

SAMPLE VOTING OFFICER APPOINTMENT LETTER

1742  
S-1  
15 Jan 02

From:

To: Civilian Employee (GS-12 or above) or Field Grade Officer  
(MAJOR COMMAND and INSTALLATION)  
Company Grade Officer or Staff Noncommissioned Officer (UNIT)

Subj: APPOINTMENT AS THE (MAJOR COMMAND VOTING OFFICER (MCVO))(INSTALLATION  
VOTING ASSISTANCE OFFICER (IVAO))(UNIT VOTING ASSISTANCE OFFICER  
(UVAO))

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

1. Per references (a) and (b), you are hereby appointed as the Major Command Voting Officer (MCVO), Installation Voting Assistance Officer (IVAO) or Unit Voting Assistance Officer (UVAO) effective 16 January 2002.

2. You will read and familiarize yourself with references (a) and (b).

3. A copy of this appointment letter will be mailed to the Commandant of the Marine Corps (MRP), Manpower and Reserve Affairs, 3280 Russell Road, Quantico, VA 22134-5103. (MAJOR COMMAND ONLY).

A copy of this letter will be forwarded to the Major Command Voting Officer (MCVO). (INSTALLATION LEVEL ONLY).

A copy of this letter will be forwarded to the Installation Voting Assistance Officer (IVAO). (UNIT LEVEL ONLY).

4. You will provide the CMC (MRP), MCVO or IVAO (select one), your telephone number, commercial and DSN, fax number and e-mail account information.

5. You are required to keep a sufficient stock of voting material on-hand to accomplish your mission as the MCVO, IVAO or UVAO (select one). A list of these items and reference materials along with a letter on how to establish a voting program may be obtained by contacting the Federal Voting Assistance Program Office (FVAP) at commercial (703) 588-1343 or DSN 425-1343. You may also access the FVAP's website at [www.fvap.ncr.gov](http://www.fvap.ncr.gov).

I. M. BOSS

Copy to:

CMC (MRP) - MAJOR COMMAND ONLY  
MCVO - INSTALLATION LEVEL ONLY  
IVAO - UNIT LEVEL ONLY

ENCLOSURE (2)