

Inspectors General Checklist

VOTER ASSISTANCE PROGRAM 1742

This checklist applies to all Marine Corps Commands.

Functional Area Sponsor:

Service Voting Action Officer (SVAO), HQMC

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Revised: 1 February 2018

Name of Command

Date

Inspector

Final Assessment

Discrepancies: Findings:

Overall Comments: [Place Here](#)

Subsection 1 – MAJOR COMMAND VOTING ASSISTANCE OFFICER (This section also applies to other intermediate echelons of command with subordinate Unit Voting Assistance Officers.)

0101 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 Assistance Officer (MCVAO), or is there a HQMC approved grade waiver? (The grade requirement listed in item 0101 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)

Result Comments

0102 Has specific written authorization by the Commander been given to the MCVAO (if a SNCO) to witness and administer oaths as required by some State's voting regulations?
Reference: MCO 1742.1B, encl 2, par 1

Result Comments

0103 Did the MCVAO submit a copy of his/her appointment letter to their immediate higher headquarters and to the HQMC SVAO, (MFP-4)?
Reference: MCO 1742.1B, par 4b(5)

Result Comments

0104 Has the MCVAO completed the required VAO training and have a copy of their training certificate (<http://www.fvap.gov/vao/training>)?
Reference: MCO 1742.1B, encl 2, par 2

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Result	Comments
0105	Does the MCVAO maintain and update a Voting Continuity Folder (turnover folder)? Reference: MCO 1742.1B, encl 2, par 14
0106	Is the MCVAO utilizing the Federal Voting Assistance Program (FVAP) Admin Portal to submit quarterly voting assistance reports? Reference: MCO1742.1B, par 4b(5)(c), as revised by FVAP Memorandum of 15 Oct 2014 and MarAdmin 544/16
0107	Does the MCVAO maintain copies of submitted voting assistance reports for two (2) years? Reference: MCO 1742.1B, par 5b
0108	Did the MCVAO forward results of all inspections conducted by the IGMC or Commanding Generals Inspection Program (CGIP) of the Voter Assistance Program (FA 1742) to the HQMC SVAO, MFP-4? Reference: MCO 1742.1B, par 4b(5)(e)
0109	Does the MCVAO re-address and forward voting messages/information as necessary to all subordinate commands? Reference: MCO 1742.1B, par 4b(5)(b)
0110	Is the Reporting Senior/Supervisor commenting (or have they already commented) on their performance as the MCVAO on their fitness report or performance appraisal? Reference: MCO 1742.1B, encl 2, par 15
<p>Result Comments</p> <p>Subsection 2 – INSTALLATION VOTING ASSISTANCE OFFICER (IVA0) (Applies to all Marine Corps Installations)</p>	
0201	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, or is there a HQMC approved grade waiver? (the grade requirement listed in item 0201 may be modified to allow a SNCO, civilian equivalent, or higher may be appointed.) Reference: MCO 1742.1B, par 4b(6)(a)

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Result	Comments
0202	Has specific written authorization by the Commander been given to the IVAO (if a SNCO) to witness and administer oaths as required by some by State's voting regulations? Reference: MCO 1742.1B, encl 3, par 1
0203	Did the IVAO submit a copy of his/her appointment letter to their higher Headquarters and to the HQMC SVAO, MFP-4? Reference: MCO 1742.1B, par 4b(6)(a)
0204	Has the IVAO completed the required training, and have a copy of their training certificate (http://www.fvap.gov/vao/training)? Reference: MCO 1742.1B, encl 3, par 2
0205	Does the IVAO maintain and update a Voting Continuity Folder (turnover folder) for the IVA Office? Reference: MCO 1742.1B, encl 3, par 9
0206	Does the IVAO maintain a copy of the current version of the Voting Assistance Guide (VAG), electronic or paper copy? Reference: MCO 1742.1B, encl 3, par 3
0207	Is the IVAO utilizing the FVAP Admin Portal to submit quarterly IVA Office voting assistance reports? Reference: MCO1742.1B, encl 3, par 5 as revised by FVAP Memorandum of 15 Oct 2014 and MarAdmin 544/16
0208	Does the IVAO provide a copy of the quarterly voting assistance report to the appropriate MCVAO for their records? Reference: MCO 1742.1B, encl 3, par 5
0209	Does the IVAO notify HQMC SVAO, (MFP-4) of any changes or updates to office location, email or phone listings within one business day of such a change? (current installation voting office locations are reflected at: http://www.fvap.gov/info/contact/iva-offices?serviceId=4) Reference: MCO 1742.1B, encl 3, par 6

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Result	Comments
0210	Has the IVAO designated at least one well-advertised, well-fixed location where voting materials and voter assistance is available to all service personnel, their families, and civilian federal employees? Reference: MCO 1742.1B, encl 3, par 3
0211	Has the IVAO ensured the installation telephone directory and/or website includes the office telephone number for the IVAO and the IVA Office? Reference: MCO 1742.1B, encl 3, par 6
0212	Does the IVAO receive, maintain, display, and disseminate voting information/materials to subordinate/tenant commands on the installation? Reference: MCO 1742.1B, encl 3, par 3
0213	Does the IVAO ensure all eligible personnel are afforded the opportunity to receive voting assistance and voting information? Reference: MCO 1742.1B, encl 3, par 4
0214	Is the Reporting Senior/Supervisor commenting (or have they already commented) on their performance as the IVAO on their fitness report or performance appraisal? Reference: MCO 1742.1B, encl 3, par 10
<p>Result Comments</p> <p>Subsection 3 – INSTALLATION VOTER ASSISTANCE (IVA) OFFICE (Applies to all Marine Corps Installations)</p>	
0301	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
0302	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
0303	Is the IVA Office located in a well-advertised, fixed location that receives

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extensive visits by service personnel, their family members, and civilian federal employees?

Reference: MCO 1742.1B, encl 3, par 3, 12b

Result Comments

0304 Has the IVA Office staff completed the required training, and have a copy of their training certificate (<http://www.fvap.gov/vao/training>)?
Reference: MCO 1742.1B, encl 3, par 2

Result Comments

0305 Is the IVA Office maintaining records regarding:
 1- The number of personnel, by personnel type, they have assisted?
 2- Quarterly operating cost to run the IVA office?
 3- The type/number of forms distributed?
 4- The number of forms mailed on behalf of voters?
Reference: MCO 1742.1B, par 5b, FVAP Memorandum of 15 Oct 2014

Result Comments

0306 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), if the command's check-in process does not include the UVAO?
Reference: MCO 1742.1B, encl 3, par 12a

Result Comments

0307 Does the IVA Office offer assistance to mail completed voting materials and transmit all completed registration applications in a timely manner to the appropriate State Election officials?
Reference: MCO 1742.1B, encl 3, par 12f

Result Comments

0308 Does the IVA Office have a voicemail box established with a greeting indicating that the caller has reached the IVA Office, the hours of operation, and an anticipated response time to their calls?
Reference: MCO 1742.1B, encl 3, par 12g

Result Comments

0309 Does the IVA Office have and maintain the standard email address of the form "vote(unit)@usmc.mil" for service members and their families to have email access to the IVA Office?
Reference: DoDI 1000.04, encl 4, sect 2r (as revised by FVAP Memorandum of 29 Sep 2014)

Result Comments

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Subsection 4 – UNIT VOTING ASSISTANCE OFFICER (UVAO) (Applies to all Marine Corps Commands)

- 0401 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)
- Result Comments
- 0402 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
- Result Comments
- 0403 Did the UVAO submit a copy of his/her appointment letter to their higher headquarters?
Reference: MCO 1742.1B, encl 4, par 1
- Result Comments
- 0404 Has the UVAO completed the required VAO training and have a copy of their training certificate (<http://www.fvap.gov/vao/training>)?
Reference: MCO 1742.1B, encl 4, par 2
- Result Comments
- 0405 Does the UVAO maintain and update a Voting Continuity Folder (turnover folder)?
Reference: MCO 1742.1B, encl 4, par 9
- Result Comments
- 0406 Does the UVAO have the current version of the Voting Assistance Guide (VAG), electronic or paper copy?
Reference: MCO 1742.1B, encl 4, par 3
- Result Comments
- 0407 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 (<https://www.fvap.gov>)?
Reference: MCO 1742.1B, encl 4, par 12 and par 13
- Result Comments
- 0408 Is the UVAO able to explain the local procedures to be used when military prisoners desire to vote?

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Reference: MCO 1742.1B, encl 6, par 2

Result Comments
0409 Does the UVAO have procedures in place to increase voting awareness, encourage voter registration, distribute the most current voting information on State election requirements and ensure each eligible individual in their unit is afforded the opportunity to receive absentee voting assistance?
Reference: MCO 1742.1B, encl 4, par 3, 4, 7, and 8

Result Comments
0410 Did the UVAO provide training on absentee voter registration and voting procedures to unit personnel annually? (training rosters are to be maintained for two (2) years.)
Reference: MCO 1742.1B, par 4b(7)(c)

Result Comments
0411 Has the UVAO ensured the command telephone directory and/or website includes the UVAO's telephone number?
Reference: MCO 1742.1B, encl 4, par 6

Result Comments
0412 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 FWAB (<https://www.fvap.gov>)?
Reference: MCO 1742.1B, encl 4, par 13 and 20

Result Comments
0413 Is the UVAO familiar with the available voting web-links: www.manpower.usmc.mil/voting and FVAP: www.fvap.gov for assistance in helping eligible individuals to communicate with their elected officials?
Reference: MCO 1742.1B, encl 4, par 9

Result Comments
0414 Does the UVAO display voting posters and other relevant voting information throughout the organizations common areas?
Reference: MCO 1742.1B, encl 4, par 3

Result Comments
0415 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

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Result	Comments
0416	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
0417	Does the UVAO utilize the FVAP Admin Portal to submit quarterly voting assistance reports, and submit a copy of their report to their higher headquarters? Reference: MCO 1742.1B, encl 4, par 5 as revised by FVAP Memorandum of 15 Oct 2014 and MarAdmin 544/16
0418	Does the UVAO maintain copies of submitted quarterly voting assistance reports for two (2) years? Reference: MCO 1742.1B, par 5b
0419	Is the UVAO providing the FPCA through in- hand delivery or electronic means by 15 January of each calendar year to all personnel in the unit? Reference: MCO 1742.1B, encl 4, par 12
0420	Is the Reporting Senior/Supervisor commenting (or have they already commented) on their performance as the UVAO in their fitness report or performance appraisal? Reference: MCO 1742.1B, encl 4, par 10
0501	Does the RS/RSS offer the Voter Registration Information Form (DD 2645) and a National Mail Voter Registration Form (NVRF) and Guide to anyone receiving services and assistance? (The NVRF 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.) http://www.fvap.gov/uploads/FVAP/Policies/nvralaw.pdf

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	Reference: MCO 1742.1B, encl 5, par 1
Result	Comments
0502	Does the RS/RSS provide assistance to prospective enlistees and eligible citizens in completing NVRF applications? Reference: MCO 1742.1B, encl 5, par 2
Result	Comments
0503	Does the RS/RSS accept completed voter registration forms and send them to the appropriate State Election official by the State's deadline? Reference: MCO 1742.1B, encl 5, par 3
Result	Comments
0504	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: MCO 1742.1B, encl 5, par 4
Result	Comments
0505	Does the RS use and submit to FVAP and MCRC HQ (submission to FVAP via the FVAP Admin Portal), the Recruiter Registration Summary Report to maintain statistical information on voter registration assistance? (Form is available at: http://www.fvap.gov) Reference: MCO 1742.1B, encl 5, par 6, as revised by FVAP Memorandum of 15 Oct 2014 and MarAdmin 544/16
Result	Comments
0506	Does the RS/RSS maintain records pertaining to voter registration assistance or activities for a minimum of two (2) years, specifically retention of the DD Form 2645? Reference: MCO 1742.1B, encl 5, par 7
Result	Comments
0507	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
Result	Comments
0508	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 –

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NATIONAL VOTER REGISTRATION, SEC. 1973GG

Result	Comments
0509	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

Result	Comments
0510	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

Result	Comments
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