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M&RA (MF)
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MARINE CORPS ORDER 1742.1C

From: Commandant of the Marine Corps
To: Distribution List

Subj: VOTING ASSISTANCE PROGRAM

Ref: (a) DoD Instruction 1000.04, "Federal Voting Assistance Program",
November 12, 2019
(b) Federal Voting Assistance Program (FVAP), Voting Assistance Guide
(c) MCO 5040.6J
(d) SECNAVINST 5211.5F
(e) SECNAV M-5210.1
(f) MCO 5210.11F
(g) 5 U.S.C. 552a

Encl: (1) Marine Corps Voting Assistance Program Policy

1. Situation. To publish policy, provide guidance, and assign responsibility for implementation of the Marine Corps Voting Assistance Program per references (a) through (g).

2. Cancellation. MCO 1742.1B

3. Mission. To ensure 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 Voting Assistance Program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To render the maximum assistance to all eligible voters in the exercise of their voting rights.

(b) Commanding officers, at all echelons of command, are responsible for implementing this Order and for the administration and support of the Voting Assistance Program within their respective commands.

(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), manages the Voting Assistance Program of the Marine Corps,

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and serves as the Senior Marine Corps Representative to the Federal Voting Assistance Program (FVAP).

(b) The Service Voting Action Officer (SVAO) serves as the Headquarters Marine Corps, Military Personnel Services, Voting Assistance Program (HQMC MFP-4) point of contact on voting, and manages and coordinates the Marine Corps Voting Assistance Program.

(c) Major Command Voting Assistance Officers (MCVAO) serve as liaisons between the SVAO and the subordinate commands within their areas of responsibility. MCVAOs are appointed at the following locations:

- 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 Operations 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
- Commanders of intermediate echelons of command with subordinate Unit Voting Assistance Officers (Marine Expeditionary Force, Marine Aircraft Wing, Marine Logistics Group, and Marine Corps Division)

(d) Installation Voting Assistance Offices (IVA Offices) are established based on regional geographic requirements, as shown in Chapter 2. They are responsible for reporting and disseminating information to the populations, both military and civilian, who live and work aboard the installation. The IVA Offices also serve as the liaison for coordination of surveys and workshops from Headquarters Marine Corps (HQMC MFP-4) and FVAP. IVA Offices are required to be maintained at the following locations:

- Marine Corps Base Quantico, VA
- Marine Corps Air Station Cherry Point, NC
- Marine Corps Installations-East/MCB Camp Lejeune, NC
- Marine Corps Air Station New River, NC
- Marine Corps Air Station Beaufort, SC
- Marine Corps Recruit Depot Parris Island, SC
- Marine Corps Logistics Base Albany, GA
- Marine Corps Air Station Yuma, AZ
- Marine Corps Recruit Depot San Diego, CA
- Marine Corps Air Station Miramar, CA
- Marine Corps Installations-West/MCB Camp Pendleton, CA
- Marine Corps Mountain Warfare Training Center, Bridgeport, CA
- Marine Corps Logistics Base Barstow, CA
- Marine Corps Air Ground Combat Center, 29 Palms, CA
- Marine Corps Base Hawaii, Kaneohe Bay, HI
- Marine Corps Air Station Iwakuni, Japan
- Combined Arms Training Center, Camp Fuji, Japan
- Marine Corps Installations-Pacific/MCB Camp Butler, Japan

(e) Unit Voting Assistance Officers (UVAO) are responsible for updating and informing their unit personnel and commanders as to voting news, special voting emphasis week support requirements, and the reporting of quarterly voting assistance metrics to FVAP.

(f) The Voting Assistance Program is carried out to the greatest extent practicable, when compatible with military operations. This important 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 and the Commanding General's Inspection Program includes the Voting Assistance Program as an item for specific review at every level of command. This review ensures that persons are informed and are provided an opportunity to exercise their right to vote and that the commands adequately provides for Voting Assistance Officers (VAO) and supporting materials.

(h) Training and Education Command will ensure that Marines attending recruit training, command courses, and service schools receive voter education training. This training is designed to encourage voting, and includes information on voting rights, information on the responsibilities and procedures of absentee registration, and the casting of absentee ballots.

b. Subordinate Element Tasks

(1) Deputy Commandant, Manpower and Reserve Affairs (DC M&RA) must:

(a) Maintain responsibility for the content and update of this Order. Review this Order annually to ensure that it is necessary, current, and consistent with statutory authority.

(b) Maintain responsibility for Marine Corps wide implementation of the Voting Assistance Program.

(c) Appoint the SVAO (preferably be a civilian employee GS-12 or higher) within Marine and Family Programs Division, MFP-4.

(2) Commanding General, Marine Corps Recruiting Command must:

(a) Provide each prospective enlistee with the U.S. Election Assistance Commission's "National Mail Voter Registration Form" and the DD Form 2645, "Voter Registration Information Form" during processing. Ensure Marine Corps Recruiting Stations maintain an adequate supply of the "National Mail Voter Registration Form" and DD Form 2645 "Voter Registration Information Form" for distribution.

(b) Provide to the Marines of Marine Corps Recruiting Command, and their family members who are eligible to vote under the laws and procedures of their State of voting residence, assistance in completing and mailing of voter registration and absentee ballot forms when requested.

(c) Transmit all completed registration applications within five calendar days to the appropriate State election office when assistance is requested from all eligible applicants.

(d) Provide each eligible prospective enlistee, who seeks assistance with registering to vote, the same degree of assistance for the completion of the "National Mail Voter Registration Form" as is provided for the completion of its office forms, e.g., the application for enlistment, unless the person refuses such assistance. Track and report to FVAP the statistical metrics identified in Chapter 4 utilizing the FVAP Administrative Portal as required by reference (a).

(3) Commanding General, Training and Education Command must ensure absentee voting training is provided in accordance with reference (a) to all Marine Corps student personnel, to include recruits and officer candidates in the entry-level pipeline. Ensure that absentee voting training is provided during the training course, and training rosters are maintained for three years per the Department of the Navy General Record Schedule 1000-35.

(4) Major Subordinate Commanders (listed in paragraph 4a(2)(c)) must:

(a) Appoint a Major (O-4)/GS-12 or above as the MCVAO, and provide a copy of the MCVAO appointment letter to the SVAO. Grade waiver requests must be submitted to HQMC MFP-4, for processing.

(b) Ensure the MCVAO readdresses and forwards all voting information and materials to their subordinate command's VAOs.

(c) Ensure the MCVAO submits quarterly voting assistance reports to FVAP, as outlined in Chapter 1.

(d) Ensure the results of all Voting Assistance Program inspections conducted by the Commanding General's Inspection Program of subordinate commands, utilizing the IGMC Functional Area Checklist 1742, are forwarded to the SVAO, HQMC MFP-4.

(e) Reporting seniors and supervisors are required to annotate on the fitness reports or performance appraisals of the MCVAO, commenting on their performance as the assigned MCVAO.

(5) Installation Commanders (listed in paragraph 4a(2)(d)) must:

(a) Appoint a Captain (O-3)/GS-11 or above as the IVAO who will report directly to the Installation Commander, establish an IVA Office, and provide HQMC MFP-4 a copy of the IVAO's appointment letter and training certificate. Chief Warrant Officers (W-2 or above) can serve as IVAOs and will require a grade waiver. Grade waiver requests, per appendix (c), must be submitted to HQMC MFP-4, for processing.

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

(c) Ensure the IVAO keeps track of all voting assistance and training provided by the IVA Office. The IVAO will submit a metrics report to FVAP on a quarterly basis, per Chapter 2. The IVAO shall ensure submitted voting assistance reports and training rosters are maintained for three years, per the Department of the Navy General Record Schedule 1000-35.

(d) Maintain an IVA Office in a well-advertised, easily accessible, and frequently visited location aboard the installation as outlined in Chapter 2.

(e) Provide the installation's directory service with the phone number and email contact information for the IVA Office. A standardized official email address in the form of "vote(Unit)@usmc.mil" must be established to ensure efficient contact with the IVA Office.

(f) Reporting seniors and supervisors are required to annotate on the fitness reports or performance appraisals of the IVAO, commenting on their performance as the assigned IVAO.

(6) Unit Commanders

(a) The Commander of each battalion, squadron, and geographically separated units must assign in writing, an officer or a SNCO (O-1/W-1/E-7) or above as the UVAO. If a SNCO 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 election regulations." Grade waiver requests, per appendix (c), must be submitted to HQMC MFP-4 for processing. Provide a copy of the UVAO's appointment letter to the appropriate higher headquarter's MCVAO in the UVAO's reporting chain of command.

(b) Ensure the maximum number of Service members to be represented by the UVAO is 200. Unit commanders with over 200 Service members in their unit must appoint an Assistant Unit Voting Assistance Officer (AUVAO) for each additional 200 persons assigned to the unit; (for example, if 201-400 Service members, appoint one primary and one AUVAO, if 401-600 members appoint one primary and two AUVAOs). Sufficient UVAOs and AUVAOs must be assigned to be readily available and equipped to give personal voting assistance to all eligible voters. Ensure all UVAOs and AUVAOs are properly trained and instructed in the proper procedures necessary to carry out their responsibilities.

(c) Ensure the UVAOs readdresses and disseminates voting information to all Marines, eligible family members, and civilian federal employees who are eligible to vote under the laws and procedures of their State of voting residence.

(d) Ensure the UVAOs submit quarterly voting assistance reports to FVAP as outlined in Chapter 3, and maintain copies of the submitted quarterly unit voting assistance reports on file for three years, per the Department of the Navy General Record Schedule 1000-35.

(e) Ensure all unit personnel receive annual absentee voter training, and maintain training rosters on file for three years per the Department of the Navy General Record Schedule 1000-35.

(f) Reporting seniors and supervisors are required to annotate on the fitness reports or performance appraisals of the UVAO, commenting on their performance as the assigned UVAO.

(7) Inspector General of the Marine Corps and Command Inspectors General must include the Voting Assistance Program as an item for specific review during inspections, and forward the results of such inspections to HQMC MFP-4 for trend analysis on an annual basis. Discrepancies and findings will be forwarded to allow program managers to improve training and education materials. Submit an annual report on the effectiveness and compliance of

the Marine Corps Voting Assistance Program to the Inspector General of the Department of Defense (DoDIG).

(8) Service Voting Action Officer

(a) Effectively and expeditiously communicate with and disseminate the most current voting information to commanders and all VAOs.

(b) Ensure Service members receive information on federal voting rights and benefits covered under Chapter 203 of title 52, U.S.C., and receive efficient voting assistance upon request.

(c) Submit an annual after-action report on Marine Corps voting assistance activities to the Director, FVAP in the format and manner prescribed by the Director, FVAP.

(d) Make timely distribution to VAOs all pertinent information on election dates and State voting requirements. This information will be sent to the MCVAOs listed in paragraph 4a(2)(c) and those IVA Offices identified in paragraph 4a(2)(d). It is the responsibility of the MCVAOs and IVAOs to forward all voting information received to their subordinate VAOs.

(e) Administer and manage all aspects of the Marine Corps Voting Assistance Program, and represent the Marine Corps at FVAP meetings.

(f) Conduct Voting Assistance Program inspections as part of the Inspector General of the Marine Corps Inspection Team, and conduct IVA Office visits to monitor local voting assistance operations, conduct IVA Office staff training during election years, and when required to ensure effective IVA Office operations.

(g) Ensure the distribution of voting outreach materials and informational resources to the MCVAOs, IVAOs, and IVA Offices.

(h) Provide service-level liaison and assistance in conducting official FVAP surveys and preparing requested reports per reference (a).

(i) Develop and publish an annual Marine Corps Voting Action Plan to coordinate all aspects of the Marine Corps' Voting Assistance Program.

5. Administration and Logistics

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

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.


c. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at:
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

d. This Order should be read in its entirety for 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.



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Chapter 1

Major Command Voting Assistance Officers (MCVAO)

1. Complete the VAO training course as prescribed by the Director, FVAP and maintain a copy of the completion certificate. Training must be completed no later than 30 days after the assumption of duties. The VAO training course is available online at FVAP.gov.
2. Provide and disseminate all current voting information to the subordinate commands within your areas of responsibility. This information includes election dates, officials to be elected, constitutional amendments, proposals to be voted on, absentee registration, absentee voting procedures, and Marine Corps messages on voting as received from FVAP and the SVAO. It also includes the distribution of absentee voting materials, voting assistance guides, and all other relevant voting outreach information received from higher headquarters. Venues such as unit SharePoint platforms, official email, command social media platforms, and command websites are recommended avenues for communicating this information to all eligible voters.
3. Ensure all uniformed service personnel, their eligible family members, civilian federal employees, and all qualified voters who have access to Marine Corps installations are afforded the opportunity to receive voting assistance. This must include guidance regarding where to find information on election dates, local State election offices, constitutional amendments, ballot proposals, as well as municipal, primary, and general elections. This assistance must include absentee voting training for all uniformed personnel. Ensure that all absentee voting training is documented and training rosters are maintained on file for three years per the Department of the Navy General Record Schedule 1000-35.
4. By 15 January of each year and by 15 July of even-numbered years, ensure SF76 Federal Post Card Applications (FPCA) are distributed within your command to all uniformed service personnel and all eligible voters, including eligible family members where practical. Distribution of FPCAs through either in-hand delivery or electronic means is acceptable.
5. By 15 July of each year, commands outside the United States must ensure additional copies of FPCAs are distributed to all Service members, civilian federal employees, and all eligible voters.
6. By 15 September, during even-numbered years, ensure additional copies of FPCAs are distributed within your command to all uniformed service personnel, civilian federal employees, and all eligible voters stationed within the United States.
7. Ensure the command's directory include the location and office telephone number of the MCVAO.
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 includes local activities publicizing upcoming elections, voter registration drives, and absentee voting events.

9. Ensure all subordinate VAOs are trained and instructed in the proper procedures necessary to carry out their assigned responsibilities. VAOs should be readily available to give voting assistance to eligible voters.
10. Attend a scheduled FVAP VAO Workshop during election years. If your installation is not hosting a VAO Workshop, complete the training at the nearest installation hosting a workshop or online if available.
11. Provide the results of all completed Voting Assistance Program inspections conducted by the Commanding General's Inspection Program of subordinate commands to the SVAO as required by reference (c).
12. On a quarterly basis, submit a report to FVAP on voting assistance activities of your command. Establish an account on the FVAP Administrative Portal and submit reports no later than the last day of the month for each quarter. Ensure all subordinate commands are submitting timely quarterly voting assistance reports to FVAP via the Administrative Portal as required by reference (a). Submit zeros if your unit provided no voting assistance.
13. Maintain submitted quarterly voting assistance reports (electronic or hardcopy) and copies of submitted reports from immediate level subordinate units for three years per the Department of the Navy General Record Schedule 1000-35. Print or save electronic copies of your voting assistance reports directly from your FVAP Administrative Portal account.
14. Coordinate with local public affairs office and utilize command social media platforms to publicize all upcoming election events, and all command activities promoting absentee voter registration.
15. Encourage maximum participation by internal and external agencies such as the Single Marine Program, personal and professional readiness programs, relevant guest speakers, unit commanders, and State election officials to provide additional emphasis on voting.
16. Maintain an MCVAO continuity folder that provides guidance regarding the duties and responsibilities of the MCVAO. The folder should provide at a minimum the basic details on the voting assistance process, election outreach materials, election dates, SVAO contact information, and voting information web-links. Additional information is provided at FVAP.gov.
17. Collect and maintain current copies of the appointment letters and training certificates of immediate level subordinate command VAOs.
18. Reporting seniors and supervisors are required to annotate on the fitness reports or performance appraisals of the MCVAO, commenting on their performance as the assigned MCVAO.
19. Provide the SVAO and FVAP with annual absentee voter training data and assist in conducting FVAP surveys when requested.
20. MCVAOs must not seek at any time to influence an applicant's political preference or party registration.
21. Refrain from discussing Marine Corps voting assistance policy matters with State and local government officials.

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22. Immediately notify the Marine Corps SVAO when you are no longer assigned as the MCVAO so your FVAP administrative portal account can be closed.

Chapter 2

Installation Voting Assistance Officers (IVAO)

1. Complete the VAO training course as prescribed by the Director, FVAP, and maintain a copy of the completion certificate. Training must be completed no later than 30 days after the assumption of duties. The VAO training course is available online at FVAP.gov.
2. In coordination with the Installation Commander, designate at least one well-advertised, easily accessible location to serve as the IVA Office where voting materials and voting assistance is available to all uniformed service personnel, eligible family members, civilian federal employees, and all qualified voters who have access to the installation. The IVA Office, preferably, should be physically co-located within an existing office that receives extensive visits, such as the Installation Personnel Administration Center or Base Reception Center.
3. Disseminate current voting information as received from the SVAO, MCVAO, and FVAP for use by the commands aboard the installation. This information includes outreach voting materials, election dates, officials to be elected, constitutional amendments and other proposals to be voted on, absentee voter registration, voting procedures, and Marine Corps policy messages on voting.
4. Ensure each eligible individual is afforded the opportunity to receive voting assistance. This shall include assistance on absentee voter registration, updating their voter registration information by completing the FPCA, requesting absentee ballots, and information on all elections to include primary dates, ballot proposals, constitutional amendments, as well as municipal, special, and general elections.
5. Provide each eligible voter who requests a National Voter Registration Form or the FPCA, assistance in completing and mailing these forms to the appropriate State election offices when requested.
6. On a quarterly basis, submit a metrics report on the IVA Office's voting assistance activities to FVAP as required by reference (a). Establish an account on the FVAP Administrative Portal and submit reports no later than the last day of the month for each quarter.
7. Maintain copies of all submitted quarterly voting assistance reports (electronic or hardcopy) for three years per the Department of the Navy General Record Schedule 1000-35. Print or save electronic copies of your quarterly voting assistance reports directly from your FVAP Administrative Portal account and provide a copy to the appropriate MCVAO in your chain of command.
8. Ensure the installation directory identifies the IVAO and the IVA Office as such and lists their location and telephone numbers. Any changes or updates to the office location, email, or phone listings require notification to the SVAO within one business day of such change. The SVAO must notify FVAP of any changes in order to update the FVAP.gov website.
9. Coordinate with the installation's public affairs office and utilize unit social media platforms to publicize all upcoming elections and voting activities highlighting procedures on how to register and vote absentee.

10. Attend a scheduled FVAP VAO Workshop during election (even-numbered) years. If your installation is not hosting the FVAP VAO Workshop, complete the training at the nearest installation hosting the FVAP VAO workshops or online if available.
11. Conduct voting assistance 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). Include local activities publicizing upcoming elections, voter registration drives, and absentee voting.
12. Maintain an IVAO continuity folder that provides guidance on the duties and responsibilities of the IVAO and IVA Office. The folder must contain, at a minimum, the basic details on the voting process, outreach materials, and voting web-links. Additional information is provided at FVAP.gov.
13. Assist FVAP and the SVAO in conducting annual official FVAP voting assistance surveys as requested.
14. Ensure the IVA Office is staffed with trained personnel to provide direct voter assistance during the hours the IVA Office is open.
15. Ensure the IVA Office is included in the check-in and check-out process required for reporting or detaching service personnel, if this process does not include the local UVAOs.
16. Assist in mailing completed voting materials, and if requested by the voter, transmits all completed voter registration applications within five calendar days to the appropriate State election offices.
17. Ensure the IVA Office contains a computer system connected to the internet, a printer, and a scanner to assist voters with completing and submitting the FPCA to the appropriate State election offices.
18. Establish and maintain the standard email address for the IVA Office in the form of "vote(Unit)@usmc.mil" to enable Service members, their families, and all eligible voters to have email access to the IVA Office.
19. Establish a voicemail system for the IVA Office with a greeting indicating that the caller has reached the IVA Office, the office location, what the normal hours of operation are, and what time-frame the caller can anticipate a response to their calls.
20. Ensure emails and voicemails received by the IVA Office are returned within three business days of receipt, but within 24 hours when election day is less than 45 days away.
21. Reporting seniors and supervisors are required to annotate in the fitness report or performance appraisals of the IVAO, commenting on their performance as the assigned IVAO, and the management of the IVA Office.
22. IVAOs shall not at any time seek to influence an applicant's political preference or party registration.
23. Immediately notify the SVAO when you are no longer assigned as the IVAO so your FVAP Administrative Portal account can be closed.

Chapter 3

Unit Voting Assistance Officers (UVAO)

1. Complete the VAO training course as prescribed by the Director, FVAP, and maintain a copy of the completion certificate. Training must be completed no later than 30 days after the assumption of duties. The UVAO training course is available online at FVAP.gov.
2. Ensure each eligible individual is afforded the opportunity to receive voting assistance. This shall include assistance on voter registration, updating their voter registration information by completing the FPCA and requesting an absentee ballot.
3. Disseminate current voting information and materials for use by unit personnel, their family members, civilian federal employees, and all qualified voters. This information includes election dates, officials to be elected, constitutional amendments and proposals to be voted on, absentee registration, absentee voting procedures, and Marine Corps policy messages on voting as received from the SVAO. It also includes the displaying of voting posters and banners in the unit's common areas, providing voting assistance brochures, wallet cards, and all other relevant voting information received from FVAP and higher headquarters MCVAO to eligible voters.
4. On a quarterly basis, submit a report on the unit's voting assistance activities to FVAP. Establish an account on the FVAP Administrative Portal and submit reports no later than the last day of the month for each quarter.
5. Maintain copies of all submitted quarterly voting assistance reports (electronic or hardcopy) for three years per the Department of the Navy General Record Schedule 1000-35. Print or save electronic copies of your quarterly voting assistance reports directly from your FVAP Administrative Portal account and provide a copy to the appropriate higher headquarters MCVAO in your chain of command.
6. Ensure the unit's directory identifies the UVAO as such and include the location and telephone number of the UVAO's office.
7. Coordinate with the local public affairs office and utilize unit social media platforms to publicize all upcoming elections, absentee ballot submission dates, unit voting activities, and FVAP voter procedures on how to register and vote using absentee ballots.
8. Maintain a UVAO continuity folder that provides guidance regarding the duties and responsibilities of the UVAO. The folder should provide, at a minimum, the basic details on the voting process, key election dates, voting materials, and informational voting web-links. Additional information is provided at FVAP.gov and in reference (b).
9. Assist FVAP and the SVAO in conducting official FVAP voting assistance and post-election surveys as requested.
10. Attend a scheduled FVAP VAO Workshop during election (even-numbered) years. If your installation is not hosting the FVAP VAO Workshop, complete the training at the nearest installation hosting the VAO workshop or online if available.

11. Maintain a link on the unit's web-page to the Federal Voting Assistance Program website: FVAP.gov. This link must be on the unit's web-page and/or unit's SharePoint platforms that are accessible by all unit personnel.
12. Ensure FPCAs are distributed through in-hand delivery or electronic means by 15 January of each calendar year to all uniformed service personnel, their eligible family members, and all qualified voters in the unit. Ensure additional copies of FPCAs are delivered by 15 July to all uniformed service personnel stationed outside the United States, and by 15 September to all uniformed service personnel stationed within the United States during even-numbered years. FPCAs will be provided during the check-in and check-out process for all unit personnel, and for those family members desiring one who completes a permanent change of station.
13. Maintain a sufficient amount of FPCAs and Federal Write-in Absentee Ballots (FWAB) on hand to support the unit and/or have access to the latest electronic versions of these forms via the FVAP website. These forms can be obtained as outlined in Chapter 6 and online at FVAP.gov.
14. Provide for administering and attesting to the Oath on the FPCA and balloting materials according to the requirements of the various State's election policies per reference (b).
15. 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 should include local activities publicizing upcoming elections, the importance of voting, and the procedures required to register and properly fill out absentee ballots.
16. Work closely with the IVAO and the IVA Office in fulfilling voting assistance functions for unit personnel and eligible family members.
17. Ensure all unit personnel receive annual voter training on absentee voting and maintain training rosters on file for three years per the Department of the Navy General Record Schedule 1000-35.
18. The maximum number of uniformed service personnel that can be represented by a UVAO is 200. Commands with over 200 service personnel will appoint an AUVAO for each additional 200 persons assigned to the command. Ensure all AUVAOs are properly trained and instructed in the proper voting assistance procedures necessary to carry out their assigned responsibilities.
19. Provide unit pre-deployment briefs and the FPCA to personnel deploying six months or longer, including their eligible family members if requested.
20. Service members serving in their State of legal residence may vote at their local polling location. Commanders must ensure that consistent with military requirements, assigned duties do not preclude the exercise of an individual's right to vote.
21. The UVAOs of deploying units, including units involved in extended contingency operations abroad, will ensure that a sufficient paper stock of FPCAs and FWABs are on hand. The UVAOs will establish an email address for their theater of operations, and provide that email address to the SVAO. The SVAO will provide the email addresses to FVAP, and FVAP in turn will provide

all State election offices with the unit's email address. This allows the State election offices, FVAP, and the SVAO to communicate directly with the Marines in a specific area of operations who are encountering issues with absentee registration, and voting procedures during their deployment.

22. 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.

23. Selected Marine Corps Reserve 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 the FWAB before departing for training, or 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 SVAO.

24. Voting by Prisoners: Information as to the status of individuals who are prisoners, which is not readily available to State election officials and may affect such individuals' eligibility to vote, will be furnished to the appropriate election official in regards to any prisoner who completes an FPCA for voter registration, or to request an absentee ballot. The person administering the Oath of such prisoners on an FPCA for State absentee ballot or other forms of application will be responsible for delivering the application to the commanding officer maintaining the prisoner's service record. The commanding officer will ensure that the FPCA is mailed to the appropriate State's election office in an envelope bearing the distinctive marking and appropriate mailing indicia as specified for absentee voting materials, together with a signed statement executed by the commanding officer of the prisoner. The statement should read, "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, (provide complete Unit Title and Mailing Address)." Specific inquiry by State officials 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) provides State-by-State eligibility requirements concerning felony convictions.

25. UVAOs must not, at any time, seek to influence an applicant's political preference or party registration.

26. UVAOs should refrain from discussing Marine Corps voting policy matters with State and local government officials.

27. Reporting seniors and supervisors are required to annotate on the fitness report or performance appraisals of the UVAOs, commenting on their performance as the assigned UVAO.

28. Immediately notify the Marine Corps SVAO when you are no longer assigned as the UVAO so your FVAP Administrative Portal account can be closed.

Chapter 4

Recruiters

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. Recruiters and personnel assigned at recruiting offices shall be trained to provide voter registration assistance as prescribed by the Director, FVAP.

1. Recruiting personnel must:

a. Provide each eligible citizen and prospective enlistee with the opportunity to complete the Voter Registration Information Form (DD 2645).

b. Provide each eligible citizen and prospective enlistee the National Mail Voter Registration Form and assistance in completing the form, unless the applicant declines to register to vote in writing or refuses such assistance.

c. Transmit all completed voter registration forms to the appropriate State election office within five calendar days or by the State's deadlines, whichever is earlier. DD 2645 Forms are not to be sent to FVAP or the SVAO, and will be maintained at the recruiting office for three years per the Department of the Navy General Record Schedule 1000-35.

d. 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 recruiting office on the completion of its forms, unless the applicant refuses such assistance.

e. On a quarterly basis, submit metrics on voter assistance provided by the recruiting offices to FVAP, as required by reference (a). Establish an account on the FVAP Administrative Portal and submit voting reports no later than the last day of the month for each quarter. Maintain copies (electronic or hardcopy) of all submitted quarterly voter assistance reports for three years per the Department of the Navy General Record Schedule 1000-35. Provide copy of submitted reports to the higher headquarters MCVAO.

f. Immediately notify the SVAO when you are no longer a Recruiter or UVAO so your FVAP Administrative Portal account can be closed.

2. Recruiting personnel must not:

a. Seek to influence an applicant's political preference or party registration.

b. Display any political preference or party allegiance.

c. Make any statement to or take any action in order to discourage the applicant from registering to vote.

d. Make any statement to 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.

e. Use any information relating to a declination to register to vote in connection with an application made for any purpose other than voter registration.

Chapter 5

Individual Voter Procedures

1. Individual Voting Procedures. Any eligible voter who desires to vote by absentee ballot in any election will proceed as follows:
 - a. Consult your UVAO or IVA Office to be advised of States' election requirements and for assistance in completing the FPCA and FWAB.
 - b. Use the FPCA to register to vote, update voter information, and to request an absentee ballot. The FPCA must be filled out completely, signed, and all information should be legible in all respects.
 - c. Mail the FPCA (postage free) to the appropriate State election office as identified in accordance with reference (b). It is the responsibility of the appropriate election officials within a State to determine the eligibility of an individual to vote under the laws of that State, and such determination will not be made by any member of the uniformed services. Eligibility is determined when the individual submits the FPCA to the State election office in the appropriate voting district.
 - d. Upon receipt of the requested absentee ballot, the individual executes it according to the accompanying instructions. The voter's Oath, if required by that State's law, shall be attested to by an officer or other appointed officials (MCVAO/IVAO/UVAO) in accordance with that particular State's law per reference (b).
 - e. If the balloting material is stuck together when received so that it requires a forcible opening in order to use the enclosed ballot, open it in the manner least damaging 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 casting your vote, reseal the envelope in the most practical way and write on the back "Envelope flap stuck when received, required forced opening before voting." Sign the back of the envelope and request the person administering the voter's Oath, if required by State law, 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 provided in the instructions. IVA Offices and UVAOs can mail absentee ballots on behalf of the voter if requested by the voter.
 - g. All questions concerning election information and absentee voting procedures should be directed to your UVAO or your local IVA Office.
 - h. Supervisors of civilian federal employees must follow guidance published by the Office of Personnel Management and local commands regarding release times for local in-person voting.

Chapter 6

Voting Materials and Forms

1. The Voting Assistance Guide, reference (b), is published every two years and is available to MCVAOs, IVAOs, and UVAOs via the Federal Voting Assistance Program. All VAOs are required to maintain a copy (paper or electronic) of the Voting Assistance Guide for the proper execution of their duties. Voting materials are available for download and printing directly from FVAP.gov, and contact the SVAO if you required any additional voting materials. Listed below are the Pre-Assigned Control Numbers (PCNs) for voting outreach materials:

- a. Voting Assistance Guide, PCN 100006628000
- b. Voting Poster, PCN 50100651000
- c. Voting Brochure, PCN 50100652200
- d. Voting Banner, PCN 50100652100
- e. Voting Wallet Cards, PCN 50100652400

2. The below listed voting materials are available through Direct Support Stock Control outlets, General Services Administration (GSA), through local unit supply offices via the Standard Accounting, Budgeting and Reporting System (SABRS), and electronically via the following websites:

- a. Federal Post Card Application (FPCA) (SF-76), NSN: 7540-00-634-5053; electronic version; www.fvap.gov/uploads/FVAP/Forms/fpca2013.pdf.
- b. Federal Write-In Absentee Ballot (FWAB) (SF-186), NSN: 7540-01-218-4384; electronic version; www.fvap.gov/uploads/FVAP/Forms/fwab2013.pdf.

3. National Voter Registration and Information Forms can be obtained electronically at the following websites:

- a. National Mail Voter Registration Form at www.eac.gov.
- b. Voter Registration Information Form at <http://www.dtic.mil/whs/directives/forms/index.htm>.

4. Other voting materials that are periodically released are distributed directly to the MCVAOs and IVAOs. It is the MCVAOs and IVAOs responsibility to disseminate these items (election calendars and other voting materials) to their subordinate UVAOs and commands when they are received.

5. If you have difficulty obtaining voting supplies, contact the SVAO at vote@usmc.mil or via phone at (703)784-9511, DSN at 278-9511.

6. To obtain toll-free numbers to contact FVAP while deployed or located in other countries, visit FVAP.gov.

Appendix A

Glossary of Acronyms and Abbreviations

AUVAO	Assistant Unit Voting Assistance Officer
CG TECOM	Commanding General, Training and Education Command
DON	Department of Navy
DC M&RA	Deputy Commandant for Manpower and Reserve Affairs
FPCA	Federal Post Card Applications
FVAP	Federal Voting Assistance Program
FWAB	Federal Write-in Absentee Ballots
GSA	General Services Administration
HQMC MFP-4	Headquarters Marine Corps, Military Personnel Services, Voting Assistance Program Coordinator
IVAO	Installation Voting Assistance Officers
MCVAO	Major Command Voting Assistance Officers
MF	Marine and Family Programs Division
MCPDS	Marine Corps Publication Distribution System
PII	Personally Identifiable Information
PCN	Pre-Assigned Control Numbers
SVAO	Service Voting Action Officer
SABRS	Standard Accounting, Budgeting, and Reporting System
UVAO	Unit Voting Assistance Officers
VAO	Voting Assistance Officers

Appendix B

Glossary of Terms and Definitions

Absentee Voter or Absent Uniformed Services Voter. A member of a Uniformed Services 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 Services 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.

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 voter registration, voting procedures, and ballot request deadlines preceding general elections for federal offices.

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, UVAO, or IVA Office.

Federal Election. Any general, special or primary election held solely or in part for the purpose of nominating or electing any candidate for the Office of the President, Vice President, 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 and the Virgin Islands.

Federal Post Card Application (FPCA). Standard Form 76. The FPCA is a postage-free postcard for use by absentee voters to update their address, request registration, and an absentee ballot.

Federal Write-In Absentee Ballot (FWAB). Standard Form 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).

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 Officer (IVAO). An individual responsible for providing voting assistance at the installation level and manages the IVA Office.

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

Major Command Voting Assistance Officer (MCVAO). A civilian employee (GS-12 or above) or Field Grade Officer, assigned in writing, responsible for the Voting Assistance Program at the major command level as listed in paragraph

4a(2)(c) of this Order. This officer will be responsible for maintaining a direct liaison with the SVAO for the dissemination of information and materials to all appropriate subordinate commands.

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

Online Administrative Portal. A customized online database designed by FVAP that compiles information from a wide array of sources in a consistent and uniform manner. Used primarily to submit unit voting assistant metrics data.

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 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.

Service Voting Action Officer (SVAO). An individual at a Uniformed Services headquarters level responsible for voting assistance operations for his or her respective component. The SVAO for the Marine Corps is HQMC, 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.

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 or squadron.

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

Appendix C

Grade Waiver Request Letter Template



Official Command Letterhead

IN REPLY REFER TO:
1742
Office Code
Date

From: Commanding Officer, (your unit)
To: Headquarters, U.S. Marine Corps, M&RA (MFP-4)

Subj: REQUEST A GRADE WAIVER FOR THE (select one: MAJOR COMMAND/INSTALLATION/UNIT) VOTING ASSISTANCE OFFICER

Ref: (a) MCO 1742.1C

1. Per the reference (a), it is requested that a grade waiver be granted for (rank, full name) to serve as the (select one: Major Command/Installation/Unit) Voting Assistance Officer for (unit). This grade waiver is required due to (provide justification for waiver).

2. Point of contact for additional information or assistance regarding this matter is (rank, full name) at (phone number) or email at (e-mail address).

Commanding Officer's Signature