

DAF Voting Assistance Program

Action Plan



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DAF VOTING ASSISTANCE PROGRAM

Changes to Emergency Preparedness & Response Desk Guide

Page	Change (Add, Delete, Revised)
6	Revised Voting Policy Matters
6	Added Site Visits Requested by Organizations
6	Revised Voting Matters with Local Government Official
7	Revised Roles and Responsibilities of AFPC/DPFF DAF VAP Manager
8	Revised Roles and Responsibilities of IVAO
7	Added AFPC Submit HAF/A1SA Policy Related Issues
8	Revised MS Teams/DAF VAP
10	Added Script to IVA Office Telephone Line
10	Revised Voting Forms
12	Added FVAP Monthly To Do List and DAF VAP Monthly Update
14	Revised and Added Mandatory FVAP Portal Account Reconciliation
15	Deleted They Should Submit a NVRF available at: https://www.eac.gov/voters/national-mail-voter-registration-form and Added Additional Questions about NVRF: https://www.eac.gov/voters/national-mail-voter-registration-form-faqs
15	Changed Continuity Binder/Folder to Folder or Book
18	Revised Roles and Responsibilities of UVAOs
25	Added Available Manual Forms
26	Revised FVAP Training Webinar
27	Revised Certification Requirements
30	Added Furlough
30	Added RNCOs as Alternate IVAO
31	Added Attachments Provided in this Action Plan

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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. 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 installations Voting 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 absentee voting in all 50

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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 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 for 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 must be addressed to the DAF VAP Manager, M&FR Operations, AFPC/DPFF who will coordinate with the Air Force Service Voting Assistance Officer (SVAO), Military and Family Policy, A1/SA, Pentagon.

IVAOs may contact local election officials to help resolve any specific voter registration or absentee voting issues on behalf of a voter, or to request support from local election officials for an installation-based voter registration drive or similar event. If any challenges or concerns arise during these interactions, the IVAO must elevate the issue to the M&FRC Flight Chief. If the matter remains unresolved, the IVAO must notify the DAF VAP Manager to ensure appropriate follow-up and oversight.

SITE VISITS REQUESTED BY ORGANIZATIONS

Upon receipt of any request from an external organization or agency to conduct a site visit at your installation or M&FRC, immediately notify your Flight Chief and forward the request to the DAF VAP mailbox at vote.USAF@us.af.mil, Attn: DAF VAP SVAO/DAF VAP Manager

ROLES AND RESPONSIBILITIES AF PERSONNEL CENTER (AFPC), MILITARY & FAMILY OPERATIONS M&FR OPERATIONS (AFPC/DPFF) DAF VAP PROGRAM MANAGER

The DAF VAP program Manager serves as the Air Forces' enterprise lead for directing, managing, and providing comprehensive operational oversight of all voting activities supporting Airmen, Guardians, and eligible family members. Ensures standardized execution of voting operations across the total Force and maintains strict adherence to federal law, DoD policy, and DAF level requirements. Through proactive governance, program monitoring, and

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continuous evaluation, the Program Manager safeguards a non-partisan, accessible, and fully compliant DAF VAP that enables eligible voters to participate in elections regardless of duty location or operational tempo.

- Provides service wide oversight and direction of 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, training, 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 DAF VAP homepage on the AFPC website: <https://www.afpc.af.mil/Military-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
- Submit to HAF A1/SA any policy related issues from the M&FRCs
- Communicate FVAP Voting requirements to the Recruiting Command POCs

ROLES AND RESPONSIBILITIES 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).

- 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)
- Provide AFPC/DPFF M&FR Operations with a copy of primary and alternate MVAO appointment letter signed by commander on Microsoft (MS) Teams. The template may be adjusted as needed, however, all included information must be retained.

(Refer to the attachment: MVAO APPOINTMENT LETTER)

- Upload appointment letter signed by commander on MS Teams in the DAF VAP MAJCOM folder via the following link: ([2. APPT. LTRS. by MAJCOMs](#))
- Complete mandatory MVAO training (VAO training) via the following [link](#): [AF IVAOs and MVAOs \(Primary & Alternate\) ao 20 May 2025.xlsx](#)

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- IAW training requirements in the current DAF Voting Action Plan Action
- Current MVAO permanently retains the mandatory initial training certificate in MVAO's local continuity binder
- Update MVAO appointment and Point of Contact (POC) information on MS Teams AFPC/DAF VAP in the "IVAO and MVAO List" folder ([1. IVAO and MVAO List](#))
- 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

(Refer to the Attachment: INSTRUCTIONS ON HOW TO UPDATE IVAO/MVAO LIST ON MS TEAMS)

ROLES AND RESPONSIBILITIES 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. **(Refer to the 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). **(Refer to the 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

ROLES AND RESPONSIBILITIES INSTALLATION VOTING ASSISTANCE OFFICER (IVA)

IVAs provide UOCAVA-eligible voters, federal civilian employees, and other US citizens who have access to the IVA office with nonpartisan voting information and assistance IAW DoD and DAF guidance.

- The IVA 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>
- IVAs are appointed in writing by the installation commander
- The IVA must be a permanent federal government civilian staff at the M&FRC
- The appointment letter template may be adjusted as needed, however, all included

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information must be retained

NOTE: The standard requirement for appointment letters, IAW policy, is the format provided in the current DAF VAP Action Plan. Some installations based on leadership direction, choose to consolidate appointment letters. When this occurs, ensure the IVAO name or names are clearly identified within the consolidated list. DAF VAP Action Plan is derived from DAFI36-3107 and serves as an official Air Force operations guide. If your installation commander requires a consolidated appointment letter for your installation, it is acceptable to send a copy of the IVAO appointment letter via MS Teams, as directed and retain UVAOs appointment letter in your continuity folder/book.

(Refer to the 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 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 folder or book
 - Annotate in the 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)

(Refer to the attachment: INSTRUCTIONS ON HOW TO UPDATE IVAO/MVAO LIST ON MS TEAMS)

MS Teams/DAF VAP

IVAOs must subscribe to MS Teams/AFPC DAF VAP (IVAOs ONLY)

The MS Teams channel is used to deliver questions and answers, general information, and essential resources as a quick pulse check between the DAF VAP Manager and IVAOs. For example, “Today’s Tip” will be posted on Teams based on IVAO questions or concerns the DAF

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VAP manager determines should be shared with all IVAOs. MS Teams also serve as a temporary repository for submitted taskers. It does not replace official communication channels such as Outlook email or AFFIRST.

- **To request access:** Email vote.usaf@us.af.mil
- **To remove access:** Hover over the title “AFPC DAF VAP” on MS Teams, click on the three dots radio button, select “leave team”, click on leave team

IVA Office DAF VAP Telephone Line

Ensure the IVA Office DAF VAP telephone line is a dedicated Voting telephone number established specifically for IVA Office or the M&FRC main telephone number with voicemail that provides the telephone number for the TFSC DSN: 665-0102, COMM: 210-565-0102, 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
- If the M&FRC and IVA Office share the same phone number, consult with your Flight Chief before updating the voicemail recording

Suggested Voicemail Script: *“You’ve reached the Military & Family Readiness Center and the Installation Voter Assistance Office. Our Offices are currently closed. If you are calling for M&FR assistance, please leave your name and phone number, and your call will be returned on the next business day. For Voting-related inquiries, please contact the AFPC Total Force Center at DSN 665-0102, Commercial: 210-565-0102, or Toll-Free 1-800-525-0102. Thank you!”*

If the IVA office has a dedicated phone number (separate from the IVAO’s personal work line), use the following voicemail greeting:

Suggested Voicemail Script: *“You’ve reached the Installation Voter Assistance Office. Our office is currently closed. Please contact the Air Force Personnel Center, Total Force Center at DSN 665-0102, Commercial 210-565-0102, or Toll-Free 1-800-525-0102. Thank you.”*

IVA Office Voting Organization Email Box

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 communications/Information Technology POC to ensure org box is active

IVA Office Contact Information

Establish/maintain IVA Office contact information (org box email address and phone number) requirements

- Verify IVA Office contact information is current bi-annually
- Contact list can be found on FVAP website 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
- To request a change/update, email: vote.usaf@us.af.mil (AFPC/DPFF/DAF VAP org box)

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IVA Office Webpage on Installation Website

Create and maintain a current Voting Assistance page on the installation's public website

- Include IVA Office contact information: Phone number and email address
- Add link to the FVAP website: <https://www.fvap.gov>
- Add link to the AFPC/DPFF DAF VAP webpage: <https://www.afpc.af.mil/Military-and-Family/Voting/>

IG INSPECTION

The IG inspectors evaluate program effectiveness and provide feedback as appropriate. The DAF VAP is a by-law program and is inspected for compliance with applicable DAFIs, DoD regulations and public law.

- Installation level Self-Assessment Checklist (SAC), DAFI 36-3107, and the current DAF VAP Action Plan, are published in the Management Internal Control Toolset (MICT)
- IVAOs must coordinate with the M&FRC Flight Chief for MICT access and UVAOs must coordinate with their Unit Commander's Support Staff (CSS) for access

An example of the MICT checklist and the SAC is available on MS Teams/AFPC under AFPV DAF VAPIG inspection requirements

- Failure to execute required actions constitutes inspection deficiency
- IVAOs are evaluated under Installation/Wing level inspection requirements and while UVAOs are evaluated under Unit-level inspection requirements
- IVAOs will inform UVAOs about program requirements including the IG inspection expectations
- IVAOs are not responsible for the UVAO's inspection performance or outcomes

VOTING FORMS

Provide Voting forms IAW policy and upon request, to individuals with access to the IVA Office

- **Federal Post Card Application (FPCA):** Encourage voters to complete and submit a FPCA to their state election officials to register and request an absentee ballot
- **Federal Write-In Absentee Ballot (FWAB):** May be used as a backup ballot for voting in federal elections. Advise voters who have not received their requested absentee ballot 30 days of the election to complete and submit a the FWAB, so it arrives NLT 15 days before Election Day
- **National Voter Registration Form (NVRF):** *Voters residing within their voting district may use the NVRF to register to vote or update their information with the local voter registration office (e.g., reporting address change)*
 - **Transmit the NVRF** to appropriate election office upon voter request. The form must be mailed within 5 calendar days of the voter submitting it to the IVA Office, IAW DAFI 36-3107, para 2.5.4.
 - Maintain hard-copy or digital continuity folder or book for reference and orientation of IVAO responsibilities. Refer to the "Continuity Folder or Book" section of the DAF VAP Action Plan for the required DAF VAP continuity items

VOTING EMPHASIS WEEKS

Must conduct Voting Emphasis Weeks during federal election years (even-numbered years) IAW FVAP Voting Action Plan.

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- An After-Action Report (AAR) must be submitted as directed by AFPC/DPFF on MS Teams/AFPC DAF VAP
- Refer to <https://www.fvap.gov/vao/directives> for guidance. Goals, suggested activities, and marketing strategies are available at <https://www.fvap.gov/vao/voting-weeks>
- AFPC/DAF VAP will provide IVAOs with specific dates
- Submit AAR report to AFPC/DPFF NLT last Monday of October (election years/even numbered years 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

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 (election years/even numbered years only)

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 the last Monday of August (election years/even numbered years only)

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)

FVAP MONTHLY TO DO LIST AND DAF VAP MONTHLY UPDATES

The Monthly To Do List is available on the FVAP Portal under the Dashboard and References/Resources tabs. The version posted by FVAP is produced for all Services, while the version distributed by DAF VAP Manager is updated to reflect DAF-specific requirements IAW policy. The DAF Monthly Updates provide the monthly information needed to carry out VAO responsibilities. Upon receiving the Monthly To-Do List and DAF Monthly Updates, IVAOs must review the material and forward it to their IVAOs for awareness and required action.

NOTIFICATION OF ABSENTEE BALLOT MAILING DEADLINE FOR DAF MEMBERS

Provide notification to DAF members of the final recommended/last date for absentee ballots prior to a general federal election. This ensures ballots can reasonably be delivered to state and local election officials (LEOs) in time, based on the guidance from the local Military Postal Service Agency.

- Contact or visit the Installation Military Postal Agency to confirm mailing-date requirements and the deadline for states to send absentee ballots to UOCAVA voters for the election year. Document this coordination in AFFIRST under Coordination and Outreach
- Refer to the current FVAP Election Cycle Voting Action Plan on the FVAP portal

VOTING REGISTRATION MATERIALS AND INFORMATION

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Ensure voting registration materials and information are continually available

- 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, FIELDCOM, 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

POST ELECTION SURVEY

A post-election survey is a questionnaire sent out after an election to gather feedback about the voting process. How well assistance was provided and information/support received.

- Assist, as requested by DAF VAP Manager with post-election surveys
- Emphasize to recipients the importance of completing and submitting the survey promptly, following all provided instructions

FVAP PORTAL ACCOUNT

Maintain an active FVAP portal account

- Login to FVAP Portal monthly to maintain active account
- Request account reconciliation when accounts are expired or been disabled and require a password rest, and when accounts need to be archived for personnel who are no longer serving as VAOs.

(Refer to the Attachment: ACCOUNT RECONCILIATION INSTRUCTIONS: HOW TO SUBMIT FVAP PORTAL ACCOUNTS for RESET PASSWORD, REACTIVATE or ARCHIVE STATUS)

UVAO IN-HOUSE TRAINING

IVAOs are strongly encouraged to conduct in-house training, either in a group setting or one-on-one. However, this training does not replace the mandatory FVAP VAO Training available on the FVAP.gov website. The primary purpose of the UVAO in-house training is to reinforce FVAP/DAF VAP administrative expectations.

(Refer to the Attachment: UVAO TRAINING POWERPOINT SLIDE PRESENTATION)

UNIT WITH LESS THAN 25 PERMANENTLY ASSIGNED ACTIVE-DUTY MEMBERS (ADMs)

IVAOs will provide voting information and resources to units with less than 25 permanently assigned ADMs as well as to tenant units and GSUs

- IVAO will contact the Military Personnel Flight (MPF) to and request a current list of units, GSUs and tenant units to provide voting information and resources
- Email voter alerts and updates to unit members, mirroring the information UVAOs distribute to their units, including any pertinent guidance 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,

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- 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 input at the end of each quarter
 - Input metrics NLT on 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: When the IVAO inputs metrics on behalf of a UVAO, the entries appear only at the installation level. The IVAO cannot view the submissions in their own FVAP portal metrics report, the IVAO must create a memo for record documenting the metrics submitted to meet the monthly/quarterly report requirements. UVAO must keep this document for IG inspection

MANDATORY FVAP PORTAL ACCOUNT RECONCILIATION

All VAO FVAP Portal account holders are required to maintain active account status. If an account becomes disabled or expired, the VAO must submit a reconciliation request to the IVAO. The IVAO will then forward the request to the DAF VAP for appropriate action to either reactivate or archive account. This mandatory FVAP Portal account reconciliation process ensures all VAO accounts remain active and compliant with IAW policy.

- Ensure all appointed VAO accounts are active.
 - To review inactive accounts (expired or disabled), in the FVAP Portal navigate to **Administration > Accounts**. The **Manage Account** section will automatically display all active accounts in the *Status* field. To view expired or disabled accounts, open the **Status** dropdown menu and select either **Disabled** or **Expired**. After making your selection, you may export a list of those accounts by selecting the **Export VAO Accounts** Excel spreadsheet option
- Email the DAF VAP Org box (AFPC/DPFF/Voting) vote.USAF@us.af.mil to request your installation’s account reconciliation (reset password, reactivate or archive account)

(Refer to the 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 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

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Information Sheet meets the requirement for information and education and must be provided to eligible voters at each touchpoint.

(Refer to the Attachment: VOTING ASSISTANCE INFORMATION SHEET)

- Ensure newly arrived and departing personnel receive voter registration materials and education on the absentee voting process, either through mass briefings (e.g., Newcomer's Orientation, Smooth Move) or individual consultations
 - Coordinate with the 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 a FPCA to update their address and request an absentee ballot
- Provide voting assistance to all personnel, military and civilian, deploying for and returning from deployment of 6 months or longer
 - Coordinate with the Installation Personnel Readiness (IPR) office and the M&FRC Readiness Non-Commissioned Officer (RNCO) to ensure absentee voting information on pre/post deployment checklists and in mandatory pre/post deployment briefings
 - Remind voters to update their FPCA to ensure ballot delivery, and to update their 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:
 - They must notify local election office (LEO) that they are no longer covered under the provisions of the UOCAVA
 - Questions about the NVRF is available at: <https://www.eac.gov/voters/national-mail-voter-registration-form-faqs>
- Inform uniformed service members to update their voting registration address whenever they make a change of address. DoDI 1000.04 requires the IVA Office to be included on and out-processing checklists when personnel update their address
 - IVAO will coordinate with local MPF and CPO to ensure compliance with this requirement under the MOVE Act
 - The MPF and CPO should provide the Voting Assistance Information Sheet including the IVA Office contact information, to all military members completing an address change

ADMINISTRATIVE EXPECTATIONS FOR MANDATORY TOUCHPOINTS (IVAOs ONLY)

The following mandatory touchpoints must be conducted by the M&FRC staff IVAOs are responsible for ensuring this touchpoint occurs and that all required forms and resources are available during program briefings.

- Provide voting assistance services to all in-processing personnel undergoing a permanent change of station or preparing for deployments of six months or longer. A Voting Assistance Information Sheet must be provided
- Advise members who are retiring or separating from active duty to notify their local election office that they will no longer be covered under UOCAVA (unless they remain overseas or are a military spouse)

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RELOCATION TOUCHPOINT (IVAO ONLY)

Newcomer's Orientation and Smooth Move

- Ensure “Touchpoint – PCSing / Remote Tour Voting Information” briefing slide is presented during Newcomer’s Orientation and Smooth Move Briefings. The PowerPoint Slide Presentations is available on MS Teams under DAF VAP and in the AFFIRST Downloaded Center.
- IVAO must ensure the slide presentation, Voting Assistance Information Sheet, and all required resources (FPCA, FWAB, and NVRF) are available during the briefing
- At the conclusion of the briefing, ensure proper documentation for AFFIRST and FVAP Portal Metrics is as follows:
 - If M&RC Staff, Relocation Program staff briefs the voting slide, the IVAO is responsible for entering the Metrics for entering the Metrics into the FVAP portal
 - If IVAO briefs the voting IVAO must document the briefing as “Coordination and Outreach” (number of participants and time spent and input counts on FVAP Portal)
 - If IVAO provides a one-on-one briefing/consultation IVAO will “track Visit” on AFFIRST by selecting VAP in process

(Refer to the Attachment: RELO - MANDATORY TOUCHPOINT POWERPOINT SLIDE PRESENTATION)

TRANSITION ASSISTANCE PROGRAM (TAP) TOUCHPOINT (IVAO ONLY)

Pre-Separation Counseling Briefing

The voting information briefing **is no longer** included in the pre-separation counseling briefing guide for TAP staff. IVAOs will brief voting information during Pre-separation Counseling Briefing Ensure “Touchpoint – Separating or Retiring (AD) Voting Information” briefing slide is presented during Pre-separation Counseling Briefings. The PowerPoint Slide Presentation is available on MS Teams under DAF VAP and in the AFFIRST Download Center

- IVAO must ensure the Voting Assistance Information Sheet, and all required resources (FPCA, FWAB, and NVRF) are available during the briefing, are readily available during the briefing
 - At the conclusion of the briefing, ensure proper documentation for AFFIRST and FVAP portal Metrics as follows: If M&RC Staff (TAP staff) briefs the Voting slide during Pre-Separation counseling briefing, the IVAO is responsible for entering the metrics into the FVAP portal
 - If IVAO briefs the voting slide during Pre-separation Counseling briefing, the IVAO must document the briefing 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 or consultation, the IVAO must Track Visit in AFFIRST by selecting VAP in the process

(Refer to the Attachment: TAP - MANDATORY TOUCHPOINT POWERPOINT SLIDE PRESENTATION)

DEPLOYMENT TOUCHPOINT (IVAO ONLY)

Mandatory Pre-Deployment and Post-Deployment Briefing

- Ensure “Touchpoint – Pre-Deployment and Post Deployment Voting Information” briefing slide is presented during all mandatory deployment briefings.
- IVAO must ensure slide presentation, Voting Assistance Information Sheet, and additional resources are ((FPCA, FWAB, and NVRF) are available during the briefing at

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the conclusion of the briefing, ensure proper documentation for AFFIRST and FVAP as follows:

- If M&RC Staff (RNCO/M&FRC Staff) brief the Voting slide PowerPoint Slide Presentation, during Pre and Post Deployment briefing, the IVAO must document Metrics in FVAP portal
 - If IVAO briefs the Voting PowerPoint Slide Presentation, during Pre and Post Deployment briefing, the IVAO is responsible for entering the Metrics into FVAP Portal as “**Coordination and Outreach**” (number of participants and time spent)
 - If IVAO provides a one-on-one voting briefing or consultation, IVAO must “**Track Visit**” in AFFIRST by selecting VAP in the process

(Refer to the 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 the vMPF Notification:

Clearing Voting Information on vMPF/vOP

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 AD Member:

Mandatory Voting Information for Service Member (including attachments)

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 Requirements)

- vOP - General Voting Information Sheet (All AD Mbrs)
- vOP - Voting PCS & Remote Tour (Mbrs PCSing or Remote Tour)
- vOP - Voting Separation & Retirement (Mbrs Separating or Retiring)
- vOP - Voting Spouses & Eligible Dependents (All Mbrs)
 - IVAO clears member by changing the status on vOP platform to “Complete” 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

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- IVAO will document on AFFIRST – Quick Tracker by checking the box “VAP – vOP (Virtual Out-Processing) for each member marked as “completed” to complete the vMPF/vOP notification process IAW policy. 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 previously in the system)

ROLES AND RESPONSIBILITIES OF 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 a unit with 25 or more permanently assigned active-duty members (a 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> (**Refer to the “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
 - The appointment letter template provided may be adjusted as needed, however, all included information must be retained

(Refer to the Attachment: UVAO APPOINTMENT LETTER)

- 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/>
 - Provide voting forms for unit personnel
 - Ensure there are enough hard copies available in case electronic copies are not accessible
 - Request hardcopy forms through IVA office
- **IG inspection requirements:** 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 provides guidance when needed to UVAO
 - IVAO is not responsible for UVAO not meeting IG inspection requirements
 - **Provide and track number of Voting forms distributed IAW policy:**
 - **Federal Post Card Application (FPCA):** Encourage voters to complete and submit an 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

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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)
(Refer to the 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&FR Operations
 - Maintain hard-copy or electronic continuity folder or book for reference and UVAO orientation responsibilities. (Refer to the list of DAF VAP continuity binder in the “Continuity Folder or Book” section of this DAF VAP Action Plan)
 - Provide program warm handover and UVAO training to succeeding UVAO, include turnover of current continuity
 - Maintain an active FVAP portal account
 - Login to FVAP Portal monthly to maintain active account
 - Request account reconciliation when accounts are expired, disabled and require a password reset and, when accounts need to be archived if no longer serving as a UVAO

(Refer to the Attachment: ACCOUNT RECONCILIATION INSTRUCTIONS: HOW TO SUBMIT FVAP PORTAL ACCOUNTS for RESET PASSWORD, REACTIVATE or ARCHIVE STATUS)

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 DAF VAP Unit SAC for DAFI36-3107, 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 on 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)

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- 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 to 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 installation. UVAO will ensure IVAO communicates documentation of metrics input 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 reactivation, reset password 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

- VAOs 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 to archive the FVAP portal account while away and must notify the IVAO upon return to reactivate the FVAP account

FEDERAL POST CARD APPLICATION FORMS (FPCAs)

DAF VAP Manager, M&FR Operations/AFPC DPFF sends out upcoming elections for Federal Service via myFSS for mass distribution to DAF personnel

- 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 mandatory
 - 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, 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

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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)

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.

- The National Guard Bureau (NGB) and Headquarters Air Force Reserve Command (AFRC) will appoint a headquarters-level SVAO to maintain a contingency absentee voting program for units and personnel who have been activated/mobilized; no further assistance is 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 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. 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 folder or book. Certificates (in PDF format) should be saved in the continuity folder or book for IG inspection purposes.

Note: this certificate serves as the one-time initial training documentation while the VAO is serving at the current installation.

(Refer to the Attachment: INSTRUCTIONS ON HOW TO REGISTER FOR FVAP PORTAL ACCOUNT AND ASSOCIATING CAC).

MVAO Timeframes

Initial mandatory training while appointed within the MAJCOM

- Within 30 days assuming MVAO duties
- Save certificates (PDF) in continuity folder or book (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 folder or book (IG inspection)
 - FVAP VAO Training
 - IVA Office Training
- Maintain a IVA Office Handbook
https://www.fvap.gov/uploads/FVAP/VAO/IVAOHandbookV1_20191025.pdf

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UVAO Timeframes

Initial mandatory training while appointed within the unit

- Within 30 days assuming UVAO duties
- FVAP VAO Training
- Save certificate/s (PDF) in continuity folder or book (IG inspection)

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 years 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
- UVAOs are to contact IVAO for “UVAO in House Training” offered as an additional training

UVAO IN-HOUSE TRAINING FACILITATED BY IVAO

To better prepare UVAOs for success and to reduce administrative work, IVAOs are encouraged to offer “UVAO In-House 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 (online), which all participants are required to complete first.

(Refer to the 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 UAOs 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 VAP. By working collaboratively with on- and off-base agencies, overseas citizen organizations, UVAOs, unit deployment managers, Key Support Liaisons (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

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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 STRATEGIES

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:

- 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 FOLDER/BOOK

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 folder or booklist 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 folder or book (manual or electronic) for IG inspection purposes and to facilitate a smooth handover for successors (IVAO and UVAO). The folder or book 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)

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- FVAP Action Plan Calendar: Include 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)
 - **NOTE:** The standard requirement for appointment letters, IAW policy, is the format provided in the current DAF VAP Action Plan. Some installations based on leadership direction, choose to consolidate appointment letters. When this occurs, ensure the IVAO/UVAO name or names are clearly identified within the consolidated list. The DAF VAP Action Plan is derived from DAFI36-3107 and serves as an official Air Force operations guide. If your installation commander requires a consolidated appointment letter for your installation, it is acceptable to maintain the IVAO/UVAO appointment letter as directed
 - 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/DPPF 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 link:
https://www.fvap.gov/uploads/FVAP/VAO/IVAOHandbookV1_20191025.pdf (IVAO only)
 - Your IVAO information (UVAO only)
 - Voting Information sent to Unit members (UVAO only)

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MATERIALS

Refer to FVAP.gov for additional information via the following link:

<https://www.fvap.gov/info/outreach>

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 fact sheets 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 submit installation material requests to vote@FVAP.gov ensuring the DAF VAP Manager, M&FR Operations is included in all correspondence with FVAP. IVAOs will ensure UVAOs retrieve ordered materials from the IVA Office. Additionally, IVAOs will process material requests for GSUs as needed and coordinate direct delivery of those materials to the respective GSUs.

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 (vote@FVAP.gov) if you would like assistance in sharing this information, experiencing any issues downloading the files, or would like to request additional materials.

AVAILABLE MANUAL VOTING FORMS

You can no longer order physical copies of the FPCA (SF76) and the FWAB (SF186) via the <https://www.orderportal.army.mil> website. Continue to use hardcopy forms dated up to 2017.

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

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- 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 Quick Tracker by checking the box “VAP-vOP (virtual Out-processing) for each member marked as “completed” in 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.

(Refer to the 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.

(Refer to the Attachment: FVAP ADMIN PORTAL DOCUMENTATION)

FVAP METRICS TRAINING WEBINAR

The information provided during the training webinar offers a general overview of metrics reporting. For detailed guidance and specific reporting requirements, refer to the instructions outlined in this DAF VAP Action Plan for DAF VAP metrics reporting

The metrics training webinar is available via the following link:

<https://fvap.gov/uploads/FVAP/Media/MetricsTrainingWebinar.m4a>

AFPC/DPFF will monitor and collect data from AFFIRST and the FVAP Admin Portal to evaluate the effectiveness of the voting program. Using this data, AFPC/DPFF provides AF leadership with quarterly and annual update on the on the performance of installations' 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 organization

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org box and continuously active email account. Ensure all incoming inquiries are reviewed and responded to within 72 hours (3 business days) to support timely communication and continuity of operations IAW policy

- **Dedicated VAP/IVA Office Telephone Line:** Establish a dedicated Voting telephone line using either the M&FRC main number or an IVA office line. This line must not be the IVAO's personal work phone
 - Ensure the telephone line has voicemail capability, and the voicemail greeting must include the TFSC phone number as the POC for after-hours assistance.
- **IVAOs appointment letter:** The installation commander must appoint a primary and an alternate IVAO in writing. A copy of the appointment letter must be maintained in the continuity binder or folder to ensure program accountability and continuity of operations IAW policy
- **IVA Office designation letter:** The designation letter, dated between 2017 and 2018, formally identifies the installation M&FRC as the congressionally designated IVA office. A copy of this must be maintained in the continuity binder or folder to ensure program accountability and compliance with established requirements
- **Complete mandatory VAO training (initial training) and IVA Office training:** Within 30 days of the appointment letter date, the IVAO must complete required training. A copy of the training certificate must be saved in the continuity binder or folder
- **Provide voter assistance, information, and materials to units with less than 25 permanently assigned active-duty members:** Document proof of all correspondence in the continuity binder or folder, ensuring the documentation clearly reflects communication with units identified as having less than 25 permanently assigned active-duty members
- **Document from FVAP portal metrics monthly:** Print or save a pdf report of the metrics input monthly for your continuity folder or book
- **Ensure FVAP Portal account is in active status:** Demonstrate proof of active FVAP Admin Portal status by logging into your account and showing the certification team that you can successfully access the system. In addition, maintain documentation of portal access by capturing (using the Snipping Tool or equivalent) that clearly shows successful login, and file this proof in the continuity binder or folder

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

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touchpoints listed under IVAO and UVAO Key Roles and Responsibilities

DEPLOYED LOCATIONS

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 AI 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
- 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 Refer to the Attachment: VOTING ASSISTANCE INFORMATION SHEET)

NOTE: 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.

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
- Must provide assistance and information via email, phone, or in-person, using the Voting Assistance Information Sheet
- Track and maintain a record of assistance and information provided. Document voting information and assistance provided to military members, spouses/dependents, and U.S. citizens at overseas installation on FVAP portal metrics reporting.

(See Refer to the Attachment: FVAP ADMIN PORTAL DOCUMENTATION and refer to AFFIRST DESK GUIDE)

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FURLOUGH RESPONSIBILITIES

RNCOs cannot be appointed officially as IVAOs. However, the RNCO can disseminate voting handouts, refer customers to FVAP website link and track visit or quick tracker information and referral services on AFFIRST during furlough.

IAW Policy (DAFI36-3107), 2.4.2. Appoint an IVAO, in writing, from the permanent federal government civilian staff at the A&FRC and send a copy of the appointment letter to AFPC/DFFF and the command voting action officer. (T-0). 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

- The directive originates from 10 USC §1566a and authorizes vested in OSD under 10 USC §1566(a). Ensure that DAF VAP installation management is not assigned as additional duty to a uniformed member but instead remains a primary duty of a permanent government civilian. This requirement is driven by the authority above the DAF, it carries a T-0 designation, meaning the DAF cannot approve the waiver (ref: DAFI 33-360, Table 1.1)
- Manning gaps, vacancies and onboarding of new civilian staff often lead to request that RNCO serve as the IVAO. However, it is recommended that existing permanent government civilian staff temporarily assume IVAO responsibilities rather than assigning the role to RNCO (8Cxxx). The RNCO's primary mission is to ensure the M&FRC maintains strong readiness posture in Deployment Readiness and Emergency Preparedness & Response
- If an installation determines that pursuing a T-0 waiver is necessary, it must submit an AF Form 679 routed from the installation through command channels to the HAF publication OPR/HAF functional (AF/A1S) for submission consideration. DAF VAP Manager, M&FR Operations/AFPC/DFFF must be copied on the submission

NOTE: The above statement refers specifically to short-manning and does not apply to a government shutdown. During a shutdown, FVAP, which oversees all branches of service as well as the Department of State Voting programs, are also suspended.

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)

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- **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
- 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.

(Refer to the Attachment: VAO NOMINATION FORM)

- AFPC/DPFF selects the DAF VAO of the Quarter through the AFPC/DPFF DAF vetting process
 - DAF VAP winner's leadership receives congratulatory email within 2-4 weeks
 - Winner is nominated to compete with VAOs of other Services for FVAP VAO of the Quarter
 - 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)
 - The installation commander notifies the VAO winner

ATTACHMENTS PROVIDED IN THIS ACTION PLAN

To view attachments in the DAF VAP Action Plan, select the left-pointing arrow on the middle-left of the first page, or open the paper clip icon on the sidebar to display the list of attached documents.

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WEBSITES

FVAP Webpage: <https://www.fvap.gov/>

Military OneSource/Voting: <https://www.militaryonesource.mil/financial-legal/legal/don-t-just-guess-know-how-to-become-a-responsible-voter/>

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

FVAP updates: <https://public.govdelivery.com/accounts/USFVAP/subscribers/new>

FVAP LinkedIn: https://www.linkedin.com/company/federal-voting-assistance-program-fvap.gov-?trk=company_logo

X/Twitter: <https://x.com/FVAP>

AFPC Vignettes for Commanders: <https://www.youtube.com/watch?v=BX9OcmXxs>

Armed Forces Network (AFN): <https://myafn.dodmedia.osd.mil/>

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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