

Voting Assistance Program (VAP)

Action Plan



**Airman and Family Readiness
Operations Division**

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Changes to Voting Action Plan

Page	Change (Add, Delete, Revised)
4	Added: Mission, Vision, Purpose, and Program Service Delivery
5	Updated: AFPC Voting Homepage link
6	Removed: ratio for additional UVAOs
6	Added: Ensure performance evaluation reports for assigned VAOs include comment on their performance in carrying out this duty under Section 1566 of Title 10, U.S.C.
11	Added: Partnerships
12	Added: Marketing
13	Added: Statistical Tracking
14	Added: Helpful Information

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INTRODUCTION

The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) protects the right to vote for members of the Uniformed Services (including activated Reserve and Guard), Merchant Marines, their spouses and dependents, and United States (U.S.) citizens residing outside the territorial limits of the U.S. 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 UOCAVA. The Secretary of Defense directed commanders at all levels to support the Federal Voting Assistance Program (FVAP) and encourage maximum participation by Department of the Air Force (DAF) personnel and their dependents to exercise their right to vote.

MISSION

The mission of the DAF Voting Assistance Program (VAP) is to:

- Inform and educate U.S. citizens worldwide of their right to vote
- Administer UOCAVA effectively and efficiently
- Foster voting participation
- Protect the integrity of and enhance the electoral process at the federal, state, and local levels for military and overseas voters

VISION

The DAF VAP is committed to providing first-class assistance so that service members, their families, and overseas citizens can successfully vote absentee anywhere in the world.

PURPOSE

The DAF VAP implements operational guidance for Voting Assistance Officers (VAOs) at both the installation and unit levels. It details voting assistance provided to members of the uniformed Service members, their spouses and dependents, and U.S. citizens who have access to DAF installations.

COMPLIANCE AND REGULATORY GUIDELINES

Guidance includes Public Law, directives and instructions that directly or indirectly affect Airman and Family Readiness Centers (A&FRCs) and the VAP.

- Public Law 99-410, Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)
- 52 United States Code §20506, Voter Registration Agencies
- DoDI 1000.04, Federal Voting Assistance Program (FVAP)
- AFRPD 36-31, Personal Affairs
- AFI 36-3107, AF Voting Assistance Program (VAP)
- FVAP Installation Voter Assistance (IVA) Office Handbook
- FVAP Voting Assistance Guide (VAG)
- FVAP Voting Action Plan

PROGRAM SERVICE DELIVERY

VAOs for the Uniformed Services serve at the installation and unit levels. Staff at the installation A&FRC serve as Installation Voting Assistance Officers (IVAOs) and man

the IVA Office. Unit Voting Assistance Officers (UVAOs) provide voting assistance within a unit to further assist the IVAO.

- Promotes use of the FVAP website which contains online tools and resources for military and overseas voters to guide them through the process of filling out key absentee voting forms according to their state laws, rules, deadlines and regulations, and support their ability to vote
- Provides accurate information to potential voters, in-person or via email and telephone, regarding voting forms, election dates and information on the general UOCAVA absentee process

ROLES AND RESPONSIBILITIES

AF PERSONNEL CENTER, AIRMAN & FAMILY OPERATIONS (AFPC/DPFF)

- Issue a biennial DAF Voting Action Plan to provide VAP operational guidance to VAOs at all levels. The DAF Voting Action Plan is posted on the FVAP website (<https://www.fvap.gov/vao/directives>)
- Ensure installation voting activities are aligned under the installation A&FRC with 24/7 support capability provided by AFPC Total Force Service Center (AFPC/TFSC)
- Implement metric tracking and review Air Force Family Integrated Results and Statistical Tracking (AFFIRST) and FVAP Portal reports for FVAP metric requirements, trainings, workshops, individual consultations, and coordination/outreach
- Establish a process to ensure IVAOs and UVAOs complete FVAP VAO training IAW training requirements in the current DAF Voting Action Plan
- Provide information and responses to command and installation VAOs' questions and concerns
- Provide after action reports as requested by AF/A1SA
- Maintain a VAP homepage on the AFPC website (<https://www.afpc.af.mil/Airman-and-Family/Voting/>)
- Provide VAP updates and training to IVAOs and AFPC/TFSC staff

MAJCOM VOTING ASSISTANCE OFFICER (MVAO)

Primary and alternate MAJCOM VAOs (MVAO) must be appointed in writing by the MAJCOM/A1 to coordinate the programs conducted by subordinate units within their command.

- Provide AFPC/DPFF a copy of primary MVAO appointment letters
- Coordinate with AFPC/DPFF to assist MAJCOM A1s in monitoring, evaluating, and ensuring success of the FVAP program for the MAJCOM Commander
- Complete mandatory MVAO training IAW training requirements in the current DAF Voting Action Plan and maintain copies of initial certificates
- Maintain a current listing of IVAOs within their MAJCOM
- Submit after action reports as directed by the Service Voting Action Officer (SVAO)

INSTALLATION COMMANDER

- Designate the installation A&FRC as the IVA Office and as a Voter Registration Agency IAW AFI 36-3107, para. 2.1.1.
- Appoint, in writing, a primary IVAO from the permanent federal government civilian staff at the A&FRC (**Attachment: IVAO APPOINTMENT LETTER**)
 - The designee should be GS-12 or higher; however, an enthusiastic volunteer at a lower grade may be designated
 - Send a copy to AFPC/DPFF and the MVAO
- Ensure unit commanders appoint, in writing, one UVAO assigned to each unit with permanently assigned active duty members (DAF standard unit is a squadron) (**Attachment: UVAO APPOINTMENT LETTER**)
 - Units other than a squadron (or equivalent) with permanently assigned active duty members may be serviced by the IVA Office
- Ensure performance evaluation reports for assigned VAOs include comment on their performance in carrying out this duty under Section 1566 of Title 10, U.S.C.
- Require IVAOs and UVAOs to complete FVAP VAO training within time standards, IAW FVAP Training Requirements in page 11 - 12 of the current DAF Voting Action Plan
- Ensure IVAOs and UVAOs are available and equipped to assist voters for all elections and provided the time and resources needed to perform their voting assistance duties

INSTALLATION VOTING ASSISTANCE OFFICERS (IVAO)

IVAOs provide UOCAVA-eligible voters, Federal civilian employees and other US citizens who have access to the IVA Office with accurate nonpartisan voting information and assistance IAW DoD and DAF guidance. The IVAO may use the FVAP IVA Office Handbook to guide administering the IVA Office:

<https://www.fvap.gov/vao/directives>

- Report directly to the installation commander for voting assistance matters and oversee operations of the IVA Office to ensure compliance with AFI 36-3107 and the current DAF Voting Action Plan
- Complete mandatory FVAP IVA Office and VAO training IAW the current DAF Voting Action Plan; permanently retain initial training certificates and refresher training certificates for each even-numbered calendar year
 - For even numbered years with elections for federal offices, UVAOs should attend the training workshops conducted by the FVAP Office when unit funds are available; if unable to attend, use alternate FVAP training.
- Forward to MAJCOM VAO and AFPC/DPFF a copy of IVAO appointment letters and training certificates
- Establish and maintain IVA Office contact information requirements:
 - Voting action telephone line with voicemail that provides TFSC contact information for 24-hour voting assistance. IVA Office must respond to voicemails within 72 hours or 3 business days.
 - Installation voting e-mail org box

- Voting assistance page on the installation's public website with IVA Office contact info and links to [FVAP](#) and [DAF Voting](#) websites
- Assess program effectiveness and provide feedback as appropriate. VAP is a by-law program and is inspected for compliance IAW applicable AFIs, DoD regulations and public law. Self-assessment checklist (SAC) AFI 36-3107, DAF VAP, is published in the Management Internal Control Toolset (MICT).
- Provide voting forms, upon request, to individuals with access to IVA office
 - Federal Post Card Application (FPCA): Encourage voters to complete and submit a FPCA to their state election officials in order to register and apply for an absentee ballot. Remind members that voting age dependents are eligible to use the FPCA and Federal Write-In Absentee Ballot (FWAB)
 - FWAB: May be used as a backup ballot to vote for federal offices. Advise voters, who have not received their requested absentee ballot 30 days before the election, to complete and submit the FWAB so it arrives NLT 15 days before the election
 - National Voter Registration Form (NVRF): Voters living in their voting district may register to vote and update information with the local voter registration office (e.g., report address change)
- Transmit the voting forms to appropriate election office upon voter request; must mail within 5 calendar days of voter submission to the IVA Office, IAW AFI 36-3107, para 2.2.4.
- Maintain hard-copy or virtual continuity folder for reference and quick orientation of IVAO responsibilities; a list of items your continuity folder should contain are listed at: <https://www.fvap.gov/vao/continuity>
- Conduct Voting Emphasis Weeks IAW FVAP Voting Action Plan (issued during election years) for VAOs: <https://www.fvap.gov/vao/directives>; goals, suggested activities, and marketing strategies are available at: <https://www.fvap.gov/vao/voting-weeks>. Submit after action reports as prescribed by AFPC/DPFF
 - Armed Forces Voters Week (CONUS) and Overseas Citizens Voters Week (OCONUS):
 - Provide after action report to AFPC/DPFF NLT last Monday of July (during election years)
 - Absentee Voters Week:
 - Provide after action report to AFPC/DPFF NLT last Monday of October (during election years)
- Create installation information programs and disseminate voter information to UVAOs, Geographically Separated Units (GSUs), tenant units via base communication channels, electronic mail, and social media
 - Provide notification to DAF members of the last date before a general federal election upon which absentee ballots must be mailed to reasonably be delivered in time to state and local election officials, as recommended by local Military Postal Service Agency
- Provide voting support and materials to GSUs, tenant units, and units with assigned active duty members, regardless of MAJCOM or service affiliation (**Attachment: AF E-PUBLISHING INSTRUCTIONS**)
 - Maintain printed voting materials to augment electronic versions

- Ensure enough forms are on-hand for year-round registration, absentee ballot requests, and change-of-address requests for those deploying, returning from deployments, moving, or permanent change of station
- Assist, as requested by AFPC/DPFF, with post-election surveys; emphasize to those who receive the survey to promptly complete and submit responses
- Oversee UVAO voting requirements, to include DAF UVAOs at GSUs:
 - Notify UVAOs of voting assistance responsibilities and updates to DoDI, AFI and DAF Voting Action Plan
 - Forward reminders to UVAOs to submit quarterly FVAP metrics
 - Ensure UVAOs accomplish FVAP VAO training IAW training requirements in the current DAF Voting Action Plan
 - Require UVAOs to maintain UVAO continuity folder with mandatory content
 - Ensure UVAOs provide UVAO mandatory touchpoints
 - FPCA Distribution
 - Provide responses to UVAO questions, problems, and queries; refer to AFPC/DPFF as needed
 - Require UVAOs to train replacements as needed
 - Track UVAO appointment letters, training certificates, and mandatory touchpoints **(Attachment: AFFIRST DOCUMENTATION)**

IVAO MANDATORY TOUCHPOINTS

Armed Forces absentee voters must be provided voting assistance and information as described below. The IVAO coordinates with appropriate offices to ensure the IVA Office is included on checklists to accomplish related information and education. The Voting Assistance Information Sheet meets the requirement for information and education and must be provided to eligible voters at each touchpoint. **(Attachment: VOTING ASSISTANCE INFORMATION SHEET)**

- Ensure newly arrived and departing personnel are provided registration materials and education on absentee voting process via mass briefings (e.g., Newcomer's Orientation, Smooth Move) or individual consultations
 - Coordinate with Military Personnel Section (MPS) and Civilian Personnel Office (CPO) to include voting assistance on in-/out-processing checklists (virtual and/or hard copy)
 - Remind voters to submit FPCA in order to update address and request absentee ballot
- Provide voting assistance to all personnel, military and civilian, deploying and returning from deployment of 6 months or longer
 - Coordinate with Installation Personnel Readiness (IPR) office and A&FRC Readiness NCO to include absentee voting information on pre/post-deployment checklists and as part of the mandatory pre-/post-deployment briefings
 - Remind voters to change address on FPCA to ensure absentee ballot delivery at deployed location and to update home address upon return
 - The Deployment Tips for VAOs factsheet can be found at: <https://www.fvap.gov/vao/materials>

- Advise uniformed service members who are being separated or retired from active duty of the following:
 - Notify local election office they are no longer covered in accordance with the provisions of the UOCAVA
 - Submit a NVRF, available at: <https://www.eac.gov/voters/national-mail-voter-registration-form>
- Inform uniformed service members to update their voting registration address when they make a change of address. DoD 1000.04 requires the IVA Office to be a processing checklist item when personnel change their addresses.
 - IVAO will notify and coordinate with local MPS and CPO to ensure compliance with this provision of the MOVE Act
 - The MPS and CPO should provide the Voting Assistance Information Sheet with IVA Office contact information to military members changing their address (**Attachment: VOTING ASSISTANCE INFORMATION SHEET**)

UNIT VOTING ASSISTANCE OFFICER (UVAO)

UVAOs must be appointed in writing by the unit commander and will provide voting assistance to unit personnel, either in-person or through virtual means.

- Complete mandatory FVAP VAO training IAW the current DAF Voting Action Plan; permanently retain initial training certificates and refresher training certificates for each even-numbered calendar year
 - In even numbered years with elections for federal offices, UVAOs should attend the training workshops conducted by the FVAP Office when unit funds are available; if unable to attend, use alternate FVAP training.
- Forward a copy of UVAO appointment letters and training certificates to IVAO
- Offer absentee voting information about voters' home states, including (but not limited to) election dates, absentee registration and voting rules
 - Refer to VAG for recommended deadlines and state specific requirements: <https://www.fvap.gov/guide>
 - Encourage unit members to access the FVAP website for voting resources, state- specific and party-specific voting information, and links to federal, state and local government websites: <https://www.fvap.gov/links#Election>
 - Track number of personnel assisted (**Attachment: FVAP ADMIN PORTAL DOCUMENTATION**)
- Provide voting forms to unit personnel. Please see instructions to register and order voting materials on DAF ePublishing website. Ensure there is sufficient number of paper copies available in case electronic copies are not accessible. Track number of forms distributed (**Attachment: FVAP ADMIN PORTAL DOCUMENTATION**)
 - FPCA: Encourage voters to complete and submit a FPCA to their local election officials in order to register and apply for an absentee ballot. Remind members that voting age dependents are eligible to use the FPCA and FWAB
 - FWAB: The FWAB may be used as a backup ballot to vote for federal offices. Advise voters, who have not received their requested absentee ballot 30 days before the election, to complete and submit the FWAB so it

- arrives NLT 15 days before the election
 - NVRF: The NVRF is used to register to vote and update information with the local voter registration office (e.g., report address change)
- (Attachment: AF E-PUBLISHING INSTRUCTIONS)**
- Assist IVAO, as requested, with after action reports, post-election surveys, and Voter Emphasis Weeks; disseminate voter information to unit personnel as directed by IVAO
- Refrain from contacting state and local government officials about voting policy matters; issues should be directed to the IVAO (to pass on to AFPC/DPFF) for legislative and other policy matters involving voting assistance and elections
- Maintain hard-copy or electronic continuity folder for reference and quick orientation of UVAO responsibilities; required content for the UVAO continuity folder is listed at: <https://www.fvap.gov/vao/continuity>
- Provide training to succeeding UVAO, to include turnover of current continuity book
 - Primary and alternate (if applicable) UVAOs will submit unit metrics
- (Attachment: FVAP ADMIN PORTAL DOCUMENTATION)**
- FVAP Portal metrics must be submitted, at a minimum, NLT 3 duty days before the last day of the current quarter
- Assess program effectiveness and provide feedback as appropriate. VAP is a by-law program and is inspected for compliance IAW applicable AFIs, DoD regulations and public law. The SAC for AFI 36-3107, AF Voting Assistance Program, is published in MICT.

UVAO MANDATORY TOUCHPOINTS

Military personnel must be provided voting assistance and information as described below. Report to IVAO the date that each UVAO mandatory touchpoint is completed and document forms distributed and voters assisted IAW FVAP Admin Portal

- Distribute FPCAs (electronically or in-hand) to all unit members between 1-15 January (annually) and 1-15 July (during election years)

AFPC/TOTAL FORCE SERVICE CENTER (TFSC)

TFSC provides 24/7 support capability to DAF members, voting age family members, and federal civilian employees (and contractors stationed overseas) who are unable to contact their IVAO or UVAO. When necessary, TFSC refers questions and/or queries to AFPC/DPFF. TFSC tracks voting assistance provided via phone, email, or other means.

AIR RESERVE COMPONENTS (ARC)

- The National Guard Bureau (NGB) and Headquarters Air Force Reserve Command (AFRC) will appoint a headquarters-level SVAO to maintain a contingency absentee voting program for units and personnel who have been activated/mobilized
 - NGB OPR is Family Programs (NGB/A1PS): usaf.jbanafw.ngb-a1.mbx.a1ps-family_programs@mail.mil or DSN 612-9518

- HQ AFRC OPR is HQ AFRC/A1: afrc.a1ry@us.af.mil or DSN 497-1294
- ARC units co-located on a RegDAF installation should refer members to the IVA Office within the A&FRC for voting assistance support. Co-located ARC units may also use the AFPC/TSFC as an additional source of information and assistance.
- ARC units not co-located on a RegDAF installation and units or members activated/deployed to a location not-supported by active DAF or other host/tenant service agreements may use the AFPC/TFSC as a primary source of voting information and assistance.
- Ensure pre-deployment/activation processing checklists identify voting assistance information and availability of the AFPC/TFSC as a resource

EDUCATION AND TRAINING REQUIREMENTS

MVAO Timeframes

- Within 30 days assuming MVAO duties and every even-numbered year
 - FVAP VAO Training

IVAO Timeframes

- Within 30 days assuming IVAO duties
 - FVAP VAO and IVA Office Training
 - IVA Office Handbook
- Every even-numbered year
 - FVAP VAO Training

UVAO Timeframes

- Within 30 days assuming UVAO duties and every even-numbered year
 - FVAP VAO Training

Training Options

- Primary and alternate VAOs must complete online training via their FVAP Admin Portal account: <https://www.fvap.gov/portal/training/get-started.html>
- FVAP IVA Office Handbook: https://www.fvap.gov/uploads/FVAP/VAO/IVAOHandbookV1_20191025.pdf
- FVAP Regional VAO Workshops are available; however, reduction in TDY allocations may prevent in-seat training

PARTNERSHIPS

Community partnerships are essential for the VAP to function effectively. Collaborating with on/off-base agencies, overseas citizen organizations, UVAOs, unit deployment managers, key spouses/mentors, and local/county/state election officials, not only helps to maximize resources, but it also helps improve IVAOs' knowledge while providing customers with the most current, relevant, and accurate information on various topics.

Additionally, it is necessary for IVAOs to work with A&FRC core compliance experts (e.g., Relocation, Transition, Deployment Readiness) to ensure absentee voting information is included during mandatory briefings so Service members know what they must do before and after making a change in assignment, deployment, separation or retirement.

MARKETING

Information on FVAP programs, event schedules, points of contact, community resources both on and off the installation, and availability of services should be provided to installation leaders, Service members, their family members, and U.S. citizens who have access to DAF installations.

Marketing strategies and websites to use for assisting in this endeavor may include, but are not limited to:

MARKETING STRATEGIES:

- Conduct nonpartisan voting workshops and registration drives.
- Hang voting banners near installation entrances or display a voting slogan on installation marquees
- Run voting Public Service Announcements (PSAs) at the installation theater
- Put up motivational posters with voter registration information in popular areas such as installation housing, gyms, commissaries, and exchanges. Be sure to include your contact information
- Use media outlets to encourage voter registration. Advertise events on Facebook and in installation newspapers
- Plan your events around a holiday theme
- Host unit or installation "Voting Days" where computer terminals are set up for the purpose of receiving, completing, and printing ballots

MARKETING SITES:

- FVAP Webpage: <https://www.fvap.gov/>
- Military OneSource
- Air Force's Personnel Center's Airman and Family Division Voting Webpage: <https://www.afpc.af.mil/Airman-and-Family/Voting/>
- Installation Force Support Squadron Marketing Office
- Public Affairs
- Airman & Family Readiness Operations Division Facebook page: <https://www.facebook.com/airmanandfamily>
- MilSuite
- Podcasts
- Instagram
- Twitter
- AFPC Vignettes for Commanders: <https://www.youtube.com/watch?v=BX9OcmXxs>
- Installation A&FRC Facebook page
- Armed Forces Network (AFN)
- OCONUS Commander's Access Channel

MARKETING MATERIALS AVAILABLE ON FVAP WEBSITE

To assist VAOs in your effort to market the installation voting program, FVAP created materials to cover many topics related to absentee voting. Handouts, posters, Service-

specific public service announcements, YouTube videos, and digital media are a few examples of the tools available for VAOs to download, print, and share as needed.

Handouts and factsheets help explain the absentee voting process, provide election dates, and important contact information. There are also voting posters for every election year to help ensure absentee voters are aware of the tools and resources FVAP provides, as well as how to contact FVAP and the local VAOs. Some products such as wallet cards, tri-fold brochures and posters are better shared using FVAP's pre-printed copies. To request hardcopy products, email vote@FVAP.gov.

Public service announcements and digital media content toolkits support VAOs as they help Service members, their families and overseas citizens vote absentee. VAOs may customize and publish this shared content on digital channels like websites, blogs, social media and email. Please contact FVAP if you would like assistance sharing this information, experience any issues downloading the files or would like to request additional materials.

MARKETING MATERIALS AVAILABLE ON DAF E-PUBLISHING WEBSITE

The DAF e-Publishing website also has several printed marketing materials and forms available at no cost. Steps to create an account, a list of materials available, and how to order materials from the website are attached. **(Attachment: ePUBS ORDERING INSTRUCTIONS)**

STATISTICAL TRACKING

AF FAMILY INTEGRATED RESULTS AND STATISTICAL TRACKING (AFFIRST)

AFFIRST is a web-based, data gathering, service delivery management system established to provide timely information about daily activities, outcome-based results, and return on investment of A&FR services throughout the DAF. All IVAOs will utilize this system for data gathering, record keeping, and information management.

(Attachment: AFFIRST DOCUMENTATION)

FVAP ADMIN PORTAL

The FVAP Admin Portal is a systematic means for IVAOs and UVAOs to report the number of voting assistance provided and forms distributed and to measure essential management information for reporting, control, and process improvement. FVAP outlines measures of effect and performance, along with justification for each, in the FVAP Admin Portal Documentation attached. **(Attachment: FVAP ADMIN PORTAL DOCUMENTATION)**

AFPC/DPFF will monitor and gather data from AFFIRST and the FVAP Admin Portal related to the effectiveness criteria of the voting program. Based on data recorded, AFPC/DPFF will provide each MAJCOM a semi-annual update of their installations' programs to assist leaders in determining priorities and resources for Airman and Family Readiness programs.

HELPFUL INFORMATION

JOINT BASES

- DAF units on other Service-led bases must comply with the DAF voting requirements IAW AFI 36-3107
- Local leadership may determine and establish an agreement on how voting assistance is provided to units other than a squadron (or equivalent)
- Designated IVA Offices on joint bases are responsible for providing voting assistance to all military and civilian personnel that have access to the office, regardless of Service affiliation. Care must be taken that personnel in tenant units are provided service IAW mandatory touchpoints listed under IVAO and UVAO Key Roles and Responsibilities

DEPLOYED LOCATIONS

- The A&FRC at Al Udeid is an established DAF IVA Office and responsible for providing voting assistance to all Armed Forces personnel (including activated ANG and AFR personnel).
- Units or members deploying to a location without an IVA Office will use the TFSC (identified within Key Roles and Responsibilities) as a primary source of voting information and assistance.
- To ensure all deploying members are educated with information to exercise their right to vote during deployments at any location, all personnel will receive the Voting Assistance Information Sheet during the mandatory pre-deployment brief by A&FRC. **(Attachment: VOTING ASSISTANCE INFORMATION SHEET)**

GEOGRAPHICALLY SEPARATED UNITS (GSU) AND TENANTS UNITS

- DAF GSUs and tenant units must comply with the DAF voting requirements IAW AFI 36-3107
- GSUs and tenant units on major military installations fall under the service of the local IVA Office (regardless of branch of Service, component, or MAJCOM affiliation)
- IVAOs are responsible for providing voting assistance and information to GSUs and tenant units in their geographical area that are not co-located with another major military installation (regardless of service)
 - Coordinate with appropriate offices to identify GSUs and tenant units in geographical area
 - Oversee DAF UVAO voting requirements (e.g., appointment, training, metric reporting)
 - Must meet the requirement for information and education at each touchpoint described in IVAO and UVAO Key Roles and Responsibilities
 - May provide assistance and information via email, phone or in-person, using the Voting Assistance Information Sheet
 - Track and maintain a record of assistance and information provided
(Attachments: FVAP ADMIN PORTAL AND AFFIRST DOCUMENTATION)

ACCESSIONS

Joint Base San Antonio – Lackland, the United States Air Force Academy (USAFA), and Maxwell Air Force Base (AFB) IVAOs must offer absentee voting information and assistance to new accessions into the DAF before graduation from their respective courses (Basic Military Training, USAFA, and Officer Training School), on notice of permanent change of duty station, or detachment from the installation (proceeding to next training location).

Non-permanently assigned active duty/status members should not use temporary addresses on the FPCA, voter registration and absentee ballot request, as it may delay ballot delivery.

VAO OF THE QUARTER NOMINATIONS

Recognizes a VAOs at all levels (MVAO, IVAO, and UVAO) for their achievements throughout the quarter. Nominations must be submitted on the VAO of the Quarter Nomination Form by close of business on the designated deadline each quarter.

(Attachment: VAO OF THE QUARTER)

- Process to submit nominees:
 - UVAOs forward completed forms to your IVAO
 - IVAOs forward one installation nominee to vote.usaf@us.af.mil
 - AFPC/DPFF will select the DAF VAO of the Quarter to compete with VAOs of other Services for FVAP VAO of the Quarter
- Deadlines:
 - 1st Quarter (January – March) deadline: NLT 5 duty days before the last day of March
 - 2nd Quarter (April – June) deadline: NLT 5 duty days before the last day of June
 - 3rd Quarter (July – September) deadline: NLT 5 duty days before the last day of September
 - 4th Quarter (October – December) deadline: NLT 5 duty days before the last day of December

LIST OF ABBREVIATIONS AND ACRONYMS

AF – Air Force

AFFIRST – Air Force Family Integrated Results and Statistical Tracking

AFI – Air Force Instruction

AFPC – Air Force Personnel Center

A&FR – Airman and Family Readiness

A&FRC – Airman and Family Readiness Center

DAF - Department of Air Force

DoD – Department of Defense

DODI – Department of Defense Instruction

FPCA – Federal Post Card Application

FVAP – Federal Voting Assistance Program

FWAB – Federal Write-in Absentee Ballot

GSU – Geographically separated units
IPR – Installation Personnel Readiness
IVA Office – Installation Voter Assistance Office
IVAO – Installation Voting Assistance Officer
LEO – Local Election Official
MAJCOM – Major command
MICT – Management Internal Control Toolset
MVAO – Major Command Voting Assistance Officer
NVRA – National Voter Registration Act
NVRF – National Voter Registration Form
OPR – Office of Primary Responsibility
RegDAF – Regular Department of the Air Force
SAC – Self-assessment Checklist
SF – Standard Form
SSVR – Senior Service Voting Representative
SVAO – Service Voting Action Officer
TFSC – Total Force Service Center
UOCAVA – Unformed and Overseas Citizen Absentee Voting Act
UVAO – Unit Voting Assistance Officer
US – United States
VAG – Voting Assistance Guide
VAO – Voting Assistance Officer
VAP – Voting Assistance Program
VIC – (DoD) Voting Information Center