



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1742.1H
BADJ
14 NOV 2007

BASE ORDER 1742.1H

From: Commanding Officer
To: Distribution List

Subj: VOTER REGISTRATION PROGRAM

Ref: (a) MCO 1742.1A
(b) NAVMC 1174, Voting Assistance Guide
(c) MCIEASTO 1742.1

1. Situation. To publish policy, provide guidance, and assign responsibility for implementation of the Marine Corps Base, Camp Lejeune Voter Registration Program and provide assistance to Marines, their family members, civilian employees and certain others in the exercise of their voting rights per the references.

2. Cancellation. BO 1742.1G.

3. Mission

a. The Commandant of the Marine Corps has directed commanding officers to ensure that all Marines, family members, civilian employees and other personnel who are attached to or serving with Marine Corps units, who are absent from their voting residence, and who are eligible to vote under that laws and procedures of their state of voting residence, be afforded every opportunity to vote utilizing the Voter Registration Program.

b. Summary of Revision. This Order has been revised and should be thoroughly reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Commanding Officer's are responsible for the administration of the Voter Registration Program within their

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

14 NOV 2007

respective command. Utilize the guidance contained in this Order and the references to implement the Voter Registration Program.

(b) Command support at all levels is critical and essential in the implementation of the Voter Registration Program.

(2) Concept of Operations

(a) U.S. Marine Corps Forces Command is the Major Command Voting Officer (MCVO) for this region and the conduit/liaison between Headquarters U. S. Marine Corps (HQMC), Service Voting Action Officer (SVAO) and the major subordinate commands (MSC's) within their area of responsibility (AOR).

(b) The MCIEAST Installation Voting Assistance Officer (IVAO) is the conduit/liaison between the MCVO and the MSC's within their AOR.

(c) The Installation Voting Assistance Officer (IVAO) is responsible for dissemination and submission of all voting related correspondence to and from the MCIEAST IVAO, MCVO and HQMC SVAO.

(d) The Voter Registration Program is to be carried out to the greatest extent practical and compatible with military operations.

(e) The Voter Registration Program will be reviewed during the Commanding Officer's Inspection Program (COIP). This review is to ensure that persons are informed and provided every opportunity to exercise their right to vote, and that the command has adequately provided for VAO's and support materials.

b. Subordinate Command Mission

(1) Comply with the intent of this Order and the content of the references.

(2) Commanders of each battalion, company and all small and geographically separated units will assign a company grade officer or staff non-commissioned officer as the Unit Voting Assistance Officer (UVAO).

c. Tasks

(1) Unit Commanders

(a) Assign a UVAO (company grade or staff non-commissioned officer) and provide a copy of the UVAO appointment letter to the IVAO.

(b) If UVAO is a non-commissioned officer, written authorization is required to witness and administer the oaths required by voting materials if a commissioned officer is not available.

(c) Disseminate voting information to all Marines, eligible family members, and other personnel who are attached to or serving with Marine Corps units, who are absent from their voting residence, and who are eligible to vote under that laws and procedures of their state of voting residence. Afford them every opportunity to vote utilizing the Voter Registration Program.

(d) Ensure UVAO documents voting assistance training (rosters).

(e) Ensure UVAO registers as the VAO as outlined in reference (a).

(f) Ensure the command telephone directory and the base telephone book includes the office telephone number of the UVAOs.

(2) Unit Voting Assistance Officer (UVAO)

(a) Maintain a copy of UVAO appointment letter signed by the commanding officer in your voting continuity (turnover) folder.

(b) Ensure each eligible individual is afforded the opportunity to receive voting assistance.

(c) Attend any voting assistance training available to include FVAP voting workshops.

(d) Maintain a current version of reference (a) and (b).

14 NOV 2007

(e) Ensure all training by UVAO and members of the command is documented and maintained for 2 years.

(f) Federal Post Card Applications (FPCAs) should be available to all Uniformed Services personnel and their eligible family members by 15 January each calendar year.

(g) FPCA's will be completed upon check-in for each person who completes a permanent change of station (PCS) move.

(h) Maintain a sufficient amount of FPCA's on hand. FPCA's may also be obtained and completed via the internet at www.fvap.gov.

(i) Provide, distribution and post current voting information for respective states, which includes election dates, absentee registration, voting procedures, Marine Corps messages of voting and the FVAO Voting Information Newsletter (VIN). This responsibility also includes distribution of voting posters, Voting Assistance Guides and other relevant information via naval messages and electronic mail.

(j) Ensure the command telephone directory and the base telephone book includes the office telephone number of the UVAO.

(k) Maintain a sufficient amount of Federal Write-in Absentee Ballots (FWAB) on hand.

(l) Submit voting assistance report to the IVAO annually.

(m) Register as the VAO as outlined in reference (a).

(n) Additional responsibilities are outlined in enclosure (1) of reference (a).

(3) Adjutant. Assigned as the IVAO for Marine Corps Base, Camp Lejeune and as the administrator of the Voting Registration Program. You will familiarize yourself with the contents of the references in the performance of your duties. Some of your duties and responsibilities as the IVAO includes but are not limited to:

(a) Provide a copy of the IVAO appointment letter to the MCIEAST IVAO, MCVO and HQMC SVAO.

14 NOV 2007

(b) Disseminate voting information to all subordinate and tenant commands aboard this installation.

(c) Ensure the results of inspections conducted by the COIP of the Voting Assistance Program (FA 210) are forwarded to the HQMC SVAO, via MCIEAST IVAO and MCVO, upon completion.

(d) Monitor the UVAO training provided to Marines and eligible family members. You are required to report to the MCIEAST IVAO, MCVO and HQMC SVAO the status of UVAO training provided to Marines and eligible family members upon completion of the training. Ensure hardcopy documentation (training rosters) is maintained for 2 years.

(e) Register as the IVAO as outlined in reference (a).

(f) Additional responsibilities are outlined in enclosure (1) of reference (a).

d. Coordinating Instructions. Submit all recommendations concerning this Order, the references or the Voter Registration Program to the IVAO.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Base Camp Lejeune and all tenant organizations.

b. Signal. This Order is effective the date signed.


W. A. MEIER
By direction

DISTRIBUTION: A