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SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-3107

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PERSONNEL

VOTING ASSISTANCE PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air Force Instruction (AFI) implements Air Force Policy Directive 36-31, *Personal Affairs*. It details voting assistance provided to members of the uniformed services, their spouses and dependents, and United States (US) citizens who have access to Air Force installations. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for Airman and Family Readiness Centers to implement the Voting Assistance Program. This instruction applies to all Regular Air Force (RegAF) personnel and with the exception of paragraphs where explicitly different guidance is provided, it also applies to Air Force Reserve and Air National Guard units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. **(T-1)**. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of*

Records, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document is substantially revised and needs to be completely reviewed for administering the Voting Assistance Program on Air Force (AF) installations. This publication incorporates consolidation of the Voting Assistance Program within Airman and Family Readiness functions and eliminates all previously associated additional duties. It also eliminates redundant directive information contained in other publications.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR): exercises oversight on all matters for the Voting Assistance Program, to include policies, actions, and procedures for implementing voting assistance throughout the AF.

1.2. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) will:

1.2.1. Designate the Director of AF Services (AF/A1S) as the Senior Service Voting Representative (SSVR), who will:

1.2.1.1. Appoint a permanent federal government employee from Headquarters AF Airman and Family Readiness Policy Branch (AF/A1SAA) as the Service Voting Assistance Officer (SVAO) and AF program manager.

1.2.1.2. Develop written policies or instructions to support all eligible military and civilian personnel, and their family members, including those in deployed, dispersed, and tenant organizations (including units from other uniform services and Air Reserve Components (ARC)).

1.2.1.3. Serve as the representative between the Department of Defense (DoD) Federal Voting Assistance Program (FVAP) Office and the AF Voting Assistance Program functions.

1.2.1.4. Identify manpower requirements for the RegAF and ARC to administer the Voting Assistance Program as an Airman and Family Readiness program and incorporate into fiscal year resource requirements.

1.2.1.5. Coordinate on all Voting Assistance Program Public Affairs releases and field-level instructional guidance messages and announcements.

1.2.1.6. Provide policy and guidance on metric tracking and reporting required by the DoD FVAP Office.

1.2.1.7. Coordinate required DoD FVAP reporting requirements and final reports with appropriate Headquarters AF offices prior to release.

1.2.2. Plan program actions and establish goals and/or milestones.

1.2.3. Ensure basic/accession training provides junior service members with information and assistance on voting registration and absentee ballots by:

1.2.3.1. Emphasizing and advertising the AF Voting Assistance Program, and

1.2.3.2. Including instructions on voting registration and absentee ballot procedures by state.

1.2.4. Ensure command support at all levels for the DoD FVAP.

1.2.5. Continually evaluate command voting programs.

1.2.6. Establish Voting Assistance Program operational functions under the Air Force Personnel Center (AFPC) Directorate of Airman and Family Care (AFPC/DPPF) who will:

1.2.6.1. Issue a biennial AF Voting Action Plan (VAP) (<https://www.fvap.gov/vao/directives>) on approved coordination with AF/A1S. The AF VAP remains in effect (with version updates) until superseded by a new plan issued in general election years only. The AF VAP provides the operational guidance to effectively execute the Voting Assistance Program.

1.2.6.2. Establish and maintain a Voting Assistance Program homepage on the AFPC website (<https://www.afpc.af.mil/Benefits-and-Entitlements/Voting/>).

1.2.6.3. Implement metric tracking and reporting as required by DoD FVAP Office.

1.2.6.4. Provide AF/A1S after-action reports and lessons learned reports in accordance with Department of Defense Instruction (DoDI) 1000.04, *Federal Voting Assistance Program (FVAP)*, in the format specified by and for coordination to the DoD FVAP Office.

1.2.6.5. Provide information and responses to command and installation Voting Assistance Program questions, problems, or queries.

1.2.6.6. Train the AFPC Total Force Service Center (TFSC) in providing 24/7 responses to queries from an Installation Voting Assistance Officer (IVAO), Unit Voting Assistance Officers (UVAO), and eligible voters as defined in DoDI 1000.04 (see [Terms in Attachment 1](#)) who will:

1.2.6.6.1. Provide responses to queries from eligible voters who are unable to contact installation voting assistance support due to being stationed overseas or assigned outside their area of residency.

1.2.6.6.2. When necessary, refer questions and/or queries from the eligible voters to AFPC/DPPF for resolution.

1.2.6.6.3. Document voting assistance in the designated tracking system when provided via phone, email, or other means.

1.2.7. Ensure installation Voting Assistance Program activities are aligned under the installation Airman and Family Readiness Center (A&FRC) with 24/7 support capability provided by the AFPC Total Force Service Center (AFPC/TFSC).

1.3. Air Force Inspector General (SAF/IG) will:

1.3.1. Include the Voting Assistance Program as an annual inspection requirement and evaluate for effectiveness at every level of command to ensure compliance in accordance with DoDI 1000.04.

1.3.2. Focus on various areas of the program, with special interest given to issues of importance specified by the DoD FVAP Office, DoD Inspector General (IG), and the AF SVAO.

1.3.3. Provide the DoD IG a report of assessment in accordance with DoDI 1000.04.

1.4. Major Command (MAJCOM), Direct Reporting Unit, Field Operating Agency/A1 will:

1.4.1. Monitor, evaluate, and ensure the success of the Voting Assistance Program for the MAJCOM/Direct Reporting Unit/Field Operating Agency commander, or equivalent.

1.4.2. Designate in writing a primary and alternate voting action officer, who may be any military member or permanent federal civilian employee, to coordinate the programs conducted by subordinate units within the command and who will:

1.4.2.1. Maintain a current listing of IVAOs within the command in coordination with the AFPC/DPFF.

1.4.2.2. Submit after-action reports and lessons learned as directed by the SVAO.

1.4.3. Ensure that a copy of the primary and alternate voting action officer appointment letter is submitted to AFPC/DPFF and that the appointed members receive FVAP training within the time standards set by the SVAO in the current AF VAP. The appointed voting action officers should attend the training workshops conducted by the FVAP when unit temporary duty funds are available. If unable to attend a training workshop, use an alternate FVAP training medium.

1.5. Air Reserve Components (ARC):

1.5.1. The National Guard Bureau/CF (NGB/CF) and Headquarters Air Force Reserve Command will appoint a headquarters-level SVAO to coordinate with the AF SVAO and DoD FVAP Office, and to maintain a contingency absentee voting program for units and personnel who have been activated/mobilized.

1.5.2. ARC units co-located on a RegAF installation should refer members to the Installation Voting Assistance (IVA) Office within the A&FRC for voting assistance support. Co-located ARC units may also use the AFPC/TSFC identified in [paragraph 1.2.6.6](#) as an additional source of information and assistance.

1.5.3. ARC units not co-located on a RegAF installation, and units or members activated/deployed to a location not-supported by RegAF or other host/tenant service agreements may use the AFPC/TFSC identified in [paragraph 1.2.6.6](#) as the primary source of voting information and assistance.

1.5.4. Ensure pre-deployment/activation processing checklists identify voting assistance information and availability of the AFPC/TFSC as an assistance resource.

Chapter 2

PROCEDURES

2.1. RegAF Installation Commanders will:

2.1.1. Designate the installation A&FRC as the IVA Office and as a Voter Registration Agency as defined in DoDI 1000.04 (see *Terms* in [Attachment 1](#)). (T-0).

2.1.1.1. Appoint a primary and alternate IVAO, in writing, from the permanent federal government civilian staff at the A&FRC and send a copy to AFPC/DPFF and the command voting action officer. (T-0). The designee should be GS-12 or higher; however, an enthusiastic volunteer at a lower grade may be designated.

2.1.1.2. Ensure IVAO training is completed within the time standards, and documented as required, in accordance with the current AF VAP. (T-1).

2.1.2. Ensure the primary and alternate IVAOs receive FVAP training and all training is documented within time standards set by the SVAO in the current AF VAP. (T-1).

2.1.3. Ensure unit commanders appoint, in writing, one UVAO within each unit with 25 or more permanently assigned active duty members (T-0); and, an additional UVAO for each 50 permanently assigned active duty members above 25. (T-1).

2.1.3.1. Units with fewer than 25 permanently assigned active duty members may be serviced by another larger squadron on base or by the IVA Office.

2.1.3.2. UVAOs should be O-2/E-7 level or above; however, enthusiastic volunteers at lower grades (or permanent federal government employees at equivalent grades) may be designated. Permanent federal government employees appointed as UVAOs are not authorized to administer oaths in connection with voter registration and voting per DoDI 1000.04. The installation Office of the Staff Judge Advocate is authorized to administer oaths as part of its legal assistance mission.

2.1.3.3. Commanders will ensure UVAOs are available and equipped to assist members of the Armed Forces for all elections. UVAOs shall be provided the time and resources needed to perform their voting assistance duties. (T-0).

2.1.4. Ensure availability of legal assistance advisors to provide answers to legal questions regarding residency issues and the right to vote. (T-1).

2.1.5. Ensure voting registration materials and assistance information is continually available at a well-advertised and fixed location on the installation such as the A&FRC or Military Personnel Section. (T-0).

2.1.6. Ensure all personnel deploying in excess of six months are briefed on the absentee voting process and are afforded the opportunity to complete a Standard Form (SF) 76, *Voter Registration and Absentee Ballot Request: Federal Post Card Application (FPCA)*. (T-0). A SF 186, *Federal Write-In Absentee Ballot (FWAB)*, may also be provided depending on the timing of the deployment in relation to a Federal election. The SF 76 and SF 186 are prescribed in DoDI 1000.04.

2.2. RegAF Installation Voting Assistance (IVA) Office will:

2.2.1. Offer voting assistance services to all in- and out-processing personnel for permanent change of station or deployments of six months or longer; assigned personnel changing their mailing address; and upon request by military, civilian, contractors or any US citizen with access to the installation and IVA Office. Members relocating in or out and those deploying will be provided a voting assistance information sheet (template found in AF VAP). **(T-0)**.

2.2.2. Advise uniformed service members who are being released from active duty that they should notify their local election office that they are no longer covered in accordance with the provisions of Public Law 99-410, *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*. These departing service members will be provided the opportunity to submit a *National Mail Voter Registration Form*, available from the US Election Assistance Commission at <https://www.eac.gov/voters/national-mail-voter-registration-form/> and per DoDI 1000.04. **(T-0)**.

2.2.3. Upon request, provide the *National Mail Voter Registration Form* to federal civilian employees and other US citizens who have access to the IVA Office within the US, and to uniformed services voters who currently reside in their voting districts. **(T-0)**.

2.2.4. Upon request, mail completed voting registration forms (SF 76 or National Mail Voter Registration Form). If voter decides to leave the form with the IVA Office to be mailed, the form must be mailed within 5 calendar days of receipt by the office. **(T-0)**.

2.2.5. Maintain, collect and forward voting program metrics as prescribed by the SVAO and in the AF VAP. **(T-0)**.

2.2.6. Establish/maintain a standard organizational email address in the form of vote.base@us.af.mil or similar format. The IVA Office will also be equipped with a dedicated telephone with voicemail. **(T-0)**.

2.2.7. Ensure all co-located ARC units and geographically separated units (GSUs) supported by the installation are provided voting assistance. **(T-0)**.

2.3. RegAF Installation Voting Assistance Officer (IVAO) will:

2.3.1. Report directly to the installation commander for FVAP matters. **(T-1)**.

2.3.2. Establish a voting assistance program and ensure compliance with this instruction and the current AF VAP. The IVAO may use the DoD FVAP Installation Voter Assistance Office Handbook to guide administering the IVA Office. The AF VAP, the FVAP VAP, and Voting Assistance Guide are available on the FVAP website at: <https://www.fvap.gov/vao/directives> and <https://www.fvap.gov/>, respectively. The IVAO is responsible for management of the IVA Office. **(T-1)**.

2.3.3. Initiate a communication network that provides notification to AF members of the last date before a general federal election upon which absentee ballots mailed from a postal facility supporting the installation can reasonably be expected to be timely delivered to the appropriate state and local election officials.

2.3.4. Assist personnel (military and civilian) assigned to other uniformed services and GSUs with voting matters. IVAOs are responsible for providing voting materials and training support

to GSUs serviced by their installation and tenant units located on their installation, regardless of MAJCOM, component, or service affiliation. **(T-1)**.

2.3.5. Ensure all UVAOs are trained within time standards set by the SVAO in the current AF VAP. **(T-0)**.

2.3.5.1. In even numbered years with elections for federal offices, UVAOs should attend the training workshops conducted by the FVAP Office when unit funds are available. If unable to attend a training workshop, use alternate FVAP training.

2.3.5.2. Training requirements for UVAOs are identified in the current AF VAP.

2.3.6. Require UVAOs to maintain training certificates in UVAO continuity folders, and train replacements as needed. **(T-0)**.

2.3.7. Track installation metrics. Refer to the current AF VAP for metrics and format to track. **(T-0)**.

2.3.8. Ensure in-hand and electronic delivery of SF 76s between 1-15 Jan of each calendar year; and, between 1-15 Jul during even-numbered years to absent uniformed services personnel and Federal civilian employees and, as practicable, to their family members and other US citizens who have access to an IVA Office (within and outside the US). **(T-0)**.

2.3.9. Conduct Armed Forces Voters Week (Overseas Citizen Voters Week for overseas bases) and Absentee Voters Week in accordance with the FVAP election Cycle Voting Action Plan. **(T-0)**.

2.3.10. Publicize the importance of early action to obtain ballots for elections well in advance of election deadlines. **(T-0)**.

2.3.11. Provide registration materials and a briefing on the absentee voting process to all newly assigned installation personnel during in-processing activities. **(T-0)**.

2.3.12. Maintain supply of printed voting materials to augment electronic versions to ensure sufficient availability of SFs 76, SFs 186, Voting Assistance Guides, and *National Mail Voter Registration Forms* to support voter emphasis weeks and at times when electronic means are restricted. **(T-0)**.

2.3.13. Assist in a post-election survey in the manner specified by AFPC/DPPF and the SVAO to meet objectives defined by the FVAP Office. Do not poll members on their choice of or their vote for a specific candidate or party. **(T-0)**.

2.3.14. Maintain a current continuity book for the installation Voting Assistance Program. The AF VAP provides a recommended format and content (electronic or paper).

2.3.15. Refrain from contacting state and local government officials regarding voting policy matters; address legislative and other policy matters involving voting assistance and elections to the SVAO. IVAOs may contact local election officials to help resolve any specific problem involving voter registration or absentee voting on behalf of a voter, or to engage appropriate local election official assistance for a voter registration drive or similar event on an installation.

2.3.16. Offer voting assistance to new accessions before graduation from their respective courses at Basic Military Training, the United States Air Force Academy, and Officer Training School (IVAOs supporting Joint Base San Antonio—Lackland, the United States Air Force

Academy, and Maxwell Air Force Base); ensure voters do not use temporary addresses on the SF 76, which may delay ballot delivery. **(T-0)**.

2.3.17. Maintain a Voting Assistance Program page on the installation's public website. The page will include links to the AFPC (<http://www.afpc.af.mil/Benefits-and-Entitlements/Voting/>) and FVAP (<https://www.fvap.gov/>) voting websites as well as the IVA Office organizational email address. **(T-1)**.

2.4. RegAF Unit Voting Assistance Officers (UVAOs) will:

2.4.1. Provide voting assistance within the assigned unit, either in-person or through virtual means. **(T-0)**.

2.4.2. Ensure SFs 76 are delivered (either electronically or physically) to all military personnel of voting age—and ensure general form availability to all other eligible individuals within the unit of assignment, including dependents—for use in general, primary, and special elections. **(T-0)**.

2.4.3. Provide SFs 76 and SFs 186 to absent uniformed services personnel and their family members seeking assistance, within and outside of the US and to federal civilian employees and other US citizens seeking assistance within the unit of assignment. **(T-0)**.

2.4.4. Provide individuals with absentee voting information for their home states, including (but not limited to) election dates, absentee registration, and voting rules. Election officials within a state determine eligibility requirements. State guidelines are in the DoD FVAP Voting Assistance Guide. **(T-0)**.

2.4.5. Assist the IVAO with Armed Forces Voters Week and Absentee Voters Week.

2.4.6. Annually train all uniformed service members (including activated ARC personnel) on absentee registration and voting procedures. **(T-0)**. Retain records of training conducted, including dates and attendees, at the unit level for at least 1 calendar year. **(T-0)**.

2.5. RegAF Military Personnel Section will:

2.5.1. Include the IVA Office for all in- and out-processing personnel for relocation or deployments of six months or more. **(T-0)**.

2.5.2. Refer members changing their address to the IVA Office for assistance in updating their information with local election officials. **(T-0)**.

2.5.3. Support IVAO requests for products, lists, etc., of personnel serviced by the Military Personnel Section (including tenant units, GSUs, operating locations, etc.). **(T-1)**.

SHON J. MANASCO
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Policy Directive 36-31, *Personal Affairs*, 30 July 2018

AFI 33-360, *Publications and Forms Management*, 1 December 2015

Air Force Manual 33-363, *Management of Records*, 1 March 2008

DoDI 1000.04, *Federal Voting Assistance Program (FVAP)*, 13 September 2012

52 United States Code §20506, *Voter Registration Agencies*

Public Law 99-410, *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*, 28 August 1986

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

SF 76, *Voter Registration and Absentee Ballot Request: Federal Post Card Application (FPCA)*

SF 186, *Federal Write-In Absentee Ballot (FWAB)*

National Mail Voter Registration Form

Abbreviations and Acronyms

A&FRC—Airman and Family Readiness Center

AF—Air Force

AFI—Air Force Instruction

ARC—Air Reserve Components

DoD—Department of Defense

DoDI—Department of Defense Instruction

FVAP—Federal Voting Assistance Program

GSUs—Geographically separated units

IG—Inspector General

IVAO—Installation Voting Assistance Officer

IVA Office—Installation Voter Assistance Office

MAJCOM—Major command

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

RegAF—Regular Air Force

SF—Standard Form

SVAO—Air Force Services Voting Action Officer

TFSC—Total Force Service Center

UOCAVA—Uniformed and Overseas Citizens Absentee Voting Act

UVAO—Unit Voting Assistance Officer

US—United States

VAP—Voting Action Plan

Terms

Eligible voter—applies to any of the following:

(1) Absent uniformed services voter:

- a. A member of a uniformed service on active duty who, by reason of such active duty, is absent from the place of residence where the member is otherwise qualified to vote.
- b. A member of the merchant marine who, by reason of service in the merchant marine, is absent from the place of residence where the member is otherwise qualified to vote.
- c. A spouse or dependent of a member referred to in the first two sentences of this definition who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

(2) Overseas voter:

- a. An absent uniformed services voter who, by reason of active duty or service, is absent from the United States on the date of the election involved;
- b. A person who resides outside of the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States; or
- c. A person who resides outside of the United States and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the United States.

Voter Registration Agency—an office designated pursuant to section 52 United States Code §20506, *Voter Registration Agencies*, to perform voter registration activities. A recruitment office of the military services is considered to be a voter registration agency. All IVA Offices are also designated as voter registration agencies in accordance with DoDI 1000.04.