

Air Force Voting Assistance Program



Voting Action Plan

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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.

- Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) 42 USC 1973ff; PL 99-410; PL 107-107; PL 107-253; PL 111-84 Subtitle H
- Public Law 111-84 (FY10 NDAA) Subsection H, Military and Overseas Voter Empowerment Act (MOVE Act), (codified into Title 10, Section 1566 and Title 52 U.S.C.
- Section 7(a)(2) of Public Law 103-31, National Voter Registration Act (NVRA), May 20, 1993
- DoDI 1000.04, Federal Voting Assistance Program (FVAP)
- AAFP 36-31, Personal Affairs
- AFGM to 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>)
- Organize and manage FVAP support to MAJCOM leadership through coordination with MAJCOM VAOs
- 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
- Coordinate with IVAOs to provide response to IVAO and UVAO questions, problems or queries
- Provide after action reports as requested by AF/A1SAA
- Establish AF-wide means to communicate effectively with and expeditiously disseminate voting information to Total Force Airmen
- 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
- Ensure IVAOs at installations within their command complete the FVAP VAO training IAW time standards identified in the current AF Voting Action Plan
- 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 Air Force Guidance Memorandum (AFGM) to AFI 36-3107, para 1.8.1.
- Appoint, in writing, a primary and alternate IVAOs from the permanent government civilian staff at the A&FRC (Atch 1, IVAO Appointment Letter)
 - DoDI 1000.04, Encl 4, para. 2.e. provides wing commanders flexibility to appoint IVAOs outside the rank and grade guidance rather than assign a less enthusiastic member who meets the criterion
- Ensure unit commanders appoint, in writing, one UVAO per unit with 25 or more permanently assigned members and an additional UVAO for every 50 thereafter

- DoDI 1000.04, Encl 4, para. 2.f. provides unit commanders flexibility to appoint UVAOs outside the rank and grade guidance rather than assign a less enthusiastic member who meets the criterion
- 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 to individuals seeking assistance at the IVA office
 - Federal Post Card Application (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 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): Use to 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 DoDI 1000.04
- 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: <https://www.fvap.gov/vao/directives>. Goals, suggested activities and marketing strategies are available at: <https://www.fvap.gov/vao/voting-weeks>. Submit plans and after action reports as prescribed by AFPC/DPFF
 - Armed Forces Voters Week (CONUS) and Overseas Citizens Voters Week (OCONUS):
 - Provide plan to AFPC/DPFF NLT the first Monday of May
 - Provide after action report to AFPC/DPFF NLT last Monday of Jul
 - Absentee Voters Week:
 - Provide plan to AFPC/DPFF NLT the first Monday of Aug
 - 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 voting support and materials to UVAOs, GSUs, tenant units and units with less than 25 permanently assigned members, regardless of MAJCOM or service affiliation
 - Maintain hard copy and electronic copies of voting assistance materials
 - 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
 - Distribute voting materials, both electronic and paper, to the UVAOs including VAGs, electronic messages, and a minimum number of 25 each voting forms per unit
 - Instructions to register and order materials on AF ePublishing website is located in: AFFIRST > Download Center > Voting Assistance Program > Guidance and Supporting Documents folder
- 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. When provided to eligible voters, the Voting Assistance Information Sheet (Atch 3) meets the requirement for information & education 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 voting guidance 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 to register and change address
 - Resources for these actions can be found at: <http://www.fvap.gov/military-voter/transition>
- 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 and will provide voting assistance through one-on-one contact with unit personnel (See Atch 2, UVAO Appointment Letter). 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
 - 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. Obtain paper copies of forms and other voting materials through the IVA Office. A minimum number of 25 each should be maintained per unit in case computer access to electronic forms is lost. 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
- Maintain record of voting assistance provided at the time (or on the day) that the assistance takes place
 - Additional UVAOs will manually track and provide the primary and/or alternate UVAO the number of personnel assisted and forms distributed
 - Primary and/or alternate UVAOs will submit FVAP Portal metrics IAW Atch 6, FVAP Admin Portal Documentation
 - 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

Armed Forces absentee voters must be provided voting assistance and information as described below.

- Distribute FPCAs (electronically or in-hand) to all unit members between 1-15 Jan (annually) and 1-15 Jul (during election years), IAW FVAP Election Cycle Voting Action Plan: https://www.fvap.gov/uploads/FVAP/2018VotingActionPlan_20170919.pdf
 - 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
 - Track number of forms distributed IAW Atch 6, FVAP Admin Portal Documentation
- Ensure all unit personnel receive annual Military Voter Training devoted to absentee registration and voting
 - May be accomplished in-person via commander's call or electronically via mass email
 - Standardized Military Voter Training is available at:
 - Military Voter Training Video: <https://www.fvap.gov/vao/training/voter-training>
 - Absentee voting process brochure: https://www.fvap.gov/uploads/FVAP/VAO/Tri-Fold_Brochure.pdf
 - If email is used, utilize either delivery or read receipts to determine a count and percentage of personnel trained
 - Retain training records with dates and number of attendees for at least 1 calendar year in the UVAO continuity folder
 - Track number of personnel assisted with general voting information IAW Atch 6, FVAP Admin Portal Documentation

AFPC/Total Force Service Center (TFSC)

TFSC provides scripted answers 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/DPPF. 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 an active duty 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 active duty 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

Options

- Online FVAP VAO and IVA Office Training may be accessed at: <https://www.fvap.gov/vao/training>
- 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

F. Special Considerations

Joint Bases

- AF units on other Service-led bases must comply with the AF voting requirements and ratio of UVAOs IAW AFGM to 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 AFGM to 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, Officer Training School). Recommend new accessions not use temporary addresses on the FPCA to avoid a delayed ballot delivery.

Units with Less than 25 Members

- Units with less than 25 permanently assigned 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 members are provided service IAW mandatory touchpoints listed under IVAO and UVAO Key Roles and Responsibilities

LIST OF ACRONYMS

AFFIRST – Air Force Family Integrated Results and Statistical Tracking

AFGM – Air Force Guidance Memorandum

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 Air Force Guidance Memorandum (AFGM) to AFI 36-3107, paragraph 1.8.1. IVAOs listed below must complete required Installation Voter Assistance (IVA) Office and Voting Assistance Officer (VAO) training.

| Primary IVAO | Alternate IVAO |
|----------------------------|--|
| 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 DoDI 1000.04, Encl 4, para. 2.f. and para 2.f(2). 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 to vote or sent in an FPCA to both register and request your absentee ballot, 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)

In the event you are 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
Holloman
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
Little Rock
MacDill
McConnell
McGuire
Scott
Travis

PACAF

Andersen
Eielson
Elmendorf
Kadena
Kunsan
Misawa
Osan
Yokota

USAF

USAF

USAFE

Aviano
Incirlik
Lajes Field
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.
 - 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 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
 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. 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 |
| Total | 0 | 0 | 0 |

| Forms Distributed | | |
|----------------------------|----------|----------|
| | FPCA | FWAB |
| Hard Copy | 0 | 0 |
| Electronic | 0 | 0 |
| Referred Voter to FVAP.gov | 0 | 0 |
| Total | 0 | 0 |

Save