

[INSERT DOD OR SERVICE SEAL]

IN REPLY REFER TO:
[Enter Instruction]
[Enter date]

[Enter Installation name] INSTRUCTION [Enter Instruction #]

Subj: INSTRUCTION FOR THE ESTABLISHMENT OF AN INSTALLATION VOTER ASSISTANCE OFFICE

Ref: (a) DoD Directive-Type Memorandum (DTM) 10-021 (FORTHCOMING)
(b) Section 583 of the Military and Overseas Voter Empowerment Act
(c) Section 7 of the National Voter Registration Act
(d) Service specific guidance (FORTHCOMING)

Encl: (1) Installation Voter Assistance Office Handbook (FORTHCOMING)
(2) Installation Voter Assistance Office Training briefing (FORTHCOMING)

1. Purpose. The establishment of the installation voter assistance office in response to the requirements of reference (a) and in compliance with references (b) and (c).

2. Policy. The installation voter assistance office shall be established in accordance with the guidance provided in reference (a) to serve both as a voting assistance office for the installation as well as a Voter Registration Agency as defined in reference (c). Specific requirements of the installation voter assistance office include:

- a. Designation. This instruction designates the installation voter assistance office as a Voter Registration Agency as required by reference (a) and defined by reference (c). This written designation shall be kept on file in the headquarters office and a copy shall be included in the installation voter assistance office continuity folder.

The installation voter assistance office will be clearly designated as an office that offers only voting services. Specifically, it will be set up with reporting, visual, functional, and personnel separation.

- 1) Reporting Separation: While staffing the installation voter assistance office, office personnel report directly to the installation commander—not to **[Enter location or existing office]**, or any other reporting responsibility the personnel may have when not executing the duties of the office.
- 2) Visual Separation: The installation voter assistance office will be set up in an independent, well-defined space (room, desk, or cubicle) and will be clearly labeled as the installation voter assistance office.
- 3) Functional Separation: The installation voter assistance office will only be used to provide voting services.

- 4) Personnel Separation: While staffing the installation voter assistance office, personnel will provide only voting services.
- b. Location. In accordance with reference (a), the installation voter assistance office will be located in a well-advertised, fixed location physically co-located with an existing office that receives extensive visits by Service personnel, family members, and DoD civilians. Consistent with guidance provided in reference (d), the **[Enter Service]** advises that the installation voter assistance office be located in **[Enter location or existing office]**. Although the installation voter assistance office will be co-located within this **[Enter location or existing office]**, the installation voter assistance office will occupy a distinct physical space within this **[office/area]**, that will not be used for purposes other than to provide voting assistance and is clearly identified as the installation voter assistance office.
- c. Reporting Structure. The installation voter assistance office will be established within the installation headquarters organization and will report directly to the installation commander. Although co-located with **[Enter location or existing office]**, the installation voter assistance office will remain outside the reporting structure of this organization and report only to the installation commander. All personnel staffing the office will be designated as installation voter assistance office personnel and will report directly to the installation commander when executing the responsibilities of the installation voter assistance office. If designated personnel are fulfilling the responsibilities of the installation voter assistance office as a collateral duty, they will maintain this reporting structure while fulfilling the duties of the voter assistance office, regardless of reporting responsibilities for other assigned duties.
- d. Personnel Requirements. All personnel serving to execute the responsibilities of the installation voter assistance office must meet the requirements outlined in reference (d) regarding eligibility and have received the appropriate training on providing voting assistance within an installation voter assistance office—see enclosure (2). All personnel staffing the installation voter assistance office must be familiar with the resources available at www.fvap.gov, including the Voting Assistance Guide, the Federal Post Card Application (FPCA), and the FPCA online assistant. Personnel also need to be familiar with the National Mail Voter Registration Form (NVRF) and the instructions for that form, available at www.eac.gov.

All personnel must also have a designation letter identifying them as agents of the installation voter assistance office. The installation voter assistance office will have sufficient personnel to ensure that someone is available to execute the duties of the office during normal business hours. The handbook for these personnel is provided in enclosure (1).

- e. Equipment and Materials. Personnel executing the responsibilities of the installation voter assistance office must have access to a computer with internet access and a printer to be able to adequately provide applicants with written materials regarding voting and voter registration. It is strongly recommended that the computer and printer be located in the installation voter assistance office area. In addition, personnel must also be equipped with the required office supplies as well as access to the installation frank or postal stamps so as to be able to fulfill the requirements of the office. Additionally, the installation voter assistance office must have access to a fax machine and a scanner to submit Federal Post Card Applications (FPCAs) electronically on behalf of applicants (if the applicant's State permits

electronic submissions).

- f. Installation Awareness. The installation voter assistance office will adequately advertise its presence within the installation. This includes posting hours of operation outside of the office, providing the installation directory and telephone operators with the contact information for the office and the office personnel, providing all contact information on the installation website, and soliciting publicity through other installation channels, such as newsletters or social media.