**Inspectors General Checklist**

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| **VOTING ASSISTANCE PROGRAM (1742)** |
| This checklist applies to all Marine Corps Commands. |
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| **Functional Area Sponsor:** Service Voting Action Officer (SVAO), HQMC | **Name of Command** |
| **Subject Matter Expert:** Mr. Brian N. Mitchell brian.n.mitchell@usmc.mil | **Date** |
| (DSN) 278-9511 (COML) 703-784-9511 | **Inspector** |
| **Revised:** 7 August 2019 | **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 gradeOfficer been assigned to serve as the Major Command Voting AssistanceOfficer (MCVAO), or is there a HQMC approved grade waiver? (Thegrade requirement listed in item 0101 may be modified to allow a SNCO,civilian equivalent, or higher may be appointed at intermediate levelcommands.) Reference: MCO 1742.1B, par 4b(5) |
| Result | Comments  |
| 0102 | Has specific written authorization by the Commander been given to theMCVAO (if a SNCO) to witness and administer oaths as required bysome 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 copyof their training certificate (<http://www.fvap.gov/vao/training>)? Reference: MCO 1742.1B, encl 2, par 2 |
| Result | Comments  |
| 0105 | Does the MCVAO maintain and update a Voting Continuity Folder(turnover folder)? Reference: MCO 1742.1B, encl 2, par 14 |
| Result | Comments  |
| 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 |
| Result | Comments  |
| 0107 | Does the MCVAO maintain copies (electronic or paper) of submitted voting assistance reports in accordance with record schedule 1000-35 for a period of three (3) years? Reference: MCO 1742.1B, par 5b |
| Result | Comments  |
| 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) |
| Result | Comments  |
| 0109 | Does the MCVAO re-address and forward voting messages/informationfrom FVAP/HQMC SVAO as necessary to all subordinate commands?Reference: MCO 1742.1B, par 4b(5)(b) |
| Result | Comments  |
| 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 |
| Result | Comments  |
| Subsection 2 – INSTALLATION VOTING ASSISTANCE OFFICER (IVAO) (Applies to all Marine Corps Installations) |
| 0201 | Has a civilian employee at the GS-12 level or above, or a field gradeofficer been assigned to serve as the Installation Voting AssistanceOfficer, or is there a HQMC approved grade waiver? (the graderequirement 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) |
| Result | Comments  |
| 0202 | Has specific written authorization by the Commander been given to theIVAO (if a SNCO) to witness and administer oaths as required by someState’s voting regulations? Reference: MCO 1742.1B, encl 3, par 1 |
| Result | Comments  |
| 0203 | Did the IVAO submit a copy of his/her appointment letter to their higherHeadquarters and to the HQMC SVAO, MFP-4? Reference: MCO 1742.1B, par 4b(6)(a) |
| Result | Comments  |
| 0204 | Has the IVAO completed the required training, and maintain a copy of their training certificate (<http://www.fvap.gov/vao/training>)? Reference: MCO 1742.1B, encl 3, par 2 |
| Result | Comments  |
| 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 |
| Result | Comments  |
| 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 |
| Result | Comments  |
| 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 |
| Result | Comments  |
| 0208 | Does the IVAO maintain copies (electronic or paper) of submitted quarterly voting assistance reports in accordance with record schedule 1000-35 for a period of three (3) years? Reference: MCO 1742.1B, par 5b |
| Result | Comments  |
| 0209 | Does the IVAO provide a copy of submitted quarterly voting assistance report to the appropriate MCVAO for their records?Reference: MCO 1742.1B, encl 3, par 5 |
| Result | Comments  |
| 0210 | Has the IVAO designated at least one well-advertised, well-fixed location on the installation 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 |
| Result | Comments  |
| 0211 | Does the IVAO notify HQMC SVAO, (MFP-4) of any changes or updatesto office location, email or phone listings within one business day of sucha 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  |
| Result | Comments  |
| 0212 | Does the IVAO receive, maintain, display, and disseminate voting information/materials to subordinate/tenant commands on theinstallation? Reference: MCO 1742.1B, encl 3, par 3  |
| Result | Comments  |
| 0213 | Does the IVAO ensure all eligible personnel are afforded the opportunityto receive voting assistance and voting information? Reference: MCO 1742.1B, encl 3, par 4 |
| Result | Comments  |
| 0214 | 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 |
| Result | Comments  |
| 0215 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

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| Result | Comments  |

Subsection 3 – INSTALLATION VOTER ASSISTANCE (IVA) OFFICE (Applies to all Marine Corps Installations) |
| 0301 | Has the Installation established an Installation Voting Assistance Office (IVA Office) capable of providing voter assistance to all eligible voters?Reference: MCO 1742.1B, encl 3, par 1 |
| Result | Comments  |
| 0302 | 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 |
| Result | Comments  |
| 0303 | Is the IVA Office located in a well-advertised, fixed location that receives 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 maintain 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 included in the check-in/out process to ensure that a FPCA is completed during Service Members arrival/departure at the command, if the command’s check-in/out process does not include the UVAO? Reference: MCO 1742.1B, encl 3, par 12a |
| Result | Comments  |
| 0306 | Does the IVA Office offer assistance to mail completed voting materialsand transmit all completed registration applications in a timely manner tothe appropriate State Election officials? Reference: MCO 1742.1B, encl 3, par 12f |
| Result | Comments  |
| 0307 | Does the IVA Office have a voicemail established with a greeting indicating that the caller has reached the IVA Office, the hours ofoperation, and an anticipated response time to return their calls? Reference: MCO 1742.1B, encl 3, par 12g |
| Result | Comments  |
| 0308 | Does the IVA Office have the standard email address in theform “vote(unit)@usmc.mil” for personnel and their families tohave email access to the IVA Office?Reference: DoDI 1000.04, encl 4, sect 2r as revised by FVAPMemorandum of 29 Sep 2014 |
| Result | Comments  |
| 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 State’s voting regulations? 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 maintain 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 | 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  |
| 0408 | Did the UVAO provide training on absentee voter registration andvoting procedures to unit personnel annually? (Training rosters are to bemaintained in accordance with record schedule 1000-35 for a period of three (3) years.)Reference: MCO 1742.1B, par 4b(7)(c) |
| Result | Comments  |
| 0409 | Does the UVAO have sufficient Federal Post Card Applications (FPCA) and Federal Write-in Absentee Ballots (FWAB) on hand to support their unit, and/or have the link to access the electronic version of these forms (https://www.fvap.gov)?Reference: MCO 1742.1B, encl 4, par 13 and 20 |
| Result | Comments  |
| 0410 | Is the UVAO included in the check-in process to ensure that a FPCA is provided during a Service Member's arrival at the unit after a Permanent Change of Station (PCS), or as soon thereafter as practicable?Reference: MCO 1742.1B, encl 4, par 12 |
| Result | Comments  |
| 0411 | 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 |
| Result | Comments  |
| 0412 | Is the UVAO able to fully explain or locate the guidance within the reference to be used when military prisoners desire to vote?Reference: MCO 1742.1B, encl 6, par 2 |
| Result | Comments  |
| 0413 | Is the UVAO familiar with the available voting web-links: FVAP: www.fvap.gov and www.manpower.usmc.mil/voting for assistance in helping eligible individuals to communicate with their elected officials?Reference: MCO 1742.1B, encl 4, par 9, 22 |
| Result | Comments  |
| 0414 | Does the UVAO display voting posters and other relevant voting information received from FVAP and higher headquarters throughout the organizations common areas?Reference: MCO 1742.1B, encl 4, par 3 |
| Result | Comments  |
| 0415 | Does the UVAO utilize the FVAP Admin Portal to submit quarterly votingassistance 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 |
| Result | Comments  |
| 0416 | Does the UVAO maintain copies (electronic or paper) of submitted quarterly voting assistance reports in accordance with record schedule 1000-35 for a period of three (3) years?Reference: MCO 1742.1B, par 5b |
| Result | Comments  |
| 0417 | Is the UVAO within the maximum (200) number of eligible voters aUVAO can represent? If more than (200) unit members, is/are additional Voting Assistance Officers assigned? If a Training Command, 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 |
| Result | Comments  |
| 0418 | Is the Reporting Senior/Supervisor commenting (or have they alreadycommented) on their performance as the UVAO in their fitness report orperformance appraisal? Reference: MCO 1742.1B, encl 4, par 10 |
| Result | Comments  |
| Subsection 5 – RECRUITING STATIONS/RECRUITING SUB-STATIONS (RS/RSS) (Applies to all Marine Corps Recruiting Commands) |
| 0501 | Does the RS/RSS offer the Voter Registration Information Form (DD 2645) and a National Mail Voter Registration Form (NVRF) and Guide toanyone receiving services and assistance? (The NVRF allows citizens toregister to vote in their State, report a change of name to their voterregistration office, report a change of address to their voter registrationoffice, or register with a political party.) <http://www.fvap.gov/uploads/FVAP/Policies/nvralaw.pdf>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 thecompletion of its own forms (i.e., application for enlistment) unless theperson 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  |
| Result | Comments  |
| 0506 | Does the RS/RSS maintain records (electronic or paper) pertaining to voter registration assistance or activities in accordance with record schedule 1000-35 for a period of three (3) years, specifically retention of the DD Form 2645? Reference: MCO 1742.1B, encl 5,  |
| 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 –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  |