

VOTING PROGRAM INSPECTION CHECKLIST

****Electronic version can be found on IVAO/UVAO Share Point site**.**

The Air Force Voting Program is a By-Law Inspection (CI) item per AFI 90-201, *Inspector General Activities*. Paragraph 8.14 addresses the AF Voting Program. To assist you in preparing for inspections and in serving in your role as a voting action or assistance officer, the checklist below was created. It combines items from AFI 36-3107, *Voting Assistance Program* and DoDI 1000.04, *Federal Voting Assistance Program*. **All references are from AFI 36-3107 unless otherwise noted.**
 Mission Statement - To ensure the command voting program is reviewed at every organizational level to ensure persons covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) are informed and provided an opportunity to exercise their right to vote.

Voting Assistance Responsibilities	Key: C=Critical, S=Significant, M=Minor	
	Yes	No
Major Commands (MAJCOMs)		
1.1. Has the MAJCOM/A1 designated a Primary and Alternate Voting Assistance Officer (VAO) in writing to coordinate the programs conducted by subordinate units within their command? (Para 1.4.2; DoDI 1000.04, Encl 4, Para 2d) Required rank per Voting Action Plan, waivable by A1. (T-0) (S)		
1.2. Has the MAJCOM VAO received FVAP training? (para 1.4.3) (T-0) (M)		
1.3. Does the MVAO maintain a current list of IVAOs within their MAJCOM in coordination with the SVAO? (Para 1.5.1) (T-1) (M)		
Installation Commanders		
2.1. Has the installation commander appointed, in writing, a Primary and Alternate Installation Voting Assistance Officer (IVAO)? (Para 1.8.1; DoDI 1000.04, Encl 4, Para 2d) (T-0) (C) NOTE: The IVAO should be appointed in October of an odd-numbered year for a period of no less than 24 months		
2.2. Has the Installation Commander established an Installation Voter Assistance Office and designated the office as a Voter Registration Agency utilizing Attachment 4 of this plan? (AFPD 36-31, Para 2.1 and AFI 36-3107, Para 1.8.8) (T-0) (C)		
2.3. Does the appointed IVAO meet the rank requirements in AFI 36-3107 or has the Installation Commander granted a grade waiver? (Para 1.8.1 and Atch 2; DoDI 1000.04, Encl 4, Para 2e) (T-3) (M)		
2.4. Does the installation commander ensure unit commanders appoint unit voting assistance officers, to provide service to all assigned personnel? (Para 1.8.4; DoDI 1000.04, Encl 4, Para 2d) (T-0) (C) NOTE: Unit members serviced include military personnel of any service, along with civilians and contractor personnel at overseas units.		
2.5. Does the installation commander ensure military IVAO's and UVAOs' performance of duties with respect to the Voting Program is included in their performance evaluations? (Public Law 107-107, AF Voting Action Plan, Paras 3i(1) and 3k(13)) (T-0) (M)		
2.6. Does the installation commander ensure the appointed IVAO receives FVAP training and is the training documented? <u>Note:</u> Training is required prior to assuming IVA Office duties and during every even-numbered year. IVAOs require both IVAO and IVA Office training. (Para 1.8.3 and 1.9.3; Voting Action Plan, Para 3g(4)) (T-0) (S)		
2.7. Has an installation Voter Assistance Office e-mail org box been created using the standardized vote.base@us.af.mil AFNET format; and is the office equipped with a dedicated telephone with voicemail? (Para 1.8.9.6) (T-0) (S)		

Installation Voting Assistance Officers (IVAOs)		
3.1. Does the IVAO ensure UVAOs are trained to assist military and civilian personnel and their dependents prior to them assuming UVAO duties; and is training completed for all levels of VAOs during even-numbered years? (Para 1.9.5; DoDI 1000.04, Encl 4, Paras 2e(1) & 2f(1); and AF Voting Action Plan, Para 3i(6)) (T-0) (S)		
3.2. Does the IVAO keep a record (“IVAOs Database”) of UVAOs trained? (Para 1.9.5; AF Voting Action Plan, Para 3i(6)) (T-0) (M)		
3.3. Does the IVAO ensure all assigned personnel (including tenants and GSUs not located on another military installation) receive at least one briefing, training or information period of instruction devoted to absentee registration and voting during Federal election years and is this training documented? Note: Briefing can be delegated to UVAOs. (Para 1.9.7; DoDI 1000.04, Encl 4, Para 2s) (T-0) (M)		
3.4. Has the IVAO developed a system to ensure delivery of SF 76, <i>Registration and Absentee Ballot Request - Federal Post Card Application</i> (FPCA) to all UOCAVA-eligible members? Note: e-mail delivery is acceptable if done using read/delivery receipts to verify delivery. Read/delivery receipt notices must be transcribed to a permanent document for proof of contact percentage. (para 1.9.9; DoDI 1000.04, Encl 4, Para 2l) (T-0) (M)		
3.5. Does the IVAO maintain a current continuity book which will be passed on to the succeeding IVAO? <i>NOTE: May be electronic and/or paper continuity folder.</i> (para 1.9.16; Current AF Voting Action Plan, Para 3i(23)) (T-1) (S)		
3.6. Does the IVAO provide voting assistance to (a) new arrivals; (b) departing/PCSing members; (c) members deploying for 6 months or longer; (d) those deployed members upon their return; (e) members changing their address; and (f) members requesting service? (Para 1.8.9.1) (T-0) (C)		
3.7. (a) Has a plan for Armed Forces Voters Week (for overseas bases: Overseas Citizens Voters Week) been sent to MAJCOM VAO and HQ AFPC/DPSIMF by 5 May 2014 ? (Para 1.9.10) (b) Has a plan for Absentee Voters Week been sent to MAJCOM VAO and HQ AFPC/DPSIMF by 4 Aug 2014 ? (Para 1.9.10; Current AF Voting Action Plan paras 3i(9) & (12)) (T-0) (M)		
3.8. Does the IVAO ensure the installation website (A) maintains a voting page/link to the Air Force Voting Website and FVAP.gov year-round? And (B) provides the organizational e-mail address of the Installation Voter Assistance Office on the installation website? (Para 1.9.19; Current AF Voting Action Plan, para 3i(18)) (T-1) (M)		
3.9. Does the IVAO gather metrics from UVAOs at least quarterly and provide quarterly "Measures of Effect and Performance" by 15 Jan, 15 Apr, 15 Jul & 15 Oct each year? (Para 1.9.8; DoDI 1000.04, Encl 4, Para 2c(4)(h); Current AF Voting Action Plan, para 3i(7)) (T-0) (C)		
3.10. Does the IVAO, using the IVAO’s Database (v2.0 or later), provide a directory containing names, e-mail addresses and DSN telephone numbers of the IVAOs and all assigned UVAOs to the MAJCOM VAO and USAF SVAO (AFPC/DPSIMF) within 15 days of receipt of this plan (if not provided within the past 3 months). And, does the IVAO update these listings as replacements/changes occur and send the updated listing to MAJCOM VAO and USAF SVAO on a quarterly basis (due 15 Jan, 15 Apr, 15 Jul, and 15 Oct, annually)? (Current AF Voting Action Plan para 3i(4) (T-1) (M)		
3.11. Does the IVAO ensure the entire serviced population is informed of absentee voting information and resources 90, 60, and 30 days before each Federal election (e.g., 5 Aug 2014, 5 Sep 2014 and 5 Oct 2014) utilizing information disseminated by FVAP News Items through the SVAO? (IVAOs are to disseminate to UVAOs to send to “squadron all”). (Current AF Voting Action Plan para 3i(20)) (T-0) (C)		
3.12. Does the IVAO perform bi-annual Staff Assistance Visits between 1 February and 31 March of every even-numbered year and perform a self-inspection of the IVA Office during the same timeframe utilizing the current Voting Inspection Checklist maintained in this plan and the MICT website? (Current AF Voting Action Plan para 3i(21) (T-1) (S)		
3.13. Does the IVA Office offer to mail completed FPCAs and NVRFs for voters, and if done, are forms mailed within 5 calendar days of receipt from voter? (Para 1.8.9.4; DoDI 1000.04, Encl 4, Para 2c(4)(g)) (T-0) (M)		

3.14. Does the IVAO provide uniformed service members being released from active duty with information regarding registering to vote as a non-UOCAVA citizen? (Para 1.8.9.2; DoDI 1000.04, Encl 4, Para 2aa) (T-0) (S)		
3.15. Does the IVAO (IVA Office) 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 U.S. and to uniformed services voters who currently reside in their voting districts? (Para 1.8.9.3; DoDI 1000.04, Encl 4, Para 2c(4)(e)2) (T-0) (S)		
3.16. Does the IVAO ensure all small and geographically separated units (not co-located with another major military installations) are provided voting assistance? (Para 1.8.9.7; DoDI 1000.04, Encl 4, Para 2c(4)(d)) (T-0) (S)		
3.17. If granted the authority by Installation Commander Appointment Letter, does the IVAO ensure "Core UVAOs" he/she appoints complete IVA Office Training prior to assuming duties in the IVA Office? (Para 1.9.3) (T-1) (M)		
3.18. Does the IVAO provide registration and a briefing on the absentee voting process at all INTRO programs (Newcomer's Orientation)? (Para 1.9.11; DoDI 1000.04, Encl 4, Para 2c(4)(a)). (NOTE: See also AFI 36-3107, Para 1.11.1)		
Unit Voting Assistance Officers (UVAOs)		
4.1. Does the UVAO make delivery of SF 76 (FPCA) to all assigned personnel of voting age to include their voting age dependents (via the sponsor)? (Para 1.10.1.3 and current AF Voting Action Plan para 3k(9)) NOTE 1: Issue SF 76 by 15 Jan of each calendar year (CONUS/OS); During even-numbered years, also issue SF 76 by 15 Jul. NOTE 2: USD(P&R) Memo dated 19 Sep 07 states that the revision of DoDI 1000.04 permits electronic distribution of the FPCA as long as electronic distribution is done locally and receipt of the FPCA can be verified (e.g., use of e-mail delivery/read receipts, then transcription of mail receipts to a permanent document without names or other PII). (Para 1.10.1.3; DoDI 1000.04, Encl 4, Paras 2l and 2m) (T-0) (S)		
4.2. Does the UVAO provide SF 186 (FWAB) when voters who previously submitted FPCAs state they had not received ballots, and it's within 30 days of election date? (may be provided by downloading or fill-in-form (wizard) on fvap.gov website; VAG has state-specific requirements) (Current AF Voting Action Plan, para 3k(14)). (T-1) (S)		
4.3. Does the UVAO provide the IVAO with quarterly Measures of Effect and Performance using the spreadsheet provided by the IVAO, by the 10 th day of the first month of each calendar year quarter (or by 10 th of each month if required by IVAO)? (Para 1.10; Current AF Voting Action Plan para 3k(11)) (T-0) (C)		
4.4. Does the UVAO maintain a continuity binder with items listed in this Voting Action Plan? (Electronic or paper continuity binder) (Para 1.9.6 and AF Voting Action Plan para 3k(2)) (T-1) (M)		
4.5. If appointed as a "Core UVAO" by the IVAO, is the UVAO fully trained IAW the requirements listed in this plan prior to assuming Core UVAO duties? (Para 1.9.3; AF Voting Action Plan para 3i(6)) (T-1) (M)		
4.6. Does the UVAO ensure they provide voting assistance to all small and geographically separated units (those not serviced on another major military installation)? (Para 1.10.1; DoDI 1000.04, Encl 4, Para 2c(4)(d)) (T-0) (C)		
4.7. Does the UVAO file an after action report and lessons learned as directed by the IVAO? (Para 1.10.1.6; DoDI 1000.04, Encl 4, Para 2w) (T-0) (M)		
4.8. Does the UVAO assist the IVAO with Armed Forces Voters Week and Absentee Voters Week events and publicize the importance of early action to obtain ballots for elections well in advance of election deadlines? (Para 1.10.1.8; Current AF Voting Action Plan, Para 3k(8))		