UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1742.1A
3AT
14 AUG 1998

STATION ORDER 1742.1A

From: Commanding Officer
To: Distribution List

Subj: STATION VOTING ASSISTANCE PROGRAM

Ref: (a) NAVMC 1174 (Rev. 951201)

1. Purpose. To announce the Air Station Voting Assistance Program.

2. Information. The opportunity to vote in free elections is a privilege enjoyed by very few citizens throughout the world. With this privilege is a responsibility for citizens to actively participate in our Country's political process. The vote of every eligible individual is necessary; for through this process, citizens make their political opinions known and select those who will serve in positions of national leadership.

a. Program Objectives

(1) Ensure in-hand distribution of the Federal Post Card Application (FPCA) to 100 percent of active duty Marines and Sailors who are eligible to vote.

(2) Make voting assistance available to eligible Marines, Sailors and family members.

(3) Encourage all eligible Marines and Sailors to exercise their right to vote.

b. Voting Material

(1) Each voting officer will have a copy of reference (a). Reference (a) must be retained until the next election edition is published.

(2) The FPCA, Standard Form 76, NSN 7540-00-634-5053, for absentee ballots can be obtained through normal supply channels utilizing DD Form 1348 per military standard requisitioning procedures (MILSTRIP). Reference (a) provides guidance on the appropriate handling of the FPCA, to include the requirements for in-hand distribution of FPCAs to all eligible Marines, FPCA completion procedures, and critical mailing dates.

3. Action

a. Command Voting Officer. The Command shall assign a commissioned officer to coordinate the Command's voting assistance program. He will periodically inspect squadron voting programs.

b. Headquarters and Headquarters Squadron Commanding Officer. The Headquarters and Headquarters Squadron Commanding Officer shall assign a commissioned officer as the squadron voting officer to implement the program within the squadron.

c. Squadron Voting Officers

(1) Are to be knowledgeable in the procedures necessary to carry out their assigned responsibilities. They should be readily available and equipped to give personal assistance to voters for Federal, State, local and other jurisdictional elections.

(2) Are to ensure the availability of FPCAs, voting information and supporting materials.

(3) Are to maintain the required number of FPCAs. Reference (a) states that a minimum of four FPCAs per person in the unit should be maintained.

(4) Are to provide updates and timely information on dates of primaries and general elections in plans of the day and other informational sources.

(5) Are to ensure an in-hand delivery of the FPCA to every eligible servicemember voter.

(6) Are to ensure that improper influence is not used concerning voting.

(7) Are to have a turnover file that includes:

(a) Reference (a).

(b) Marine Corps Bulletin 1742 of 3 Apr 86.

(c) Air Bases Order 1742.1C

(d) Squadron voting officer appointment letter.

(e) Copies of base newspaper articles and plans of the day that indicate the Command has distributed voting information.

(f) A list of voting representatives within the squadron.

(g) A copy of the previous Inspectors General's check-list for voting assistance.

d. Training Audio Visual Support Center. Will ensure that two voting films and one video cassette are available to assist voting officers. The video cassette, "Voting Assistance" identification number 46107DN, explains the proper procedure for the completion of the FPCA and the use of reference (a). The films, "Have Your Say" (AFIF 265) 6962JF, 34352DN, and "What Can I Do" (AFIF 281) 6962JV, 10777DN, are designed to assist voting counselors in presenting material during general military subjects training programs related to voting.

f. Public Affairs Officer. Will assist in publicizing voting assistance efforts in the Station newspaper, in plans of the day and on marquees.

C. J. Turner

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DISTRIBUTION: A