



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 400
FORT KNOX, KENTUCKY 40122-5400

DEC 23 2013

AHRC-PDZ-A

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2014 Army Voting Assistance Program Instructions

1. References:

- a. AR 608-20, Army Voting Assistance Program 28 October 2004.
- b. Department of Defense Directive 1000.04, Federal Voting Assistance Program, 14 April 2004, certified current as of 23 April 2007.
- c. Implementation of the National Voter Registration Act (NVRA), 16 November 1994, certified current as of 21 November 2003.
- d. National Defense Authorization Act 2010 (NDAA 2010).
- e. 42 U.S.C. § 1973ff (1986), Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).
- f. Memorandum, Under Secretary of Defense (Personnel and Readiness), 19 September 2007, subject: Guidance on Implementing Voting Assistance Programs.

2. In 2014, all 435 seats in the House of Representative and 33 Senate seats will be up for re-election, along with Governor and Mayoral races in many states. This memorandum provides guidance on the 2014 Army Voting Action Plan (enclosed), to include instructions for the Army Voting Assistance Program. This plan reflects the Army's regulatory guidance, Department of Defense Directive 1000.04 and the requirements from the NDAA 2010.

3. As the Army Senior Voting Representative, please accept my gratitude for your performance as the Senior Voting Assistance Officer (SVAO) within your Army Command (ACOM), Army Service Component Command (ASCC), and Direct Reporting Unit (DRU). Command support is absolutely imperative for the success of the Army Voting Assistance Program.

4. As SVAOs, I need you to pay particular attention to reporting requirements. The metrics gathered show the effectiveness of the program and assist in program improvements. You must ensure 100 percent of your Soldiers are contacted by a Unit Voting Assistance Officer (UVAO), offered information about voting and the absentee

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voting process. Each Soldier should know his or her appointed UVAO. Our Soldiers protect the right of others to vote and deserve our assistance in executing this crucial privilege of having the right to vote. Leaders are responsible for ensuring this happens.

5. UVAO training is available via CD-ROM or by accessing the Federal Voting Assistance Program (FVAP) online training at www.fvap.gov. Each VAO should complete a certificate of training within 30 days of appointment. Given the availability of web enabled training, VAOs no longer have to wait to become certified through installation training. As a result, VAOs are available to assist Soldiers, Civilians, and Family members earlier in the voting process.

6. I appreciate your continued efforts in support of this important program. My point of contact is Ms. Rachel Gilman, Army Voting Action Officer, at 502-613-8475 or DSN 983-8475; e-mail address is rachel.r.gilman.civ@mail.mil.

7. Send your vote home-VOTE!

Encls



DAVID K. MACEWEN
Brigadier General, USA
The Adjutant General

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SUBJECT: 2014 Army Voting Assistance Program Instructions

U.S. Army Intelligence and Security Command
U.S. Army Criminal Investigation Command
U.S. Army Corp of Engineers
U.S. Military District of Washington
U.S. Army Test and Evaluation Command
U.S. Army Installation Management Command
Superintendent, United States Military Academy

ARMY VOTING ACTION PLAN 2014

REFERENCES

- A. 42 U.S.C. § 1973ff (1986), Uniformed and Overseas Citizens Absentee Voting Act, certified current as of 28 December 2010.
- B. Memorandum, Under Secretary of Defense (Personnel and Readiness), (USD(P&R)), 19 September 2007, subject: Guidance on Implementing Voting Assistance Programs.
- C. National Defense Authorization Act for Fiscal Year 2010.
- D. Department of Defense Directive 1000.04, Federal Voting Assistance Program, 14 April 2004, and certified current as of 13 September 2013.
- E. Department of Defense Directive 1344.10, Implementation of the National Voter Registration Act, 16 November 1994, certified current as of 21 November 2003.
- F. AR 608-20, Army Voting Assistance Program, 28 October 2004.
- G. ALARACT 2014 Army Voting Assistance Program.

APPENDIXES

- A. Army Measures of Success Report
- B. 2013-2014 Army VAO Workshop Schedule

I. PURPOSE

This plan delineates specific actions to be carried out in preparation for the 2014 mid-term elections. It also disseminates information and guidance; and coordinated tasks to be completed. This plan is in accordance with federal functions of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and the Help America Vote Act of 2002 (HAVA); DoD Directive 1000.04, Federal Voting Assistance Program (FVAP); and AR 608-20, Army Voting Assistance Program (AVAP)

II. OBJECTIVE

In accordance with AR 608-20, the personnel listed below must be provided all necessary voting information; including voting age requirements, mid-term election dates, officers to be elected, as well as absentee registration and voting procedures. The goals of the AVAP are to ensure that eligible personnel who want to vote have the

opportunity to vote and have their vote received on time. Specifically, the Army must assist:

- A. Members of the U.S. Army.
- B. Department of Army Civilians and Contractors OCONUS.
- C. Family members of (A & B) above.

III. EXECUTION

A. PHASE I - Preparation and Initiation During the Period of February - May 2014.

1. Finalize Command Voting Action Plan for 2014 and disseminate to subordinate units.
2. Encourage access to the FVAP website (www.fvap.gov) and (www.vote.army.mil) for voting information and materials.
3. Ensure ordering and procurement of Federal Post Card Applications (FPCAs), Federal Write-in Absentee Ballots (FWABs), and other voting assistance materials by each Command/Unit through the Army Publishing Directorate. Distribution of FPCAs and FWABs by e-mail or other electronic means is encouraged.
4. Ensure direct delivery by in-hand or electronic means (e-mail preferred) of FPCAs to all Soldiers, OCONUS Army Civilian employees, and eligible Family members. Ensure FPCAs and FWABs are available to Soldiers from States holding early primary elections at least 90 days, if possible, in advance of the State's primary election. Election dates are available at www.fvap.gov and at www.vote.army.mil.
5. Voting information efforts shall begin with commanding officers and VAOs conducting command information programs prior to primary elections and continuing, as necessary, to encourage Soldiers and their Family members to exercise their right to vote. Information provided shall include dates of scheduled primary and mid-term elections, State deadlines for voter registration, procedures to request an absentee ballot, actions upon the receipt of voted ballots, and the mailing deadlines established by installation. Information programs can be accomplished through various means that the command elects, but the following tools have proven helpful in the past: use of local websites; installation newspapers; and placing voting materials (with VAO's name, phone, e-mail address, and office location) in stationary locations such as libraries, medical and dental clinics, commissaries, exchanges, MWR facilities, schools,

training facilities, dining facilities, and at designated locations onboard seagoing vessels.

B. PHASE II - Registration, Ballot Request, and Absentee Voting During Period of June - November 2014. Phase II runs simultaneously with portions of Phase I.

1. Conduct "Armed Forces Voters Week" and "Overseas Citizens Voters Week" (week of June 30 - July 7, 2014). Develop programs to create voting awareness and to motivate absentee voters to participate in the mid-term election. Encourage voter assistance activities in conjunction with installation events such as Armed Forces Day, academy and school graduations. Publicize the importance of early planning well in advance of election deadlines, so the absentee voter can obtain a ballot for the general election. Publicize the last date absentee ballots can be mailed from a location can reasonably be expected to be delivered to the appropriate State and local election officials.

2. Conduct "Absentee Voters Week" (week of September 29 - October 6, 2014). Encourage all UOCAVA voters to vote and mail their absentee ballots during this week. Encourage use of the FWAB and communicate how and when to use this back-up ballot. Recommend FWAB use if the voter meets the criteria but has not received the requested regular absentee ballot in sufficient time (45 days) to vote and return their ballot to be counted. Ensure procurement and distribution of FWABs for use by Uniformed Services voters both CONUS and OCONUS and by other U.S. citizens in overseas areas. The FWAB may be used for the General election (Federal offices) under conditions specified in the 2014-2015 Voting Assistance Guide (VAG). Refer to the 2014-2015 VAG for State specific requirements.

3. Continue 2013 command information programs and dissemination of voter information. VAOs must ensure that voting materials are placed in high traffic areas on the installation (e.g., APO, ACS, main exchange, commissary, gym, and the unit orderly room).

4. With available resources, ensure privacy and access to fax machines for transmission of election materials. Permit use of DSN phones for voting assistance when it does not interfere with the mission.

C. PHASE III - Evaluation During the Period of 1 November - 31 December 2014.

1. IAW AR 608-20, assist, as requested, with post-election surveys of Soldiers and Unit Voting Assistance Officers (UVAO). Emphasize to those who receive the survey to promptly complete and submit their responses. The survey findings will be used to identify voting program problems, successes and will assist in formulating plans for future voting assistance programs.

2. Support preparation of other, yet to be specified, reports as required by the Director, FVAP and AR 608-20.

IV. RESPONSIBILITIES TO ALL

A. Review and implement the guidance in AR 608-20, and ensure subordinate commanders remain compliant with the program.

B. Disseminate the 2014 Army Voting Action Plan to subordinate units.

C. Revise command or organization directives or instructions on voting assistance as necessary to ensure compliance with the latest directions.

D. Designate a Senior Voting Assistance Officer (SVAO) within each command to coordinate the program of their subordinate units.

E. Designate UVAOs in all units with 25 or more permanently assigned members. (Appoint an additional VAO for each 50 unit members above the 25 member base). Commanders may also apply the guidance from Reference B to adjust this ratio to meet local conditions. The objective is to ensure adequate voting assistance is present for our personnel. If needed, assign an enthusiastic volunteer who is outside the rank/grade requirement rather than assigning a less than enthusiastic member who meets the criteria.

F. Ensure VAOs have received training prior to assuming duties as the UVAO. Command, Installation, and Unit VAOs should attend a FVAP workshop during even numbered years with Federal Elections. If the FVAP workshop is not available, VAOs can also meet training requirements on-line via the FVAP web-based training at www.fvap.gov.

G. In accordance with AR 608-20, establish the evaluation criteria at the time of appointment for VAO performance within their command and ensure that VAO evaluation reports reflect how well they perform their voting assistance duties. Commanders should reference AR 608-20, para 2-15, for suggested criteria and reference this in the appointment memorandum.

H. Provide command emphasis and support to the AVAP on a continuous basis to give each Soldier the opportunity to vote in person or by absentee ballot.

I. Generate and maintain a directory containing names, e-mail addresses and office telephone numbers of all UVAOs within 30 days of the release date of the Army Voting Action Plan. This directory must be updated as changes occur. E-mail addresses for VAOs shall be standardized in the form.

J. Establish a link to the Army Voting Website www.vote.army.mil on command homepages to provide VAOs with easy access to the latest voting information. Report link to Army Voting Action Officer.

K. Work through the local PAO to maintain public awareness, and produce a Voting Public Service Announcement of their senior leader(s) to increase voter awareness and encourage Soldiers, OCONUS Army Civilians, and eligible Family members to register, so they can vote.

L. The Army Voting Action Officer has released the FVAP workshop schedule to the SVAOs. The Workshop listing can be found at www.vote.army.mil in 2014 (Refer to Appendix B).

M. Ensure unit level voter contact data collection and tracking procedures meet AVAP goals and there are no violation of laws. Measures of Effect and Performance are sent to unit higher headquarters. Higher headquarters will report the data to the Army Voting Action Officer by the 10th of each month.

N. Provide input for "After Action Report" NLT 15 December 2014 to the Army Voting Action Officer, rachel.r.gilman.civ@mail.army.mil, summarizing successes and/or problems experienced in the conduct of the program. The format of the report will be provided by the Army Voting Action Officer upon receipt from FVAP.

O. Assist in conducting a survey of Soldiers, OCONUS Army Civilian employees, and UVAOs in the manner specified by DoDD 1000.04, following the general elections.

P. VAOs should provide assistance during Soldier Readiness Processing (SRP), as it provides an opportunity to reach 100% of assigned personnel.

Q. VAO's should be aware of special State or local run-off elections in the event they occur.

V. RESPONSIBILITIES OF COMMANDS

A. Headquarters Department of the Army Field Activities:

The Office of the Administrative Assistant to the Secretary of the Army (OAA SA), Human Resources Management Division (HRMD) must appoint a VAO to provide assistance to assigned Soldiers and eligible Family members as prescribed by AR 608-20. Appointed VAOs will collect and consolidate all reports from HQDA activities and forward the reports to the HQDA Army Voting Action Officer email at rachel.r.gilman.civ@mail.mil.

B. The Department of the Army Inspector General

1. Review the AVAP annually at every level of command to ensure compliance with DoDD 1000.04, AR 608-20, and public law. Inspectors General will determine whether UVAOs are appointed, trained, and have sufficient resources to provide voting assistance.
2. Department of the Army Inspector General (DAIG) will submit a report to the DoD Inspector General by 31 January 2014 as prescribed by AR 608-20.

C. IMCOM/AMC/FORSCOM

1. National Defense Authorization Act (NDAA) for Fiscal Year 2010 requires each Service to establish a National Voter Registration Act Agency on each installation. DoDD 1000.04 States the Installation Voter Assistance Office (IVAO) shall be designated as a voter registration agency and authorizes commanders to assign these responsibilities to the IVAO. Installation commanders must allocate such additional resources as they deem necessary to fulfill these requirements.
2. IAW DoDD 1000.04, appoint in writing, a collateral duty IVAO at the GS-12 grade level (or equivalent) at each installation reporting to the installation commander. The appointment will be for the duration of the election period beginning January 2014 and ending April 30, 2015. The IVAOs will monitor and assist all VAOs and coordinate all voting projects on the installation.
3. Ensure a SVAO is designated to represent the installation and introduce the program at each installation for FVAP training workshops and orientations.
4. Emphasize attendance of the FVAP Workshop to every VAO stationed at the installation.

D. COMMANDER TRADOC

1. Ensure recruits are provided FPCAs during their basic training as prescribed by AR 608-20.
2. Provide voting assistance to trainees/students to register and to vote as prescribed by DoDD 1000.04.
3. As prescribed by DoDD 1000.04, maintain statistical information and records on voter registration assistance.
4. Basic training and command courses emphasize and advertise voting assistance programs.

5. Provide a quarterly report of statistical data to the HQDA Voting Action Officer, rachel.r.gilman.civ@mail.mil, for submission to FVAP.

E. U.S. ARMY RECRUITING COMMAND

1. Recruitment personnel are informed of policies and received training to carry out voter registration assistance.

2. As prescribed by DoDD 1344.13, maintain statistical information and records on voter registration assistance.

3. Provide a quarterly report of statistical data to HQDA Voting Action Officer, rachel.r.gilman.civ@mail.mil, for submission to FVAP.

F. DIRECTOR ARMY NATIONAL GUARD

IAW DoDD 1000.04, direct all State Adjutants General to support the AVAP and comply with AR 608-20 during all Federally scheduled elections.

VI. RESPONSIBILITIES OF VAOs

A. Installation Voting Assistance Officers

IAW DoDD 1000.04, IVAOs will perform the duties of a National Voter Registration Agency (NVRA). The office shall:

1. Be included in the pre-existing processing activities of reporting personnel.
2. Provide written information on voter registration procedures and absentee ballot procedures, including absentee voting material and voting assistance to all Soldiers, eligible Family members, and OCONUS DA Civilian employees, to include internet access, where practicable.
3. Provide the opportunity and assistance to request voter registration, update the individual's voter registration information by completing an FPCA and request absentee ballots.
4. Provide the FPCA to all Soldiers, their eligible Family members CONUS and OCONUS, and, Army DA Civilian employees who request voting assistance. CONUS Army Civilian employees shall be provided the National Voter Registration Form. The form can be downloaded via www.eac.gov.
5. Provide assistance to these citizens in completing the provided forms.

6. Mail the completed FPCA/FWAB to the appropriate State office, if requested by the citizen.
7. Publish the location, address, hours of operation, phone number, and e-mail address for the IVAO on installation and Service voting websites.
8. IAW MILPER message 07-341, coordinate and lead all installation voting matters, including but not limited to setting up installation voting workshops, special emphasis weeks, displaying banners and other promotional material.
9. Incorporate the services of the local Public Affairs Officer, Staff Judge Advocate, Publication Account Manager, and the communications and message centers to publicize the opportunity to register to vote.
10. Provide voting assistance to eligible Family members on the installation by leveraging the Army Community Service Office, Family Readiness Support Assistance (FRSA), and other Family Readiness Groups (FRG).
11. Include a FPCA and FWAB as part of the in- and- out processing package for the installation.
12. Advertise and widely publicize FVAP voting workshops on the installation and neighboring installations to ensure maximum participation.
13. Conduct local voting workshops and program orientations to train VAOs, if VAOs cannot attend FVAP workshops. The workshops should include the basic understanding of the absentee voting process and how to complete FPCAs and FWABs.
14. Train Service members on Absentee registration and voting procedures.
15. Ensure SVAO/IVAO contact information is listed with military installation telephone operators and installation websites.

B. Senior Voting Assistance Officers

1. As prescribed by AR 608-20, manage the voting assistance program within their respective command and ensure that voting continuity folders are maintained by UVAOs.
2. Provide advice and direct voting support within their commands and support major events that their command is the lead. SVAOs may consult the Army Voting Action Officer for voting guidance or information as needed.
3. Conduct voting workshops and program orientations to train VAOs, if VAOs

cannot attend FVAP workshops.

4. Submit to the Army Voting Action Officer, rachel.r.gilman.civ@mail.mil, a consolidated monthly "Measures of Success" Report for their respective command. See Appendix "A" for requirements. Include in the remarks section of the monthly report in narrative format, any examples of special events the command plans to conduct to educate and provide Soldiers and eligible Family members with the opportunity to register to vote. The report is due NLT the 10th of each month.

5. Conduct "Armed Forces Voters Week" and "Overseas Citizens Voters Week" (week of June 30 - July 7, 2014).

6. Establish within all Command a VAO network and communications capability to quickly disseminate voting information throughout the Command as prescribed by AR 608-20.

7. Administer the AVAP on a non-partisan basis. VAOs should contact the local Staff Judge Advocate office for advice on compliance with the AVAP.

8. Encourage subordinate VAOs to advise voters to electronically transmit voting materials to their local election officials. (State dependent)

9. Ensure contact information is provided to the IVAO.

C. Voting Assistance Officers

1. As prescribed by AR 608-20, attend a FVAP Workshop within 90 days of appointment. Training can also be completed via CD-ROM, on-line, and or attending a Service workshop. The preferred method of training is the FVAP workshop, however, each method provides the VAO with the knowledge needed to perform their duties successfully. Access on-line training via www.fvap.gov. UVAO's should be trained before assuming duties of a UVAO. Refer to (Appendix B) for the FVAP workshops that will be held on Army installations.

2. Encourage personnel on permanent change of station orders to submit a FPCA to inform their local election office of their new address. VAOs should advise voters to indicate on their FPCA if they desire to be notified of all elections.

3. Return "Undeliverable as Addressed" voting materials to the Army post office immediately to be redirected to the correct address. VAOs will utilize all available resources to obtain the correct forwarding address for voting materials.

4. Ensure in hand or electronic delivery of FPCAs to all uniformed absentee voters, OCONUS Army Civilians and their eligible Family members no later than 15 January of each year.

5. Deliver the FPCA no later than 15 August of even numbered years to those serving OCONUS and no later than 15 September of even numbered years to those serving CONUS locations.

6. Ensure contact information is listed on voting posters throughout the installation.

7. Make contact with the Unit Family Support Assistant (FRSA) to provide voting assistance to eligible Family members.

NOTE: Additional reports may be required and instructions will be forwarded separately

VII. VOTING MATERIALS AND SERVICES

A. FVAP Website. Located at www.fvap.gov, this site provides an overview of FVAP as well as electronic access to many of the materials listed in this section. In addition, this site provides election information, access to the on-line FPCA, and links to State government home pages and other sites with election information and results.

B. Army Website. Located at www.vote.army.mil, this site provides Army specific information to VAOs as well as information from FVAP. VAOs should visit the website weekly for updated guidance.

C. 2014-2015 Voting Assistance Guide (2014-2015 VAG). A reference guide for VAOs providing a summary of State-by-State absentee voting procedures.

D. VAO Training and Certification. Training can be completed by attending workshops or online. Training can be found at www.fvap.gov.

E. Posters. 2014 voting posters are available for use by the VAOs. Initial requirements for posters will be coordinated by the HQDA Voting Action Officer with the SVAO of each command. The posters should be ordered by the unit publications officer upon receipt in the U.S. Army Publications warehouse.

F. News Articles and Features. News and feature articles on the Voting Assistance Program emphasizing primary elections, "Overseas Citizens Voters Week," "Armed Forces Voters Week," and Federal scheduled elections will be released to Army media outlets.

G. Social Media. 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.

Army Voting can also be found on Facebook (Army Voting) and Twitter (U.S. Army Voting).

H. Ombudsman Service. 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. Soldiers 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 www.fvap.gov.

I. Federal Post Card Application (FPCA) for Registration and Absentee Ballot Request (Standard Form 76).

1. The FPCA, a postage-paid form authorized by law for use by persons covered by the UOCAVA. The FPCA was revised in 2013.

2. Because there are differences in treatment accorded to the FPCA by the various States and other jurisdictions, the 2014-2015 Voting Assistance Guide should be consulted to determine how each particular jurisdiction authorizes use of the FPCA.

J. Federal Write-In Absentee Ballot (FWAB) (Standard Form 186).

1. The FWAB is authorized by law and may be used in general elections and Federal office by UOCAVA voters who make a timely application for, and do not receive a regular absentee ballot in time to vote and return it.

2. The request for a regular absentee ballot must be received by the local election official at least 30 days before the general election or the State deadline, whichever is later. Some States may allow its use in primary and run-off elections. Consult the 2014-2015 Voting Assistance Guide for more information.

3. If voters receive their regular State absentee ballot after they have submitted the FWAB, voters should vote and return the ballot immediately. If the regular State absentee ballot arrives before their State's deadline, the State will count that ballot instead of the FWAB. Refer to the 2014-2015 Voting Assistance Guide for more information.

The Army Voting Action Officer may be contacted concerning any aspect of the Army Voting Assistance Program.

Correspondence should be directed to

AHRC-PDP-P
Army Voting Action Officer
US ARMY Human Resources Command
ATTN: AHRC-PDP-P (2-1-021)
TAG-D, SPSD, Soldier Programs Branch
Human Resources Center of Excellence
1600 Spearhead Division Avenue
Ft. Knox, Kentucky 40122
Department #480

Telephone number (502) 613-8475
 DSN 983-8475

E-mail address: vote.questions@conus.army.mil
Home Page: www.vote.army.mil

Web Pages

1. www.vote.army.mil
2. Army Voting on S-1 Net
3. Army Voting on Facebook.
4. US Army Voting on Twitter.

Appendix A

Federal Voting Assistance Program- Measures of Success Installation Voting Assistance Offices

PLEASE SEE VOTING ACTION OFFICER FOR FINAL METRICS

1. Number of Military Personnel Assisted
 - Voter Registration Requests
 - Absentee Ballot Requests
 - FWAB Requests
 - Change of Address Notifications

2. What was the status of those Military personnel assisted?
 - Number of those personnel PCSing
 - Number pre-deploying
 - Number post-deployment
 - Number On-demand requests
 - General Voting Information Provided

3. Number of Military Dependents Assisted
 - Voter Registration Requests
 - Absentee Ballot Requests
 - FWAB Requests
 - Change of Address Notifications

4. What was the status of those Dependents assisted?
 - Number of those PCSing
 - Number pre-deploying
 - Number post-deployment
 - Number On-demand requests
 - General Voting Information Provided

5. Number of Federal Employees Assisted
 - Voter Registration Requests
 - Absentee Ballot Requests
 - FWAB Requests
 - Change of Address Notifications

6. What was the status of those Federal Employees assisted?
 - Number of those PCSing
 - Number pre-deploying
 - Number post-deployment

- Number on-demand requests
- General Voting Information Provided

7. Number of non-Federal Civilian Employees and Civilian Employees & Contractors (public) Assisted

- Voter Registration Requests
- Absentee Ballot Requests
- FWAB Requests
- Change of Address Notifications

8. What was the status of those non-Federal Civilian Employees assisted?

- Number of those personnel PCSing
- Number pre-deploying
- Number post-deployment
- Number On-demand requests
- General Voting Information Provided

9. Number of Total Persons Assigned to the IVA Office?

10. Number of full-time Employees

- Grade
- Military/Civil Service Contractor
- -Hours per month
- Temporary Personnel-As assigned-Hours per month

UNIT VOTING ASSISTANCE OFFICERS

1. Number of Military Personnel Assisted
 - Voter Registration Requests
 - Absentee Ballot Requests
 - FWAB Requests
 - Change of Address Notifications
2. What was the status of those Military personnel assisted?
 - Number of those personnel PCSing
 - Number pre-deploying
 - Number post-deployment
 - Number On-demand requests
 - General Voting Information Provided
3. Number of Military Dependents Assisted
 - Voter Registration Requests
 - Absentee Ballot Requests
 - FWAB Requests
 - Change of Address Notifications
4. What was the status of those Dependents assisted?
 - Number of those PCSing
 - Number pre-deploying
 - Number post-deployment
 - Number On-demand requests
 - General Voting Information Provided
5. Number Reporting Being Trained within 90 days of assignment as VAO
 - Number trained by formal FVAP workshop
 - Number trained by Service provided workshop
 - Number trained online
6. UVAOS's report distribution of voting assistance message 30,60,90 days prior to a Federal election.

Voting Assistance Officer Training for the 2014 Election Cycle

Month	Day	Year	Day Name	Host	Installation	State Code
November	13	2013	Wednesday	Air Force	Andrews	MD
November	19	2013	Tuesday	Navy	NAVSTA Great Lakes	IL
November	20	2013	Wednesday	Air Force	Wright-Patterson AFB	OH
November	21	2013	Thursday	Coast Guard	Cleveland	OH
December	3	2013	Tuesday	Coast Guard	Houston	TX
December	4	2013	Wednesday	Army	Fort Polk	LA
December	5	2013	Thursday	Coast Guard	New Orleans	LA
December	9	2013	Monday	State	Nogales Consulate	Mexico
December	10	2013	Tuesday	Army	Ft. Huachuca	AZ
December	11	2013	Wednesday	Army	Ft. Bliss	TX
December	12	2013	Thursday	State	Ciudad Juarez Consulate	Mexico
January	6	2014	Monday	Air Force	Altus AFB	OK
January	7	2014	Tuesday	Army	Fort Sill	OK
January	8	2014	Wednesday	Army	Fort Hood	TX
January	9	2014	Thursday	Air Force	JB San Antonio- Randolph	TX
January	10	2014	Friday	State	Nuevo Laredo Consulate	Mexico
January	13	2014	Monday	Coast Guard	San Pedro	CA
January	14	2014	Tuesday	Marine Corps	Camp Pendleton	CA
January	15	2014	Wednesday	Navy	NAVBASE Coronado	CA
January	16	2014	Thursday	Navy	NAVBASE San Diego	CA
January	17	2014	Friday	State	Tijuana Consulate	Mexico
January	14	2014	Tuesday	State	Guadalajara Consulate	Mexico
January	15	2014	Wednesday	State	Mexico City Embassy	Mexico
January	16	2014	Thursday	State	Costa Rica Embassy	Costa Rica

Appendix B

Workshop Schedule

**Important Dates for Unit Voting Assistance Officers
Insert**

Voting Assistance Officer Training for the 2014 Election Cycle

Month	Day	Year	Day Name	Host	Installation	State Code
January	21	2014	Tuesday	Coast Guard	Miami	FL
January	22	2014	Wednesday	Air Force	Patrick AFB	FL
January	23	2014	Thursday	Air Force	MacDill AFB	FL
January	27	2014	Monday	State	Toronto Consulate	Canada
January	28	2014	Tuesday	Army	Fort Drum	NY
January	29	2014	Wednesday	State	Ottawa Embassy	Canada
January	30	2014	Thursday	State	Montreal Consulate	Canada
January	28	2014	Tuesday	Air Force	JB McGuire	NJ
January	29	2014	Wednesday	Coast Guard	New York City	NY
January	30	2014	Thursday	Army	West Point	NY
February	3	2014	Monday	State	Bern Embassy	Switzerland
February	4	2014	Tuesday	State	Milan Consulate	Italy
February	5	2014	Wednesday	Air Force	Aviano AB	Italy
February	6	2014	Thursday	State	Florence Consulate	Italy
February	7	2014	Friday	Navy	NSA Naples	Italy
February	3	2014	Monday	Air Force	Travis AFB	CA
February	4	2014	Tuesday	Navy	NAS Lemore	CA
February	5	2014	Wednesday	Army	Fort Irwin	CA
February	6	2014	Thursday	Air Force	Nellis AFB	NV
February	11	2014	Tuesday	State	Athens Embassy	Greece
February	12	2014	Wednesday	State	Tel Aviv Embassy	Israel
February	13	2014	Thursday	State	Jerusalem Consulate	Israel
February	11	2014	Tuesday	Army	Fort Benning	GA
February	12	2014	Wednesday	Army	Fort Knox	KY

Voting Assistance Officer Training for the 2014 Election Cycle

Month	Day	Year	Day Name	Host	Installation	State Code
February	18	2014	Tuesday	Army	Fort Rucker	AL
February	19	2014	Wednesday	Air Force	Eglin AFB	FL
February	20	2014	Thursday	Navy	NAS Pensacola	FL
February	24	2014	Monday	State	Paris Embassy	France
February	25	2014	Tuesday	State	Amsterdam Consulate	Netherlands
February	26	2014	Wednesday	Stata	Frankfurt Consulate	Germany
February	26	2014	Wednesday	Army	USAG Wiesbaden	Germany
February	27	2014	Thursday	Air Force	Ramstein AB	Germany
March	3	2014	Monday	Army	USAG Stuttgart	Germany
March	4	2014	Tuesday	Army	USAG Grafenwoeher- Vilseck	Germany
March	5	2014	Wednesday	State	Berlin Embassy	Germany
March	6	2014	Thursday	State	Prague Embassy	Czech Republic
February	24	2014	Monday	State	Perth Consulate	Australia
February	25	2014	Tuesday	State	Sydney Consulate	Australia
February	26	2014	Wednesday	State	Melbourne Consulate	Australia
February	27	2014	Thursday	State	Auckland Consulate	New Zealand
March	3	2014	Monday	Navy	Pearl Harbor	HI
March	4	2014	Tuesday	Army	Schoffield Barracks	HI
March	6	2014	Thursday	Navy	NAVBASE Guam	Guam
March	10	2014	Monday	State	Lisbon Embassy	Portugal
March	11	2014	Tuesday	State	Madrid Embassy	Spain
March	12	2014	Wednesday	State	Barcelona Consulate	Spain
March	13	2014	Thursday	Navy	NAVSTA Rota	Spain
March	11	2014	Tuesday	Army	Fort Leavenworth	KS
March	12	2014	Wednesday	Army	Fort Leonard Wood	MO

Voting Assistance Officer Training for the 2014 Election Cycle

Month	Day	Year	Day Name	Host	Installation	State Code
March	12	2014	Wednesday	Navy	Joint Base Anacostia Bolling	DC
March	13	2014	Thursday	Navy	NSA Washington	DC
March	18	2014	Tuesday	Marine Corps	MCB Quantico	VA
March	19	2014	Wednesday	Army	Fort Belvoir	VA
March	24	2014	Monday	Navy	NAS Jacksonville	FL
March	25	2014	Tuesday	Navy	SUBASE Kings Bay	GA
March	26	2014	Wednesday	Army	Fort Stewart	GA
March	27	2014	Thursday	Army	Fort Gordon	GA
March	25	2014	Tuesday	Army	Fort Carson	CO
March	26	2014	Wednesday	Air Force	Peterson AFB	CO
March	27	2014	Thursday	Air Force	Buckley AFB	CO
April	1	2014	Tuesday	State	Cape Town Consulate	South Africa
April	2	2014	Wednesday	State	Johannesburg Embassy	South Africa
April	3	2014	Thursday	State	Addis Ababa Embassy	Ethiopia
April	7	2014	Monday	State	Jeddah Consulate	Saudi Arabia
April	8	2014	Tuesday	State	Riyadh Embassy	Saudi Arabia
April	9	2014	Wednesday	Navy	NSA Bahrain	Bahrain
April	10	2014	Thursday	State	Dubai Consulate	UAE
March	31	2014	Monday	Army	JB Lewis McChord	WA
April	1	2014	Tuesday	State	Vancouver Consulate	Canada
April	2	2014	Wednesday	Navy	NAS Whidbey Island	WA
April	3	2014	Thursday	Navy	NAVBASE Kitsap	WA
April	7	2014	Monday	State	Dublin Embassy	Ireland

Voting Assistance Officer Training for the 2014 Election Cycle

Month	Day	Year	Day Name	Host	Installation	State Code
April	8	2014	Tuesday	State	Belfast Consulate	Ireland
April	9	2014	Wednesday	State	Edinburgh Consulate	Scotland
April	10	2014	Thursday	State	London Embassy	England
April	10	2014	Thursday	Air Force	RAF Lakenheath	England
April	14	2014	Monday	Navy	WPNSTA Yorktown	VA
April	15	2014	Tuesday	Air Force	JB Langley-Eustis	VA
April	16	2014	Wednesday	Navy	NAVSTA Norfolk	VA
April	17	2014	Thursday	Navy	JEB Little Creek-Fort Story	VA
April	15	2014	Tuesday	Air Force	JB Elmendorf-Richardson	AK
April	16	2014	Wednesday	Army	Ft. Wainwright	AK
April	21	2014	Monday	Marine Corps	Camp Lejeune	NC
April	22	2014	Tuesday	Army	Fort Bragg	NC
April	23	2014	Wednesday	Army	Fort Bragg	NC
April	24	2014	Thursday	Army	Fort Jackson	SC
April	29	2014	Tuesday	Navy	SUBASE New London	CT
April	30	2014	Wednesday	Navy	NAVSTA Newport	RI
May	5	2014	Monday	State	Hong Kong Consulate	Hong Kong
May	6	2014	Tuesday	State	Shanghai Consulate	China
May	7	2014	Wednesday	State	Manila Embassy	Philippines
May	8	2014	Thursday	State	Seoul Embassy	Korea
May	8	2014	Thursday	Army	USAG Yongsan	Korea
May	9	2014	Friday	Air Force	Osan AB	Korea
May	9	2014	Friday	Army	USAG Humphries	Korea
May	12	2014	Monday	Marine Corps	Camp Butler	Japan
May	13	2014	Tuesday	State	Tokyo Embassy	Japan
May	14	2014	Wednesday	Air Force	Yokota AB	Japan

Voting Assistance Officer Training for the 2014 Election Cycle

Month	Day	Year	Day Name	Host	Installation	State Code
May	15	2014	Thursday	Army	Camp Zama	Japan
May	15	2014	Thursday	Navy	CFA Atsugi	Japan
May	16	2014	Friday	Navy	CFA Yokosuka	Japan
June	10	2014	Tuesday	Army	Fort Benning	GA
June	11	2014	Wednesday	Army	Fort Campbell	KY
June	12	2014	Thursday	Army	Fort Knox	KY

Important Dates for Voting Assistance Officers

November 13	VAO In-Person Workshops Begin
November 15	Order Supplies
January 2	Command Emphasis Program
January 10 Action Officer	Measures of Effect and Performance due to Army Voting
January 15	Distribute FPCAs to UOCAVA voters
January 21	Create Public Service Announcements
February 10 Action Officer	Measures of Effect and Performance due to Army Voting
March 10 Action Officer	Measures of Effect and Performance due to Army Voting
April 10 Voting Action Officer	Measures of Effect and Performance are due to Army
May 10 Voting Action Officer	Measures of Effect and Performance are due to Army
June 10 Voting Action Officer	Measures of Effect and Performance are due to Army
June 17 Run	Public Service Announcements
June 30 Voters Week	Armed Forces Voters Week and Overseas Citizens
July 2	Command Emphasis Program
July 10 Action Officer	Measures of Effect and Performance due to Army Voting

July 15

Distribute FPCAs to UOCAVA voters

August 10
Voting Action Officer

Measures of Effect and Performance are due to Army

September 10
Voting Action Officer

Measures of Effect and Performance are due to Army

September 20
voters.

Ballot mailing deadline to send UOCAVA voters absentee

September 29

Absentee Voting Week

October 1

Command Emphasis Campaign

October 5

30 days before Election Day

October 7

Recommended Mailing Dates

October 10
Action Officer

Measures of Effect and Performance due to Army Voting

October 14

Recommended Mailing Dates

October 20

15 Days before Election Day

October 28

Recommended Mailing Dates

November 4

Election Day

January 1, 2015

After Action Report due to Army Voting Action Officer

