

Voting Assistance Program (VAP)

Action Plan



Airman and Family Readiness

Operations Division

Department of the Air Force

Published by AFPC/DPFF

January 2024

Changes to Voting Action Plan

Page	Change (Add, Delete, Revised)
	Revised: Topic layout throughout guide
	Revised: All attachment to v5
	Revised links
7	Deleted: VAO denotes Installation Voting Assistance Officer (IVAO), Unit Voting Assistance Officer (UVAO), and MAJCOM Voting Assistance Officer (MVAO).
7	Added: VAO denotes Installation Voting Assistance Officer (IVAO) and Unit Voting Assistance Officer (UVAO)
9-11	Changed DAF ePublishing Instructions to Ordering Marketing Items Instructions
14	Added: One-time mandatory training while appointed within the MAJCOM/M&FRC/Unit
18	Deleted: 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 Military/Airman and Family Readiness programs
18	Added: Based on data recorded, AFPC/DPFF will provide each MAJCOM a quarterly update of their installations' programs to assist leaders in determining priorities and resources for Military/Airman and Family Readiness programs

Annual Validation (January)

Date	Validation/Program Analyst Signature
Jan 2024	Kehinde Oshikoyapamphille

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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 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 Military and Family Readiness Centers (M&FRCs) and the DAF 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)
- AFPD 36-31, Personal Affairs
- DAFI 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

VAO denotes Installation Voting Assistance Officer (IVAO) and Unit Voting Assistance Officer (UVAO). VAOs serve the uniformed service members at the installation and unit levels. Staff at the installation M&FRC serve as IVAOs and man the IVA (Installation Voter Assistance) Office. UVAOs provide voting assistance within a unit to further assist the IVAOs. MVAOs assist in coordinating installation voting programs within their command.

The Voting Assistance Program service delivery strategy consists of:

- Promote 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
- Provide 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, MILITARY & 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 and can be found at the following link: <https://www.fvap.gov/vao/directives>
- Ensure installation voting activities are aligned under the installation M&FRC with 24/7 support capability provided by AFPC Total Force Service Center (AFPC/TFSC)
- Implement metrics tracking and review Air Force Family Integrated Results and Statistical Tracking (AFFIRST) and FVAP Portal reports for metric requirements, trainings, workshops, individual consultations, and coordination/outreach
- Establish a process to ensure VAOs complete FVAP VAO training IAW training requirements in the current DAF Voting Action Plan
- Deliver the Federal Post Card Application (FPCA) via myFSS Force Notification to Total Force Airmen, Guardians, and federal civilian employees by January 15 of each year and by July 15 of even-numbered years
- Provide information and responses to command and installation VAO questions and concerns
- Provide after action reports as requested by Military/Airman and Family Policy Branch (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
- Grant access to FVAP portal once IVAOs and UVAOs complete required training

- and request (add/archive/reset password) FVAP portal account
- Maintain FVAP VAO portal accounts to meet metrics reporting

MAJCOM VOTING ASSISTANCE OFFICER (MVAO)

MVAOs must be appointed in writing by the MAJCOM/A1 to coordinate the programs conducted by subordinate units within their command (an alternate MVAO is recommended to ensure continuity during the absence of the primary MVAO)

- Provide AFPC/DPFF a copy of primary and alternate MVAO appointment letter signed by commander on MS Team **(See attachment: MVAO APPOINTMENT LETTER)**
 - Upload appointment letter signed by commander in respective MAJCOM folder on MS Team/DAV VAP
- Complete mandatory MVAO training (VAO training) found via the following link <https://www.fvap.gov/training/get-started.html> IAW training requirements in the current DAF Voting Action Plan Action
 - Permanently retain the mandatory initial training certificate in MVOA's local continuity binder
- Document MVAO Point of Contact (POC) information on MS Teams/DAF VAP in the "IVAO and MVAO List" folder. **(See Attachment: INSTRUCTIONS ON HOW TO UPDATE IVAO/MVAO LIST ON MS TEAMS)**
- Maintain a current listing of IVAOs within their MAJCOM
 - The current IVAO/MVAO list can be found on MS Teams DAF VAP in the "IVAO and MVAO List" folder
- Coordinate with AFPC/DPFF to assist MAJCOM A1s in monitoring, evaluating, and ensuring success of the FVAP program for the MAJCOM Commander
- Submit after action reports as directed by the Service Voting Action Officer (SVAO)

INSTALLATION COMMANDER

- Designate the installation M&FRC as the IVA Office and as a Voter Registration Agency IAW DAFI 36-3107, para. 2.4.1.
- Appoint, in writing, a primary IVAO from the permanent federal government civilian staff at the M&FRC. **(See Attachment: IVAO APPOINTMENT LETTER)**
 - The designee should be GS-12 or higher; however, an enthusiastic volunteer at a lower grade may be designated
 - An alternate IVAO should be appointed to ensure continuity during the absence of the primary IVAO
- Ensure unit commanders appoint, in writing, one UVAO assigned to each unit with 25 or more permanently assigned active-duty members (DAF standard unit is a squadron). **(See Attachment: UVAO APPOINTMENT LETTER)**
 - Units other than a squadron (or equivalent) or with less than 25 permanently assigned active-duty members will be serviced by IVA Office (IVAOs)
- Ensure performance evaluation reports of service members assigned as UVAOs include performance of voting assistance duties IAW Section 1566(f) of Title 10, U.S.C

- Require IVAOs and UVAOs to complete FVAP training within time standards, IAW FVAP Education and Training Requirements
- 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 OFFICER (IVAO)

IVAOs provide UOCAVA-eligible voters, federal civilian employee, and other US citizens who have access to the IVA office with 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. More information can be found at the following link: <https://www.fvap.gov/vao/directives>

- IVAOs are appointed in writing by the installation commander. The IVAO must be a permanent federal government civilian staff at the M&FRC. **(See Attachment: IVAO APPOINTMENT LETTER)**
 - The designee should be a GS-12 or higher; however, an enthusiastic volunteer at a lower grade may be designated
 - An alternate IVAO should be appointed to ensure continuity during the absence of the primary IVAO
 - Report directly to the installation commander for voting assistance matters and oversee operations of the IVA Office to ensure compliance with DAFI 36-3107 and the current DAF Voting Action Plan
 - Provide copy of signed IVAO initial appointment letter to MVAO via email
 - Provide copy of signed IVAO initial appointment letter to AFPC/DPFF
 - Upload/save the initial appointment letter (pdf) signed by commander in the respective MAJCOM folder on MS Teams DAF VAP in the “APPT LTRS by MAJCOMs” folder, name document “IVAO Appt Ltr – Installation Name – Month Year”
 - Annotate date of initial appointment letter on MS Teams DAF VAP in the “IVAO and MVAO List” folder
 - Complete mandatory FVAP IVA Office and FVAP VAO training found via the following link <https://www.fvap.gov/portal/training/get-started.html> IAW the training requirements in the current DAF Voting Action Plan
 - Permanently retain the mandatory initial IVA Office Designation letter and VAO training certificates in continuity book/folder (turnover)
 - Annotate/document to AFPC/DPFF training certificate dates on MS Teams DAF VAP in the “IVAO and MVAO list” document (excel spreadsheet)
 - DO NOT upload IVAO initial training certificates on MS Teams
- (See attachment: INSTRUCTIONS ON HOW TO UPDATE IVAO/MVAO LIST ON MS TEAMS)**
- Establish and maintain IVA Office contact information requirements
 - Voting action telephone line with voicemail that provides TFSC contact information for 24-hour voting assistance (the telephone number can be the M&FRC telephone number). IVA Office must respond to voicemails within 72 hours or 3 business days

- Establish and maintain Installation voting e-mail box (org box) in the form of vote.base@us.af.mil or similar format. Email box must be always active. Ensure current IVAOs can receive emails
- Voting assistance page on the installation's public website with IVA Office contact info (phone number and email address) and links to FVAP (<https://www.fvap.gov>) website and AFPC/DPFF DAF VAP Voting webpage
- Assess program effectiveness and provide feedback as appropriate. VAP is a by-law program and is inspected for compliance IAW applicable DAFIs, DoD regulations and public law. Installation level Self-Assessment Checklist (SAC), DAFI 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
 - *Federal Write-In Absentee Ballot (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 NVRF to appropriate election office upon voter request; must mail within 5 calendar days of voter submission to the IVA Office, IAW DAFI 36-3107, para 2.5.4.
- Maintain hard-copy or virtual continuity (turnover) book/folder for reference and quick orientation of IVAO responsibilities; a list of items your continuity book/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 at: <https://www.fvap.gov/vao/directives> and <https://www.fvap.gov/uploads/FVAP/VAO/Voting-Action-Plan-2024.pdf>. Goals, suggested activities, and marketing strategies are available at: <https://www.fvap.gov/vao/voting-weeks>. Submit after action reports as prescribed/requested by AFPC/DPFF
 - Armed Forces Voters Week (CONUS) and Overseas Citizens Voters Week (OCNUS) Air Force
 - VAOs should plan and participate in Voting Emphasis Week activities to encourage eligible citizens to apply to register to vote and request an absentee ballot
 - Provide after action report to AFPC/DPFF NLT last Monday of July (during election years/even numbered year only)
 - Absentee Voters Week
 - VAOs should encourage all absentee voters to complete and return their absentee ballot
 - Provide after action report to AFPC/DPFF NLT last Monday of

- October (during election years/even numbered year only)
 - Military Spouse Voters Week
 - VAOs should encourage military spouse voters to register to vote and submit the FPCA
 - Provide after action report to AFPC/DPFF NLT last Monday of October (during election years/even numbered year only)
 - Create installation information programs (voting updates) and disseminate voter information to UVAOs, Geographically Separated Units (GSUs), and tenant units via base communication channels, electronic mail, and social media
 - Monthly To Do List and DAF VAP updates are disseminated by AFPC/DPFF for distribution to UVAOs
 - 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 (LEOs), as recommended by local Military Postal Service Agency
 - Contact/visit Installation Military Postal Agency to confirm date adherence and document in AFFIRST coordination and outreach
- (See attachment: 2024-2025 FVAP Election Cycle Voting Action Plan)**
- Ensure voting registration materials and information is continually available **(See ORDERING MARKETING ITEMS INSTRUCTIONS)**
 - Maintain printed voting materials to augment electronic versions
 - Provide voting materials and training support to GSUs serviced by their installation and tenant units located on their installation, regardless of MAJCOM, FIELD COM, component, or service affiliation
 - Ensure enough voting 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 as directed
 - Maintain an active FVAP portal account
 - Login to FVAP Portal every 35 days to maintain active account

IVAO METRICS INPUT (Measures of Effect and Performance)

- Track and maintain a record of forms distributed, assistance and information provided
- Document personnel assisted and forms distributed for military members, spouses/dependents, and civilians on FVAP portal metrics reporting
- Will input/save metrics monthly and save and ensure submit metrics quarterly
- FVAP portal metrics must be submitted even if it is zero "0", at a minimum, NLT 3 duty days before the last day of the current month and quarter to

keep account on active status Submit quarterly FVAP metrics

(See Attachment: FVAP ADMIN PORTAL DOCUMENTATION)

- Ensure all appointed VAO's account are active, and CAC enabled on the FVAP portal. Email the DAF VAP Org box for request to reset password, reactivate or archive account.

(See Attachment: INSTRUCTIONS on HOW TO SUBMIT FVAP PORTAL ACCOUNTS for RESET PASSWORD, REACTIVATE or ARCHIVE STATUS)

- Oversee UVAO voting requirements, to include GSUs and tenant units UVAOs:
 - Update UVAOs on changes to DoDI, DAFI, and DAF Voting Action Plan
 - Notify UVAOs of voting assistance responsibilities
 - Submit quarterly FVAP metrics (recommend UVAOs update metrics monthly to keep FVAP portal account active)
 - Complete FVAP VAO training IAW training requirements in the current DAF Voting Action Plan
 - Maintain UVAO continuity (turnover) book/folder with mandatory content
 - Provide turnover/training to replacement
 - Provide responses to UVAO questions, problems, and queries; IVAO may consult AFPC/DPFF as needed; refrain from referring UVAOs to AFPC/DPFF
 - Track UVAO appointment letters and training certificates

(See Attachment: FVAP ADMIN PORTAL 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.

(See 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 M&FRC Readiness Non-Commission Officer (RNCO) 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 included on processing checklists 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

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. A UVAO is assigned to each unit with 25 or more permanently assigned active-duty members (DAF standard unit is a squadron). An alternate UVAO per unit is recommended for continuity. Alternate UVAO must input metrics IAW policy

- Complete mandatory FVAP VAO training IAW the current DAF Voting Action Plan
 - Permanently maintain initial training certificates and appointment letter
 - 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 Voting Assistance Guide (VAG) for recommended deadlines and state specific requirements. The VAG can be found at the following link: <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 found at the following link: <https://www.fvap.gov/links#Election>
 - Track number of personnel assisted

(See Attachment: FVAP ADMIN PORTAL DOCUMENTATION)

- Provide voting forms to unit personnel
- Ensure there is enough paper copies available in case electronic copies are not accessible

(See Attachment: ORDERING MARKETING ITEMS INSTRUCTIONS)

- Track number of forms distributed

(See Attachment: FVAP ADMIN PORTAL DOCUMENTATION)

- 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
- Federal Write-In Absentee Ballot (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)
- 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 for legislative and other policy matters involving voting assistance and elections
- Maintain hard-copy or electronic continuity (turnover) book/folder for reference and quick orientation of UVAO responsibilities; required content for the UVAO continuity (turnover) book/folder is listed at: <https://www.fvap.gov/vao/continuity>
- Provide Training to succeeding UVAO, to include turnover of current continuity (turnover) book/folder

UVAO METRICS INPUT (Measures of Effect and Performance)

- Submit quarterly FVAP metrics. UVAOs will input/save monthly metrics and save and submit quarterly metrics
- Maintain an active account
- Document personnel assisted and forms distributed for military members, spouses/dependents, and civilians on FVAP portal metrics reporting
- Will input/save metrics monthly and save and submit metrics quarterly
- FVAP portal metrics must be submitted even if it is zero "0", at a minimum, NLT 3 duty days before the last day of the current month and quarter in order to assess program effectiveness and provide feedback as appropriate. VAP is a by-law program and is inspected for compliance IAW applicable DAFIs, DoD regulations and public law. The Unit SAC for DAFI 36-3107, AF Voting Assistance Program, is published in MICT

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. TFSC DSN: 665-0102, COMM: 210-565-0102, Toll Free: 800-525-0102

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/activated/mobilized; no further assistance required
 - NG NCR NGB ARNG J1-R-FR-ANG Family Programs: Comm 703-607-1040. Org Box: ng.ncr.ngb-arng.mbx.j1-r-fr-ang-family-programs@army.mil
 - HQ AFRC OPR is HQ AFRC/A1: HQAFCR.A1ZO.Workflow@us.af.mil DSN497-1294/Comm 478-327-1294
- ARC units co-located on a RegAF installation should refer members to the IVA Office within the M&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 RegAF 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

Initial training is required within 30 days of VAO appointment once training is completed, create an FVAP portal account and be sure to associate your CAC to your account **(See Attachment: INSTRUCTIONS ON HOW TO REGISTER FOR FVAP PORTAL ACCOUNT AND ASSOCIATING CAC)**

MVAO Timeframes

Onetime mandatory training while appointed within the MAJCOM

- Within 30 days assuming MVAO duties
 - FVAP VAO Training

IVAO Timeframes

Onetime mandatory training while appointed and serving at the installation M&FRC

- Within 30 days assuming IVAO duties
 - FVAP VAO Training
 - IVA Office Training
 - IVA Office Handbook

UVAO Timeframes

Onetime mandatory training while appointed within the unit

- Within 30days assuming UVAO duties
 - FVAP VAO Training

Training Options

- All VAOs (primary and alternate) must complete online training via their FVAP Admin Portal account found at the following link:

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

- FVAP IVA Office Handbook can be found at the following link:
https://www.fvap.gov/uploads/FVAP/VAO/IVAOHandbookV1_20191025.pdf
- FVAP Regional VAO Workshops are offered on even numbered federal election years (refresher training is optional). VAOs should attend FVAP Regional VAO Workshops when unit funds are available; if unable to attend in-person, use alternate FVAP training (virtual/online training)

PERFORMANCE EVALUATIONS

IAW DoD1000.04 3.1.b(6); Ensure that the performance evaluation reports for Service members assigned as VAOs comment on their performance in carrying out this duty in accordance with Section 1566(f) of Title 10, U.S.C. IAW DAF36-31072.4.4.4

Commanders will ensure that performance evaluations of Service members assigned as UVAOs include performance for this duty IAW DoDI 100.04 (T0). This is a congressional requirement.

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 M&FRC core compliance experts (e.g., Relocation, Transition, Deployment Readiness) to ensure absentee voting information is included during mandatory briefings so service members, spouses/dependents and U.S. citizens who have access to DAF installations know what they must do before and after making a change in assignment, deployment, separation, or retirement.

MARKETING

Marketing is one of the primary responsibilities of VAOs to increase awareness of military members, DoD civilians and eligible family members on the resources available to them in exercising their right to vote. 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:

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, posters, banners, information booths in high traffic areas, etc.
- Plan your events around a holiday theme, i.e. 4TH of July
- Host unit or installation "Voting Days" where computer terminals are set up for the purpose of receiving, completing, and printing ballots

SITES

- FVAP Webpage: <https://www.fvap.gov/>
- Military OneSource/Voting
- Air Force's Personnel Center's Military/Airman and Family Division Voting Webpage: <https://www.afpc.af.mil/Airman-and-Family/Voting/>
- Installation Force Support Squadron Marketing Office
- Public Affairs: <https://www.publicaffairs.af.mil/>
- Military/Airman & Family Readiness Operations Division Facebook page: <https://www.facebook.com/airmanandfamily>
- MilSuite: <https://www.milsuite.mil/>
- Podcasts
- Instagram
- Twitter
- AFPC Vignettes for Commanders: <https://www.youtube.com/watch?v=BX9OcmaxXxs>
- Installation M&FRC Facebook page
- Armed Forces Network (AFN)
- OCONUS Commander's Access Channel

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 and outreach materials can be found at the following link: <http://www.fvap.gov/vao/materials> or <https://www.fvap.gov/info/outreach>.

FPCA (SF76) and FWAB (SF186) forms are available for printing only via FVAP website. The envelopes for logistics/supply systems and the templates to print on the envelopes, and the free paid stamp is located: <https://www.fvap.gov/eo/overview/materials/forms>.

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.

MATERIALS AVAILABLE ON DAF E-PUBLISHING WEBSITE

The DAF e-Publishing website is available via <https://www.orderportal.army.mil>. The link takes you to the Department of the Air Force Order Portal which offers how to order user guide and training videos. Physical products can no longer be ordered via the warehouse management system (WMS). The FPCA (SF76) and FWAB (SF186) dated 2017 are valid forms available to order via <https://www.orderportal.army.mil>. 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 available.

(See Attachment: DAF E-PUBLISHING INSTRUCTIONS)

STATISTICAL TRACKING

AIR FORCE 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 M&FR services throughout the DAF. All IVAOs will utilize this system for data gathering, record keeping, and information management. **(Refer to AFFIRST DESK GUIDE)**

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. All IVAOs and UVAOs must document metrics on FVAP Portal. **(See Attachment: FVAP ADMIN PORTAL DOCUMENTATION)**

INPUTTING METRIC ON FVAP PORTAL

Inputting metrics as IVAO/UVAO is required under federal law, 10 U.S. Code § 1566. Metrics must be recorded on how you provided absentee voting information and assistance to military members, spouses/dependents, and civilians at your installation, or in your unit. It is an IG inspectable item based on the law and the Department of Defense Instruction (DoDI) 1000.04. The data is reported to Congress, the President, and DAF Leadership. Reporting metrics is very important to show the DAF is meeting the requirements and intent of the Uniformed and Overseas Citizens Absentee Voting Act at all levels. The DAF depends on you to ensure the DAF VAP is in compliance and providing voting assistance to military voters, their spouses/dependents and U.S. citizen at overseas installations. **(See Link: DETAILS ON METRICS REPORTING)**
<https://fvap.gov/uploads/FVAP/Media/MetricsTrainingWebinar.m4a>

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 Military/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
 - Recommend IVA Office at parent installation ensure DAF UVAOs located on other Service-led joint bases are notified of DAF requirements
- 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 MAJCOM, FIELDCOM component or 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 M&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).

Document voting information and assistance provided to military members, spouses/dependents, and U.S. citizens at overseas installation on FVAP portal metrics reporting.

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 M&FRC. (**Attachment: VOTING ASSISTANCE INFORMATION SHEET**)

GEOGRAPHICALLY SEPARATED UNITS (GSUs) AND TENANTS UNITS

- DAF GSUs and tenant units must comply with the DAF voting requirements IAW DAFI 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 your geographical area
- Oversee DAF UVAO voting requirements (e.g., appointment, training, metrics reporting)
 - Recommend IVA Office at parent installation ensure DAF UVAOs located on other Service-led installations are notified of DAF requirements
- Must meet the requirement for information and education at each touchpoint described in IVAO Key Roles and Responsibilities
- May provide assistance and information via email, phone, or in-per-person, using the Voting Assistance Information Sheet
- Track and maintain a record of assistance and information provided. Document voting information and assistance provided to military members, spouses/dependents, and U.S. citizens at overseas installation on FVAP portal

metrics reporting. **(See Attachment: FVAP ADMIN PORTAL DOCUMENTATION and REFER TO AFFIRST DESK GUIDE)**

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).

Note: 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 VAO at all levels (IVAO and UVAO) for their achievement 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.

- Process to submit nominees:
 - VAO must have a FVAP portal account
 - 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 who will then 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

(See Attachment: VAO OF THE QUARTER)

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
M&FRC – Military/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
RegAF – 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