

CANCEL PRINT PREVIEW PRINT FEEDS

IMPLEMENTATION OF THE INSTALLATION VOTER ASSISTANCE OFFICE

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MSGID/GENADMIN,USMTF,2007/CMC WASHINGTON DC MRA MF(UC)//

SUBJ/IMPLEMENTATION OF THE INSTALLATION VOTER ASSISTANCE OFFICE//

REF/A/MSGID:DOC/VOTER EMPOWERMENT ACT FY-10/--//

REF/B/MSGID:DIR/DTM 10-021/--//

NARR/REF A IS THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2010 THAT CONTAINS THE PROVISIONS OF THE MOVE ACT/REF B IS THE DTM PROVIDING IMPLEMENTING GUIDANCE FOR THE INSTALLATION VOTER ASSISTANCE OFFICES.//

POC/ROBERT WAGNER/GS-14/UNIT:MFP/-/TEL:703-784-5972//

GENTEXT/REMARKS/1. BACKGROUND. IN OCTOBER 2009 THE PRESIDENT SIGNED INTO LAW THE NATIONAL DEFENSE AUTHORIZATION ACT FOR 2010 (NDAA FY10) WHICH CONTAINS THE PROVISIONS OF THE MOVE ACT. THE MOVE ACT WAS DESIGNED TO AMEND THE UNIFORMED AND OVERSEAS CITIZENS ABSENTEE VOTING ACT TO ENSURE THAT ABSENT UNIFORMED SERVICE VOTERS AND OVERSEAS VOTERS ARE AWARE OF THEIR VOTING RIGHTS AND HAVE A GENUINE OPPORTUNITY TO REGISTER TO VOTE AND HAVE THEIR ABSENTEE BALLOTS CAST AND COUNTED.

2. THE MOVE ACT REQUIRES THE ESTABLISHMENT OF AN INSTALLATION VOTER ASSISTANCE OFFICE (IVA OFFICE) ON EACH MILITARY INSTALLATION. THE IVA OFFICE SHALL BE ESTABLISHED WITHIN THE INSTALLATION HEADQUARTERS ORGANIZATION REPORTING DIRECTLY TO THE INSTALLATION COMMANDER, EVEN IF GEOGRAPHICALLY LOCATED IN ANOTHER OFFICE. THE IVA OFFICE WILL BE LOCATED IN A WELL-ADVERTISED, FIXED LOCATION, CONSISTENT, AS MUCH AS PRACTICABLE, THROUGHOUT THE MARINE CORPS, AND SHOULD BE PHYSICALLY CO-LOCATED WITH AN EXISTING OFFICE THAT RECEIVES EXTENSIVE VISITS BY UNIFORMED SERVICES PERSONNEL, FAMILY MEMBERS, AND DOD CIVILIANS. AN IDEAL LOCATION FOR THE IVA OFFICE WOULD BE THE IN AND OUT PROCESSING CENTERS OR OTHER CENTRALIZED SUPPORT SITES PRESCRIBED BY THE INSTALLATION COMMANDER.

3. THE FEDERAL VOTING ASSISTANCE PROGRAM (FVAP) HAS PROVIDED TRAINING REGARDING THE IMPLEMENTATION OF THE IVA OFFICE.

4. THE NEW IVA OFFICE WILL BE REQUIRED ON THE FOLLOWING MARINE CORPS INSTALLATIONS: MCB QUANTICO, MCB CAMP LEJEUNE, MCB CAMP PENDLETON, MCB HAWAII, MCB JAPAN, MCAS CHERRY POINT, MCAS BEAUFORT, MCAS MIRAMAR, MCAS YUMA, MCAS IWAHUNI, MCRD PARRIS ISLAND, MCRD SAN DIEGO, MCLB ALBANY, MCLB BARSTOW, BLOUNT ISLAND COMMAND JACKSONVILLE, MCAGCC 29 PALMS, MCMWTC BRIDGEPORT, AND CATC CAMP FUJI. MCAS NEW RIVER WILL UTILIZE MCB CAMP LEJEUNE OFFICE AND MARINE BARRACKS 8TH AND I WILL UTILIZE THE FORT MEYERS OFFICE.

5. THE IVA OFFICE WILL BE REQUIRED TO HAVE A STANDARD EMAIL ADDRESS THROUGHOUT THE MARINE CORPS, I.E., VOTE.QUANTICO(AT)USMC.MIL, VOTE.CHERRYPOINT(AT)USMC.MIL, VOTE.PENDLETON(AT)USMC.MIL, ETC.

6. THE IVA OFFICE WILL BE INCLUDED IN THE PROCESSING ACTIVITIES REQUIRED OF NEWLY REPORTING PERSONNEL. UNIT VOTING ASSISTANCE OFFICERS (UVAO) MAY ASSIST THE IVA OFFICE IN FULFILLING THE VOTER ASSISTANCE FUNCTIONS FOR DEPLOYING AND RE-DEPLOYING UNITS HOWEVER, THE IVA OFFICE IS RESPONSIBLE TO ENSURE UVAO'S HAVE FULLY COMPLIED WITH THE VOTER ASSISTANCE RESPONSIBILITIES.

7. THE IVA OFFICE SHALL BE ESTABLISHED AS A VOTER REGISTRATION AGENCY UNDER SECTION 7(A)(2) OF THE NATIONAL VOTER REGISTRATION ACT (NVRA). THESE OFFICES WILL PROVIDE ROBUST VOTER ASSISTANCE TO ALL MILITARY AND CIVILIAN PERSONNEL, AS WELL AS, ANY VOTING AGE FAMILY MEMBERS, CONTRACTORS OR OTHER CIVILIANS WHO HAVE ACCESS TO THE INSTALLATION. THE IVA OFFICE SHALL:

A. PROVIDE WRITTEN INFORMATION ON VOTER REGISTRATION AND ABSENTEE BALLOT PROCEDURES. THIS CAN BE ACCOMPLISHED BY PROVIDING THE APPLICANT A FEDERAL POST CARD APPLICATION (FPCA) OR NATIONAL VOTER REGISTRATION FORM.

B. PROVIDE ACCESS TO THE INTERNET WHERE PRACTICABLE, TO REGISTER AND OR UPDATE VOTER REGISTRATION INFORMATION.

C. PROVIDE DIRECT ASSISTANCE TO INDIVIDUALS IN COMPLETING THE FORMS NECESSARY TO REGISTER TO VOTE.

D. TRANSMIT THE COMPLETED FPCA TO THE APPROPRIATE LOCAL ELECTION OFFICE AND THE NATIONAL VOTER REGISTRATION FORM TO THE APPROPRIATE SINGLE STATE OFFICE, IF REQUESTED BY THE APPLICANT.

E. MAINTAIN MONTHLY RECORDS REGARDING THE NUMBER OF PERSONNEL, BY PERSONNEL TYPE, AND THE TYPE OF ASSISTANCE PROVIDED; THE NUMBER OF FORMS MAILED ON BEHALF OF THE VOTER; THE NUMBER OF PERSONNEL ASSIGNED TO THE IVA OFFICE; NUMBER OF PERSONNEL TRAINED WITHIN 90 DAYS OF ASSIGNMENT TO THE IVA OFFICE; AND THE QUARTERLY OPERATING COST TO RUN THE IVA OFFICE. THE DATA WILL BE COLLECTED AND FORWARDED TO HQMC QUARTERLY WITH THE FIRST REPORT DUE 15 OCTOBER 2011 AND WILL CONTINUE TO BE DUE 15 DAYS AFTER THE END OF EACH QUARTER OF THE FY. REPORTS SHOULD BE EMAILED TO ROBERT.WAGNER(AT)USMC.MIL. THE REPORTING FORMAT IS LOCATED ON THE USMC VOTING WEBSITE AT: WWW.MANPOWER.MIL AND THEN SELECT VOTING ASSISTANCE.

8. FUNDING FOR THIS NEW ORGANIZATION WAS NOT PROVIDED AND AS SUCH WILL BE A COLLATERAL DUTY.

9. THE LOCATION AND OPERATIONAL DATE OF THE IVAO OFFICE AND THE IMPLEMENTATION OF THE STANDARD EMAIL ADDRESS ARE TO BE REPORTED TO HQMC NO LATER THAN 30 DAYS AFTER THE DATE OF THIS MARADMIN.

10. POINT OF CONTACT AT HQMC IS MR. ROBERT WAGNER, (703) 784-5972; DSN 278-5972 OR VIA EMAIL VOTE(AT)USMC.MIL.

11. RELEASE AUTHORIZED BY BGEN R. F. HEDELUND, DIRECTOR, MARINE AND FAMILY PROGRAMS DIVISION.//