

MCBUL 1742. MARINE CORPS VOTING ASSISTANCE REPORTING PROCESS AND  
TIMELINES

By | December 29, 2014

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MARADMIN 684/14

MSGID/GENADMIN/CMC WASHINGTON DC MRA MF//

SUBJ/MCBUL 1742. MARINE CORPS VOTING ASSISTANCE REPORTING PROCESS AND  
TIMELINES//

DISTRIBUTION/PCN/10202468200//

REF/A/DOC/DHRA/LTR/20141015//

REF/B/DOC/MCO 1742.1B/20130401//

REF/C/MSGID/MFP/20140805//

REF/D/DOC/SECNAV M-5210.1/20071101//

REF/E/DOC/5 U.S.C. 552A/20110107//

REF/F/DOC/SECNAVINST 5211.5E/20051228//

NARR/REF A IS DEFENSE HUMAN RESOURCE ACTIVITY FEDERAL VOTING  
ASSISTANCE PROGRAM (FVAP) DIRECTORS LETTER VOTING ASSISTANCE PROGRAM  
METRICS. REF B IS MCO 1742.1B VOTING ASSISTANCE PROGRAM. REF C IS MARADMIN  
386/14 ADVANCE NOTIFICATION OF CH 1 TO MCO 1742.1B VOTING ASSISTANCE  
PROGRAM.//

POC/B. MITCHELL/CWO5/VOTING ASSISTANCE/TEL: DSN 703-784-9511/COMM: 703-784-  
9511//

GENTEXT/REMARKS/1. PURPOSE. TO ANNOUNCE CHANGES TO THE VOTING  
ASSISTANCE REPORTING PROCESS AND TIMELINES.

2. BACKGROUND. REF A ANNOUNCED NEW REPORTING DATES FOR VOTING  
ASSISTANCE METRICS. THIS MCBUL CHANGES THE REPORTING DATES IN REF B, AND  
SUPERSEDES GUIDANCE PROVIDED IN REF C.

3. INFORMATION. EFFECTIVE 1 JANUARY 2015, UNIT VOTING ASSISTANCE OFFICERS  
(UVAOS), INSTALLATION VOTING ASSISTANCE OFFICERS (IVAOS), AND RECRUITERS  
REPORTING NATIONAL VOTER REGISTRATION AGENCY (NVRA) WILL REPORT ALL  
VOTING ASSISTANCE PROVIDED VIA THE FVAP ADMIN PORTAL  
(WWW.FVAP.GOV/PORTAL/LOGIN/WELCOME.HTML) USING THE FOLLOWING  
DEADLINES:

A. ASSISTANCE PROVIDED 1 JAN-31 MAR: NLT 31 MARCH.

B. ASSISTANCE PROVIDED 1 APR-30 JUN: NLT 30 JUNE.

C. ASSISTANCE PROVIDED 1 JUL-30 SEP: NLT 30 SEPTEMBER.

D. ASSISTANCE PROVIDED 1 OCT-31 DEC: NLT 31 DECEMBER.

4. ACTION

4.A. UVAOS, IVAOS, AND RECRUITERS MAY DOCUMENT ASSISTANCE PROVIDED AS IT  
OCCURS ON MULTIPLE OCCASIONS THROUGHOUT THE QUARTER, OR AS A SINGLE  
ENTRY AT THE CONCLUSION OF EACH QUARTER, AS BEST FITS THEIR LOCAL  
PRACTICES, BUT ALL ASSISTANCE PROVIDED MUST BE REPORTED NO LATER THAN  
THE LAST DAY OF EACH QUARTER TO BE PROPERLY DOCUMENTED IN THE FVAP  
REPORTING PORTAL.

4.B. THE REQUIREMENT TO MAINTAIN LOCAL COPIES OF SUBMITTED REPORTS, AND  
TO PROVIDE COPIES OF REPORTS TO LOCAL HIGHER HEADQUARTERS, IS HEREBY  
CANCELLED. THE FVAP ADMIN PORTAL WILL SERVE AS THE SYSTEM OF RECORD,

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AND WILL MAINTAIN HISTORICAL RECORDS. SUBMITTED REPORTS CAN BE RETRIEVED IF NEEDED VIA WWW.FVAP.GOV.

5. REF B IS MODIFIED AS FOLLOWS:

5.A. DELETE PARAGRAPH 4B(3)(E). THE REQUIREMENT TO MAINTAIN VOTING RECORDS IS NO LONGER APPLICABLE TO CG, MCRC.

5.B. AT PARAGRAPH 4B(6)(C) DELETE ALL AFTER "PER ENCLOSURE (3)." THE REQUIREMENT TO MAINTAIN RECORDS IS NO LONGER APPLICABLE TO IVAOS OR MCVAOS.

5.C. AT PARAGRAPH 5 OF ENCLOSURE 2 DELETE ALL AFTER "VOTING ASSISTANCE DATA USING THE" AND REPLACE WITH "FVAP ADMIN PORTAL WWW.FVAP.GOV/PORTAL/LOGIN/WELCOME.HTML. SUBMISSION DATES AND OTHER REPORTING DETAILS WILL BE PUBLISHED ANNUALLY IN THE USMC VOTING ACTION PLAN BY HQMC MFP-4."

5.D. DELETE PARAGRAPH 5 OF ENCLOSURE 3, AND REPLACE WITH "5. SUBMIT A REPORT VIA THE FVAP ADMIN PORTAL WWW.FVAP.GOV/PORTAL/LOGIN/WELCOME.HTML. SUBMISSION DATES AND OTHER REPORTING DETAILS WILL BE PUBLISHED ANNUALLY IN THE USMC VOTING ACTION PLAN BY HQMC MFP-4."

5.E. DELETE PARAGRAPH 5 OF ENCLOSURE 4 AND REPLACE WITH "5. VIA THE FVAP ADMIN PORTAL WWW.FVAP.GOV/PORTAL/LOGIN/WELCOME.HTML. SUBMISSION DATES AND OTHER REPORTING DETAILS WILL BE PUBLISHED ANNUALLY IN THE USMC VOTING ACTION PLAN BY HQMC MFP-4."

5.F. DELETE PARAGRAPH 6 OF ENCLOSURE 5 AND REPLACE WITH "6. SUBMIT A REPORT VIA THE FVAP ADMIN PORTAL LOCATED AT WWW.FVAP.GOV/PORTAL/LOGIN/WELCOME.HTML TO REPORT STATISTICAL DATA. SUBMISSION DATES AND OTHER REPORTING DETAILS WILL BE PUBLISHED ANNUALLY IN THE USMC VOTING ACTION PLAN BY HQMC MFP-4."

5.G. DELETE PARAGRAPH 7 OF ENCLOSURE 5. THE REQUIREMENT TO MAINTAIN RECORDS IS NO LONGER APPLICABLE TO RECRUITING AGENCIES.

6. ADMINISTRATION AND LOGISTICS.

6.A. RECORDS CREATED AS A RESULT OF THIS BULLETIN SHALL BE MANAGED ACCORDING TO NATIONAL ARCHIVES AND RECORDS ADMINISTRATION APPROVED DISPOSITIONS PER REF D TO ENSURE PROPER MAINTENANCE, USE, ACCESSIBILITY AND PRESERVATION, REGARDLESS OF FORMAT OR MEDIUM.

6.B. GENERATION, COLLECTION OR DISTRIBUTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII) AND MANAGEMENT OF PRIVACY SENSITIVE INFORMATION SHALL BE IAW THE PRIVACY ACT OF 1974, AS AMENDED, PER REF E AND REF F. ANY UNAUTHORIZED REVIEW, USE, DISCLOSURE OR DISTRIBUTION IS PROHIBITED.

7. THIS BULLETIN IS APPLICABLE TO THE MARINE CORPS RESERVE.

8. THIS BULLETIN IS CANCELLED 30 OCTOBER 2015, UNLESS EARLIER INCORPORATED INTO REF B.

9. RELEASE AUTHORIZED BY MS SHERYL MURRAY, DEPUTY COMMANDANT, MANPOWER AND RESERVE AFFAIRS (ACTING).//