

## DETAILED INSPECTION CHECKLIST

### FA SC STMT TEXT

- 210 VOTER ASSISTANCE PROGRAM  
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- 210 01 MAJOR COMMAND VOTING OFFICER (MCVO)  
(THIS SECTION ALSO APPLIES TO OTHER INTERMEDIATE  
ECHELONS OF COMMAND WITH SUBORDINATE UNIT VOTING  
ASSISTANCE OFFICERS.)
- 210 01 001 Has a civilian employee at the GS-12 level or above or a field grade  
Officer been assigned to serve as the Major Command Voting Officer  
(MCVO), or is there a HQMC approved grade waiver? (THE GRADE  
REQUIREMENT LISTED IN ITEM 01 001 MAY BE MODIFIED TO  
ALLOW A SNCO, CIVILIAN EQUIVALENT, OR HIGHER MAY BE  
APPOINTED AT INTERMEDIATE LEVEL COMMANDS.)  
Reference  
MCO 1742.1B, par 4b(5)
- 210 01 002 Did the MCVO submit a copy of his/her appointment letter to HQMC, or  
immediate higher headquarters,(MFP-4)?  
Reference  
MCO 1742.1B, par 4b(5)
- 210 01 003 Has the MCVO received the required VAO training, and have a copy of  
their training certificate?  
Reference  
MCO 1742.1B, encl 2, par 2  
<http://www.fvap.gov/vao/vao-training.html>
- 210 01 004 Does the MCVO maintain and update a voting continuity folder (turnover  
folder)?  
Reference  
MCO 1742.1B, encl 2, par 14
- 210 01 005 Is the MCVO utilizing the Marine Corps Voting SharePoint site to submit  
their voting reports?  
Reference  
MCO 1742.1B, par 4b(5)(c)

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- 210 01 006 Does the MCVO maintain copies of submitted voting assistance reports for (2) years?  
Reference  
MCO 1742.1B, par 5b
- 210 01 007 Did the MCVO forward results of all inspections conducted by the IGMC or Commanding Generals Inspection Program (CGIP) of the Voting Assistance Program (FA 210) to HQMC MFP-4?  
Reference  
MCO 1742.1B, par 4b(5)(e)
- 210 01 008 Does the MCVO re-address and forward voting messages as necessary to subordinate organizations?  
Reference  
MCO 1742.1B, par 4b(5)(b)
- 210 02 INSTALLATION VOTING ASSISTANCE OFFICER (IVAO)
- 210 02 001 Has a civilian employee at the GS-12 level or above, or a field grade officer, been assigned to serve as the Installation Voting Assistance Officer (IVAO), or is there a HQMC approved grade waiver?  
Reference  
MCO 1742.1B, par 4b(6)(a)
- 210 02 002 Did the IVAO submit a copy of his/her appointment letter to their higher headquarters?  
Reference  
MCO 1742.1B, par 4b(6)(a)
- 210 02 003 Has the IVAO received the required training, and have a copy of their training certificate?  
Reference  
MCO 1742.1B, encl 3, par 2  
<http://www.fvap.gov/vao/vao-training.html>
- 210 02 004 Does the IVAO maintain and update a voting continuity folder (turnover folder)?  
Reference  
MCO 1742.1B, encl 3, par 9
- 210 02 005 Does the IVAO maintain a copy of the current version of the Voting Assistance Guide (VAG)?  
Reference  
MCO 1742.1B, encl 3, par 3

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- 210 02 006 Is the IVAO utilizing the Marine Corps Voting SharePoint site to submit their voting reports?  
Reference  
MCO 1742.1B, encl 3, par 5
- 210 02 007 Does the IVAO notify HQMC (MFP-4) of any changes or updates to office location, email or phone listings within one business day of such a change? (Current listings are reflected at <http://www.fvap.gov/contact/ivaoffice/marines.html>.)  
Reference  
MCO 1742.1B, encl 3, par 6
- 210 02 008 Has the IVAO designated at least one well-advertised, well-fixed location where voting materials and voting assistance is available to military personnel, their families, & civilian federal employees?  
Reference  
MCO 1742.1B, encl 3, par 3
- 210 02 009 Has the IVAO ensured the installation telephone directory and/or website includes the office telephone number for the IVAO and UVAOs?  
Reference  
MCO 1742.1B, encl 3, par 6
- 210 02 010 Does the IVAO receive, maintain , display, and disseminate voting information to all subordinate and tenant commands aboard the installation?  
Reference  
MCO 1742.1B, encl 3, par 3
- 210 02 011 Does the IVAO offer to mail voting materials on behalf of voters?  
Reference  
MCO 1742.1B, encl 3, par 12f
- 210 03 INSTALLATION VOTER ASSISTANCE (IVA) OFFICE
- 210 03 001 Has the IVA Office been established within the installation headquarters organization reporting directly to the Installation Commander?  
Reference  
MCO 1742.1B, encl 3, par 1
- 210 03 002 Has the Base/Station established an Installation Voting Assistance (IVA) Office capable of providing robust voter assistance to all eligible voters?  
Reference  
MCO 1742.1B, encl 3, par 1

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- 210 03 003 Is the IVA Office located in a well-advertised, fixed location that receives extensive visits by Service personnel, family members and civilian federal employees?  
Reference  
MCO 1742.1B, encl 3, par 3
- 210 03 004 Is the IVA Office maintaining records regarding:  
  
1- the number of personnel, by personnel type, that they have assisted;  
2- Quarterly Operating Cost to run the IVA office, and  
3- the number of forms mailed on behalf of the voter?  
Reference  
MCO 1742.1B, par 5b
- 210 03 005 Is the IVA Office included in the check-in process to ensure that a FPCA is completed during a service member's arrival at the command after a Permanent Change of Station (PCS), or as soon thereafter as practicable?  
Reference  
MCO 1742.1B, encl 3, par 12a
- 210 03 006 Does the IVA Office have a voicemail box established, with a greeting indicating that it is the IVA Office, hours of operation, and anticipated response time?  
Reference  
MCO 1742.1B, encl 3, par 12g
- 210 04 UNIT VOTING ASSISTANCE OFFICER (UVAO)
- 210 04 001 Has the command assigned an officer (O-2 or above) or staff non-commissioned officer (E-7 or above) as the UVAO, or is there a HQMC approved grade waiver?  
Reference  
MCO 1742.1B, par 4b(7)(a)
- 210 04 002 Did the UVAO submit a copy of his/her appointment letter to their higher headquarters?  
Reference  
MCO 1742.1B, encl 4, par 1
- 210 04 003 Has the UVAO received the required VAO training and have a copy of their training certificate?  
Reference  
MCO 1742.1B, encl 4, par 2  
<http://www.fvap.gov/vao/vao-training.html>

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- 210 04 004 Does the UVAO maintain and update a voting continuity folder (turnover folder)?  
Reference  
MCO 1742.1B, encl 4, par 9
- 210 04 005 Has specific written authorization by the unit's commanding officer been given to the UVAO (if a SNCO) to witness and administer oaths required by some states?  
Reference  
MCO 1742.1B, encl 4, par 1
- 210 04 006 Does the UVAO have the current version of the Voting Assistance Guide (VAG)?  
Reference  
MCO 1742.1B, encl 4, par 1 and par 9
- 210 04 007 Does the UVAO ensure each eligible individual in their unit is afforded the opportunity to receive absentee voting assistance regarding election dates, state requirements, voter registration, and all voting procedures?  
Reference  
MCO 1742.1B, encl 4, par 3
- 210 04 008 Is the UVAO making the Federal Post Card Application (FPCA) available for each eligible service member, and do they maintain an adequate supply of FPCA's on hand and/or have the link to obtain the electronic version of the FPCA?  
Reference  
MCO 1742.1B, encl 4, par 12 and 13  
<https://www.fvap.gov>
- 210 04 009 Is the UVAO able to explain the local procedures to be used when prisoners desire to vote?  
Reference  
MCO 1742.1B, encl 6, par 2
- 210 04 010 Does the UVAO have procedures in place to increase voting awareness and encourage voter registration?  
Reference  
MCO 1742.1B, encl 4, pars 3, 4, 7, and 8
- 210 04 011 Did the UVAO provide training on absentee voter registration and voting procedures to unit members annually? (Training rosters are to be maintained for 2 years.)  
Reference  
MCO 1742.1B, par 4b(7)(c) and (d)

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- 210 04 012 Has the UVAO ensured the command telephone directory and/or website includes the voting office telephone number for the unit?  
Reference  
MCO 1742.1B, encl 4, par 6
- 210 04 013 Does the UVAO have sufficient Federal Write-in Absentee Ballots (FWAB) on hand to support their unit, and/or have the link to obtain the electronic version of the FPCA?  
Reference  
MCO 1742.1B, encl 4, par 13 and 20  
<https://www.fvap.gov>
- 210 04 014 Is the UVAO familiar with the available voting websites: [www.manpower.usmc.mil/voting](http://www.manpower.usmc.mil/voting) and FVAP: [www.fvap.gov](http://www.fvap.gov) for assistance in helping eligible individuals to communicate with their elected officials?  
Reference  
MCO 1742.1B, encl 4, par 9
- 210 04 015 Does the UVAO display voting posters and calendars throughout the organizations common areas?  
Reference  
MCO 1742.1B, encl 4, par 3
- 210 04 016 Does the UVAO ensure that a FPCA is provided during a service member's arrival at the command after a Permanent Change of Station (PCS), or as soon thereafter as practicable?  
Reference  
MCO 1742.1B, encl 4, par 12
- 210 04 017 Is the UVAO within the maximum (200) number of eligible voters a UVAO can represent? If more than (200) unit members, is/are additional Voting Assistance Officers assigned? If a Training Command School House, Officer Candidates School or MCRD, is there a HQMC approved local policy that ensures adequate voting assistance to student personnel?  
Reference  
MCO 1742.1B, encl 4, par 17
- 210 04 018 Does the UVAO utilize the Marine Corps Voting SharePoint site to submit their voting reports, and submit a copy of their report to their higher headquarters?  
Reference  
MCO 1742.1B, encl 4, par 5

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- 210 04 019 Does the UVAO maintain copies of submitted voting assistance reports for (2) years?  
Reference  
MCO 1742.1B, par 5b
- 210 04 020 Does the unit website or SharePoint site have the 'vote@usmc.mil' listed for unit member email access?  
Reference  
DoDI 1000.04, encl 4, sect 2r (as modified by Director, FVAP email of Thursday, March 20, 2014 11:58 AM)
- 210 05 RECRUITING STATIONS/RECRUITING SUB-STATIONS (RS/RSS)
- 210 05 001 Does the RS/RSS offer the [Voter Registration Information Form \(DD 2645\)](#) and a [National Mail Voter Registration Form and Guide](#) to anyone receiving services/assistance? (The National Mail Voter Registration Form allows citizens to: Register to vote in their state, report a change of name to their voter registration office, report a change of address to their voter registration office, or register with a political party.)  
Reference  
U.S.C. TITLE 42 - CHAPTER 20 - SUBCHAPTER I-H - NATIONAL VOTER REGISTRATION, SEC. 1973GG  
<http://www.fvap.gov/resources/media/nvralaw.pdf>
- 210 05 002 Does the RS/RSS assist prospective enlistees and eligible citizens in completing applications?  
Reference  
U.S.C. TITLE 42 - CHAPTER 20 - SUBCHAPTER I-H - NATIONAL VOTER REGISTRATION, SEC. 1973GG
- 210 05 003 Does the RS/RSS accept completed voter registration forms and send them to the appropriate state election official by the state deadline?  
Reference  
U.S.C. TITLE 42 - CHAPTER 20 - SUBCHAPTER I-H - NATIONAL VOTER REGISTRATION, SEC. 1973GG
- 210 05 004 Does the RS/RSS provide to each eligible citizen, whether a prospective enlistee or not, the same degree of assistance for the completion of the registration application form as is provided by the office for the completion of its own forms (i.e., application for enlistment) unless the person refuses such assistance?  
Reference  
U.S.C. TITLE 42 - CHAPTER 20 - SUBCHAPTER I-H - NATIONAL VOTER REGISTRATION, SEC. 1973GG

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- 210 05 005 Does the RS/RSS use, and submit to MCRC HQ, the FVAP [Recruiter Registration Summary](#) to maintain statistical information on voter registration assistance?  
(Form is available at: <http://www.fvap.gov/resources/media/recruiter-registration-summary.pdf>.)  
Reference  
U.S.C. TITLE 42 - CHAPTER 20 - SUBCHAPTER I-H - NATIONAL VOTER REGISTRATION, SEC. 1973GG
- 210 05 006 Does the RS/RSS maintain records pertaining to voter registration assistance or activities for a minimum of two years, specifically retention of the DD 2645?  
Reference  
U.S.C. TITLE 42 - CHAPTER 20 - SUBCHAPTER I-H - NATIONAL VOTER REGISTRATION, SEC. 1973GG
- 210 05 007 Is the RS/RSS aware that it is illegal to seek to influence an applicant's political preference or party registration?  
Reference  
U.S.C. TITLE 42 - CHAPTER 20 - SUBCHAPTER I-H - NATIONAL VOTER REGISTRATION, SEC. 1973GG
- 210 05 008 Is the RS/RSS aware that it is illegal to display any political preference or party allegiance?  
Reference  
U.S.C. TITLE 42 - CHAPTER 20 - SUBCHAPTER I-H - NATIONAL VOTER REGISTRATION, SEC. 1973GG
- 210 05 009 Is the RS/RSS aware that it is illegal to make any statement to an Applicant, or take any action in order to discourage the applicant, from registering to vote?  
Reference  
U.S.C. TITLE 42 - CHAPTER 20 - SUBCHAPTER I-H - NATIONAL VOTER REGISTRATION, SEC. 1973GG
- 210 05 010 Is the RS/RSS aware that it is illegal to make any statement to an applicant or take any action in order to lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits, and that it is illegal to use information relating to a declination to register to vote in connection with an application made for any purpose other than voter registration?  
Reference  
U.S.C. TITLE 42 - CHAPTER 20 - SUBCHAPTER I-H - NATIONAL VOTER REGISTRATION, SEC. 1973GG