**Inspectors General Checklist**

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| **VOTING ASSISTANCE PROGRAM (1742.1)** | | |
| This checklist applies to all Marine Corps Commands. | | |
| **Functional Area Sponsor:**  Service Voting Action Officer (SVAO), HQMC | | **Name of Command:** |
| **Subject Matter Expert:** Mr. Brian N. Mitchell [brian.n.mitchell@usmc.mil](mailto:brian.n.mitchell@usmc.mil) | | **Date:** |
| (DSN) 278-9511 (COML) 703-784-9511 | | **Inspector:** |
| **Revised:** 1 November 2021 | | **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?  Reference: DoDI 1000.04, 3.1.b(1), MCO 1742.1C, par 4b(4)(a) | |
| Result | Comments | |
| 0102 | Has the Commanding Officer given specific written authorization (if a SNCO or civilian equivalent) to witness and administer oaths as required by some State’s voting regulations?  Reference: MCO 1742.1C, par 4b(6)(a) | |
| 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 1742.1C, par 4b(4)(a) | |
| 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: DoDI 1000.04, 3.1.b(5), MCO 1742.1C, Chap 1, par 1 | |
| Result | Comments | |

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| 0105 | Does the MCVAO maintain and update a Voting Continuity Folder (turnover folder) and all of its required contents?  Reference: MCO 1742.1C, Chap 1, par 16 |
| Result | Comments |
| 0106 | Does the MCVAO maintain current copies of the appointment letters and training certificates of immediate echelons of command subordinate UVAOs?  Reference: MCO 1742.1C, Chap 1, par 17 |
| Result | Comments |
| 0107 | Is the MCVAO utilizing the Federal Voting Assistance Program (FVAP) Admin Portal to submit quarterly voting assistance metrics reports?  Reference: DoDI 1000.04, 3.1.b(7)(c), MCO 1742.1C, Chap 1, par 12 |
| Result | Comments |
| 0108 | Does the MCVAO maintain copies (electronic or paper) of submitted voting assistance reports and copies from subordinate units in accordance with record schedule 1000-35 for a period of three (3) years?  Reference: DoDI 1000.04, 3.1.b(7)(c), MCO 1742.1C, Chap 1, par 13 |
| Result | Comments |
| 0109 | Did the MCVAO forward the 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 1742.1C, Chap 1, par 11 |
| Result | Comments |
| 0110 | Does the MCVAO re-address and forward voting messages/information from FVAP/HQMC SVAO as necessary to all subordinate commands? Reference: MCO 1742.1C, par 4b(4)(b) |
| Result | Comments |
| Subsection 2 – INSTALLATION VOTING ASSISTANCE OFFICER (IVAO) (Applies to all  Marine Corps Installations) | |
| 0201 | Has a civilian employee at the GS-11 level or above, or a Captain (0-3) or above been assigned to serve as the Installation Voting Assistance Officer, or is there a HQMC approved grade waiver? ()  Reference: DoDI 1000.04, 3.1.b(1), MCO 1742.1C, par 4b(5)(a) |
| Result | Comments |

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| 0202 | Has specific written authorization by the Commander been given (if a SNCO or civilian) to witness and administer oaths as required by some State’s voting regulations?  Reference: MCO 1742.1C, par 4b(6)(a) |
| Result | Comments |
| 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 1742.1C, par 4b(5)(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: DoDI 1000.04, 3.3.a; MCO 1742.1C, Chap 2, par 1 |
| Result | Comments |
| 0205 | Does the IVAO maintain and update a Voting Continuity Folder (turnover folder) and all of its required contents for the IVA Office?  Reference: MCO 1742.1C, Chap 2, par 12 |
| 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 1742.1C, Chap 6, par 1 |
| Result | Comments |
| 0207 | Is the IVAO utilizing the FVAP Admin Portal to submit quarterly IVA Office voting assistance metrics reports?  Reference: DoDI 1000.04, 3.1.b(7)(c); MCO 1742.1C, Chap 2, par 6 |
| Result | Comments |
| 0208 | Does the IVAO maintain copies (electronic or paper) of submitted quarterly voting assistance metrics reports in accordance with record schedule 1000-35 for a period of three (3) years?  Reference: DoDI 1000.04, 3.1.b(7)(c); MCO 1742.1C, Chap 2, par 7 |
| Result | Comments |
| 0209 | Does the IVAO provide a copy of all submitted quarterly voting assistance metrics reports to the appropriate MCVAO in the chain of command for their records?  Reference: MCO 1742.1C, Chap 2, par 7 |

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| 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: DoDI 1000.04, 3.2.e(1); MCO 1742.1C, Chap 2, par 2 | |
| Result | Comments | |
| 0211 | Does the IVAO receive, maintain, display, and disseminate voting information/materials to subordinate/tenant commands on the installation, and ensure all eligible personnel are afforded the opportunity to receive voting assistance and voting information?  Reference: DoDI 1000.04, 3.3.g; MCO 1742.1C, Chap 2, par 3, 4, and 5 | |
| Result | Comments | |
| 0212 | Has the IVAO ensured the installation telephone directory and/or website includes the office telephone number for the IVAO and the IVA Office?  Reference: DoDI 1000.04, 3.3.b; MCO 1742.1C, Chap 2, par 8 | |
| Result | Comments | |
| Subsection 3 – INSTALLATION VOTER ASSISTANCE 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: DoDI 1000.04, 3.2.f; MCO 1742.1C, Chap 2, par 2 | |
| Result | Comments | |
| 0302 | Has the IVA Office been established within the installation headquarters organization reporting directly to the Installation Commander?  Reference: DoDI 1000.04, 3.2.e; MCO 1742.1C, par 4b(5)(a) |
| 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: DoDI 1000.04, 3.2.e(1); MCO 1742.1C, Chap 2, par 2 |
| Result | Comments |

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| 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: DoDI 1000.04, 3.4.a; MCO 1742.1C, Chap 2, par 1 |
| 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: DoDI 1000.04, 3.4.c(2); MCO 1742.1C, Chap 2, par 15 |
| Result | Comments |
| 0306 | 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: DoDI 1000.04, 3.4.f; MCO 1742.1C, Chap 2, par 16 |
| 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 of operation, and an anticipated response time to return their calls? Reference: DoDI 1000.04, 3.2.f(2); MCO 1742.1C, Chap 2, par 19 |
| Result | Comments |
| 0308 | Does the IVA Office have the standard email address in the [form “vote(unit)@usmc.mil](mailto:vote(unit)@usmc.mil)” for personnel and their families to have email access to the IVA Office?  Reference: DoDI 1000.04, 3.2.f(2); MCO 1742.1C, Chap 2, par 18 |
| Result | Comments |
| Subsection 4 – UNIT VOTING ASSISTANCE OFFICER (UVAO) (Applies to all Marine  Corps Commands) | | |
| 0401 | Has the command assigned an officer (O-1/W-1 or above), or Staff  Non-Commissioned Officer (E-7 or above) as the UVAO, or is there a HQMC approved grade waiver?  Reference: DoDI 1000.04, 3.1.b(1); MCO 1742.1C, par 4b(6)(a) | |
| Result | Comments | |

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| 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 1742.1C, par 4b(6)(a) | |
| Result | Comments | |
| 0403 | Did the UVAO submit a copy of his/her appointment letter to their appropriate higher headquarters MCVAO in the chain of command?  Reference: MCO 1742.1C, par 4b(6)(a) | |
| 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: DoDI 1000.04, 3.1.b(5); MCO 1742.1C, Chap 3, par 1 | |
| Result | Comments | |
| 0405 | Does the UVAO maintain and update a Voting Continuity Folder (turnover folder) and all of its required contents?  Reference: MCO 1742.1C, Chap 3, par 8 | |
| Result | Comments | |
| 0406 | Does the UVAO have the current version of the Voting Assistance Guide (VAG), electronic or paper copy?  Reference: MCO 1742.1C, Chap 6, par 1 | |
| 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: DoDI 1000.04, 3.1.b(7)(e); MCO 1742.1C, Chap 3, par 2, 3, 7, and 15 | |
| Result | Comments | |
| 0408 | Did the UVAO provide training on absentee voter registration and voting procedures to unit personnel annually? (Training rosters are to be maintained in accordance with record schedule 1000-35 for a period of three (3) years.)  Reference: MCO 1742.1C, Chap 3, par 17 |
| Result | Comments |

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| 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 latest electronic version of these forms (https://www.fvap.gov)?  Reference: MCO 1742.1C, Chap 3, par 13, and Chap 6, par 2a and 2b | | |
| 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 1742.1C, Chap 3, 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, and additional copies by 15 July during even numbered years to all personnel in the unit?  Reference: DoDI 1000.04, 3.1.b(7)(b); MCO 1742.1C, Chap 3, 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 1742.1C, Chap 3, par 24 | | |
| Result | Comments | | |
| 0413 | Does the UVAO display voting posters and other relevant voting information received from FVAP and higher headquarters throughout the organizations common areas and bulletin boards?  Reference: MCO 1742.1C, Chap 3, par 3 | | |
| Result | Comments | | |
| 0414 | | Does the UVAO utilize the FVAP Admin Portal and submits quarterly voting assistance metrics reports to FVAP?  Reference: DoDI 1000.04 3.1.b(7)(c); MCO 1742.1C, Chap 3, par 4 |
| Result | | Comments |

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| 0415 | Does the UVAO maintain copies (electronic or paper) of submitted quarterly voting assistance metrics reports in accordance with record schedule 1000-35 for a period of three (3) years and provide a copy to the appropriate higher headquarters MCVAO?  Reference: DoDI 1000.04 3.1.b(7)(c); MCO 1742.1C, Chap 3, par 5 |
| 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, Officer  Candidates School or MCRD, is there a HQMC approved local policy that ensures adequate voting assistance to student personnel?  Reference: DoDI 1000.04, 3.1.b(1); MCO 1742.1C, Chap 3, par 18 |
| 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) 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>  Reference: DoDI 1000.04, 3.5.b; MCO 1742.1C, Chap 4, par 1a and 1b |
| Result | Comments |
| 0502 | Does the RS/RSS provide assistance to prospective enlistees and eligible citizens in completing NVRF applications?  Reference: DoDI 1000.04, 3.5.b; MCO 1742.1C, Chap 4, par 1b |
| 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: DoDI 1000.04, 3.5.b(2); MCO 1742.1C, Chap 4, par 1c |
| 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: DoDI 1000.04, 3.5.b(1)(b); MCO 1742.1C, Chap 4, par 1d |
| Result | Comments |
| 0505 | Does the RS/RSS utilize the FVAP Admin Portal and submit quarterly voter assistance metrics report and the Recruiter Registration Summary Report to FVAP?  Reference: DoDI 1000.04 3.1.b(7)(c); MCO 1742.1C, Chap 4, par 1e |
| 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, and provide a copy to the higher headquarters MCVAO?  Reference: DoDI 1000.04 3.5.b(3); MCO 1742.1C, Chap 4, par 1e |
| Result | Comments |