



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

AHRC-PDZ-A

OCT 11 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2018 Army Voting Assistance Program (AVAP) Instructions

1. References:

- a. AR 608-20, Army Voting Assistance Program, 22 April 2014.
- b. Department of Defense Directive 1000.04, Federal Voting Assistance Program, 14 April 2004, certified current as of 13 September 2012.
- c. Implementation of the National Voter Registration Act, 16 November 1994, certified current as of 21 November 2003.
- d. National Defense Authorization Act 2010.
- e. 42 U.S.C. § 1973ff (1986), Uniformed and Overseas Citizens Absentee Voting Act.
- f. Memorandum, Under Secretary of Defense (Personnel and Readiness), 19 September 2007, subject: Guidance on Implementing Voting Assistance Programs.

2. As the Army Senior Voting Representative, please accept my sincere gratitude for performing duties as an Army Command, Army Service Component Command or Direct Reporting Unit Senior Voting Assistance Officer. Command support is absolutely imperative to the success of the AVAP. Our Soldiers have the right to vote and deserve our assistance in executing this privilege.

3. The 2018 Army Voting Action Plan provides guidance for the upcoming year. The requirements in this plan reflect the Army's regulatory guidance, Department of Defense Directive 1000.04.

4. The goal is for Unit Voting Assistance Officers (UVAO) to contact 100 percent of the Soldiers in their Command and provide information about voting and the absentee voting process. Each Soldier should know his or her appointed UVAO. Leaders are responsible for ensuring this happens.


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SUBJECT: 2018 Army Voting Assistance Program (AVAP) Instructions

5. Training for your UVAOs is available by accessing Federal Voting Assistance Program (FVAP) online training at: www.fvap.gov. Each Voting Assistance Officer should complete a certificate of training before beginning his or her duties as a UVAO. The Army will host FVAP workshops at installations worldwide.

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

Encl


ROBERT W. BENNETT, JR.
Brigadier General, USA
The Adjutant General

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Superintendent, United States Military Academy

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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 (NDAA) for Fiscal Year (FY) 2010
- D. Department of Defense Instruction (DoDI) 1000.04, Federal Voting Assistance Program, 14 April 2004, certified current as of 13 September 2012
- E. AR 608-20 (Army Voting Assistance Program), 22 April 2014

I. PURPOSE

This plan delineates specific actions to be carried out in preparation for the 2018 election cycle. It disseminates 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); DoD Instruction (DoDI) 1000.04, Federal Voting Assistance Program (FVAP); and AR 608-20, Army Voting Assistance Program (AVAP).

II. OBJECTIVE

In accordance with AR 608-20 dated 22 April 2014 and DoDI dated 13 September 2012, the personnel listed below must be provided all necessary voting information; including voting age requirements, 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, or other Active Military Service assigned at Army led installations.

B. Department of the Army Civilians, Contractors and Federal Civilians attached to and serving with components OCONUS in (A).

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C. Family Members of (A) and (B) above.

III. RESPONSIBILITIES TO ALL

A. Review and implement the guidance in AR 608-20 as of 22 April 2014 and DoDI 1000.04 as of 13 September 2012, and ensure compliance with the program.

B. Disseminate the 2018 AVAP to all units.

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

D. Evaluation criteria should be noted in performance evaluations of assigned duties. Reports should reflect how well they performed their voting duties.

IIII. EXECUTION FOR ALL

A. PHASE I - Preparation and Initiation during the Period of 01 January 2018 – 31 May 2018.

1. Finalize Command Voting Action Plan for 2018 and disseminate to subordinate units.

2. Urge access to the FVAP website (www.fvap.gov) and www.hrc.army.mil/tagd/voting for voting information and materials.

3. Create a Command Emphasis Campaign. Release voting messages via base newspapers, electronic mail and social media.

4. Ensure ordering and procurement of voting assistance materials by each command/unit through the Army Publishing Directorate. Obtain materials through Media Distribution Division. Materials can be ordered through Media Division: <https://dol.hqda.pentagon.mil/ptclick/index.aspx>. Voting materials are listed under miscellaneous publications.

5. DoD Instruction 1000.04, requires all UVAOs to complete a FVAP/Service based workshop or complete online training. Workshop attendance is encouraged.

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6. Meet the 15 February 2018 deadline to distribute Federal Post Card Applications (FPCA) (electronically or in hand) to all UOCAVA voters. Encourage them to complete and submit to their local election officials, to apply and register to request an absentee ballot for all elections in 2018.

7. Complete Measures of Success and Performance by the last day of each calendar month.

B. PHASE II Registration, Ballot Request, and Absentee Voting During Period of 01 June 16 – 30 November 2018. Phase II runs simultaneously with portions of Phase I.

1. Conduct “Armed Forces Voters Week” and “Overseas Citizens Voters Week” (week of 30 June 18 – 7 July 2018). Develop programs to create voting awareness and motivate absentee voters to participate in the mid-term elections. Encourage voter assistance activities in conjunction with installation events such as Armed Forces Day and academy or school graduations. Publicize the importance of early planning well in advance of election deadlines, so the absentee voter can obtain a ballot for the election. Publicize the last date absentee ballots can be mailed from a location that outlines the reasonable expected delivery date to the appropriate state and local election officials.

2. Meet the 15 July 2018 deadline to distribute FPCAs (electronically or in hand) to all UOCAVA voters. Encourage them to complete and submit to their local election officials, to apply and register to request an absentee ballot for all elections in 2018.

3. Conduct “Absentee Voters Week” (week of 30 September 18 – 6 October 2018). Encourage all UOCAVA voters to vote and mail their absentee ballots during this week. Encourage use of the Federal Write-In Absentee Ballot (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 2017-2018 Voting Assistance Guide (VAG). Refer to the 2017-2018 VAG for state specific requirements.

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4. Continue 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).

5. Complete Measures of Success and Performance by the last day of each calendar month.

6. Thirty days before the election. VAOs should encourage voters who have not received their requested absentee ballot to complete and submit the FWAB by 6 October 2018.

7. Fifteen days before the election. 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.

C. PHASE III Evaluation during the Period of 01 November 2018 – 31 December 2018.

1. Assist, as requested, with post-election surveys of Soldiers and Unit Voting Assistance Officers (UVAO), in accordance with AR 608-20. 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.

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

V. VOTING MATERIALS AND SERVICES

A. FVAP Website, located at www.fvap.gov, 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 online FPCA, and links to state government home pages and other sites with election information and results.

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B. Army Website, located at www.hrc.army.mil/tagd/voting, provides Army specific information to VAOs as well as information from FVAP. VAOs should visit the website weekly for updated guidance.

C. 2016-2017 Voting Assistance Guide (2016-2017 VAG). A reference guide for VAOs providing a summary of state-by-state absentee voting procedures.

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

E. Posters. 2016 voting posters are available for use by the VAOs. Initial requirements for posters are coordinated by the HQDA Voting Action Officer with the Senior Voting Action Officer (SVAO) of each command. The posters should be ordered by the unit publications officer upon receipt in the U.S. Army Publications warehouse. Obtain materials through online ordering:
<https://dol.hqda.pentagon.mil/ptclick/index.aspx>.

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 and Army Voting are available on social networking sites like Facebook and Twitter. FVAP and Army Voting are 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 and Army Voting for important updates on absentee 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 2016-2017 Voting Assistance Guide. The toll-free number for citizens in the U.S. and Canada is 1-800-438-VOTE (8683). Assistance is available during normal business hours, Eastern Standard 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.

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I. FPCA for Registration and Absentee Ballot Request (SF 76). The Army encourages use of electronic versions of this form.

1. The FPCA is a postage-paid form authorized by law for use by persons covered by the UOCAVA. The FPCA was revised in 2013. The Army encourages use of electronic versions of this form.

2. The 2017-2018 Voting Assistance Guide should be consulted to determine how each particular jurisdiction authorizes use of the FPCA, as there are differences in treatment accorded to the FPCA by the various states and other jurisdictions.

J. Federal Write-In Absentee Ballot (FWAB) (Standard Form 186). The Army encourages electronic versions of this form.

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 election or the state deadline, whichever is later. Some states may allow its use in primary and run-off elections. Consult the 2016-2017 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 2016-2017 Voting Assistance Guide for more information. The guide can be found at:
<http://www.fvap.gov/uploads/FVAP/States/eVAG.pdf>

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Web and Social Media Pages

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Army Voting on S-1 Net/ Mil-Suite
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