



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 1742.1A
MRP
14 May 02

MARINE CORPS ORDER 1742.1A W/CH 1-2

From: Commandant of the Marine Corps
To: Distribution List

Subj: VOTER REGISTRATION PROGRAM

Ref: (a) DoD Directive 1000.4
(b) Federal Voting Assistance Program (FVAP), Voting Assistance Guide
(Current Edition)

Encl: (1) Command Duties
(2) Sample Voting Officer Appointment Letter
(3) Required Voting Materials and Forms
(4) Voting Procedures
(5) Definitions
(6) Sample Voting Assistance Report

1. Situation. To publish policy, provide guidance, and assign responsibility for implementation of the Voter Registration Program and provide assistance to Marines, their family members, and certain others in the exercise of their voting rights.

2. Cancellation. MCO 1742.1.

3. Mission. To ensure that every Marine, their eligible family members, and other personnel who are attached to or serving with Marine Corps units, who are absent from their voting residence, and who are eligible to vote under the laws and procedures of their state of voting residence, are afforded every opportunity to vote utilizing the Voter Registration Program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The policy of the Marine Corps is to render maximum assistance to all absent voters in the exercise of their voting rights.

(b) Commanding officers, at all echelons of command, are responsible for the administration of the Voter Registration Program within their respective command. Each Commanding General, Commanding Officer, Inspector-Instructor, and Officer In Charge will utilize the guidance contained in the enclosures to implement the Voter Registration Program in the Marine Corps.

(c) Command support, at all levels, for the Voter Registration Program is emphasized.

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(2) Concept of Operations

(a) The Director, Personal and Family Readiness Division (MR), under the staff cognizance of the Deputy Commandant for Manpower and Reserve Affairs (M&RA) will utilize references (a) and (b) to develop voting assistance policy in the Marine Corps.

(b) The Head, Military Personnel Services Branch (MRP), under the direction of the Director, MR Division, will serve as the Headquarters, U.S. Marine Corps point of contact on voting.

>Ch 2 (c) The following major subordinate commands (MSCs) are identified and responsible for dissemination and submission of all voting related correspondence to/from Headquarters, U.S. Marine Corps (HQMC)(MRP-4). The Major Command Voting Officer (MCVO) is the conduit/liaison between HQMC, Service Voting Action Officer (SVAO) and the MSC within the below listed MSC areas of responsibility (AOR). The MCVO is required to forward the names and phone numbers of Installation Voting Assistance Officers (IVAOs) within their AOR to HQMC and update the information as necessary. The Department of Defense (DoD) requires the Senior Service Voting Representative (SSVR) and SVAO for each service maintain contact information for the MCVO and IVAO. The IVAO's information is required to assist DoD when conducting surveys and voting workshops aboard various military installations. The IVAO serves as the liaison for coordination of the surveys and workshops. The IVAO, at a minimum, is assigned at the base and station levels as well as the MEF, Division, MLG, Wing, and District levels:

Commander, U.S. Marine Corps Forces Pacific
Commander, U.S. Marine Corps Forces Atlantic
Commander, U.S. Marine Forces Reserve
Commander, National Capital Region
Commander, Marine Corps Recruiting Command
Commander, Marine Corps Logistics Command

(d) The Voter Registration Program is to be carried out to the greatest extent practicable and compatible with military operations. This determination is the responsibility of the commanding officer. The commanding officer's decision should be compatible whenever local conditions are such that the individuals concerned are able to prepare, send, and receive personal mail.

(e) The Inspector General of the Marine Corps (IGMC) will include the Voter Registration Program as an item for specific review at every level of command. This review is to ensure that persons are informed and provided an opportunity to exercise their right to vote, and that the command has adequately provided for voting assistance officers and support materials.

b. Subordinate Command Mission

(1) Comply with the intent of this order and the contents of the enclosures.

(2) At the major subordinate command, assign a civilian employee at the GS-12 level or above, or a field grade officer, to serve as the Major Command Voting Officer (MCVO).

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>Ch 2 (3) At the installation level, and for continuity purposes, the commander should assign the IVAO duties to a civilian GS-12 or above. If not possible, a field grade officer is assigned. An IVAO is assigned at the base and station levels, as well as the MEF, Division, MLG, Wing and District levels to coordinate the programs conducted by subordinate units and tenant commands.

>Ch 1 (4) The Commander of each battalion, squadron, company and all small and geographically separated units will assign a company grade officer or staff noncommissioned officer as the Unit Voting Assistance Officer (UVAO).

(5) Disseminate voting information to all subordinate commands/units.

c. Coordinating Instructions. Submit all recommendations concerning this Order to the CMC (MRP) via the appropriate chain of command.

5. Administration and Logistics

a. Deputy Commandant for Manpower and Reserve Affairs

>Ch 2 (1) Assign by billet, a uniformed flag officer, or civilian equivalent as the SSVR.

(2) Assign a Service Voting Action Officer (SVAO).

(3) The Director, Personal and Family Readiness Division is responsible for the Service-wide implementation of the Absentee Voter Registration Program within the Marine Corps.

(4) The Service Voting Action Officer (SVAO) should be permanently assigned within the Personal and Family Readiness Division and preferably be a civilian employee to provide continuity, at GS-12 level or above. If assignment of a civilian employee is not feasible, a military member (O-4 or above or E-8 or above) should be assigned as the SVAO. An assistant should be assigned to the SVAO during even-numbered years.

b. Director, Personal and Family Readiness Division

(1) The Director, Personal and Family Readiness Division is responsible for the content and update of this Order.

(2) The Head, Military Personnel Services Branch (MRP) will:

>Ch 2 (a) Make timely distribution of information on election dates, state voting requirements and applicable voter surveys and procedures. This information is sent to the major commands listed in paragraph 4a(2)(c) and those IVAOs identified by installation commanders. Distribution is no lower than the IVAO level. It is the IVAO's responsibility to forward the voting information to the appropriate unit level.

(b) Distribute voting materials to the MCVO's expeditiously.

c. CMC (IG). Include the Federal Voting Assistance Program as an item for specific review during command inspections.

d. Major Subordinate Commanders

(1) Provide a copy of the MCVO appointment letter to the CMC (MRP).

(2) Readdress voting messages as necessary to subordinate units.

>Ch 2 (3) Ensure the MCVO registers as a VAO as outlined in paragraph (29) of enclosure (1).

>Ch 2 e. Installation Commanders

(1) Provide a copy of the IVAO appointment letter to the MCVO.

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(2) Disseminate voting information to all subordinate and tenant commands aboard the installation.

(3) The results of inspections conducted by the Commanding General's Inspection Program (CGIP) of the Voting Assistance Program (FA 210) are forwarded to the HQMC SVAO, via the IVAO and MCVO upon completion.

(4) The IVAO is required to monitor the UVAO training provided to Marines and eligible family members. The IVAO is required to report to the HQMC SVAO the status of UVAO training provided to Marines and eligible family members upon completion of the training. The IVAO ensures hardcopy documentation (training rosters) is maintained by the UVAO.

(5) Ensure the IVAO registers as a VAO as outlined in paragraph (29) of enclosure (1).

>Ch 2 f. Unit Commanders

(1) Provide a copy of the UVAO appointment letter to the IVAO.

(2) Disseminate voting information to all Marines, eligible family members, and other personnel who are attached to or serving with Marine Corps units, who are absent from their voting residence, and who are eligible to vote under the laws and procedures of their state of voting residence. Afford them every opportunity to vote utilizing the Voter Registration Program.

(3) Ensure the UVAO documents voting assistance training (rosters).

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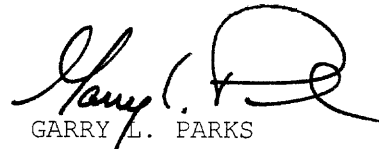
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(4) Ensure the UVAO registers as a VAO as outlined in paragraph (29) of enclosure (1).

6. Command and Signal

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

b. Command. This Order is applicable to the Marine Corps Total Force.



GARRY L. PARKS
Deputy Commandant for
Manpower and Reserve Affairs

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DEPARTMENT OF THE NAVY
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MCO 1742.1A
Ch 1
MR/MRP
1 Oct 03

MARINE CORPS ORDER 1742.1A Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: VOTER REGISTRATION PROGRAM

Encl: (1) New page inserts to the basic order.

1. Purpose. To transmit new page inserts to MCO 1742.1A.

2. Action

a. Remove enclosure (1) and replace with corresponding enclosure contained in the enclosure.

b. Replace paragraph 4b(4) with the following paragraph:

(4) The Commander of each battalion, squadron, company and all small and geographically separated units will assign a company grade officer or staff noncommissioned officer as the Unit Voting Assistance Officer (UVAO).

3. Summary of Changes

a. Voter registration training has to be incorporated into the syllabus for recruit training.

b. Federal Post Card Applications (FPCA) must be delivered in-hand by 15 January of each calendar year for all Uniformed Services personnel and their eligible family members. During even numbered years, the FPCA must be delivered in-hand by 15 August to all Uniformed Services personnel stationed outside the United States and 15 September for all Uniformed Services personnel stationed within the United States. The FPCA will be completed upon check-in for each person who completes a permanent change of station.

c. The Federal Voting Assistance Program (FVAP) website has been changed to www.fvap.gov.

d. Voting Assistant Officers (VAO) are responsible for the distribution of voting information received via naval messages and electronic mail.

e. VAO's will not become involved in providing information on candidates and issues with the exception of message traffic and electronic mail received from HQMC.

f. The maximum number of eligible voters to be represented by a Unit Voting Assistance Officer (UVAO) is two hundred. In cases where battalions, companies, squadrons, etc., may exceed the maximum number, assistant UVAO's will be assigned in writing.

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g. Installation Voting Assistance Officers (IVAO) will designate at least one well fixed location on bases and stations where voting materials and voting assistance is available to all Uniformed Services personnel, eligible family members, and overseas DoD civilian employees.

h. Reporting Seniors are required to annotate the fitness report of Voting Assistance Officers (VAO) commenting on their performance as a VAO.


i. VAO's are required to submit a voting assistance report, enclosure (6) of MCO 1742.1A via their IVAO and Major Command Voting Officer (MCVO). Voting assistance reports are due to HQMC, M&RA (MRP) no later than 15 January of each calendar year. Voting assistance reports will be consolidated at the IVAO level and MCVO level prior to being forwarded.

j. VAO's will assist the FVAP in conducting official surveys as requested.

4. Change Notation. The changes listed above are reflected in the following paragraphs of the insert: 2, 3, 4, 5, 20, 24, 25, 26, 27, and 28.

5. Filing Instructions. This change transmittal will be filed immediately following the signature page of the order.

6. Certification. Reviewed and approved this date.


GARRY L. PARKS
Deputy Commandant for
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MCO 1742.1A
MRP-4
20 Dec 05

MARINE CORPS ORDER 1742.1A Ch 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: VOTER REGISTRATION PROGRAM

Encl: (1) New page insert for enclosure (3) of the basic Order

1. Purpose. To implement changes to the basic Order.

2. Action

a. Replace paragraph 4a(2)(c) with the following paragraph:

(c) The following major subordinate commands (MSCs) are identified and responsible for dissemination and submission of all voting related correspondence to/from Headquarters, U.S. Marine Corps (HQMC)(MRP-4). The Major Command Voting Officer (MCVO) is the conduit/liasion between HQMC, Service Voting Action Officer (SVAO) and the MSC within the below listed MSC areas of responsibility (AOR). The MCVO is required to forward the names and phone numbers of Installation Voting Assistance Officers (IVAOs) within their AOR to HQMC and update the information as necessary. The Department of Defense (DoD) requires the Senior Service Voting Representative (SSVR) and SVAO for each service maintain contact information for the MCVO and IVAO. The IVAO's information is required to assist DoD when conducting surveys and voting workshops aboard various military installations. The IVAO serves as the liaison for coordination of the surveys and workshops. The IVAO, at a minimum, is assigned at the base and station levels as well as the MEF, Division, MLG, Wing, and District levels:

Commander, U.S. Marine Corps Forces Pacific
Commander, U.S. Marine Corps Forces Atlantic
Commander, U.S. Marine Forces Reserve
Commander, National Capital Region
Commander, Marine Corps Recruiting Command
Commander, Marine Corps Logistics Command

b. Replace paragraph 4b(3) with the following paragraph:

(3) At the installation level, and for continuity purposes, the commander should assign the IVAO duties to a civilian GS-12 or above. If not possible, a field grade officer is assigned. An IVAO is assigned at the base and station levels, as well as the MEF, Division, MLG, Wing and District levels to coordinate the programs conducted by subordinate units and tenant commands.

c. Replace paragraph 5a(1) with the following paragraph:

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(1) Assign by billet, a uniformed flag officer, or civilian equivalent as the SSVR.

d. Replace paragraph 5b(2)(a) with the following paragraph:

(a) Make timely distribution of information on election dates, state voting requirements and applicable voter surveys and procedures. This information is sent to the major commands listed in paragraph 4a(2)(c) and those IVAOs identified by installation commanders. Distribution is no lower than the IVAO level. It is the IVAO's responsibility to forward the voting information to the appropriate unit level.

e. Add the following information to paragraph 5d:

(3) Ensure the MCVO registers as a VAO as outlined in paragraph (29) of enclosure (1).

f. Replace paragraph 5e with the following paragraph:

e. Installation Commanders

(1) Provide a copy of the IVAO appointment letter to the MCVO.

(2) Disseminate voting information to all subordinate and tenant commands aboard the installation.

(3) The results of inspections conducted by the Commanding General's Inspection Program (CGIP) of the Voting Assistance Program (FA 210) are forwarded to the HQMC SVAO, via the IVAO and MCVO upon completion.

(4) The IVAO is required to monitor the UVAO training provided to Marines and eligible family members. The IVAO is required to report to the HQMC SVAO the status of UVAO training provided to Marines and eligible family members upon completion of the training. The IVAO ensures hardcopy documentation (training rosters) is maintained by the UVAO.

(5) Ensure the IVAO registers as a VAO as outlined in paragraph (29) of enclosure (1).

g. Replace paragraph 5f with the following paragraph:

f. Unit Commanders

(1) Provide a copy of the UVAO appointment letter to the IVAO.

(2) Disseminate voting information to all Marines, eligible family members, and other personnel who are attached to or serving with Marine Corps units, who are absent from their voting residence, and who are eligible to vote under the laws and procedures of their state of voting residence. Afford them every opportunity to vote utilizing the Voter Registration Program.

(3) Ensure the UVAO documents voting assistance training (rosters).

(4) Ensure the UVAO registers as a VAO as outlined in paragraph (29) of enclosure (1).

h. In paragraph (3) of enclosure (1), replace "Ensure FPCAs are delivered in-hand by" with "FPCAs should be available to troops."

i. In paragraph (4) of enclosure (1), replace "minimum of two" with "sufficient amount of."

j. Replace paragraph (5) of enclosure (1) with the following paragraph:

(5) Provide, distribute, and post current absentee voting information for the respective states. This information includes election dates, officials to be elected, constitutional amendments, and other proposals to be voted on, absentee registration and voting procedures, Marine Corps messages on voting, and the FVAP Voting Information Newsletter (VIN). It also includes the distribution of voting posters, Voting Assistance Guides, and other relevant information received via naval messages and electronic mail.

k. Add the following to paragraph (11) at the end of sentence one, "and Absentee Voters' Week."

l. Replace paragraph (12) of enclosure (1) with the following paragraph:

(12) Ensure all VAOs are trained and instructed in the proper procedures necessary to carry out assigned responsibilities. Training is accomplished annually. Training may be accomplished by attending a voting workshop sponsored by DoD at a nearby Armed Forces installation (preferred method), or on-line training provided at www.fvap.gov. Select "Voting Assistance Workshops," then select "e-learning" and select the www.golearn.gov link to complete the online New User Registration Form before enrolling in the course. It can be reached by clicking the "New User" tab on the navigation bar. The form is the first item on the menu. VAOs are readily available and equipped to give personal assistance to voters for general, primary, municipal, and other jurisdictional elections.

m. Replace paragraph (17) of enclosure (1) with the following paragraph:

(17) Direct Support Stock Control (DSSC) outlets maintain sufficient stock of FPCA,s and FWAB,s. A list of National Stock Numbers (NSN) and Publication Control Numbers (PCN) are listed for convenience in enclosure (3).

n. In paragraph (19) of enclosure (1) remove "one per billet on the unit T/O)."

o. In paragraph (27) of enclosure (1) replace the words "enclosure (7)" with the words "enclosure (6)."

p. Add the following paragraph to enclosure (1):

(29) All VAOs are required to register via the VAO database located at the HQMC Voting homepage. Go to www.manpower.usmc.mil, select "active Marine," select "Personal and Family Readiness (MR)," select "Military Personnel Services," then select "Voting." Once at the "Voting" page, select

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"VAO Registration Database" and complete the required registration and update as necessary.

q. Remove enclosure (3) and replace with enclosure (1) of this change.

3. Summary of Changes

a. Major Command Voting Officer (MCVO) responsibilities are further clarified and two of the six MCVOs are restructured.

b. IVAO responsibilities are further clarified.

c. The SSVR billet is further defined.

d. Voting information is disseminated via electronic mail, as well as naval messages.

e. UVAO responsibilities are further clarified.

f. There is no longer a minimum requirement for the number of Federal Post Card Applications (FPCAs) required to be maintained.

g. Marine Corps bulletins are no longer used to distribute guidance for the Voter Registration Program.

h. VAO training is available via FVAP workshops or on-line training. DoD training videos are no longer available.

i. FPCAs and Federal Write-In Absentee Ballots (FWAB) are the only voting materials available through DSSC outlets.

j. There is no longer a minimum requirement for the number of Federal Write-In Absentee Ballots (FWAB) required to be maintained.

k. Information regarding required voting materials and forms is updated.

l. All VAOs must register at the VAO database and update the required information as necessary.

4. Change Notation. The changes listed in paragraphs a-e are located in the basic Order. The changes listed in paragraphs f-l are located in the enclosures of the basic Order.

5. Filing Instructions. This change transmittal will be filed immediately after the signature page of the Order.

6. Certification. Reviewed and approved this date.



H. P. OSMAN
Deputy Commandant for
Manpower and Reserve Affairs

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COMMAND DUTIES

(1) Designate a Major Command Voting Officer (MCVO), Installation Voting Assistance Officer (IVAO), or Unit Voting Assistance Officer (UVAO), as appropriate in writing, at every level of command. The MCVO has the responsibility to coordinate the programs of subordinate and tenant command IVAO's. Each base, division, wing, force service support group, and higher headquarters will assign a voting assistance officer for that installation or organization. IVAO's have the responsibility to coordinate the programs of subordinate and tenant command UVAO's. Designations of noncommissioned officers as UVAO's should also include specific written authorization by the unit commanding officer to witness and administer oaths required by voting materials if a commissioned officer is not available.

(2) Ensure each eligible individual is afforded the opportunity to receive voting assistance as requested. This shall include assistance with all types of elections to include municipal, primary, and general elections. This assistance will include absentee voting training for service members at the UVAO level to include Marine Corps Recruit Training. Service members are encouraged to attend FVAP voting workshops whenever feasible. Ensure that all training is documented and maintained for two years.

>CH 2 (3) FPCAs should be available to troops 15 January of each calendar year for all Uniformed Services personnel and their eligible family members. Ensure FPCA's are delivered in-hand by 15 August to all Uniformed Services personnel stationed outside the United States and 15 September for all Uniformed Services personnel stationed within the United States, during even numbered years. FPCA's will be completed upon check-in for each person who completes a permanent change of station. Additionally, ensure that all eligible family members and civilian personnel are advised of their voting rights and responsibilities, and are provided as much assistance as is practicable and compatible with their individual desires.

>CH 2 (4) Maintain a sufficient amount of FPCA's on hand per billet on the unit T/O. Depending on state regulations, more than one FPCA may be required for each individual. IVAOs and UVAOs will also ensure a sufficient number of FPCAs are on hand for eligible family members of voting age. FPCA's may also be obtained and completed via the internet. (www.fvap.gov)

>CH 2 (5) Provide, distribute, and post current absentee voting information for the respective states. This information includes election dates, officials to be elected, constitutional amendments, and other proposals to be voted on, absentee registration and voting procedures, Marine Corps messages on voting, and the FVAP Voting Information Newsletter (VIN). It also includes the distribution of voting posters, Voting Assistance Guides, and other relevant information received via naval messages and electronic mail.

(6) Expedite the transmission, handling, and delivery of incoming mail identifiable as balloting material and the postmarking, handling, dispatching, and transmission of outgoing mail (including FPCAs) identifiable

ENCLOSURE (1)

as balloting material. So far as is practicable and compatible with military operations, all such mail shall be transmitted by air and by priority mail when originating overseas.

(7) Provide for administering and attesting to the oath on the FPCA and balloting material according to the requirements of the various states per chapter 3 of reference (b).

(8) Take all necessary steps to prevent fraud, to protect voters against coercion of any sort, and to safeguard the integrity and secrecy of ballots cast.

(9) Ensure the command telephone directory includes the names and office telephone numbers of all MCVOs, IVAOs, and UVAOs.

(10) Inspect the voting program as an item for review at Major Command, Installation, and unit levels to ensure all persons eligible for assistance are informed and supported appropriately.

>CH 2 (11) Conduct voting assistance and information events during Armed Forces Voters' Week and Absentee Voters' Week. This shall include local activities publicizing upcoming elections, focusing on the importance of voting, and procedures required to obtain and properly fill out absentee ballots for general elections per the current edition of reference (b).

>CH 2 (12) Ensure all VAOs are trained and instructed in the proper procedures necessary to carry out assigned responsibilities. Training is accomplished annually. Training may be accomplished by attending a voting workshop sponsored by DoD at a nearby Armed Forces installation (preferred method), or on-line training provided at www.fvap.gov. Select "Voting Assistance Workshops," then select "e-learning" and select the www.golearn.gov link to complete the online New User Registration Form before enrolling in the course. It can be reached by clicking the "New User" tab on the navigation bar. The form is the first item on the menu. VAOs are readily available and equipped to give personal assistance to voters for general, primary, municipal, and other jurisdictional elections.

(13) Coordinate with public affairs offices to publicize all upcoming elections, procedures to register and vote, and current names, organizations, and telephone numbers of IVAO's and UVAO's.

(14) Encourage maximum participation by internal and external agencies, Key Volunteer's, Spouses' groups, special DoD or service speakers, and state registration officials to provide additional emphasis in command voting assistance programs.

(15) Develop and maintain a system to ensure Marines and their eligible family members, and other eligible persons who desire to vote, are notified and receive FPCA's sufficiently in advance of municipal, primary, and general elections to comply with their state laws concerning absentee voting.

(16) Observe, to the extent compatible with military operations, annual

training, drill weekends, special ceremonies, and activities to emphasize the responsibilities of all military personnel to vote. This special observance will be in conjunction with Armed Forces Voters' Week.

>CH 2 (17) Direct Support Stock Control (DSSC) outlets maintain sufficient stock of FPCA,s and FWAB,s. A list of National Stock Numbers (NSN) and Publication Control Numbers (PCN) are listed for convenience in enclosure (3).

(18) SMCR units when planning for AT should ascertain if there is a conflict with municipal, primary, or general elections during the AT. If the AT is scheduled during an election, contact the local civilian city or county clerk and attempt to arrange for the use of FPCA's prior to departing for AT or early voting at the polls. This can only be authorized by the state election official's office. VAO's will report any irregularities in coordinating this process to the CMC (MRP) at DSN 278-9511 or commercial (703) 784-9511.

>CH 2 (19) The IVAO or UVAO of a deploying unit, to include units involved in extended contingency operations abroad, will ensure that a sufficient stock of Federal Write-In Absentee Ballots are on hand. The IVAO or UVAO will establish a fax service for the theater of operations and publish the fax number to all UVAOs in the area and the CMC (MRP). The CMC (MRP) will provide this fax information to the DoD Federal Voting Assistance Program (FVAP) office will inform all state election offices with the fax number. This will allow the state elections office, DoD FVAP, and the CMC (MRP) to directly communicate with Marines in the area relating to problems encountered regarding voting procedures while the Marine is deployed abroad.

(20) Voting motivational programs should make people aware that they should vote and that voting is a civic responsibility rather than an obligation. It is the VAO's responsibility to inform the voter of procedures to follow in order to vote. It is the voter's responsibility to obtain information about the candidates and issues. The VAO will not become involved in providing information on candidates and issues with the exception of message traffic and electronic mail received but may refer voters to the DoD Voting Information Center (VIC). Voters may call DSN 425-1343 or commercial (703) 588-1343 or 1-800-438-VOTE (8683) to reach the DoD VIC. The DoD VIC is manned by an automated telephone system 24 hours per day. It can also respond in several different languages.

(21) New Voting Assistance Officers (VAOs) are appointed frequently due to assignment rotation in the Uniformed Services. Many times these new VAOs are unfamiliar with their duties and responsibilities. The FVAP stresses the importance of maintaining a voting continuity file that can be given to a

ENCLOSURE (1)

1 Oct 03

successor. The file should provide the new VAO with basic details on the absentee voting process and contain key election materials, or anything that may help your successor. The file should also provide the VAO with a quick orientation of his/her voting responsibilities and duties in helping to meet the needs of the organization's absentee voters.

(22) When personnel are located in their state of legal residence where they may vote at the polls, commanders shall ensure that, consistent with military requirements, assigned duties do not preclude the exercise of an individual's voting right.

(23) The Marine Corps website has more information that can assist voting assistance officers in the execution of their duties. (www.manpower.usmc.mil, select 'Personal and Family Readiness (MR)' and then select 'voting')

(24) The maximum number of eligible voters to be represented by a Unit Voting Assistance Officer (UVAO) is two hundred. In cases where battalions, companies, squadrons, etc. may exceed the maximum number, assistant UVAO's will be assigned in writing.

(25) Installation Voting Assistance Officers (IVAO) will designate at least one well-fixed location on bases and stations where voting materials and voting assistance is available to all Uniformed Services personnel, eligible family members and overseas DoD civilian employees.

(26) Reporting Seniors are required to annotate the fitness report of voting assistance Officers (VAO) commenting on their performance as a VAO.

>CH 2 (27) UVAO's are required to submit a voting assistance report, enclosure (6), via their IVAO and MCVO. Voting assistance reports are due to HQMC, M&RA (MRP) no later than 15 January of each calendar year. Voting assistance reports will be consolidated at the IVAO level and MCVO level prior to being forwarded.

(28) VAO's will assist the FVAP in conducting official surveys as requested.

(29) All VAOs are required to register via the VAO database located at the HQMC Voting homepage. Go to www.manpower.usmc.mil, select "active Marine," select "Personal and Family Readiness (MR)," select "Military Personnel Services," then select "Voting." Once at the "Voting" page, select "VAO Registration Database" and complete the required registration and update as necessary.

ENCLOSURE (1)

MCO 1742.1A
14 May 02

SAMPLE VOTING OFFICER APPOINTMENT LETTER

1742
S-1
15 Jan 02

From:

To: Civilian Employee (GS-12 or above) or Field Grade Officer
(MAJOR COMMAND and INSTALLATION)
Company Grade Officer or Staff Noncommissioned Officer (UNIT)

Subj: APPOINTMENT AS THE (MAJOR COMMAND VOTING OFFICER (MCVO))(INSTALLATION
VOTING ASSISTANCE OFFICER (IVAO))(UNIT VOTING ASSISTANCE OFFICER
(UVAO))

Ref: (a) MCO 1742.1A
(b) NAVMC 1174, Voting Assistance Guide

1. Per references (a) and (b), you are hereby appointed as the Major Command Voting Officer (MCVO), Installation Voting Assistance Officer (IVAO) or Unit Voting Assistance Officer (UVAO) effective 16 January 2002.

2. You will read and familiarize yourself with references (a) and (b).

3. A copy of this appointment letter will be mailed to the Commandant of the Marine Corps (MRP), Manpower and Reserve Affairs, 3280 Russell Road, Quantico, VA 22134-5103. (MAJOR COMMAND ONLY).

A copy of this letter will be forwarded to the Major Command Voting Officer (MCVO). (INSTALLATION LEVEL ONLY).

A copy of this letter will be forwarded to the Installation Voting Assistance Officer (IVAO). (UNIT LEVEL ONLY).

4. You will provide the CMC (MRP), MCVO or IVAO (select one), your telephone number, commercial and DSN, fax number and e-mail account information.

5. You are required to keep a sufficient stock of voting material on-hand to accomplish your mission as the MCVO, IVAO or UVAO (select one). A list of these items and reference materials along with a letter on how to establish a voting program may be obtained by contacting the Federal Voting Assistance Program Office (FVAP) at commercial (703) 588-1343 or DSN 425-1343. You may also access the FVAP's website at www.fvap.ncr.gov.

I. M. BOSS

Copy to:

CMC (MRP) - MAJOR COMMAND ONLY
MCVO - INSTALLATION LEVEL ONLY
IVAO - UNIT LEVEL ONLY

ENCLOSURE (2)

20 Dec 05

REQUIRED VOTING MATERIALS AND FORMS

(1) Voting Assistance Guides (VAGs) are distributed utilizing Individual Activity Codes (IAC) by the SVAO via the Marine Corps publication system. The VAG is distributed to the Services every two years.

(2) The below listed voting materials are available through Direct Support Stock Control (DSSC) outlets.

Federal Post Card Registration and Absentee Ballot Request (FPCA)(SF76),
NSN: 7540-00-634-5053

Federal Write-In Absentee Ballot (FWAB)(SF186), NSN: 7540-01-218-4384

(3) Other voting material that is periodically released is distributed directly to the MCVO. It is the MCVO's responsibility to disseminate these posters, election calendars, and other voting materials as they are received to the IVAO. The IVAOs are responsible for disseminating the same materials to their subordinate UVAOs.

(4) The Voting Information News (VIN) is a monthly newsletter issued by the DoD's FVAP. Every VAO should have visibility of this newsletter. If you are not currently in receipt of the VIN on a monthly basis, contact the Federal Voting Assistance Program office at 1-800-438-8683 (DSN 425-1584) to add your unit address to the distribution database. The newsletter can also be accessed via the Personal and Family Readiness Division website: www.manpower.usmc.mil, select "Active Marine," "Personal and Family Readiness (MR)," "Military Personnel Services," and then "Voting." The VINs are maintained for one year.

(5) If you have any problems obtaining voting supplies, contact the SVAO or the FVAP office at 1-800-438-8683 (DSN 425-1584). For a list of toll-free numbers to contact the FVAP from over 59 countries around the world, visit the FVAP website: www.fvap.ncr.gov.

ENCLOSURE (3)

VOTING PROCEDURES

(1) Individual Voting Procedures. Any eligible voter who desires to vote by absentee ballot in any election should proceed as follows:

(a) Consult the VAO at the appropriate echelon to be advised of state requirements and for assistance in filing an FPCA.

(b) Use the FPCA to register to vote and/or to request the desired ballot. The FPCA should be filled in completely and should be legible in all respects.

(c) Mail the FPCA (postage free) to the appropriate election official.

(d) It is the responsibility of the appropriate officials within a state to determine the eligibility of an individual to vote under the law of that state, and such determination will not be made by any member of the Uniformed Services. Eligibility is normally determined when the individual submits an FPCA to proper officials in the voting residence.

(e) On receipt of the absentee ballot, execute it according to the instructions received therewith. The voter's oath should be attested to by an officer or other such official according to the particular state law governing the individual per reference (b).

(f) If the state balloting material is so firmly stuck together when received as to require forcible opening in order to obtain and vote the enclosed ballot, open it in the manner least injurious to the material. In the event state voting instructions include a procedure to be followed by absentee voters in instances of such adhesion of balloting material, the state procedures will be followed. If not, after voting, reseal the envelope in the most practical way; write on the back of any return envelope which shows forcible opening the following statement, "Envelope flap stuck when received, required forced opening before voting," sign and request the person administering the voter's oath to sign this statement also.

(g) Mail the executed ballot (and oath, if on separate paper) in the return envelope provided therewith to the address shown on the envelope or named in the instructions.

(2) Voting by Prisoners. (For the purposes of this Order, the term "prisoners" shall be defined as those persons in confinement serving a sentence imposed by courts-martial and will remain incarcerated during that year's General election.) Information as to the status of individuals who are prisoners, which is not readily available to state election officials and which may affect such individuals' eligibility to vote, will be furnished to the appropriate election official in regard to any general prisoner who

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completes an FPCA for registration or an absentee ballot. The person administering the oath of such prisoners on an FPCA for state absentee ballot or other form of application will be responsible for delivering the application to the commanding officer holding the prisoner's service record. The commanding officer will cause the FPCA to be mailed to its addressee in an envelope bearing the uniform distinctive marking and appropriate mailing indicia as specified for absentee voting material, together with a signed statement executed by the commanding officer of the prisoner reading: "The person executing the enclosed application for state absentee ballot is a prisoner. For further information regarding this prisoner's incarceration you may write to the Commanding Officer, (COMPLETE UNIT TITLE AND MAILING ADDRESS)." Specific inquiry by a state official as to the offense of which a prisoner was convicted will be answered promptly in sufficient detail to determine the prisoner's eligibility to vote in that state. Reference (b) indicates by state eligibility requirements concerning felony convictions.

(3) Questions by commanding officers, MCVO's and IVAO's concerning election information and voting procedures should be directed to the Marine Corps SVAO at DSN 278-9511, commercial (703) 784-9511, fax DSN 278-9828 or fax commercial (703) 784-9828, or by writing to the CMC (MRP), Manpower and Reserve Affairs, 3280 Russell Road, Quantico, VA 22134-5103.

ENCLOSURE (4)

DEFINITIONS

Armed Forces Voters' Week. A week designated by the Office of the Secretary of Defense during the last week of August or first week in September prior to the November general elections.

Eligible Voter. An "absent Uniformed Services voter" defined as an active duty member of a uniformed service, a member of the merchant marine, including family members, who, by reason of such active duty, is absent from the place of residence where the member is otherwise qualified to vote, or an "overseas voter" defined as an absent Uniformed Services voter who, by reason of active duty or service is absent from the United States on the date of the election involved, or a person who resides outside the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States, or a person who resides outside the United States and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the United States.

Federal Election. Any general, special or primary election held solely or in part for the purpose of selecting, nominating, or electing any candidate for the office of the President, Vice President, Presidential Elector, Member of the United States Senate, Member of the United States House of Representatives, Delegate from the District of Columbia, Resident Commissioner from the Commonwealth of Puerto Rico, Delegate from Guam, or Delegate from the Virgin Islands.

Federal Post Card Application (FPCA). Standard Form 76 (SF 76). The FPCA is a postage-free postcard for use by absentee voters to request registration and/or an absentee ballot. The FPCA is printed and distributed by the Federal Government to service supply centers for distribution to units upon request.

Federal Write-In Absentee Ballot (FWAB). Standard Form 186 (SF 186). The FWAB is a postage-free ballot and envelope to be used only after an individual has requested an absentee ballot using an FPCA and not yet received that ballot from their state elections office. This form should only be used by individuals deployed or stationed outside the territorial limits of the United States and the District of Columbia, with the exceptions noted in reference (a). The FWAB is printed and distributed by the Federal Government to service supply centers for distribution to units upon request.

General Election. An election held to choose candidates nominated in the primary (or by convention or caucus), for Federal, state, and local office.

Installation Voting Assistance Officer (IVA0). An individual responsible for the Federal Voting Assistance Program at the installation level.

Assignment: A civilian employee (GS-12 or above) or a field grade officer from a base, division, wing, force service support group, or higher

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command assigned in writing as the IVAO of the highest echelon in the area or chain of command. A sample appointment letter is provided in enclosure (2). A signed copy of the appointment letter will be forwarded to the Major Command Voting Officer (MCVO).

Local Election. An election for candidates for a local office, such as municipal, county, township or village elections, or referendums of local interest.

Major Command Voting Officer (MCVO). An individual responsible for the Federal Voting Assistance Program at the major command level.

Assignment: A civilian employee (GS-12 or above) or field grade officer, assigned in writing, from the commands listed in paragraph 4a(2). This officer will be responsible for maintaining a direct liaison with the Service Voting Action Officer (SVAO) for the disseminating of information and materials to all appropriate subordinate elements. Additionally, this officer will be responsible for collecting and consolidating subordinate level reports for submission to the CMC (MRP). A sample appointment letter is provided in enclosure (2). A signed copy of the appointment letter will be forwarded to the CMC (MRP).

Municipal Election. An election held in a city or town to vote for local officials or on questions of local interest.

Poll. Any request for information that requires or implies the necessity of an answer, with the intent being to report or publish the compiled result of the answers obtained.

Primary Election. An election held before a general election to nominate a political party's candidates for office. Dates for primaries are set by the states and vary from state to state.

Prisoner. A service member that is confined as a result of sentence imposed by a court-martial and will remain incarcerated during that year's General Election.

Senior Service Voting Representative (SSVR). A uniformed Flag Officer that is responsible for implementing the Federal Voting Assistance Program (FVAP) in his or her respective service.

Assignment: To be assigned by Deputy Commandant, Manpower and Reserve Affairs (M&RA).

Service Voting Action Officer (SVAO). An individual at a Uniformed Service headquarters level responsible for voting assistance operations for his or her respective service.

Assignment: Voting Program Assistant (MRP).

ENCLOSURE (5)

State Election. Any election held solely, or in part, for selecting, nominating, or electing any candidate for any State office, such as governor, lieutenant governor, attorney general, or State legislator, or on issues of State-wide interest.

State Absentee Ballot. Any ballot provided a state or political subdivision thereof for absentee voting.

Uniformed Services. The United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, National Oceanic and Atmospheric Administration, and United States Public Health Service. This term is further interpreted as including cadets and/or midshipmen of the United States Military Academy, Naval Academy, Air Force Academy and the Coast Guard Academy.

Unit Voting Assistance Officer (UVAO). An individual at the unit level of a Uniformed Service responsible for voting assistance.

Assignment: An officer or staff noncommissioned officer (O2/E-6 or above) assigned in writing as the UVAO for a particular command. This billet will not normally be delegated below the level of the battalion/squadron. However, the Marine Corps has many unique units such as inspector-instructor staffs, Marine Corps detachments, separate companies (including all Marine Corps Reserve units regardless of size), Marine Barracks, etc., and these units will appoint a UVAO per this Order. Additionally, commanders should consider assigning additional UVAO's to reduce the numbers of eligible voters that a single UVAO can adequately assist. A sample appointment letter is provided at appendix B. A signed copy of the appointment letter will be forwarded to the Installation Voting Assistance Officer (IVAO).

Voting Residence. The legal residence or domicile in which the voter is registered to vote.

SAMPLE VOTING ASSISTANCE REPORT

1742
S-1
1 Feb 02

From: Commander, U. S. Marine Forces Atlantic
To: Commandant of the Marine Corps (MRP), Headquarters, U.S. Marine Corps
3280 Russell Road, Quantico, VA 22134-5103

Subj: VOTING ASSISTANCE REPORT

Ref: (a) MCO 1742.1A

1. Per the reference, the following report is submitted:

a. Complete command title and mailing address: Commander, U. S. Marine Corps Forces Atlantic, 1468 Ingram Street, Norfolk, VA 23551-2596.

b. Major Command Voting Officer (MCVO): Major John J. Marine.

c. Voting Assistance Officer's e-mail address:
marinejj@marforlant.usmc.mil.

d. Voting Assistance Officer's telephone numbers: DSN 836-1234 and/or commercial (757) 836-1234.

e. Unit Fax Number: DSN 836-1235 and/or commercial (757) 836-1235.

f. Total number of service members in command: 46,550.

g. Number of service members assisted: 36,468. (Any Marine to whom you distributed an FPCA, provided voting information, or assisted in any way.)

h. Number of family members assisted: 7,389. (Any family member to whom you distributed an FPC, provided voting information, or assisted in any way.)

i. Number of service members who attended absentee voting information training: 37,679.

j. Number of family members who attended absentee voting information training: 3,450.

k. Synopsis of activities/programs conducted during "Armed Forces Voters Week" 28 August - 3 September 2001, and/or a synopsis of events conducted by commands/units to increase the awareness of or participation in the voting process: (No limit on submissions).

- (1) Command training schedule published a list of the times and dates for unit voting assistance classes to each company with the battalion.

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- (2) A station manned by the VAO was set up during the Armed Forces Voter's Week to assist any and all personnel and their eligible family members obtain voting forms and/or information.
- (3) Disseminated voting information via base newspapers.

J. J. MARINE
By direction

ENCLOSURE (6)