



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEASTO 1742.1A
ADJ
20 DEC 2011

MARINE CORPS INSTALLATIONS EAST ORDER 1742.1A

From: Commanding General
To: Distribution List

Subj: VOTER REGISTRATION PROGRAM

Ref: (a) MCO 1742.1A Ch 1-2
(b) NAVMC 1174, Voting Assistance Guide
(c) MARADMIN 384/11 of 12 Jul 11, Implementation of the
Installation Voter Assistance Office

Encl: (1) Annual Voting Assistance Report

Reports Required: I. Annual Voting Assistance Report (Report
Control Symbol MCIEAST-1754.1-01) par.
4b(2) (j)
II. Quarterly Operating Cost Report (Report
Control Symbol MCIEAST-1754.1-02) par.
4b(5) (h)

1. Situation. The Commandant of the Marine Corps has directed commanding officers to ensure that all Marines, Sailors, and their eligible family members, civilian employees, and other personnel who are assigned 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, be afforded every opportunity to vote utilizing the Voter Registration Program.

2. Cancellation. MCIEASTO 1742.1.

3. Mission

a. To publish policy, provide guidance, and assign responsibility for implementation of the Marine Corps Installations East (MCIEAST) Voter Registration Program in accordance with references (a) through (c).

b. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

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

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Voting Assistance Officers at all levels shall provide assistance to Marines, Sailors, and their eligible family members, civilian employees, contractors, retirees, and any eligible voter who chooses to exercise their right to vote.

(b) MCIEAST Commander's are responsible for the administration of the Voter Registration Program within their respective command, and shall utilize the guidance contained in this Order and the references to implement the Voter Registration Program.

(c) Command support at all levels is critical and essential in the implementation of the Voter Registration Program.

(2) Concept of Operations

(a) U.S. Marine Corps Forces Command is the Major Command Voting Officer (MCVO) for this region and the conduit/liaison between Headquarters U.S. Marine Corps (HQMC), the Service Voting Action Officer (SVAO), and the major subordinate commands (MSCs) within their area of responsibility (AOR).

(b) The MCIEAST VAO is the conduit/liaison between the MCVO and the MSCs within the MCIEAST AOR.

(c) The Voter Registration Program shall be carried out to the greatest extent practical and compatible with military operations.

(d) The Voter Registration Program will be reviewed during the Commanding General's Inspection Program (CGIP). This review is to ensure that persons are informed and provided every opportunity to exercise their right to vote, and that the command has adequately provided for VAO's and support materials.

b. Subordinate Element Missions

(1) Assistant Chief of Staff, G-1 shall:

(a) Assign a GS-12 or above as the Voting Continuity Officer for MCIEAST; and

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(b) assign a Senior VAO for MCIEAST. These billets may be dual-hatted, and is normally assigned to the Adjutant as an additional duty.

(2) MCIEAST Voting Continuity Officer/VAO shall:

(a) Provide a copy of the voting continuity officer's appointment letter to the HQMC SVAO and MCVO;

(b) disseminate voting information to all subordinate and tenant commands within MCIEAST AOR;

(c) maintain appointment letters for all VAOs within MCIEAST AOR;

(d) maintain a current version of references (a) through (c);

(e) attend any voting assistance training available to include Federal Voter Assistance Program (FVAP) voting workshops;

(f) maintain a copy of your appointment letter in your voting continuity (turnover) folder;

(g) ensure the command telephone directory and local telephone book includes your office telephone number;

(h) maintain a sufficient amount of Federal Write-in Absentee Ballots (FWAB) on hand. FWABs may also be obtained and completed via the internet at www.fvap.gov;

(i) maintain a sufficient amount of Federal Post Card Applications (FPCA) on hand. FPCAs may also be obtained and completed via the internet at www.fvap.gov;

(j) submit the Annual Voting Assistance Report, provided as enclosure (1), to the HQMC SVAO via the MCVO as directed;

(k) register in and update monthly the VAO database <https://www.manpower.usmc.mil/vao/vao/Registration.jsp> as outlined in reference (a); and

(l) perform additional responsibilities as outlined in enclosure (1) of reference (a).

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(3) MCIEAST Installation Commanders shall:

(a) Assign a GS-12 or above, or a field grade officer, as the Installation Voting Assistance Officer (IVAO), if feasible. Normally, the Adjutant will be assigned as the IVAO as an additional duty;

(b) assign a GS-12 or above as the Voting Continuity Officer for your installation;

(c) ensure dissemination of voting information to all Marines, Sailors, and their eligible family members, contractors, retirees, and other personnel who are assigned 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; and

(d) comply with the intent of this Order and the content of references (a) through (c).

(4) IVAO shall:

(a) Provide a copy of the appointment letter to the HQMC SVAO, via the MCIEAST VAO and MCVO;

(b) disseminate voting information to all subordinate and tenant commands aboard your installation;

(c) register in and update monthly the VAO database <https://www.manpower.usmc.mil/vao/vao/Registration.jsp> as the IVAO for your installation as outlined in reference (a);

(d) ensure the results of inspections conducted by the CGIP of the Voter Registration Program (FA 210) are forwarded to the HQMC SVAO, via the MCIEAST VAO and MCVO, upon completion;

(e) monitor training provided to Marines, Sailors and eligible family members. The IVAO's required to report to the HQMC SVAO, via the MCIEAST VAO and MCVO the status of voting assistance training provided to Marines and eligible family members upon completion of the training. Ensure hardcopy documentation (training rosters) are maintained for a period of 2 years;

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(f) maintain a sufficient amount of FPCAs on hand. FPCAs may also be obtained and completed via the internet at www.fvap.gov;

(g) maintain a sufficient amount of FWABs on hand. FWABs may also be obtained and completed via the internet at www.fvap.gov;

(h) submit the Annual Voting Assistance Report, provided as enclosure (1), to the HQMC SVAO, via the MCIEAST VAO and MCVO as directed;

(i) maintain appointment letters for all subordinate UVAOs within your AOR in your voting continuity (turnover) folder;

(j) ensure the command telephone directory and local telephone book includes your office telephone number;

(k) maintain a current version of references (a) through (c);

(l) attend any voting assistance training available to include FVAP voting workshops;

(m) perform additional responsibilities as outlined in enclosure (1) of reference (a); and

(n) provide assistance to the Installation Voting Assistance (IVA) Office identified in paragraph 4b(5) below, as required by reference (c).

(5) IVA Offices shall:

(a) Be established at Marine Corps Air Station (MCAS) Beaufort, MCAS Cherry Point, Marine Corps Logistics Base Albany, and Marine Corps Base (MCB) Camp Lejeune. MCAS New River shall utilize the MCB Camp Lejeune office. Marine Corps Air Facility Quantico shall utilize the MCB Quantico office, per reference (c);

(b) be located in a well-advertised, fixed location, physically co-located with an existing office that receives extensive visits by uniformed services personnel, any voting age family members, contractors, Department of Defense civilians, and other civilians who have access to the installation;

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(c) utilize the following standard email address:

1. VOTE CAMP LEJEUNE
2. VOTE CHERRY POINT
3. VOTE NEW RIVER
4. VOTE MCAS BEAUFORT
5. VOTE ALBANY

(d) provide written information on voter registration and absentee ballot procedures to anyone identified in paragraph 4b(5)(b) above;

(e) provide access to the internet where practicable, to register and or update voter registration information;

(f) provide direct assistance to individuals in completing the forms necessary to register to vote;

(g) maintain monthly records of those assisted, per reference (c);

(h) provide a quarterly report of operating costs and those assisted to the HQMC SVAO via the MCIEAST VAO as directed. Format of this report is located at: https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/PERS_ONNEL/Voting; and

(i) comply with the intent of this Order and the content of references (a) through (c).

(6) Subordinate MCIEAST Commanders (battalion/squadron level) shall:

(a) Assign a company grade officer or staff noncommissioned officer as the Unit Voting Assistance Officer (UVAO); and

(b) comply with the intent of this Order and the content of references (a) through (c).

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(7) UVAO shall:

(a) Provide a copy of the appointment letter to the HQMC SVAO, via the MCIEAST VAO, MCVO, and IVAO;

(b) disseminate voting information to all sections and departments within your command;

(c) register in and update monthly the VAO database <https://www.manpower.usmc.mil/vao/vao/Registration.jsp> as the UVAO for your command as outlined in reference (a);

(d) ensure the results of inspections conducted by the CGIP of the Voter Registration Program (FA 210) are forwarded to the HQMC SVAO, via the MCIEAST VAO, MCVO, and IVAO, upon completion;

(e) monitor training provided to Marines, Sailors, and eligible family members. The UVAO is required to report to the HQMC SVAO, MCIEAST VAO, MCVO, and IVAO the status of voting assistance training provided to Marines and eligible family members upon completion of the training. Ensure hardcopy documentation (training rosters) are maintained for a period of 2 years;

(f) maintain a sufficient amount of FPCAs on hand. FPCAs may also be obtained and completed via the internet at www.fvap.gov;

(g) maintain a sufficient amount of FWAB on hand. FWABs may also be obtained and completed via the internet at www.fvap.gov;

(h) submit the Annual Voting Assistance Report, provided as enclosure (1), to the HQMC SVAO, via the MCVO, MCIEAST VAO, and IVAO;

(i) maintain appointment letters for all Assistant VAO's within your AOR in your voting continuity (turnover) folder;

(j) ensure the command telephone directory and local telephone book includes your office telephone number;

(k) maintain a current version of references (a) through (c);

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(l) attend any voting assistance training available to include FVAP voting workshops; and

(m) perform additional responsibilities as outlined in enclosure (1) of reference (a).

c. Coordinating Instructions

a. Submit all recommendations concerning this Order, the references, or the Voter Registration Program to the MCIEAST VAO and Voting Continuity Officer.

b. VAOs will not become involved in providing information on candidates and issues with the exception of message traffic and e-mail received from HQMC.

5. Administration and Logistics

a. FPCAs must be delivered in-hand by 15 January each calendar year for all uniformed services personnel and their eligible family members.

b. During even numbered years, the FPCA must be delivered in-hand by 15 September for all uniformed services personnel stationed within the United States.

c. The FPCA will be completed upon check-in for each person who completes a permanent change of station.

d. The following link provides important and additional tools, resources, points of contact, orders, and regulations related to the Voter Registration Program.

<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/VOTING/Pages/default.aspx>

6. Command and Signal

a. Command. This Order is applicable to MCIEAST.

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



F. P. BOTTORFF
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS
UNIT HEADING

IN REPLY REFER TO:
1742
ADJ

From: Commanding Officer, (Installation)
To: Commandant of the Marine Corps (MRP-4)
Via: (1) Commanding General, (Region)
(2) Commander, (MCV0)

Subj: ANNUAL VOTING ASSISTANCE REPORT

Ref: (a) MCO 1742.1A w/Ch 2
(b) MARADMIN 673/08

1. Per references (a) and (b), the following report is submitted:

2. Number of Service Members Assisted

- a. Registration Requests: XX
 - (1) PCS Request:
 - (2) Pre-deployment:
 - (3) Post-deployment:
 - (4) Routine Change of Address:
- b. Absentee Ballot Requests: XX
 - (1) PCS Request:
 - (2) Pre-deployment:
 - (3) Post-deployment:
 - (4) Routine Change of Address:
- c. Federal Write-in Ballet (FWAB) Requests: XX
 - (1) PCS Request:
 - (2) Pre-deployment:
 - (3) Post-deployment:
 - (4) Routine Change of Address:
- d. Change of Address Requests: XX
 - (1) PCS Request:
 - (2) Pre-deployment:
 - (3) Post-deployment:
 - (4) Routine Change of Address:
- e. General Voting Information Requests: XX

3. Number of Military Dependents Assisted

- a. Registration Requests: XX
 - (1) PCS Request:
 - (2) Pre-deployment:
 - (3) Post-deployment:
 - (4) Routine Change of Address:

Enclosure (1)

Subj: ANNUAL VOTING ASSISTANCE REPORT

- b. Absentee Ballot Requests: XX
 - (1) PCS Request:
 - (2) Pre-deployment:
 - (3) Post-deployment:
 - (4) Routine Change of Address:
- c. Federal Write-in Ballet (FWAB) Requests: XX
 - (1) PCS Request:
 - (2) Pre-deployment:
 - (3) Post-deployment:
 - (4) Routine Change of Address:
- d. Change of Address Requests: XX
 - (1) PCS Request:
 - (2) Pre-deployment:
 - (3) Post-deployment:
 - (4) Routine Change of Address:
- e. General Voting Information Requests: XX

4. Voting Assistance Officer (VAO) Training

- (1) Number Trained at a Federal Voting Assistance Program (FVAP) workshop: XX
- (2) Number Trained by Service Provided Workshop: XX
- (3) Number Trained on-line: XX

5. Narrative Assessment describing the activities and effectiveness of the Service Voting Assistance Program during the calendar year:

- a. Command training schedule published a list of the times and dates for unit voting assistance classes.
- b. Disseminated voting information via base/station newspaper.
- c. VAO program ran very smooth and effective this year.

6. Number of formal written complaints: XX

7. Lessons Learned: (example) Be more proactive and reach out to the service members and their families at check-in and check out of the command.

8. List of Best Practices: (examples)

a. Disseminated all voting information to all Marines, Sailors, and civilians under MCIEAST electronically, to include the FVAP News releases, encouraging all Marines to vote and become familiar with the requirements was continually published via all-hands emails. Posters with IVAO and election dates information were displayed throughout the command. Upon check-in, new Marines are informed of who the IVAO is to answer their voting questions and provide them with the necessary voting registration forms.

b. UVAO names and contact information were published throughout the command and on the installation share portal and/or websites.

Subj: ANNUAL VOTING ASSISTANCE REPORT

c. Voting Assistance Guides were electronically distributed (pending receipt of hard copies) to the UVAOs to ensure proper registration and voting procedures were followed.

d. Registration and voting procedures were discussed with new joins and they were given information regarding dates, addresses, and procedures governing the process in their respective state utilizing the Department of Defense (DOD) Federal Voting Assistance Program (FVAP) website and the USMC website.

e. Voting information boards were updated and placed in common areas providing access to pertinent voting information. Read boards and other information boards were also utilized to display information.

f. Command training schedules and Plans of the Week were used to publish dates/times for voting assistance classes and voting assistance classes were held throughout the command.

g. Federal Post Card Applications (FPCA) were sent via multiple means to include electronically to all service members in the commands. Training was conducted on the proper use of the FPCA.

h. Election calendars and posters were sent to via multiple means to include electronically to all individual sections/departments for easy access.

i. Voting information was passed at staff meetings.

9. Recommendations to improve the Voting Assistance Program in the future:

By direction

Copy to:
Voting Continuity Folder