



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

1610

G-1

JUL 24 2012

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 4-12

From: Commander, Marine Corps Installations Command  
To: Distribution List

Subj: VOTING ASSISTANCE PROGRAM

Ref: (a) MCO 1742.1A  
(b) Federal Voting Assistance Program (FVAP), Voting Assistance Guide

Encl: (1) MCICOM Voting Assistance Reporting Hierarchy

1. Purpose. To publish policy, provide guidance, and assign responsibility for implementation of the Voter Assistance Program, and to provide assistance to Marines, their family members, and Civilian Marines in the exercising of their voting rights, per the references.

2. Discussion. The Voter Assistance Program is to be carried out to the greatest extent practicable when compatible with military operations. This determination is the responsibility of the Commanding Officer. The Commanding Officer's support of this program should take into consideration mission requirements, with a bias towards assisting the voters' ability to prepare, send, and receive voting materials.

3. Policy

a. Marine Corps Installations Command (MCICOM) is the Major Command Voting Assistance Officer (MCVAO) and the liaison between Headquarters, U.S. Marine Corps (HQMC) (MFP-4) and subordinate commands within the area of responsibility (AOR), as shown in enclosure (1).

b. Installation Voting Assistance Officers (IVAOs) are responsible to report on, and disseminate information to the voting populations, both military and civilian, who live and work aboard their bases and stations. The IVA Office also serves as the liaison for coordination of surveys and workshops from higher headquarters.

c. Unit Voting Assistance Officers (UVAOs) are responsible for updating and informing their unit Commander as to voting news, special voting emphasis week support requirements, and the reporting of voting metrics to higher headquarters.

4. Action. On a quarterly basis, submit a consolidated report of voting assistance activities for your command and all subordinate commands to Headquarters Marine Corps (MFP-4), with a copy also being sent to MCICOM (attn: G-1).

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A sample report template, listing the minimum required information, is available on the HQMC Voting Assistance website: [www.manpower.usmc.mil/voting](http://www.manpower.usmc.mil/voting). The reporting period and due dates are listed below:

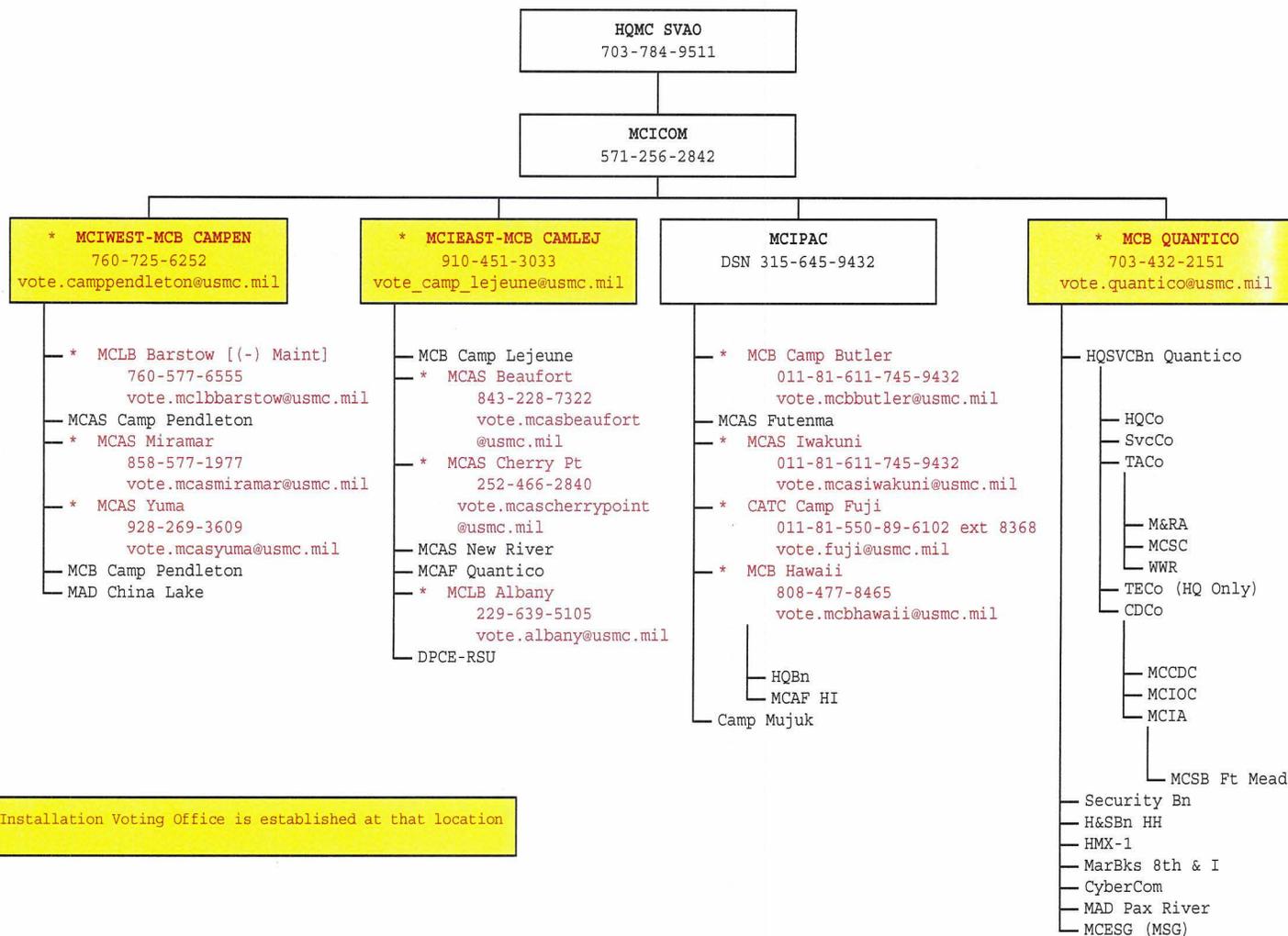
<u>REPORTING PERIOD</u>	<u>MCICOM G-1 DUE DATE</u>
1 January - 31 March	3 April
1 April - 30 June	3 July
1 July - 30 September	3 October
1 October - 31 December	3 January

5. Direct all questions pertaining to this policy to the MCICOM Adjutant at 571-256-2842.

  
J. A. KESSLER

DISTRIBUTION: B

MCICOM Voting Assistance Reporting Hierarchy



\* Indicates an Installation Voting Office is established at that location