



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1742.1B
MFP-4

0 1 APR 2013

MARINE CORPS ORDER 1742.1B

From: Commandant of the Marine Corps
To: Distribution List

Subj: VOTING ASSISTANCE PROGRAM

Ref: (a) DOD Instruction 1000.04
(b) Federal Voting Assistance Program (FVAP), Voting Assistance Guide
(c) NAVMC 5040.6 Marine Corps Readiness Inspections
(d) National Voter Registration Act of 1993
(e) SECNAV M-5210.0

Encl: (1) HQMC Voting Assistance Reporting Hierarchy
(2) Guidance for MCVAOs
(3) Guidance for IVAOs & IVA Offices
(4) Guidance for UVAOs
(5) Guidance for Recruiting Stations
(6) Individual Voter Procedures
(7) Required Voting Materials and Forms
(8) Definitions

1. Situation. To publish policy, provide guidance, and assign responsibility for implementation of the Voter Assistance Program, and to provide assistance to military personnel, their family members, and civilian federal employees, and all qualified voters who have access to such installation offices in the exercising of their voting rights, per references (a) through (e).

2. Cancellation. MCO 1742.1A w/CH 1-2.

3. Mission. To ensure that military personnel, their eligible family members, civilian federal employees, and those 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 Assistance 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 eligible voters in the exercise of their voting rights.

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

(2) Concept of Operations

(a) The Director, Marine and Family Programs Division (MF), under the staff cognizance of the Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA), will utilize references (a) and (b) to develop voting assistance policy in the Marine Corps, and serve as the Senior Service Voting Representative (SSVR) of the Marine Corps to the Federal Voting Assistance Program.

(b) The Head, Military Personnel Services Branch (MFP), under the direction of the Director, MF Division, will appoint a Service Voting Action Officer (SVAO) who will serve as the Headquarters, U. S. Marine Corps point of contact on voting, to manage and coordinate this program for the Marine Corps.

(c) Major Command Voting Assistance Officers (MCVAOs) are to serve as liaisons between Headquarters, U.S. Marine Corps (HQMC) (MFP-4) and subordinate commands within their areas of responsibility (AOR), shown in enclosure (1). They are identified as:

Commander, U.S. Marine Corps Forces Command
 Commander, U.S. Marine Corps Forces Pacific
 Commander, U.S. Marine Forces Reserve
 Commanding General, Marine Corps Recruiting Command
 Commanding General, Training and Education Command
 Commander, U.S. Marine Corps Logistics Command
 Commander, U.S. Marine Corps Forces Special Operation Command
 Commander, Marine Corps Installations Command
 Commander, U.S. Marine Forces Europe/Africa
 Commander, U.S. Marine Forces South
 Commander, U.S. Marine Forces Central Command
 Commander, U.S. Marine Forces Korea
 Commander, U.S. Marine Forces Strategic Command
 Commander, U.S. Marine Forces Cyber Space Command

(d) Installation Voting Assistance Offices (IVA Offices) are established based on regional geographic requirements, shown in enclosure (1). They 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 Offices also serve as the liaison for coordination of surveys and workshops from higher headquarters. IVA Offices are required to be established at the following locations:

Marine Air Ground Task Force Training Center, 29 Palms, CA
 Marine Corps Mountain Warfare Training Center, Bridgeport, CA
 Marine Corps Recruit Depot Parris Island, SC
 Marine Corps Recruit Depot San Diego, CA
 Blount Island Command, Jacksonville, FL
 Marine Corps Installations East-Camp Lejeune, NC
 Marine Corps Air Station Beaufort, SC
 Marine Corps Air Station Cherry Point, NC

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Marine Corps Logistics Base Albany, GA
 Marine Corps Installations West-Camp Pendleton, CA
 Marine Corps Logistics Base Barstow, CA
 Marine Corps Air Station Miramar, CA
 Marine Corps Air Station Yuma, AZ
 Marine Corps Installations Pacific-Camp Butler, Japan
 Marine Corps Air Station Iwakuni, Japan
 Combined Arms Training Center Fuji, Japan
 Marine Corps Base Hawaii
 Marine Corps Base Quantico, VA

(e) 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.

(f) The Voting 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.

(g) The Inspector General of the Marine Corps (IGMC) and Command Inspectors General will include the Voting Assistance 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.

(h) Training and Education Command will ensure Recruit Training, and all Command Courses/Service Schools provide periods of instruction that emphasize and advertise the Voter Assistance Program. This program will be designed to encourage Service members to register and subsequently vote. Training shall also include instruction on voting rights, responsibilities and procedures on absentee registration and voting.

b. Subordinate Element Missions

(1) Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) shall assign, by billet, a uniformed flag officer, or civilian equivalent as the Senior Service Voting Representative (SSVR).

(2) Director, Marine and Family Programs Division (MF)

(a) Responsible for the content and update of this Order.

(b) Responsible for the Service-wide implementation of the Voting Assistance Program within the Marine Corps.

(3) Commanding General, Marine Corps Recruiting Command

(a) Provide each prospective enlistee with the U.S. Election Assistance Commission's "National Mail Voter Registration Form," (available at www.eac.gov), and DD Form 2645, "Voter Registration Information Form".

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(b) Distribute the "National Mail Voter Registration Form" to each Marine, their eligible family members, civilian federal employee, and those who are eligible to vote under the laws and procedures of their State of voting residence who requests one, and to each prospective enlistee, and provide assistance in completing and mailing the form if requested.

(c) Transmit completed registration applications, if assistance is requested from the voter, in a timely manner to the appropriate State election officials.

(d) Provide each citizen or prospective enlistee, who desires to register to vote, the same degree of assistance for the completion of the "National Mail Voter Registration Form" as is provided by the office for the completion of its own forms, e.g., the application for enlistment, unless the person refuses such assistance. Track, and report to the Federal Voting Assistance Program, the number of personnel who accept/decline this assistance using DD Form 2645 (current version).

(e) Maintain statistical information and records on voter registration assistance in the format prescribed by the Office of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), per reference (d).

(4) Commanding General, Training and Education Command (TECOM) shall ensure absentee voting training is provided, in accordance with reference (a), to all Marine Corps student personnel, to include recruits and officer candidates. Ensure that all training is documented and maintained for two years.

(5) Major Subordinate Commanders (as listed in paragraph 4a(2)(c))

(a) Appoint a GS-12/Major or above as the MCVAO, and provide a copy of the MCVAO appointment letter to CMC (MFP-4). Requests for grade waivers must be approved by HQMC (MFP-4).

(b) Readdress and transmit voting information to subordinate units.

(c) Ensure the MCVAO submits voting assistance reports to the HQMC SVAO, as outlined in enclosure (2).

(d) MCVAOs will collect and maintain current copies of the appointment letters for IVAOs in their area of responsibility as listed in paragraph 4a(2)(d).

(e) Ensure the results of inspections conducted by the Commanding General's Inspection Program (CGIP) of the Voting Assistance Program (utilizing IGMC Functional Area Checklist 210) are forwarded to HQMC (MFP-4).

(6) Installation Commanders (as defined in paragraph 4a(2)(d))

(a) Appoint a GS-12/Major or above as the IVAO, who will report directly to the installation Commander, and provide a copy of the appointment letter to CMC (MFP-4) and the appropriate MCVAO. Requests for grade waivers must be approved by HQMC (MFP-4).

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(b) Ensure the IVAO readdresses and disseminates voting information to all personnel aboard the installation.

(c) The IVAO is required to keep track of all voting assistance training provided by the IVA Office. The IVAO will submit a report to the HQMC SVAO on a quarterly basis, per enclosure (3). A copy of submitted reports will be delivered by the IVAO to their MCVAO. The IVAO shall ensure documentation of voting reports and training rosters are maintained for two years.

(d) Maintain a voting assistance office in a high traffic area aboard the installation as outlined in enclosure (3).

(e) Provide directory service at the installation regarding phone and e-mail contact information for Unit Voting Assistance Officers (UVAO). A standard organizational e-mail address of the form, Vote(unit)@USMC.mil shall be established to contact all Installation Voting Assistance Offices.

(7) Unit Commanders

(a) Appoint an Officer or Staff Non-Commissioned Officer (O-2/E-7 or above) as the UVAO, and provide a copy of the UVAO appointment letter to the next higher level in the chain of voting reporting, as depicted in enclosure (1). Requests for grade waivers must be approved by HQMC (MPF-4).

(b) Ensure the UVAO disseminates voting information to all Marines, eligible family members, and civilian Marines, who are eligible to vote under the laws and procedures of their State of voting residence. Afford unit members every opportunity to vote utilizing the Voter Assistance Program.

(c) Ensure the UVAO documents and retains unit voting assistance training materials and rosters for two years.

(d) Ensure all members of the command receive annual absentee voting training.

(8) Inspector General of the Marine Corps and Command Inspectors General shall include the Federal Voting Assistance Program as an item for specific review during inspections, and forward the results of such inspections to HQMC (MPF-4) for trend analysis on an annual basis. Specific unit identifiers may be removed from reports. Discrepancies and findings should be forwarded to allow program managers to improve training and education materials.

(9) The Head, Military Personnel Services Branch (MFP) shall assign a Service Voting Action Officer (SVAO). The Service Voting Action Officer (SVAO) should be permanently assigned 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.

(10) Service Voting Action Officer

(a) Make timely distribution to service-members, units, and civilian federal employees of information on election dates, State voting requirements, and applicable voter surveys and procedures. This information is to be sent to the MCVAOs listed in paragraph 4a(2)(c) and those IVAOs identified in paragraph 4a(2)(d). It is the MCVAO's and IVAO's

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responsibility to forward the voting information to the appropriate unit level.

(b) Distribute voting materials to the MCVAOs and IVAOs expeditiously.

(c) Provide reports to, and Service-level liaison with the DoD Federal Voting Assistance Program (FVAP) office.

5. Administration and Logistics.

a. Recommendations concerning the contents of this Order may be sent to the CMC (MFP-4) via the appropriate chain of command.


b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (e) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. Significant revisions have been made throughout this Order. It should be read in its entirety to ensure familiarity and compliance with current requirements.

6. Command and Signal

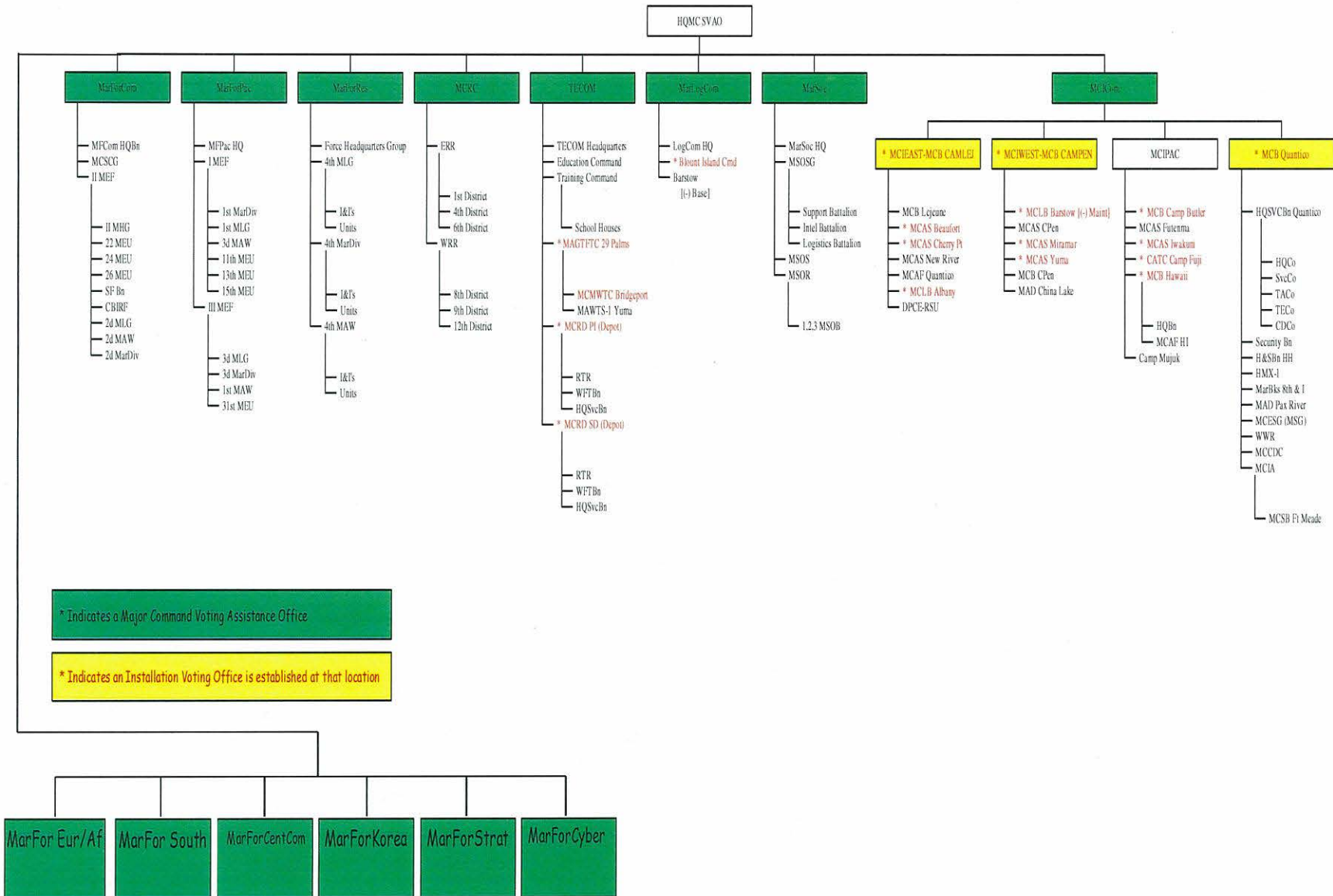
a. Command. This Order is applicable to the Marine Corps Total Force.

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


R. E. MILSTEAD JR.
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10202468100

HQMC Voting Assistance Reporting Hierarchy



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Guidance for MCVAOs

1. The Commanders of units designated in paragraph 4a(2)(c) of this Order will assign a Major (O-4) or GS-12 or above as the Major Command Voting Assistance Officer (MCVAO) in writing. Grade waivers must be approved by HQMC (MFP-4). If a grade waiver is granted by HQMC, and a Staff Non-Commissioned Officer is appointed, the appointment letter shall include specific written authorization by the Commander that "the MCVAO is authorized to witness and administer oaths as required by State voting regulations", if a Commissioned Officer is not available.
2. Complete the Voting Assistance Officer training course. This course is available via MarineNet, from the DoD Federal Voting Assistance Program (FVAP) via in-person workshops, or online training at the FVAP website.
3. Provide, distribute, and post current voting information to subordinate commands. This information includes election dates, officials to be elected, constitutional amendments, and other proposals to be voted on, absentee registration, voting procedures, and Marine Corps messages on voting as received from the SVAO or FVAP. It also includes the distribution of voting posters, Voting Assistance Guides, and other relevant information received from higher headquarters. Venues such as MOL, E-Marine, & the Family Readiness Officer network are recommended avenues of communicating this information to your voters.
4. Ensure all Uniformed Services personnel, their eligible family members, civilian federal employees, and all qualified voters who have access to Marine Corps offices are afforded the opportunity to receive voting assistance. This shall include guidance regarding where to find information on election dates, offices, constitutional amendments, ballot proposals, as well as municipal, primary, and general elections. This assistance will include absentee voting training for uniformed personnel. Ensure that all training is documented, and that records are maintained for two years.
5. On a quarterly basis, submit a report to HQMC (MFP-4) of voting assistance activities for your command. Reports are to be completed by updating the command voting assistance data using the HQMC Voting Assistance Report, accessible on the USMC Voting website. Reports are due as follows:
 - 1 January - 31 March - due 13 April
 - 1 April - 30 June - due 13 July
 - 1 July - 30 September - due 13 October
 - 1 October - 31 Dec - due 13 January
6. Ensure all subordinate units are submitting Voting Assistance Reports to HQMC (MFP-4).
7. By 15 January of each year, ensure Federal Post Card Applications (FPCAs) are delivered through in-hand delivery or through electronic means for all Uniformed Services personnel, their eligible family members, and civilian federal employees, and all qualified voters who have access to Marine Corps offices.
8. By 15 July of each year, ensure additional copies of FPCAs are delivered to all personnel stationed outside the United States, and by 15 September of each year for all personnel stationed within the United States, during even numbered years.
9. Ensure the command directory includes the billet and office telephone number of the VAO.

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10. Conduct voting assistance and information events during Armed Forces Voters' Week (typically the last week of June during even numbered years), Overseas Citizens Voters' week (runs concurrently with Armed Forces Voters' Week), and Absentee Voters' Week (typically the last week of September during even numbered years). This shall include local activities publicizing upcoming elections, focusing on the importance of voting, and training regarding procedures required to obtain and properly fill out absentee ballots for general elections per the current edition of reference (b).

11. Ensure all subordinate VAOs are trained and instructed in the proper procedures necessary to carry out assigned responsibilities within 90 days of their assignment as a VAO. Refresher training is to be accomplished annually. VAOs should be readily available and equipped to give personal assistance to voters.

12. Coordinate with Public Affairs Offices to publicize all upcoming elections, procedures to register and vote, and current names, organizations, and telephone numbers of Voting Assistance Officers.

13. Encourage maximum participation by internal and external agencies, such as Military OneSource, Single Marine Programs, Family Readiness Programs, spouses' groups, special DOD or Service speakers, and State registration officials to provide additional emphasis on command voting assistance programs.

14. Maintain a voting continuity file that can provide guidance regarding duties and responsibilities of the MCVAO. The file should provide, at a minimum, the basic details on the voting process, key election materials, and web-links. The file should also provide the VAO with a quick orientation of his/her voting assistance responsibilities and duties in helping to meet the needs of the organization's voters. Additional information is provided on the Marine Corps voting webpage, and in Chapter 3 of reference (b) under the paragraph "Continuity Folder".

15. Reporting Seniors and supervisors are required to annotate the fitness report or performance appraisals of Voting Assistance Officers (VAOs), commenting on their performance as a VAO.

16. MCVAOs will assist the FVAP in conducting official surveys as requested.

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Guidance for IVAOs & IVA Offices

1. The Commanders of installations designated in paragraph 4.a.(2)(d) of this Order will assign an Installation Voting Assistance Officer (IVAO) in writing, and establish an Installation Voting Assistance Office (IVA Office). If a Staff Non-Commissioned Officer is appointed as the IVAO, the appointment letter will include specific written authorization by the Commander that "the IVAO is authorized to witness and administer oaths as required by State voting regulations".
2. Complete the Voting Assistance Officer training course. This course is available via MarineNet, from FVAP via in-person workshops, or online training at the FVAP website.
3. Designate at least one well-advertised, well-fixed location where voting materials and voting assistance are available to all installation Uniformed Services personnel, eligible family members, civilian federal employees, and all qualified voters who have access to such installation offices, preferably physically co-located with an existing office that receives extensive visits, such as the Installation Personnel Administration Center or Base reception center. Provide, distribute, and post current voting information as received from the SVAO or FVAP for use by commands aboard the installation. This information includes election dates, officials to be elected, constitutional amendments, and other proposals to be voted on, absentee registration, voting procedures, and Marine Corps messages on voting. It also includes the distribution of voting posters, Voting Assistance Guides, and other relevant information received from higher headquarters.
4. Ensure each eligible individual is afforded the opportunity to receive voting assistance. This shall include assistance with all types of elections to include dates, offices, constitutional amendments, ballot proposals, as well as municipal, primary, and general elections.
5. On a quarterly basis, submit a report of IVA Office voting assistance activities to HQMC (MFP-4). A copy of that report will also be sent to the appropriate MCVAO for their records. Reports are to be completed by updating the command voting assistance data using the HQMC Voting Assistance Report, accessible on the USMC Voting website. Reports are due no later than the 13th of the month for the previous quarter:
 - 1 January - 31 March - due 13 April
 - 1 April - 30 June - due 13 July
 - 1 July -30 September - due 13 October
 - 1 October - 31 Dec - due 13 January
6. Ensure the installation directory identifies the IVAO and the IVA Office as such, and lists the telephone numbers. Any changes or updates to office location, email, or phone listings will be communicated to HQMC (MFP-4) within one business day of such a change. HQMC (MFP-4) will then notify FVAP of these changes.
7. Coordinate with the installation Public Affairs Office to publicize all upcoming elections and procedures on how to register and vote.
8. Conduct voting assistance and information events during Armed Forces Voters' Week (typically the last week of June during even numbered years), Overseas Citizens Voters' week (runs concurrently with Armed Forces Voters' Week), and Absentee Voters' Week (typically the last week of September during even numbered years). This shall include local activities publicizing upcoming elections, focusing on the importance of voting, and procedures

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required to obtain and properly fill out absentee ballots for general elections per the current edition of reference (b).

9. Maintain a voting continuity file that can provide guidance regarding duties and responsibilities of the IVAO and IVA Office. The file should provide, at a minimum, the basic details on the voting process, key election materials, and web-links. The file should also provide the VAO with a quick orientation of his/her voting assistance responsibilities and duties in helping to meet the needs of the organization's voters. Additional information is provided on the Marine Corps voting webpage, and in Chapter 3 of reference (b) under the paragraph "Continuity Folder".

10. Reporting Seniors and supervisors are required to annotate the fitness report or performance appraisals of Voting Assistance Officers (VAOs), commenting on their performance as a VAO.

11. IVAOs will assist the FVAP in conducting official surveys as requested.

12. The Installation Voter Assistance Office shall:

a. Ensure voting assistance is included in the check-in and check-out processing activities required of reporting personnel.

b. Provide information on voter registration procedures and absentee ballot procedures to all Uniformed Services personnel, their family members, and civilian federal employees, and all qualified voters who have access to such installation offices. Such information should be provided electronically, where practicable.

c. Provide the opportunity and assistance for individuals to register to vote, update their voter registration information by completing an SF 76, and request absentee ballots.

d. Provide the SF 76 to all Uniformed Services personnel, their family members (both within and outside the United States), and civilian federal employees, and all qualified voters who have access to such installation offices, who request voting assistance.

e. Provide each citizen who requests one a U.S. Election Assistance Commission's "National Mail Voter Registration Form," a DD Form 2645 "Voter Registration Information Form," and provide him or her assistance in completing the form if requested.

f. Offer assistance in mailing completed voting materials, and if requested by the voter, transmit all completed registration applications in a timely manner to the appropriate State election officials.

g. Establish a voicemail box, with a greeting indicating that the caller: has reached the Installation Voting Assistance Office, what the normal hours of operation are, and what time-frame the caller can anticipate a response to their call.

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Guidance for UVAOs

1. The Commander of each battalion, squadron, and geographically separated unit will assign an Officer or Staff Non-commissioned Officer (O-2/E-7 or above) as the Unit Voting Assistance Officer (UVAO) in writing. Requests for grade waivers must be approved by (HQMC MFP-4). If a Staff Non-Commissioned Officer is appointed as the UVAO, the appointment letter will include specific written authorization by the Commander that "the UVAO is authorized to witness and administer oaths as required by State voting regulations". Provide a copy of the UVAO appointment letter to the appropriate local higher headquarters in the Voting Assistance Reporting Hierarchy, as depicted in enclosure (1).

2. Complete the Voting Assistance Officer training course. This course is available via MarineNet, from FVAP via in-person workshops, or online training at the FVAP website.

3. Provide, distribute, and post current voting information for use by unit personnel, their family members, and civilian federal employees, and all qualified voters in the unit. This information includes election dates, officials to be elected, constitutional amendments, and other proposals to be voted on, absentee registration, voting procedures, and Marine Corps messages on voting as received from the SVAO or FVAP. It also includes the distribution (or displaying) of voting posters, Voting Assistance Guides, and other relevant information received from higher headquarters.

4. Ensure each eligible individual is afforded the opportunity to receive voting assistance. This shall include assistance with all types of elections to include dates, offices, constitutional amendments, ballot proposals, as well as municipal, primary, and general elections.

5. On a quarterly basis, submit a Unit Voting Assistance Report to HQMC (MFP-4). A copy of that report will also be sent to the appropriate local higher headquarters for their records. Reports are to be completed by updating the command voting assistance data using the HQMC Voting Assistance Report, accessible on the USMC Voting website. Reports are due no later than the 13th of the month for the previous quarter:

1 January - 31 March - due 13 April
1 April - 30 June - due 13 July
1 July - 30 September - due 13 October
1 October - 31 Dec - due 13 January

6. Ensure the unit directory identifies the UVAO as such, and includes the telephone number of the UVAO.

7. Coordinate with the unit Public Affairs Office to publicize all upcoming elections and procedures on how to register and vote.

8. Conduct voting assistance and information events during Armed Forces Voters' Week (typically the last week of June during even numbered years), Overseas Citizens Voters' week (runs concurrently with Armed Forces Voters' Week), and Absentee Voters' Week (typically the last week of September during even numbered years). 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).

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9. Maintain a voting continuity file that can provide guidance regarding duties and responsibilities of the UVAO. The file should provide, at a minimum, the basic details on the voting process, key election materials, and web-links. The file should also provide the VAO with a quick orientation of his/her voting assistance responsibilities and duties in helping to meet the needs of the organization's voters. Additional information is provided on the Marine Corps voting webpage and in Chapter 3 of reference (b) under the paragraph "Continuity Folder".
10. Reporting Seniors and supervisors are required to annotate the fitness report or performance appraisals of Voting Assistance Officers (VAOs), commenting on their performance as a VAO.
11. UVAOs will assist the FVAP in conducting official surveys as requested.
12. Ensure FPCAs are delivered through in-hand delivery, or through electronic means, by 15 January of each calendar year to all Uniformed Services personnel, their eligible family members, civilian federal employees, and all qualified voters in the unit. Ensure additional copies of FPCA's are delivered by 15 July to all Uniformed Services personnel stationed outside the United States, and by 15 September for all Uniformed Services personnel stationed within the United States, during even numbered years. FPCAs will be provided upon check-in for each person, and for their family members desiring one, who completes a permanent change of station.
13. Maintain a sufficient amount of FPCAs and Federal Write-in Absentee Ballots (FWABs) on hand and/or have access to these forms via the FVAP website to obtain the latest versions of the electronic forms. Forms may be obtained and completed via the Internet at www.fvap.gov.
14. 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).
15. 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.
16. Internally inspect the voting program as part of the Unit Inspection Program in accordance with reference (c) to ensure all persons eligible for assistance are informed and supported appropriately.
17. The maximum number of service members to be represented by a Unit Voting Assistance Officer (UVAO) is (200). Unit Commanders with over (200) Service members in their unit will appoint Assistant UVAOs for each additional (200) persons assigned to the unit (for example: if 201-400 service members, appoint one primary and one assistant UVAO; if 401-600 members, appoint one primary and two Assistant UVAOs). Commands that support a student population may develop alternate local policies regarding the ratio of Voting Assistance Officers to student personnel with written approval from HQMC (MFP-4) to ensure student populations have adequate voting assistance. Sufficient UVAOs and assistants should be assigned so as to be readily available and equipped to give personal assistance to voters. Ensure all Assistant UVAOs are trained and instructed in the proper procedures necessary to carry out assigned responsibilities within 90 days of their assignment as an Assistant UVAO. Sufficient UVAOs and assistants should be assigned to each unit so as to be readily available and equipped to give personal assistance to voters.

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18. Assist, to the extent compatible with military operations (annual training, drill weekends, special ceremonies, etc.) and activities, in emphasizing the responsibilities of all personnel to vote. This special observance should be in conjunction with Armed Forces Voters' Week.
19. SMCR units should avoid conflicts with municipal, primary, or general election schedules. If a drill period is scheduled during an election, contact the local civilian city or county clerk and attempt to arrange for the use of FWABs prior to departing for training, or for early voting at the polls. This can only be authorized by the State election official's office. UVAOs will report any irregularities in coordinating this process to the CMC (MFP-4) at DSN 278-9511 or commercial (703)784-9511.
20. The UVAO of a deploying unit, to include units involved in extended contingency operations abroad, will ensure that a sufficient paper stock of Federal Write-In Absentee Ballots are on hand. The UVAO will publish a fax service for the theater of operations and publish the fax number and the fax number of the CMC (MFP-4) to all UVAOs in the area. The CMC (MFP-4) will provide this fax information to the DoD Federal Voting Assistance Program (FVAP) office, and FVAP will provide all State election offices with the fax number. This will allow the State election offices, DOD FVAP, and the CMC (MFP-4) to directly communicate with Marines in the area relating to problems encountered regarding voting procedures while the Marine is deployed abroad.
21. 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.
22. The Marine Corps Voting website has additional information that can assist Unit Voting Assistance Officers in the execution of their duties.

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Guidance for Recruiting Stations

The National Voter Registration Act of 1993 requires that individuals be given the opportunity to complete a voter registration form or to change their voter registration at any Recruiting Office. All personnel assigned to duty at Recruiting Offices shall be trained and provide this assistance.

Recruiting Personnel Must:

1. Provide each prospective enlistee with the Voter Registration Information Form (DD 2645) and a National Mail Voter Registration Form and Guide unless the applicant, in writing, declines to register to vote.
2. Distribute the National Mail Voter Registration Form to each eligible citizen and provide assistance in completing the form unless the applicant, in writing, refuses such assistance.
3. Accept all completed voter registration forms and send them to the appropriate State election official within five calendar days or by State deadlines, whichever is earlier. DD 2645 Forms are not to be sent to the Federal Voting Assistance Program.
4. Provide each eligible citizen or prospective enlistee the same degree of assistance for the completion of the National Mail Voter Registration Form as is provided by the office for the completion of its own forms; e.g., the application for enlistment, unless the person refuses such assistance.
5. Any U. S. citizen who wishes to apply for voter registration, or apply to change their voter registration data, may do so at Marine Corps Recruiting Office will be asked to fill out two forms:
 - a. Voter Registration Information Form (DD 2645)
 - b. National Mail Voter Registration Form and Guide (available at: http://www.eac.gov/voter_resources/register_to_vote.aspx)
6. Use FVAPs Recruiter Registration Summary (<http://www.fvap.gov>) to maintain statistical information on voter registration assistance.
7. Maintain statistical information and records pertaining to voter registration assistance provided by the recruitment office for a minimum of two years.

Recruiting Personnel shall NOT:

1. Seek to influence an applicant's political preference/party registration.
2. Display any political preference or party allegiance.
3. Make any Statement to an applicant or take any action in order to discourage the applicant from registering to vote.
4. 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.
5. Use information relating to a declination to register to vote in connection with an application made for any purpose other than voter registration.

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Individual Voter Procedures

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

a. Consult your UVAO to be advised of State requirements and for assistance in filing an FPCA.

b. Use the FPCA to register to vote and 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, as identified in the NAVMC 1174 in accordance with reference (b), Voting Assistance Guide, current edition). It is then the responsibility of the appropriate officials within a State to determine the eligibility of an individual to vote under the law of that State; such determination will not be made by any member of the Uniformed Services. Eligibility is determined when the individual submits an FPCA to proper officials in the voting district.

d. Upon receipt of the requested absentee ballot, the individual executes it according to the accompanying instructions received therewith. The voter's oath should be attested to by an officer or such other official according to the particular State law, per reference (b), if required by State law.

e. If the balloting material is stuck together when received so that it requires forcible opening in order to use the enclosed ballot, open it in the manner least injurious to the material. If State voting instructions include a procedure to be followed in such cases, the State procedures will be followed. If no instructions are included, after voting, reseal the envelope in the most practical way; write on the back, "Envelope flap stuck when received, required forced opening before voting," sign it and request the person administering the voter's oath to also sign this Statement.

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

2. Voting by Prisoners. 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 prisoner who 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 maintaining 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-by-State eligibility requirements concerning felony convictions.

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3. Questions by individuals concerning election information and voting procedures should be directed to the Marine's Unit Voting Assistance Officer (UVAO).

4. Supervisors of civilian federal employees will follow guidance published by the Office of Personnel Management (OPM) and local commands regarding release-time for in-person voting.

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Required Voting Materials and Forms

1. Reference (b), The Voting Assistance Guide (NAVMC 1174) is published every two years and is available to Marine Corps units via the Marine Corps Publication Distribution System (MCPDS). All Voting Assistance Officers (VAOs) are required to maintain a copy (paper or electronic) of the Voting Assistance Guide (VAG) for the proper execution of their duties. Listed below are the Pre-Assigned Control Numbers (PCNs) for voting materials that may be ordered via MCPDS:

- a. Voting Assistance Guide, NAVMC 1174, PCN 100006628000.
- b. Election Date Poster, PCN 50100651000
- c. Motivational Voting Poster, PCN 50100651000

2. The below listed voting materials are available through Direct Support Stock Control (DSSC) outlets, General Services Administration (GSA), through unit supply offices via SABRS, and electronically via the FVAP website.

a. Federal Post Card Application (FPCA) (SF-76), NSN: 7540-00-634-5053; electronic version; www.fvap.gov/resources/media/fpca.pdf

b. Federal Write-In Absentee Ballot (FWAB) (SF-186), NSN: 7540-01-218-4384; electronic version; www.fvap.gov/resources/media/fwab.pdf

3. Other voting materials that are periodically released are distributed directly to the MCVAOs and IVAOs. It is the MCVAO's/IVAO's responsibility to disseminate these items (typically posters, election calendars, and other voting materials) to subordinate units when they are received.

4. If you have difficulty obtaining voting supplies, contact the HQMC (MFP-4) Service Voting Action Officer (SVAO) via e-mail at mra.voting.officer@usmc.mil, or via phone at commercial (703)784-9511, or DSN at 278-9511.

5. To obtain toll free numbers to contact FVAP while deployed in other countries, visit the FVAP website at www.fvap.gov.

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Definitions

Armed Forces Voters' Week. A special day or days designated at each uniformed services installation to inform uniformed service members and their voting-age dependents of absentee registration and voting procedures and ballot request deadlines preceding general elections for Federal offices.

Absentee Voter or Absent Uniformed Services Voter. A member of a uniformed service on active duty who, by reason of such active duty, is absent from the place of residence where the member is otherwise qualified to vote; a member of the merchant marine who, by reason of service in the merchant marine, is absent from the place of residence where the member is otherwise qualified to vote; or a spouse or dependent of a member of the uniformed service or merchant marine who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

Eligible Voter. Any individual that meets the voter registration requirements of the individual's State. Each State has different requirements. Questions regarding which State an individual can register to vote in should be referred to the State in question or a UVAO.

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 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, or local office.

Installation Voting Assistance Office (IVA Office). The office designated by the installation commander to provide voter assistance to military personnel, voting-age military dependents, Government employees, contractors, and other civilian U.S. citizens with access to the installation. IVA offices also serve as voter registration agencies.

Installation Voting Assistance Officer (IVAO). An individual responsible for Voting Assistance coordination at the installation level.

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

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Major Command Voting Assistance Officer (MCVAO). A civilian employee (GS-12 or above) or Field Grade Officer, assigned in writing, responsible for the Federal Voting Assistance Program at the major command level as listed in paragraph 4.a.(2)(c) of this Order. This Officer will be responsible for maintaining a direct liaison with the Service Voting Action Officer (SVAO) for the dissemination of information and materials to all appropriate subordinate elements. A signed copy of the MCVAO appointment letter will be forwarded to the CMC (MFP-4).

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

Overseas Voter. 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; a person who resides outside of 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 resided outside of 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.

Poll. Any request for information that requires or implies the necessity of an answer, with the intent being to report or publish the 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 while pending trial, or as a result of a sentence imposed by a court-martial, and who will remain incarcerated during that year's General Election.

Senior Service Voting Representative (SSVR). A uniformed member at the O-7 grade, or higher, or a member of the Senior Executive Service, responsible for implementing the Federal Voting Assistance Program (FVAP) in his or her respective component. The SSVR for the USMC is the Director, MF Division, as assigned by Deputy Commandant, Manpower and Reserve Affairs (DC, 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 component. The SVAO for the USMC is (MFP-4).

State Election. Any non-Federal election held solely, or in part, for selecting, nominating, or electing any candidate for any State office, such as Governor, Lieutenant Governor, State Attorney General, or State Legislator, or on issues of State-wide interest.

State Absentee Ballot. Any ballot provided by a State or political party 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, the commissioned corps of the National Oceanic and Atmospheric Administration, and the commissioned corps of the Uniformed Services of the United States Public Health Service.

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Unit Voting Assistance Officer (UVAO). An individual responsible for providing voting assistance at the unit level. 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 of Marine Corps Reserve units regardless of size, etc.), and these units will appoint a UVAO per this Order. Additionally, Commanders should consider assigning additional UVAOs to reduce the numbers of eligible voters that a single UVAO assists. A copy of the appointment letter will be forwarded to the next higher level in the Voting Assistance Reporting chain of command, as depicted in enclosure (1).

Voting Residence. The legal residence where the voter is registered to vote. Voters who are unsure of legal voting residence should contact their UVAO.