

APPENDIX H

ORDERING VOTING MATERIALS

Maintaining an adequate supply of voting materials is an essential function of every Voting Assistance Officer (VAO). The Federal Post Card Application, Standard Form 76 (FPCA, SF 76) and the Federal Write-In Absentee Ballots, Standard Form 186 (FWAB, SF 186) are both available online at www.fvap.gov. The FVAP ID number for the *2008-09 Voting Assistance Guide* is VAG08-09; for the Election Dates Poster, EDP08; and for the Motivational Poster, DoD113. The Federal Voting Assistance Program (FVAP) recommends VAOs keep forms in stock, and also encourages use of the FVAP website (www.fvap.gov). The following can be used as a reference for VAOs to order new and replacement materials. For further information, contact your Service or Department of State Voting Action Office (see below).

Department of State

Chief Voting Action Officer:

Ms. Elizabeth Gracon

Telephone: (202)736-4986

Deputy Voting Action Officer:

Mr. Tyler Mason

Phone: (202)647-6129

Mailing address:

Office of Overseas Citizens Services

2100 Pennsylvania Avenue, N.W.,

4th Floor

Washington, D.C. 20037

Email: votinginfo@state.gov

Website: http://travel.state.gov/law/info/info_2964.html

To restock supplies, each post should order the FPCA and FWAB forms through the normal General Services Administration (GSA) supply channel. GSA requires the funding information, the stock number, and the quantity.

FPCA (SF 76)

Stock number 7540006345053

FWAB (SF 186)

Stock number 7540012184384

For expedited service, send a request to GSA, Attn.: Pat Bright, via email at burlington.cscorder@gsa.gov or by fax: 215-446-5123; tel: 215-446-5088

Army

Voting Action Officer: Mr. Alton Perry

Mailing address:

HQDA (AHRC-PDO-IP)

ATTN: Army Voting Action Officer

Hoffman Building #2,

Room 3S49

200 Stovall Street

Alexandria, VA 22332-0474

Telephone: (703) 325-4530, **DSN:** 221-4530

Fax: (703) 325-4532,

DSN: 221-4532

Email: alton.c.perry@conus.army.mil

Website: <https://www.hrc.army.mil/site/Active/TAGD/pssd/psb/votingindex.htm>

There are Form/Publication numbers for the voting forms; FPCA, SF 76; FWAB, SF 186; VAG, Misc. Publication 360-02; motivational poster - DoD 113; and the 2008 State Primary Election Dates poster, Publication ED08.

Voting Assistance Officers (VAOs) are responsible for ensuring these items are ordered for their unit from the Army Publishing Directorate. The website for ordering forms and publications is www.apd.army.mil. Each Army ordering agency has an account number and the items are mailed from the Distribution Operations Facility in St. Louis, MO.

Voting materials ordered from the U.S. Army Europe (USAREUR) Publications Office must be ordered from: https://aepubs.army.mil/ae/public/aepubs_main.asp using the nomenclatures above.

Navy

Voting Action Officer: LT Jason Watkins

Mailing address:

CNIC Code N947, ATTN: Navy Voting

Program, 5720 Integrity Dr. Bldg 457

Millington, TN 38055-8600

Telephone: (901) 874-6647

DSN 882-6647

Toll free: 1-866-827-5672 option 6

Fax: (901) 874-6844, **DSN** 882-6844

Email: VOTE@navy.mil

Website: https://www.cni.navy.mil/cnic_hq_site/BaseSupport/CommandStaff/index.htm

FPCA (SF 76): Purchase from Navy Logistics Library (NLL) Navy Stock # 7450-00-634-5053 - Unit of Issue: 100HD; Download free of charge from FVAP at: <http://www.fvap.gov/pubs/fpca.html>.

FWAB (SF 186): Purchase from NLL Navy Stock # 7540-01-218-4384 - Unit of Issue: 100HD; Download free of charge from FVAP at: <http://www.fvap.gov/pubs/fwab.html>.

Voting Assistance Guide (VAG08-09): Purchase from NLL Navy Stock # 0500-LP-107-1558 Unit of Issue EA; Download free of charge from FVAP at: <http://www.fvap.gov/pubs/vag.html>.

Posters: Purchase from NLL Navy Stock # 0500-LP-107-1951; Request Tool Box CD (see below); Download free of charge from FVAP at: <http://www.fvap.gov/services/poster.html>.

Tool Box CD containing digitized posters, self-administered training, forms, media resources, references and templates: Contact the Navy Voting office (Contact information on left).

Air Force

Voting Action Officer:

Mr. William A. D'Avanzo

Tel: (210) 565-2591 option 5**DSN:** 665-2591 option 5**Fax:** (210) 565-2543**DSN fax:** 665-2543**Email:** dpsoof.votingfund@randolph.af.mil**Website:** www.afcrossroads.com/VoteFund/Vote/default.htm;OR: ask.afpc.randolph.af.mil/, then "Support Programs" and then "Airmen Votes"

Air Force Voting Assistance Officers (VAOs) order voting materials (FPCA, SF 76; FWAB, SF 186; VAG08-09; DoD 113; and ED08) at: **afpubs.hq.af.mil**. VAOs may establish an online account to order the materials or place their order through an Organizational Account Representative (OAR). OARs are squadron personnel (normally in the orderly room/CSS) who order forms and publications. Units are not charged for voting materials.

Voting information is available at **www.afcrossroads.com/VoteFund/Vote/default.htm**.

Marine Corps

Voting Action Officer: Mr. David James**Mailing address:**

Headquarters U.S. Marine Corps (MRP) 4

ATTN: Voting Action Officer

3280 Russell Road

Quantico, VA 22134-5103

Telephone: (703) 784-9511,**DSN:** 278-9511**Fax:** (703) 784-9828, **DSN:** 278-9828**Email:** mra.voting.officer@usmc.mil**Website:** www.manpower.usmc.mil/voting

Forms are available through unit supply officers via SABRES or through Direct Support Stock Control (DSSC) outlets, or directly from General Services Administration (GSA).

FPCA (SF 76): NSN: 75-00-634-5053

FWAB (SF 186): NSN: 7540-01-218-4384

Voting Assistance Guide (VAG08-09): Available through unit S-1 offices via MCPDS or may be requested from the SVAO.

Marine Corps VAOs may also obtain information on ordering voting materials by accessing www.manpower.usmc.mil/voting. Once on the web page, click the link in the right column for Required Voting Materials. Internet Explorer works best for navigating this site. If you experience problems ordering voting materials listed above, contact the SVAO at the following email address: **mra.voting.officer@usmc.mil**.

Coast Guard

Voting Action Officer: LTJG Frank Marcheski**Mailing address:**

Commandant (CG-1221)

U.S. Coast Guard

1900 Half Street S.W.

Washington, D.C. 20593-0001

Telephone: (202) 475-5382**Fax:** (202) 475-5927**Email:** Frank.A.Marcheski@uscg.mil;**Website:** <http://www.uscg.mil/hq/cg1/cg122/PolicyStandards/Voting/default.asp>

FPCAs and FWABs must be ordered using unit funds from General Services Administration (GSA) using the following data:

FPCA (SF 76): NSN: 7540-00-634-5053 - Unit of Issue: 1 HD

FWAB (SF 186): NSN 7540-01-218-4384 - Unit of Issue: 1 HD

Voting Assistance Guide (VAG08-09): Distributed through the DOT warehouse whenever a new edition is issued. Any unit on distribution that fails to receive their issue by January 1, 2008, should contact the Voting Action Officer. There is also a Coast Guard Instruction to guide VAOs: Federal Voting Assistance Program, COMDTINST 1742.3(SERIES).

This information is current as of October 16, 2008. Contact your Service or Department of State Voting Action Officer, or check the FVAP website at **www.fvap.gov** for updates.