

**Milper Message Number**

**10-323**

**Proponent  
AHRC-PDP-P**

**Title**

**GUIDANCE IN IMPLEMENTING INSTALLATION VOTER ASSISTANCE OFFICES (VA  
OFFICES)**

**...Issued: [09 Dec 10]...**

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A. UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS), DIRECTIVE –TYPE MEMORANDUM (DTM) 10-021–GUIDANCE IN IMPLEMENTING INSTALLATION VOTER ASSISTANCE OFFICES

B. DEPARTMENT OF DEFENSE DIRECTIVE INSTRUCTION 1000.04, FEDERAL VOTING ASSISTANCE PROGRAM (FVAP)

C. 2010-2011 ARMY VOTING ACTION PLAN, DTD 19 MARCH 2010

D. NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) for FY 2010

E. ARMY REGULATION 608-20, ARMY VOTING ASSISTANCE PROGRAM

1. EXPIRATION: CANNOT BE DETERMINED AT THIS TIME

2. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE GUIDANCE FOR IMPLEMENTING VOTING ASSISTANCE OFFICES ON MILITARY INSTALLATIONS.

3. UPDATED GUIDANCE

A. PER REFERENCE A, UNIFORMED SERVICES WILL ESTABLISH VOTING ASSISTANCE OFFICES WITHIN THE INSTALLATION HEADQUARTERS ORGANIZATION THAT REPORTS DIRECTLY TO THE GARRISON COMMANDER. ADDITIONALLY, THE VOTING ASSISTANCE OFFICES SHALL BE DESIGNATED AS A VOTER REGISTRATION AGENCY.

B. FVAP HAS DEVELOPED SPECIFIC TRAINING AND ASSISTANCE TO ENSURE THIS PROCESS IS IMPLEMENTED FULLY, CORRECTLY AND PRECISELY IN COMPLIANCE WITH APPLICABLE LAW AND IN ACCORDANCE WITH THE GUIDANCE DEVELOPED BY THE DOD. TRAINING CAN BE FOUND AT [WWW.FVAP.GOV](http://WWW.FVAP.GOV).

4. VOTER ASSISTANCE OFFICES SHALL BE ESTABLISHED ON U.S. ARMY INSTALLATIONS:

A. VOTING ASSISTANCE OFFICES SHALL BE ESTABLISHED WITHIN THE INSTALLATION HEADQUARTERS ORGANIZATION REPORTING DIRECTLY TO THE GARRISON COMMANDER, EVEN IF GEOGRAPHICALLY LOCATED IN A SEPARATE OFFICE SUCH AS A PERSONNEL SERVICE OFFICE, FAMILY READINESS OFFICE, IN & OUT PROCESSING CENTER, COMMUNITY SERVICES OFFICES, OR OTHER CENTRALIZED ADMINISTRATIVE SUPPORT SITE. AS OF THE DATE OF THIS DTM, THE IVAO SHALL ALSO BE LOCATED IN A WELL ADVERTISED, FIXED LOCATION AND SHOULD BE PHYSICALLY CO-LOCATED WITH AN EXISTING OFFICE THAT RECEIVES EXTENSIVE VISITS BY SERVICE PERSONNEL, FAMILY MEMBERS AND DOD CIVILIANS.

B. VOTING ASSISTANCE OFFICES WILL BE INCLUDED IN THE PRE-EXISTING IN-PROCESSING ACTIVITIES REQUIRED OF REPORTING PERSONNEL. PROVIDE WRITTEN INFORMATION REGARDING VOTER REGISTRATION PROCEDURES AND ABSENTEE BALLOT PROCEDURES. OFFICES SHOULD PROVIDE ABSENTEE VOTING MATERIAL AND VOTING ASSISTANCE TO ALL UNIFORMED SERVICES PERSONNEL, FAMILY MEMBERS, AND DOD CIVILIAN EMPLOYEES TO INCLUDE INTERNET ACCESS, WHERE PRACTICABLE.

C. VOTING ASSISTANCE OFFICES WILL PROVIDE ELIGIBLE PERSONNEL ASSISTANCE IN REQUESTING VOTER REGISTRATION, UPDATING THE INDIVIDUAL'S VOTER REGISTRATION INFORMATION BY COMPLETING A FEDERAL POST CARD APPLICATION (FPCA-SF 76) AND REQUESTING AN ABSENTEE BALLOT.

D. VOTING ASSISTANCE OFFICES WILL PROVIDE THE FPCA TO ALL UNIFORMED SERVICES PERSONNEL, THEIR FAMILY MEMBERS (BOTH WITHIN AND OUTSIDE THE U.S.) AND DOD CIVILIAN EMPLOYEES (OUTSIDE THE U.S.) WHO REQUEST VOTING ASSISTANCE. DOD CIVILIAN EMPLOYEES WITHIN THE U.S. SHALL BE PROVIDED THE NATIONAL VOTER REGISTRATION APPLICATION (NVRA).

E. VOTING ASSISTANCE OFFICES WILL PROVIDE DIRECT ASSISTANCE TO THESE CITIZENS IN COMPLETING THE NECESSARY FORM.

F. VOTING ASSISTANCE OFFICES WILL MAIL THE COMPLETED FORM TO THE APPROPRIATE STATE OFFICE, IF REQUESTED BY THE CITIZEN.

G. VOTING ASSISTANCE OFFICES WILL PUBLISH THEIR LOCATION, ADDRESS, HOURS OF OPERATION, PHONE NUMBER AND EMAIL ADDRESS ON THE INSTALLATION AND SERVICE VOTING WEBSITE.

H. VOTING ASSISTANCE OFFICES WILL MAINTAIN MONTHLY RECORDS REGARDING THE NUMBER OF CITIZENS ASSISTED IN THE REGISTRATION AND ABSENTEE BALLOT REQUEST PROCESS, THE NUMBER OF FPCA AND NVRA FORMS GIVEN TO CITIZENS, THE NUMBER OF FORMS MAILED TO ELECTION OFFICES, AND THE NUMBER OF FORMS TAKEN BY THE CITIZENS THEMSELVES.

5. THESE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE 2010-2011 ARMY VOTING ACTION PLAN.

6. THE U.S. ARMY POINT OF CONTACT FOR THIS MESSAGE IS MS. RACHEL GILMAN, DSN 983-8475 OR COMMERCIAL 502-613-8475.