



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

AFI36-3107\_AFGM2017-01

14 November 2017

MEMORANDUM FOR DISTRIBUTION C  
ALMAJCOM-FOA/CV

FROM: AF/A1  
1040 Air Force Pentagon  
Washington, DC 20330-1040

SUBJECT: Air Force Guidance Memorandum to AFI 36-3107, *Voting Assistance Program*

By Order of the Secretary of the Air Force, this AF Guidance Memorandum (AFGM) immediately changes AFI 36-3107, *Airman and Family Readiness Centers*. It implements changes necessary to organizational structure and functions for the Air Force Voting Assistance Program to comply with the Secretary of the Air Force and Chief of Staff of the Air Force memorandum *Reducing Additional Duties*, dated 18 August 2016, and Fact Sheet, of the same name. The memorandum eliminates Unit Voting Assistance Officers as an additional duty and re-aligns this function to installation Airman and Family Readiness Centers (A&FRC), and includes Air Force Personnel Center capabilities to assist A&FRCs. Compliance with this publication is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

The attachment to this memorandum provides guidance that is effective immediately.

The directions of this memorandum become void after one year has elapsed from the date of this memorandum, or upon incorporation of an interim change to, or rewrite of AFI 36-3107, whichever is earlier.

DANIEL R. SITTERLY, SES, USAF  
Deputy Assistant Secretary of the Air Force  
(Manpower & Reserve Affairs)

Attachment:  
Guidance Changes

**ATTACHMENT**  
*Guidance Changes*

**The below changes to AFI 36-3107, 27 February 2014 are effective immediately.**

**(Replace)** 1.1.1. Designate a Senior Service Voting Representative (SSVR) and Air Force (AF) Service Voting Action Officer (SVAO).

**(Add)** 1.1.1.1. Designate the Director, AF Services, or the Deputy Director, AF Services, (AF/A1S) as the SSVR.

**(Add)** 1.1.1.2. Designate a permanent government employee from Headquarters AF (HAF) Airman and Family Readiness Policy (AF/A1SAA) as the SVAO and AF Program Manager.

**(Replace)** 1.1.6. Consolidate Air Force Personnel Center (AFPC) FVAP functions under the AFPC Directorate of Airman and Family Care (AFPC/DPPF).

**(Add)** 1.1.7. Ensure installation FVAP activities are aligned under the installation Airman and Family Readiness Center (A&FRC) with 24/7 reach back capability at AFPC. The installation A&FRC will be designated as the Installation Voting Assistance (IVA) Office with one permanent government employee staff member appointed as the primary Installation Voting Assistance Officer (IVAO) and one as alternate. Additional A&FRC permanent government civilian staff will be designated as Voting Assistance Officers (VAOs), providing assistance to the installation assigned members and units.

**(Add)** 1.1.8. AF/A1SAA will:

**(Add)** 1.1.8.1. Develop written policies or instructions to support all eligible military personnel and their family members, including those in deployed, dispersed, and tenant organizations (including units from other services and Reserve components).

**(Add)** 1.1.8.2. Serve as the representative between the DoD FVAP Office and the AF Voting Assistance Program functions.

**(Add)** 1.1.8.3. Regular Air Force (RegAF) and Air Reserve Components (ARC) will identify manpower requirements to administer the Voting Assurances Program as an Airman and Family Readiness program and incorporate into fiscal year resource requirements.

**(Add)** 1.1.8.4. Coordinate on all Voting Assistance Program Public Affairs releases and field-level instructional guidance messages or announcements.

**(Add)** 1.1.8.5. Provide policy and guidance on metric tracking and reporting required by the DoD FVAP Office.

**(Add)** 1.1.8.6. Coordinate required DoD FVAP reporting requirements and final reports with appropriate HAF and Secretary of the Air Force (SAF) offices prior to release to DoD.

**(Replace) 1.2. AFPC/DPPF will:**

**(Replace) 1.2.1.** Issue a biennial Voting Action Plan (VAP) (<http://www.afpc.af.mil/library/airforcevoting/index.asp>) on approved coordination with AF/A1SAA. The AF VAP remains in effect (with version updates) until superseded by the new plan issued in general election years only. The VAP provides the IVAOs/VAOs at all levels the operational guidance to effectively execute the Voting Assistance Program.

**(Replace) 1.2.2.** Provide Voting Assistance Program operational guidance to installation A&FRCs.

**(Replace) 1.2.3.** Organize and manage A&FRC reach back support providing FVAP expertise for MAJCOM leadership.

**(Replace) 1.2.4.** Implement metric tracking and reporting as required by AF/A1SAA.

**(Replace) 1.2.5.** Designate staff members as VAOs and ensure completion of DoD FVAP training.

**(Replace) 1.2.7.** Provide AF/A1SAA after-action reports and lessons learned reports in accordance with DoDI 1000.04, in the format specified by and for coordination to the DoD FVAP Office.

**(Add) 1.2.8.** Provide responses to installation IVAO/VAO questions, problems, or queries.

**(Add) 1.2.9.** Initiate a communication network to IVAOs that provides notification to AF members of the last date before a general Federal election for which absentee ballots mailed from a postal facility located at the IVAO's installation can reasonably be expected to be timely delivered to the appropriate state and local election officials.

**(Add) 1.2.10.** Train the AFPC Total Force Service Center (TFSC) in providing 24/7 responses to voting questions from IVAOs, AF members, voting age family members, and AF civilian Airmen stationed overseas who are unable to contact their IVAO.

**(Replace) 1.3. AFPC/TFSC will:**

**(Replace) 1.3.1.** Provide scripted answers to IVAOs, Total Force AF members, voting age family members, and AF civilians stationed overseas or when assigned outside an individual's area of residency who are unable to contact their IVAO.

**(Replace) 1.3.2.** When necessary, refer questions and/or queries to AFPC/DPPF.

**(Replace) 1.3.3.** Enter record of providing voting assistance in designated tracking system to document voting assistance provided via phone, email, or other means.

**(Replace) 1.4. Air Force Inspector General (SAF/IG) will:**

**(Replace) 1.4.1.** Include the Voting Assistance Program as an annual item and evaluate for effectiveness at every level of command to ensure compliance with DoD regulations and public law (see AFI 90-201, *Air Force Inspection System*).

**(Replace) 1.4.2.** Focus on various areas of the program, with special interest given to the IVA Office and issues of importance specified by OSD/FVAP, DoD IG, and the AF SVAO.

**(Replace) 1.4.3.** Provide DoD IG a report of assessment in accordance with DoDI 1000.04.

**(Replace) 1.5. MAJCOM/A1s will:**

**(Replace) 1.5.1.** Monitor, evaluate, and ensure the success of the FVAP for the MAJCOM Commander.

**(Replace) 1.5.2.** Establish coordination with the AFPC/DPFF reach back team member assigned to that command for FVAP voting efforts and issues throughout the command.

**(Delete) 1.5.3.**

**(Replace) 1.6. National Guard Bureau/CF.** Will appoint a NGB/A1PS headquarters-level voting assistance officer (VAO) to coordinate with the SSVR and the Director, FVAP, and to maintain a contingency absentee voting program for Air National Guard units and personnel who have been activated/mobilized.

**(Add) 1.6.1.** ANG units co-located on a RegAF installation will refer to the installation A&FRC for voting assistance support.

**(Add) 1.6.2.** ANG 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 will use the AFPC/TFSC identified in para 1.3 as a primary source of voting information and assistance.

**(Replace) 1.7. Air Force Reserve Command.** Will appoint a headquarters-level voting assistance officer (VAO) to coordinate with the SSVR and the Director, FVAP, and to maintain a contingency absentee voting program for Air Force Reserve units and personnel who have been activated/mobilized to a location not-supported by RegAF or other host/tenant service agreements. A contingency plan may include the use of the AFPC/TFSC identified in paragraph 1.3 as a primary source of voting information and assistance.

**(Add) 1.7.1.** HQ AFRC Voting Action Officer (VAO) will be the primary POC and A&FR personnel at stand alone AFR bases will be alternate POC on appointment letter. Tenant units will refer to RegAF A&FRC for voting assistance support.

**(Add)** 1.7.2. HQ AFRC VAO will establish on the A1RY Support Integration Team SharePoint a folder that will contain supporting documents: SF 76, SF 186 and link to AFPC website for additional information; (<http://www.afpc.af.mil/library/airforcevoting/index.asp>).

**(Add)** 1.7.3. A&FR personnel at stand alone AFR bases will add their information to appointment letter (template provided) and will be the conduit between member and HQ AFRC.

**(Add)** 1.7.3.1. A&FR personnel at stand alone AFR bases will have a copy of the appointment letter loaded into the Management Internal Control Toolset (MICT) system for inspection purposes.

**(Replace) 1.8. RegAF Installation Commanders will**

**(Replace)** 1.8.1. Designate the installation A&FRC as the IVA Office, which is also designated as a “Voter Registration Agency” (per Title 10, United States Code (USC) Section 1566a(e)). Appoint a primary and alternate IVAO from the permanent government civilian staff at the A&FRC in writing and send a copy to AFPC/DPPF. The IVAO (primary or alternate) will report directly to the installation commander for FVAP matters. Appoint additional A&FRC permanent government civilian staff members as VAOs. (T-1).

**(Replace)** 1.8.4. Ensure unit commanders have access to A&FRC VAOs and that FVAP services are available for the unit assigned members and family members. Commanders will ensure VAOs are available and equipped to assist voters for all elections. (T-1).

**(Replace)** 1.8.8. The IVA Office is responsible to:

**(New)** 1.8.8.1. Offer voting assistance services to all in- and out-processing AF members, voting age family members, and AF civilians for Permanent Change of Station (PCS) or deployments of six months or longer; assigned personnel changing their mailing address; and upon request. Members PCSing in/out and those deploying will be provided a voting assistance information sheet (template found in AF VAP). (T-0)

**(New)** 1.8.8.2. Notify 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 the Uniformed and Overseas Citizens Voters Act. These departing service members will be provided the opportunity to submit a National Mail Voter Registration Form. (T-0)

**(New)** 1.8.8.3. Provide the National Mail Voter Registration Form to Federal civilian employees and other U.S. citizens who have access to the IVA Office within the United States, and to uniformed services voters who currently reside in their voting districts. (T-0)

**(New)** 1.8.8.4. Offer to mail completed voting registration forms (SF76 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 completion. (T-0)

**(New)** 1.8.8.5. Maintain, collect and forward voting program metrics as prescribed by the SVAO. Metrics processing procedures will be included in the AF VAP. (T-0)

**(New)** 1.8.8.6. Establish/maintain a standard organizational email address of the form, vote.base@us.af.mil or similar format. The IVA Office will also be equipped with a dedicated telephone with voicemail. (T-0)

**(New)** 1.8.8.7. Ensure all small and geographically separated units are provided voting assistance. (T-0)

**(Delete)** 1.8.9.-1.8.9.7.

**(Replace) 1.9. RegAF Installation Voting Assistance Officer (IVAO) will**

**(Replace)** 1.9.1. The Primary and Alternate IVAO will establish a voting assistance program and ensure compliance with this instruction and the current AF VAP, and chair the Installation Voting Committee (if established) by the installation commander. The IVAO may use the DoD FVAP Installation Voter Assistance Office Handbook to guide administering the IVA Office. The AF VAP and the Voting Action Guide (VAG) is available on the FVAP website. The IVAOs will be responsible for management of the IVA Office. (T-1).

**(Replace)** 1.9.3. Assist personnel (military and civilian) assigned to other uniformed services and geographically separated units (GSU) 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)

**(Replace)** 1.9.4. Ensure all VAOs are trained within time standards set by the SVAO in the current AF Voting Action Plan (AF VAP). In even numbered years with elections for Federal offices, VAOs should attend the training workshops conducted by the FVAP when unit TDY funds are available. If unable to attend a training workshop, use alternate FVAP training. Monitor the FVAP or AFPC websites for dates and locations. Training requirements for IVAOs and VAOs are identified in the current AF VAP. (T-0)

**(Replace)** 1.9.5. Require VAOs to maintain training certificates in VAO continuity folders and train replacements as needed. (T-0)

**(Replace)** 1.9.6. Ensure VAOs provide all armed forces personnel at least one briefing, training period, or information period of instruction devoted to absentee registration and voting, annually. Special emphasis should be given to providing training to junior enlisted personnel and those who have not previously used an absentee ballot to vote. VAOs should keep written documentation to reflect the briefing/training period and track attendance numbers. Use internal information media to emphasize the availability of voting information, supporting materials, personal assistance, and the importance of voting. Retain training logs, including dates and number of attendees (no names or PII), for each unit for at least one calendar year. (T-0)

**(Replace)** 1.9.7. Track installation metrics. Refer to the current AF VAP for metrics and format to track during the current voting season. (T-0)

**(Replace)** 1.9.8. Develop a system to ensure the in-hand or electronic delivery of FPCAs to all eligible voters. The system of record keeping may include numbers or percent contacted, but may not include names (or any other identifying information) of individual citizens. This distribution is required by DoDI 1000.04 to ensure ballots are requested. SFs 76 must be issued between 1-15 January of each calendar year to eligible voters and their voting age dependents. During even-number years, also issue the SFs 76 between 1-15 July to eligible voters (including DoD civilian employees and voting age dependents who reside outside the territorial limits of the U.S.). Refer to the current AF VAP for specific guidance pertaining to Continental United States (CONUS) and Overseas (OCONUS) installations. (Note: If e-mail is used, VAOs are to be directed to utilize either delivery or read receipts to determine a count and percentage for their records). (T-0)

**(Replace)** 1.9.9. Provide a plan for Armed Forces Voters Week (Overseas Citizen Voters Week for overseas bases) and Absentee Voters Week to AFPC/DPFF by the date specified in the current AF VAP. Conduct Voters Week events. Publicize the importance of early action to obtain ballots for elections well in advance of election deadlines. Report results of Armed Forces Voters Week to AFPC/DPFF (see current AF VAP for format and suspense date). (T-0)

**(Replace)** 1.9.10. Provide registration materials and a briefing on the absentee voting process to all newly assigned installation personnel during in-processing activities. This duty can be rotated among all VAOs at the installation. (T-0)

**(Replace)** 1.9.11. Distribute materials to the VAOs. Voting materials, both electronic and paper, include the VAGs, electronic messages, SF 76, and SF 186, *Federal Write-In Absentee Ballot (FWAB)*. (T-0)

**(Replace)** 1.9.12. Have enough SF 76s and SF 186s in paper format to support voters week events and times when electronic means are restricted. Local unit accounts are not charged for these forms. (T-0)

**(Replace)** 1.9.13. Distribute the VAG to VAOs electronically, and order enough paper copies to support voting week events and times when electronic means are restricted. (T-1)

**(Replace)** 1.9.14. Assist in a Post-Election Survey in the manner specified by AFPC/DPFF and the SVAO to meet objectives defined by the Director, FVAP. Do not poll members on their choice of or their vote for a specific candidate. (T-0)

**(Replace)** 1.9.15. Maintain and keep current, a continuity book which will be passed on to the succeeding IVAO. Recommended continuity book content (electronic or paper) is enumerated in the current AF VAP. (T-1)

**(Replace)** 1.9.16. Refrain from contacting state and local government officials about voting policy matters. Issues should be addressed to the SVAO for legislative and other policy matters involving voting assistance and elections. IVAOs may contact local election officials to help resolve any specific problem involving voter registration or absentee voting on behalf of the

voter, or to engage appropriate local election official assistance for a voter registration drive or similar event on an installation. (T-0)

**(Replace)** 1.9.17. IVAOs at Joint Base San Antonio – Lackland, the United States Air Force Academy (USAFA), and Maxwell Air Force Base (AFB) must offer voting assistance to new accessions before graduation from their respective courses (Basic Military Training, USAFA, Officer Training School) ensuring voters don't use temporary addresses on the SF76 which may delay ballot delivery. (T-0)

**(Replace)** 1.9.18. Continuously maintain a voting assistance page on the installation's public website. The page will include links to the AFPC and FVAP voting websites as well as the installation voter assistance office organizational email address. (T-1).

**(Delete)** 1.9.19.

**(Replace) 1.10. RegAF Voting Assistance Officers (VAOs).** Will carry out the duties outlined in this instruction and the AF VAP and will:

**(Replace)** 1.10.1. Provide voting assistance through one-on-one contact with the people they will serve. VAOs will ensure that all small and geographically separated units (GSUs) are assisted. (T-0).

**(Replace)** 1.10.1.3. Make in-hand or electronic delivery of SFs 76 to all assigned personnel of voting age. Make SFs 76 available to all eligible individuals, including dependents, for use in general, primary, and special elections. Issue the SFs 76 between 1-15 January of each calendar year to eligible voters and their voting age dependents. Additionally, during even-number years, issue the SFs 76 between 1-15 July to eligible voters, (including DoD civilian employees and voting age dependents who reside outside the territorial limits of the U.S.) (Note: If e-mail is used, VAOs are to utilize either delivery or read receipts to determine a count and percentage for records). Refer to the VAG for instructions on the SF 76. (T-0).

**(Replace)** 1.10.1.4. Provide SF 76 and SF 186 to absent uniformed services personnel and their family members seeking assistance (within and outside of the United States) and to Federal civilian employees and other U.S. citizens seeking assistance, who have access to an IVA Office or VAO outside the United States. (T-0).

**(Replace)** 1.10.1.6. Refrain from contacting state and local government officials about voting policy matters. Issues should be addressed to the IVAO (to pass on to the SVAO) for legislative and other policy matters involving voting assistance and elections. (T-0)

**(Replace)** 1.10.1.7. Assist IVAO with Armed Forces Voters Week and Absentee Voters Week. Publicize the importance of early action to obtain ballots for elections well in advance of election deadlines. (T-1).

**(Delete)** 1.10.1.8.

**(Replace) 1.11. RegAF Military Personnel Section (MPS) will**



**(Replace)** 1.11.1. Include the IVA Office for all in- and out-processing personnel for Permanent Change of Station (PCS) or deployments of six months or more. (T-0)

**(Replace)** 1.12.2. Complete the ballot according to the instructions received with the ballot. See AFI 51-504, *Legal Assistance, Notary, and Preventative Law Programs*, and the VAG on notary/witness requirements for each state and territory.

### **(Replace) Attachment 1**

## **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

### ***References***

Uniformed and Overseas Citizens Absentee Voting Act of 1986, as amended  
 DoDI 1000.04, *Federal Voting Assistance Program (FVAP)*, 13 September 2012  
 AFPD 36-31, *Personal Affairs*, 2 April 2012  
 AFI 33-360, *Publications and Forms Management*, 7 February 2013  
 AFI 51-504, *Legal Assistance, Notary, and Preventative Law Programs*, 27 October 2003  
 AFI 51-902, *Political Activities by Members of the U.S. Air Force*, 27 August 2014  
 AFI 90-201, *Air Force Inspection System*, 21 April 2015; *Incorporating Change 1*, 11 February 2016  
 AFMAN 33-363, *Management of Records*, 1 March 2008  
 Federal Voting Assistance Program (FVAP) website: [www.fvap.gov](http://www.fvap.gov)  
 AFPC website: <http://www.afpc.af.mil/library/airforcevoting/index.asp>  
 Title 42, USC § 1973gg-5, *Voter Registration Agencies*  
 Title 18, USC § 592, *Troops at Polls*  
 Title 18, USC § 593, *Interference by Armed Forces*  
 Title 18, USC § 594, *Intimidation of Voters*  
 Title 18, USC § 596, *Polling Armed Forces*  
 Title 18, USC § 597, *Expenditures to Influence Voting*  
 Title 18, USC § 609, *Use of Military Authority to Influence Vote of Member of Armed Forces*

### ***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*  
 SF 76, *Federal Post Card Registration and Absentee Ballot Request*  
 SF 186, *Federal Write-in Absentee Ballot*

### ***Abbreviations and Acronyms***

**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**FVAP**—Federal Voting Assistance Program  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**IVAO**—Installation Voting Assistance Officer  
**IVA Office**—Installation Voter Assistance Office  
**OPR**—Office of Primary Responsibility  
**SSVR**—Senior Service Voting Representative  
**SVAO**—Air Force Services Voting Action Officer  
**TDY**—Temporary Duty  
**UOCAVA**—Uniformed and Overseas Citizens Absentee Voting Act of 1986

**US**—United States

**USC**—United States Code

**USAF**—United States Air Force

**UVAO**—Unit Voting Assistance Officer

**VAG**—Voting Assistance Guide

**VAO**—Voting Assistance Officer

**VAP**—Voting Action Plan

**(Delete)** Attachment 2

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-3107**

**27 FEBRUARY 2014**

**PERSONNEL**

**VOTING ASSISTANCE PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Publications and Air Force forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil). National Guard Bureau forms are available for downloading or ordering on the NGB Publications & Forms Library website at <http://www.ngbpdc.ngb.army.mil/>.

**RELEASABILITY:** There are no releasability restrictions on this publication.

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OPR: AF/A1S

Certified by: SAF/MR  
(Mr. Gordon O. Tanner)

Supersedes: AFI 36-3107, 10 September  
2003

Pages: 15

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This instruction implements Air Force Policy Directive (AFPD) 36-31, *Personal Affairs*, Department of Defense (DoD) Instruction (DoDI) 1000.04, *Federal Voting Assistance Program (FVAP)*, and the *Uniformed and Overseas Citizens Absentee Voting Act of 1986 (UOCAVA, as amended)* that applies to members of the uniformed Services, Merchant Marine, their spouses and dependents, and United States citizens who are temporarily residing outside the territorial limits of the US. This instruction applies to Air National Guard (ANG) and Air Force Reserve personnel activated or mobilized. In collaboration with the Chief of the Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops voting policy for the Air Force Voting Assistance Program. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. 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*, Table 1.1 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 Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*,

and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS)

### ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. This publication has been streamlined and the majority of day to day Federal Voting Assistance Program (FVAP) specific operational items have been removed as they are covered in the FVAP and the Air Force Voting Action Plans (VAPs). Voting Assistance Officers at all levels are required to comply with the current AF VAP requirements as they pertain to standardized task execution, current OSD direction and annual legislative changes to Title 42 United States Code (USC). This instruction informs personnel about voting and the opportunities to exercise the right to vote, including opportunities for absentee voting. Tier waiver authorities as approved by the Inspector General Advisory Board have been included per AFI 33-360, *Publications and Forms Management*.

## Chapter 1

### ROLES AND RESPONSIBILITIES

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

- 1.1.1. Designate a Senior Service Voting Representative (SSVR) and Air Force (AF) Services Voting Action Officer (SVAO). See [Attachment 2](#) for SSVR and SVAO grade requirements.
- 1.1.2. Plan program actions and establishes goals and/or milestones.
- 1.1.3. Ensure basic training emphasizes and advertises voting assistance programs to encourage junior service members to register and subsequently vote, and include instruction on voting rights, responsibilities, and procedures on absentee registration and voting.
- 1.1.4. Ensure command support at all levels for the FVAP.
- 1.1.5. Continually evaluate command voting programs.
- 1.1.6. Designate AFPC/DPSIMF civilian as the AF SVAO. See [Attachment 2](#) for SVAO grade requirement.

#### 1.2. AFPC/DPSIMF (SVAO) will

- 1.2.1. Issue a biennial Voting Action Plan (VAP)  
(<http://www.afpc.af.mil/library/airforcevoting/index.asp>). The AF VAP remains in effect (with version updates) until superseded by the new plan issued in general election years only. The VAP provides the Voting Action/Assistance Officers at all levels the operational guidance to effectively execute the voting assistance program.
- 1.2.2. Act as the liaison between FVAP, USAF Installation leadership and the Voting Assistance Officers (VAOs) at Major Commands (MAJCOM) and installations.
- 1.2.3. Develop written policies or instructions to support all eligible military personnel and their family members, including those in deployed, dispersed, and tenant organizations (including units from other services and Reserve components).
- 1.2.4. Establish metric tracking and reporting as directed by FVAP.
- 1.2.5. Provide responses to problems that cannot be answered by IVAOs or their respective MAJCOMs.
- 1.2.6. Establish and maintain a Voting Assistance Program homepage on the AFPC website.
- 1.2.7. Provide after-action reports and lessons learned reports in accordance with DoDI 1000.04, in the format specified by FVAP.

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

- 1.3.1. Include the voting program as an annual item for review to evaluate the effectiveness of the AF Voting Assistance Program at every level of command to ensure compliance with DoD regulations and public law (see AFI 90-201, *Air Force Inspection System*).

1.3.2. Focus on various areas of the program, with special interest given to the Installation Voter Assistance Office (IVA Office) and issues of importance specified by OSD/FVAP, DoD IG, and the AF SVAO.

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

#### **1.4. MAJCOM/A1s will**

1.4.1. Monitor, evaluate, and ensure the success of the FVAP for the MAJCOM Commander.

1.4.2. Designate in writing a Primary and Alternate MAJCOM Voting Action Officer (MVAO) to coordinate the programs conducted by subordinate units within their command. See [Attachment 2](#) for MVAO grade requirements. Minimum grade requirements for an MVAO should go no lower than O-3 if an officer; E-7 if a Senior Noncommissioned Officer; or GS-09 if a civilian. MAJCOM/A1 has full waiver authority for these grade requirements.

1.4.3. Ensure the appointed MVAO receives FVAP training within time standards set by the SVAO in the current AF Voting Action Plan. MVAOs should attend the training workshops conducted by the FVAP when unit temporary duty (TDY) funds are available. If unable to attend a training workshop, use an alternate FVAP training medium.

#### **1.5. MAJCOM VAO (MVAO) will**

1.5.1. Maintain a current listing of IVAOs within their MAJCOM in coordination with the SVAO.

1.5.2. Ensure each base IVAO completes an FVAP designated training workshop or alternate media training course, as specified by the FVAP and AF SVAO within time standards set by the SVAO in the current AF Voting Action Plan.

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

**1.6. National Guard Bureau/CF.** Will appoint a headquarters-level voting assistance officer (VAO) to coordinate with the SSVR and the Director, FVAP, and to maintain a contingency absentee voting program for Air National Guard units and personnel who have been activated and mobilized. See [Attachment 2](#) for VAO grade requirements.

**1.7. Air Force Reserve Command.** Will appoint a headquarters-level voting assistance officer (VAO) to coordinate with the SSVR and the Director, FVAP, and to maintain a contingency absentee voting program for Air Force Reserve units and personnel who have been activated and mobilized. See [Attachment 2](#) for VAO grade requirements.

#### **1.8. Installation Commanders will**

1.8.1. Appoint a primary and alternate IVAO in writing and send to SVAO with an info copy to the MAJCOM VAO. See [Attachment 2](#) for IVAO grade requirements. Appointment memorandum requirements are contained in the template in the current AF VAP. For continuity, individuals assigned as IVAOs should (optimally) serve for 18 months beginning in October of the year immediately prior to a regularly scheduled general election for Federal offices and concluding in March of the year immediately following a regularly scheduled general election for Federal offices. IVAOs and UVAOs will be provided the time and resources needed to perform their voting assistance duties. (T-0)

1.8.2. Set up an installation voting committee (if needed) to develop and administer the local voting program. The committee will be chaired by the IVAO and should consist of representatives listed in the AF VAP.

1.8.3. Ensure the IVAO receives FVAP training and all training is documented within time standards set by the SVAO in the current AF Voting Action Plan. (T-0)

1.8.4. Ensure unit commanders appoint, in writing, one UVAO per approximately 250 military members assigned, for units with 25 active duty members or more. Smaller units may be serviced by another larger squadron on base. Unit commanders should designate UVAOs in writing at the O-2/E-7/GS-07 level or above. It is preferable to assign an enthusiastic volunteer who is outside this rank and grade guidance rather than assign a less enthusiastic member who meets the criterion. Commanders will ensure VAOs are available and equipped to assist voters for all elections. VAOs shall be provided the time and resources needed to perform their voting assistance duties. See [Attachment 2](#) for more information on grade requirements/waivers. (T-0 for appointment; T-3 for grade waiver)

1.8.5. Ensure the base Staff Judge Advocate provides answers to legal questions regarding residency issues and the right to vote. (T-1)

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

1.8.7. 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, *Federal Post Card Application (FPCA)*. (T-0)

1.8.8. Establish an Installation Voter Assistance Office, designated as a “Voter Registration Agency” (per Title 42, United States Code (USC) Section 1973gg-5, *Voter Registration Agencies*) aligned directly under the installation headquarters organization and utilizing “VO” as the office symbol under the host wing, reporting directly to the installation commander. Criteria for establishing an IVA Office and listing of USAF installations are contained in the AF VAP. Using the template for the appointment memorandum in the AF VAP, the Installation Commander should also grant IVAOs authority to appoint “Core UVAOs” to assist in Installation Voter Assistance Office (IVA Office) duties. Core UVAOs may be Group VAOs or serve dual duty as Core UVAO and squadron UVAO.

1.8.9. **The IVA Office** is responsible to:

1.8.9.1. Offer voting assistance services to all in and out processing personnel for PCS or deployment of six months or longer; assigned personnel changing their mailing address; and upon request by military, civilian, contractors or any U.S. citizen with access to the Installation and IVA Office. Members PCSing in/out and deployers will be provided a voting assistance information sheet (template found in AF VAP). (T-0)

1.8.9.2. Notify 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 the Uniformed and Overseas Citizens Voters Act. These departing service members will be provided the opportunity to submit a National Mail Voter Registration Form. (T-0)



1.8.9.3. Provide the National Mail Voter Registration Form to Federal civilian employees and other U.S. citizens who have access to the IVA Office within the United States, and to uniformed services voters who currently reside in their voting districts. (T-0)

1.8.9.4. Offer to mail completed voting registration forms (SF76 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 completion. (T-0)

1.8.9.5. Maintain, collect and forward voting program metrics as prescribed by the SVAO. Metrics processing procedures will be included in the AF VAP. (T-0)

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

1.8.9.7. Ensure all small and geographically separated units are provided voting assistance. (T-0)

## **1.9. Installation Voting Assistance Officer (IVAO) will**

1.9.1. The Primary and Alternate IVAO will establish a voting assistance program and ensure compliance with this instruction, the current AF VAP, and the Federal Voting Assistance Program (FVAP), IVA Office Handbook and chair the Installation Voting Committee if established by the installation commander. The AF VAP and the Voting Action Guide is available on the FVAP website. The IVAOs will be responsible for management of the IVA Office.

1.9.2. Chair the Installation Voting Committee. See the AF VAP for list of representatives. The committee should formulate and conduct aggressive base-level publicity on voting information for the entire period of the VAP.

1.9.3. If granted authority, in writing, by the Installation Commander, appoint "Core UVAOs" either from the pool of UVAOs, or initiate "Group UVAOs" to assist in manning and performing duties in the IVA Office. (Note: Core/Group UVAOs must be trained to the level of IVAOs before assuming the duties of a Core UVAO in the IVA Office).

1.9.4. Assist personnel (military and civilian) assigned to other uniformed services and geographically separated units (GSU) 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 or service affiliation. Unit Commander's Support Staff will provide the UVAOs with a list of personnel. (T-1)

1.9.5. Ensure all UVAOs are trained within time standards set by the SVAO in the current AF Voting Action Plan (AF VAP). In even numbered years with elections for Federal offices, UVAOs should attend the training workshops conducted by the FVAP when unit TDY funds are available. If unable to attend a training workshop, use alternate FVAP training. Monitor the FVAP or AFPC websites for dates and locations. Training requirements for IVAOs, UVAOs and Core UVAOs are enumerated in the current AF VAP. (T-0)

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



1.9.7. Ensure UVAOs provide all armed forces personnel at least one briefing, training period, or information period of instruction devoted to absentee registration and voting, annually. Special emphasis should be given to providing training to junior enlisted personnel and those who have not previously used an absentee ballot to vote. UVAOs should keep written documentation to reflect the briefing/training period and track attendance numbers. Use internal information media to emphasize the availability of voting information, supporting materials, personal assistance, and the importance of voting. Retain training logs, including dates and number of attendees (no names or PII), at the unit level for at least one calendar year. (T-0)

1.9.8. Track installation metrics. Refer to the current AF VAP for metrics and format to track during the current voting season. Submit one report at the end-of-year voting season as directed by the SVAO. Ensure a courtesy copy is provided to the MVAO. (T-0)

1.9.9. Develop a system to ensure the in-hand or electronic delivery of FPCAs to all eligible voters. The system of record keeping may include numbers or percent contacted, but may not include names (or any other identifying information) of individual citizens. This distribution is required by the DoDI 1000.04 to ensure ballots are requested. SFs 76 must be issued between 1-15 January of each calendar of year to eligible voters and their voting age dependents. During even-number years, also issue the SFs 76 between 1-15 July to eligible voters, (including DoD civilian employees and voting age dependents who reside outside the territorial limits of the U.S.). Refer to the current AF VAP for specific guidance pertaining to Continental United States (CONUS) and Overseas (OCONUS) installations. (Note: If E-mail is used, UVAOs are to be directed to utilize either delivery or read receipts to determine a count and percentage for their records). (T-0)

1.9.10. Provide a plan for Armed Forces Voters Week (Overseas Citizen Voters Week for overseas bases) and Absentee Voters Week to the SVAO by the date specified in the current AF VAP. Conduct Voters Week events. Publicize the importance of early action to obtain ballots for elections well in advance of election deadlines. Report results of Armed Forces Voters Week to SVAO (see current AF VAP for format and suspense date). (T-0)

1.9.11. Provide registration materials and a briefing on the absentee voting process at all Individualized, Newcomer, Treatment, and Orientation (INTRO) programs (newcomer's orientation). This duty can be rotated among all VAO at the installation. (T-0)

1.9.12. Distribute materials to the UVAOs. Voting materials, both electronic and paper, include the VAGs, electronic messages, SF 76, and SF 186, *Federal Write-In Absentee Ballot (FWAB)*. (T-0)

1.9.13. Have enough SF 76s and SF 186s in paper format to support voters week events and times when electronic means are restricted. Local unit accounts are not charged for these forms. (T-0)

1.9.14. Distribute the VAG to UVAOs electronically, and order enough paper copies to support voting week events and times when electronic means are restricted. (T-1)

1.9.15. Assist FVAP in a Post-Election Survey in the manner specified by the Director, FVAP. Do not poll members on their choice of or their vote for a specific candidate. (T-0)

1.9.16. Maintain and keep current, a continuity book which will be passed on to the succeeding IVAO. Recommended continuity book content (electronic or paper) is enumerated in the current AF VAP. (T-1)

1.9.17. Refrain from contacting State and local government officials about voting policy matters. Issues should be addressed to the SVAO for legislative and other policy matters involving voting assistance and elections. IVAOs may contact local election officials to help resolve any specific problem involving voter registration or absentee voting on behalf of the voter, or to engage appropriate local election official assistance for a voter registration drive or similar event on an installation. (T-0)

1.9.18. IVAOs at Lackland AFB, USAFA and Maxwell AFB must offer voting assistance to new inductees into the Air Force before graduation from their respective courses (BMTS, USAFA, OTS) ensuring voters don't use temporary addresses on the SF76 which may delay ballot delivery. (T-0)

1.9.19. Maintain a voting assistance page on the installation's public website, year-round. Page will include links to the USAF and FVAP voting websites as well as the installation voter assistance office organizational email address.

**1.10. Unit Voting Assistance Officers (UVAOs).** Will carry out the duties outlined in the VAG, this instruction and the AF VAP and will:

1.10.1. Provide voting assistance through one-on-one contact with the people they will serve. UVAOs will ensure that all small and geographically separated units (GSUs) are assisted. When military personnel (including noncommissioned officers) are designated in writing as VAOs, DoDI 1000.04 authorizes them to administer oaths in connection with voter registration and voting. While civilians are authorized to become UVAOs, law and DoD policy don't give oath administration rights to civilians. (T-0).

1.10.1.1. Obtain paper copies of the SF 76 and SF 186 through the IVAO. A minimum number of 25 each should be maintained per unit in case computer access to PDF and digital forms is lost. (T-0).

1.10.1.2. Make in-hand or electronic delivery of SFs 76 to all assigned personnel of voting age. Make SFs 76 available to all eligible individuals, including dependents, for use in general, primary, and special elections. Issue the SFs 76 between 1-15 January of each calendar year to eligible voters and their voting age dependents. Additionally, during even-number years, issue the SFs 76 between 1-15 July to eligible voters, (including DoD civilian employees and voting age dependents who reside outside the territorial limits of the U.S.) (**Note:** If E-mail is used, UVAOs are to utilize either delivery or read receipts to determine a count and percentage for records). Refer to the VAG for instructions on the SF 76. (T-0).

1.10.1.3. Provide SF 76 and SF 186 to absent uniformed services personnel and their family members seeking assistance (within and outside of the United States) and to Federal civilian employees and other U.S. citizens seeking assistance, who have access to an IVA Office or UVAO outside the United States. (T-0).

1.10.1.4. 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 VAG. (T-0)

1.10.1.5. File an after action report and lessons learned as directed by the IVAO. (T-0).

1.10.1.6. Assist IVAO in conducting Post Election Survey in the manner specified by the Director, FVAP. Do not poll members on their choice of or their vote for a specific candidate. (T-0).

1.10.1.7. Assist IVAO with Armed Forces Voters Week and Absentee Voters Week. Publicize the importance of early action to obtain ballots for elections well in advance of election deadlines. (T-1).

1.10.1.8. Refrain from contacting State and local government officials about voting policy matters. Issues should be addressed to the IVAO (to pass on to the SVAO) for legislative and other policy matters involving voting assistance and elections. (T-0)

### **1.11. Military Personnel Section (MPS) will**

1.11.1. Include the IVA Office on in and out processing checklists for deployers, inbound personnel, and outbound personnel. (T-0)

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

1.11.3. Sit on Installation Voting Committee, if the Installation Commander forms one.

1.11.4. Support IVAOs' requests for products, lists, etc., of personnel serviced by the MPS (including tenant units, GSUs, OLS, etc.), sorted by unit, then by alpha. (T-1)

### **1.12. Voters (Voting by Absentee Ballot) will**

1.12.1. Use the SF 76 to register and to request an absentee ballot. Type or print each entry on the SF 76.

1.12.2. Complete the ballot according to the instructions received with the ballot. See AFI 51-504, *Legal Assistance, Notary, and Preventative Law Programs* and the VAG on notary/witness requirements for each state and territory. Enlisted personnel serving as VAO are authorized to administer oaths in connection with voting registration and voting IAW DoDI 1000.04.

**Note:** All persons assisting in the voting process shall take all necessary steps to prevent fraud and to protect voters against any coercion.

## Chapter 2

### VOTING INFORMATION

**2.1. Where to Get Information on Elections.** Air Force specific voting information can be found on the AFPC website: (<http://www.afpc.af.mil/library/airforcevoting/index.asp>). Information on specific elections and application procedures can be found at the Federal Voting Assistance Program website: <http://www.fvap.gov>. This information assists IVAOs and UVAOs in carrying out their voting responsibilities.

2.1.1. Refer to the following DoD publications available at <http://www.fvap.gov>.

2.1.1.1. The *Voting Assistance Guide* (VAG) (issued biennially), available in hard copy.

2.1.1.2. Voting News Releases (available website only) are periodic, time sensitive notices that alert citizens of special elections and other important voting issues.

2.1.1.3. The Voting Information News (available via the FVAP'S website, or E-mail) is a free, monthly newsletter published by the FVAP.

2.1.2. The DoD Voting Information Center (VIC) provides information on elections and recorded messages from candidates, governors, US Senators, and US Representatives. Callers can have their call forwarded to an FVAP staff member, leave a message for the FVAP or have their call forwarded to their Senator's, Representative's, Governor's or State Chief Election Official's office. The VIC also answers questions concerning voting, elections, candidates, or issues that cannot be answered locally. Refer to the current edition of the VAG for telephone numbers and calling instructions.

2.1.3. The FVAP Ombudsman Service (toll free from most countries) puts voting representatives, citizens and local election officials directly in touch with the FVAP. Calling instructions are available from the VAG, embassies, consulates, and international telephone operators in the US.

2.1.4. Voters may subscribe to hometown newspapers, write to state and local political groups for information, or refer to the FVAP website.

### Chapter 3

#### RESTRICTIONS ON VOTING ACTIVITIES

**3.1. Restrictions on Voting Activities.** In addition to the below information on restrictions, military members and Voting Assistance Officers should be familiar with AFI 51-902, *Political Activities by Members of the U.S. Air Force*. Certain activities associated with voting are federal crimes, including the following:

3.1.1. Commissioned, noncommissioned, warrant, or petty officers in the Armed Forces may not use military authority to:

3.1.1.1. Influence or attempt to influence the vote of a member of the Armed Forces.

3.1.1.2. Require or attempt to require a member of the Armed Forces to march to a polling place (Title 18, USC § 609, *Use of Military Authority to Influence Vote or Member of Armed Forces*).

3.1.2. No member of the Armed Forces may:

3.1.2.1. Prescribe or fix, or attempt to prescribe or fix, the qualifications of voters.

3.1.2.2. Prevent or attempt to prevent by any means (including advice) any qualified voter from fully exercising the right to vote.

3.1.2.3. Order or compel, or attempt to compel, any election officer to receive a vote from a person not legally qualified to vote.

3.1.2.4. Impose or attempt to impose any regulations for conducting elections different from those prescribed by law.

3.1.2.5. Interfere in any way with an election officer's discharge of duties (Title 18 USC § 593, *Interference by Armed Forces*).

3.1.3. No person in the civil or military service of the US may cause or require any troops or armed personnel to be at any place where an election is held, unless such force is necessary to repel armed enemies of the US (Title 18 USC § 592, *Troops at Polls*).

3.1.4. No person may:

3.1.4.1. Intimidate, threaten, coerce or attempt to intimidate, threaten or coerce voters (Title 18 USC § 594, *Intimidation of Voters*).

3.1.4.2. Offer to pay another either to vote or withhold a vote, or to vote for or against any candidate.

3.1.4.3. Solicit, accept, or receive any payment to vote or withhold a vote (Title 18 USC § 597, *Expenditures to Influence Voting*).

3.1.4.4. Poll any member of the Armed Forces at any time with reference to the member's choice of vote for any candidate.

3.1.4.5. State, publish, or release any result of any purported poll taken from or among the members of the Armed Forces, or include within it the statement of choice for such candidate or votes cast by any member of the Armed Forces. (Title 18, USC § 596, Polling Armed Forces) “Poll” means any oral or written request for information which requires or implies the need for an answer, made with the intent to compile the results obtained for personal use, for association or corporation, or to publish it orally, by electronic transmission, or in information necessary to measure participation in absentee voting by AF members and civilian employees of the AF. If any such member is polled, that event shall be reported through the chain of command to the Director, FVAP. This does not preclude conducting official surveys to report to the President and the Congress the effectiveness of the assistance provided to eligible voters, including a statistical analysis of Uniformed Service voting participation, a general assessment of overseas non-military participation, and a description of State and Federal cooperation.

GORDON O. TANNER, SES, SAF/MR  
Deputy Assistant Secretary of the Air Force,  
Manpower and Reserve Affairs

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Uniformed and Overseas Citizens Absentee Voting Act of 1986, as amended  
DoDI 1000.04, *Federal Voting Assistance Program (FVAP)*, 13 September 2012  
AFPD 36-31, *Personal Affairs*, 2 April 2012  
AFI 33-360, *Publications and Forms Management*, 7 February 2013  
AFI 51-504, *Legal Assistance, Notary, and Preventative Law Programs*, 27 October 2003  
AFI 51-902, *Political Activities by Members of the U.S. Air Force*  
AFI 90-201, *Air Force Inspection System*, 2 August 2013  
AFMAN 33-363, *Management of Records*, 1 March 2008  
Federal Voting Assistance Program (FVAP) website: [www.fvap.gov](http://www.fvap.gov)  
AFPC website: <http://www.afpc.af.mil/library/airforcevoting/index.asp>  
Title 42, USC § 1973gg-5, *Voter Registration Agencies*  
Title 18, USC § 592, *Troops at Polls*  
Title 18, USC § 593, *Interference by Armed Forces*  
Title 18, USC § 594, *Intimidation of Voters*  
Title 18, USC § 596, *Polling Armed Forces*  
Title 18, USC § 597, *Expenditures to Influence Voting*  
Title 18, USC § 609, *Use of Military Authority to Influence Vote of Member of Armed Forces*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*  
SF 76, *Federal Post Card Registration and Absentee Ballot Request*  
SF 186, *Federal Write-in Absentee Ballot*

***Abbreviations and Acronyms***

**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**FVAP**—Federal Voting Assistance Program

**HQ**—Headquarters

**IAW**—In Accordance With

**IVAO**—Installation Voting Assistance Officer

**IVA Office**—Installation Voter Assistance Office

**OPR**—Office of Primary Responsibility

**SSVR**—Senior Service Voting Representative

**SVAO**—Air Force Services Voting Action Officer

**TDY**—Temporary Duty

**UOCAVA**—Uniformed and Overseas Citizens Absentee Voting Act of 1986

**US**—United States

**USC**—United States Code

**USAF**—United States Air Force

**UVAO**—Unit Voting Assistance Officer

**VAG**—Voting Assistance Guide

**VAO**—Voting Assistance Officer

**VAP**—Voting Action Plan



## Attachment 2

## VOTING ASSISTANCE OFFICER GRADE REQUIREMENTS AND GRADE WAIVER AUTHORITY

Table A2.1. Voting Assistance Officer Grade Requirements and Grade Waiver Authority

<b>Voting Assistance Officer Grade Requirements and Grade Waiver Authority</b>	
<b>AF/A1 Senior Service Voting Representative (SSVR) and AF Voting Action Officer (SVAO)</b>	The SSVR must be a general officer. The SVAO should be a GS-12 or higher, if a civilian, 0-4 or higher, if an officer, or E-8, if an enlisted member.
<b>AFPC/DPSIMF Service Voting Action Officer (SVAO)</b>	Should be a civilian general schedule GS-12 or higher. If a military member is assigned as the VAO, that officer should hold the rank of 0-4 or higher. Alternates should hold the rank of E-7 or higher. Where possible, VAOs should serve at least 2 years and through a general election year. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic member who does not meet the criterion than appoint a nonvolunteer who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done. This leniency in applying the DoDI and AFI guidance, however, should not be used as license to degrade the integrity of the program by assigning VAOs that do not carry the rank and experience needed to lead other VAOs and discuss the voting issues with commanders.
<b>MAJCOM VAOs (MVAO) (Includes NGB and AFRC) <i>Note 1</i></b>	
<b>Installation Voting Action Officer (IVAO) Primary and Alternate</b>	
<b>Unit Voting Action Officer (UVAO) Primary and Alternate</b>	Recommend 0-2/E-7/GS-7 level, but left up to the discretion of the Commander. Civilians may be appointed as UVAOs, but are not granted authority to administer/witness an oath (if required by the voter's state). Only military UVAOs and IVAOs are granted the authority to administer the oath. N/A for the Air National Guard.
<b>IVAO Primary and Alternate grade waivers</b>	Grade waivers may be granted by the Installation/Wing Commander and be included in the IVAO appointment letter. The Installation/Wing Commander grants the waiver for a specific individual in whom the commander has placed his/her trust to perform IVAO duties.

**Note 1:** MAJCOM VAO minimum grade recommendations and waiver authority are contained in paragraph 1.5.1.