess the event's success and areas for improvement.
 - **Metrics of Success:** Participation rates, member satisfaction, increased community involvement, and positive impact on members' quality of life.
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9. Safety and Risk Management

- **Risk Assessment:** A risk assessment will be conducted before engaging in any high-risk activities (e.g., skiing, hiking) to ensure participant's safety.
 - **Emergency Protocols:** Medical information and emergency contacts for all participants will be gathered before each event. Necessary medical and emergency procedures will be in place.
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10. Budget

- **Budget Submission:** The SCP budget must be included in your unit's NAF Budget submission, which is due by November 30 each year.
 - **Line-Item Requirement:** A separate line item for SCP must be included in the NAF Budget to ensure proper allocation of funds.
 - **Reimbursement Deadline:** All reimbursement packages must be submitted to the CSC by September 1st of the fiscal year (FY) requested (Oct-Sep). Any reimbursement requests submitted after this date will not be eligible for reimbursement and those funds will be lost for the following FY.
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11. Program Termination or Suspension

The SCP may be suspended or terminated in the following cases:

- Safety concerns or violations of Coast Guard policies and regulations.
 - Lack of participation or interest.
 - Insufficient funding or resources to sustain the program.
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12. Conclusion

The SCP aims to create a supportive, engaged, and vibrant community for single service members by providing opportunities for personal development, recreational activities, and volunteer work. By adhering to the above procedures, the program ensures that every Coast Guard member has access to meaningful experiences that improve their overall quality of life while contributing to the broader community.