

# Voting Assistance Program (VAP) Action Plan



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## Changes to AF Voting Action Plan

Page	(Add, Delete, Revised) Change
5	<b>(Revised)</b> [Installation Commander] 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
5	<b>(Added)</b> [Installation commander] 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.
6	<b>(Revised)</b> [IVAOs] No longer required to submit plan for voter emphasis weeks; continue to submit AARs as requested
7	<b>(Added)</b> [IVAOs] 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
7	<b>(Deleted)</b> [IVAOs] Distribute voting materials, electronically and paper, to the UVAOs including forms, VAGs, wallet cards and posters
7	<b>(Added)</b> See Atch 8, Instructions to Register/Order Materials on AF ePubs
7	<b>(Revised)</b> [IVA O Mandatory Touchpoints] The Voting Assistance Information Sheet (Atch 3) meets the requirement for information & education and must be provided to eligible voters at each touchpoint.
8	<b>(Added)</b> [IVA O Mandatory Touchpoints] <a href="https://www.eac.gov/voters/national-mail-voter-registration-form/">https://www.eac.gov/voters/national-mail-voter-registration-form/</a>
8	<b>(Added)</b> [UVAOs] Please see Atch 8 for instructions to register and order voting materials on AF ePublishing website.
9	<b>(Deleted)</b> [UVAO Mandatory Touchpoint-FPCA Distribution] If email is used, utilize either delivery or read receipts to determine a count and percentage of forms received. Retain record of forms distributed (electronically or in-hand) for at least 1 calendar year in the UVAO continuity folder
9	<b>(Deleted)</b> [UVAO Mandatory Touchpoint-Annual Military Voter Training] If email is used, utilize either delivery or read receipts to determine a count and percentage of personnel trained
10	<b>(Added)</b> [Training Options] <ul style="list-style-type: none"> <li>• Primary and alternate VAOs must complete online training via their FVAP Admin Portal account: <a href="https://www.fvap.gov/portal/training/get-started.html">https://www.fvap.gov/portal/training/get-started.html</a></li> <li>• VAOs not required to register in FVAP Admin Portal must complete the FVAP online training at: <a href="https://www.fvap.gov/training/get-started.html">https://www.fvap.gov/training/get-started.html</a></li> </ul>
11	<b>(Revised)</b> [Units with Less than 25 Active Duty Members] permanently assigned <u>active duty</u> members
12	<b>(Revised)</b> [VAO of the Quarter Nomination] Process to submit nominees: <ul style="list-style-type: none"> <li>○ UVAOs forward completed forms to your IVA O</li> <li>○ IVAOs forward 1 installation nominee to <a href="mailto:vote.usaf@us.af.mil">vote.usaf@us.af.mil</a></li> </ul>
14	<b>(Revised)</b> [Atch 1] AFI 36-3107, para 2.1.1.1.
15	<b>(Revised)</b> [Atch 2] AFI 36-3107, para 2.1.3.
24	<b>(Added)</b> [Atch 8] Instructions to Register/Order Materials on AF ePubs

## **A. 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.

## **B. 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.

## **C. 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)
- AFPD 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

## **D. 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 (Atch 1, IVAO Appointment Letter)
  - The designee should be GS-12 or higher; however, an enthusiastic volunteer at a lower grade may be designated
- 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 FPCA or NVRF 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 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
  - Absentee Voters Week:
    - Provide after action report to AFPC/DPFF NLT last Monday of Oct
- Track installation metrics IAW Atch 6, FVAP Admin Portal Documentation and AFFIRST Documentation instructions located in: AFFIRST > Download Center > Voting Assistance Program > Guidance and Supporting Documents folder

- 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 (to include co-located ARC units) and units with less than 25 permanently assigned active duty members, regardless of MAJCOM or service affiliation
  - 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
  - See Atch 8, Instructions to Register/Order Materials on AF ePubs
- 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 (Atch 3) meets the requirement for information & education and must be provided to eligible voters at each touchpoint. Document IVAO mandatory touchpoints IAW Atch 6, 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 (Atch 3) with IVA Office contact information to military members changing their address

### **Unit Voting Assistance Officer (UVAO)**

UVAOs must be appointed in writing by the unit commander (See Atch 2, UVAO Appointment Letter) and will provide voting assistance to unit personnel, either in-person or through virtual means. Primary and alternate UVAOs will be designated, must register for FVAP Portal accounts and provide quarterly unit metrics. (See Atch 6, FVAP Admin Portal Documentation)

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 Atch 6, FVAP Documentation
- Provide voting forms to unit personnel. Please see Atch 8 for 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 Atch 6, FVAP Admin Portal Documentation
  - FPCA: Encourage voters to complete and submit a FPCA to their local election officials in order to register and apply for an absentee ballot. Remind members that voting age dependents are eligible to use the FPCA and FWAB
  - FWAB: The FWAB may be used as a backup ballot to vote for federal offices. Advise voters, who have not received their requested absentee ballot 30 days before the election, to complete and submit the FWAB so it arrives NLT 15 days before the election
  - NVRF: The NVRF is used to register to vote and update information with the local voter registration office (e.g., report address change)



- Assist IVAO, as requested, with after action reports, post-election surveys and Voter Emphasis Weeks. Disseminate voter information to unit personnel as directed by IVAO
- Refrain from contacting state and local government officials about voting policy matters. Issues should be directed to the IVAO (to pass on to AFPC/DPFF) for legislative and other policy matters involving voting assistance and elections
- Maintain hard-copy or electronic continuity folder for reference and quick orientation of UVAO responsibilities. Required content for the UVAO continuity folder is listed at: <https://www.fvap.gov/vao/continuity>
- Provide training to succeeding UVAO, to include turnover of current continuity book
- Primary and/or alternate UVAOs will submit unit metrics IAW Atch 6, FVAP Admin Portal Documentation
  - 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 Atch 6, FVAP Admin Portal Documentation.

- 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](mailto: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

## **E. 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-vaobook.pdf>
- FVAP Regional VAO Workshops are available; however, reduction in TDY allocations may prevent in-seat training

## **F. 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 (Atch 3) during the mandatory pre-deployment brief by A&FRC

### **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 Atch 3, Voting Assistance Information Sheet
  - Track and maintain a record of assistance and information provided and annotate IAW Atch 6, FVAP Admin Portal Documentation and AFFIRST Documentation instructions located in: AFFIRST > Download Center > Voting Assistance Program > Guidance and Supporting Documents folder

### **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

## G. 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 (Atch 7) 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](mailto: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

## **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.

**ATTACHMENTS AND ANNEXES**

**ATTACHMENT 1: IVAO APPOINTMENT LETTER**

**WING LETTERHEAD**

DATE

MEMORANDUM FOR HQ AFPC/DPFF

FROM: WG/CC  
ADDRESS LINE 1  
ADDRESS LINE 2

SUBJECT: Installation Voting Assistance Officer (IVAO) Appointment

1. The following individuals have been appointed as primary and alternate IVAOs, IAW AFI 36-3107, paragraph 2.1.1.1. IVAOs listed below must complete required Installation Voter Assistance (IVA) Office and Voting Assistance Officer (VAO) training.

<b>Primary IVAO</b>	<b>Alternate IVAO</b>
RANK, NAME EMAIL DSN	RANK, NAME of designated alternate EMAIL DSN

2. IVAOs will maintain the IVA Office in accordance with guidance provided in the most current AF Voting Action Plan.

SIGNATURE BLOCK  
Commander

**ATTACHMENT 2: UVAO APPOINTMENT LETTER**

**WING LETTERHEAD**

**DATE**

MEMORANDUM FOR Installation Voter Assistance (IVA) Office

FROM: **UNIT/CC**

SUBJECT: Unit Voting Assistance Officer (UVAO) Appointment(s)

1. The following individuals are appointed as Unit Voting Assistance Officers (UVAO) IAW AFI 36-3107, para 2.1.3. UVAOs will complete required training and forward a copy of the UVAO training certificate to the Installation Voter Assistance (IVA) Office at the Airman & Family Readiness Center. Primary and alternate UVAOs will be designated and must register for Federal Voter Assistance Program (FVAP) Portal accounts and provide quarterly unit metrics.
2. UVAOs will comply with the AF Voting Action Plan, which provides operational guidance for the FVAP Portal, training and voting assistance responsibilities.
3. The following are appointed Primary, Alternate or additional required UVAOs:

Primary UVAO:  
**RANK, NAME**  
**EMAIL ADDRESS**  
**DSN XXX-XXXX**

UVAO:  
**RANK, NAME**  
**EMAIL ADDRESS**  
**DSN XXX-XXXX**

Alternate UVAO  
**RANK, NAME**  
**EMAIL ADDRESS**  
**DSN XXX-XXXX**

UVAO:  
**RANK, NAME**  
**EMAIL ADDRESS**  
**DSN XXX-XXXX**

4. I considered the operations tempo and mission requirements (availability and deployment schedule) of these individuals in my decision to appointment them.
5. If you have any questions, please contact my POC, **NAME**, at DSN **XXX-XXXX** or via e-mail at **EMAIL ADDRESS**.

**SIGNATURE BLOCK**  
Commander

## ATTACHMENT 3: VOTING ASSISTANCE INFORMATION SHEET

### VOTING ASSISTANCE INFORMATION

Your Installation Voter Assistance (IVA) Office is here to help you exercise the very right you protect—your right to vote! We can help you register to vote, request an absentee ballot and notify your local election officials back home of a change of address. The information below is provided to assist you throughout your career with the absentee voting process.

**Federal Post Card Application (FPCA):** The FPCA can be used to register to vote while simultaneously requesting an absentee ballot. It can also be used to submit a change of address to your local election officials. You can now go online to <https://www.fvap.gov/fpca-privacy-notice> and use the FPCA Wizard that will help you register, request your absentee ballot and/or change your address while providing you with all of your state specific information and requirements to vote!

**Federal Write-In Absentee Ballot (FWAB):** The FWAB can be used as a backup in case you have already registered and requested your absentee ballot to vote, but you have not yet received your absentee ballot from your state. Like the FPCA, you can go online to fill in the FWAB at <https://www.fvap.gov/fwab-privacy-notice> and use the FWAB Wizard that will help you to vote in Federal elections, even filling in your candidate choices based on your state of residence!

Both the FPCA and FWAB Wizards will provide you with a filled in form. All you have to do is **print, sign and date it**, and return it to your election official via the directions provided (some states allow you to fax, and/or e-mail your signed form).

**National Mail Voter Registration Form (NVRF):** If you are separating/retiring, you'll need to advise your local election official (LEO) that you will no longer be considered a military voter. The NVRF (or your state voter registration form) can then be used to notify your LEO of your address change.  
<http://www.fvap.gov/military-voter/transition>

#### Resources:

##### Unit Voting Assistance Officer (UVAO)

UVAOs are available within each unit and offer absentee voting information and assistance to military members, their eligible family members and civilian personnel.

##### IVA Office

The IVA Office can help you fill in and mail your voting materials if you need the assistance. Please contact your Installation Voting Assistance Officers (IVAOs) at:

**List local IVA Office contact info (Add that it is located at the A&FRC, address, phone number, installation voting org email address and link to installation voting page)**

##### Total Force Service Center (TFSC)

If you are deployed or unable to contact your IVA Office, 24-hour voting assistance is available from the TFSC at: DSN 665-0102, Commercial 210-565-0102 or Toll Free 1-800-525-0102.

##### Federal Voting Assistance Program (FVAP)

You may access many voting related questions and answers on the FVAP website at <http://www.fvap.gov>.



## ATTACHMENT 4: LIST OF AF IVA OFFICES

### **ACC**

Al Udeid  
Beale  
Davis Monthan  
Grand Forks  
Langley  
Moody  
Mountain Home  
Nellis  
Offutt  
Seymour Johnson  
Shaw  
Tyndall

### **AETC**

Altus  
Columbus  
Fort Sam  
Goodfellow  
Keesler  
Lackland  
Laughlin  
Luke  
Maxwell  
Randolph  
Sheppard  
Vance

### **AFDW**

Andrews

### **AFGSC**

Barksdale  
Dyess  
Ellsworth  
FE Warren  
Kirtland  
Malmstrom  
Minot  
Whiteman

### **AFMC**

Edwards  
Eglin  
Hanscom  
Hill  
Robins  
Tinker  
Wright-Patterson

### **AFSOC**

Cannon  
Hurlburt

### **AFSPC**

Buckley  
Los Angeles  
Patrick  
Peterson  
Schriever  
Vandenberg

### **AMC**

Charlston  
Dover  
Fairchild  
Holloman  
Little Rock  
MacDill  
McConnell  
McGuire  
Scott  
Travis

### **PACAF**

Andersen  
Eielson  
Elmendorf  
Kadena  
Kunsan  
Misawa  
Osan  
Yokota

### **USAFA**

USAFA

### **USAFE**

Aviano  
Incirlik  
Lakenheath  
Mildenhall  
Ramstein  
Spangdahlem

## ATTACHMENT 5: SUGGESTED SOURCES OF PARTISAN VOTING INFORMATION

1. Voting assistance personnel have an important role in ensuring citizens covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) law, are able to exercise their constitutional right to vote. Questions which cannot be answered at the local level should be directed to the next higher-level voting official to ensure timely/correct answers are provided. Voting programs should make people aware that they should vote and that voting is a civic responsibility rather than a legal obligation. It is the voting assistance officer's (VAO) responsibility to inform the voter of procedures to follow in order to vote. It is the voter's responsibility to obtain information about candidates and issues. Voting officers are not to distribute any literature from candidates or partisan organizations. They may not endorse candidates or issues. In the course of assisting personnel or for reporting purposes, VAOs may poll personnel regarding their participation in voter registration or the actual casting of ballots, but they must not poll any member on his or her choice, or his or her vote for any candidate. The following sources of information are recommended for national issues:

- a. Information on candidates for state/federal offices and on national issues can be readily obtained from radio, television, newspaper and internet sources, both in the U.S. and overseas.
- b. The DoD Voting Information Center (VIC) allows callers to pose questions relating to voting and assistance available within the Department of Defense. The VIC telephone number is DSN 425-1584, commercial toll free 1-800-438-VOTE (8683).

2. Citizens of the United States elect more than 500,000 public officials to serve at Federal, state and local levels. Although it is more difficult to obtain information about local "hometown" issues and candidates, their decisions directly influence the lives of all citizens. For "hometown" issues, absent AF voters may wish to:

- a. Go to the state voting website for information. Links to state election websites can be found on the FVAP website, [www.fvap.gov](http://www.fvap.gov).
- b. Ask family members living in the state to send them information on local candidates and issues.
- c. Subscribe to a local newspaper while serving outside their home state.
- d. Request information directly from state political party headquarters.

3. Ombudsman Service. The FVAP provides an Ombudsman Service for both the voter and local election officials to resolve problems which cannot be solved locally or answer questions concerning procedures for registration and ballot requests, including the timely receipt of ballots. Citizens and local election officials may call for assistance using the international toll-free numbers below, and contained on the inside back cover of the *Voting Assistance Guide*. The toll-free number for citizens in the United States and Canada is 1-800-438-VOTE (8683). Assistance is available during normal business hours, Eastern Time, or a recorded message may be left at other times. International toll-free telephone numbers are listed on the FVAP website, <http://www.fvap.gov>.

4. FVAP Electronic Transmission Service. The FVAP provides the electronic transmission of election materials service. **Where allowed by state law**, a military or overseas citizen may electronically transmit the FPCA for registration/ballot request, receive the regular blank absentee ballot by e-mail/fax, return the voted ballot by e-mail/fax, or any combination of these three. The FVAP Electronic Transmission Service can convert documents sent by e-mail to a fax to be sent to the local election office. This capability is helpful if a voter does not have access to a fax machine and his or her state does not authorize e-mail transmission of election materials. Election materials may be transmitted to local election officials through the following numbers: (703) 693-5527 or (800) 368-8683. International toll-free telephone and fax numbers are listed on the FVAP website, <http://www.fvap.gov>.

## ATTACHMENT 6: FVAP ADMIN PORTAL DOCUMENTATION

**NOTE: ONLY PRIMARY/ALTERNATE IVAOs AND PRIMARY/ALTERNATE UVAOs ARE REQUIRED TO REGISTER AND REPORT METRICS IN THE FVAP ADMIN PORTAL**

### A. FVAP PORTAL ACCOUNT (N/A for inactivated ANG/RES):

1. Go to [www.fvap.gov](http://www.fvap.gov) and scroll to the bottom right of the web page
2. Click the “Admin Portal” link and follow the instructions to create your profile
3. You will receive a verification email from [noreply@fvap.gov](mailto:noreply@fvap.gov)
4. Once verified, you’ll get a confirmation email
5. Sign in from <https://www.fvap.gov/portal/login/welcome.html>

**FVAP Portal Registration:**

- Access at bottom right corner of FVAP Homepage
- Click as a new user/create an account
- Select Account Type: Unit Voting Assistance Officer Installation Voting Assistance Officer
- Input Service Unit: **Installation – UVAO**  
**Installation - IVAO**
- Will receive verification email and link to sign-in

B. Metrics are gathered from the FVAP Portal by the SVAO and FVAP on a “real time” basis. This means that IVAOs and UVAOs must update voting assistance provided at the time (or on the day) the assistance takes place, when possible.

1. The minimum is to upload all quarterly metrics NLT 3 duty days before the last day of the current quarter
2. On the last day of the quarter, FVAP locks reporting metrics for that quarter
3. Take a screen-shot or use the “Print to PDF” option to prove the upload of metrics. The FVAP Portal (to date) has no archive function by base. The screenshot will demonstrate compliance with metric reporting to IG teams.

### C. FVAP Voting Assistance Metrics Defined:

1. Personnel assisted: actively assisting a voter with the FPCA, FWAB, NVRF or general voting information through in-person, telephonic or electronic assistance
2. Distribution of forms: any verifiable method to provide a form, whether it be a hard copy, via email or referral to FVAP.gov

D. Per FVAP guidance, please be sure to only count actual assistance. Do not count mass emails as “personnel assisted” for metrics. Individual emails providing assistance, mass briefings for deployers, newcomers and PCSing members, and office visits may be counted on a by-person basis.

1. Actual service: IVAOs and UVAOs should record service provided to voters via face-to-face visits, phone calls, and individual emails
2. Example of email service: Voting information/assistance provided to an individual via email is counted as "Personnel Assisted." **When FPCAs are distributed via mass email, do not count "Personnel Assisted." Count the number of "Forms Distributed Electronically"**
3. Briefings: IVAOs and UVAOs should count all attendees (military, dependents and other civilians) whether you brief or hand out voting information flyers at Newcomers Orientation, Plan My Move, deployment briefings and transition briefings, etc.

Metrics / My Metrics

### AF PERSNL CTR Unit Metrics - United States Air Force

Quarter: 2017 Quarter 2 (April 1 - June 30) Change Quarter You have not saved metrics for this quarter. Export to PDF

Personnel Assisted			
	Military	Spouses/Dependents	Other Civilians
Federal Post Card Application (FPCA)	0	0	0
Federal Write-In Absentee Ballot (FWAB)	0	0	0
General Voting Information	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

  

Forms Distributed		
	FPCA	FWAB
Hard Copy	0	0
Electronic	0	0
Referred Voter to FVAP.gov	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Save

## **ATTACHMENT 7: VAO OF THE QUARTER NOMINATION FORM**

### **Voting Assistance Officer of the Quarter**

Providing voting assistance to Uniformed Service members, their families, and overseas citizen is important. Voting Assistance Officers (VAO) throughout the Uniformed Services, Department of Defense, and State Department are an important avenue for providing direct assistance to voters. VAOs operate under DoD Instruction 1000.04 and provide a valuable service in addition to their regularly assigned responsibilities.

To recognize VAOs who demonstrate outstanding service in support of Service members, their families, and overseas citizens, the Federal Voting Assistance Program (FVAP), in coordination with the Services, established the VAO of the Quarter program.

### **Who is Eligible?**

The VAO of the Quarter program is open to all VAOs (MVAO, IVAO and UVAO) across each of the Uniformed Services and the State Department. Nominations should be submitted using the attached form. Nominations must be submitted by Close of Business on the designated deadline each quarter.

The final selection of the VAO of the Quarter will be made by the FVAP Director.

The individual selected as the VAO of the Quarter will receive a certificate of recognition for excellent service and will be eligible for "Voting Assistance Officer of the Year."

A VAO of the Quarter should strive to achieve and advance the goals and ideas as outlined below.

### **Qualities**

A VAO of the Quarter models the following qualities:

- Supports the Federal Voting Assistance Program Mission Statement and be committed to quality service
- Committed to quality customer service and exemplify and supports the FVAP Values Statement; exceeding expectations
- Demonstrates initiative to continuously promote new ideas, procedures and processes that results in a positive experience for voters and the FVAP
- Displays a high level of commitment to FVAP's vision, and mission standards

**Show your appreciation and acknowledge an outstanding VAO by nominating him/her for  
VAO of the Quarter**

## VAO of the Quarter Nomination Form

Nominee	
Organization	

Please identify specific example(s) of how the nominee achieved **at least one of the criteria** listed below. Use the **summary** area to highlight achievements not covered on the form. *Use additional sheets if necessary.*

<p><b>1. How has the VAO demonstrated exceptional dedication and initiative to the voting assistance mission?</b></p>
<p><b>2. How well does the nominee foster collaboration, communication, and cooperation among peers, leadership and local election officials?</b></p>
<p><b>3. What has been the “scope of the impact” on the organization as a direct reflection of the nominee?</b></p>
<p><b>4. How does/has the nominee perform at levels above and beyond normal VAO requirements?</b></p>
<p><b>5. Summary (Additional Comments)</b></p>
<p>Name of Nominator(s):</p>
<p>Nominator’s Phone Number:</p>
<p>Nominator Email Address</p>
<p>Work Relationship to Nominated VAO:</p>
<p>Today’s Date:</p>

## Directions and Deadlines

AFPC/DPFF Deadlines	
1st Quarter	January through March; <b>deadline is NLT 5 duty days before the last day of March</b>
2nd Quarter	April through June; <b>deadline is NLT 5 duty days before the last day of June</b>
3rd Quarter	July through September; <b>deadline is NLT 5 duty days before the last day of September</b>
4th Quarter	October through December; <b>deadline is NLT 5 duty days before the last day of December</b>

## How to Submit Your Forms

- Completely fill out all sections of the form.
- UVAOs forward completed forms to your IVAO
- IVAOs forward installation nominee to [vote.USAF@us.af.mil](mailto:vote.USAF@us.af.mil)
- Thank you for taking the time to recognize VAO accomplishments!

**If you have any inquires you can contact FVAP directly.**

Monday–Friday, 7:30 a.m. to 4 p.m. ET

**Phone:** 1-800-438-VOTE (8683)

**DSN:** 425-1584

**Email:** [vote@fvap.gov](mailto:vote@fvap.gov)

## ATTACHMENT 8: INSTRUCTIONS TO REGISTER/ORDER MATERIALS ON AF ePUBS

1. Login to the ePubs WMS 2.2 system (<https://wmsweb.afncr.af.mil/wms/>).
2. Login with CAC and you will have an account automatically (**Use e-mail certificate**).  
-- Homepage states "Welcome, *Your Name*, to the Warehouse Management System v2.2"
3. First time login:
  - Click the yellow "Accounts" tab at the top
  - On the left, click on "MY PERSONAL INFORMATION"
  - Click under "View Details" to the far right
  - Fill in your PERSONAL INFORMATION and then Click SAVE.
4. Associated Account should read "Enabled" in "Status" column
5. Click on "Shop Online"
6. Enter short titles in "Keywords" text box and click "Search"

### **Short Titles:**

VAG  
DODP114SMALL  
VOTEBANNER  
SF76  
SF186

### **Product:**

Voting Assistance Guide (paper version)  
Motivational Poster  
Banner for use at special events or IVA Office  
Federal Post Card Application (FPCA)  
Federal Write-In Absentee Ballot (FWAB)

7. Click on magnifying glass to view details
8. Enter the quantity required and then click the "+" button to add to shopping cart
9. Click "Continue Shopping" or "Proceed To Checkout"
10. Click on "Submit Order" link

Difficulties may be resolved by contacting AF ePublishing at DSN 754-2438 or COMM 1-800-848-9577 or by email: [usaf.pentagon.saf-aa.mbx.AFDPO-PPL@mail.mil](mailto:usaf.pentagon.saf-aa.mbx.AFDPO-PPL@mail.mil). AFPC/DPFFS does not have e-publishing access to assist.

FREQUENTLY ASKED QUESTIONS: <http://www.e-publishing.af.mil/faq/index.asp>