

Voting Assistance Program (VAP) 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 (US) citizens residing outside the territorial limits of the US. It requires each government department to distribute balloting materials and develop a program of information and education for all employees and family members covered by the Act. As the Presidential Designee for oversight of the Federal Voting Assistance Program (FVAP), the Secretary of Defense has directed commanders at all levels to support the FVAP and encourage maximum participation by Air Force (AF) personnel and their dependents to exercise their right to vote.

PURPOSE:

The AF Voting Assistance Program (VAP) is an ongoing program to assist Total Force Airmen, their family members and all other voting age citizens with access to the Installation Voter Assistance (IVA) Office, regardless of MAJCOM or branch of service affiliation, to register and vote either at the polls or by absentee ballot. The mission of the program is to provide assistance for all elections, regardless of when they are held, with special emphasis on the period prior to general elections.

REGULATORY GUIDANCE:

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

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

KEY ROLES AND RESPONSIBILITIES:

AF Personnel Center, Airman & Family Operations (HQ AFPC/DPFF)

- Issue a biennial AF Voting Action Plan to provide VAP operational guidance to Voting Assistance Officers (VAOs) at all levels. The AF Voting Action Plan is posted on the FVAP website (<https://www.fvap.gov/vao/directives>)
- Ensure installation voting activities are aligned under the installation Airman and Family Readiness Center with 24/7 support capability provided by AFPC Total Force Service Center (AFPC/TFSC)
- Implement metric tracking and review Air Force Family Integrated Results and Statistical Tracking (AFFIRST) and FVAP Portal reports for FVAP metric requirements, trainings, workshops, individual consultations and coordination/outreach
- Establish a process to ensure Installation Voting Assistance Officers (IVAOs) and Unit Voting Assistance Officers (UVAOs) complete FVAP VAO training IAW training requirements in the current AF Voting Action Plan

- Provide information and responses to command and installation VAOs' questions and concerns.
- Provide after action reports as requested by AF/A1SA
- Maintain a Voting Assistance Program homepage on the AFPC website (<https://www.afpc.af.mil/Benefits-and-Entitlements/Voting/>)
- Provide VAP updates and training to IVAOs and AFPC Total Force Service Center (TFSC) staff

MAJCOM Voting Assistance Officer (MVAO)

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

MVAO duties include:

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

Installation Commander

- Designate the installation A&FRC as the IVA Office and as a Voter Registration Agency IAW AFI 36-3107, para. 2.1.1.
- Appoint, in writing, a primary and alternate IVAO from the permanent federal government civilian staff at the A&FRC
 - The designee should be GS-12 or higher; however, an enthusiastic volunteer at a lower grade may be designated



IVAOs Appt Letter
Template.doc



UVAO Appt Letter
Template (v2).doc

- Ensure unit commanders appoint, in writing, one UVAO per unit with 25 or more permanently assigned active duty members and an additional UVAO for every 50 active duty members thereafter
 - Units with fewer than 25 permanently assigned active duty members may be serviced by another larger squadron or the IVA Office
 - Designee should be O-2/E-7 level or above; however, enthusiastic volunteers at lower grades (or permanent federal government employees) may be designated

- Ensure performance evaluation reports for Service members assigned as VAOs comment on their performance in carrying out this duty under Section 1566 of Title 10, U.S.C.
- Require IVAOs and UVAOs complete FVAP VAO training within time standards, IAW FVAP Training Requirements in Section E of the current AF Voting Action Plan
- Ensure IVAOs and UVAOs are available and equipped to assist voters for all elections and provided the time and resources needed to perform their voting assistance duties

Installation Voting Assistance Officers (IVAO)

IVAOs provide UOCAVA-eligible voters, Federal civilian employees and other US citizens who have access to the IVA Office with accurate nonpartisan voting information and assistance IAW DoD and AF guidance. The IVAO may use the FVAP IVA Office Handbook to guide administering the IVA Office: <https://www.fvap.gov/vao/directives>

IVAO duties include:

- Report directly to the installation commander for voting assistance matters and oversee operations of the IVA Office to ensure compliance with AFI 36-3107 and the current AF Voting Action Plan
- Complete mandatory FVAP IVA Office and VAO training IAW the current AF Voting Action Plan and maintain certificates from initial and refresher trainings.
- Forward to MAJCOM VAO and AFPC/DPFF a copy of IVAO appointment letters and training certificates
- Establish and maintain IVA Office contact information requirements:
 - Voting action telephone line with voicemail that provides TFSC contact information for 24-hour voting assistance. IVA Office must respond to voicemails within 72 hours or 3 business days
 - Installation voting e-mail org box
 - Voting assistance page on the installation's public website with IVA Office contact info and links to [FVAP](#) and [AF Voting](#) websites
- Assess program effectiveness and provide feedback as appropriate. VAP is a by-law program and is inspected for compliance IAW applicable AFIs, DoD regulations and public law. Self-assessment checklist (SAC) AFI 36-3107, AF Voting Assistance Program, is published in the Management Internal Control Toolset (MICT).
- Provide voting forms, upon request, to individuals with access to IVA office
 - Federal Post Card Application (FPCA): Encourage voters to complete and submit a FPCA to their state election officials in order to register and apply for an absentee ballot. Remind members that voting age dependents are eligible to use the FPCA and Federal Write-In Absentee Ballot (FWAB)
 - FWAB: May be used as a backup ballot to vote for federal offices. Advise voters, who have not received their requested absentee ballot 30 days before the election, to complete and submit the FWAB so it arrives NLT 15 days before the election

- National Voter Registration Form (NVRF): Voters living in their voting district may register to vote and update information with the local voter registration office (e.g., report address change)
- Transmit the voting forms to appropriate election office upon voter request. Must mail within 5 calendar days of voter submission to the IVA Office, IAW AFI 36-3107, para 2.2.4.
- Maintain hard-copy or virtual continuity folder for reference and quick orientation of IVAO responsibilities. A list of items your continuity folder should contain are listed at: <https://www.fvap.gov/vao/continuity>
- Conduct Voting Emphasis Weeks IAW FVAP Voting Action Plan (issued during election years) for VAOs: <https://www.fvap.gov/vao/directives>. Goals, suggested activities and marketing strategies are available at: <https://www.fvap.gov/vao/voting-weeks>. Submit after action reports as prescribed by AFPC/DPFF
 - Armed Forces Voters Week (CONUS) and Overseas Citizens Voters Week (OCONUS):
 - Provide after action report to AFPC/DPFF NLT last Monday of Jul (during election years)
 - Absentee Voters Week:
 - Provide after action report to AFPC/DPFF NLT last Monday of Oct (during election years)
- Track installation metrics IAW FVAP Admin Portal Documentation and AFFIRST Documentation instructions located in: AFFIRST > Download Center > Voting Assistance Program > Guidance and Supporting Documents folder



FVAP Admin Portal
Documentation.pdf



AFFIRST
Documentation.pdf

- Create installation information programs and disseminate voter information to UVAOs, Geographically Separated Units (GSUs), tenant units and units with less than 25 permanently assigned members via base communication channels, electronic mail and social media
 - Provide notification to AF members of the last date before a general federal election upon which absentee ballots must be mailed to reasonably be delivered in time to state and local election officials, as recommended by local Military Postal Service Agency
- Provide voting support and materials to GSUs, tenant units and units with less than 25 permanently assigned active duty members, regardless of MAJCOM or service affiliation



AF e-publishing
Instructions.pdf

- Maintain printed voting materials to augment electronic versions
- Ensure enough forms are on-hand for year-round registration, absentee ballot requests and change-of-address requests for those deploying, returning from deployments, moving or permanent change of station
- Assist, as requested by AFPC/DPFF, with post-election surveys. Emphasize to those who receive the survey to promptly complete and submit responses
- Oversee UVAO voting requirements, to include AF UVAOs at GSUs:
 - Notify UVAOs of voting assistance responsibilities and updates to DoDI, AFI and AF Voting Action Plan
 - Forward reminders to UVAOs to submit quarterly FVAP metrics
 - Ensure UVAOs accomplish FVAP VAO training IAW training requirements in the current AF Voting Action Plan
 - Require UVAOs to maintain UVAO continuity folder with mandatory content
 - Ensure UVAOs provide UVAO mandatory touchpoints
 - FPCA Distribution
 - Annual Military Voter Training
 - Provide responses to UVAO questions, problems and queries. Refer to AFPC/DPFF as needed
 - Require UVAOs to train replacements as needed
 - Track UVAO appointment letters, training certificates and mandatory touchpoints IAW AFFIRST Documentation instructions located in: AFFIRST > Download Center > Voting Assistance Program > Guidance and Supporting Documents folder

IVAO Mandatory Touchpoints

Armed Forces absentee voters must be provided voting assistance and information as described below. The IVAO coordinates with appropriate offices to ensure the IVA Office is included on checklists to accomplish related information and education. The Voting Assistance Information Sheet meets the requirement for information & education and must be provided to eligible voters at each touchpoint. Document IVAO mandatory touchpoints IAW FVAP Admin Portal Documentation and AFFIRST Documentation located in: AFFIRST > Download Center > Voting Assistance Program > Guidance and Supporting Documents folder.



- Ensure newly arrived and departing personnel are provided registration materials and education on absentee voting process via mass briefings (e.g., Newcomer’s Orientation, Smooth Move) or individual consultations
 - Coordinate with Military Personnel Section (MPS) and Civilian Personnel Office (CPO) to include voting assistance on in-/out-processing checklists (virtual and/or hard copy)
 - Remind voters to submit FPCA in order to update address and request absentee ballot
- Provide voting assistance to all personnel, military and civilian, deploying and returning from deployment of 6 months or longer

- Coordinate with Installation Personnel Readiness (IPR) office and A&FRC Readiness NCO to include absentee voting information on pre/post-deployment checklists and as part of the mandatory pre-/post-deployment briefings
- Remind voters to change address on FPCA to ensure absentee ballot delivery at deployed location and to update home address upon return
- Pre-deployment fact sheet can be found at: <https://www.fvap.gov/vao/materials>
- Advise uniformed service members who are being separated or retired from active duty of the following:
 - Notify local election office they are no longer covered in accordance with the provisions of the UOCAVA
 - Submit a NVRF, available at: <https://www.eac.gov/voters/national-mail-voter-registration-form/>
- Inform uniformed service members to update their voting registration address when they make a change of address. DoD 1000.04 requires the IVA Office to be a processing checklist item when personnel change their addresses.
 - IVAO will notify and coordinate with local MPS and CPO to ensure compliance with this provision of the MOVE Act
 - The MPS and CPO should provide the Voting Assistance Information Sheet with IVA Office contact information to military members changing their address



VOTING
ASSISTANCE INFORM

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.

UVAO duties include:

- Complete mandatory FVAP VAO training IAW training requirements in the current AF Voting Action Plan and maintain copies of certificates from initial and refresher training
- Forward a copy of UVAO appointment letters and training certificates to IVAO
- Offer absentee voting information about voters' home states, including (but not limited to) election dates, absentee registration and voting rules
 - Refer to VAG for recommended deadlines and state specific requirements: <https://www.fvap.gov/guide>
 - Encourage unit members to access the FVAP website for voting resources, state-specific and party-specific voting information, and links to federal, state and local government websites: <https://www.fvap.gov/links#Election>
 - Track number of personnel assisted IAW FVAP Documentation located in: AFFIRST > Download Center > Voting Assistance Program > Guidance and Supporting Documents folder.
- Provide voting forms to unit personnel. Please see instructions to register and order voting materials on AF ePublishing website. Ensure there is sufficient number of paper

copies available in case electronic copies are not accessible. Track number of forms distributed IAW FVAP Admin Portal Documentation located in: AFFIRST > Download Center > Voting Assistance Program > Guidance and Supporting Documents folder.

- FPCA: Encourage voters to complete and submit a FPCA to their local election officials in order to register and apply for an absentee ballot. Remind members that voting age dependents are eligible to use the FPCA and FWAB
- FWAB: The FWAB may be used as a backup ballot to vote for federal offices. Advise voters, who have not received their requested absentee ballot 30 days before the election, to complete and submit the FWAB so it arrives NLT 15 days before the election
- NVRF: The NVRF is used to register to vote and update information with the local voter registration office (e.g., report address change)



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- Assist IVAO, as requested, with after action reports, post-election surveys and Voter Emphasis Weeks. Disseminate voter information to unit personnel as directed by IVAO
- Refrain from contacting state and local government officials about voting policy matters. Issues should be directed to the IVAO (to pass on to AFPC/DFFF) for legislative and other policy matters involving voting assistance and elections
- Maintain hard-copy or electronic continuity folder for reference and quick orientation of UVAO responsibilities. Required content for the UVAO continuity folder is listed at: <https://www.fvap.gov/vao/continuity>
- Provide training to succeeding UVAO, to include turnover of current continuity book
- Primary and alternate (if applicable) UVAOs will submit unit metrics IAW FVAP Admin Portal Documentation located in: AFFIRST > Download Center > Voting Assistance Program > Guidance and Supporting Documents folder.
 - Additional UVAOs will manually track and provide the primary and/or alternate UVAO the number of personnel assisted and forms distributed
 - FVAP Portal metrics must be submitted, at a minimum, NLT 3 duty days before the last day of the current quarter
- Assess program effectiveness and provide feedback as appropriate. VAP is a by-law program and is inspected for compliance IAW applicable AFIs, DoD regulations and public law. The SAC for AFI 36-3107, AF Voting Assistance Program, is published in MICT

UVAO Mandatory Touchpoints

Military personnel must be provided voting assistance and information as described below. Report to IVAO the date that each UVAO mandatory touchpoint is completed and document forms distributed and voters assisted IAW FVAP Admin Portal Documentation located in: AFFIRST > Download Center > Voting Assistance Program > Guidance and Supporting Documents folder.

- Distribute FPCAs (electronically or in-hand) to all unit members between 1-15 Jan (annually) and 1-15 Jul (during election years)
- Annually train (electronically or in-person) all uniformed service members (including activated ARC personnel) on absentee registration and voting procedures
 - Standardized Military Voter Training video, fact sheet and election calendar are available at: <https://www.fvap.gov/vao/training/voter-training>
 - Retain training records with dates and number of attendees for at least 1 calendar year in the UVAO continuity folder

AFPC/Total Force Service Center (TFSC)

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

Air Reserve Components (ARC)

- The National Guard Bureau (NGB) and Headquarters Air Force Reserve Command (AFRC) will appoint a headquarters-level SVAO to maintain a contingency absentee voting program for units and personnel who have been activated/mobilized
 - NGB OPR is Family Programs (NGB/A1PS): usaf.jbanafw.ngb-a1.mbx.a1ps-family-programs@mail.mil or DSN 612-9518
 - HQ AFRC OPR is HQ AFRC/A1: afrc.a1ry@us.af.mil or DSN 497-1294
- ARC units co-located on a RegAF installation should refer members to the IVA Office within the A&FRC for voting assistance support. Co-located ARC units may also use the AFPC/TSFC as an additional source of information and assistance
- ARC units not co-located on an RegAF installation and units or members activated/deployed to a location not-supported by active AF 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

FVAP TRAINING REQUIREMENTS:

MVAO Timeframes

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

IVAO Timeframes

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

- FVAP VAO Training

UVAO Timeframes

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

Training Options

- Primary and alternate VAOs must complete online training via their FVAP Admin Portal account: <https://www.fvap.gov/portal/training/get-started.html>
- VAOs not required to register in FVAP Admin Portal must complete the FVAP online training at: <https://www.fvap.gov/training/get-started.html>
- FVAP IVA Office Handbook: <https://www.fvap.gov/uploads/FVAP/Training/installation-vao-handbook.pdf>
- FVAP Regional VAO Workshops are available; however, reduction in TDY allocations may prevent in-seat training

SPECIAL CONSIDERATIONS

Joint Bases

- AF units on other Service-led bases must comply with the AF voting requirements and ratio of UVAOs IAW AFI 36-3107
- Local leadership may determine and establish an agreement on how voting assistance is provided to units with less than 25 members
- Designated IVA Offices on joint bases are responsible for providing voting assistance to all military and civilian personnel that have access to the office, regardless of Service affiliation. Care must be taken that personnel in tenant units are provided service IAW mandatory touchpoints listed under IVAO and UVAO Key Roles and Responsibilities

Deployed Locations

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



VOTING
ASSISTANCE INFORM

Geographically Separated Units (GSU) and Tenants Units

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



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Accessions

Joint Base San Antonio – Lackland, the United States Air Force Academy (USAFA), and Maxwell Air Force Base (AFB) must offer absentee voting information and assistance to new accessions into the AF before graduation from their respective courses (Basic Military Training, USAFA, and Officer Training School). Recommend new accessions not use temporary addresses on the FPCA to avoid a delayed ballot delivery.

Units with Less than 25 Active Duty Members

- Units with less than 25 permanently assigned active duty members are not required to appoint a UVAO
- Unit commanders may determine how voting assistance is provided, either by a larger unit or the IVA Office
- The IVA Office has a responsibility to identify and ensure this population is provided voting support
 - Care must be taken that units with less than 25 active duty members are provided service IAW mandatory touchpoints listed under IVAO and UVAO Key Roles and Responsibilities

VAO OF THE QUARTER NOMINATIONS

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

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



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LIST OF ACRONYMS

AFFIRST – Air Force Family Integrated Results and Statistical Tracking

AFPC – Air Force Personnel Center

A&FR – Airman and Family Readiness

A&FRC – Airman and Family Readiness Center

FPCA – Federal Post Card Application

FVAP – Federal Voting Assistance Program

FWAB – Federal Write-in Absentee Ballot

IPR – Installation Personnel Readiness

IVA Office – Installation Voter Assistance Office

IVAO – Installation Voting Assistance Officer

LEO – Local Election Official

MICT – Management Internal Control Toolset

MVAO – Major Command Voting Assistance Officer

NVRA – National Voter Registration Act

NVRF – National Voter Registration Form

SAC – Self-assessment Checklist

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

VAG – Voting Assistance Guide

VAO – Voting Assistance Officer

VAP – Voting Assistance Program

VIC – (DoD) Voting Information Center

DEFINITIONS

AFFIRST – Air Force Family Integrated Results and Statistical Tracking is used by A&FRC staff to collect and process data related to delivery of services

FVAP Admin Portal – FVAP Admin Portal is a systematic means for IVAOs and UVAOs to report the number of voting assistance provided and measures essential management information for reporting, control and process improvement.