1742

Ser

DD MMM YYYY

From: Name of Command

To: LCDR John A. Doe, USN, XXX-XX-1234

LT Sam A. Sailor, USN, XXX-XX-6789

Subj: DESIGNATION AS PRIMARY AND ALTERNATE INSTALLATION VOTING ASSISTANCE OFFICER (IVAO) AND INSTALLATION VOTER ASSISTANCE OFFICE (IVA OFFICE) DESIGNATION

Ref: (a) Section 1566a of Title 10, U.S.C.

(b) CNICINST 1742.1

1. As required by reference (a) and in accordance with reference (b) you are designated as the primary Installation Voting Assistance Officer (IVAO) for Installation Name. LT Sailor is designated as the alternate IVAO. You shall both become thoroughly familiar with reference (b).

2. In accordance with reference (b) the Installation Voter Assistance Office (IVA Office) is designated as a Voter Registration Agency.

Copy to:

Primary IVAO Name

Alternate IVAO Name

IVAO Continuity Folder