



**DEFENSE HUMAN RESOURCES ACTIVITY
FEDERAL VOTING ASSISTANCE PROGRAM**
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ALEXANDRIA, VA 22350-4000

OCT 15 2014

**MEMORANDUM FOR SENIOR SERVICE VOTING REPRESENTATIVES OF THE
MILITARY DEPARTMENTS**

SUBJECT: Voting Assistance Program Metrics

The Federal Voting Assistance Program (FVAP) coordinated with each Service on the voting assistance program performance metrics and reporting requirements, as required by the Department of Defense Instruction (DoDI) 1000.04. The attached Measures of Effect and Performance reflect the adjustments to FVAP's current measures of effectiveness based on research provided by the RAND Institute combined with the ongoing assessment FVAP applies to voting assistance.

FVAP prescribes the collection of the following data elements to commence January 1, 2015, via the FVAP portal, with quarterly entries to be provided no later than 15 days after the end of each quarter within CY 15. This guidance supersedes the FVAP memo dated 18 May 2011.

A handwritten signature in black ink, reading "Matthew D. Boehmer", with a long horizontal line extending to the right.

Matt Boehmer
Director, FVAP

Attachments:
As stated

Measures of Effect & Performance

Installation Voter Assistance Office

Metrics	Justification
Number of Personnel Assisted: Categorize into the following: <ul style="list-style-type: none"> ▪ Military ▪ Spouses/Dependents ▪ Other Civilians 	To provide an accurate representation of the utilization of this resource for voting assistance.
Of the Total Number of Personnel Assisted, how many did you directly assist with completing the following forms: <ul style="list-style-type: none"> ▪ Federal Post Card Application (FPCA) ▪ Federal Write-In Absentee Ballot (FWAB) ▪ National Voter Registration Form (NVRF) 	To provide an accurate representation on the level and type of assistance provided to qualified voters through each Installation Voter Assistance Office. "Directly assisting" refers to the assistance that instructs on the completion on one of the forms listed and/or responding to questions related to the completion of the form.
Of the total Number of Personnel Assisted, how many did you provide general information:	To provide a distinguishing characteristic for the levels of assistance that is provided and provide context for the type of assistance sought through this resource.
Total Number of FPCAs distributed:	To measure the extent of utilization for the use of the FPCA and potential penetration of the FPCA at an installation.
Of the total number of FPCAs distributed, describe the method of distribution: <ul style="list-style-type: none"> ▪ Hard Copy forms ▪ Electronic (e.g., e-mail, online) ▪ Referred voter to FVAP.gov 	To provide clarifying characteristics for the preferred method of distributing the FPCA.
Total Number of FWABs distributed:	To measure the extent of utilization for the use of the FWAB and potential penetration of the FWAB at an installation.
Of the total number of FWABs distributed, describe the method of distribution: <ul style="list-style-type: none"> ▪ Hard Copy forms ▪ Electronic (e.g., e-mail, online) ▪ Referred voter to FVAP.gov 	To provide clarifying characteristics for the preferred method of distributing the FWAB.
Total Number of NVRFs distributed:	To measure the extent of utilization for the use of the NVRF and potential penetration of the NVRF at an installation.
Of the total number of NVRFs distributed, describe the method of distribution: <ul style="list-style-type: none"> ▪ Hard Copy forms ▪ Electronic (e.g., e-mail, online) ▪ Referred voter to FVAP.gov 	To provide clarifying characteristics for the preferred method of distributing the FWAB.
Total Number of NVRFs mailed on behalf of the voter	To measure the extent and volume of NVRFs transmitted from an IVA Office

Reporting Requirements and usage of the FVAP Portal located at FVAP.gov:

- 1. Date of appointment**
- 2. Date and method of most recent training**
- 3. Continuity Book created and available for inspection**

Unit Voting Assistance Officers

<u>Metrics</u>	<u>Justification</u>
Number of Personnel Assisted: Categorize into the following: <ul style="list-style-type: none"> ▪ Military ▪ Spouses/Dependents ▪ Other Civilians 	To provide an accurate representation of the utilization of this resource for voting assistance.
Total Number of Personnel Assisted, how many did you directly assist with completing the following forms: <ul style="list-style-type: none"> ▪ Federal Post Card Application (FPCA) ▪ Federal Write-In Absentee Ballot (FWAB) 	To provide an accurate representation on the level and type of assistance provided to qualified voters through each Installation Voter Assistance Office. "Directly assisting" refers to the assistance that instructs on the completion on one of the forms listed and/or responding to questions related to the completion of the form.
Total Number of Personnel Assisted, how many did you provide general information:	To provide a distinguishing characteristic for the levels of assistance that is provided and provide context for the type of assistance sought through this resource.
Total Number of FPCAs distributed:	To measure the extent of utilization for the use of the FPCA and potential penetration of the FPCA at an installation.
Of the total number of FPCAs distributed, describe the method of distribution: <ul style="list-style-type: none"> ▪ Hard Copy forms ▪ Electronic (e.g., e-mail, online) ▪ Referred voter to FVAP.gov 	To provide clarifying characteristics for the preferred method of distributing the FPCA.
Total Number of FWABs distributed:	To measure the extent of utilization for the use of the FWAB and potential penetration of the FWAB at an installation.
Of the total number of FWABs distributed, describe the method of distribution: <ul style="list-style-type: none"> ▪ Hard Copy forms ▪ Electronic (e.g., e-mail, online) ▪ Referred voter to FVAP.gov 	To provide clarifying characteristics for the preferred method of distributing the FWAB.

Reporting Requirements and usage of the FVAP Portal located at FVAP.gov:

4. Date of appointment
5. Date and method of most recent training
6. Continuity Book created and available for inspection

Recruiting Offices

Metrics	Justification
Number of Personnel Assisted for Recruiting Services (Total Number of Persons Entering the Recruiting Office)	To provide an accurate representation of the utilization of this resource for voting assistance.
Number of DD Form 2645 (Yes/No) Completed (Must be Citizen and 18 Years Old by Date of Election to Complete Form)	To provide an accurate representation of the utilization of this resource for voting assistance.
Number of Voter Registration Applications Submitted by Recruiting Offices, By State	To provide an accurate representation of the utilization of this resource for voting assistance.
Number of Voter Registration Applications Taken by Citizens, but Not Submitted by Recruiting Offices	To provide an accurate representation of the utilization of this resource for voting assistance.
Total Mailing Costs to Submit Voter Registration Application to States	To provide an accurate representation of the cost of this resource for voting assistance.