

Air Force Voting Action Plan, 2014-15

Revision 20150519 (v5)
Significant Changes Highlighted
58 Pages



- References:**
- A. Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)
42 USC 1973ff; PL 99-410; PL 107-107; PL 107-253; PL 111-84
Subtitle H
 - B. DoDI 1000.04, Federal Voting Assistance Program
 - C. AFPD 36-31, Personal Affairs
 - C. AFI 36-3107, Voting Assistance Program
 - D. Voting Assistance Guide (VAG) Publication ID# VAG 10-11
 - E. Draft Fed Voting Assistance Prgm (FVAP) Voting Action Plan 10-2011
 - F. Department of Defense Voting Information Support Plan 2010-2011
(Appendix A of item E)
 - G. Military Postal Service Agency Strategic Voting Support Plan (15 Mar
2010)
 - H. Public Law 111-84 (FY10 NDAA) Subsection H, Military and
Overseas Voter Empowerment Act (MOVE Act), (codified into 42 U.S.C.,
Section 1566a)
 - I. Section 7(a)(2) of Public Law 103-31, "National Voter Registration
Act" (NVRA), May 20, 1993
 - J. HQ USAF/A1 Memorandum, Dec 06, 2010, "Implementation of
Voting Assistance Offices (Immediate Action)"

Offices of Primary Responsibility: HQ USAF/A1S (Senior Service Voting Officer {SSVR})
HQ AFPC/DPSIMF (Service Voting Action Officer
{SVAO})
MAJCOM/A1 or FOA/DRU/A1
Installation/CC and Installation Voter Assistance Office

Update Recipients: AFPC/PA, FVAP, MVAOs, IVAOs, MAJCOM/IGs

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SUMMARY OF MAJOR CHANGES

Version Five 2012-13 to Version Four, 2014-15 (latest changes highlighted):

- The publication of this AF Voting Action Plan incorporates the previous USAF Supplement to the FVAP IVA Office Handbook. The IVA Office Handbook **USAF Supplement (v7)** is hereby rescinded. **FVAP's Handbook remains valid and is loaded to our Share Point site and the fvap.gov website.**
- [References](#) list updated
- [Para 3b\(6\)](#): Reserve minimum requirements while not yet activated/mobilized
- [Para 3b\(6\)\(a\)](#): IVAO Appt letter distribution requirement added.
- [Para 3c\(6\)](#): ANG minimum requirements while not yet activated/mobilized
- [Para 3d\(9\)](#): SVAO responsibility added—assess VAO staffing requirements (DoD IG recommendation)
- [Para 3g\(1\)](#): Subparagraphs (a) and (b) added to establish IVA Office requirement specific to bases on the basis used to determine the definition of “military installation”. Also, the RCCC funding code for funding IVA Office Expenses was added.
- [Para 3g\(2\)](#): Corrected term of office for IVAO/Alt IVAO to a full 2-year term (when possible); and provided delegation of appointment authority to director of staff level. Also clarified that appointments should be made in odd-numbered years.
- [Para 3g\(2\)\(c\)](#): Added Branch Chiefs in HQs level Directorate-type organizations to be an acceptable level for signature rather than “commander” (to avoid 2-stars, etc. from signing UVAO appointment letters).
- [Para 3g\(5\)](#): Changed "Commanders may combine UVAO services for small units (with less than 25 service members) at their discretion" to read “Active duty units/OLs/GSUs residing on the installation with less than 25 members may either appoint a UVAO, or coordinate with the IVAO to have their personnel serviced by a larger, nearby unit.”
- [Para 3g\(5\)](#) continued: Added Branch Chiefs in HQs level Directorate-type organizations to be an acceptable level for signature rather than “commander” (to avoid 2-stars, etc. from signing UVAO appointment letters).
- [Para 3g\(5\)](#) continued: 4th line: Changed “may” to “will”
- [Para 3g\(7\)](#): Deleted (performance report remarks for VAOs requirement moved to [Para 3k\(13\)](#) and [3i\(1\)](#))
- [Para 3g\(7\)](#) added: Base SJA responsible for answering questions on residency and voting rights
- [Para 3i\(1\)](#): included requirement for annual performance evaluation on all VAOs to include a comment on performance of VAO duties (law—not waivable)
- [Para 3i\(4\)](#): Deleted requirement for IVAOs to forward UVAO table exports from the “IVAO’s Database” on a quarterly basis.
- [Para 3i\(4\)](#): Version requirement of “IVAO’s Database” usage changed from 2.0 to 2.3 or higher (current version is 2.4).
- [Para 3i\(5\)](#): included a minimum number of hard copy FPCAs and FWABs
- [Para 3i\(6\)](#):
 - o Deleted HR ADLS training location and added FVAP Learning Management System
 - o Added Training Note 3 with instructions for VAOs to maintain all training certificates for IG inspections
- [Para 3i\(6\)](#): Added FVAP Workshop policy
- [Para 3i\(7\)](#): IVAOs are charged with ensuring UVAOs update metrics prior to the last day of every quarter.
- [Para 3i\(17\)](#): Voting Information News signup—links changed.
- [Para 3i\(21\)](#): (1) Added note to paragraph encouraging IVAOs to share the SAV workload with the Alt IVAO and other experienced UVAOs on base. (2) Ratings are not to be given

according to AFI 90-201, para 1.5.9.10 . The SAV paragraph needs to be thoroughly read over by the IVAO. IVAO advised to retain CC's reply email for two years for IG purposes. (3) 60-day grace period for new checklist items don't apply to AFI or AF Voting Action Plan requirements that were in place prior to the new checklist item being added.

- [Para 3i\(22\)](#): Added IVAO turn-over checklist
- [Para 3i\(23\)](#): Added subparas (a) and (b) for disposition instructions on appointment letters and training certificates to ensure maintenance as required to provide proof for IG inspections.
- [Para 3i\(26\)](#): Added Separations/Retirement Info Link.
- [Para 3i\(27\)](#) added: Working with Local Election Officials
- [Para 3i\(37\)](#) added: VAO Recognition Prgm (details at [Atch 6](#)).
- [Para 3i\(38\)](#) added: Self-Assessment Procedures
- [Para 3g\(4\)](#) and [3i\(6\)](#) change the training requirement from being required before assumption of VAO duties to within 30 calendar days of assumption of duties.
- [Para 3k\(2\)](#): Added requirement to maintain 25 FPCAs and 25 FWABs for UVAOs
- [Para 3k\(4\)](#): Changed from "50 each" to "25 each" for consistency with [para 3k\(2\)](#)
- [Para 3k\(9\)](#): Changed transcription retention from 2 years to 1-2 years since new AFI 90-201 effectively requires Wing Inspection Teams to perform annual compliance inspections, which will serve as documentation of proof of FPCA distribution for the past year. Also, requirement to utilize alpha roster in verification process is added to mirror [Atch 5](#), para 1d.
- [Para 3k\(12\)](#): Changed requirement from every federal election year to annually as required by DoDI 1000.04 and AFI 36-3107.
- [Para 3k\(13\)](#): Added. Requirement for VAO performance to be noted on annual performance evaluations (by law, not waivable). Added in v4: Require UVAOs to notify supervisors in writing within 30 days of appointment.
- [Para 3k\(14\)](#): Added. UVAOs to encourage use of FWAB if within 30 days of election and ballot is not yet received.
- [Para 3k\(15\)](#): Added. Requirement for UVAOs to sign up for Voting Info News included.
- Removed Annexes H and I (Reserves and ANG) and consolidated all AFRC/ANG guidance in paragraphs [3b](#) and [3c](#), respectively.
- [Para 3k\(16\)](#): Added. Self-Inspection Procedures.
- [Atch 5](#) added FPCA Delivery/Distribution Plan; deleted need for use of alpha rosters in FPCA delivery plan
- [Atch 6](#) added. VAO Recognition Program
- [Annex A, Appendix II Voting Program Inspection Checklist](#) deleted (checklist maintained on MICT only)
- [Annex D, Comptroller](#). Updated to allow for use of O&M funds to purchase lower-value merchandise to promote voting assistance (such as pens, key chains, etc.)

1. Situation: The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) protects the right to vote for members of the Uniformed Services, Merchant Marines, their spouses and dependents, and United States (US) citizens residing outside the territorial limits of the US. It requires each Government department to distribute balloting materials and develop a program of information and education for all employees and family members covered by the Act. As the Presidential Designee for oversight of the FVAP, the Secretary of Defense has directed commanders at all levels to support the FVAP and encourage maximum participation by Air Force personnel and their dependents, in exercising their right to vote. For the 2014-15 Voting Season, the goal is to contact 100% of Air Force personnel (all active duty personnel, along with civilians/contractors assigned overseas) and their voting age dependents (if available), and to offer assistance with voting registration, requesting a ballot, and mailing the FPCA or NVRF for the voter. The dual focus is on 18 to 24 year-old Air Force Members and their dependents as well as emphasizing the use of FPCAs to maintain current addresses with Local Election Officials.

2. Mission: The Air Force Voting Assistance Program (VAP) is an ongoing program to assist military personnel, their family members and all other voting age citizens with access to the installation voter assistance office, regardless of MAJCOM or branch of service affiliation, to register and vote either at the polls or by absentee ballot. The mission of the VAP is to provide assistance for all elections, regardless of when they are held, with special emphasis on the period prior to general elections. The VAP is a “year-round” program.

3. Concept of Operations: The plan will be implemented as follows (see Attachment 1, Sequence of Events and Annexes). Where discrepancies exist between this plan and the current AFI 36-3107, the current Air Force Voting Action Plan will take precedence. Principle guidance for the Federal Voting Assistance Program, in order of precedence is DoDI 1000.04, AFD 36-31, the current version of this Air Force Voting Action Plan, and AFI 36-3107:

a. HQ USAF/A1 has:

(1) Designated the Director, Air Force Services (AF/A1S) as the Air Force “Senior Service Voting Representative” (SSVR).

(2) Designated HQ AFPC/DPSIMF as Departmental Operations Officer for voting, “Service Voting Action Officer” (SVAO).

b. HQ AFRC will:

(1) Appoint a headquarters-level Service Voting Action Officer (SVAO) to coordinate with the Air Force’s senior service voting representative and the Director, (FVAP), and to maintain a contingency absentee voting program for Reserve units and personnel who have been activated and deployed. The current DoDI 1000.04 and AFI 36-3107 provide guidance regarding desired rank of assigned SVAOs. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as a SVAO who is outside the rank guidance of the DoDI and AFI, rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as SVAOs to get the job done. This leniency in applying the DoDI and AFI guidance, however, should not be used as license to degrade the integrity of the program by assigning an SVAO that does not carry the rank and experience needed to lead other VAOs and discuss voting issues with commanders.

(2) The HQ AFRC SVAO will maintain a contingency absentee voting program for AFRC units and personnel who have been activated and deployed. References: 42 USC 1973ff-6, Uniformed and Overseas Citizen’s Absentee Voting Act (UOCAVA); AFI 36-3107; and this Voting Action Plan.

(3) AFR personnel could be affected by the requirement of this plan during three scenarios:

(a) Activated, not deployed outside commuting distance. No action required. IAW Section 107(1) of the UOCAVA, this act applies to a member who “is absent from the place of residence where the member is otherwise qualified to vote.”

(b) Activated/deployed outside commuting distance within the CONUS: Each active duty installation will have a voting officer and voting action plan for that installation. Prior to the activation/deployment of an AFRC unit to an active duty location, the AFRC Wing Commander will appoint a Unit VAO to serve under the appointed active duty IVAO of the host wing. Individual AFR members activated/deployed to an active duty base will be serviced through the IVAO to which they are assigned. If additional materials are needed, the installation voting assistance officer will order them through Air Force Publishing on-line at: <https://wmsweb.afncr.af.mil>.

(c) Activated/deployed overseas: If an AFRC unit or individual members are activated/deployed to an existing Air Force base, procedures in 3b(3)(b) above apply. If an AFRC unit is not deployed to an existing base, the same procedures that apply to active forces in this situation will also apply to the AFRC units. Voting services will be provided through the deployed installation voting assistance officer (or via PERSCO support if a deployed IVAO is not appointed).

(4) Send copies of the AFR Voting Action Plan to the Active Duty SVAO (vote.airforce@randolph.af.mil) and HQ AFPC/CCG (afpc.CCRCCG.Dlist@us.af.mil).

(5) HQ AFRC POC is Mr. Didier Opotowsky, HQ AFRC/A1RY, at DSN 497-1236; email: didier.opotowsky.1@us.af.mil and afrc.a1ry@us.af.mil.

(6) Though AFR is exempt from the Voting Program inspection requirement, AFRC units will have the following Wing level minimum requirements:

(a) Wing Commander's letter designating the primary/alternate IVAO for the Wing, a copy provided to the HQ AFRC SVAO if the unit is not deployed to a location with an active duty IVAO already in place. The signed appointment letter will be sent to HQ AFRC/A1RY either as an attachment to an e-mail, or by US Postal service to mailing address HQ AFRC/A1RY, 155 Richard Ray Boulevard, Robins AFB, GA 31098. Units deploying to a location operated by ADAF will appoint a UVAO to serve under the appointed IVAO of the host wing. The current DoDI 1000.04 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions (within the guidelines in paragraph 3b(1) above).

(b) Copy of current AFI 36-3107

(c) Copy of current AF Voting Action Plan (found on IVAO/UVAO Share Point Site at <https://cs3.eis.af.mil/sites/AF-DP-00-87/default.aspx>)

(d) Provide a briefing for members due to deploy during the voting period (utilize Voting Assistance Fact Sheet at [Attachment 3](#) of this plan).

(e) Add a link to the FVAP website on wing/base local media (i.e., Share Point, installation web page, etc.) The FVAP website provides excellent voting information for voters as well as for Voting Assistance Officers.

(f) Units may add other information specific to their Wing.

(7) VAOs at all levels are to be trained within 30 days of assuming the duties of a VAO (per DoDI 1000.04, Encl 4, paras 2e(1) and 2f(1)). All VAOs are also required to re-train every even-numbered year. If no in-residence FVAP training is available within 30 days of appointment, or if TDY to an FVAP-sponsored training workshop is not possible, completion of VAO training available via Computer Based Training (CBT) on the www.fvap.gov site may take the place of in-residence training. To access the CBTs, go to <http://www.fvaptraining.com/> or <https://www.fvaptraining.com/>. When you reach the print certificate page, it pops up the standard printer properties box. At that point in time, select whether to print it in portrait or landscape. Typically, the printer's settings are set to auto-detect whether the page should be portrait or landscape. If it prints incorrectly the first time, you have a chance to print as many times as you need as long as you do not close out the survey.

c. NGB/CF will:

(1) Appoint a headquarters-level Service Voting Action Officer (SVAO) to coordinate with the Air Force's Senior Service Voting Representative (SSVR), Active Duty SVAO, and the Director of FVAP. The ANG SVAO will maintain a contingency absentee voting program for Guard units and personnel who have been activated and deployed. The current DoDI 1000.04 and AFI 36-3107 provide guidance regarding desired rank of the SVAO. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as SVAO who is outside the rank guidance of the DoDI and AFI, rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done. This leniency in applying the DoDI and AFI guidance, however, should not be used as license to degrade the integrity of the program by assigning an SVAO that does not carry the rank and experience needed to lead other VAOs and discuss voting issues with commanders.

(2) The ANG SVAO will maintain a contingency absentee voting program for ANG units and personnel who have been activated and deployed. References: 42 USC 1973ff-6, Uniformed and Overseas Citizen's Absentee Voting Act (UOCAVA); AFI 36-3107; and this Voting Action Plan.

(3) ANG personnel could be affected by the requirement of this plan during three scenarios:

(a) Activated, not deployed outside commuting distance. No action required. IAW Section 107(1) of the UOCAVA, this act applies to a member who "is absent from the place of residence where the member is otherwise qualified to vote."

(b) Activated/deployed outside commuting distance within the CONUS: Each active duty installation will have a voting officer and voting action plan for that installation. Prior to the activation/deployment of an ANG unit to an active duty location, the ANG Wing Commander will appoint a Unit VAO to serve under the appointed active duty IVAO of the host wing. Individual ANG members activated/deployed to an active duty base will be serviced through the IVAO to which they are assigned. If additional materials are needed, the installation voting assistance officer will order them through Air Force Publishing on-line at: <https://wmsweb.afncr.af.mil>.

(c) Activated/deployed overseas: If an ANG unit or individual members are activated/deployed to an existing Air Force base, procedures in 3c(3)b above apply. If an ANG unit is not deployed to an existing base, the same procedures that apply to active forces in this situation will also apply to the ANG units. Voting services will be provided through the deployed installation voting assistance officer (or via PERSCO support if a deployed IVAO is not appointed).

(4) Send copies of the ANG Voting Action Plan to the Active Duty SVAO (vote.airforce@randolph.af.mil) and HQ AFPC/CCG (afpc.CCRCCG.Dlist@us.af.mil).

(5) NGB/A1PS (ANG SVAO) is the POC for the ANG Voting Assistance Program and may be contacted through the Organizational Email: ngb.a1ps@ang.af.mil

(6) Though the ANG is exempt from the Voting Program inspection requirement, ANG units will have the following Wing level minimum requirements:

(a) Wing Commander's letter designating the primary/alternate IVAO for the Wing, a copy provided to the ANG SVAO, NGB/A1PS. AFI 36-3107 and this Voting Action Plan provides guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified by the Installation Commander to meet local conditions (within the guidelines in para 3c(1) above).

(b) Copy of current AFI 36-3107

(c) Copy of the current AF Voting Action Plan found on the IVAO/UVAO Sharepoint Site at: (<https://cs3.eis.af.mil/sites/AF-DP-00-87/default.aspx>).

(d) Provide a briefing for members due to deploy during the voting period (utilize Voting Assistance Fact Sheet at Attachment 3 of this plan).

(e) Add a link to the FVAP website on wing/base local media (i.e., Share Point, installation web page, etc.). The FVAP website provides excellent voting information for voters as well as for Voting Assistance Officers.

(f) Ensure training for IVAO and Alt IVAO within 30 days of assuming duties per AFI 36-3107, para 1.8.3 and [para 3g\(4\)](#) of this plan. All IVAOs are required to re-train every even-numbered year. If no in-residence FVAP training is available within 30 days of appointment, or if TDY to an FVAP-sponsored training workshop is not possible, completion of VAO training is available via Computer Based Training (CBT). To access the CBTs, go to <http://www.fvaptraining.com/> or <https://www.fvaptraining.com/>. When you reach the print certificate page, it pops up the standard printer properties box. At that point in time, select whether to print it in portrait or landscape. Typically, the printer's settings are set to auto-detect whether the page should be portrait or landscape. If it prints incorrectly the first time, you have a chance to print as many times as you need as long as you do not close out the survey.

(g) Units may add other information specific to their state/territory.

d. HQ AFPC/DPSIMF (SVAO) will:

(1) Provide the Director, FVAP with a quarterly updated list of office telephone numbers and e-mail addresses for every MAJCOM and installation voting assistance officer.

(2) Coordinate and publicize information (method of training, dates, locations, etc.) on IVAO training workshops to be conducted by FVAP.

(3) Work with the FVAP office and Air Force Departmental Publishing Office to ensure they maintain adequate stocks of the following materials (a) Federal Post Card Application (FPCA), SF76, for Absentee Ballots; b) Federal Write-In Absentee Ballot (FWAB), SF 186; and (c) Current Voting Assistance Guide/Banner/Posters/Calendars.

(4) Submit after-action reports as required to AF/A1S and FVAP by 15 Jan 2015 summarizing successes and/or problems experienced in the conduct of the Program. The format of this report and a checklist will be provided by FVAP.

(5) Maintain the Air Force voting website:

<http://www.afpc.af.mil/library/airforcevoting/index.asp>.

(6) Assist FVAP in conducting a survey of military members, civilian employees outside the U.S., and unit/installation VAOs in the manner specified by the Director, FVAP.

(7) Revise AFI 36-3107, AF Voting Action Plan, and other guidance/documents as necessary.

(8) Schedule voting communications from USAF leaders (e.g., SecAF, CSAF, CMSAF, SSVR) January to March of 2014.

(9) **Staffing Assessment:** Assess the means by which service members request and receive voting assistance, including the impact of the use of information technology. Based on that assessment, revise VAO staffing requirements in accordance with DoDI 1000.04 to be consistent with reassessed staffing needs.

e. MAJCOM/FOA/DRU A1s will:

(1) Ensure MAJCOM compliance with AFI 36-3107 and the current AF Voting Action Plan.

(2) Designate (in writing) a DoD civilian or military member as the MAJCOM Voting Action Officer (VAO). Provide the VAO's information (name, grade, DSN phone, and e-mail address) to the SVAO (vote.airforce@randolph.af.mil). The current DoDI 1000.04 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the DoDI and AFI, rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done. This leniency in applying the DoDI and AFI guidance, however, should not be used as license to degrade the integrity of the program by assigning VAOs that do not carry the rank and experience needed to lead other VAOs and discuss voting issues with commanders. Given the response to this leniency in past years, the Air Force will now re-impose certain limitations on VAO appointments as follows: MAJCOM Voting Action Officers: O-3, E-7 or GS-09 or higher (appointment of civilians is desirable for continuity purposes). Waiver level is at MAJCOM/A1.

(3) Ensure the MAJCOM VAO and IVAOs provide support to tenant organizations on their bases. Tenant organizations may include organizations of sister Services. This support will include voting assistance, training, materials, information and any general support to run an effective voting assistance program. Any compliance/status reports will be processed by tenant organizations through their IVAO to the host MAJCOM or thru on-line reporting applications if directed. Reserve and Guard units are to be provided voting assistance, but not required to participate in maintaining an

active duty voting assistance program. The ARC is required to maintain a contingency voting assistance program IAW DoDI 1000.04 (see Paras [3b](#) and [3c](#)).

(4) Request the inspector general (IG) include the voting program as an item for specific review at every command level and report findings to the MAJCOM VAO.

f. MAJCOM/FOA/DRU Voting Action Officers will:

(1) Ensure compliance with AFI 36-3107 and the current Voting Action Plan at all MAJCOM installations.

(2) Establish MAJCOM/FOA/DRU telephone voting action lines (see Annex G).

(3) Review the Air Force Voting Action Plan, and if desired, develop and implement a Command Action Plan for the 2014-15 voting years. Send an information copy to The SVAO (vote.airforce@randolph.af.mil). MAJCOM/FOA/DRU plans should briefly give additional command-specific guidance, if any, to their installations. It may be in the form of a cover letter to the Air Force Plan.

(4) Send the MAJCOM/FOA/DRU plan to installations, giving them the option to prepare an installation Voting Action Plan.

(5) Review and maintain copies of installation voting action plans.

(6) Collect and file installation Armed Forces Voters Week (AFVW) and Overseas Citizens Voters Week (for overseas bases) plans as well as Absentee Voters Week plans. Suspense for IVAOs to submit their Armed Forces Voters Week (AFVW) and Overseas Citizens Voters Week plan to MAJCOM and AFPC is **5 May 2014**. Suspense for IVAOs to submit their Absentee Voters Week plans to MAJCOM and AFPC is **4 Aug 2014**. (NOTE 1: Voter week events do not occur in odd-numbered years). (NOTE 2: If the established weeks set forth in this plan for AFVW and AVW are not viable times for your installation, then utilizing another timeframe 2 weeks either side of the established dates is acceptable).

(7) Establish a relationship with their MAJCOM IG directorates to (a) consult on program focus points; and (b) obtain IVA Office/IVAO inspection results. MAJCOM VAOs are to forward all inspection reports to the SVAO at vote.airforce@randolph.af.mil).

g. Installation commanders will:

(1) Establish and/or maintain an **Installation Voter Assistance Office** designated as a Voter Registration Agency IAW AFPD 36-31. The IVA Office is to be organizationally established directly under the installation headquarters, reporting directly to the installation commander, even if geographically located within another office. The office should be located in a well-advertised, fixed location, and should be co-located with an existing office that receives extensive visits by Service personnel, family members, and DoD civilians. The standardized office symbol of “VO” should be used in conjunction with the numerical designator of the installation HQs (e.g., 325 FW/VO). Funding expenses for the IVA Office, Finance should use funding code “RCCC 3001F1”. (N/A for RES/ANG units; Voting assistance information will be made available within the customer support section of the FSS.)

(a) The Military and Overseas Voter Empowerment Act (MOVE Act) of 2009 requires the DoD to establish IVA Offices on all military installations. AFPD 10-5, “Basing” defines a “major installation” in attachment 2 (para A2.1.2): A self-supporting center of

operations for actions of importance to the Air Force combat, combat support, or training activities. Operated by an active unit of wing size or larger with all land, facilities, and organic support needed to accomplish the unit mission. Must have real property accountability through ownership, lease, permit, or other written agreement for all real estate and facilities. Agreements with foreign governments which give the Air Force jurisdiction over real property meet this requirement. Shared-use agreements (as opposed to joint-use agreements where the Air Force owns the runway) do not meet the criteria to be major installations. Guard and Reserve bases are not included in this definition, nor are deployed locations. Criteria to support this definition for the purpose of voting assistance: An Installation Voter Assistance Office will be required at every active duty installation location where a wing HQs is established and a full complement of groups is locally assigned. Wings with dispersed units to geographically separated units (GSUs) will not have a stand-alone IVA Office, but will appoint an IVAO and UVAOs as required by AFI 36-3107. Examples of USAF installations that do not fit this criteria include RAF Alconbury which consists of multiple GSUs; Arnold AFB which does not operate at wing level or above and has a very small, mostly civilian (non-UOCAVA) population; Creech AFB, which is part of Nellis AFB and assigns it's own IVAO/Alt IVAO; Cavalier AFS which operates at the squadron level; and Thule AB, which operates at the group level. All levels of command, regardless of population size are to be supported for voting assistance as required by AFI 36-3107. The establishment of IVA Offices on Joint Bases is executed IAW the Memorandum of Agreement between the SVAOs representing each of the Branches of Service. See paragraph 3i(30) regarding joint bases. Deployed steady state locations, with the exception of Al Udeid, are not to establish an IVA Office, but will appoint an IVAO for the entire course of his/her deployment. The USAF determines that the installations in subparagraph (b) below meet this criteria.

(b) Installation List:

ACC					
Beale	Davis Monthan	Dyess	Ellsworth	Holloman	Langley
Moody	Mt Home	Nellis	Offutt	Seymour Johnson	Shaw
Tyndall					

AETC					
Altus	Columbus	Goodfellow	Ft Sam	Lackland	Randolph
Keesler	Laughlin	Luke	Maxwell	Sheppard	Vance

AFCENT					
Al Udeid					

AFDW					
Andrews					

AFGSC					
Barksdale	FE Warren	Malmstrom	Minot	Whiteman	

AFMC					
Edwards	Eglin	Hanscom	Hill	Kirtland	Robins

Tinker	WPafb				
AFSOC					
Cannon	Hurlburt				
AFSPC					
Buckley	Los Angeles	Patrick	Peterson	Schriever	Vandenberg
AMC					
Charleston	Dover	Fairchild	Grand Forks	Little Rock	MacDill
McConnell	McGuire	Scott	Travis		
PACAF					
Andersen	Eielson	Elmendorf	Kadena	Kunsan	Misawa
Osan	Yokota				
HQ USAFA					
USAFA					
USAFE					
Aviano	Incirlik	Lajes Field	Lakenheath	Mildenhall	Ramstein
Spangdahlem					

(2) Designate (in writing) a DoD civilian (highly desired) with access to the installation commander, or military member as installation voting assistance officer (IVAO). When possible, appoint for a term beginning October of every odd-numbered year, and concluding two years later (or entire term of short tour or deployment) when practicable. A sample memorandum with necessary verbiage is included at [Attachment 4](#) of this plan and is available in MS Word format on the IVAO/UVAO Share Point website. Provide a signed, PDF'd copy, via email, to the MAJCOM VAO and AF SVAO (SVAO e-mail: vote.airforce@randolph.af.mil). The installation commander may verbally delegate appointment authority to the director of staff.

NOTE 1: The IVAO should maintain the IVAO Appointment letter that originally established the IVA Office (should be a 2011 date) along with the most current appointment letter. If not on file, the current appointment letter must include the third paragraph of the template letter and portion of the subject line that addresses establishing the IVA Office on base.

NOTE 2:

Ensure at least one month overlap for outgoing and incoming IVAOs during which time, adequate transfer of knowledge and training will be accomplished. The current DoDI 1000.04 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. As stated in the DoDI and AFI, this guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the DoDI and AFI, rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done. This leniency in applying the DoDI and AFI guidance, however, should not be used as license to degrade the integrity of the program by assigning VAOs that do not carry the rank and experience needed to lead other VAOs and discuss

voting issues with commanders. Given the response to this leniency in recent years, the Air Force will now re-impose certain limitations on VAO appointments as follows:

(a) Installation Voting Assistance Officers (Primary)—Appointment of civilians is desirable for continuity purposes:

(i) Large Bases (active population over 2,000): O-3 or GS-11 or higher

(ii) Small to Mid-Size Bases (active population 1,999 or less): O-2, GS-09, or higher.

(b) Installation Voting Assistance Officers (Alternate)—Appointment of civilians is desirable for continuity purposes. Alternates must be in the grade of E-7/GS-07 or higher (regardless of base size).

(c) Unit Voting Assistance Officers: Recommend O-2/E-7/GS-07 level, but left up to the discretion of the Commander (or Branch Chief in organizations in a HQs Directorate structure). Civilians may be appointed as UVAOs, but are not granted authority to administer/witness an oath (if required by the voter's state). Only military UVAOs and IVAOs are granted the authority to administer the oath. (N/A for ANG).

(d) **IVAO/Alt IVAO grade waivers** may be granted by the Installation Commander (to be included in the IVAO appointment letter. The Wing/Installation Commander grants the waiver for a specific individual in whom the commander has placed his/her trust to perform IVAO duties.

(e) Whether a DoD civilian or a military member is appointed as the IVAO, the installation commander should consider the ops tempo of the member being assigned to ensure work overload doesn't force the IVAO to put off voting duties in order to perform the mission (e.g., medical and JAG officers and civilian leaders are normally stretched to their limits without additional duties).

(3) May establish an **Installation Voting Committee** for administering and publicizing the local voting program. The committee, if formed, will be chaired by the IVAO and consist of representatives from the following offices or Air Force related organizations:

(a) Military Personnel Section (MPS)

(b) Public Affairs

(c) Staff Judge Advocate

(d) Communications Squadron

(e) Volunteer Organizations are encouraged

(f) Spouse Clubs are encouraged

(g) Civilian Personnel Office (overseas installations only)

(h) Airman & Family Readiness Center

(i) Military Postal Service Center (overseas installations only)

(j) Others as determined by the commander

(4) Ensure the appointed IVAOs receive the (FVAP) within 30 days of assuming duties, including TDY funding to attend training as required by the FVAP and this plan. If no in-residence FVAP training is available or if TDY to an FVAP-sponsored training workshop is not possible,

completion of IVAO/UVAO training available on the www.fvap.gov website at <http://www.fvaptraining.com/> or <https://www.fvaptraining.com/> is required.

(5) Ensure unit commanders (or Branch Chief in organizations in a HQs Directorate structure) of units of 25 or more members appoint Unit Voting Assistance Officers (UVAOs) so every member has a servicing UVAO. Active Duty units/OLs/GSUs residing on the installation with less than 25 members will either appoint a UVAO, or coordinate with the IVAO to have their personnel serviced by a larger, nearby unit. The appointment letter will be forwarded to the IVAO within 10 duty days of appointment. A unit member includes military personnel of any Service, civilians (for OCONUS only), and contractor personnel (for OCONUS only). UVAOs should be appointed to a two-year term beginning Nov/Dec of every other odd-numbered year when practicable. For deployed locations and short tour areas, the term should be for the entire deployment/tour. The desired rank of UVAOs is O-2, E-7 or GS-07, and recommended ratio between UVAOs and assigned personnel is 1 UVAO per 250 assigned personnel. This guidance is not absolute, and may be modified at the discretion of the unit commander to meet local conditions. A larger unit whose members are concentrated in one locale may require fewer UVAOs than a smaller unit whose members are geographically dispersed. It is preferable to assign an enthusiastic volunteer as a UVAO who is outside the rank guidance of DoD guidance and the AFI, rather than assigning a less enthusiastic member who meets the criterion. The goals are to assign quality individuals with enough authority as UVAOs to get the job done, and to ensure coverage of all assigned members, regardless of their location. UVAOs are encouraged to have assistants where necessary.

(6) If in-residence FVAP training is held on the installation, the installation commander or the vice should introduce the program.

(7) Ensure the base Staff Judge Advocate provides answers to legal questions regarding residency issues and the right to vote.

h. Military Personnel Section (MPS) Commanders will:

Support IVAO's requests for products, lists, etc., of personnel serviced by the MPS (including tenant units and GSUs), and sorted by unit, then by alpha.

i. Installation Voter Assistance Office (IVA Office) / Installation Voting Assistance Officers (IVAOs)/Core UVAOs will:

(1) Ensure compliance with AFI 36-3107 and the current AF Voting Action Plan; and chair the Installation Voting Committee if established by the installation commander. Distribute copies of annexes of this plan to applicable staff offices (MPS, CPO, Comm, A&FRC, Postal, JA). **Notify supervisors of VAOs on base (through the VAOs) that their annual performance report (EPR/OPR) must address performance as a VAO (this is by law and not waivable).**

(2) During phase I of the voting schedule (1 Oct 13 – Spring 2014): Information efforts shall begin with commanders and Voting Assistance Officers conducting command information programs prior to primary elections and repeating, as necessary, to inform military personnel and their family members to exercise their right to vote in primary and general elections. Family members will be encouraged to participate in these programs. Information provided shall include dates of scheduled primary and general elections and state deadlines for voter registration, absentee ballot requests, and the receipt of voted ballots and the mailing deadlines established from that installation. Information programs can be accomplished through the use of local websites, installation newspapers, and by

placing voting materials (with Voting Assistance Officer's organizational e-mail address, and/or office location) in stationary locations such as libraries, medical and dental clinics, commissaries, exchanges, MWR facilities, schools, and in training facilities.

Each Installation Voting Assistance Officer shall notify installation personnel of the last date before a General election for Federal offices by which absentee ballots must be mailed from that installation to reasonably be delivered in time to State and local election officials and of general mail delivery deadlines recommended by the Military Postal System Agency so that voters can determine recommended mailing deadlines for other Federal elections.

(3) Contact Information Requirements:

- (a) Establish a voting action telephone line with an answering machine/voicemail, except where 24-hour telephone coverage is available. Where possible, make the IVA Office number end in 8683 (VOTE) and the Fax number end in 4826 (IVAO). Provide the base telephone operator with the telephone number of the IVA Office as well as the voting e-mail org box (see para (b) below). The telephone number listed for the IVA Office should be the telephone voting action line that is connected to a 24-hour answering service or voice mail system. Voicemail messages must be responded to within 48 hours or two business days if the call is received on a non-business day or the last duty day of the work week (within 24 hours or one business day if within 45 days of a general election). (N/A for RES/ANG)
- (b) Establish an installation voting e-mail org box using the standardized vote@base.af.mil format, or similar vote.base@us.af.mil AFNET format. The account should be set up to auto-forward emails to the IVAO, Alternate IVAO, any appointed Core UVAOs and other IVA Office workers. Emails must be responded to within 48 hours or two business days if the email is received on a non-business day or the last duty day of the work week (within 24 hours if within 45 days of a general election). (N/A for RES/ANG)

(4) Use the IVAO's Database (v 2.3 or later), to manage UVAO manning and training as well as voter week information. The database can be populated to contain all names, e-mail addresses and DSN telephone numbers of the IVAO and all assigned UVAOs.

(5) Ensure each UVAO has a copy of the 2014-15 Voting Assistance Guide or link to the current guide online at www.fvap.gov, Publication ID# VAG 12-13, and election calendars/posters. Ensure UVAOs maintain sufficient numbers of FPCAs (SF 76) and FWABs (SF 186). While we have moved a great deal toward being paperless, hard copies **must be** maintained in a number sufficient to assist voters during events such as the bi-annual Armed Forces Voters Week (every even-numbered year) and when computer support may not be available. Ensure UVAOs maintain at least 25 FPCAs and 25 FWABs. IVA Offices should maintain between 50 and 250 of each. Election calendars and posters will be ordered by the IVAO, in a ratio of one of each for every building on base which houses personnel, through Air Force Publishing on-line at: <https://wmsweb.afncr.af.mil> (See [Attachment 2](#) for instructions). Electronic copies of the VAG are available on FVAP's website at <http://www.fvap.gov/vao/guide.html>. In addition, states will accept the on-line version of the FPCA which is available at www.fvap.gov. *Note: Banners, calendars, and posters are available at Air Force Publishing on-line as well. Instructions at [Attachment 2](#).*

(6) **Training.** Ensure training for themselves (IVAO and Alt IVAO), Core UVAOs and all other assigned UVAOs. VAOs at all levels are to be trained within 30 days of assuming the duties of a VAO or working in the IVA Office (per DoDI 1000.04, Encl 4, paras 2e(1) and 2f(1) and the 29 Sep 2014 Memorandum for SSVRs, signed by Director, FVAP). All VAOs are also required to re-train every even-numbered year. If no in-residence FVAP training is available within 30 days of assumption of duties, or if TDY to an FVAP-sponsored training workshop is not possible, completion of VAO training available via Computer Based Training (CBT) on the FVAP Learning Management System site may take the place of in-residence training. To access the CBTs, go to <http://www.fvaptraining.com/> or <https://www.fvaptraining.com>. When you reach the print certificate page, it pops up the standard printer properties box. At that point in time, select whether to print it in portrait or landscape. Typically, the printer's settings are set to auto-detect whether the page should be portrait or landscape. If it prints incorrectly the first time, you have a chance to print as many times as you need as long as you do not close out the survey.

NOTE: IVAOs/Alt IVAOs at locations with an IVA Office, and Core UVAOs must also take the “IVA Office Training” course available on the FVAP Learning Management System as well.

Also use the 2014-15 Voting Assistance Guide, Publication ID# VAG 14-15 as a reference in training. In addition, IVAOs, Core UVAOs and any other UVAOs working in or representing the IVA Office (where one exists) must review the FVAP IVA Office Handbook at <http://www.fvap.gov/resources/media/installation-vao-handbook.pdf> within 30 days of beginning work in or representing the IVA Office. IVAOs/Core UVAOs must print out both certificates from the online IVA Office Training and IVAO Training referenced above and place the certificates in their continuity folder. IVA Office Workers must understand the requirements of the NVRA provisions regarding providing assistance to non-UOCAVA voters (See FVAP IVA Office Handbook). IVA Office workers must also know the metrics requirements for the IVA Office. IVAO must also train all other UVAOs IAW this plan.

FVAP IN-RESIDENCE TRAINING (“FVAP Workshops”): When an IVAO hosts training workshops, the following must occur:

- The IVAO must send the Installation Commander a draft email to go out to all squadron commanders on base (regardless of MAJCOM affiliation) requesting that the unit commander mandate 100% attendance for UVAOs not deployed, on leave, or TDY. This is critical as FVAP must show a return on investment for these TDY workshops.
- The IVAO is also to request that the Installation Commander personally open the workshop, or have his vice commander do so.
- The IVAO is to contact IVAOs from nearby (within 45 miles) military installations (regardless of service branch) to invite all VAOs on that base/post to attend the FVAP Workshop. RSVPs must be tracked to provide FVAP with a head-count estimate prior to the Workshop. Other-service IVA Offices are listed at <http://www.fvap.gov/info/contact/iva-offices>.
- The IVAO is to assist FVAP travelers with logistic requirements (securing a training venue with space and audiovisual capabilities, etc., as communicated by FVAP)
- Ensure all attendees sign in (columns: print name, unit, base, email address, signature). Update new training date in the “IVAO’s Database” for UVAOs assigned to your installation.

Encourage UVAOs to attend a live workshop provided by the FVAP if one is hosted near your installation (any branch of service). TDYs to attend voting workshops are locally funded. Keep a

written/electronic record of UVAOs trained and train replacements as needed utilizing the “IVAO’s Database” (downloadable from the Share Point site) for the record keeping. Complete initial training no later than 90 days after receipt of this plan. UVAOs not associated with the IVA Office are only required to take the "Voting Assistance Officer Training" course on the FVAP LMS.

TRAINING NOTE 1: Who can train? IVAOs, Alternate IVAOs and Core UVAOs who are fully trained IAW the above criteria may train other UVAOs, but must remember to maintain the training documentation in the “IVAO’s Database” on all IVAOs/UVAOs trained.

TRAINING NOTE 2: IVAOs of deployed locations (except for Al Udeid) and any other location not listed in this plan as an IVA Office location, are not required to take the additional IVA Office training listed above as they will not maintain an IVA Office at those locations. Basic IVAO training is all that is required.

TRAINING NOTE 3: VAOs at all levels should maintain copies of their initial training certificates and all subsequent re-certifications so that IG inspectors can be shown the VAO was trained within 30 days of assuming the duties of a VAO, and all required subsequent training was taken (every even-numbered year).

(7) **Quarterly Reports (Measures of Effect and Performance).** Effective 1 July 2014, metrics are gathered from the FVAP Portal by the SVAO and FVAP on a “real time” basis. This means that we need UVAOs and IVAOs/IVA Office Staff to update voting assistance provided at the time (or on the day) that the assistance takes place. Reporting using the old spreadsheet is no longer required. *IMPORTANT NOTE: Metrics MUST be uploaded to the FVAP Portal PRIOR to the last day of the quarter. On the last day of the quarter, FVAP locks reporting metrics for that quarter. During the last week, up to the day before the last day of the quarter, the IVAO needs to check “Missing Metrics” for the UVAOs and ensure UVAOs update their metrics before the last day of the quarter!*

FVAP PORTAL ACCOUNT: Go to www.fvap.gov and scroll to the bottom right of the web page. Click the “Admin Portal” link and follow the instructions to create your profile. The UVAO will receive a verification email from noreply@fvap.gov. Once verified, you’ll get a confirmation email. Sign in from <https://www.fvap.gov/portal/login/welcome.html>.

(a) **Deployed IVAOs** (except for Al Udeid) will not be required to update IVA Office metrics, only aggregated UVAO Measures of Effect and Performance. Please don’t have UVAOs obtain an FVAP Portal account. Instead, the deployed IVAO will consolidate all assistance metrics in a single “Unit Metrics” tab on the FVAP Portal.

(b) **What to report.** Do not count mass emails as “assistance” for metrics. Individual emails providing assistance, mass briefings for deployers, newcomers and PCSing members, and office visits may be counted on a by-person basis.

(c) **Administering Metrics.** IVAOs and UVAOs will directly update statistics in real time as assistance is performed/rendered.

(d) **Additional Quarterly Requirement. REQUIREMENT DELETED.** Additionally, the “~~UVAO Info Table~~” must also be exported from the IVAO’s Database to an “.xls” file (not .xlsx) and sent to the SVAO each quarter (by 15 Jan, 15 Apr, 15 Jul and 15 Oct). The IVAO’s database Control Panel contains export buttons for data exporting (use version 2.0 or later of database).

(e) **Metrics Policy/Procedures:** IVAOs will be required to maintain metrics on a continual basis as performed. Following are the instructions for recording and reporting metrics:

Metrics Accounting: Per new FVAP guidance, please be sure to only count actual assistance. Sending group emails are not to be counted.

- Actual Service: VAOs should record service provided to voters via face-to-face visits, phone calls, and *individual* emails.
- Example of email service: UVAO receives a request for help via email from an individual. UVAO sends back an email to that individual providing voting assistance. Don't count mass emails forwarding voting information.
- IVA Office service: Count all visitors assisted in the IVA Office or by an IVA Office representative in situations such as Newcomer's Briefings, deployment briefings, etc.

(f) **Metrics Placement:** Even though the IVA Office is responsible for offering and providing voting assistance to newcomers, deployers, re-deployers and PCSing members, the authority to brief members may be delegated to UVAOs. If UVAOs perform this assistance, then the metrics go under the UVAO's tab. If IVAO or a Core UVAO representing the IVA Office briefs, the metrics go under the IVA Office tab.

(8) Submit an end-of-year report to the SVAO on your installation goals and results.

Provide your report via e-mail, in the format specified by FVAP and the SVAO. If the SVAO doesn't request an EOY report, none is required. Most requirements will be filled using metrics obtained from the FVAP Portal. Ensure a copy is provided to your MAJCOM VAO. The report must be emailed to the SVAO **no earlier than 15 Oct 2014 and no later than 12 Nov 2014 for CY 2014**. Information required that is not currently in the metrics spreadsheet or FVAP Portal will be communicated to IVAOs via e-mail.

(9) Provide biannual plan for Armed Forces Voters Week and (for overseas bases) Overseas Citizens Voters Week (week of June 30-July 7, 2014) to MAJCOM VAO and the SVAO by 5 May 2014. **(NOTE 1: Voters Week events only occur during even-numbered years).**

(10) Conduct biannual Armed Forces Voters Week and (for overseas bases) Overseas Citizens Voters Week (week of June 30-July 7, 2014), enlisting the assistance of UVAOs. Local election officials are often willing to help. (NOTE: If the established weeks set forth in this plan for AFVW and AVW are not viable times for your installation, then utilizing another timeframe 2 weeks either side of the established dates is acceptable). Some ideas for Armed Forces Voters Week are:

(a) Activity ideas. Booths/tables in high traffic areas, radio talk show spots, "Uncle Sam" visiting organizations, essay/poster contests, registration rally, incentives (refreshments, helium balloons, flags, etc.), scheduled events (open house, concerts, Armed Forces Day, Air Shows, Academy and school graduations, etc.). Funds for these activities/events are to be obtained from the wing organization budget.

(b) Publicity ideas. Electronic bulletin board/daily bulletin, base newspaper, base website, e-mail, flyers in club bills, post office boxes, dorm rooms, commissary shopping bags, closed circuit

television, marquees. Publicize the importance of early action and planning well in advance of election deadlines by the absentee voter in order to obtain a ballot for the general election. Publicize the last date before a Federal general election for which absentee ballots mailed from that location can reasonably be expected to be timely delivered to the appropriate State and local election officials.

(11) Report results of Armed Forces Voters Week and Overseas Citizens Voters Week through your MAJCOM VAO to the SVAO by e-mail (SVAO email is vote.airforce@randolph.af.mil), in the below format **NLT 4 Aug 2014**. Version 2.3 (and later) of the IVAOs Database has a form to fill in (then export the table and e-mail the exported spreadsheets):

- (a) How many people were assisted with registration/SF76 completion?
- (b) Describe particularly creative or innovative methods/techniques you used.
- (c) Outline any problems encountered that we could incorporate into lessons learned.

(12) Conduct **biannual** Absentee Voters Week (September 29 - October 6, 2014) enlisting the assistance of UVAOs. Submit plan for AVW to MAJCOM VAO and SVAO by e-mail (SVAO email is vote.airforce@randolph.af.mil) **NLT 4 Aug 2014**. Encourage voters to complete/send their absentee ballots so they are received by local election offices in time to be counted for the November general election. UOCAVA voters should submit a Federal Write-In Absentee Ballot (FWAB), SF 186, if they have not received their requested absentee ballot from their state in time to return it by the state's deadline. The FWAB may be used for the general election (Federal offices) under conditions specified in the *2014-15 Voting Assistance Guide* (<http://www.fvap.gov/vao/guide.html>) but can only be used if an FPCA has already been submitted or is being submitted concurrently with the FWAB. Some jurisdictions may expand the use of the FWAB to primary, and State and local elections. For specific information on State requirements, refer to the *2014-15 Voting Assistance Guide* (the FPCA and FWAB wizards on <https://www.fvap.gov/r3> allows voters to fill in the forms and the voter enters their residence prompting the application to employ that State's specific rules). Report results of AVW to MAJCOM VAO and SVAO using IVAO's Database **NLT 17 Oct 2014**. (NOTE: If the established weeks set forth in this plan for AFVW and AVW are not viable times for your installation, then utilizing another timeframe 2 weeks either side of the established dates is acceptable).

(13) Disseminate voting information and provide voting assistance as required for state and local elections throughout the entire term as IVAO. See subparagraph "(17)" below for resources.

(14) **FPCA/FWAB Delivery, CONUS installations:** Direct UVAOs to deliver the Federal Post Card Applications (FPCA) between 1-15 Jan 2014, 1-15 Jul 2014 and 1-15 Jan 2015 to UOCAVA-eligible Air Force personnel and, to the greatest extent practicable, their spouses/voting age dependents (via the sponsor) within the U.S. This may be done by one-on-one physical contact, or electronically (e.g., via e-mail). Electronic distribution must be done locally, and receipt of the FPCA must be verified (e.g. using "read [or delivery] receipts"). Ensure UVAOs maintain records of this contact and delivery of FPCAs. Read or delivery receipt statistics (not personal information) should be transcribed to a permanent document to prove percentage of contact made. This document will be maintained for two years. The goal is 100% of non-deployed assigned UOCAVA-eligible personnel. UVAOs will verify by researching and resolving failed delivery receipts. That is, the UVAO should personally contact individuals by non-electronic means or other electronic means if the email was not delivered to their inbox by reason of failure or full mailboxes. Maintain supply of Federal Write-in Absentee Ballots (FWAB) for those cases where the FVAP announces they may be used in the Continental U.S. Ensure FPCAs are available to citizens from states holding early primary elections at least 90 days prior to that primary election. Election dates are available at

<http://www.fvap.gov/vao/vag/appendix/state-elections>. IVAOs/UVAOs are to utilize the FPCA Delivery Plan at [Atch 5](#).

(15) FPCA/FWAB Delivery, Overseas/Deployed Installations:

(a) Procure and distribute FWABs for use by UOCAVA-eligible Air Force personnel, their spouses and, to the greatest extent practicable, eligible dependents, and to civilian employees of the Armed Forces and their spouses and eligible dependents residing with or accompanying them, who are serving outside the territorial limits of the U.S. (The FWAB may be used only under conditions specified in the current Voting Assistance Guide.)

(b) Ensure all eligible voters know how and when to use the FWAB. Recommend its use if the voter meets the criteria and may/will not receive the regular absentee ballot in sufficient time to vote and return it to be counted.

(c) **Important!:** Advise eligible voters to be cognizant of the mailing address they provide on the FPCAs they send in so that they don't have ballots returned to them at a location where they no longer serve (e.g., deployed locations or during periods of PCSing). Otherwise, ballots will be sent to a location they've already departed from, and time to submit the ballot may run out to have their vote counted!

(d) Ensure delivery of FPCAs between 1-15 Jan 2014, again between 1-15 Jul 2014 & again, between 1-15 Jan 2015 to UOCAVA-eligible personnel overseas is completed by UVAOs. This may be done by one-on-one physical contact, or electronically. Electronic distribution must be done locally, and delivery/receipt of the FPCA must be verified. Ensure FPCAs are available to citizens from states holding early primary elections at least 90 days prior to that primary election. Election dates are available at <http://www.fvap.gov/vao/vag/appendix/state-elections>.

(e) Coordinate with installation/military postal authorities and provide the Postmaster with a copy of Annex F of this AF Voting Action Plan to (1) ensure a postmark or other proof of mailing date is provided on each absentee ballot collected; and (2) ensure mail handlers process voting materials quickly.

(f) Utilize the FPCA Delivery/Distribution Plan at [Atch 5](#).

(16) Continue tracking and report goals as directed by MAJCOM/FOA/DRUs or SVAO.

(a) Submit after-action reports as directed by the SVAO.

(b) Assist with post-election surveys of unit voting officers, military personnel and federally employed civilians, and ballot transmission surveys if requested.

(17) Subscribe to the Voting Information Newsletter and Voting Information News Releases. Subscription instructions are located on the FVAP website, www.fvap.gov (more specifically, hover your mouse over the "Voting Assistance Officer" menu link, then select "Voting Alerts". On the "Voting Alerts" page, click the "Email Updates" link to subscribe. Ensure voter information received is disseminated to all installation personnel. Voting Assistance Officers are encouraged to extract information from the voting newsletters from FVAP and copy articles for internal media use. The FVAP is available on social networking sites like Facebook, LinkedIn, and Twitter. FVAP is using social networking to share important absentee voting deadlines and procedures, and to collaborate with voters on improving the absentee voting process. Local election officials, military and overseas citizens and voting assistance officers can follow FVAP for important updates on absentee voting.

(18) Ensure installation website contains a link to the FVAP.gov and the AF Voting Websites year-round as well as a link to the IVA Office's organizational e-mail account (vote@base.af.mil or similar vote.base@us.af.mil AFNET format).

(19) Ensure **IVA Office assistance requirements** are met. The IVA Office is required by the MOVE Act to provide absentee voters (and their family members, if present) with assistance in obtaining information on voter registration procedures and absentee ballot procedures (including FPCA and FWAB completion); voting registration help when registering to vote in a federal election, including access to the internet when practicable; information and assistance to update the individual's voter registration information (address changes, etc.); assistance to request an absentee ballot; and the offer to transmit the FPCA or NVRF via mail for the voter to the local election official (must mail within 5 calendar days of voter submission to the IVA Office IAW DoDI 1000.04). This assistance should be provided to the following absentee voters, including military personnel; their voting age family members, civilian personnel, and contractors (IVAO will need to coordinate with the MPS and CPO to include the IVA Office on checklists):

(a) New arrivals. Ensure newly arriving personnel on the installation are provided voting guidance (via Right Start/INTRO Programs). See [Atch 3](#) of this plan for a sample Information Sheet. Include link to the FPCA Wizard at <https://www.fvap.gov/r3/fpca/home>, IVA Office telephone number, vote@base.af.mil email address, and link to Voting Assistance area of installation's website. (Again, see [Atch 3](#) for sample Voting Assistance Information sheet). The IVAO will ensure the IVA Office is included on inbound in-processing checklists;

(b) Departures (PCSing/separating/retiring members) via virtual out processing, handout, or out processing checklist (see paragraph [3i\(26\)](#) below for separating/retiring members);

(c) Deploying for a period of 6 months or greater (include in Installation Deployment Office pre-deployment processing checklist).

(d) Returning deployed members from a deployment of 6 months or greater (also include in Installation Personnel Readiness Element re-deployment processing checklist). This requirement may be fulfilled if the IDO or IPR includes the voting assistance information sheet (See [Atch 3](#) for sample Voting Assistance Information sheet) in the redeployment packet;

(e) Changing their address;

(f) Requesting assistance;

(g) Separating/Retiring: Uniformed services members who are being separated/retired from active duty shall be advised to notify their local election office that they are no longer covered in accordance with the provisions of the UOCAVA and shall be provided the opportunity to submit a National Mail Voter Registration Form.

Note: UVAOs may be scheduled to present briefings and/or assistance for in/out-processing if fully trained and certified to perform the functions of the IVA Office, including NVRA responsibilities and to record required metrics when providing assistance to voters as a representative of the IVA Office (see para [3i\(31\)](#) of this plan regarding "Core UVAOs").

The IVAO should ensure that all small and **geographically separated units** located on the installation are provided this assistance (regardless of branch of service, component, or MAJCOM affiliation). IVAOs are responsible for GSUs, Dets, Tenants and OLs that are not co-located with

another major military installation (regardless of service). GSUs, Dets, Tenants and OLs on major military installations fall under the service and control of the local IVAO. Authority to perform these duties may be delegated to UVAOs fully trained in IVA Office operations. UVAOs must ensure assistance provided for reasons (a) through (f) above are reported on their monthly Measures of Effect and Performance spreadsheets. While authority may be delegated from the IVAO to the UVAOs, the responsibility for this assistance and proper reporting remains with the IVA Office.

(20) Inform entire serviced population of absentee voting information and resources 90, 60, and 30 days before each Federal election (e.g., 4 Aug 2014, 4 Sep 2014 and 3 Oct 2014). This information will be passed to the IVAOs from the SVAO via FVAP News Items. IVAOs are to pass to UVAOs to send through “squadron-all” e-mail distribution.

(21) Offer Squadron Commanders a bi-annual **Staff Assistance Visits** between 1 February and 31 March of every even-numbered year (i.e., 2014, 2016, etc.) and perform a self-inspection of the IVA Office during the same timeframe. (Retain commander’s reply email for two years). Utilize the current Voting Inspection Checklist loaded to MICT, maintained on the IVAO/UVAO SharePoint site at <https://cs3.eis.af.mil/sites/AF-DP-00-87/default.aspx> and contained in this voting action plan at [Appendix II](#). IVAOs should use a standard practice of a 60-day grace period for new checklists. That is, if SAVING a UVAO after the SVAO released a new Voting Inspection Checklist within 60 days of the SAV, then new items on the checklist (and this action plan and AFI 36-3107) should not be annotated as a “Deficiency”, but may be noted on the report in the “Recommended Improvement Areas (RIA)” portion of the report. However, if it’s simply a new item on the checklist but the requirement has been in the AFI or Voting Action Plan prior to the new checklist item being added to MICT, then IVAOs should report noncompliance as a finding or “observation”. IVAOs are asked to track suspenses for deficiency findings (45-day initial suspense). IVAOs are also asked to take down Best Practices, provide them to the SVAO, and notify the UVAO’s Squadron CC in the report. Utilize the SAV as a training and assistance visit, not focused on an inspection mindset. Send report to UVAO’s commander. SAV reports will include only findings categorized as Strengths, Deficiencies or Recommended Improvement Areas (RIA). RIAs will not be used to document procedural deviations or non-compliance; they are only used to identify areas where a more efficient or effective course of action is available. Previous visit reports should be reviewed. If a deficiency was noted in the past visit and is repeated in the current SAV, the report should read, REPEAT DEFICIENCY. Each checklist item is annotated with a “C” for “Critical”, “S” for “Significant” or “M” for “Minor”. This should be noted in the report, and deficiencies should be sorted in order of C, S, then M. **Please do not assign a rating!** *Note: IVAOs on large bases with over 20 squadrons should employ the Alternate IVAO and two to four experienced UVAOs to perform the SAVs. The IVAO or Alt IVAO should conduct SAV training IAW this paragraph and AFI 90-201 to ensure standardization across the base.*

(22) Upon being relieved of IVAO duties, ensure a **minimum of one-month overlap** between IVAOs to allow for an effective warm hand-off. The following checklist for turnover should be used:

- (a) ORG BOX: Turn over ownership of the IVA Office organizational email box to the new IVAO
- (b) PHONE: Turn over office and phone to new IVAO
- (c) CONTINUITY BOOK: Give continuity book to new IVAO and review it as part of training requirement
- (d) TRAINING: Ensure new IVAOs complete VAO and IVA Office Training modules at <http://www.fvaptraining.com/> or <https://www.fvaptraining.com/> and review the continuity binder, and local procedures. Notify AF SVAO of date of completion of training. **NOTE: Training must be done within 30 days of assumption of VAO duties!**

- (e) DATABASE: Put "IVAO's Database" (v2.3 or higher) on SharePoint site or share drive for new IVAO to download (or you can copy it from your hard drive to a CD).
- (f) METRICS: Explain how metrics are entered into the FVAP Portal and collected by the SVAO and FVAP.
- (g) Share Point site: Give SharePoint site URL to new IVAO: <https://cs3.eis.af.mil/sites/AF-DP-00-87/default.aspx>. Advise to join immediately.
- (h) APPT LETTER: Email PDF'd, signed appointment letter to Bill D'Avanzo
- (i) MATERIALS: Provide new IVAOs with "Voting FAQs.doc", "ePubs--Instructions for IVAOs.doc", the Continuity binder, and the other materials.

(23) Maintain a **continuity binder** (electronic or paper) and pass it on to their successor. The continuity folder and/or drawer should contain this AF Voting Action Plan (current version downloadable from IVAO/UVAO SharePoint site at <https://cs3.eis.af.mil/sites/AF-DP-00-87/default.aspx>; the current FVAP IVA Office Handbook; The IVAO's Database, 2.0 or later (downloadable from Share Point site); the current Voting IG Checklist (available on Share Point site); the current Voting Assistance Guide; FPCAs and FWABs (a); Appointment Letters; training certificates; Election Dates Calendar (from ePubs, see [Attachment 2](#)); Absentee Voting Brochure (download from www.fvap.gov/resources/media/brochure.pdf); maintain "sent" e-mail of voting info passed on to your UVAOs; voters weeks plans and after action reports; ~~measures of effect and performance spreadsheets~~ (2-year history); Installation Voting Plan (if one exists); and Voting FAQ (download from IVAO/UVAO Share Point site). (*NOTE: Where practicable, maintain documents on computer to conserve paper*).

(a) Appointment Letters: Ensure the current appointment letter, signed by the Installation commander (template at [Atch 4](#)), is on file. Also, the original appointment letter from FY11 that established the IVA Office should never be discarded. Maintain indefinitely in continuity binder. If the original appointment letter establishing the IVA Office is no longer available, check with the SVAO to see if is on file at AFPC. If not, the most recent appointment letter must include paragraph 3 of the template letter found at [Atch 4](#) of this plan.

(b) Training Certificates: Maintain IVAO and Alternate IVAO certificates for their entire term. This is to provide proof to base/visiting IG inspectors that the IVAO/Alt IVAO was trained within 30 days of assuming VAO duties, and that re-certification training was accomplished every even-numbered year of their tenure.

(24) Coordinate with Airman and Family Readiness Center Director for assistance with dependent/family member outreach efforts. For example, ask if the IVA Office may set up a table/booth during events where voting age family members will be in attendance. Similar partnerships may be created with the MPS and the Medical Treatment Facility.

(25) **Appoint "Core UVAOs"** (if desired/necessary) in writing to assist running and representing the IVA Office. These Core UVAOs are required to be certified by the IVAO via training IAW paragraph [3i\(6\)](#) above within 30 days of working in or representing the IVA Office. Core UVAOs will then be authorized to train other UVAOs on base. (N/A for ANG)

(26) **National Voter Registration Form (NVRF)**: Notify uniformed service members who are being released from active duty they should notify their local election office that they are no longer covered under the "Uniformed and Overseas Citizens Absentee Voting Act". Provide them the opportunity to submit an NVRF. The NVRF shall also be provided to Federal civilian employees and other U.S. citizens who have access to the IVA Office within the United States, and to uniformed services voters who currently reside in their voting districts. Resources for these actions can be found at <http://www.fvap.gov/military-voter/transition>.

(27) **Work with Local Election Officials (LEOs).** County and State election officials may be allowed by the installation commander to assist the IVAO with non-partisan voter registering activities and participate in voter awareness week events. IVAOs have found it very beneficial to have local experts on hand. *NOTE: OSD/FVAP is the sole DoD agency that establishes voting procedures. Questions, concerns and issues between the IVAO or Installation Commander and the LEO should be worked through the SVAO to FVAP.*

(28) **IVA Office Manning & Office Hours:**

(a) **DoDI 1000.04 Guidance:** Guidance in the DoDI states that the IVA Office “...should be located in a well-advertised, fixed location, consistent throughout the Service, and should be physically co-located with an existing office that receives extensive visits by Service personnel, family members, and DoD civilians.” While it would be beneficial to assign the IVA Office to a particular functional community and locate it in the same place throughout the Air Force, we are not able to take that step at this time. Because the IVAO position is to remain unfunded for now, the Air Force will leave the location of the IVA Office up to the discretion of the Installation Commander, with the suggestion that the Airman & Family Readiness Center be considered. It is *critical*, however, that Separation Requirements (see Subparagraph (29) below) be adhered to in order to avoid legal reporting requirements under the NVRA of 1993. Additionally, Installation Commanders may continue the position in an additional duty manner, employ volunteers, create a GS position from local civ pay dollars, or designate more additional duty positions to spread the workload out.

(b) **Office Hours:** The MOVE Act requires the services to inform absent uniformed services voters of the assistance available, including “the time, location, and manner in which an absent uniformed services voter may utilize such assistance.” OSD/FVAP interpreted this requirement to mean that the IVA Office worker must be available to provide the voter assistance within a “reasonable timeframe”. Therefore, the IVA Office may contain a well-placed, visible sign or placard that directs voters to contact the IVAO via the email org box or the IVA Office, IVAO’s, or Alternate IVAO’s phone number for an appointment. (Note 1: The installation voter assistance office phone number may be used if voters’ voice mails will be answered in a reasonable amount of time—normally within two business days, but within one business day if less than 45 days prior to a Federal election.) (Note 2: Volunteers and UVAOs’ phone numbers may also be placed on the placard or advertised on the installation voting assistance website as long as the volunteers/UVAOs working in the IVA Office, or as a representative of the IVA Office, have been fully trained and certified in accordance with training requirements for IVA Office workers enumerated in paragraph [3i\(6\)](#) of this plan. This ensures appropriate service is given, IVA Office workers understand the separation of duties principle contained in subparagraph (29) below, and measures of effect and performance (metrics) are recorded in accordance with policy contained in paragraph [3i\(7\)](#) of this plan.) The IVAO must ensure that response times are maintained whether he/she is present or not. If TDY, deployed or on leave, the IVAO is required to delegate the responsibility to the Alternate IVAO and/or Core UVAOs to cover the email org box and voicemail. During the period of absence, the IVAO should include info in their out-of-office assistant as to where voters can obtain voting assistance. When no alternative IVAO or Core UVAO number is available, use the FVAP contact information on www.fvap.gov website.

(29) **Separation Requirements for the IVA Office:** This information is a reprint of the separation requirements found in the FVAP IVA Office Handbook. In the Handbook provided by FVAP, it was recommended that the IVA Office be clearly established as an office that only offers

voting services. While the IVA Office should be co-located with a frequently visited office where practicable, it should be set up with reporting, physical, functional, and personnel separation.

(a) Reporting Separation: While staffing the installation voter assistance office, personnel report directly to the installation commander—not necessarily to the unit/office location in which the IVA Office is co-located.

(b) Physical Separation: The IVA Office should be set-up in an independent, well-defined space (room, desk, or cubicle) and should be clearly labeled as the IVA Office.

(c) Functional Separation: The IVA Office should provide voting services, exclusively.

(d) Personnel Separation: While staffing the IVA Office, personnel (installation voting assistance officers and assistants) should provide voting services, exclusively.

NOTE: If the responsibilities of the IVA Office are incorporated into another office such as the Family Readiness Center without the necessary separations enumerated above, that office would be required to comply with the activities outlined in the NVRA for a voter registration agency that is an office that provides service or assistance in addition to conducting voter registration.

In addition to fulfilling the duties of the IVA Office, that office would incur the additional responsibilities of providing DD Form 2645, recording the number of DD Forms 2645 completed, and retaining completed DD Forms 2645 in the office for 24 months.

(30) Joint Bases. (This paragraph based on an inter-service MoA)

(a) Joint Bases not sharing One Installation: Joint bases, such as Joint Base San Antonio which includes Randolph AFB, Lackland AFB, and Ft. Sam Houston are to each have their own IVAO and Alternate IVAO. Each of the three installations (in this instance) will also have their own IVA Office, led by the service owning that particular installation.

(b) Joint Bases Sharing One Installation: *Defined--*Where multiple services share a single installation (i.e., no gate between the two geographic boundaries where each service “owns” real estate OR where there is less than two miles separating the installations). The lead service of the installation(s) will take the responsibility of IVAO and setting up/running the IVA Office. That lead service will be responsible for servicing all voters with access to the IVA Office. In those instances where the USAF is not the lead service, USAF tenant units/GSUs/OLs will establish UVAOs for USAF units with over 25 uniformed service members assigned. USAF tenant/GSU/OL unit commanders with fewer than 25 assigned will work with the host IVAO to request a host unit to service the USAF tenant unit population, preferably another USAF unit on base.

(c) When the lead service operates the sole IVA Office on the joint base, care must be taken that the tenant service inbound/outbound and deploying personnel, in addition to those making a change of address, are provided mandatory service IAW para [3i\(19\)](#) above.

(31) UVAOs Working in the IVA Office (Core UVAOs): UVAOs may work in the IVA Office and perform IVA Office duties as long as the UVAOs working in the IVA Office have

been fully trained using the FVAP IVA Office handbook and training slides located at <http://www.fvap.gov/resources/media/installation-vao-handbook.pdf> (or via CBT at <http://www.fvaptraining.com/> or <https://www.fvaptraining.com/>. -- See para [3i\(6\)](#) above) and <http://www.fvap.gov/resources/media/installation-vao-self-training.ppt> respectively, and the IVAO/IVA Office portion of this USAF Voting Action Plan, so that appropriate service is given, UVAOs understand the separation of duties principle contained in paragraph [3i\(29\)](#) above, and measures of effect and performance are recorded in accordance with new policy contained in para [3i\(7\)](#) above. Once training is completed, the IVAO may award UVAOs with the certificate of training at the end of the Power Point presentation of FVAP training located at <http://www.fvap.gov/resources/media/installation-vao-self-training.ppt> or at the end of the CBT at <http://www.fvaptraining.com/> or <https://www.fvaptraining.com/>. **This certificate designates the trained UVAO as a representative of the IVA Office.** At a minimum, Installation Commanders should require at least four “Core UVAOs” (e.g., from the four largest squadrons on base; or one from each Group) to augment the IVA Office as well as ensure the installation is staffed with both an IVAO and Alternate IVAO (see [Attachment 4](#) of this AF Voting Action Plan). The Installation Commander may delegate authority to the IVAOs to appoint these “Core UVAOs” via the IVAO Appointment Letter (see Attachment 4 of this AF Voting Action Plan). Six IVA Office workers, fully trained should be able to support all requirements of the IVA Office (or represent the office—e.g., at in-processing events) without undue impact on their primary mission duties.

(32) Advertisement Requirement: IVAOs are responsible to advertise the new IVA Office via the installation website and PA Offices. The MOVE Act requires us to inform absent uniformed services voters of the assistance available, including the availability of information and voter registration assistance at the IVA Office; and the time, location, and manner in which an absent uniformed services voter may utilize such assistance. (Note: The “time” requirement may be met as described in para [3i\(28\)](#) above). Remember to provide the phone number to the base operator, included in the base phone book, and if possible, have a sign outside the building indicating that the IVA Office is placed there.

(33) IVA Office versus IVAO: The IVA Office is to be placed on the wing org chart using the Wing designator and office symbol of “VO” IAW AFPD 36-31, paragraph 2.1. DoDI 1000.04 and AFPD 36-31 requires that the function be in the chain directly under the installation commander. IVAOs, however, may perform this function as an additional duty, and are not required to be under the direct supervision of the installation commander. Full time employee positions placed in the IVA Office may be directly supervised by the installation CC, CV, DS or CAG director. The Installation Commander will establish the IVA Office and designate it as a Voter Registration Agency using the template appointment/establishment letter at [Attachment 4](#) of this AF Voting Action Plan.

(34) Partnering with Personnel Offices: DoDI 1000.04 require, in addition to placement on PCSing personnel, inbound personnel, and deployment checklists, for IVA Offices to be a processing checklist item when personnel change their addresses. This action is performed by the Military Personnel Section, so the IVAO will need to notify the MPS/CC or MPS Chief of the need to implement this provision of the MOVE Act. Specifically, MPS Customer Service needs to provide the phone number and email org box address of the IVA Office to military members

changing their address. The same requirement needs to be included in the Civilian Personnel Office. This can be accomplished by the MPS or CPO providing Attachment 3, “Voting Assistance Information” of this Voting Action Plan to the voter.

(35) Assisting voters using provisions of MOVE Act:

(a) If a voter states that their State or local election official refused to accept their FPCA, marked absentee ballot or FWAB solely on the basis of (1) notarization requirements (2) restrictions on paper type, including weight and size; or (3) restrictions on envelope type, including weight and size, please contact the SVAO immediately for referral to appropriate FVAP officials.

(b) Voters must be given (by their State) at least one option of electronic means to (a) transmit their registration application and request absentee ballots (FPCA) and (b) receive their blank ballots. NOTE: Please check the online version (<http://www.fvap.gov/vao/guide.html>) of the Voter Assistance Guide for changes to State options since the VAG is a living document subject to constant change.

(36) IVA Office Needs: In order to fulfill the intent of the MOVE Act, the IVA Office should have a computer with internet access and an all-in-one copier/fax/scanner to assist in sending and receiving voting materials, and to assist voters in general with their voting needs. Computer access may present a problem regarding voters using the computer to fill in form data. That is, it’s impractical to expect voters to establish a log-on for the computer, and it’s likely that dependents and contractors utilizing the office will not have CACs. Therefore, the IVA Office is left with two choices: (1) Use an “off-net” computer, that doesn’t require a CAC for access. The problem with this option is that internet access is still required, and non-NIPR/SIPR access would be an additional cost to the Wing; and (2) The IVA Office worker would need to be logged on to the computer and assist/monitor the voter as they utilize the computer. The major drawback would be that the voter may feel this is an invasion of privacy. The logical option at that point, then, would be for the IVA Office worker to provide instructions for the voter to take with them to use on their personal computer. The IVA Office remains an unfunded mandate and all supplies and equipment costs are to be borne by the host wing O&M funds.

(37) Quarterly VAO Recognition Program. (See [Atch 6](#) for details).

(38) Self-Inspection Procedures: The Voting Assistance Program is a “by-law” program that must be inspected, and an annual report to higher HQ is required. IGs must be able to collect sufficient self-assessment data (via the Assessment Notes and folders areas) from MICT that gives them a more complete view of your program. IVAOs and UVAOs are to answer questions on their respective checklists in MICT (A1-13 for IVAOs and A1-29 for UVAOs), and regardless of whether the answer is yes, no, or N/A, IVAOs and UVAOs are required to update supporting statements in the “Assessment Notes” area, and it is highly encouraged to upload supporting documentation in the “Action” folder.

j. Installation Voting Committee will:

(1) Formulate and conduct aggressive base-level publicity on voting information for the entire period of the plan. Include the publicity plan in the installation voting action plan, if the committee votes to create/implement an installation voting action plan. Ensure the plan addresses Armed Forces Voters Week, Overseas Citizens Voters Week, and Absentee Voters Week publicity as well as location, contact information and services of the IVA Office.

(2) Coordinate installation resources to support the voting assistance program and carry out the installation voting action plan.

**k. Unit Voting Assistance Officers (UVAOs), including “Core UVAOs” will:
(N/A for ANG)**

(1) Comply with AFI 36-3107 and the current AF Voting Action Plan.

(2) Maintain a **continuity binder** and pass it on to their successor. The continuity folder and/or drawer should contain this AF Voting Action Plan (current version downloadable from IVAO/UVAO SharePoint site at <https://cs3.eis.af.mil/sites/AF-DP-00-87/default.aspx>); the current Voting Assistance Guide (where can they obtain that from electronically?); the current Voting IG Checklist (available on Share Point site); FPCAs and FWABs (minimum of 25 each); Appointment Letter; training certificate; Election Dates Calendar (from ePubs, see [Attachment 2](#)); Absentee Voting Brochure (download from https://www.fvap.gov/uploads/FVAP/VAO/Tri-Fold_Brochure.pdf); maintain “sent” e-mail of info passed on to your squadron members along with document logging number or percentage of squadron members reached (for mandatory FPCA distribution times); measures of effect and performance spreadsheets (2-year history); Installation Voting Plan (if one exists); and Voting FAQ (download from IVAO/UVAO Share Point site). (*NOTE: Where practical, maintain documents on computer to conserve paper.*)

NOTE: Training Certificates: Maintain **all** UVAO’s training certificates for their entire term. This is to show proof to visiting IGs that the UVAO was trained **within 30 days of assuming VAO duties**, and that re-certification training was accomplished every even-numbered year of their tenure. To access the required CBT, go to <http://www.fvaptraining.com/> or <https://www.fvaptraining.com>. Click “Get Started”; Click “I trust this website”; and select “Voting Assistance Officer 2014 Training (VAO)” to take the course. If you have been selected by the IVAO to be a Core UVAO, you must also take the “Installation Voter Assistance Office 2012 Training (IVA Office)” before performing any IVA Office duties. When you reach the print certificate page, it pops up the standard printer properties box. At that point in time, select whether to print it in portrait or landscape. Typically, the printer's settings are set to auto-detect whether the page should be portrait or landscape. If it prints incorrectly the first time, you have a chance to print as many times as you need as long as you do not close out the survey.

(3) Carry out duties listed in the 2014-15 Voting Assistance Guide, Chapter 3.

(4) Obtain Voting Assistance Guides, Publication ID# VAG 2014-15 and election calendars. Also obtain motivational posters from their IVAO, in a ratio of 1 per occupied building on base which houses personnel. Also obtain sufficient quantities of FPCAs (SF 76) and FWABs (SF 186), (suggest minimum of **25** each). Electronic copies of the VAG are available on the FVAP’s website. In addition, most states accept the on-line version of the FPCA which is available at www.fvap.gov. Ensure enough supplies are on hand to support activated Guard/Reserve personnel as well as for use in Voters Week events.

(5) Provide voting assistance to all assigned UOCAVA-eligible personnel and disseminate voting information and provide voting assistance as required for Federal, state and local elections throughout the entire term as a UVAO.

(6) Serve as “**Core UVAO**” if selected/appointed by the IVAO. A Core UVAO is a member of the Installation Voter Assistance Office (IVA Office) and must be trained IAW para 3i6 above, within 30 days of assuming duties or representing the IVA Office. Upon completion of training, Core UVAOs may train and certify other UVAOs. IVA Office training requirements are listed in this plan. Core UVAOs are required to work in or as representatives of the IVA Office to distribute the workload from the IVAO and Alternate IVAO. The IVAOs may require Core UVAOs to serve up to three hours per month as representatives of the IVA Office.

(7) Provide FPCAs for registration and request ballots for primary elections. Some states begin their primary elections in January 2014. During this period, UVAOs will concentrate on providing absentee registration and voting assistance for state primary elections.

(8) Assist the IVAO with Armed Forces Voters Week/Overseas Citizens Voters Week (30 Jun – 7 Jul 2014) and Absentee Voters Week (29 Sep – 6 Oct 2014) if requested. Within UVAO’s own unit, publicize the importance of early action to obtain election ballots well in advance of election deadlines. (NOTE: If the established weeks set forth in this plan for AFVW and AVW are not viable times for your installation, your IVAO may request the wing commander approve utilizing another timeframe 2 weeks either side of the established dates is acceptable).

(9) Deliver FPCAs between 1-15 Jan 2014, again, between 1-15 Jul 2014, and again, between 1-15 Jan 2015 to UOCAVA-eligible Air Force personnel and, to the greatest extent practicable, their dependents (via the sponsor) for use in the Federal Election. This may be done by one-on-one physical contact, or electronically. Electronic distribution must be done locally, and delivery or read receipt of the FPCA must be utilized. Verify by researching and resolving failed delivery receipts. That is, the UVAO should personally contact individuals by non-electronic means or other electronic means if the email was not delivered to their inbox by reason of failure or full mailboxes. Maintain records of this contact and delivery of FPCAs. Read or delivery receipts will be transcribed to a permanent document to prove percentage of contact made. **Maintain records for two years (for proof to IG inspectors)**. Goal is 100% of non-deployed assigned UOCAVA-eligible personnel. Also, ensure FPCAs are available to citizens from states holding early primary elections at least 90 days prior to that primary election. Election dates are available at <http://www.fvap.gov/vao/vag/appendix/state-elections>. Maintain a supply of Federal Write-in Absentee Ballots (FWABs) for those cases where the FVAP announces they may be used in the CONUS.

(10) Military UVAOs: Administer the standard oath printed on the SF 76 (FPCA). Commissioned/noncommissioned officers designated as UVAOs are authorized by DoD Instruction 1000.4 to administer oaths in connection with voting registration and voting. Civilian UVAOs/IVAOs are **not** granted this authorization by law.

(11) **Reporting:**

(a) **Measures of Effect and Performance** are no longer reported by submitting a spreadsheet, but by entering voting assistance statistics in the FVAP Portal. All UVAOs are required to obtain an FVAP Portal account and immediately report all assistance given on the FVAP Portal.

FVAP PORTAL ACCOUNT: Go to www.fvap.gov and scroll to the bottom right of the web page. Click the “Admin Portal” link and follow the instructions to create your profile. The UVAO will receive a verification email from noreply@fvap.gov. Once verified, you’ll get a confirmation email. Sign in from <https://www.fvap.gov/portal/login/welcome.html>.

Counting Assistance Given: Do not account for mass emails of information such as FVAP News Releases as if they were assistance to be counted in your metrics—this is a change! **DO** count individual emails where you directly assist one person). See more specific guidance at para [3i\(7\)](#).

- (b) Submit annual or bi-annual **after-action reports** **if** directed by the IVAO and the SVAO.
- (c) Assist with **post-election surveys** of UVAOs, military personnel and federally employed civilians, and ballot transmission surveys, if requested.

(12) Ensure all Armed Forces personnel (including activated ANG and Reserve personnel) receive at least one briefing, training period, or information period of instruction devoted to absentee registration and voting, **annually**. Track attendance—may be done at commander’s call or by email (distribution of a power point training presentation or [Atch 3](#)). Email delivery must include read or delivery receipt. UVAOs are to maintain a record of training and attendance/delivery for a period of no less than one year (“numbers trained” only—no personally identifiable information is to be maintained).

(13) Notify supervisors that their annual performance report must address performance as a VAO within 30 days of appointment (this is by law and not waivable). Notification must be in writing and may be done via email. Print email and file in continuity folder as proof of notification.

(14) Encourage voters to submit an FWAB if they previously had submitted an FPCA but have not yet received a ballot and it’s within 30 days of the election date.

(15) Subscribe to the Voting Information Newsletter and Voting Information News Releases. Subscription instructions are located on the FVAP website, www.fvap.gov (more specifically, hover your mouse over the “Voting Assistance Officer” menu link, then select “Voting Alerts”. On the “Voting Alerts” page, click the “Email Updates” link to subscribe. Ensure voter information received is disseminated to all unit personnel.

(16) Self-Inspection Procedures: The Voting Assistance Program is a “by-law” program that must be inspected, and an annual report to higher HQ is required. IGs must be able to collect sufficient self-assessment data (via the Assessment Notes and folders areas) from MICT that gives them a more complete view of your program. IVAOs and UVAOs are to answer questions on their respective checklists in MICT (A1-13 for IVAOs and A1-29 for UVAOs), and regardless of whether the answer is yes, no, or N/A, IVAOs and UVAOs are required to update supporting statements in the “Assessment Notes” area, and it is highly encouraged to upload supporting documentation in the “Action” folder.

4. Other Actions:

- a. Personnel: Follow Annex A and its appendices.
- b. Public Affairs: Follow Annex B.

- c. Staff Judge Advocate: Follow Annex C.
- d. Comptroller: Follow Annex D.
- e. Information Management: Follow Annex E.
- f. Postal Service: Follow Annex F.
- g. Communications Support: Follow Annex G.

5. Execution:

a. This plan is effective upon receipt via e-mail distribution to IVAOs and/or upload to the IVAO/UVAO Share Point website (not to include the “draft” folder on the Share Point site).

b. Commanders at all levels will assist and encourage military personnel and their eligible dependents, as well as all Air Force civilian employees to register and vote, in person or by absentee process, in all elections held in their election districts during 2014 and 2015.

c. (OPTIONAL) IVAOs may prepare installation voting action plans following the publishing of this plan. Incorporate any command special items which are provided in the MAJCOM/FOA/DRU plan. Submit your plan to the installation commander for approval and send a copy to MAJCOM/FOA/DRU VAO for review/file.

d. Armed Forces Voters Week/Overseas Citizens Voters Week (30 Jun – 7 Jul 2014) is the time frame by which all installations (except the USAF Academy) will culminate their program to focus attention of all personnel on the upcoming elections.

e. MAJCOM/Wing Inspector General will evaluate voting assistance program effectiveness IAW the MICT checklists (Voting checklist items are found in four checklists in MICT: UVAO, IVAO, MVAO and as part of the Installation Commander’s checklist). Reviews are due annually to ensure compliance with DoD regulations and public law. A SAF/IG report will be submitted to DoD IG with a copy to the Director, FVAP by January 31 of the following year.

6. Coordination: All Federal agencies/organizations with civilian employees and constituents near Air Force installations overseas are encouraged to ensure their voting campaign coincides with the Air Force time frame to take advantage of publicity/information disseminated through internal/external media.

OFFICIAL

Air Force Voting Action Officer
Air Force Personnel Center

6 ATTACHMENTS TO AF VOTING ACTION PLAN:

[Attachment 1](#). Sequence of events for installation and unit voting assistance officers (I/UVAOs)

[Attachment 2](#). Instructions for IVAOs to Register on AF Departmental Publishing Office (ePubs) and order voting materials

[Attachment 3](#). Voting Information Sheet (for deploying/PCSing/inbound personnel)

[Attachment 4](#). Sample IVAO Appointment Letter and IVA Office establishment/VRA designation

[Attachment 5](#). FPCA Delivery/Distribution Plan

[Attachment 6](#). Voting Assistance Officer Recognition Program

ATTACHMENT 1

SEQUENCE OF EVENTS FOR INSTALLATION AND UNIT VOTING ASSISTANCE OFFICERS (I/UVAOs)

30 Dec 2013

VAO Recognition Program

Submissions due to SVAO NLT two duty days prior to the 1st day of a new CY Qtr. See [Attachment 6](#) for all rules/procedures.

Calendar Year 2014

Continue to publicize the AF Voting Program and provide assistance for the entire year.

1 Jan 2014 to 15 Jan 2014

Deliver FPCAs (physically, or electronically) to all serviced UOCAVA-eligible voters between 1 Jan 2014 and NLT 15 Jan 2014. Encourage voters to complete and submit their FPCAs for Primary and all other 2014 elections.

2 January 2014

Command Emphasis Campaign. Release voting awareness/emphasis messages via high ranking officials highlighting the importance of voting. Use base newspapers, electronic mail, etc. Utilize videos and other materials provided by FVAP and the SVAO.

7-9 Jan 2014

FVAP will be sending an "email blast" to all Uniformed Service members with active email addresses from January 7-9. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA.

15 Jan 2014

Provide Metrics (Measures of Effect and Performance) to SVAO via email, until new FVAP web-based database is put in use.

21 Jan 2014

Create base-specific public service announcements (PSAs) with high ranking officials highlighting the importance of voting. Begin airing these PSAs at base theaters, AFN, base papers, base websites. Examples can be found on www.facebook.com/DoDFVAP.

Between January and March 2014

Ensure FPCAs are available to citizens from states holding early primary elections at least 90 days prior to that primary election. Election dates are available at <http://www.fvap.gov/vao/vag/appendix/state-elections>.

1 Feb 2014 – 31 Mar 2014

IVAOs are to offer (to Squadron Commanders) to perform Staff Assistance Visits on all assigned UVAOs.

2 Feb 2014

Super Bowl Challenge. FVAP will be airing public service announcements during the Super Bowl on AFN. Host a voter registration drive or hang voting posters around your base Super Bowl Party. Send SVAO photos to forward to FVAP!

4-6 Feb 2014

FVAP will be sending an email blast to all Uniformed Service members with active email addresses from February 4-6. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA.

28 Mar 2014**VAO Recognition Program**

Submissions due to SVAO NLT two duty days prior to the 1st day of a new CY Qtr. See [Attachment 6](#) for all rules/procedures.

15 Apr 2014

Provide Metrics (Measures of Effect and Performance) to SVAO manually, until new FVAP web-based database is put in use.

Not later than 5 May 2014

Provide Armed Forces Voters Week or Overseas Citizens Voters Week Plan to MAJCOM VAO and the SVAO.

17 Jun 2014

Public Service Announcements – Run base specific public service announcements with high ranking officials highlighting the importance of voting at base theaters or on AFN. Examples can be found on the FVAP Facebook page at www.facebook.com/DoDFVAP.

17-19 Jun 2014

FVAP will be sending an email blast to all uniformed service members to remind them of the upcoming primary elections and emphasize the need to fill out an FPCA now.

27 Jun 2014**VAO Recognition Program**

Submissions due to SVAO NLT two duty days prior to the 1st day of a new CY Qtr. See [Attachment 6](#) for all rules/procedures.

30 Jun 2014 – 7 Jul 2014

Conduct “Armed Forces Voters Week” and “Overseas Citizens Voters Week”. activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs are encouraged to plan events around installation 4th of July activities. Invite Families!

1 Jul 2014 to 15 Jul 2014

Deliver FPCAs to all assigned UOCAVA-eligible personnel between 1 Jul 2014 and NLT 15 Jul 2014

2 July 2014

Command Emphasis Campaign. Release voting awareness/emphasis messages via commanders, base newspapers, electronic mail, etc. Utilize videos and other materials provided by FVAP and the SVAO. Campaign should run concurrently with “Armed Forces Voters Week” / “Overseas Citizens Voters Week” campaign.

15 Jul 2014

Provide Metrics (Measures of Effect and Performance) to SVAO via email.

4 Aug 2014

Report results of Armed Forces Voters Week to MAJCOM VAO and the SVAO (using IVAO's Database. Export spreadsheet and e-mail) NLT 4 Aug 2014.

4 Aug 2014

Provide Absentee Voters Week Plan to MAJCOM VAO and the SVAO NLT 4 Aug 2014.

4 Aug 2014 (90 days from Federal Election)

Inform entire serviced population of availability of absentee voting information and resources (base-wide e-mail, providing IVAO org box and listing generated from "IVAOs Database" of all UVAO's unit/names/duty phone (utilize "UVAO Listing for Telephone Operators" button).

5 Aug 2014

FVAP will be sending an email blast to all Uniformed Service members with active email addresses from August 5-7. This email will remind them that the November election is 90 days away.

15 Aug 2014

Overseas IVAOs make second contact. Ensure delivery of FPCAs for ballot requests (between 1 Aug and NLT 15 Aug 2014).

01 Sep 2014

CONUS IVAOs make second contact. Ensure delivery of FPCAs for ballot requests.

3-5 Sep 2014

FVAP will be sending an email blast to all Uniformed Service members with active email addresses from September 3-5. This email will remind them that the November election is 60 days away.

04 Sep 2014 (60 days from Federal Election)

Inform entire serviced population of availability of absentee voting information and resources (base-wide e-mail, providing IVAO org box and listing generated from "IVAOs Database" of all UVAO's unit/names/duty phone (utilize "UVAO Listing for Telephone Operators" button).

20 Sep 2014 Ballot Mailing Deadline for States. Notify voters to begin checking mail boxes and email boxes for their ballot. Vote and return your ballot upon receipt!

28 Sep 2014 Run base public service announcements with high ranking officials highlighting the importance of voting at base theaters or on AFN. Examples can be found on the FVAP Facebook page at www.facebook.com/DoDFVAP.

29 Sep 2014

VAO Recognition Program

Submissions due to SVAO NLT two duty days prior to the 1st day of a new CY Qtr. See [Attachment 6](#) for all rules/procedures.

29 Sep – 6 Oct 2014

Conduct Absentee Voters Week. VAOs should encourage all absentee voters to complete and return their absentee ballot.

1 Oct 2014

FVAP will be sending an email blast to all Uniformed Service members with active email addresses from October 1-3. This email will remind them that the November election is 30 days away.

1 Oct 2014

Command Emphasis Campaign. Release voting awareness/emphasis messages via commanders, base newspapers, electronic mail, etc. Utilize videos and other materials provided by FVAP and the SVAO. Campaign runs in coordination with the Absentee Voters Week.

5 Oct 2014 (30 days from Federal Election):

VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB. Inform entire serviced population of availability of absentee voting information and resources (base-wide e-mail, providing IVAO org box and listing generated from "IVAOs Database" of all UVAO's unit/names/duty phone.

7 Oct 2014 Voters in Afghanistan and other overseas locations without access to the military postal system should send voted ballots in now so they arrive in time to be counted.

14 Oct 2014

Recommended ballot mailing date for voters in overseas military installations with access to the military postal system.

15 Oct 2014 to NLT 12 Nov 2014

Submit end-of-year report to the SVAO (vote.airforce@randolph.af.mil) if requested

17 Oct 2014

Report results of Absentee Voters Week to MAJCOM VAO and the SVAO (using IVAO's Database. Export spreadsheet and e-mail) no later than 17 Oct 2014.

20 Oct 2014 (15 days before Election Day). VAOs should stress to voters to complete and return their absentee ballot. If voters have not received their requested absentee ballots, VAOs should encourage them to complete and submit the FWAB.

28 Oct 2014

Recommended ballot mailing date for Stateside Uniformed Service members and their families.

4 Nov 2014

Election Day. VAOs should encourage local voters to go to their polling place and vote.

12 Nov 2014

Submit end-of-year report to the SVAO (vote.airforce@randolph.af.mil) NLT 12 Nov 2014

30 Dec 2014

VAO Recognition Program

Submissions due to SVAO NLT two duty days prior to the 1st day of a new CY Qtr. See [Attachment 6](#) for all rules/procedures.

1 Jan 2015 to NLT 15 Jan 2015

Deliver FPCAs to all assigned UOCAVA-eligible personnel

ATTACHMENT 2

INSTRUCTIONS FOR IVAOs TO REGISTER ON E-PUBS & ORDER MATERIALS:

Revision Date: 31 Oct 2013

1. Login to the Air Force Portal (<https://wmsweb.afncr.af.mil/wms/>)
2. Log in with CAC
3. "Associated Accounts" may be "Disabled" under the "Status" column. Click "View Details"
4. Fill in User Details and click "Save" button
5. Click "Yes" button to confirm creating user access
6. Click "OK" button on account creation confirmation
7. Associated Account should now read "Enabled" in "Status" column
8. Click on "Shop Online"
9. Enter "SF76" or "SF186" (or other materials short title name—see below) in "Keywords" text box and click "Search" link to right
10. Click on magnifying glass to view details
11. Enter the quantity required and then click the "+" button to add to shopping cart
12. Click "Continue Shopping" or "Proceed To Checkout"
13. Click on "Submit Order" link

Products to order: SF 76 (FPCA), SF 186 (FWAB), Election Calendar Posters, Motivational Posters, and Banner.

Short Titles

Product:

VAG	Voting Assistance Guide
DODP114LARGE	"Motivational Poster (large)"—NO LONGER AVAILABLE
VOTINGWALLETCARD2014	Business Card size info sheet on voting assistance
ELECTION14CALENDAR	Election Calendar Poster
VOTE BANNER2012	Banner for use in special events or IVA Office
N/A	FPCA (type in SF76 ...no space between SF and 76!)
N/A	FWAB (type in SF186 ...no space between SF and 186!)

Difficulties may be resolved by contacting Air Force ePublishing at DSN 754-2438 or COMM 1-800-848-9577 or by email at e-publishing@pentagon.af.mil. The Air Force Voting Action Officer at AFPC does not have e-publishing access to assist.

FREQUENTLY ASKED QUESTIONS: <http://www.e-publishing.af.mil/faq/index.asp>

VOTING ASSISTANCE INFORMATION FOR PCSing, SEPARATING, AND DEPLOYING PERSONNEL

Your Installation Voter Assistance Office is here to help you exercise the very right you protect—your right to vote! We can help you register to vote, request an absentee ballot and notify your local election officials back home of a change of address. The information below is provided for you as you get ready to transition and are thinking of what you must do before and after you make that change in assignment or go on your deployment or separate/retire.

Federal Post Card Application (FPCA): The FPCA can be used to register to vote while simultaneously requesting an absentee ballot. It can also be used to submit a change of address to your local election officials. You can now go online to <http://www.fvap.gov/uploads/FVAP/Forms/fpca2013.pdf> and use the FPCA Wizard that will help you register, request your absentee ballot and/or change your address while providing you with all of your state-specific information and requirements to vote!

Federal Write-In Absentee Ballot (FWAB): The FWAB can be used as a backup in case you have already registered to vote or sent in an FPCA to both register and request your absentee ballot, but you have not yet received your absentee ballot from your State. Like the FPCA, you can go online to fill in the FWAB at <http://www.fvap.gov/uploads/FVAP/Forms/fwab2013.pdf> and use the FWAB Wizard that will help you to vote in Federal elections, even filling in your candidate choices based on your State of residence!

Both the FPCA and FWAB Wizards will provide you with a filled in form. All you have to do is **print, sign and date it**, and return it to your election official via the directions provided (some States allow you to fax, and/or e-mail your signed form if you “PDF” and scan it to your computer).

National Mail Voter Registration Form (NVRF): If you are separating/retiring, you’ll need to advise your local election official (LEO) that you will no longer be considered a military voter. The NVRF can then be used to notify your LEO of your address change. <http://www.fvap.gov/military-voter/transition>

Your Voter Assistance Office can help you fill in and mail off your voting materials if you need the assistance. Please contact us at vote@base.af.mil (or similar vote.base@us.af.mil AFNET format) or via our IVA Office telephone number, XXX-XXXX. For more information, you can also visit our website at www.base.af.mil/votingAssistance. You can also contact your Unit Voting Assistance Officer right there in your squadron for assistance.

ATTACHMENT 4



DEPARTMENT OF THE AIR FORCE

PODUNK AIR FORCE BASE ARKANSAS

30 March 2015

MEMORANDUM FOR AFPC/DPSIMF
(MAJCOM)/A1 VOTING ASSISTANCE OFFICER

FROM: 333 WG/CC
550 C Street West, Suite 37
Podunk AFB, AR 58150-4737

SUBJECT: Installation Voting Assistance Officer (IVAO) Appointment and Establishment of Installation Voter Assistance Office (IVA Office) Designated as a Voter Registration Agency

1. The following individuals have been appointed as Installation Voting Assistance Officer (IVAO) and Alternate IVAO IAW AFI 36-3107, paragraph 1.8.1. Both IVAOs are appointed for a period of no less than two years, through the next general election cycle. IVAOs are responsible to ensure training of all UVAOs on base; tracking manning of UVAO positions; and notifying their supervisors, through the UVAOs, of the requirement for VAOs to have a comment included on their OPR/EPR regarding their performance as VAOs (by-law requirement).

IVAO	ALTERNATE
Rank, Name, E-mail, DSN	Rank, Name, E-mail, DSN
Major John Doe, john.doe@podunk.af.mil DSN 979-9999	Major Ralph Nader, Ralph.nader@podunk.af.mil DSN 979-8888

2. I have considered the ops tempo, availability, and deployment schedule of these two individuals in my decision making. ***((if necessary, include: 1Lt Jones is granted a grade waiver to serve in the position of IVAO. He has my full faith and confidence that he will successfully fulfill the role of IVAO for Podunk AFB))***

3. This memorandum also establishes the Installation Voter Assistance Office, (IVA Office) as mandated by the Military and Overseas Voter Empowerment Act (MOVE Act), 10 USC 1566a. The office is hereby also designated as a voter registration agency in accordance with the MOVE Act of 2009; the National Voter Registration Act of 1993, 42 USC 1973gg-5, DoDI 1000.04, AFD 36-31 para 2.1, and AFI 36-3107 para 1.8.8. The IVA Office will be available to service all U.S. citizens with access to the installation, regardless of military affiliation.

The IVA Office will be physically co-located with the XXXXX in building XXX. The office symbol will be XX Wg/VO. The IVA Office will be set up and operated in accordance with USAF Voting Action Officer instruction provided in the most current AF Voting Action Plan.

4. The IVAO listed above is granted authority to select, train and certify no less than four Unit Voting Assistance Officers (UVAOs) to work in the IVA Office and serve as designated representatives of that office. These "Core UVAOs" will share equally (alongside the IVAOs) in office responsibilities of briefing PCSing and deploying members in addition to the other assigned duties of the IVA Office.

5. If you have any questions, please contact my POC, {NEW IVAO} at DSN 979-1111 or via e-mail at john.doe@podunk.af.mil.

((NOTE: Remove paragraph three following initial appointment letter establishing IVA Office))

GEORGE S. PATTON, General, USAF
Commander

MEMORANDUM FOR UNIT VOTING ASSISTANCE OFFICERS (UVAOs)**FROM:** Installation Voting Assistance Officer (IVAO)**SUBJECT:** Ensure delivery of Federal Post Card Applications (FPCA) between 1 - 15 Jan 2014, 1 - 15 Jul 2014 and 1 - 15 Jan 2015 to all XXXX AFB UOCAVA-eligible Air Force personnel and their spouses/dependents IAW Air Force Voting Action Plan 2014-2015, Para 3i(14) and 3k(9).**1. Tasks:**

- a.** All Unit Voting Assistance Officer's (UVAO's) are directed to contact their unit's personnel and distribute FPCA's (links to the FVAP website) during the following dates (1-15 Jan 2014, 1-15 Jul 2014, and 1-15 Jan 2015). Remind unit members that their voting age dependents who are also voting absentee are eligible to utilize the FPCA and FWAB. Send members home with the Wallet Card or Voting Information Sheet for voting age dependents.
- b.** This FPCA distribution may be done by one-on-one physical contact, or electronically (e.g., via e-mail). Electronic distribution must be done locally, and receipt of the FPCA must be verified (e.g. using —read [or delivery] receipts).
- c.** Read or delivery receipts should be transcribed to a permanent document to prove percentage of contact made [maintain the log for 2 years IAW the plan, Para 3k(9)].
- d.** Goal is 100% contact of non-deployed assigned UOCAVA-eligible personnel. Verify by researching and resolving failed delivery receipts. That is, the UVAO should personally contact individuals by non-electronic means or other electronic means if the email was not delivered to their inbox by reason of failure or full mailboxes.
- e.** A tasking email will be sent out to all UVAO's on/around 20 Dec 2013, 20 June 2014, and 20 Dec 2014 to remind all UVAO's.
- f.** Results of contact will be consolidated into percentage contacted and forwarded to the IVAO by (31 Jan 2014, 30 Jun 2014, and 31 Jan 2015) and maintained by UVAOs for two years.
- g.** Unit VAO's are directed to promote completion of FPCA's at Roll Call and Squadron Commander's calls during these periods.
- h.** To ensure FPCAs and FWABs are available to citizens from states holding early primary elections at least 90 days prior to that primary election, UVAO's will maintain a supply of FPCAs (electronic is acceptable) and FWABs. Election dates are available at <http://www.fvap.gov/vao/vag/appendix/state-elections>.

2. Please direct questions to the Installation Voting Assistance Officer, XXXX at XXX-XXXX.

ATTACHMENT 6

Federal Voting Assistance Program

Voting Assistance Officer Recognition Program

BACKGROUND

Providing voting assistance to Uniformed Services members, their families and overseas citizen is important. Voter Assistance Officers throughout the Military Services and Department of State are one important avenue for this assistance. Though important, voting assistance is frequently a collateral duty the Voter Assistance Officer must take on in addition to other responsibilities. In recognition of the importance of the voting assistance provided by Voting Assistance Officers, the Federal Voting Assistance Program (FVAP) is establishing quarterly recognition for those Voting Assistance Officers who have been particularly noteworthy in demonstrating outstanding service in support of our Service members and overseas voters.

FVAP requests that each Service and the Department of State each nominate at least one Voting Assistance Officer quarterly. The nominee may be a Voting Assistance Officer (military or civilian) who serves at an installation, embassy, major command, consulate or at the unit level. FVAP will select the nominees to recognize, in coordination with the Service Voting Action Officers (SVAO).

NOMINATION PROCESS

- Interested VAOs can self-nominate, or someone in the chain of command can nominate on their behalf.
- SVAOs are encouraged to submit nominations quarterly.
- Nominators should submit information about a VAO who has gone above-and-beyond in assisting Service members with absentee voting.
- FVAP will receive nominations electronically **through the first day of the fiscal quarter** for activities conducted during the previous quarter. **The SVAO MUST receive nominations from MVAOs and IVAOs NLT 2 duty days prior to the first duty day of a new quarter.**
- Nominations are to be a single-spaced Word document (not to exceed two pages) which includes:
 - Nominee's full name and email address
 - Description of what the nominee has accomplished which is noteworthy in demonstrating outstanding service in support of our Service members and overseas voters.
- Things to consider in determining outstanding service are:
 - What has the nominee done specifically to train or educate Service members or civilians?
 - How did the nominee go above and beyond in assisting an absentee voter?
 - What else has the nominee accomplished on behalf of voters, and how are those accomplishments unique and original?
 - How has the nominee's service or program affected the Department of Defense or DOS, the Military Service or organization, installation and/or unit?
 - How have the actions of the nominee influenced attitudes, policies or practices regarding absentee voting?
 - How has the nominee's work brought about change in new or innovative areas of absentee voting assistance within the military environment?

- How has the nominee's service contributed to bringing closer collaboration between the VAO and other members of the voting community?
- Relevant supporting documentation may be submitted as enclosures to the narrative. Examples are articles or products created by the candidate, voting assistance that went above and beyond, unique stories of voting assistance, measurable results of the assistance provided, etc.
- FVAP will highlight the VAO as appropriate on the FVAP.gov website, Facebook and Twitter pages.

ANNEXES TO USAF VOTING ACTION PLAN:

[A – Personnel](#)

[B – Public Affairs](#)

[C – Staff Judge Advocate](#)

[D – Comptroller](#)

[E – Information Management](#)

[F – Postal Service](#)

[G – Communications](#)

ANNEX A TO AIR FORCE VOTING ACTION PLAN

PERSONNEL

Tasks:

- a. HQ USAF/A1 is responsible to the Chief of Staff, USAF, for implementing this plan. HQ AFPC/DPSIMF (SVAO) is the HQ USAF/A1 operational focal point for voting matters.
- b. Each MAJCOM/FOA/DRU/A1 is responsible to the commander for monitoring and ensuring the success of the Air Force and Federal Voting Assistance Programs.
- c. Force Support Squadron/MPS commanders, and the Installation Voting Assistance Officer (IVAO) at installation level assist the Installation Commander in administering the Air Force and Federal Voting Assistance Programs if personnel assistance is needed.
- d. The Air Force action officer for voting matters is Mr. William A. D'Avanzo, Air Force Service Voting Action Officer, located at HQ AFPC/DPSIMF, 550 C Street West, Ste 37, JBSA Randolph TX 78150-4739, DSN 665-4351, Commercial FAX (210) 565-2543, or e-mail vote.airforce@randolph.af.mil. The AF Voting page is located at <http://www.afpc.af.mil/library/airforcevoting/index.asp>.

2 Appendices

1. Appendix I
2. Appendix II (Deleted)

SUGGESTED SOURCES OF PARTISAN VOTING INFORMATION

1. Voting assistance personnel have an important role in ensuring citizens covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) law, are able to exercise their Constitutional right to vote. Questions which cannot be answered at the local level should be directed to the next higher-level voting official to ensure timely/correct answers are provided. Voting programs should make people aware that they should vote and that voting is a civic responsibility rather than a legal obligation. It is the voting assistance officer's responsibility to inform the voter of procedures to follow in order to vote. It is the voter's responsibility to obtain information about candidates and issues. Voting officers are not to distribute any literature from candidates or partisan organizations. They may not endorse candidates or issues. In the course of assisting personnel or for reporting purposes, IVAOs or UVAOs may poll personnel regarding their participation in voter registration or the actual casting of ballots, but they must not poll any member on his or her choice, or his or her vote for any candidate. The following sources of information are recommended for national issues:

a. Information on candidates for state/federal offices and on national issues can be readily obtained from radio, television, newspaper and internet sources, both in the U.S. and overseas.

b. The DoD Voting Information Center (VIC) allows callers to pose questions relating to voting and assistance available within the Department of Defense. The VIC telephone number is DSN 425-1584, commercial toll free 1-800-438-VOTE (8683).

2. Citizens of the United States elect more than 500,000 public officials to serve at Federal, state and local levels. Although it is more difficult to obtain information about local "hometown" issues and candidates, their decisions directly influence the lives of all citizens. For "hometown" issues, absent Air Force voters may wish to:

a. Go to the state voting website for information. Links to state election websites can be found on the FVAP website, www.fvap.gov.

b. Ask family members living in the state to send them information on local candidates and issues.

c. Subscribe to a local newspaper while serving outside their home state.

d. Request information directly from state political party headquarters.

3. Ombudsman Service. The FVAP provides an Ombudsman Service for both the voter and local election officials to resolve problems which cannot be solved locally or answer questions concerning procedures for registration and ballot requests, including the timely receipt of ballots. Citizens and local election officials may call for assistance using the international toll-free numbers below, and contained on the inside back cover of the *2014 - 2015 Voting Assistance Guide*. The toll-free number for citizens in the United States and Canada is 1-800-438-VOTE (8683). Assistance is available during normal business hours, Eastern Time, or a recorded message may be left at other times. International toll-free telephone numbers are listed on the FVAP website, <http://www.fvap.gov>.

4. FVAP Electronic Transmission Service. The FVAP provides the electronic transmission of election materials service. **Where allowed by state law**, a military or overseas citizen may electronically transmit the FPCA for registration/ballot request, receive the regular blank absentee ballot by e-mail/fax, return the voted ballot by e-mail/fax, or any combination of these three. The FVAP Electronic Transmission Service can convert documents sent by e-mail to a fax to be sent to the local election office. This capability is helpful if a voter does not have access to a fax machine

and his or her state does not authorize e-mail transmission of election materials. Election materials may be transmitted to local election officials through the following numbers: (703) 693-5527 or (800) 368-8683. International toll-free telephone and fax numbers are listed on the FVAP website, <http://www.fvap.gov>.

VOTING PROGRAM INSPECTION CHECKLIST

*****DELETED (See MICT for current checklists)*****

Voting inspection checklists can be found under the “HAF” dropdown list next to “Select MAJCOM”, then search, “voting”. Alternatively, you can search by “Checklist Abbreviation”:

1. MAJCOM Voting Action Officer: A1-30
2. Installation Commander Activities and Functions: A1-19 (Questions 7 through 7.2)
3. Installation Voting Assistance Officer/IVA Office List: A1-13
4. Unit Voting Assistance Officer List: A1-29

ANNEX B TO AIR FORCE VOTING ACTION PLAN

PUBLIC AFFAIRS (PA)

1. Purpose: All PA offices will conduct a continuing multimedia information program supporting the Air Force Voting Assistance Program. Support will focus on PA's actions to encourage 100% voter registration and participation of Air Force personnel, DAF civilians and their eligible family members in state primary elections and the 4 Nov 2014 General Election.

2. Actions will stress:

a. The responsibility for registering and voting by absentee ballot for persons covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

b. The responsibility for registering and voting in person or by absentee ballot when stationed in the U.S. or overseas.

3. Essential elements of information: The Office of the Federal Voting Assistance Program, Office of the Secretary of Defense, together with the American Forces Information Service, Office of the Assistant Secretary of Defense (OASD) (Public Affairs), will provide basic information and printed and audiovisual materials for local use. These include:

a. Radio and television news/reports and promotional spots on voting for use by the Armed Forces Radio and Television Service (AFRTS).

b. American Forces Press and Publication Service articles, features and artwork.

c. Press releases for 2014-15.

d. Department of Defense voting posters.

NOTE: Requests for materials produced by the American Forces Information Service should be sent to local PA Offices.

4. Tasks:

a. Air Force News Operations, Air Force News Agency (AFNEWS), will develop from informational materials provided by OASD and HQ AFPC:

(1) Guidance and assistance on explaining to internal Air Force audiences matters concerning the Voting Assistance Program.

(2) Around the Air Force Radio News items.

(3) Commanders' Call topics for presentation with locally generated information on the Federal Voting Assistance Program. Target items for June, July and September 2014.

(4) Air Force Print News will electronically distribute articles and features developed by OASD, HQ AFPC and AFNEWS Det 16 (Pentagon News Bureau), for use in base newspapers, newsletters and bulletin boards.

(5) Air Force Reports/Around the Air Force (daily television news products) will include items about the voting program in July and September 2014. Air Force Newspaper Consultant will electronically distribute artwork and other items to MAJCOM/FOA/DRU newspaper consultants as appropriate.

(6) A graphic icon link to the AF Voting website will be added to the front page of Air Force Link (www.af.mil) during September and October 2014.

(7) Voting artwork and posters will be designed and uploaded to the Art Section of Air Force Link. Any posters developed by other Air Force offices will also be uploaded to the Art section.

b. Air Force Broadcasting Service, AFNEWS will:

(1) Ensure Air Force owned and operated AFRTS outlets provide broadcast support to local Federal Voting Assistance Program efforts.

(2) Ensure all Air Force outlets provide a free flow of political programming as received from the AFRTS Programming Center in accordance with DoD policy outlined in DoDD 5120.20R, paragraphs 4-102.5 and 4-102.6. All outlets should make extensive use of such programming, especially during primary elections and the 2014 General Election.

(3) Ensure AFRTS outlets use voting information provided by Air Force News Operations in the form of Around the Air Force daily radio news items and spot announcements.

(4) Ensure all outlets adhere to the AFRTS political broadcasting policy as outlined in DoDD 5120.20.

c. MAJCOM/FOA/DRU/PA will:

(1) Support PA responsibilities for the voting program.

(2) Transmit voting information expeditiously to all PA offices.

(3) Ensure coordination between PA officers and voting officers at each installation.

d. Installation PA officers will:

(1) Coordinate with local installation and unit voting assistance officers.

(2) Initiate local internal information actions, emphasizing use of unit newspapers and where applicable, AFRTS facilities, covering the following points:

(a) Explain the importance of the right to vote.

(b) Explain where the Federal Post Card Application (FPCA) and the Federal Write-in Absentee Ballot (FWAB) may be obtained and how to accurately complete them.

(c) Explain the need and civic responsibility of all eligible Air Force personnel, their families and DAF civilians to participate in primary and general elections. Early action by voters to get registration and absentee ballots before election deadlines should be stressed.

(d) Publicize sources of voter information for "hometown" and local elections (see Annex A and Appendix I)

(e) Publicize Armed Forces Voters Week (CONUS) and Overseas Citizens Voters Week (Overseas), 30 Jun 2014 – 7 Jul 2014, dates past highlighting the concentrated effort to advise all personnel of their voting rights and responsibilities, and shift the emphasis from voting in the primary elections to voting in the 4 Nov 2014 General Election. Air Force installations are encouraged to use local, "on-base" community groups to generate support for the voting program.

(f) Publicize Absentee Voters Week, 29 Sep – 6 Oct 2014, dates past emphasizing the need for voters to complete and mail their absentee ballots so they are received by local election offices in time to be counted for the November general election. Air Force installations are encouraged to use local, "on-base" community groups to generate support for the voting program.

(g) Publicize the installation voting web page address, installation voting organizational e-mail address, and installation voting assistance officer's duty phone number.

(h) ITEM REMOVED.

(i) Installation website: Maintain a link or web page containing links to the Air Force Voting website (<http://www.afpc.af.mil/library/airforcevoting/index.asp>) and to <http://www.fvap.gov> year-round.

(j) Publicize the DoD Voting Information Center (VIC) 24 hours-a-day answering service. Anyone may call the VIC for news and information on elections, candidates and issues at DSN 425-1584, commercial (703) 588-1584 or toll-free at 1-800-438-VOTE(8683).

(k) Participate in the installation voting committee and provide support for activities that promote voting.

(l) Provide information releases on voting activities to local media.

(m) Provide information to units through Commander's Calls and other events.

e. Suggestions or problems may be referred to Chief, News Operations, AFNEWS/PAO, 203 Norton St., San Antonio, TX 78226-1848, DSN 945-6164, DSN FAX 945-7219, through proper channels.

ANNEX C TO AIR FORCE VOTING ACTION PLAN

STAFF JUDGE ADVOCATE (SJA)

1. Purpose: To provide legal advice and information to commanders, voting officers, and voting members and their dependents.

2. Tasks:

a. Installation SJA will assist commanders in conducting the voting program by advising them as required, on the provisions of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and appoint a representative to serve on the Installation Voting Committee (if the Installation Commander establishes one).

b. Questions about legal residence for voting purposes may be referred to the office of the SJA in accordance with the 2014-15 Voting Assistance Guide. Judge Advocates will familiarize themselves with local and state laws and procedures relating to the voting rights of persons residing on military installations.

c. Installation SJA should obtain a copy of the current Voting Assistance Guide, Publication ID# VAG 14-15, from the IVAO or on-line at <http://www.fvap.gov/vao/guide.html>.

d. Judge Advocates who have questions related to the provisions of the above mentioned statutes, or to residence and domicile for voting purposes that cannot be resolved at the local level, should forward them through command legal channels to Air Force JAG School, CPD/JA, 150 Chennault Cir, Bldg 694, MAXWELL AFB AL 36112-6418, DSN: 493-2802.

ANNEX D TO AIR FORCE VOTING ACTION PLAN

COMPTROLLER

1. Purpose: To provide comptroller assistance and support to voting officer.

2. Funding Guidance:

a. MAJCOM/FOA/DRU/Installation support will be provided from within available resources. Local O&M funds may be used for travel to FVAP Installation Voting Assistance Officer (IVAO) training workshops and for printed matter such as pamphlets and posters, to urge personnel to exercise their constitutional right to vote. By special provision of AFI 65-601, Vol 1, Paragraph 4.31.3.1 and 4.31.3.2, O&M funds are also available for picnics, key chains, coffee mugs, water bottles, coloring books, balloons, buttons, badges, and the like.

b. Additional guidance may be obtained by contacting by mail: SAF/FMBMM, 1130 Air Force Pentagon, Washington DC 20330-1130; fax: DSN 227-6904; or phone: DSN 227-8250.

ANNEX E TO AIR FORCE VOTING ACTION PLAN

INFORMATION MANAGEMENT

1. Purpose: To provide publications, forms assistance and support to voting officers.
2. Essential Element of Information: Publication ID# VAG 12-13, Voting Assistance Guide, has been revised and available electronically on www.fvap.gov, and is distributed through the Air Force e-publishing website, to requesting individuals.
3. Tasks:
 - a. AFDPO, in coordination with HQ AFPC/DPSIMF, will ensure an adequate supply of the SF 76 (current edition), Federal Post Card Application (FPCA) for Absentee Ballot, and the SF 186 (current edition), Federal Write-in Absentee Ballot (FWAB), is available when requisitioned by voting assistance officers.
 - b. AFDPO, in coordination with HQ AFPC/DPSIMF, will ensure an adequate supply of the FWAB is available for overseas voters when requisitioned by voting officers.
 - c. AFDPO will ship Voting Assistance Guides and additional voting materials (motivational and election calendar posters, brochures, etc.) to each IVAO upon order from their website: <https://wmsweb.afncr.af.mil>
 - d. Please refer questions about this annex to HQ AFPC/DPSIMF, 550 C Street West, Suite 37, JBSA Randolph TX 78150-4739, DSN 665-4351 or Commercial (210) 565-4351.

ANNEX F TO AIR FORCE VOTING ACTION PLAN

POSTAL SERVICE

1. Reference: DoD Directive 4525.6M and Military Postal Service Agency Strategic Voting Support Plan.

2. Purpose: To provide information on postal support for the Air Force Voting Action Plan through military post offices.

3. Essential elements of information:

a. Absentee balloting materials: Balloting materials consist of postcard applications, ballots, voting instructions and envelopes sent through the mail without prepayment of postage. This enables everyone entitled to use the U.S. or military postal system to vote by absentee ballot when absent from their voting residence and when otherwise eligible to vote. To mail without postage, the balloting materials must be deposited at a U.S. post office, an overseas military post office, or presented to an American embassy or consulate. For specific information and envelope templates, please see <http://www.fvap.gov/eo/overview/sending-ballots/preparing-mail>.

b. Instructions for postal personnel:

(1) Air Force postal activities will date stamp all voting materials they receive (to reflect receipt) prior to immediate delivery to the addressee. They will postmark material customers mail to show when the mail entered the postal system. Postal locator service will be immediately provided for balloting material that must be forwarded. If delivery of balloting material cannot be made through the postal service center, local U.S. post office, Official mail center, unit mailroom or consolidated mailroom, materials will be returned to sender with appropriate endorsement. If the material is undeliverable and no forwarding address is known, the material will be immediately returned to sender properly annotated as to why it is being returned.

(2) Priority handling will be given to balloting material. Ballots shall be returned by priority mail.

(3) Postal personnel involved with the processing of balloting material will take necessary steps to safeguard the integrity and secrecy of ballots cast.

(4) Follow instructions in DoDD 4525.6M and applicable AF supplements when processing balloting material.

4. SAF/XCIF is the Air Force OPR for this Annex. Appropriate guidance is contained in DoDD 4525.6M, Chapters 3 and 10, Public Law 107-107, 28 Dec 2001 and Public Law 111-84, 28 Oct 2010. Questions on this Annex may be directed to SAF/XCIF, 1800 AF Pentagon, Washington, DC 20330-1800, DSN 425-6117/6137.

ANNEX G TO AIR FORCE VOTING ACTION PLAN

COMMUNICATIONS

1. References: AFI 33-111, *Voice Systems Management*.
2. Purpose: To establish procedures for HQ AFPC/DPSIMF, MAJCOM/FOA/DRUs, and installation voting assistance officers to record calls during off-duty hours or when not available.
3. Tasks:
 - a. HQ AFPC/DPSIMF and each MAJCOM, FOA, DRU and installation will establish a voting "Action Line" using a voice mail or telephone answering machine system.
 - b. MAJCOM and Installation NOSCs will refrain from blanket blocking of political and religious web sites (per AF-CIO memorandum, 2 Feb 2005, *CIO Action Memorandum--Clarification of Air Force Policy on Acceptable Website Use*).
4. SAF/XCIAX is the OPR for this Annex. Questions on this Annex may be directed to SAF/XCIAX, 1030 AF Pentagon, Washington, DC 20330-1030, DSN 425-7826.

END USAF VOTING ACTION PLAN