Voting Assistance Program (VAP)

Action Plan

Military and Family Readiness

Operations Division

Department of the Air Force
Published by AFPC/DPFF
January 2025

Changes to Voting Action Plan

Page	Change (Add, Delete, Revised)
1 - 30	Revised: Throughout entire action plan
1 - 30	Revised: Most attachments from v5 to v6 throughout action plan Revised: How to submit accounts for reset password, reactivate and archive to v2 Combined/Revised: FVAP portal documentation 1 & 2 to one doc (v6) Revised: VAO of the quarter nomination form (v2) Added: Attachments for mandatory vOP; general information, PCSing/remote tour/separation/retirement/spouses and eligible dependents Added: UVAO Training PowerPoint Slide Presentation
9	Added: Must subscribe to MS Teams AFPC DAF VAP (IVAO only)
10 - 17	Added: IG inspection requirements
14	Added: Administrative expectations for mandatory touchpoints (IVAOs only)
16	Added: Mandatory virtual out-processing (vOP)
19	Added: Number of active-duty members (ADMs)
19	Added: Responsibilities during extended absences (TDY, leave and deployment)
22	Added: Continuity Binder/Folder
26	Added: Certification requirements

Annual Validation (January)

Date	Validation/Program Analyst Signature
Jan 2025	Kehinde Oshikoyapamphille

TABLE OF CONTENTS

Contents

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. UOCAVA 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 the 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),"* *requires that the states and territories allow certain groups of citizens to register and vote absentee in elections for Federal offices*
- **52 United States Code §20506**, **"***Voter Registration Agencies",* requirements with respect to administration of voter registration
- **DoDI 1000.04**, **"Federal Voting Assistance Program (FVAP)"**, *establishes policy and assigns responsibilities for the development and implementation of Installation*

Voter Assistance Offices (IVAO)
- **AFPD 36-31**, **"Personal Affairs",** *establishes policies to assist Department of the Air Force (DAF) personnel manage their personal affairs*
- **DAFI 36-3107**, **"Department of the Air Force (DAF) Voting Assistance Program (VAP)"**, *establish a Voting Assistance Program for the DAF*
- **FVAP Installation Voter Assistance (IVA) Office Handbook** (IVAOs only), *provides written instruction on voter registration and absentee ballot procedures*
- **FVAP Voting Assistance Guide (VAG)**, *reference guide for everything you need to know about absentee voting in all 50 States, territories and the District of Columbia*
- **FVAP Voting Action Plan**, *implements operational guidance for Voting Assistance Officers (VAOs) at both the installation and unit levels*

PROGRAM SERVICE DELIVERY

VAO denotes Installation Voting Assistance Officer (IVAO) and Unit Voting Assistance Officer (UVAO). The uniformed services members and DoD civilians serve as VAOs 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. MAJCOM Voting Assistance Officer (MVAOs) assist in coordinating installation voting programs within their command.

The VAP 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

VOTING POLICY MATTERS WITH LOCAL GOVERNMENT OFFICIALS

Refrain from contacting state and local government officials regarding voting policy matters. All legislative and other policy matters involving voting assistance and elections should be addressed to the DAF VAP Manager, M&FRC Operations, AFPC/DPFF who in turn correspond with the Service Voting Assistance Officer (SVAO), Military and Family Policy, A1/SA Pentagon. IVAOs may contact local election officials to help resolve any specific problem involving voter registration or absentee voting on behalf of a voter, or to engage appropriate local election official assistance for a voter registration drive or similar event on an installation (ensure DAF VAP Manager is informed).

ROLES AND RESPONSIBILITIES

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

- AFPC DPFF DAF VAP Manager oversees the DAF VAP
- 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 (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 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 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 Teams (**See attachment: MVAO APPOINTMENT LETTER)**
  - Upload appointment letter signed by commander in respective MAJCOM folder located on MS Teams/AFPC 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
  - Current MVAO permanently retain the mandatory initial training certificate in MVOA's local continuity
- Document MVAO Point of Contact (POC) information on MS Teams/AFPC 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

- o 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 (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)**
  - o The designee should be GS-12 or higher; however, an enthusiastic volunteer at a lower grade may be designated
  - o 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)**
  - o 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 must 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 and must refer to the Voting Action Guide (VAG) for recommended deadlines and specific state requirements. The VAG can be found via the following link: https://www.fvap.gov/guide

- 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)**
  - o The designee should be a GS-12 or higher; however, an enthusiastic volunteer at a lower grade may be designated

- An alternate IVAO must be appointed to ensure continuity during the absence of the primary IVAO (alternate IVAO must input metrics monthly)
- 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
- Oversee UVAO voting requirements, to include Geographically Separated Units (GSUs) and tenant units
  - Update UVAOs on changes to DoDI, DAFI and DAF VAP Action Plan
  - Notify UVAOs of voting assistance responsibilities
- 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 AFPC DAF VAP/ "2. APPT LTRS by MAJCOMs" folder (name document "IVAO Appt Ltr – Installation Name – Month Year")
  - Annotate date of initial appointment letter on MS Teams AFPC DAF VAP/ "IVAO and MVAO List" folder
- Complete mandatory FVAP IVA Office and FVAP VAO training found on FVAP portal via the following link https://www.fvap.gov/vao/training IAW the training requirements in the "Education and Training Requirements" section of this DAF Voting Action Plan
  - Current IVAO will permanently retain the mandatory initial IVA Office Designation letter and VAO training certificates in continuity binder/folder
  - Annotate in the excel spreadsheet on MS Teams/AFPC DAF VAP/IVAO and MVAO List" the VAO training certificate date (initial training) for the primary and alternate IVAO (do not upload IVAO training certificates on MS Teams and do not send via email to AFPC/DAF VAP)

(See attachment: INSTRUCTIONS ON HOW TO UPDATE IVAO/MVAO LIST ON MS TEAMS)

- Must subscribe to MS Teams: AFPC DAF VAP (IVAO only)
  - Email vote.usaf@us.af.mil to request access
  - To remove access when no longer an IVAO, hover over the title "AFPC DAF VAP" on MS Teams, click on the three dots radio button, select "leave team", click on leave team
- Ensure Voting telephone line (a dedicated Voting telephone number established specifically for IVA Office or M&FRC main telephone number with voicemail that provides the telephone number TFSC DSN: 665-0102, COMM: 210-565-0102 and Toll Free: 800-525-0102 and contact information for 24-hour voting assistance. IVA Office must respond to voicemails within 72 hours or 3 business days (do not use IVAO's work phone number as a dedicated line).
- Establish/maintain installation email (org box) in the form of vote.base@us.af.mil or similar format. Email must always be active. IVAO must ensure org box is active bi-annually and at IVAO turnover, ensure new IVAO is added to the org box. Coordinate with installation Commications/Information Technology POC to ensure org box is active
- Establish/maintain IVA Office contact information (org box email address and

phone number) requirements
- o Verify IVA Office contact information is current bi-annually
- o Contact list can be found on FVAP Portal via the following link: https://www.fvap.gov/info/contact in the "Locate your installation Voter Assistance Office", select "United States Air Force" to review your installation information
  - Email AFPC/DPFF/DAF VAP org box (vote.usaf@us.af.mil) to request change/update
- Establish and maintain a current Voting assistance page on the installation's public website with IVA Office contact info (phone number and email address), FVAP website https://www.fvap.gov)website and AFPC/DPFF DAF VAP webpage https://www.afpc.af.mil/Military-and-Family/Voting/
- 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)
  - o <u>IG inspection requirements:</u> The DAF VAP is a by-law program. If not accomplished, it is a deficiency during an inspection. IVAOs are inspected by the Installation/Wing Level inspection requirements (contact your M&FRC Flight Chief for access to the MICT). UVAOs are inspected by the Unit Level Inspection requirements (contact the Unit Commanders Support Staff (CSS) for access to the MICT). An example of the MICT checklist and the SAC is available on MS Teams/AFPC DAF VAP
  - o IVAOs will inform UVAOs about program requirements including the IG Inspection requirements however, IVAOs are not responsible for the inspection
- Provide Voting forms IAW policy and upon request, to individuals with access to IVA Office
  - o ***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
  - o ***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
  - o ***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)
  - o **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 binder/folder for reference and orientation of IVAO responsibilities. See list of DAF VAP continuity binder/folder in the "Continuity Binder/Folder" section of this DAF VAP Action Plan
- Must conduct Voting Emphasis Weeks during federal election year (even-

numbered year) IAW FVAP Voting Action Plan. Must submit After Action Report (AAR) as prescribed by AFPC/DPFF on MS Teams/AFPC DAF VAP. Refer to https://ww.fvap.gov/vao/directives. Goals, suggested activities, and marketing strategies are available at: https://www.fvap.gov/vao/voting-weeks. AFPC/DAF VAP manager will communicate specific dates to IVAOs

- o ***Armed Forces Voters Week*** **(CONUS) and Overseas Citizens Voters Week OCONUS)** (last week in June through first week in July)
    - 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
    - Submit AAR to AFPC/DPFF NLT last Monday of July (during election year/even numbered year only)
  - o ***Military Spouse Voters Week*** (first week in August)
    - VAOs should encourage military spouse voters to register to vote and submit the FPCA
    - Submit AAR to AFPC/DPFF NLT last Monday of August (during election year/even numbered year only)
  - o ***Absentee Voters Week*** (first week in October)
    - VAOs should encourage all absentee voters to complete and return their absentee ballot immediately or use the Federal Write-In Absentee Ballot (FWAB)
    - Submit AAR report to AFPC/DPFF NLT last Monday of October (during election year/even numbered year only)
- Create installation information programs (voting updates) and disseminate voter information to UVAOs, GSUs, and tenant units via base communication channels, electronic mail, and social media
  - o The FVAP Monthly To-Do List is accessible on the FVAP Portal under the dashboard and references/resources tab. This version is created by FVAP for all Services, while the version provided by the DAF VAP Manager is updated to align with DAF VAP-specific requirements in accordance with policy
- 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
  - o Contact/visit Installation Military Postal Agency to confirm date adherence and deadline for States to send absentee ballots to UOCAVA voters for Election Year and document in AFFIRST Coordination and Outreach
  - o Refer to the current FVAP Election Cycle Voting Action Plan on the FVAP portal
- Ensure voting registration materials and information are continually available
  - o Maintain printed voting materials to augment electronic versions
  - o Provide voting materials and training support to GSUs serviced by their installation and tenant units located on their installation, regardless of MAJCOM, FIELDCOM, component, or service affiliation
  - o 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 monthly to maintain active account
- IVAOs are strongly encouraged to conduct in-house UVAO training, either in a group setting or one-on-one. However, this training is not a replacement for the mandatory FVAP VAO Training available on the FVAP website. The primary goal of UVAO training is to reinforce DAF VAP administrative expectations **(See Attachment: UVAO TRAINING POWERPOINT SLIDE PRESENTATION)**
- IVAO will provide voting information and resources to unit with less than 25 ADMs, tenant units and GSUs
  - IVAO will contact the Military Personnel Flight (MPF) and request a list of units, GSUs, and tenant units to provide Voting information and resources
  - Email voter alerts and updates to unit members; the equivalent of what UVAOs email to their units (to include pertinent information provided by AFPC/DPFF)

IVAO METRICS INPUT (Measures of Effect and Performance)

- All primary and alternate VAOs (IVAOs and UVAOs) must maintain active FVAP portal account and input metrics monthly even if there is 0 "ZERO" metrics to report. (IG Inspection item)
- Document personnel assisted and forms distributed for military members, spouses/dependents, and civilians on FVAP portal metrics reporting
- Track and maintain a record of forms distributed, assistance and information provided
  - Input/save metrics monthly on the FVAP Portal in the Dashboard/Metrics/MyMetrics
  - Verify monthly metrics inputted at the end of each quarter
  - Input metrics NLT the last Monday of the month
  - Answer the metrics questionnaire
  - Aggregate numbers and "SAVE" each time metrics are inputted to ensure final count is recorded
- Document metrics accurately
  - Must select "Office Metrics" to input metrics as IVAO and "Unit Metrics" to input Unit Metrics (inputting 0 in unit metrics is important to indicate IVAO did not input metrics for UVAO)
  - If UVAO is unable to input metrics, IVAO will input metrics under "Unit Metrics". This is the only time IVAO inputs metrics under the "Unit Metrics" tab/category
  - **NOTE:** The Unit metrics inputted for UVAO will not be visible in FVAP portal metrics report for the UVAO who requested the metrics input. The

metrics input will populate for the entire installation, IVAO will ensure UVAO maintains documentation of metrics inputted for the UVAO for IG inspection purposes

- Ensure all appointed VAO's account are active, and CAC enabled on the FVAP portal
- Email the DAF VAP Org box (vote.USAF@us.af.mil) for request to reset password, reactivate or archive account
- Request FVAP Portal Changes (reset password, reactivate, migrate to installation, archive)
    - Submit FVAP Portal Account request to AFPC/DPFF to: vote.USAF@us.af.mil
    - **See Attachment: INSTRUCTIONS on HOW TO SUBMIT FVAP PORTAL ACCOUNTS for RESET PASSWORD, REACTIVATE or ARCHIVE STATUS**

IVAO MANDATORY TOUCHPOINTS RESPONSIBILITIES

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 Flight (MPF) 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-Commissioned 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.
    - o IVAO will notify and coordinate with local ~~MPS~~ MPF and CPO to ensure compliance with this provision of the MOVE Act
    - o The MPF and CPO should provide the Voting Assistance Information Sheet with IVA Office contact information to military members changing their address

ADMINISTRATIVE EXPECTATIONS FOR MANDATORY TOUCHPOINTS (IVAOs only)

The following mandatory touchpoints are to be conducted by the M&FRC program manager and IVAOs are to ensure the touchpoints are conducted and forms/resources are available during program briefings. Offer voting assistance services to all in-and-out-processing personnel for permanent change of station or deployments of six months or longer (MUST provide a voting assistance information sheet). Advise members who are retiring/separating to notify their local election office that they will no longer be covered by UOCAVA (unless overseas or a military spouse)

RELOCATION TOUCHPOINT (IVAO only)
Newcomer's Orientation and Smooth Move
- o Ensure "Touchpoint – PCSing / Remote Tour Voting Information" briefing slide is presented at newcomers briefing. The slide can be found on MS Teams/DAF VAP and AFFIRST Download Center
- o IVAO must ensure slide presentation, voting assistance information sheet, and additional resources are available during the briefing
- o At completion of the briefing, get the counts for AFFIRST documentation and FVAP Portal Metrics inputs as follows:
    - If M&RC Staff, Relocation Program briefs the Voting slide during Newcomers Orientation and Smooth Move briefing, IVAO will document Metrics on FVAP portal
    - If IVAO briefs the Voting slide during Newcomers Orientation and Smooth Move briefing, IVAO will also document as **"Coordination and Outreach"** (number of participants and time spent)
    - If IVAO provides a one-on-one voting briefing/consultation IVAO will **"Track Visit"** on AFFIRST by selecting VAP in the process

(See Attachment: RELO - MANDATORY TOUCHPOINT POWERPOINT SLIDE PRESENTATION)

TRANSITION ASSISTANCE PROGRAM (TAP) TOUCHPOINT (IVAO only)
Pre-Separation Counseling Briefing

The voting information briefing is included in the pre-separation counseling briefing guide for TAP staff. While your presence at the "Presep" session is not mandatory, you are encouraged to connect with the TAP manager should you wish to attend and represent yourself as an IVAO. This participation is strongly encouraged but ultimately remains at the discretion of the TAP manager.

- o Ensure "Touchpoint – Separating / Retiring (AD) Voting Information" briefing slide is included and presented at pre-separation counseling briefing. M&FRC TAP staff already have their briefing guide to brief IAW TAP policy
- o IVAOs are provided the voting touchpoint slide (backup slide) as a reference for use when briefing or attending the "Presep" Voting Information Briefing conducted by the TAP Team. Please ensure that copies of the Voting Assistance Information Sheet, along with additional forms and resources (FPCA, FWAB, and NVRF), are readily available during the briefing
- o At completion of the briefing, ensure that the counts are recorded for AFFIRST documentation and FVAP Portal Metrics inputs as follows:
  - If M&RC Staff (TAP staff) briefs the Voting slide during Pre-Separation counseling briefing, the IVAO will document Metrics on FVAP portal
  - If IVAO briefs the Voting slide during Pre-separation Counseling briefing, IVAO will document as **"Coordination and Outreach"** (numbers of participants and time spent) and input counts on FVAP Portal
  - If IVAO provides a one-on-one voting briefing/consultation, IVAO will **"Track Visit"** on AFFIRST by selecting VAP in the process

(See Attachment: TAP - MANDATORY TOUCHPOINT POWERPOINT SLIDE PRESENTATION)

DEPLOYMENT TOUCHPOINT (IVAO only)
Mandatory Pre-Deployment and Post-Deployment Briefing
- o Ensure "Touchpoint – Pre-Deployment and Post Deployment Voting Information" briefing slide is presented during all mandatory deployment briefings.
- o IVAO must ensure slide presentation, voting assistance information sheet, and additional resources are available during the briefing
- o At completion of the briefing, ensure that the counts are recorded on AFFIRST documentation and FVAP Portal Metrics inputs as follows:
  - If M&RC Staff (RNCO/M&FRC Staff) briefs the Voting slide during Pre and Post Deployment briefing, IVAO will document Metrics in FVAP portal
  - If IVAO briefs the Voting slide during Pre and Post Deployment briefing, IVAO will document as **"Coordination and Outreach"** (number of participants and time spent) If IVAO briefs the Voting slide during Pre-separation Counseling briefing and input counts on FVAP Portal

- If IVAO provides a one-on-one voting briefing/consultation, IVAO will "**Track Visit**" on AFFIRST by selecting VAP in the process

(See Attachment: DEP - MANDATORY TOUCHPOINT POWERPOINT SLIDE PRESENTATION)

MANDATORY VIRTUAL OUT-PROCESSING (vOP)

Clearing Voting Information on vMPF vOP. IVAOs are to request AD members email address to send Mandatory Voting Information to the servicemember. Once email Voting information is sent to member, IVAO will clear member off vMPF.

- Contact your Military Personnel Flight (MPF) IAW policy to add IVAO as an administrator on vMPF if IVAO does not already have administrative rights to delete/edit vMPF notices.
- Update the out-processing notification tabs on vMPF/vOP with the following: ***Email Subject for vMPF Notification:*** <u>*Clearing Voting Information on vMPF/vOP*</u>
  - *Sir/Ma'am, our records indicate you are out-processing please email your official duty email address to "….@us.af.mil" (provide your IVA Office org box email address) Installation Voter Assistance (IVA) Office located at the Military & Family Readiness Center (M&FRC) Ph: XXX-XXX-XXXX, DSN: XXX-XXXX). Once email is received, you will receive the Mandatory Voting Information and get cleared off vMPF/vOP. Thank you! Respectfully, include IVAO Signature block*
- ***Email Subject to send Mandatory Voting Information to Mbr:*** <u>***Mandatory Voting Information for Service Member (include attachments)***</u>
  - *The voting information included in this email is provided for Servicemember, military spouse/eligible family member as they prepare for a relocation/transition/deployment. Please review the attached documents as it pertains to your specific scenario IAW policy (DoDI 1000.04, DAFI 36-3107 and 10USC 1566 and 1566a). You will be" removed" off vMPF/vOP. Thank you! Respectfully, include Signature block*
    (Include the following attachments: Voting vOP Requirement)
    - 01. vOP - General Voting Information Sheet (All AD Mbrs)
    - 02. vOP - Voting PCS & Remote Tour (Mbrs PCSing or Remote Tour)
    - 03. vOP - Voting Separation & Retirement (Mbrs Separating or Retiring)
    - 04. vOP - Voting Spouses & Eligible Dependents (All Mbrs)
- IVAO clears member by changing the status on vOP platform to "Removed" to conclude vMPF/vOP Voting requirement
- IVAO may send mass email to servicemembers via Bcc email
- IVAO will input the counts (individual email counts) on FVAP Portal/Metrics/Personnel Assisted/General Voting Information
- IVAO will document on AFFIRST – Quick Tracker by checking the box "VAP – vOP (Virtual Out-Processing) for each member removed from vMPF/vOP

Please note, it may take a month or so for the old format on vMPF to drop off, eventually it will happen (Total Force members will still get the old notification for about a month because they are already in the system)

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). There is no rank limit for UVAO appointments. Any DoD personnel can be appointed as a UVAO. An alternate UVAO per unit is not required however, an alternate UVAO is recommended for continuity. Alternate UVAO must input metrics IAW policy. The IVAO is your direct POC for DAF VAP information.

- Must contact IVAO for the DAF VAP requirements to be appointed as a UVAO and maintain contact with IVAO throughout appointment
- Complete mandatory FVAP VAO training found via the following link: https:/Outprocessinh/www.fvap.gov/vao/training (see "Education and Training Requirements" section of this DAF VAP Action Plan)
- Permanently maintain initial training certificates and appointment letter and forward a copy of the UVAO appointment letter 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 the VAG for recommended deadlines and specific state requirements. The VAG can be found via 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
- Provide voting forms to unit personnel
    - Ensure there is enough hard copies available incase electronic copies are not accessible.
    - Request hardcopy forms through IVA office
- IG inspection requirements. The DAF VAP is a by-law program. If not accomplished, it is a unit deficiency during an inspection. UVAOs are inspected by the unit level inspection requirements (contact the unit CSS for access to the MICT) and request the SAC through IVAO
    - IVAO provide guidance when needed to UVAO
    - IVAO is not responsible for UVAO not meeting IG inspection requirement
- Provide and track number of forms distributed IAW policy
    - 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)
  (See Attachment: FVAP ADMIN PORTAL DOCUMENTATION)
- Assist IVAO, as requested with AARs, 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 regarding voting policy matters. All legislative and other policy matters involving voting assistance and elections should be addressed with IVAO who in turn contacts the DAF VAP Manager, AFPC/DPFF M&FRC Operations
- Maintain hard-copy or electronic continuity binder or folder for reference and UVAO orientation responsibilities. See list of DAF VAP continuity binder in the "Continuity Binder/Folder" section of this DAF VAP Action Plan
- Provide UVAO training to succeeding UVAO, include turnover of current continuity

UVAO METRICS INPUT (Measures of Effect and Performance)

- All primary and alternate UVAOs must maintain active FVAP portal account and input metrics monthly even if there is 0 "ZERO" metrics to report (IG Inspection item) VAP is a by-law program and is inspected for compliance IAW applicable DAFIs, DoD regulations and public law. The Unit SAC for DAFI36-3107, DAF VAP is published in the MICT
- Document personnel assisted and forms distributed for military members, spouses/dependents, and civilians on FVAP portal metrics reporting
- Must track and maintain a record of forms distributed, assistance and information provided
  - Input and save metrics monthly on the FVAP Portal in the Dashboard/Metrics/MyMetrics
  - Input metrics NLT the last Monday of the month
  - Answer the metrics questionnaire
  - Aggregate numbers and "save" each time metrics are inputted to ensure final count is recorded
- Document metrics accurately
  - Must select "Unit Metrics" to input metrics (it is the only option on FVAP portal for UVAO account)
  - If UVAO has the option to select "office metrics" on FVAP portal, the account is created wrong and is not valid. In this case, the UVAO during the registration process erroneously selected "Office IVAO" at registration. UVAO must contact IVAO to resolve inaccurate account. IVAO will contact AFPC/DPFF (Military and Family Operations, DAF VAP Manager to resolve the issue
  - If UVAO is unable to input metrics due inability to access FVAP portal account, UVAO must send email correspondence to IVAO to input metrics for UVAO. When IVAO inputs metrics for UVAO, the metrics input will

populate for the entire the installation. UVAO will ensure IVAO communicates documentation of metrics inputted for the UVAO via email to UVAO for proof of metrics input. Note, request to have IVAO input metrics is a last resort, all UVAO must input metrics timely
- Contact IVAO to request reset password, reactivate or archive account

NUMBER OF ACTIVE-DUTY MEMBERS (ADMs)

The number of permanently assigned ADMs must be inputted on FVAP Portal in the "Profile" tab of your portal account
- IVAOs contact MPF for total number of ADMs on your installation
- UVAOs contact your unit CSS for total number of ADMs in your unit

RESPONSIBILITIES DURING EXTENDED ABSENCE (TDY, LEAVE & DEPLOYMENT)

- When tasked with 30 days TDY, +30 days Annual Leave or on Deployment; you must ensure unit commander appoints an alternate VAO for continuity and accurate metrics reporting
- VAOs cannot conduct official VAO duties while in Deployment location
- The "losing" VAO, must submit a request through the IVAO FVAP account portal account archived while away and must notify the IVAO upon return to reactivate FVAP account

FEDERAL POST CARD APPLICATION FORMS (FPCAs)

- Distribution of FPCA: 1-15 Jan yearly distribution of the FPCA is mandatory.
- Distribution of FPCA: 1-15 July even numbered year distribution of the FPCA is mandatory
- Between 1-15 Jan yearly distribution of FPCA notification is required
    - AFPC sends notification via myFSS Force Notification
    - VAOs may copy and paste the myFSS Notification, and forward message to UVAOs/unit members
    - Save the email notification received as proof of receipt of the notification for IG Inspection
    - Record FPCA forms (electronic or manual) distributed in FVAP Portal/Metrics

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: HQAFRC.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).**

VAOs may retake the initial mandatory training as many times as desired. However, VAOs must retain the initial training certificate, completed within 30 days of their appointment, in the continuity binder or folder. Certificates (in PDF format) should be saved in the continuity binder or folder for IG inspection purposes. Note that this certificate serves as the one-time initial training documentation while the VAO is serving at the current installation.

MVAO Timeframes
Initial mandatory training while appointed within the MAJCOM
- Within 30 days assuming MVAO duties
- Save certificates (PDF) in continuity binder/folder (IG inspection)
  - FVAP VAO Training

IVAO Timeframes
Initial mandatory training while appointed and serving at the installation M&FRC
- Within 30 days assuming IVAO duties
- Save certificates (PDF) in continuity binder/folder (IG inspection)

- FVAP VAO Training
- IVA Office Training
- IVA Office Handbook

UVAO Timeframes
Initial mandatory training while appointed within the unit
- Within 30days assuming UVAO duties
- Save certificate/s (PDF) in continuity binder/folder (IG inspection)
  - FVAP VAO Training

Additional Training Options
- All VAOs, including both primary and alternate representatives, are required to complete online training through their FVAP Admin Portal account. The training can be accessed 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 conducted during even-numbered federal election years, with refresher training being optional. VAOs are encouraged to attend these workshops when unit funds are available. If attendance in person is not feasible, VAOs should utilize alternate FVAP training options, such as virtual or online training

To better prepare UVAOs for success and to reduce administrative work, IVAOs are encouraged to offer in-house UAO training, either in workshop settings or as personalized sessions. This supplemental training provides valuable insights into DAF VAP administrative processes, enabling UVAOs to perform their roles more effectively. However, it does not replace the federally mandated FVAP VAO training, which all participants are required to complete first.
(**See Attachment: UVAO TRAINING POWERPOINT SLIDE PRESENTATION**)

PERFORMANCE EVALUATIONS

In accordance with DoD1000.04 3.1.b(6) and Section 1566(f) of Title 10, U.S.C., performance evaluation reports for Service members assigned as VAOs must include comments on their performance of this duty. Additionally, as per DAF36-3107 2.4.4.4, Commanders must ensure that evaluations for Service members assigned as UVAOs reflect their performance in this role, in compliance with DoDI 1000.04 (T0). This is a congressional requirement.

PARTNERSHIPS

Community partnerships are vital to the success of the VAP. By working collaboratively with on- and off-base agencies, overseas citizen organizations, UVAOs, unit deployment managers, KSLs or mentors, and local, county, or state election officials, resources can be maximized and shared effectively. These partnerships also improve IVAOs' knowledge, enabling them to deliver the most current, relevant, and accurate

information on a wide range of topics.

Additionally, IVAOs must collaborate closely with M&FRC core compliance experts (e.g., Relocation, Transition, Deployment Readiness) to guarantee that absentee voting information is included in mandatory briefings. This ensures that service members, their spouses/dependents, and U.S. citizens with access to DAF installations are well-informed about the necessary actions to take before and after assignments, deployments, separations, or retirements.

MARKETING

Marketing is a critical responsibility of VAOs aimed at increasing awareness among military members, DoD civilians, and eligible family members about the voting resources available to them. VAOs should provide information on FVAP programs, event schedules, points of contact, community resources (both on and off installations), and available services to installation leaders, service members, their families, and U.S. citizens with access to DAF installations.

VAOs may consider the following strategies to fulfill their marketing responsibilities:

STRATEGIES

- Conduct Nonpartisan Voting Workshops and Registration Drives Create opportunities for individuals to register and become familiar with voting procedures
- Hang Voting Banners or Use Installation Marquees Place banners near installation entrances or display voting slogans on marquees to raise visibility.
- Run Public Service Announcements (PSAs) Use the installation theater to broadcast PSAs about voter registration and awareness.
- Display Motivational Posters in High-Traffic Areas Include voter registration information and your contact details on posters placed in housing areas, gyms, commissaries, and exchanges.
- Leverage Media Outlets Promote voter registration through Facebook, installation newspapers, posters, banners, and information booths in frequently visited locations.
- Incorporate Holiday Themes Plan events around holidays, such as the 4th of July, to engage the community and encourage participation.
- Organize Unit or Installation "Voting Days" Set up computer terminals where individuals can receive, complete, and print ballots for convenience.

CONTINUITY BINDER/FOLDER

Primary and alternate VAOs are responsible for maintaining organized program management and ensuring a smooth transfer of knowledge to their successors, including an understanding of program and installation trends. While the FVAP continuity binder/folder list is available at the following link:

https://www.fvap.gov/vao/continuity, the specific items listed below pertain to DAF VAP requirements IAW DAF policy for VAOs.

Maintain a continuity binder or folder (manual or electronic) for IG inspection purposes and to facilitate a smooth handover for successors (IVAO and UVAO). The binder/folder can take the form of a notebook, manual, or online folder and must include:

- Absentee Voting Procedures: Basis details and quick orientation of VAO responsibilities
- Current Directives and Guidance: Include relevant documents such as DoDI, DAFI, and the DAF VAP Action Plan. Refer specifically to the most recent DAF VAP Action Plan (VAO).
- Current FVAP VAG ((VAO)
- FVAP Action Plan Calendar: Include the for even numbered federal election year (VAO)
- Absentee Voting Forms: FPCA and FWAB (VAO)
- Appointment Letter: Ensure VAO Appointment Letter is signed by current commander (VAO)
    - o Note: If installation dictates when appointment letters are signed by commanders, be sure to document proof of installation requirements for when appointment letters are signed (this is an exception for a few installation)
- Absentee Voting Brochure https://www.fvap.gov/uploads/FVAP/VAO/Brochure.pdf (IVAO and UVAO)
- Good Ideas/Lessons Learned: Throughout the year and during mandatory Voter's Week activities, IVAOs and UVAOs should document the pros and cons of their experiences. This practice ensures continuous improvement and helps refine future processes and activities (VAO)
- VAO Training Certificate/s (VAO)
- Proof of correspondence/responses listed on the MICT, refer to MICT checklist (IVAO and UVAO)
- Frequently Asked Questions: https://www.fvap.gov/guide/appendix/faq (IVAO and UVAO)
- Metrics: Print and save a PDF copy of the monthly metrics reports. Additionally, ensure that the final quarterly report is also saved for record-keeping and program review purposes (VAO)
- FPCA, FWAB and key Fact Sheets translated in different languages https://www.fvap.gov/translated-materials (VAO)
- FVAP website: https://www.fvap.gov/ (VAO)
- IVA Office Designation Letter: This document, dated between 2016 and 2018 (depending on the installation), officially established the Installation Voter Assistance (IVA) Office (IVAO only)
- AFPC/DPFF DAF VAP Manager Org Box: The designated email for IVAOs to contact the DAF VAP Manager is vote.usaf@us.af.mil (IVAO only)

- IVAO, UVAO and MVAO information for effective coordination and support (IVAO only)
- Voting emails sent to your UVAOs/Units (IVAO only)
- Current IVA Office Handbook: https://www.fvap.gov/uploads/FVAP/VAO/IVAOHandbookV1_20191025.pdf (IVAO only)
- Your IVAO information (UVAO only)
- Voting Information sent Unit members (UVAO only)

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. Outreach materials can be found at the following link: https://www.fvap.gov/info/outreach.

IVAO must email installation materials request to vote@FVAP.gov and include DAF VAP Manager, AFPC/DPFF M&FR Operations in the email correspondence with FVAP. IVAO will ensure UVAOs pick up materials ordered at the IVA office. IVAO will place orders for GSUs when requested and have materials delivered directly to the GSU.

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 at 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.

AVAILABLE MANUAL VOTING FORMS

The DAF e-Publishing website https://www.orderportal.army.mil takes you to the

Department of the Air Force Order Portal which offers how to order physical products of the FPCA (SF76) and FWAB (SF186) dated 2017 (the forms are valid).

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.

- Track visit all email/in person and phone call correspondence made with customers and UVAOs on AFFIRST
- Create workshops for UVAO training conducted by IVAO and for FVAP VAO workshops hosted during even numbered years
- Document Voting meetings with groups (two or more individual) as coordination outreach
- Document vMPF/vOP on AFFIRST in the Quick Tracker each member removed from vMPF/vOP

(Refer to the 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

VAOs (IVAOs and UVAOs) under federal law, 10 U.S. Code § 1566 must record metrics on how VAO provided absentee voting information and assistance to military members, spouses/dependents, and civilians at your installation, or in the unit. This 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 complies and provide voting assistance to military voters, spouses/dependents and U.S. citizen at overseas installations.
(See Attachment: FVAP ADMIN PORTAL DOCUMENTATION)

(See Link: DETAILS ON METRICS REPORTING)
https://fvap.gov/uploads/FVAP/Media/MetricsTrainingWebinar.m4a
The information provided the training webinar is a general overview of metrics reporting. Refer to instructions provided within this DAF VAP Action Plan for DAF VAP Metrics reporting.

AFPC/DPFF will monitor and collect data from AFFIRST and the FVAP Admin Portal to assess the effectiveness of the voting program. Using the recorded data, AFPC/DPFF will provide each MAJCOM with a semi-annual update on their installations' programs. These updates will help leaders evaluate priorities and allocate resources for Military and Family Readiness programs.

CERTIFICATION REQUIREMENTS

Primary and alternate IVAOs will ensure compliance with DAF standards and requirements in accordance with DoDI 1000.04 and DAFI 36-3107, documenting proof as required.

- *Voting Assistance Program Webpage:* Ensure the installation's public website includes the IVA office contact information and links to the AFPC and FVAP websites
- *Standard Organization Email/Organization Box:* Maintain an active organizational email inbox (org box) and respond to inquiries timely (within 72hrs/3 days)
- *Dedicated VAP/IVA Office Telephone Line: Ensure* a dedicated Voting telephone line with the M&FRC phone number or an IVA office phone line is established (the established IVA office line is not the IVAO's work phone line) with voicemail functionality and the voicemail must include TFSC phone number as POC for after-hours assistance
- *IVAOs appointment letter:* Installation commander must appoint primary and alternate IVAO in writing. Save the appointment letter in the continuity binder/folder
- *IVA Office designation letter:* The designation letter for the installation is dated between 2017 and 2018 and designates congressionally the installation M&FRC as the IVA office. Save the letter in the continuity binder/folder.
- *Complete mandatory VAO training (initial training) and IVA Office training:* Within 30 days of the appointment letter date (save training certificate in the continuity binder/folder)
- *Provide voter assistance, information, and materials to units with less than 25 permanently assigned active-duty members*: document proof of correspondence in the continuity binder/folder and be sure the documentation depicts correspondence with "less than 25 permanently assigned active-duty member"
- *Document from FVAP portal of metrics input monthly,* print or save a pdf report of the metrics input for your continuity binder/folder
- *Ensure FVAP Portal account is in active status: Show proof of active status*

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

Shaw AFB currently provides interim DAF VAP support and resources as agreed upon by AFPC, ACC, AFCENT, Shaw AFB M&FRC, the 379 AEW/CC and 379 EFSS/CC. The Voting POC is within the office of the 379 EFSS/CC. Document voting information and assistance provided to military members, spouses and eligible family members, and U.S. citizens at overseas installation on FVAP portal metrics reporting.

- IVA Offices across the DAF are to ensure members tasked to deploy are provided Voting information prior to departing as relayed in the "Deployment Touchpoint" section of this DAF VAP Action Plan
- Member assigned to Al Udeid may contact the following local organizational email address: 20FW.shaw.Vote@us.af.mil and phone number: 803-895-4127
- Units or members deploying to a location without an IVA Office will use the TFSC (identified within Key Roles and Responsibilities and the TFSC section of this guide) as a primary source of voting information and assistance
- Continue 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. **(See 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)
  - o 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
- Must 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 (IVAO and UVAO) at all levels for their achievement throughout the quarter in which the individual is nominated.
- VAO must have an active FVAP portal account and proof of submitted metrics for the quarter
- Nominations must be submitted NLT 5 duty days before the last day of the following months (March, June, September, and December)
  - o 1st Quarter (January – March) deadline: NLT 5 duty days before the last day of March
  - o 2nd Quarter (April – June) deadline: NLT 5 duty days before the last day of June

- o 3rd Quarter (July – September) deadline: NLT 5 duty days before the last day of September
- o 4th Quarter (October – December) deadline: NLT 5 duty days before the last day of December
- Nominee must have a FVAP Portal Account and proof of submitting metrics.
- Nominee submits nomination form to vote.usaf@us.af.mil include/Cc: IVAO Nominations not sent to the email provided will be rejected.
  (See Attachment: VAO NOMINATION FORM)
- AFPC/DPFF selects the DAF VAO of the Quarter through the AFPC/DPFF DAF vetting process
  - o DAF VAP winner's leadership receives congratulatory email within 2-4 weeks
  - o Winner is nominated to compete with VAOs of other Services for FVAP VAO of the Quarter
  - o FVAP winner receives a certificate signed by FVAP leadership with a recognition email from AFPC/DPFF to winner's leadership (commander, installation M&FRC Flight Chief and IVAO)
  - o The installation commander notifies the VAO winner

SITES

- FVAP Webpage: https://www.fvap.gov/
- Military OneSource/Voting
- Air Forces Personnel Center's Military/Airman and Family Division Voting Webpage: https://www.afpc.af.mil/Military-and-Family/Voting/
- Installation Force Support Squadron Marketing Office
- Public Affairs: https://www.publicaffairs.af.mil/
- Military & Family Readiness Operations Division Facebook page: https://www.facebook.com/militaryandfamilydiv
- MilSuite: https://www.milsuite.mil/
- Podcasts
- Instagram
- X (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

LIST OF ABBREVIATIONS AND ACRONYMS

AF – Air Force
AFFIRST – Air Force Family Integrated Results and Statistical Tracking
AFPC – Air Force Personnel Center
M&FRC – Military and Family Readiness Center
DAF – Department of Air Force
DAFI – Department of the Air Force Instruction
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