



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

ORIGINAL ORDERS

DivO 1742.1L

G-1

25 MAY 1999

DIVISION ORDER 1742.1L

From: Commanding General
To: Distribution List

Subj: ABSENTEE VOTING PROGRAM

Ref: (a) MCO 1742.1
(b) NAVMC 1174, Voting Assistance Guide 1997-1998

Encl: (1 Functional Readiness Inspection Checklist

1. Purpose. To ensure that personnel of this command are made aware and provided assistance in the exercise of their voting privileges and responsibilities.

2. Cancellation. DivO 1742.1K.

3. Background. Reference (a) delineates the responsibilities of commanding officers in providing personnel with assistance in the exercise of their voting privilege. Reference (b) details the Department of Defense (DoD) program on absentee voting.

4. Absentee Voting Program. The Division Absentee Voting Program is the responsibility of the Commanding General and is under the cognizance of the Assistant Chief of Staff, G-1.

5. Action

a. Division Voting Officer

(1) Oversee the Division Voting Program. The references detail the duties and responsibilities of voting officer.

(2) Conduct a Functional Readiness Inspection of unit voting programs down to the battalion (organic) level during each fiscal year.

(3) Coordinate Armed Forces Voter's Week Activities with adjacent and subordinate commands.

(4) Conduct unit voting officer training on an as-needed basis and per the references.

25 MAY 1999

(5) Ensure the availability of voting materials for all division personnel and dependents of voting age.

(6) Distribute to subordinate commands all messages correspondence announcing election dates and information.

(7) Gather and submit voting information and assistance statistics as directed by the Commandant of the Marine Corps and the biannual DoD post-election survey.

8 Publish the Division Voting Action Plan per reference (b).

b. Battalion and Regimental Headquarters Company/Battery Commanders

(1) Establish a voting program per this Order and the references.

(2) Assign in writing, a unit voting officer, authorized to administer oaths, as an additional duty.

(3) Assign in writing, a unit voting NCO, as an additional duty. The unit voting NCO's duties will be to assist the unit voting officer.

Unit Voting Officers

(1) Ensure 100% in-hand distribution of Federal Post Card Applications (FPCAs) to all personnel.

(2) Maintain sufficient supplies of FPCAs and Federal Write-in Absentee Ballots (FWABs) for all personnel and their eligible dependents.

(3) Maintain a Ballot Transmission Time Monitoring form for the purpose of assisting personnel whose ballots are not received in sufficient time to allow them to vote. At a minimum the Ballot Time Transmission Form should contain:

Voter's name.

Date FPCA requesting a ballot was mailed.

Location to which FPCA was mailed.

Date ballot received by Voter.

Date FWAB issued to Voter. (as necessary)

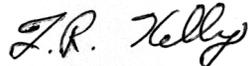
(4) Implement and manage the unit program per the references, using enclosure (1).

(5) Conduct voting information classes, as needed, prior to special and general elections. Appendix E of reference (b) provides an outline and checklist for developing such classes.

(6) Maintain a personnel printout reflecting the state and county code of all personnel in the unit.

(7) Ensure Marines receive pertinent and timely voting information for their respective home districts.

6. Summary of Revision. This Order has undergone substantial revision and should be reviewed in its entirety.



T. R. KELLY
Chief of Staff

DISTRIBUTION: A/D

FUNCTIONAL READINESS INSPECTION CHECKLIST

Inspected: _____ Date: _____
Unit Voting Officer: _____ Date Assigned: _____
Voting NCO: _____ Date Assigned: _____

Inspector:

Ref: (a) MCO 1741.12
(b) DivO 1742.1
(c) NAVMC 1174

	<u>POSSIBLE SCORE</u>	<u>NON-MISSION CAPABLE</u>	<u>MISSION CAPABLE</u>	<u>UNIT SCORE</u>
GENERAL ADMINISTRATION	25	0 - 16	17 - 25	
PROGRAM IMPLEMENTATION	15	0 - 09	10 - 15	
COMMAND PARTICIPATION	20	0 - 14	15 - 20	
OVERALL SCORE	60	0 - 39	40 - 60	

ENCLOSURE (1)

GENERAL ADMINISTRATION

YES NO PTS

- | | |
|---|----------|
| <p>1. Has the command designated in writing a commissioned officer as the voting officer?
 (MCO 1741.12A, PAR 6.a.(1))</p> | <p>5</p> |
| <p>2. Did the voting officer have current copies of the:</p> | |
| <p>(a) Absentee Voting Order?
 (MCO 1741.12A)</p> | <p>5</p> |
| <p>(b) Voting Assistance guide?
 (NAVMC 1174)</p> | <p>5</p> |
| <p>(c) USMC Voting Assistance Program Bulletin (MCBUL 1742 series)?</p> | <p>5</p> |
| <p>3. Did the voting officer have an adequate, (4) per Marine recommended, supply of FPCA's on hand?
 (MCO 1741.12A, PAR 6.a.(6))</p> | <p>5</p> |

TOTAL

Comments on General Administration: _____

PROGRAM IMPLEMENTATION

YES NO PTS

- | | |
|---|----------|
| <p>1. Did the command provide timely information regarding absentee voting procedures, registration requirements, and election dates for various states?
 (MCO 1742.12A, PAR 6.a.(7))
 (MCO 1741.12A, PAR 6.a.(20))</p> | <p>5</p> |
| <p>2. Is the Voting Officer aware of the requirement for in-hand delivery of the FPCA to each member?
 (MCO 1741.12A, PAR 6.a(5))</p> | <p>5</p> |

ENCLOSURE 1)

25 MAY 1999

	<u>YES</u>	<u>NO</u>	<u>PTS</u>
3. Is the voting officer aware of the procedure to be used when general prisoners desire to vote? (MCO 1741.12A, PAR 7.b)			5

TOTAL

Comments on Program
Implementation: _____

<u>COMMAND PARTICIPATION</u>	<u>YES</u>	<u>NO</u>	<u>PTS</u>
1. Did the command establish an internal information program to encourage voter registration? (MCO 1741.12A, PAR 6.a.(15)) (MCO 1741.12A, PAR 6.a.(17)) (MCO 1741.12A, PAR 6.a.(19))	—	—	5
2. Did command voting assistance officers provide at least one briefing period of instruction on absentee registration and voting procedures to unit members? (MCO 1741.12A, PAR 6.a (2))			5
3. Did the command conduct random post-election surveys and maintain statistical data? (MCO 1741.12A, PAR 6.a.(21))			5
4. Did the command ensure that the command's telephone directory has the names and telephone numbers of local unit voting assistance officers? (MCO 1741.12A, PAR 6.a. (13))	—	—	5
	TOTAL		_____

Comments on Command
Participation: _____



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 1742.1L Ch 1

G-1

02 AUG 2000

DIVISION ORDER 1742.1L Ch 1

From: Commanding General, 3d Marine Division

To: Distribution List

Subj: ABSENTEE VOTING PROGRAM

Encl: 1 New page inserts to DivO 1742.1L of 25 May 99

1. Purpose. To transmit new page inserts and direct pen changes to the basic Order.

2. Action

a. Remove enclosure (1) of the basic Order and replace with corresponding pages contained in the enclosure.

b. Page 1, change reference (a to "Voting Assistance Guide 2000-01".

c. Page 1, paragraph 1, change "privileges" to "rights"

3. Filing instructions. File this Change transmittal immediately behind the signature page of the basic Order.

T. R. KELLY
Chief of Staff

Distribution: A/D

FUNCTIONAL READINESS INSPECTION CHECKLIST

Inspected: _____ Date:

Voting Officer: _____ Date Assigned:

Unit Voting NCO: _____ Date Assigned:

Inspector:

(a) MCO 1742.1

(b) DivO 1742.1

(c) Voting Assistance Guide 2000-01

	POSSIBLE SCORE	NON-MISSION CAPABLE	MISSION CAPABLE	UNIT SCORE
GENERAL ADMINISTRATION	25	0 - 16	17 - 25	
PROGRAM IMPLEMENTATION	15	0 - 09	10 - 15	
COMMAND PARTICIPATION	20	0 - 14	15 - 20	
OVERALL SCORE	60	0 - 39	40 - 60	

Enclosure (1 Ch 1

GENERAL ADMINISTRATION

YES NO PTS

- | | | | |
|---|--|--|---|
| 1. Has the command designated in writing a commissioned officer as the voting officer? (MCO 1742.1, PAR 7.b.(1)) | | | 5 |
| 2. Did the voting officer have current copies of the: | | | |
| (a) Absentee Voting Order? (MCO 1742.1) | | | 5 |
| (b) Voting Assistance guide? | | | 5 |
| (c) USMC Voting Assistance Program Bulletin (MCBUL 1742 series)? | | | 5 |
| 3. Did the voting officer have an adequate, (4) per Marine recommended, supply of FPCA's on hand? (MCO 1742.1, PAR 7.b.(6)) | | | 5 |

Comments on General Administration: _____

PROGRAM IMPLEMENTATION

YES NO PTS

- | | | | |
|--|--|--|---|
| 1. Did the command provide timely information regarding absentee voting procedures, registration requirements, and election dates for various states? (MCO 1742.1, PAR 7.b.(7)) (MCO 1742.1, PAR 7.b.(20)) | | | 5 |
| 2. Is the Voting Officer aware of the requirement for in-hand delivery of the FPCA to each member? (MCO 1742.1, PAR 7.b(5)) | | | 5 |

Enclosure (1 Ch1