

# Air Force Voting Action Plan - 2012-13

Revision 20120417 (v3)  
Significant Changes Highlighted  
44 Pages



- References:**
- A. Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) 42 USC 1973ff; PL 99-410; PL 107-107; PL 107-253; PL 111-84 Subtitle H
  - B. DoDD 1000.4, Federal Voting Assistance Program (and DoDI 1000.4 when published)
  - C. AFI 36-3107, Voting Assistance Program
  - D. Voting Assistance Guide (VAG) Publication ID# VAG 10-11
  - E. Draft Fed Voting Assistance Prgm (FVAP) Voting Action Plan 10-2011
  - F. Department of Defense Voting Information Support Plan 2010-2011 (Appendix A of item E)
  - G. Military Postal Service Agency Strategic Voting Support Plan (15 Mar 2010)
  - H. Public Law 111-84 (FY10 NDAA) Subsection H, Military and Overseas Voter Empowerment Act (MOVE Act)
  - I. Section 7(a)(2) of Public Law 103-31, "National Voter Registration Act" (NVRA), May 20, 1993
  - J. USD (P&R) Directive-Type Memorandum (DTM) 10-021 – Guidance Implementing Installation Voter Assistance Offices (IVAOs), Nov 15, 2010
  - K. HQ USAF/A1 Memorandum, Dec 06, 2010, "Implementation of Voting Assistance Offices (Immediate Action)"

**Offices of Primary Responsibility:** HQ USAF/A1S (Senior Service Voting Officer)  
HQ AFPC/DPSIMF (Service Voting Action Officer)  
MAJCOM/A1 or FOA/DRU/A1  
Installation/CC and Installation Voter Assistance Office

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## SUMMARY OF MAJOR CHANGES

Version Two to Version Three:

- [Para 3i\(3\)\(b\)](#): IVA Office E-Mail format requirement now allows for AFNET required format of [vote.base@us.af.mil](mailto:vote.base@us.af.mil).
- [Para 3i\(10\)](#): IVAOs instructed to enlist the assistance of UVAOs in planning and executing Armed Forces Voters Week.
- [Para 3i\(12\)](#): IVAOs instructed to enlist the assistance of UVAOs in planning and executing Absentee Voters Week.
- [Para 3i\(21\)](#): Guidelines for SAVs now included
- [Para 3k\(6\)](#): Core UVAO requirements expounded upon
- [Para 3k\(11\)](#): Changed Metrics requirements for UVAOs from monthly to quarterly reporting. IVAOs given option of maintaining monthly requirement if desired.
  - o IVAO Checklist Item I16 and UVAO Checklist Item I23 changed to match new MoE&P requirement

**1. Situation:** The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) protects the right to vote for members of the Uniformed Services, Merchant Marines, their spouses and dependents, and United States (US) citizens residing outside the territorial limits of the US. It requires each Government department to distribute balloting materials and develop a program of information and education for all employees and family members covered by the Act. As the Presidential Designee for oversight of the FVAP, the Secretary of Defense has directed commanders at all levels to support the FVAP and encourage maximum participation by Air Force personnel and their dependents, in exercising their right to vote. For the 2012-13 Voting Season, the goal is to contact 100% of Air Force personnel (all active duty personnel, along with civilians/contractors assigned overseas) and their voting age dependents (if available), and to offer assistance with voting registration, requesting a ballot, and mailing the FPCA or NVRF for the voter. The dual focus is on 18 to 24 year-old Air Force Members and their dependents as well as emphasizing the use of FPCAs to maintain current addresses with Local Election Officials.

**2. Mission:** The Air Force Voting Assistance Program (VAP) is an ongoing program to assist Air Force personnel, their family members and all other voting age citizens with access to the installation voter assistance office, regardless of MAJCOM or branch of service affiliation, to register and vote either at the polls or by absentee ballot. The mission of the VAP is to provide assistance for all elections, regardless of when they are held, with special emphasis on the period prior to the 6 Nov 2012 general elections. The VAP is a “year-round” program.

**3. Concept of Operations:** The plan will be implemented as follows (see Attachment 1, Sequence of Events and Annexes). Where discrepancies exist between this plan and the current AFI 36-3107, the current Air Force Voting Action Plan will take precedence:

**a. HQ USAF/A1 has:**

(1) Designated the Director, Air Force Services (AF/A1S) as the Air Force’s Senior Service Voting Representative (SSVR).

(2) Designated HQ AFPC/DPSIMF as Departmental Representative (Voting Action Officer).

**b. AFRC will:**

(1) Appoint a headquarters-level voting action officer (VAO) to coordinate with the Air Force’s senior service voting representative and the Director, (FVAP), and to maintain a contingency absentee voting program for Reserve units and personnel who have been activated and deployed. The current DoDD 1000.4 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the DoDD and AFI, rather than assigning a less enthusiastic member 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 DoDD 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 voting issues with commanders.

(2) Designate a military member or DoD civilian as voting assistance officer within each activated unit to serve as a liaison with the FVAP. The current DoDD 1000.4 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions (within the guidelines in paragraph (1) above).

(3) Prepare a plan to provide voting assistance to members of the Reserve in the event of their activation.

(4) Send copies of the AFRC Voting Action Plan to HQ AFPC/DPSIMF (vote.airforce@randolph.af.mil) and HQ AFPC/CCR (afpc.CCRCCG.Dlist@us.af.mil).

(5) Include Reserve installation voting assistance officers (IVAOs) in FVAP training.

**c. NGB/CF will:**

(1) Appoint a headquarters-level voting assistance officer (VAO) to coordinate with the Air Force's senior voting representative and the Director, (FVAP, and to maintain a contingency absentee voting program for Guard units and personnel who have been activated and deployed. The current DoDD 1000.4 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the DoDD and AFI, rather than assigning a less enthusiastic member 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 DoDD 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 voting issues with commanders.

(2) Designate a military member or DoD civilian as voting assistance officer within each activated unit to serve as a liaison with the FVAP.

(3) Prepare a plan to provide voting assistance to members of the Air National Guard (ANG) in the event of their activation.

(4) Send copies of the plan to HQ AFPC/DPSIMF ([vote.airforce@randolph.af.mil](mailto:vote.airforce@randolph.af.mil)) and HQ AFPC/CCG (afpc.CCRCCG.Dlist@us.af.mil).

(5) Include ANG IVAOs in FVAP training.

**d. HQ AFPC/DPSIMF will:**

(1) Provide the Director, FVAP with a quarterly updated list of office telephone numbers and e-mail addresses for every MAJCOM and installation voting assistance officer.

(2) Coordinate and publicize information (method of training, dates, locations, etc.) on IVAO training workshops to be conducted by FVAP.

(3) Work with the FVAP office and Air Force Departmental Publishing Office to ensure they maintain adequate stocks of the following materials (a) Federal Post Card Application (FPCA), SF76, for Absentee Ballots; b) Federal Write-In Absentee Ballot (FWAB), SF 186; and (c) Current Voting Assistance Guide/Posters/Calendars.

(4) Submit after-action reports as required to AF/A1S and FVAP by 15 Jan 2013 summarizing successes and/or problems experienced in the conduct of the Program. The format of this report and a checklist will be provided by FVAP.

(5) Maintain the Air Force voting website:  
<http://www.afpc.af.mil/library/airforcevoting/index.asp>.

(6) Assist FVAP in conducting a survey of military members, civilian employees outside the U.S., and unit/installation VAOs in the manner specified by the Director, FVAP.

(7) Revise AFI 36-3107, AF Voting Action Plan and IVA Office Handbook (USAF Supplement) as necessary.

(8) Schedule voting communications from USAF leaders (i.e., SecAF, CSAF and/or CMSAF) in December of 2011 and again in March of 2012.

**e. MAJCOM/FOA/DRU A1s will:**

(1) Ensure MAJCOM compliance with AFI 36-3107, the current AF Voting Action Plan, and the current IVA Office Handbook (USAF Supplement).

(2) Designate (in writing) a DoD civilian or military member as the MAJCOM VAO. Provide the VAO's information (name, grade, DSN phone, and e-mail address) to HQ AFPC/DPSIMF (vote.airforce@randolph.af.mil). The current DoDD 1000.4 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the DoDD and AFI, rather than assigning a less enthusiastic member 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 DoDD 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 voting issues with commanders. Given the response to this leniency in past years, the Air Force will now re-impose certain limitations on VAO appointments as follows: MAJCOM Voting Assistance Officers: O-3, E-7 or GS-09 or higher (appointment of civilians is desirable for continuity purposes). Waiver level is at AFPC/DPSIMF (SVAO).

(3) Ensure the MAJCOM VAO and IVAOs provide support to tenant organizations on their bases. Tenant organizations may include organizations of sister Services. This support will include training, materials, information and any general support to run an effective voting assistance program. Any compliance/status reports will be processed by tenant organizations through their IVAO to the host MAJCOM or thru on-line reporting applications if directed.

(4) Request the inspector general (IG) include the voting program as an item for specific review at every command level and report findings to the MAJCOM VAO.

**f. MAJCOM/FOA/DRU Voting Action Officers will:**

(1) Ensure compliance with AFI 36-3107, the current Voting Action Plan and the IVA Office Handbook (USAF Supp).

(2) Establish MAJCOM/FOA/DRU telephone voting action lines (see Annex G).

(3) Review the Air Force Voting Action Plan, and if desired, develop and implement a Command Action Plan for the 2010-11 voting years. Send an information copy to HQ AFPC/DPSIMF (vote.airforce@randolph.af.mil). MAJCOM/FOA/DRU plans should briefly give additional command-specific guidance, if any, to their installations. It may be in the form of a cover letter to the Air Force Plan.

(4) Send the MAJCOM/FOA/DRU plan to installations, giving them the option to prepare an installation Voting Action Plan.

(5) Review and maintain copies of installation voting action plans.

(6) Periodically check installation Voter Action Line telephone systems to ensure base telephone operators can connect callers to the IVA Office number or answering service. (N/A for ANG).

(7) Ensure the IVA Offices' telephone service is maintained as outlined in this plan, to assist voters during the 2012-13 Federal, state and local elections. There must be no lapse of service between general election years. (N/A for ANG).

(8) Collect and file installation Armed Forces Voters Week (AFVW) and Overseas Citizens Voters Week (for overseas bases) plans as well as Absentee Voters Week plans. Suspense for IVAOs to submit their Armed Forces Voters Week (AFVW) and Overseas Citizens Voters Week plan to MAJCOM and AFPC is **4 May 2012**. Suspense for IVAOs to submit their Absentee Voters Week plans to MAJCOM and AFPC is **3 Aug 2012**. (NOTE: Voter week events do not occur in odd-numbered years)

(10) Establish a relationship with MAJCOM/IGIS to (a) provide IG inspector with the most current version of the Voting IG checklist; and (b) obtain IVA Office/IVAO inspection results. MAJCOM VAOs are to forward all inspection reports to the SVAO at AFPC/DPSIMF ([vote.airforce@randolph.af.mil](mailto:vote.airforce@randolph.af.mil)).

**g. Installation commanders will:**

(1) Establish and/or maintain an Installation Voter Assistance Office designated as a Voter Registration Agency IAW the IVA Office Handbook, USAF Supplement, Appendix II. The IVA Office is to be organizationally established directly under the installation headquarters, reporting directly to the installation commander, even if geographically located within another office. The office should be located in a well-advertised, fixed location, and should be co-located with an existing office that receives extensive visits by Service personnel, family members, and DoD civilians. The standardized office symbol of "VO" should be used in conjunction with the numerical designator of the installation HQs (e.g., 325 FW/VO). (N/A for ANG units; Voting assistance information will be made available within the customer support section of the FSS.)

(2) Designate (in writing) a DoD civilian (highly desired) with access to the installation commander, or military member as installation voting assistance officer (IVAO) for a term beginning October of the year immediately prior to a regularly scheduled general election for Federal offices and concluding in March of the year immediately following the election (or entire term of short tour or deployment) when practicable. Provide the IVAO's information (name, grade, DSN phone and e-mail address) to the MAJCOM VAO and AF SVAO (HQ AFPC/DPSIMF via e-mail: [vote.airforce@randolph.af.mil](mailto:vote.airforce@randolph.af.mil)). **Ensure at least one month overlap for outgoing and incoming IVAOs during which time, adequate transfer of knowledge and training will be accomplished.** The current DoDD 1000.4 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the DoDD and AFI, rather than assigning a less enthusiastic member 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 DoDD 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 voting issues with commanders. Given the response to this leniency in recent years, the Air Force will now re-impose certain limitations on VAO appointments as follows:

(a) Installation Voting Assistance Officers (Primary)—Appointment of civilians is desirable for continuity purposes:

- (i) Large Bases (active population over 2,000): O-3 or GS-11 or higher
- (ii) Small to Mid-Size Bases (active population 1,999 or less): O-2, GS-09, or SMSgt or higher.

(b) Installation Voting Assistance Officers (Alternate)—Appointment of civilians is desirable for continuity purposes. Alternates must be in the grade of O-2/E-7/GS-07 or higher (regardless of base size).

(c) Unit Voting Assistance Officers: Recommend O-2/E-7/GS-07 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 ANG).

**IVAO/Alt IVAO grade waivers** may be obtained from the SVAO via e-mail. The waiver request may be sent from the IVAO or alternate, but must state that the Wing/Installation Commander requests the waiver for a specific individual in whom the commander has placed his/her trust to perform IVAO duties.

If a DoD civilian is not selected as the IVAO, and a military member becomes the appointee, we also ask the installation commander consider the ops tempo of the member being assigned to ensure work overload doesn't force the IVAO to put off voting duties in order to perform the mission (e.g., medical and JAG officers are normally stretched to their limits without additional duties).

(3) Should establish an Installation Voting Committee for administering and publicizing the local voting program. The committee will be chaired by the IVAO and consist of representatives from the following offices or Air Force related organizations:

- (a) Military Personnel Section (MPS)
- (b) Public Affairs
- (c) Staff Judge Advocate
- (d) Communications Squadron
- (e) Force Support Section
- (f) Volunteer Organizations are encouraged
- (g) Spouse Clubs are encouraged
- (h) Civilian Personnel Office (overseas installations only)
- (i) Airman & Family Readiness Center
- (j) Others as determined by the commander

(4) Ensure the appointed IVAOs receive the (FVAP) training including TDY funding to attend training as required by the FVAP, this plan and the IVA Office Handbook (USAF Supp). If in-residence FVAP training is held on the installation, the installation commander or his vice should introduce the program. If no in-residence FVAP training is available during the initial 90-day period of appointment, or if TDY to an FVAP-sponsored training workshop is not possible, completion of IVAO/UVAO training available on the [www.fvap.gov](http://www.fvap.gov) website and IVAO/UVAO Community of Practice site is required IAW [para 3i\(6\)](#) below.

(5) Ensure unit commanders appoint Unit Voting Assistance Officers (UVAOs) so every member has a servicing UVAO. The appointment letter will be forwarded to the IVAO within 10 duty days of appointment. A unit member includes military personnel of any Service, civilians (for OCONUS only), and contractor personnel (for OCONUS only). UVAOs should be appointed to a two-year term beginning Nov/Dec of every other odd-numbered year when practicable. For deployed locations and short tour areas, the term should be for the entire deployment/tour. The desired rank of UVAOs is O-2, E-7 or GS-07, and ratio between UVAOs and assigned personnel is 1 UVAO per 100 assigned personnel. This guidance is not absolute, and may be modified to meet local conditions. A larger unit whose members are concentrated in one locale may require fewer UVAOs than a smaller unit whose members are geographically dispersed. It is preferable to assign an enthusiastic volunteer as a UVAO who is outside the rank guidance of DoD guidance and the AFI, rather than assigning a less enthusiastic member who meets the criterion. The goals are to assign quality individuals with enough authority as UVAOs to get the job done, and to ensure coverage of all assigned members, regardless of their location. UVAOs are encouraged to have assistants where necessary. Commanders may combine UVAO services for small units (with less than 25 service members) at their discretion.

(6) Support FVAP voting training workshops held at their installation by introducing the program.

(7) Ensure military IVAO and UVAO's performance of duties with respect to the Voting Program is included in their performance evaluation (*not optional. This is per Public Law 107-107*).

#### **h. Military Personnel Section (MPS) Commanders will:**

Support IVAO's requests for products, lists, etc., of personnel serviced by the MPS (including tenant units and GSUs), and sorted by unit, then by alpha.

#### **i. Installation Voter Assistance Office (IVA Office) / Installation Voting Assistance Officers (IVAOs) will:**

(1) Ensure compliance with AFI 36-3107, the current AF Voting Action Plan, and the FVAP IVA Office Handbook (including the USAF Supplement, most recent version) and chair the Installation Voting Committee if established by the installation commander. Distribute copies of annexes of this plan to applicable staff offices.

(2) During phase I of the voting schedule (1 Oct 11 – Spring 2012): Information efforts shall begin with commanders and Voting Assistance Officers conducting command information programs prior to primary elections and repeating, as necessary, to inform military personnel and their family members to exercise their right to vote in primary and general elections. Family members will be encouraged to participate in these programs. Information provided shall include dates of scheduled primary and general elections and state deadlines for voter registration, absentee ballot requests, and the receipt of voted ballots and the mailing deadlines established from that installation. Information programs

can be accomplished through the use of local websites, installation newspapers, and by placing voting materials (with Voting Assistance Officer's organizational e-mail address, and/or office location) in stationary locations such as libraries, medical and dental clinics, commissaries, exchanges, MWR facilities, schools, and in training facilities.

Each Installation Voting Assistance Officer shall notify installation personnel of the last date before a General election for Federal offices by which absentee ballots must be mailed from that installation to reasonably be delivered in time to State and local election officials and of general mail delivery deadlines recommended by the Military Postal System Agency so that voters can determine recommended mailing deadlines for other Federal elections.

(3) Contact Information Requirements:

- (a) Establish a voting action telephone line with an answering machine, except where 24-hour telephone coverage is available. Where possible, make the IVA Office number end in 8683 (VOTE) and the Fax number end in 4826 (IVAO). Provide the base telephone operator with the telephone number of the IVA Office as well as the voting e-mail org box (see para (b) below). The telephone number listed for the IVA Office should be the telephone voting action line that is connected to a 24-hour answering service or voice mail system. (N/A for ANG)
- (b) Establish an installation voting e-mail org box using the standardized [vote@base.af.mil](mailto:vote@base.af.mil) format, or similar [vote.base@us.af.mil](mailto:vote.base@us.af.mil) AFNET format.

(4) Using the IVAO's Database (v 1.5 or later), provide a directory containing names, e-mail addresses and DSN telephone numbers of the IVAO and all assigned UVAOs, to the MAJCOM VAO and AF SVAO (HQ AFPC/DPSIMF) within 15 days of receipt of this plan (if not provided in the past 3 months). Update these listings as replacements/changes occur and send updated listing to MAJCOM VAO and AF SVAO on a quarterly basis (due 15 Jan, 15 Apr, 15 Jul and 15 Oct annually).

(5) Ensure each UVAO has a copy of the 2010-11 Voting Assistance Guide or link to the current guide online at [www.fvap.gov](http://www.fvap.gov), Publication ID# VAG 10-11, and election calendars/posters. Ensure UVAOs maintain sufficient numbers of FPCAs (SF 76) and FWABs (SF 186)—recommended amount is one FPCA and one FWAB for every two unit members. These amounts are suggestions, not requirements, since the Military Overseas Voter Empowerment (MOVE) Act has moved UOCAVA voting closer to being paperless. However, hard copies **must be** maintained in a number sufficient to assist voters during events such as the bi-annual Armed Forces Voters Week (every even-numbered year) and where distribution is required by DoD guidance and AFI 36-3107. Also, ensure enough supplies are on hand to support activated Guard/Reserve personnel. Election calendars and posters will be ordered by the IVAO, in a ratio of one for every building on base which houses personnel, through Air Force Publishing on-line at: <https://wmsweb.afncr.af.mil> (See [Annex J](#) for instructions). Electronic copies of the VAG are available on FVAP's website at <http://fvap.gov/resources/media/2010vag.pdf>. In addition, states will accept the on-line version of the FPCA which is available at [www.fvap.gov](http://www.fvap.gov). *Note: Calendars and posters are available at Air Force Publishing on-line as well.*

(6) **Training.** Ensure training for themselves (IVAO and Alt IVAO), Core UVAOs and all other UVAOs. All VAOs are required to take training within 90 days of appointment and during even-numbered years (DoDD 1000.4, para 5.2.1.15). If no in-residence FVAP training is available during

the initial 90-day period of appointment, or if TDY to an FVAP-sponsored training workshop is not possible, completion of IVAO/UVAO training available on the FVAP website at <http://www.fvap.gov/resources/media/military-vao-self-training-2012.ppt> is required. Also use the 2012-13 Voting Assistance Guide, Publication ID# VAG 12-13 as a reference in training. In addition, IVAOs, Core UVAOs and any other UVAOs working in or representing the IVA Office (where one exists) must complete FVAP IVA Office Training at <http://www.fvap.gov/resources/media/installation-vao-self-training.ppt> as well as review the FVAP IVA Office Handbook at <http://www.fvap.gov/resources/media/installation-vao-handbook.pdf>, and finally, review the most current USAF Supplement to the IVA Office Handbook located on the IVAO/UVAO Community of Practice site (<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AF-DP-00-87>) prior to working in or representing the IVA Office. IVAOs/Core UVAOs must print out both certificates from the online IVA Office Training and IVAO Training referenced above and place the certificates in their continuity folder. IVA Office Workers must understand the requirements of the NVRA provisions regarding providing assistants to non-UOCAVA voters as well as metrics requirements for the IVA Office. IVAO must also train all other UVAOs IAW AFI 36-3107 and the current version of this plan. Encourage UVAOs to attend a live workshop provided by the FVAP if one is hosted at or near your installation (any branch of service). Request Installation Commander communicate (to unit commanders) strong support for 100% attendance by all UVAOs if FVAP training is held on your installation. TDYs to attend voting workshops are locally funded. Keep a written record of UVAOs trained and train replacements as needed for the duration of this plan utilizing the IVAO/UVAO Database (downloadable from the CoP) for the record keeping. Complete initial training no later than 90 days after receipt of this plan. Invite I/UVAOs from nearby military installations (all services) to attend in-residence FVAP training when hosting on your installation. UVAOs not associated with the IVA Office are only required to obtain the certificate at the end of the <http://www.fvap.gov/resources/media/military-vao-self-training-2012.ppt> training presentation.

**TRAINING NOTE 1: Who can train.** IVAOs, Alternate IVAOs and Core UVAOs who are fully trained IAW the above criteria may train other UVAOs, but must remember to maintain the training documentation in the “IVAO’s Database” on all IVAOs/UVAOs trained.

**TRAINING NOTE 2:** IVAOs of deployed locations (except for Al Udeid) are not required to take the additional IVA Office training listed above as they will not maintain an IVA Office at those locations. Basic IVAO training is all that is required.

(7) **Quarterly Reports (Measures of Effect and Performance).** Submit quarterly reports by utilizing the MS Excel spreadsheet(s) furnished by AFPC/DPSIMF, found in the IVA Office Handbook (no longer use the IVAO’s Database for metrics, but continue using database for quarterly updates on IVAOs, UVAOs and for recording Voters Week data). Quarterly reports are due to AFPC/DPSIMF via e-mail on **15 Jan, 15 Apr, 15 Jul and 15 Oct** of each year. IVAOs are advised to maintain updates to the IVA Office metrics spreadsheet as service is provided to the voter. Further, collection of data from UVAOs to be aggregated on a master UVAO spreadsheet may be performed on a monthly basis (by the second week of the following month) to avoid losing information, and ensure UVAOs are maintaining the metrics. Only the quarterly submission from the UVAOs should be pasted to the master spreadsheet for that quarter, however.

**Deployed IVAOs** will not be required to provide IVA Office metrics, only aggregated UVAO Measures of Effect and Performance.

(8) **Submit an end-of-year report to AFPC/DPSIMF on your installation goals and results.** Provide your report via e-mail, in the format specified by DPSIMF. Most requirements will be filled

using quarterly metrics spreadsheets. The current requirements are listed on page 9 of the USAF Supplement to the FVAP IVA Office Handbook. Ensure a copy is provided to your MAJCOM VAO. The report must arrive at HQ AFPC/DPSIMF **no earlier than 15 Oct 2012 and no later than 12 Nov 2012 for CY 2012**. NOTE: *It is **highly recommended** that IVAOs track this information monthly to ensure accurate accounting at the end of the year.* Information required that is not currently in the metrics spreadsheet will be communicated to IVAOs via e-mail.

(9) Provide biannual plan for Armed Forces Voters Week and (for overseas bases) Overseas Citizens Voters Week (week of June 28-July 7, 2012) to MAJCOM VAO and AFPC/DPSIMF by 4 May 2012. (Note: Voters Week events only occur during even-numbered years).

(10) Conduct biannual Armed Forces Voters Week and (for overseas bases) Overseas Citizens Voters Week (week of June 28-July 7, 2012), **enlisting the assistance of UVAOs**. Local election officials are often willing to help. Some ideas for Armed Forces Voters Week are:

(a) Activity ideas. Booths/tables in high traffic areas, radio talk show spots, "Uncle Sam" visiting organizations, essay/poster contests, registration rally, incentives (refreshments, helium balloons, flags, etc.), scheduled events (open house, concerts, Armed Forces Day, Air Shows, Academy and school graduations, etc.). Funds for these activities/events are to be obtained from the wing organization budget.

(b) Publicity ideas. Electronic bulletin board/daily bulletin, base newspaper, e-mail, flyers in club bills, post office boxes, dorm rooms, commissary shopping bags, closed circuit television, marquees. Publicize the importance of early action and planning well in advance of election deadlines by the absentee voter in order to obtain a ballot for the general election. Publicize the last date before a Federal general election for which absentee ballots mailed from that location can reasonably be expected to be timely delivered to the appropriate State and local election officials.

(11) Report results of Armed Forces Voters Week and Overseas Citizens Voters Week through your MAJCOM VAO to HQ AFPC/DPSIMF by e-mail, in the following format **NLT 3 Aug 2012**. Version 1.3 (and later) of the IVAOs Database has a form to fill in (then export the table and e-mail resultant spreadsheets):

- (a) How many people were assisted with registration/SF76 completion?
- (b) Describe particularly creative or innovative methods/techniques you used.
- (c) Outline any problems encountered that we could incorporate into lessons learned.

(12) Conduct **biannual** Absentee Voters Week (September 27 - October 4, 2012) **enlisting the assistance of UVAOs**. Submit plan for AVW to MAJCOM VAO and HQ AFPC/DPSIMF **NLT 3 Aug 2012**. Encourage voters to complete/mail their absentee ballots so they are received by local election offices in time to be counted for the November general election. UOCAVA voters should submit a Federal Write-In Absentee Ballot (FWAB), SF 186, if they have not received their requested absentee ballot from their state in time to return it by the state's deadline. The FWAB may be used for the general election (Federal offices) under conditions specified in the *2012-13 Voting Assistance Guide* (<http://www.fvap.gov/vao/guide.html>) but can only be used if an FPCA has already been submitted or is being submitted concurrently with the FWAB. Some jurisdictions may expand the use of the FWAB to primary, and State and local elections. For specific information on State requirements, refer to the *2012-13 Voting Assistance Guide*. Report results of AVW to MAJCOM VAO and AFPC/DPSIMF using IVAO's Database **NLT 18 Oct 2012**.

(13) Disseminate voting information and provide voting assistance as required for state and local elections throughout the entire term as IVAO. See subparagraph “(17)” below for resources.

(14) **FPCA/FWAB Delivery, CONUS installations:** Ensure delivery of Federal Post Card Applications (FPCA) by 15 Jan 2012, 15 Jul 2012 and 15 Jan 2013 to UOCAVA-eligible Air Force personnel and their spouses/voting age dependents (via the sponsor) within the U.S. This may be done by one-on-one physical contact, or electronically (e.g., via e-mail). Electronic distribution must be done locally, and receipt of the FPCA must be verified (e.g. using “read [or delivery] receipts”). Ensure UVAOs maintain records of this contact and delivery of FPCAs. Read or delivery receipts should be transcribed to a permanent document to prove percentage of contact made. This document should be maintained for two years. The goal is 100% of non-deployed assigned UOCAVA-eligible personnel. Maintain supply of Federal Write-in Absentee Ballots (FWAB) for those cases where the FVAP announces they may be used in the Continental U.S. Ensure FPCAs are available to citizens from states holding early primary elections at least 90 days prior to that primary election. Election dates are available at <http://www.fvap.gov/vao/calendar.html>.

(15) **FPCA/FWAB Delivery, Overseas/Deployed Installations:**

(a) Procure and distribute FWABs for use by UOCAVA-eligible Air Force personnel, their spouses and eligible dependents, and civilian employees of the Armed Forces and their spouses and eligible dependents residing with or accompanying them, who are serving outside the territorial limits of the U.S. (The FWAB may be used only under conditions specified in the current Voting Assistance Guide.)

(b) Ensure all eligible voters know how and when to use the FWAB. Recommend its use if the voter meets the criteria and may/will not receive the regular absentee ballot in sufficient time to vote and return it to be counted.

(c) **Important!:** Advise eligible voters to be cognizant of the mailing address they provide on the FPCAs they send in so that they don't have ballots returned to them at a location where they no longer serve (e.g., deployed locations or during periods of PCSing). Otherwise, ballots will be sent to a location they've already departed from, and time to submit the ballot may run out to have their vote counted!

(d) Ensure delivery of FPCAs between 1-15 Jan 2012, again between 1-15 Jul 2012 & again, between 1-15 Jan 2013 to UOCAVA-eligible personnel overseas is completed by UVAOs. This may be done by one-on-one physical contact, or electronically. Electronic distribution must be done locally, and delivery/receipt of the FPCA must be verified. Ensure FPCAs are available to citizens from states holding early primary elections at least 90 days prior to that primary election. Election dates are available at <http://www.fvap.gov/vao/calendar.html>.

(e) Coordinate with installation/military postal authorities and provide the Postmaster with a copy of Annex F of this AF Voting Action Plan to (1) ensure a postmark or other proof of mailing date is provided on each absentee ballot collected; and (2) ensure mail handlers process voting materials quickly.

(16) Continue tracking and report goals as directed by MAJCOM/FOA/DRUs or HQ AFPC.

(a) Submit after-action reports as directed by AFPC/DPSIMF.

(b) Assist with post-election surveys of unit voting officers, military personnel and federally employed civilians, and ballot transmission surveys if requested.

(17) Subscribe to the Voting Information Newsletter and Voting Information News Releases. Subscription instructions are located on the FVAP website, [www.fvap.gov](http://www.fvap.gov) (more specifically, at <http://www.fvap.gov/contact/subscription.html>). Ensure information received is disseminated to all installation personnel. Voting Assistance Officers are encouraged to extract information from the voting newsletters from FVAP and copy articles for internal media use. The FVAP is available on social networking sites like Facebook, LinkedIn, and Twitter. FVAP is using social networking to share important absentee voting deadlines and procedures, and to collaborate with voters on improving the absentee voting process. Local election officials, military and overseas citizens and voting assistance officers can follow FVAP for important updates on absentee voting.

(18) Ensure installation website contains a link to the FVAP.gov and the AF Voting Websites year-round as well as a link to the IVA Office's organizational e-mail account ([vote@base.af.mil](mailto:vote@base.af.mil) or similar [vote.base@us.af.mil](mailto:vote.base@us.af.mil) AFNET format). Suspense for updating these items on the installation website is 60 days from publishing of this plan.

(19) Ensure **IVA Office assistance requirements** are met. The IVA Office is required to provide absent voters (and their family members, if present) with assistance in obtaining information on voter registration procedures and absentee ballot procedures (including FPCA and FWAB completion); voting registration help when registering to vote in a federal election, including access to the internet when practicable; information and assistance to update the individual's voter registration information (address changes, etc.); assistance to request an absentee ballot; and the offer to transmit the FPCA or NVRF via mail for the voter (within 5 calendar days) to the local election official. This assistance should be provided to the following absentee voters, including military personnel; their voting age family members, civilian personnel, and contractors (IVAO will need to coordinate with the MPS and CPO to include the IVA Office on checklists IAW the IVA Office Handbook):

(a) New arrivals. Ensure new personnel arriving on the installation are provided voting guidance (via Right Start/INTRO Programs);

(b) Departures (PCSing/separating/retiring members) via virtual out processing, handout, or out processing checklist (see paragraph [3i\(26\)](#) below for separating/retiring members);

(c) Deploying for a period of 6 months or greater (include in Installation Personnel Readiness Element pre-deployment processing checklist);

(d) Returning deployed members from a deployment of 6 months or greater (also include in Installation Personnel Readiness Element re-deployment processing checklist);

(e) Changing their address; and

(f) Requesting assistance.

The IVAO should ensure that all small and geographically separated units located on the installation are provided this assistance (regardless of branch of service, component, or MAJCOM affiliation). IVAOs are responsible for GSUs, Dets, Tenants and OLs that are not co-located with another major military installation (regardless of service). GSUs, Dets, Tenants and OLs on major military installations fall under the service and control of the local IVAO. Authority to perform these duties may be delegated to UVAOs fully trained in IVA Office operations. UVAOs must ensure assistance provided for reasons (a) through (f) above are reported on their monthly Measures of Effect and

Performance spreadsheets. While authority may be delegated from the IVAO to the UVAOs, the responsibility for this assistance and proper reporting remains with the IVA Office.

(20) Inform entire serviced population of absentee voting information and resources 90, 60, and 30 days before each Federal election (e.g., 2 Aug 2010, 2 Sep 2010 and 2 Oct 2010). This information will be passed to the IVAOs from the SVAO via FVAP News Items. IVAOs are to pass to UVAOs to send through “squadron-all” e-mail distribution.

(21) Perform bi-annual **Staff Assistance Visits** between 1 February and 31 March of every even-numbered year (i.e., 2012, 2014, etc.) and perform a self-inspection of the IVA Office during the same timeframe. Utilize the current Voting Inspection Checklist maintained on the CoP (<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AF-DP-00-87>). IVAOs should use the standard IG practice of a 60-day grace period for new checklists. That is, if SAVING a UVAO and the SVAO released a new Voting Inspection Checklist within 60 days of the SAV, then new items on the checklist (and this action plan) should not be annotated as a “finding”, but may be noted on the report as a “recommendation”. IVAOs are asked to track suspenses for findings (90-day initial suspense). IVAOs are also asked to take down Best Practices, provide them to the SVAO, and notify the UVAO’s Squadron CC in the report. Utilize the SAV as a training and assistance visit, not focused on an inspection mindset. A squadron CC, however, will expect a rating. Please annotate your report with “Outstanding”, “Excellent”, “Satisfactory”, “Marginal” or “Unsatisfactory”. Send report to UVAO’s commander.

<b>Rating Definitions</b>	
Rating	Description
OUTSTANDING	Indicates performance or operations far exceeding mission reqmts. Procedures/activities carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Minimal deficiencies exist.
EXCELLENT	Indicates performance or operations exceeding mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.
SATISFACTORY	Indicates performance/operations meeting mission reqmts. Procdrs/ activities carried out in effective/competent manner. Resources/programs efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.
MARGINAL	Indicates performance/ops that don't meet some mission reqmts. Procdrs/activities not carried out in efficient manner. Resources/prgms not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.
UNSATISFACTORY	Indicates performance/ops that don't meet mission reqmts. Procdrs/activities not carried out in adequate manner. Resources/prgms not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

(22) Upon being relieved of IVAO duties, ensure a **minimum of one-month overlap** between IVAOs to allow for an effective warm hand-off. Train new IVAO on database operations, go through continuity folder (electronic or paper), train IAW paragraph [3i\(6\)](#) above (notify AF VAO of date of completion of training), instruct on reporting measures of effect and performance IAW paragraph [3i\(7\)](#) above, and have new IVAO(s) sign up to be CoP members.

(23) Maintain a **continuity binder** and pass it on to their successor. The continuity folder and/or drawer should contain this AF Voting Action Plan (current version downloadable from IVAO/UVAO CoP at <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AF-DP-00-87>); the current FVAP IVA Office Handbook and USAF Supplement (Supp available on CoP); The IVAO's Database, v1.4 or later (downloadable from CoP); the current Voting IG Checklist (available on CoP); the current Voting Assistance Guide; FPCAs and FWABs (no set number required); Appointment Letter; training certificate; Election Dates Calendar (from ePubs, see [Attachment 2](#)); Absentee Voting Brochure (download from [www.fvap.gov/resources/media/brochure.pdf](http://www.fvap.gov/resources/media/brochure.pdf)); maintain "sent" e-mail of voting info passed on to your UVAOs; voters weeks plans and after action reports; measures of effect and performance spreadsheets (2-year history); Installation Voting Plan (if one exists); and Voting FAQ (download from IVAO/UVAO CoP). (NOTE: Where practicable, maintain documents on computer to conserve paper).

(24) Coordinate with Airman and Family Readiness Center Director for assistance with dependent/family member outreach efforts. For example, ask if the IVA Office may set up a table/booth during events where voting age family members will be in attendance. Similar partnerships may be created with the MPS and the Medical Treatment Facility.

(25) Appoint "Core UVAOs" (if desired/necessary) in writing to assist running and representing the IVA Office. These Core UVAOs are required to be certified by the IVAO via training IAW paragraph [3i\(6\)](#) above prior to working in or representing the IVA Office. Core UVAOs will then be authorized to train other UVAOs on base. (N/A for ANG)

(26) **National Voter Registration Form (NVRF)**: Notify uniformed service members who are being released from active duty they should notify their local election office that they are no longer covered under the "Uniformed and Overseas Citizens Absentee Voting Act". Provide them the opportunity to submit an NVRF. The NVRF shall also be provided 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.

**j. Installation Voting Committee will:**

(1) Formulate and conduct aggressive base-level publicity on voting information for the entire period of the plan. Include the publicity plan in the installation voting action plan, if the committee votes to create/implement an installation voting action plan. Ensure the plan addresses Armed Forces Voters Week, Overseas Citizens Voters Week, and Absentee Voters Week publicity as well as location, contact information and services of the IVA Office.

(2) Coordinate installation resources to support the voting assistance program and carry out the installation voting action plan.

**k. Unit Voting Assistance Officers (UVAOs), including "Core UVAOs" will:  
(N/A for ANG)**

(1) Comply with AFI 36-3107 and the current AF Voting Action Plan.

(2) Maintain a **continuity binder** and pass it on to their successor. The continuity folder and/or drawer should contain this AF Voting Action Plan (current version downloadable from IVAO/UVAO CoP at <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AF-DP-00-87>); the current Voting Assistance Guide (where can they obtain that from electronically?); the current Voting IG Checklist (available on CoP); FPCAs and FWABs (no set number required); Appointment Letter;

training certificate; Election Dates Calendar (from ePubs, see [Attachment 2](#)); Absentee Voting Brochure (download from [www.fvap.gov/resources/media/brochure.pdf](http://www.fvap.gov/resources/media/brochure.pdf)); maintain “sent” e-mail of info passed on to your squadron members along with document logging number or percentage of squadron members reached (for mandatory FPCA distribution times); measures of effect and performance spreadsheets (2-year history); Installation Voting Plan (if one exists); and Voting FAQ (download from IVAO/UVAO CoP). (NOTE: Where practicable, maintain documents on computer to conserve paper).

(3) Carry out duties listed in the 2012-13 Voting Assistance Guide, Chapter 3.

(4) Obtain Voting Assistance Guides, Publication ID# VAG 2012-13, election calendars and motivational posters (large and small) from their IVAO, in a ratio of 1 per occupied building on base which houses personnel. Also obtain sufficient quantities of FPCAs (SF 76) and FWABs (SF 186), (suggest one for every two UOCAVA-eligible members assigned). Electronic copies of the VAG are available on the FVAP’s website. In addition, most states accept the on-line version of the FPCA which is available at [www.fvap.gov](http://www.fvap.gov). Ensure enough supplies are on hand to support activated Guard/Reserve personnel as well as for use in Voters Week events.

(5) Provide voting assistance to all assigned UOCAVA-eligible personnel and disseminate voting information and provide voting assistance as required for Federal, state and local elections throughout the entire term as a UVAO.

(6) Serve as “**Core UVAO**” if selected/appointed by the IVAO. A Core UVAO is a member of the Installation Voter Assistance Office (IVA Office) and must be trained IAW the IVA Office Handbook (USAF Supplement) prior to assuming duties or representing the IVA Office. Upon completion of training, Core UVAOs may train and certify other UVAOs. IVA Office training requirements are listed in the IVA Office Handbook, USAF Supplement located on the CoP. **Core UVAOs are required to work in or as representatives of the IVA Office to distribute the workload from the IVAO and Alternate IVAO. The IVAOs may require Core UVAOs to serve up to three hours per month as representatives of the IVA Office.**

(7) Provide FPCAs for registration and request ballots for primary elections. Some states begin their primary elections in January 2012. During this period, UVAOs will concentrate on providing absentee registration and voting assistance for state primary elections.

(8) Assist the IVAO with Armed Forces Voters Week/Overseas Citizens Voters Week (28 Jun – 7 Jul 2012) and Absentee Voters Week (27 Sep – 4 Oct 2012) if requested. Within UVAO’s own unit, publicize the importance of early action to obtain election ballots well in advance of election deadlines.

(9) Deliver FPCAs between 1-15 Jan 2012, again, between 1-15 Jul 2012, and again, between 1-15 Jan 2013 to UOCAVA-eligible Air Force personnel and their dependents (via the sponsor) for use in the Federal Election. This may be done by one-on-one physical contact, or electronically. Electronic distribution must be done locally, and delivery or read receipt of the FPCA must be verified. Maintain records of this contact and delivery of FPCAs. Read or delivery receipts will be transcribed to a permanent document to prove percentage of contact made. Maintain records for two years. Goal is 100% of non-deployed assigned UOCAVA-eligible personnel. Also, ensure FPCAs are available to citizens from states holding early primary elections at least 90 days prior to that primary election. Election dates are available at <http://www.fvap.gov/vao/calendar.html>. Maintain a supply of Federal Write-in Absentee Ballots (FWABs) for those cases where the FVAP announces they may be used in the CONUS.

(10) Military UVAOs: Administer the standard oath printed on the SF 76 (FPCA). Commissioned/noncommissioned officers designated as UVAOs are authorized by DoD Directive 1000.4 to administer oaths in connection with voting registration and voting. Civilian UVAOs/IVAOs are **not** granted this authorization by law.

(11) **Reporting:**

- (a) Submit **quarterly Measures of Effect and Performance** statistics by the 10th of the first month of each quarter to the IVAO utilizing the spreadsheet supplied by the IVAO (found on IVAO/UVAO Community of Practice site: <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AF-DP-00-87>). Do not zero out the spreadsheet every month, but continue to add statistics for the full three months of the quarter. No later than the 10<sup>th</sup> of the month following the quarter (10 Jan, 10 Apr, 10 Jul and 10 Oct), submit the quarterly report (spreadsheet), then begin using a blank spreadsheet on the 1<sup>st</sup> day of the month of the new quarter. (Note: Do not accounting for emails of information such as FVAP News Releases as if they were assistance to be counted in the metrics—this is a change!) Note: The IVAO may decide not to require monthly metrics submissions, but quarterly submissions are required.
- (b) Submit **after-action reports** as directed by IVAOs and the SVAO (AFPC/DPSIMF)
- (c) Assist with **post-election surveys** of UVAOs, military personnel and federally employed civilians, and ballot transmission surveys, if requested.

(12) Ensure all Armed Forces personnel (including activated ANG and Reserve personnel) receive at least one briefing, training period, or information period of instruction devoted to absentee registration and voting during federal election years. Track attendance—may be done at commander's call or by email (distribution of a power point training presentation). Email delivery must include read or delivery receipt. UVAOs are to maintain a record of training and attendance/delivery for a period of no less than two years.

**4. Other Actions:**

- a. Personnel: Follow Annex A and its appendices.
- b. Public Affairs: Follow Annex B.
- c. Staff Judge Advocate: Follow Annex C.
- d. Comptroller: Follow Annex D.
- e. Information Management: Follow Annex E.
- f. Postal Service: Follow Annex F.
- g. Communications Support: Follow Annex G.
- h. Air Force Reserve: Follow Annex H.
- i. Air National Guard: Follow Annex I.

**5. Execution:**

a. This plan is effective upon receipt via e-mail distribution to IVAOs and/or upload to the IVAO/UVAO Community of Practice (CoP) website (not to include the “draft” folder on the CoP).

b. Commanders at all levels will assist and encourage military personnel and their eligible dependents, as well as all Air Force civilian employees to register and vote, in person or by absentee process, in all elections held in their election districts during 2012 and 2013.

c. (OPTIONAL) IVAOs may prepare installation voting action plans following the publishing of this plan. Incorporate any command special items which are provided in the MAJCOM/FOA/DRU plan. Submit your plan to the installation commander for approval and send a copy to MAJCOM/FOA/DRU VAO for review/file.

d. Armed Forces Voters Week/Overseas Citizens Voters Week (28 Jun – 7 Jul 2012) is the time frame by which all installations (except the USAF Academy) will culminate their program to focus attention of all personnel on the upcoming elections.

e. MAJCOM Inspector General will evaluate voting assistance program effectiveness IAW the checklist provided to MAJCOM VAOs and uploaded to the AF Inspection Agency website, by the SVAO (AFPC/DPSIMF). Reviews are due annually to ensure compliance with DoD regulations and public law. A SAF/IG report will be submitted to DoD IG with a copy to the Director, FVAP by January 31 of the following year.

**6. Coordination:** All Federal agencies/organizations with civilian employees and constituents near Air Force installations overseas are encouraged to ensure their voting campaign coincides with the Air Force time frame to take advantage of publicity/information disseminated through internal/external media.

## **OFFICIAL**

Air Force Voting Action Officer  
Air Force Personnel Center

#### **4 ATTACHMENTS TO AF VOTING ACTION PLAN:**

1. Sequence of events for installation and unit voting assistance officers (I/UVAOs)
2. Instructions for IVAOs to Register on AF Departmental Publishing Office (ePubs) and order voting materials
3. Voting Information Sheet (for deploying/PCSing/inbound personnel)
4. Sample IVAO Appointment Letter and IVA Office establishment/VRA designation

## **ATTACHMENT 1**

### **SEQUENCE OF EVENTS FOR INSTALLATION AND UNIT VOTING ASSISTANCE OFFICERS (I/UVAOs)**

#### **Calendar Year 2012**

Continue to publicize the AF Voting Program and provide assistance for the entire year.

#### **Not earlier than 1 Jan 2012 and not later than 15 Jan 2012**

Deliver FPCAs to all assigned UOCAVA-eligible personnel

#### **January 2012**

Command Emphasis Campaign. Release voting awareness/emphasis messages via commanders, base newspapers, electronic mail, etc. Utilize videos and other materials provided by FVAP and the SVAO.

#### **15 Jan 2012**

Provide Metrics (Measures of Effect and Performance) to SVAO manually, until new FVAP web-based database is put in use.

#### **Between January and March 2012**

Ensure FPCAs are available to citizens from states holding early primary elections at least 90 days prior to that primary election. Election dates are available at <http://www.fvap.gov/vao/calendar.html>.

#### **5 Feb 2012**

Super Bowl Challenge. FVAP will be airing public service announcements during the Super Bowl on AFN. Host a voter registration drive or hang voting posters around your base Super Bowl Party. Send SVAO photos to forward to FVAP!

#### **15 Apr 2012**

Provide Metrics (Measures of Effect and Performance) to SVAO manually, until new FVAP web-based database is put in use.

#### **Not later than 4 May 2012:**

Provide Armed Forces Voters Week or Overseas Citizens Voters Week Plan to MAJCOM VAO and HQ AFPC/DPSIMF.

#### **28 Jun 2012 – 7 Jul 2012:**

Conduct “Armed Forces Voters Week” and “Overseas Citizens Voters Week”

#### **Not earlier than 1 Jul 2012 and not later than 15 Jul 2012**

Deliver FPCAs to all assigned UOCAVA-eligible personnel

#### **July 2012**

Command Emphasis Campaign. Release voting awareness/emphasis messages via commanders, base newspapers, electronic mail, etc. Utilize videos and other materials provided by FVAP and the SVAO.

#### **15 Jul 2012**

Provide Metrics (Measures of Effect and Performance) to SVAO manually, until new FVAP web-based database is put in use.

**No later than 3 Aug 2012:**

Report results of Armed Forces Voters Week to MAJCOM VAO and AFPC/DPSIMF (using IVAO's Database. Export spreadsheet and e-mail).

**Not later than 3 Aug 2012:**

Provide Absentee Voters Week Plan to MAJCOM VAO and HQ AFPC/DPSIMF.

**On 6 Aug 2012 (90 days from Federal Election):**

Inform entire serviced population of availability of absentee voting information and resources (base-wide e-mail, providing IVAO org box and listing generated from "IVAOs Database" of all UVAO's unit/names/duty phone (utilize "UVAO Listing for Telephone Operators" button).

**Not later than 15 Aug 2012:**

Overseas IVAOs make second contact. Ensure delivery of FPCAs for ballot requests.

**Not later than 01 Sep 2012:**

CONUS IVAOs make second contact. Ensure delivery of FPCAs for ballot requests

**On 6 Sep 2012 (60 days from Federal Election):**

Inform entire serviced population of availability of absentee voting information and resources (base-wide e-mail, providing IVAO org box and listing generated from "IVAOs Database" of all UVAO's unit/names/duty phone (utilize "UVAO Listing for Telephone Operators" button).

**22 Sep 2012:** Ballot Mailing Deadline for States. Notify voters to begin checking mail boxes and email boxes for their ballot.

**27 Sep – 4 Oct 2012:**

Conduct Absentee Voters Week

**October 2012**

Command Emphasis Campaign. Release voting awareness/emphasis messages via commanders, base newspapers, electronic mail, etc. Utilize videos and other materials provided by FVAP and the SVAO.

**On 6 Oct 2012 (30 days from Federal Election):**

Inform entire serviced population of availability of absentee voting information and resources (base-wide e-mail, providing IVAO org box and listing generated from "IVAOs Database" of all UVAO's unit/names/duty phone (utilize "UVAO Listing for Telephone Operators" button). Today is the recommended ballot mailing date for voters in Iraq and Afghanistan and other deployed locations!

**13 Oct 2012**

Recommended ballot mailing date for voters in overseas military installations with access to the military postal system.

**15 Oct 2012**

Provide Metrics (Measures of Effect and Performance) to SVAO manually, until new FVAP web-based database is put in use.

**No earlier than 15 Oct 2012 and no later than 12 Nov 2012**

Submit end-of-year report to HQ AFPC/DPSIMF ([vote.airforce@randolph.af.mil](mailto:vote.airforce@randolph.af.mil))

**No later than 18 Oct 2012:**

Report results of Absentee Voters Week to MAJCOM VAO and AFPC/DPSIMF (using IVAO's Database. Export spreadsheet and e-mail).

**22 Oct 2012**

Stress to voters to mail their absentee ballots. If voters have not received their requested absentee ballots, VAOs should encourage them to complete and submit the FWAB.

**29 Oct 2012**

Recommended ballot mailing date for Stateside Uniformed Service members and their families.

**6 Nov 2012**

Election Day. VAOs should encourage local voters to go to their polling place and vote.

**Not earlier than 1 Jan 2013 and not later than 15 Jan 2013**

Deliver FPCAs to all assigned UOCAVA-eligible personnel

**4 Jan 2013**

After Action Reports. Submit AAR to SVAO in format requested by SVAO.

**15 Jan 2013**

Provide Metrics (Measures of Effect and Performance) to SVAO utilizing "IVAO's Database" (data export instructions are available on the Community of Practice site).

**15 Apr 2013**

Provide Metrics (Measures of Effect and Performance) to SVAO utilizing "IVAO's Database" (data export instructions are available on the Community of Practice site).

**15 Jul 2013**

Provide Metrics (Measures of Effect and Performance) to SVAO utilizing spreadsheet provided by the SVAO.

**15 Oct 2013**

Provide Metrics (Measures of Effect and Performance) to SVAO utilizing spreadsheet provided by the SVAO.

## **ATTACHMENT 2**

### **INSTRUCTIONS FOR IVAOs TO REGISTER ON E-PUBS & ORDER MATERIALS:**

1. Login to the Air Force Portal (<https://wmsweb.afncr.af.mil> <<https://wmsweb.afncr.af.mil>>)
2. Go to the "Library" drop-down menu
3. Click on "Publications"
4. Click on "Air Force E-Publishing Account Login Page"
5. The home page states "Welcome, *Your Name*, to the Warehouse Management System v2.0". The new ordering system will login you in with your CAC card and you will have an account automatically.
6. To be sure all your information has been captured do the following (you only need to do this THE VERY FIRST TIME you get onto the system:
  - Click the yellow "Account" tab at the top
  - On the left, click on "My Account".
  - Then click under "view details" to the far right.
  - Fill out any information with an asterisk that is blank.
  - Then go to the bottom and click SAVE.
7. TO PLACE AN ORDER:
  - Click on the "Shop Online" tab at the top left.
  - Type the short title you want to order in the block at the top (next to keywords) (Example: To order the *Voting Assistance Guide*, type "VAG" in all capital letters)
  - Click the word "Search"
  - When the title comes up, then click the far right button "view details"
  - Change the default "1" in the blue "Quantity" box to the quantity needed (not to exceed the "Maximum Issue" number shown to the right.
  - Click "Add to Shopping Cart".
  - To order another item, click the "Continue Shopping" at the top right and repeat previous steps starting with the short title in the search block at the top.
  - When you are done ordering all products, then click "Proceed to Checkout". Next screen will list your shipping information and the items ordered.
  - Click the "Submit Order" button at the bottom.

**Other products to order:** SF 76 FPCA, SF 186 FWAB, Election Calendar Posters, Motivational Posters.

<b>Short Titles</b>	<b>Product:</b>
<b>VAG</b>	2012-2013 Voting Assistance Guide
<b>DoDP114SMALL</b>	Motivational Poster (small)
<b>DoDP114LARGE</b>	Motivational Poster (large)
<b>ELECTIONCALENDAR</b>	2012 Election Calendar Poster

**Difficulties may be resolved by contacting Air Force ePublishing at DSN 754-2438 or COMM 1-800-848-9577 or by e-mail at [e-publishing@pentagon.af.mil](mailto:e-publishing@pentagon.af.mil).** The Air Force Voting Action Officer at AFPC does not have e-publishing access to assist.

**FREQUENTLY ASKED QUESTIONS:** <https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=896889&parentCategoryId=-1060853&pageId=681742&channelPageId=-569377>

8. **Tracking Orders:**
  - Click on green "Orders" tab at the top
  - On the left, click on "Manage My Orders" under "My Orders"
  - The next page will be the option to search by category, such as, Short Title, Order Number, etc.
  - When the order is found, click under "View Details", then click the voucher number (next to the magnifying glass) and it will expand information such as shipping date, tracking number if applicable, etc.

# **VOTING ASSISTANCE INFORMATION FOR INBOUND, PCSing, AND DEPLOYING PERSONNEL**

Your Installation Voter Assistance Office is here to help you exercise the very right you protect—your right to vote! We can help you register to vote, request an absentee ballot and notify your local election officials back home of a change of address. The information below is provided for you as you get ready to transition and are thinking of what you must do before and after you make that change in assignment or go on your deployment or separate/retire.

**Federal Post Card Application (FPCA):** The FPCA can be used to register to vote while simultaneously requesting an absentee ballot. It can also be used to submit a change of address to your local election officials. You can now go online to <https://www.fvap.gov/r3/fpca/home> and use the FPCA Wizard that will help you register, request your absentee ballot and/or change your address while providing you with all of your state-specific information and requirements to vote!

**Federal Write-In Absentee Ballot (FWAB):** The FWAB can be used as a backup in case you have already registered to vote or sent in an FPCA to both register and request your absentee ballot, but you have not yet received your absentee ballot from your State. Like the FPCA, you can go online to fill in the FWAB at <https://www.fvap.gov/r3/fwab/home> and use the FWAB Wizard that will help you to vote in Federal elections, even filling in your candidate choices based on your State of residence!

Both the FPCA and FWAB Wizards will provide you with a filled in form. All you have to do is **print, sign and date it**, and return it to your election official via the directions provided (some States allow you to fax, and/or e-mail your signed form if you “PDF” and scan it to your computer).

Your Voter Assistance Office can help you fill in and mail off your voting materials if you need the assistance. Please contact us at [vote@base.af.mil](mailto:vote@base.af.mil) (or similar [vote.base@us.af.mil](mailto:vote.base@us.af.mil) AFNET format) or via our IVA Office telephone number, XXX-XXXX. For more information, you can also visit our website at [www.base.af.mil/votingAssistance](http://www.base.af.mil/votingAssistance). You can also contact your Unit Voting Assistance Officer right there in your squadron for assistance.



**DEPARTMENT OF THE AIR FORCE**

**PODUNK AIR FORCE BASE ARKANSAS**

30 November 2010

MEMORANDUM FOR AFPC/DPSIMF  
(MAJCOM)/A1 VOTING ASSISTANCE OFFICER

FROM: 333 WG/CC  
550 C Street West, Suite 37  
Podunk AFB, AR 58150-4737

SUBJECT: Installation Voting Assistance Officer (IVAO) Appointment and Establishment of Installation Voter Assistance Office (IVA Office) Designated as a Voter Registration Agency

1. The following individuals have been appointed as Installation Voting Assistance Officer (IVAO) and Alternate IVAO IAW AFI 36-3107, paragraph 4.7.1. Both IVAOs are appointed for a period of no less than two years, through the next general election cycle.

<b>IVAO</b>	<b>ALTERNATE</b>
<b>Rank, Name, E-mail, DSN</b>	<b>Rank, Name, E-mail, DSN</b>
Major John Doe, <a href="mailto:john.doe@podunk.af.mil">john.doe@podunk.af.mil</a> DSN 979-9999	Major Ralph Nader, <a href="mailto:Ralph.nader@podunk.af.mil">Ralph.nader@podunk.af.mil</a> DSN 979-8888

2. I have considered the ops tempo, availability, and deployment schedule of these two individuals in my decision making.

3. This memorandum also establishes the Installation Voter Assistance Office, (IVA Office) as mandated by the Military and Overseas Voter Empowerment Act (MOVE Act), 10 USC 1566a. The office is hereby also designated as a voter registration agency in accordance with the MOVE Act of 2009; the National Voter Registration Act of 1993, 42 USC 1973gg-5; and DoD Directive Type Memorandum (DTM) 10-021. The IVA Office will be available to service all U.S. citizens with access to the installation, regardless of military affiliation.

The IVA Office will be physically co-located with the XXXXX in building XXX. The office symbol will be XX Wg/VO. The IVA Office will be set up and operated in accordance with USAF Voting Action Officer instruction provided in the most current IVA Office Handbook (USAF Supplement).

4. The IVAO listed above is granted authority to select, train and certify no less than four Unit Voting Assistance Officers (UVAOs) to work in the IVA Office and serve as designated representatives of that office. These "Core UVAOs" will share equally (alongside the IVAOs) in office responsibilities of briefing PCSing and deploying members in addition to the other assigned duties of the IVA Office.

5. If you have any questions, please contact my POC, {NEW IVAO} at DSN 979-1111 or via e-mail at [john.doe@podunk.af.mil](mailto:john.doe@podunk.af.mil).

***((NOTE: Remove paragraph three following initial appointment letter establishing IVA Office))***

GEORGE S. PATTON, General, USAF  
Commander

**ANNEXES TO USAF VOTING ACTION PLAN:**

- A – Personnel
- B – Public Affairs
- C – Staff Judge Advocate
- D – Comptroller
- E – Information Management
- F – Postal Service
- G – Communications
- H – Air Force Reserve
- I – Air National Guard

## ANNEX A TO AIR FORCE VOTING ACTION PLAN

### PERSONNEL

#### Tasks:

- a. HQ USAF/A1 is responsible to the Chief of Staff, USAF, for implementing this plan. HQ AFPC/DPSIMF is the HQ USAF/A1 operational focal point for voting matters.
- b. Each MAJCOM/FOA/DRU/A1 is responsible to the commander for monitoring and ensuring the success of the Air Force and Federal Voting Assistance Programs.
- c. Force Support Squadron/MPS commanders, and the Installation Voting Assistance Officer (IVAO) at installation level assist the Installation Commander in administering the Air Force and Federal Voting Assistance Programs if personnel assistance is needed.
- d. The Air Force action officer for voting matters is Mr. William A. D'Avanzo, Air Force Service Voting Action Officer, located at HQ AFPC/DPSIMF, 550 C Street West, Ste 37, Randolph AFB TX 78150-4739, DSN 665-4351, Commercial FAX (210) 565-2543, or e-mail [vote.airforce@randolph.af.mil](mailto:vote.airforce@randolph.af.mil). Please visit the AF Voting page at <http://www.afpc.af.mil> and click on the "Air Force Voting" link for voting information.

2 Atch

1. Appendix I
2. Appendix II

SUGGESTED SOURCES OF PARTISAN VOTING INFORMATION

1. Voting assistance personnel have an important role in ensuring citizens covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) law, are able to exercise their Constitutional right to vote. Questions which cannot be answered at the local level should be directed to the next higher-level voting official to ensure timely/correct answers are provided. Voting programs should make people aware that they should vote and that voting is a civic responsibility rather than a legal obligation. It is the voting assistance officer's responsibility to inform the voter of procedures to follow in order to vote. It is the voter's responsibility to obtain information about candidates and issues. Voting officers are not to distribute any literature from candidates or partisan organizations. They may not endorse candidates or issues. In the course of assisting personnel or for reporting purposes, IVAOs or UVAOs may poll personnel regarding their participation in voter registration or the actual casting of ballots, but they must not poll any member on his or her choice, or his or her vote for any candidate. The following sources of information are recommended for national issues:

a. Information on candidates for state/federal offices and on national issues can be readily obtained from radio, television, newspaper and internet sources, both in the U.S. and overseas.

b. The DoD Voting Information Center (VIC) allows callers to pose questions relating to voting and assistance available within the Department of Defense. The VIC telephone number is DSN 425-1584, commercial toll free 1-800-438-VOTE (8683).

2. Citizens of the United States elect more than 500,000 public officials to serve at Federal, state and local levels. Although it is more difficult to obtain information about local "hometown" issues and candidates, their decisions directly influence the lives of all citizens. For "hometown" issues, absent Air Force voters may wish to:

a. Go to the state voting website for information. Links to state election websites can be found on the FVAP website, [www.fvap.gov](http://www.fvap.gov).

b. Ask family members living in the state to send them information on local candidates and issues.

c. Subscribe to a local newspaper while serving outside their home state.

d. Request information directly from state political party headquarters.

3. Ombudsman Service. The FVAP provides an Ombudsman Service for both the voter and local election officials to resolve problems which cannot be solved locally or answer questions concerning procedures for registration and ballot requests, including the timely receipt of ballots. Citizens and local election officials may call for assistance using the international toll-free numbers below, and contained on the inside back cover of the *2012 - 2013 Voting Assistance Guide*. The toll-free number for citizens in the United States and Canada is 1-800-438-VOTE (8683). Assistance is available during normal business hours, Eastern Time, or a recorded message may be left at other times. International toll-free telephone numbers are listed on the FVAP website, <http://www.fvap.gov>.

4. FVAP Electronic Transmission Service. The FVAP provides the electronic transmission of election materials service. **Where allowed by state law**, a military or overseas citizen may electronically transmit the FPCA for registration/ballot request, receive the regular blank absentee ballot by e-mail/fax, return the voted ballot by e-mail/fax, or any combination of these three. The FVAP Electronic Transmission Service can convert documents sent by e-mail to a fax to be sent to

the local election office. This capability is helpful if a voter does not have access to a fax machine and his or her state does not authorize e-mail transmission of election materials. Election materials may be transmitted to local election officials through the following numbers: (703) 693-5527 or (800) 368-8683. International toll-free telephone and fax numbers are listed on the FVAP website, <http://www.fvap.gov>.

# VOTING PROGRAM INSPECTION CHECKLIST

**\*\*Electronic version can be found on IVAO/UVAO CoP\*\*.**

The Air Force Voting Program is a Compliance Inspection (CI) item per AFI 90-201, *Inspector General Activities*. Paragraph 3.3.1.7 addresses the AF Voting Program. To assist you in preparing for inspections and in serving in your role as a voting assistance officer, the checklist below was created. It combines items from AFI 36-3107, *Voting Assistance Program* and DoDD 1000.4, *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.

<b>Voting Assistance Responsibilities</b>		
	Yes	No
<b>Major Commands (MAJCOMs)</b>		
M1. Has the MAJCOM/AI designated a Primary and Alternate Voting Assistance Officer (VAO) in writing to coordinate the programs conducted by subordinate units within their command? (what source ? para 4.5.2.) Rank requirements per this Voting Action Plan.		
M2. Has the MAJCOM VAO received FVAP training? (para 4.5.3.)		
<b>Installation Commanders</b>		
I1. Has the installation commander appointed, in writing, a Primary and Alternate Installation Voting Assistance Officer (IVAO)? ( what source para 4.7.1.) NOTE: The IVAO should be appointed through 1 Apr 11 or two years—whichever is later.		
I2. Has the Installation Commander established an Installation Voter Assistance Office and designated the office as a Voter Registration Agency utilizing Attachment 8 of this plan? (DTM 10-021; This Plan)		
I3. Does the appointed IVAO meet the rank requirements in the current AF Voting Action Plan or has AFPC/DPSIMF granted a grade waiver? (This Plan, para 3g(2))		
I4. Does the installation commander ensure unit commanders appoint unit voting assistance officers, to provide service to all assigned personnel? (what source para 4.7.3.) NOTE: Unit members serviced include military personnel of any service, along with civilians and contractor personnel at overseas units.		
I5. 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? (para 4.7.5., Public Law 107-107)		
I6. Does the installation commander ensure the appointed IVAO receives FVAP training and is the training documented? Training is required within 90 days of appointment and during every even-numbered year and IVAOs require both IVAO and IVA Office training. (para 4.7.6; PL 107-107; and current AF Voting Action Plan para 3i(6))		
<b>Installation Voting Assistance Officers (IVAOs)</b>		
I7. Does the IVAO ensure UVAOs are trained to assist military and civilian personnel and their dependents within 90 days of appointment; and is training completed for all levels of VAOs during even-numbered years? (AF Voting Action Plan)		
I8. Does the IVAO keep a record ("IVAOs Database") of UVAOs trained and are replacements trained as needed within 90 days of appointment? (AF Voting Action Plan)		
I9. 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? (para 4.8.4.2 & AF Voting Action Plan) Note: briefing can be delegated to UVAOs, but IVAO must maintain percentage of completion stats.		

I10. 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 so locally and using read/delivery receipts to verify delivery. Read receipt notices must be transcribed to a permanent document for proof of contact percentage. (para 4.8.6 and AF Voting Action Plan para 3i(14 & 15))		
I11. Does the IVAO maintain a current continuity book which will be passed on to the succeeding IVAO? (para 4.8.15; AF Voting Plan para 3i(23)) <i>NOTE: May be electronic and/or paper continuity folder.</i>		
I12. 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? (AF Voting Action Plan para 3i(19); FY10 NDAA {PL 111-84})		
I13. (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 <b>4 May 2012</b> ? (para 4.8.7.) (b) Has a plan for Absentee Voters Week been sent to MAJCOM VAO and HQ AFPC/DPSIMF by <b>3 Aug 2012</b> ? (Current AF Voting Action Plan paras 3i(9) & (12))		
I14. (a) Has the base telephone operator been provided the e-mail org box and telephone number of the IVA Office? (b) And has an installation voting e-mail org box been created using the standardized <a href="mailto:vote@base.af.mil">vote@base.af.mil</a> format <b>or similar vote.base@us.af.mil AFNET format</b> ? (para 4.8.9 and the current AF Voting Action Plan)		
I15. 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 within 60 days of the publishing of this plan? (Current AF Voting Action Plan, para 3i(18))		
I16. Does the IVAO gather metrics from UVAOs <b>at least quarterly</b> and provide quarterly "Measures of Effect and Performance" by 15 Jan, 15 Apr, 15 Jul & 15 Oct each year? (Current AF Voting Action Plan, para 3i(7))		
I17. Does the IVAO, using the IVAO's Database (v1.4 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))		
I18. 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 2012, 5 Sep 2012 and 5 Oct 2012) 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))		
I19. Does the IVAO perform bi-annual Staff Assistance Visits between 1 February and 31 March of every even-numbered year (beginning 2012) and perform a self-inspection of the IVA Office during the same timeframe utilizing the current Voting Inspection Checklist maintained on the CoP? (Current AF Voting Action Plan para 3i(21))		
I20. 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? (Current AF Voting Action Plan para 3i(19))		
<b>Unit Voting Assistance Officers (UVAOs)</b>		
I21. 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 4.9.4. 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 issue SF 76 by 15 Jul. NOTE 2: USD(P&R) Memo dated 19 Sep 07 states that the revision of DoDD 1000.4 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).		
I22. 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 from fvap.gov website; VAG has state-specific requirements) (para 4.9.5.).		

<p>I23. Does the UVAO provide the IVAO with quarterly Measures of Effect and Performance using the spreadsheet provided by the IVAO, by the 10<sup>th</sup> day of the first month of each calendar year quarter? (Current AF Voting Action Plan para 3k(11))</p>		
<p>I24. Does the UVAO maintain a continuity binder with items listed in this Voting Action Plan? (Electronic or paper continuity binder) (AF Voting Action Plan para 3k(2))</p>		
<p>I25. If appointed as a “Core UVAO” by the IVAO, is the UVAO fully trained IAW the requirements listed in the IVA Office Handbook, USAF Supplement (Item 4 pg 10)? (AF Voting Action Plan para 3k(6))</p>		

## ANNEX B TO AIR FORCE VOTING ACTION PLAN

### PUBLIC AFFAIRS (PA)

1. Purpose: All PA offices will conduct a continuing multimedia information program supporting the Air Force Voting Assistance Program. Support will focus on PA's actions to encourage 100% voter registration and participation of Air Force personnel, DAF civilians and their eligible family members in state primary elections and the 6 Nov 2012 General Election.

2. Actions will stress:

a. The responsibility for registering and voting by absentee ballot for persons covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

b. The responsibility for registering and voting in person or by absentee ballot when stationed in the U.S. or overseas.

3. Essential elements of information: The Office of the Federal Voting Assistance Program, Office of the Secretary of Defense, together with the American Forces Information Service, Office of the Assistant Secretary of Defense (OASD) (Public Affairs), will provide basic information and printed and audiovisual materials for local use. These include:

a. Radio and television news/reports and promotional spots on voting for use by the Armed Forces Radio and Television Service (AFRTS).

b. American Forces Press and Publication Service articles, features and artwork.

c. Press releases for 2012-13.

d. Department of Defense voting posters.

NOTE: Requests for materials produced by the American Forces Information Service should be sent to local PA Offices.

4. Tasks:

a. Air Force News Operations, Air Force News Agency (AFNEWS), will develop from informational materials provided by OASD and HQ AFPC:

(1) Guidance and assistance on explaining to internal Air Force audiences matters concerning the Voting Assistance Program.

(2) Around the Air Force Radio News items.

(3) Commanders' Call topics for presentation with locally generated information on the Federal Voting Assistance Program. Target items for June, July and September 2012.

(4) Air Force Print News will electronically distribute articles and features developed by OASD, HQ AFPC and AFNEWS Det 16 (Pentagon News Bureau), for use in base newspapers, newsletters and bulletin boards.

(5) Air Force Reports/Around the Air Force (daily television news products) will include items about the voting program in July and September 2012. Air Force Newspaper Consultant will electronically distribute artwork and other items to MAJCOM/FOA/DRU newspaper consultants as appropriate.

(6) A graphic icon link to the AF Voting website will be added to the front page of Air Force Link ([www.af.mil](http://www.af.mil)) during September and October 2012.

(7) Voting artwork and posters will be designed and uploaded to the Art Section of Air Force Link. Any posters developed by other Air Force offices will also be uploaded to the Art section.

b. Air Force Broadcasting Service, AFNEWS will:

(1) Ensure Air Force owned and operated AFRTS outlets provide broadcast support to local Federal Voting Assistance Program efforts.

(2) Ensure all Air Force outlets provide a free flow of political programming as received from the AFRTS Programming Center in accordance with DoD policy outlined in DoDD 5120.20R, paragraphs 4-102.5 and 4-102.6. All outlets should make extensive use of such programming, especially during primary elections and the 2012 General Election.

(3) Ensure AFRTS outlets use voting information provided by Air Force News Operations in the form of Around the Air Force daily radio news items and spot announcements.

(4) Ensure all outlets adhere to the AFRTS political broadcasting policy as outlined in DoDD 5120.20.

c. MAJCOM/FOA/DRU/PA will:

(1) Support PA responsibilities for the voting program.

(2) Transmit voting information expeditiously to all PA offices.

(3) Ensure coordination between PA officers and voting officers at each installation.

d. Installation PA officers will:

(1) Coordinate with local installation and unit voting assistance officers.

(2) Initiate local internal information actions, emphasizing use of unit newspapers and where applicable, AFRTS facilities, covering the following points:

(a) Explain the importance of the right to vote.

(b) Explain where the Federal Post Card Application (FPCA) and the Federal Write-in Absentee Ballot (FWAB) may be obtained and how to accurately complete them.

(c) Explain the need and civic responsibility of all eligible Air Force personnel, their families and DAF civilians to participate in primary and general elections. Early action by voters to get registration and absentee ballots before election deadlines should be stressed.

(d) Publicize sources of voter information for "hometown" and local elections (see Annex A and Appendix I)

(e) Publicize Armed Forces Voters Week (CONUS) and Overseas Citizens Voters Week (Overseas), 28 Jun 2012 – 7 Jul 2012, dates past highlighting the concentrated effort to advise all personnel of their voting rights and responsibilities, and shift the emphasis from voting in the primary elections to voting in the 6 Nov 2012 General Election. Air Force installations are encouraged to use local, "on-base" community groups to generate support for the voting program.

(f) Publicize Absentee Voters Week, 27 Sep – 4 Oct 2012, dates past emphasizing the need for voters to complete and mail their absentee ballots so they are received by local election offices in time to be counted for the November general election. Air Force installations are encouraged to use local, "on-base" community groups to generate support for the voting program.

(g) Publicize the installation voting web page address, installation voting organizational e-mail address, and installation voting assistance officer's duty phone number.

(h) ITEM REMOVED.

(i) Installation website: Maintain a link or web page containing links to the Air Force Voting website (<http://www.afpc.af.mil/library/airforcevoting/index.asp>) and to <http://www.fvap.gov> year-round.

(j) Publicize the DoD Voting Information Center (VIC) 24 hours-a-day answering service. Anyone may call the VIC for news and information on elections, candidates and issues at DSN 425-1584, commercial (703) 588-1584 or toll-free at 1-800-438-VOTE(8683).

(k) Participate in the installation voting committee and provide support for activities that promote voting.

(l) Provide information releases on voting activities to local media.

(m) Provide information to units through Commander's Calls and other events.

e. Suggestions or problems may be referred to Chief, News Operations, AFNEWS/PAO, 203 Norton St., San Antonio, TX 78226-1848, DSN 945-6164, DSN FAX 945-7219, through proper channels.

## ANNEX C TO AIR FORCE VOTING ACTION PLAN

### STAFF JUDGE ADVOCATE (SJA)

1. Purpose: To provide legal advice and information to commanders, voting officers, and voting members and their dependents.
2. Tasks:
  - a. Installation SJA will assist commanders in conducting the voting program by advising them as required, on the provisions of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and appoint a representative to serve on the Installation Voting Committee.
  - b. Questions about legal residence for voting purposes may be referred to the office of the SJA in accordance with the 2012-13 Voting Assistance Guide. Judge Advocates will familiarize themselves with local and state laws and procedures relating to the voting rights of persons residing on military installations.
  - c. Installation SJA should obtain a copy of the current Voting Assistance Guide, Publication ID# VAG 12-13, from the IVAO or on-line at <http://www.fvap.gov/vao/guide.html>.
  - d. Judge Advocates who have questions related to the provisions of the above mentioned statutes, or to residence and domicile for voting purposes that cannot be resolved at the local level, should forward them through command legal channels to Air Force JAG School, CPD/JA, 150 Chennault Cir, Bldg 694, MAXWELL AFB AL 36112-6418, DSN: 493-2802.

## ANNEX D TO AIR FORCE VOTING ACTION PLAN

### COMPTROLLER

1. Purpose: To provide comptroller assistance and support to voting officer.

2. Funding Guidance:

a. MAJCOM/FOA/DRU/Installation support will be provided from within available resources. Local O&M funds may be used for travel to FVAP Installation Voting Assistance Officer (IVAO) training workshops and for printed matter such as pamphlets and posters, to urge personnel to exercise their constitutional right to vote. They are **not** available for picnics, key chains, coffee mugs, water bottles and the like.

b. Additional guidance may be obtained by contacting by mail: SAF/FMBMM, 1130 Air Force Pentagon, Washington DC 20330-1130; fax: DSN 227-6904; or phone: DSN 227-8250.

## ANNEX E TO AIR FORCE VOTING ACTION PLAN

### INFORMATION MANAGEMENT

1. Purpose: To provide publications, forms assistance and support to voting officers.
2. Essential Element of Information: Publication ID# VAG 12-13, Voting Assistance Guide, has been revised and available electronically on [www.fvap.gov](http://www.fvap.gov), and is distributed through the Air Force e-publishing website, to requesting individuals.
3. Tasks:
  - a. AFDPO, in coordination with HQ AFPC/DPSIMF, will ensure an adequate supply of the SF 76 (current edition), Federal Post Card Application (FPCA) for Absentee Ballot, and the SF 186 (current edition), Federal Write-in Absentee Ballot (FWAB), is available when requisitioned by voting assistance officers.
  - b. AFDPO, in coordination with HQ AFPC/DPSIMF, will ensure an adequate supply of the FWAB is available for overseas voters when requisitioned by voting officers.
  - c. AFDPO will ship Voting Assistance Guides and additional voting materials (motivational and election calendar posters, brochures, etc.) to each IVAO upon order from their website: <https://wmsweb.afncr.af.mil>
  - e. Please refer questions about this annex to HQ AFPC/DPSIMF, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739, DSN 665-4351 or Commercial (210) 565-4351.

## ANNEX F TO AIR FORCE VOTING ACTION PLAN

### POSTAL SERVICE

1. Reference: DoD Directive 4525.6M and Military Postal Service Agency Strategic Voting Support Plan.

2. Purpose: To provide information on postal support for the Air Force Voting Action Plan through military post offices.

3. Essential elements of information:

a. Absentee balloting materials: Balloting materials consist of postcard applications, ballots, voting instructions and envelopes sent through the mail without prepayment of postage. This enables everyone entitled to use the military postal system to vote by absentee ballot when absent from their voting residence and when otherwise eligible to vote. To mail without postage, the balloting materials must be deposited at a U.S. post office, an overseas military post office, or presented to an American embassy or consulate.

b. Instructions for postal personnel:

(1) Air Force postal activities will date stamp all voting materials they receive (to reflect receipt) prior to immediate delivery to the addressee. They will postmark material customers mail to show when the mail entered the postal system. Postal locator service will be immediately provided for balloting material that must be forwarded. If delivery of balloting material cannot be made through the postal service center, local U.S. post office, Official mail center, unit mailroom or consolidated mailroom, materials will be returned to sender with appropriate endorsement. If the material is undeliverable and no forwarding address is known, the material will be immediately returned to sender properly annotated as to why it is being returned.

(2) Priority handling will be given to balloting material. Ballots shall be returned by priority mail.

(3) Postal personnel involved with the processing of balloting material will take necessary steps to safeguard the integrity and secrecy of ballots cast.

(4) Follow instructions in DoDD 4525.6M and applicable AF supplements when processing balloting material.

4. SAF/XCIF is the Air Force OPR for this Annex. Appropriate guidance is contained in DoDD 4525.6M, Chapters 3 and 10, Public Law 107-107, 28 Dec 2001 and Public Law 111-84, 28 Oct 2010. Questions on this Annex may be directed to SAF/XCIF, 1800 AF Pentagon, Washington, DC 20330-1800, DSN 425-6117/6137.

## ANNEX G TO AIR FORCE VOTING ACTION PLAN

### COMMUNICATIONS

1. References: AFI 33-111, *Voice Systems Management*.
2. Purpose: To establish procedures for HQ AFPC/DPSIMF, MAJCOM/FOA/DRUs, and installation voting assistance officers to record calls during off-duty hours or when not available.
3. Tasks:
  - a. HQ AFPC/DPSIMF and each MAJCOM, FOA, DRU and installation will establish a voting "Action Line" using a voice mail or telephone answering machine system.
  - b. MAJCOM and Installation NOSCs will refrain from blanket blocking of political and religious web sites (per AF-CIO memorandum, 2 Feb 2005, *CIO Action Memorandum--Clarification of Air Force Policy on Acceptable Website Use*).
4. SAF/XCIAX is the OPR for this Annex. Questions on this Annex may be directed to SAF/XCIAX, 1030 AF Pentagon, Washington, DC 20330-1030, DSN 425-7826.

## ANNEX H TO AIR FORCE VOTING ACTION PLAN

### AIR FORCE RESERVE

1. References: 42 USC 1973ff-6, Uniformed and Overseas Citizen's Absentee Voting Act (UOCAVA) and Federal Voting Assistance Program (FVAP) - Voting Action Plan 2012-13.
2. Purposes: To ensure adequate provisions are in place to provide voting assistance to members of the Air Force Reserve in case of their activation.
3. Guidance/Tasking: Air Force Reservists could be affected by the requirement of this plan during three scenarios:
  - a. Activated, not deployed outside commuting distance. No action required. IAW Section 107(1) of the UOCAVA, this act applies to a member who "is absent from the place of residence where the member is otherwise qualified to vote." Since this situation has not occurred, normal civilian voting procedures apply.
  - b. Activated, deployed outside commuting distance within the CONUS: Each active duty installation will have a voting officer and voting action plan for that installation. Per coordination with HQ AFPC/DPSIMF, those Reserve personnel reporting to an active duty base will be serviced through that base's voting program. If additional materials are needed, they will be ordered by the installation voting assistance officer through Air Force Publishing on-line at: <https://wmsweb.afncr.af.mil>.
  - c. Activated, deployed overseas: If Reserve personnel are deployed to an existing Air Force base, procedures in 2(b) above apply. If Reserve personnel are not deployed to an existing base, the same procedures that apply to active forces in this situation will also apply to the Reservists. Voting services will be provided through PERSCO support unless the deployed commander has appointed an installation voting assistance officer.
4. HQ USAF/REPP is the Air Force OPR for this Annex. Questions on this Annex may be directed to HQ USAF/REPP, Pentagon, Washington D.C. 20330, DSN 425-6000.

## ANNEX I TO AIR FORCE VOTING ACTION PLAN

### AIR NATIONAL GUARD

1. References: 42 USC 1973ff-6, Uniformed and Overseas Citizen's Absentee Voting Act (UOCAVA) and Federal Voting Assistance Program (FVAP) - Voting Action Plan 2012-13.
2. Purpose: To ensure adequate provisions are in place to provide voting assistance to members of the Air National Guard in the event of their activation.
3. Guidance/Tasking: Air National Guard personnel could be affected by the requirement of this plan during three scenarios:
  - a. Activated, not deployed outside commuting distance. No action required. IAW Section 107(1) of the UOCAVA, this act applies to a member who "is absent from the place of residence where the member is otherwise qualified to vote."
  - b. Activated, deployed outside commuting distance within the CONUS: Each active duty installation will have a voting officer and voting action plan for that installation. ANG members will be serviced through the installation to which they are assigned. If additional materials are needed, the installation voting assistance officer will order them through Air Force Publishing on-line at: <https://wmsweb.afncr.af.mil>.
  - c. Activated, deployed overseas: If ANG members are deployed to an existing Air Force base, procedures in 3(b) above apply. If ANG members are not deployed to an existing base, the same procedures that apply to active forces in this situation will also apply to the ANG members. Voting services will be provided through the deployed installation voting assistance officer (or via PERSCO support if a deployed IVAO is not appointed).
4. NGB/A1P is the Air National Guard OPR for this plan. Direct questions to NGB/A1PS, COMM 240-612-9442.

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END USAF VOTING ACTION PLAN

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