



**DEFENSE HUMAN RESOURCES ACTIVITY  
FEDERAL VOTING ASSISTANCE PROGRAM**  
4800 MARK CENTER DRIVE, SUITE 03J25-02  
ALEXANDRIA, VA 22350-4000

SEP 29 2014

**MEMORANDUM FOR SENIOR SERVICE VOTING REPRESENTATIVES OF THE  
MILITARY DEPARTMENTS**

**SUBJECT: Military Services Voting Assistance Guidelines**

This Memorandum provides further guidance and clarification on the Service voting assistance programs for the Military Services' Senior Service Voting Representatives (SSVRs), Service Voting Action Officers (SVAOs), Major Command (MAJCOM) Voting Action Officers, Installation Voting Assistance Officers (IVAOs), other military Voting Assistance Officers (VAOs) and Installation Voter Assistance (IVA) Offices.

The Federal Voting Assistance Program (FVAP) is in the process of reissuing the current DoD Instruction (DoDI) 1000.04 (issued Sept. 13, 2012). The reissuance process is lengthy and will not be complete in time for the 2014 general elections. The items listed below are provided to characterize the key changes expected in the reissued DoDI and clarify the current DoDI requirements for action as deemed necessary.

- Performance evaluation reports pertaining to a member who has been assigned to serve as a VAO should address the performance of the member as a VAO as required in Title 10 U.S.C., Section 1566, and recommended in the DoD Inspector General's Assessment of Voting Assistance Programs for Calendar Year 2013, DODIG-2014-051.
- Title 10 U.S.C., Section 1566a requires the Uniformed Services to establish IVA Offices on installations under their jurisdiction. The term "installation" for such purpose is defined by the Service.
- Title 10 U.S.C., Section 1566a requires the Uniformed Services to inform absent uniformed service voters of the time, location and manner in which these services are available. Services should maintain an updated list of IVA Offices, including location, phone number and email address as published on the FVAP website.
- IVA Office personnel shall report program metrics per Enclosure 4, 2.c.(4)(h) of DoDI 1000.04, to the Director, FVAP via the FVAP portal effective Jan. 1, 2015.
- The Services have flexibility regarding the ratio and maximum number of voters who may be represented by a VAO. Additional VAOs above the single VAO required for units of 25 or more members is a recommendation, not a requirement.
- Warrant officers and chief warrant officers may be designated as unit level VAOs.

- The IVAO, VAO, UVAO, IVA Office personnel and recruiter shall be trained, as prescribed by FVAP, usually no later than 30 days after assumption of duties.
- Standardized email addresses are not required for unit level VAOs.

We look forward to a successful year of providing the men and women of our Uniformed Services and their families unsurpassed voting assistance, information and services. Thank you for your attention to this important matter and please do not hesitate to contact our Program Officer, Mr. Paul Mendez at 571-372-1257 or [pablo.e.mendez.civ@fvap.gov](mailto:pablo.e.mendez.civ@fvap.gov) if you have any further questions.

A handwritten signature in black ink that reads "Matthew D. Boehmer". The signature is written in a cursive style and is followed by a long horizontal line that extends to the right.

Matt Boehmer  
Director