DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 400
FORT KNOX, KENTUCKY 40122-5400

AHRC-PDZ-A

NOV 22 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2015 Army Voting Action Plan

1. References:

a. AR 608-20, Army Voting Assistance Program (AVAP), 22 Apr 14

b. Department of Defense Directive (DoDD) 1000.04, Federal Voting Assistance Program, 14 Apr 04, and certified current as of 13 Sep 12

c. Department of Defense Directive (DoDD) 1344.13, Implementation of the National Voter Registration Act (NVRA), 16 Nov 94, certified current as of 21 Nov 03

d. National Defense Authorization Act (NDAA) for FY 2010

e. 42 U.S.C. §1973ff (1986), Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)

f. Memorandum, Under Secretary of Defense (Personnel and Readiness), 19 Sep 07, subject: Guidance on Implementing Voting Assistance Programs

2. As the Army Senior Voting Representative, please accept my sincere gratitude for your support of the AVAP during the 2014 mid-term election year. Command support and the dedicated efforts of the Voting Assistance Officers (VAO) remain absolutely essential to the program's success.

3. In support of our Soldiers and IAW AR 608-20, units are required to have VAOs to support Soldiers at all times. Thus, commands should not neglect the AVAP during off election years. For example, Soldier's changing their location need to notify their state via the Federal Post Card Application (FPCA) of their new address. Additionally, states and municipalities may have special elections during the year which could require VAOs to assist affected personnel.

4. The 2015 Army Voting Action Plan provides guidance during the off election year. The requirements in this plan reflect the Army's regulatory guidance, DoDD 1000.04, and requirements from the NDAA.

5. Your goal is to ensure 100 percent of your Soldiers are contacted by a Unit Voting Assistance Officer with information about voting and the absentee voting process.

6. Training for your VAOs is available by accessing www.fvap.gov. Each VAO should have a certificate of training before assuming duties as a VAO. Given the availability of web enabled training, VAOs no longer have to wait to become certified through FVAP and installation training, thus being available to assist Soldiers, Civilians, and Family members earlier in the voting process.

7. I appreciate your continued efforts in support of this important program. My point of contact is Army Voting Action Officer, at 502-613-8475 or DSN 983-8475; usarmy.knox.hrc.mbx.tagd-voting-questions@mail.mil

DAVID K. MACEWEN
Brigadier General, USA
The Adjutant General

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ARMY NATIONAL GUARD
U.S. ARMY HUMAN RESOURCES COMMAND
U.S. ARMY INSTALLATION MANAGEMENT COMMAND

ARMY VOTING ACTION PLAN 2015

REFERENCES

A. 42 U.S.C. § 1973ff (1986), Uniformed and Overseas Citizens Absentee Voting Act, certified current as of 28 Dec 10

B. Memorandum, Under Secretary of Defense (Personnel and Readiness), (USD(P&R)), 19 Sep 07, subject: Guidance on Implementing Voting Assistance Programs

C. National Defense Authorization Act (NDAA) for Fiscal Year 2010

D. Department of Defense Directive (DoDD) 1000.04, Federal Voting Assistance Program, 14 Apr 04, certified current as of 13 Sep 12

E. Department of Defense Directive (DoDD) 1344.10, Implementation of the National Voter Registration Act, 16 Nov 94, certified current as of 21 Nov 03

F. AR 608-20 (Army Voting Assistance Program), 22 Apr 14

G. ALARACT 006/2014 Army Voting Assistance Program

APPENDIXES

A. Measures of Success Report

B. 2015-2016 Army VAO Workshop Schedule

C. Abbreviations

I. PURPOSE

This plan delineates specific actions to be carried out in preparation for the 2015 mid-term elections. It disseminates guidance; and coordinated tasks to be completed. This plan is in accordance with federal functions of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and the Help America Vote Act of 2002 (HAVA); DoD Directive (DoDD) 1000.04, Federal Voting Assistance Program (FVAP); and AR 608-20, Army Voting Assistance Program (AVAP).

II. OBJECTIVE

In accordance with AR 608-20, the personnel listed below must be provided all necessary voting information; including voting age requirements, election dates, officers to be elected, as well as absentee registration and voting procedures. The goals of the AVAP are to ensure that eligible personnel who want to vote have the opportunity to vote and have their vote received on time. Specifically, the Army must assist:

A. Members of the U.S. Army

B. Department of Army Civilians and Contractors OCONUS

C. Family members of (A & B) above

III. RESPONSIBILITIES TO ALL

A. Review and implement the guidance in AR 608-20, and ensure subordinate commanders remain compliant with the program.

B. Disseminate the 2015 Army Voting Action Plan to subordinate units.

C. Revise command or organization directives and instructions on voting assistance as necessary to ensure compliance with the latest directions.

D. Designate a Senior Voting Assistance Officer (SVAO) within each Army Command, Army Service Component Command and Direct Reporting Unit to coordinate the program of their subordinate units. Installation Voting Assistance Officers (IVAO) are assigned at the Installation level. All Voting Assistance Officers should have initiative and work actively to support the program.

E. Designate Unit Voting Assistance Officers (UVAO) in all units with 25 or more permanently assigned members. Appoint an additional VAO for each 50 unit members above the 25 member base. Units with less than 25 members should have one UVAO to provide voting assistance. Commanders may also apply the guidance from Reference B to adjust this ratio to meet local conditions. The objective is to ensure adequate voting assistance is present for personnel. Rank and grade requirements may be waived by commanders if there is an enthusiastic volunteer at a lower grade or rank.

F. Ensure Voting Assistance Officers (VAO) have received training prior to assuming duties as the UVAO or no later than 30 days after assumption of duties. If

available, command, installation, and unit VAOs should attend an FVAP workshop during even numbered years with federal elections. If the FVAP workshop is not available, VAOs can also meet training requirements online via the FVAP web-based training at www.fvap.gov. IVAOs may conduct VAO training at the installation level.

G. In accordance with AR 608-20, establish the evaluation criteria at the time of appointment for VAO performance within their command and ensure that VAO evaluation reports reflect how well they perform their voting assistance duties. Commanders should reference AR 608-20, para 3-4, 18(b), for suggested criteria and reference this in the appointment memorandum.

H. Provide command emphasis and support to the AVAP on a continuous basis to give each Soldier the opportunity to vote in person or by absentee ballot.

I. Generate and maintain a directory containing names, e-mail addresses and office telephone numbers of all UVAOs within 30 days of the release date of the Army Voting Action Plan. This directory must be updated as changes occur.

J. Establish a link to the Army Voting Website www.hrc.army.mil/tagd/voting on command homepages to provide VAOs with access to the latest voting information. Report link to Army Voting Action Officer.

K. Develop comprehensive command-wide voting awareness, assistance programs, and activities in accordance with the requirement to maintain public awareness and encourage Soldiers, OCONUS Army Civilians, and eligible Family members to register so they can vote.

L. The Army Voting Action Officer will release the FVAP workshop schedule to the SVAOs and IVAOs when provided by FVAP.

M. Ensure unit level voter contact data collection and tracking procedures meet AVAP goals and there are no violation of laws. Measures of Effect and Performance are reported into the FVAP database, by the 10th of each month. To create an account in the FVAP database, log onto https://www.fvap.gov/portal/login/welcome.html.

N. Provide input for "After Action Report" NLT 15 Dec 15 to the Army Voting Action Officer, summarizing successes and/or problems experienced in the conduct of the program. The format of the report will be provided by the Army Voting Action Officer upon receipt from FVAP.

O. Assist in conducting a survey of Soldiers, OCONUS Army Civilian employees, and UVAOs in the manner specified by DoDD 1000.04 following the general elections.

P. VAOs should provide assistance during Soldier Readiness Processing as it provides an opportunity to reach 100% of assigned personnel.

Q. VAOs should be aware of special state or local run-off elections in the event they occur.

IV. RESPONSIBILITIES OF COMMANDS

A. Headquarters Department of the Army (HQDA) Field Activities:

B. The Office of the Administrative Assistant to the Secretary of the Army (OAA SA), Human Resources Management Division (HRMD) must appoint a VAO to provide assistance to assigned Soldiers and eligible Family members as prescribed by AR 608-20. Appointed VAOs are responsible to collect and consolidate all reports from HQDA activities and forward the reports to HQDA Army Voting Action Officer at rachel.r.gilman.civ@mail.mil.

B. The Department of the Army Inspector General (DAIG)

1. Review the AVAP annually at every level of command to ensure compliance with DoDD 1000.04, AR 608-20, and public law. Inspectors General will determine whether UVAOs are appointed, trained, and have sufficient resources to provide voting assistance.

2. DAIG will submit a report to the DoD Inspector General by 31 Jan 16 as prescribed by AR 608-20.

C. IMCOM/AMC/FORSCOM

1. National Defense Authorization Act (NDAA) for Fiscal Year 2010 requires each Service to establish a National Voter Registration Act Agency on each installation. DoDD 1000.04 states the Installation Voter Assistance Office (IVAO) shall be designated as a voter registration agency and authorizes commanders to assign these responsibilities to the IVAO. Installation commanders must allocate such additional resources as they deem necessary to fulfill these requirements.

2. Appoint in writing a collateral duty IVAO at the GS-12 grade level (or equivalent) at each installation reporting to the installation commander in accordance with DoDD 1000.04. The appointment will be for the duration of the election period beginning Jan 15 and ending 30 Apr 16. The IVAOs will monitor and assist all VAOs and coordinate all voting projects on the installation.

3. Ensure a IVAO is designated to represent the installation and introduce the program at each installation for FVAP training workshops and orientations.

4. Emphasize attendance of the FVAP Workshop to every VAO stationed at the installation.

D. U.S. ARMY TRAINING AND DOCTRINE COMMAND

1. Ensure recruits are provided FPCAs during their basic training as prescribed by AR 608-20.

2. Provide voting assistance to trainees/students to register and to vote as prescribed by DoDD 1000.04.

3. Maintain statistical information and records on voter registration assistance, in accordance with DoDD 1000.04.

4. Basic training and command courses emphasize and advertise voting assistance programs.

5. Ensure unit level voter contact data collection and tracking procedures meet AVAP goals and there are no violation of laws. Measures of Effect and Performance are reported into the FVAP database by the 10th of each month. To create an account in the FVAP database, log onto https://www.fvap.gov/portal/login/welcome.html.

E. U.S. ARMY RECRUITING COMMAND

1. Ensure personnel are informed of policies and received training to carry out voter registration assistance.

2. Maintain statistical information and records on voter registration assistance, in accordance with DoDD 1344.10.

3. Ensure unit level voter contact data collection and tracking procedures meet AVAP goals and there are no violation of laws. Measures of Effect and Performance are reported into the FVAP database by the 10th of each month. To create an account in the FVAP database, log onto https://www.fvap.gov/portal/login/welcome.html.

F. DIRECTOR ARMY NATIONAL GUARD

Direct State Adjutants General to support the AVAP and comply with AR 608-20 during all federally scheduled elections, in accordance with DoDD 1000.04.

G. Installation Voting Assistance Offices

1. Establish IVA offices on each military installation and maintain an updated list of IVA offices, including location, address, hours of operation, phone number and email address, published on the FVAP voting assistance website. At the discretion of the installation commander, satellite offices may be established under the primary IVA office.

2. The IVA office will provide voter assistance to military personnel, their dependents, civilian federal employees, and all qualified voters who have access to such installation offices. IVA offices shall also serve as voter registration agencies under section 1973gg-5 of Reference (d).

3. The IVA office shall be established within the installation headquarters organization reporting directly to the installation commander, even if geographically located in another office.

4. The IVA office should be located in a well-advertised, fixed location, consistent throughout the Service, and should be physically co-located with an existing office that receives extensive visits by Soldiers, Family members, and DoD civilians. The IVA office shall be staffed during the hours the installation office is open with trained personnel to provide direct assistance in registration and voting procedures, including the assistance required under section 1973gg of Reference (d).

5. The IVA office shall:

a. Be included in the administrative in-processing and out-processing activities required of reporting and detaching personnel.

b. Ensure that uniformed services members, their voting-age dependents, and overseas DoD civilians are provided proper voting assistance at the IVA office, including the opportunity to update their voter registration information through the submission of a revised Standard Form 76 "Federal Post Card Application (FPCA)", or National Mail Voter Registration Form.

c. Ensure that voting assistance is provided to all personnel, military and civilian, reporting for duty on the installation, detaching from duty, deploying, and returning from deployment of six months or longer.

d. Standard Form 76s shall be used to notify local election officials of the change of mailing address for absentee ballot delivery purposes.

e. Uniformed services members who are being released from active duty shall be advised to notify their local election office that they are no longer covered in accordance with the provisions of section 1973ff of Reference (d) and shall be provided the opportunity to submit a NVRA.

f. Ensure that all small and geographically separated units are provided voting assistance.

g. Provide written information on voter registration and absentee ballot procedures. This can be met by providing the applicant with the SF 76, SF 186, "Federal Write-In Absentee Ballot" (if applicable), or the NVRA, the attached instructions for those forms, and the state-specific instructions from the Voting Assistance Guide (Reference (q)) for absent uniformed services voters, voting-age dependent voters, and overseas civilians. Citizens may also be provided with all of the necessary resources including, but not limited to, access to a computer system connected to the Internet, a printer, and a scanner to use the FPCA wizard available at the FVAP website, www.fvap.gov.

6. Standard Form 76 and Standard Form 186 (if applicable) shall be provided to absent uniformed services personnel and their family members (within and outside of the United States and to Federal civilian employees and other United States citizens who have access to an IVA office outside the United States.

7. The NVRA shall be provided to federal civilian employees and other United States citizens who have access to the IVA office within the United States, and to Soldiers who currently reside in their voting districts.

a. Provide direct assistance to individuals in completing the forms necessary to register to vote, update their voter registration information, and request absentee ballots.

b. Collect from the voter and transmit the completed Standard Form 76 or NVRA Form for the applicant, within five calendar days, to the appropriate local election office.

c. Maintain voting program metrics as coordinated with and prescribed by the Director, FVAP and furnish a report, via their SVAO, to the Director, FVAP each calendar quarter or as requested.

8. Designate VAOs, in writing, at every level of command; assign one VAO on each installation and in each major command to coordinate the programs conducted by subordinate units and tenant commands.

a. For continuity, individuals assigned as IVAOs should serve for 18 months beginning in October of the year immediately prior to a regularly scheduled general election for federal offices and concluding in March of the year immediately following a regularly scheduled general election for federal offices.

b. Ensure that VAOs are available and equipped to assist voters for all elections. VAOs shall be provided the time and resources needed to perform their voting assistance duties.

c. When uniformed services personnel (including noncommissioned officers) are designated as VAOs this Instruction authorizes them to administer oaths in connection with voter registration and voting.

9. Designate IVAOs, preferably civilians (GS-12 or higher) with access to the installation commander. If a uniformed services member is assigned as the IVAO, that officer should hold the pay grade of O-4 or higher; however, it is preferable to assign an enthusiastic volunteer who is outside this rank and grade guidance rather than assign a less enthusiastic member who meets the criterion.

a. The IVAO shall complete FVAP training before assuming the duties of the IVAO.

b. The IVAO shall work closely with the IVA office to coordinate the unit-level voting assistance programs implemented on that installation.

c. Each IVAO shall notify installation personnel of the last date before a general election for federal offices by which absentee ballots must be mailed to reasonably be delivered in time to state and local election officials and of general mail delivery deadlines recommended by the Military Postal Service Agency.

H. Senior Voting Assistance Officers

1. Manage the voting assistance program within their respective command and ensure that voting continuity folders are maintained by UVAOs, in accordance with AR 608-20.

2. Provide advice and direct voting support within their commands and support major events that their command is the lead. SVAOs may consult the Army Voting Action Officer for voting guidance or information as needed.

3. Conduct voting workshops and program orientations to train VAOs, if VAOs cannot attend FVAP workshops.

4. Ensure unit level voter contact data collection and tracking procedures meet AVAP goals and there are no violation of laws. Measures of Effect and Performance are reported into the FVAP database by the 10th of each month. To create an account in the FVAP database, log onto https://www.fvap.gov/portal/login/welcome.html.

5. Conduct "Armed Forces Voters Week" and "Overseas Citizens Voters Week" (week of 29 Jun – 6 Jul 15).

6. Establish within all Command a VAO network and communications capability to quickly disseminate voting information throughout the command as prescribed by AR 608-20.

7. Administer the AVAP on a non-partisan basis. VAOs should contact the local Staff Judge Advocate office for advice on compliance with the AVAP.

8. Urge subordinate VAOs to advise voters to electronically transmit voting materials to their local election officials (state dependent).

9. Ensure contact information is provided to the IVAO.

V. RESPONSIBILITIES OF VAOs

A. Attend a FVAP Workshop. Training can also be completed online, or by attending a Service workshop, in accordance with AR 608-20. The preferred method of training is the FVAP workshop however, each method provides the VAO with the knowledge needed to perform their duties successfully. Access online training via www.fvap.gov. UVAOs should be trained before assuming duties of a UVAO. Refer to (Appendix B) for the FVAP workshops that will be held on Army installations worldwide.

B. Urge personnel on permanent change of station orders to submit a FPCA to infor their local election office of their new address. VAOs should advise voters to indicate on their FPCA if they desire to be notified of all elections.

C. Return "Undeliverable as Addressed" voting materials to the Army post office immediately to be redirected to the correct address. VAOs will use all available resources to obtain the correct forwarding address for voting materials.

D. Ensure in-hand or electronic delivery of FPCAs to all uniformed absentee voters, OCONUS Army Civilians, and their eligible Family members no later than 15 January of each year.

E. Deliver the FPCA no later than 15 August of even numbered years to those serving OCONUS and no later than 15 September of even numbered years to those serving CONUS locations. Electronic delivery is preferred method of delivery.

F. Ensure contact information is listed on voting posters throughout the installation.

G. Make contact with the Unit Family Support Assistant (FRSA) to provide voting assistance to eligible Family members.

VI EXECUTION

A. PHASE I - Preparation and Initiation During the Period of Feb - May 15.

1. Finalize Command Voting Action Plan for 2015 and disseminate to subordinate units.

2. Urge access to the FVAP website (www.fvap.gov) and www.hrc.army.mil/tagd/voting for voting information and materials.

3. Ensure ordering and procurement of voting assistance materials by each command/unit through the Army Publishing Directorate. Obtain materials through Media Distribution Division. Materials can be ordered through Media Division: https://dol.hqda.pentagon.mil/ptclick/index.aspx.

4. Ensure direct delivery by in-hand or electronic means (e-mail preferred) of FPCAs to all Soldiers, OCONUS Army Civilian employees, and eligible Family members. Ensure FPCAs and Federal Write In Absentee Ballots (FWAB) are available to Soldiers from states holding elections. Distribution of FPCAs and FWABs by e-mail or other electronic means is encouraged.

5. Voting information efforts begin with commanding officers and VAOs conducting command information programs prior to elections and continuing, as necessary, to encourage Soldiers and their Family members to exercise their right to vote. Information provided shall include dates of elections, state deadlines for voter registration, procedures to request an absentee ballot, actions upon the receipt of voted ballots, and the mailing deadlines established by installation. Information programs can be accomplished through various means that the command elects, but the following tools have proven helpful in the past: use of local websites; installation newspapers; and placing voting materials (with VAO's name, phone, e-mail address, and office location) in stationary locations such as libraries, medical and dental clinics,

commissaries, exchanges, MWR facilities, schools, training facilities, dining facilities, and at designated locations onboard seagoing vessels.

B. PHASE II - Registration, Ballot Request, and Absentee Voting During Period of Jun – Nov 15. Phase II runs simultaneously with portions of Phase I.

1. Conduct "Armed Forces Voters Week" and "Overseas Citizens Voters Week" (week of 29 Jun – 6 Jul 15). Develop programs to create voting awareness and motivate absentee voters to participate in the mid-term elections. Encourage voter assistance activities in conjunction with installation events such as Armed Forces Day, academy and school graduations. Publicize the importance of early planning well in advance of election deadlines, so the absentee voter can obtain a ballot for the election. Publicize the last date absentee ballots can be mailed from a location can reasonably be expected to be delivered to the appropriate state and local election officials.

2. Conduct "Absentee Voters Week" (week of 28 Sep – 5 Oct 15). Encourage all UOCAVA voters to vote and mail their absentee ballots during this week. Encourage use of the FWAB and communicate how and when to use this back-up ballot. Recommend FWAB use if the voter meets the criteria but has not received the requested regular absentee ballot in sufficient time (45 days) to vote and return their ballot to be counted. Ensure procurement and distribution of FWABs for use by Uniformed Services voters both CONUS and OCONUS and by other U.S. citizens in overseas areas. The FWAB may be used for the general election (federal offices) under conditions specified in the 2014-2015 Voting Assistance Guide (VAG). Refer to the 2014-2015 VAG for state specific requirements.

3. Continue 2014 command information programs and dissemination of voter information. VAOs must ensure that voting materials are placed in high traffic areas on the installation (e.g., APO, ACS, main exchange, commissary, gym, and the unit orderly room).

4. With available resources, ensure privacy and access to fax machines for transmission of election materials. Permit use of DSN phones for voting assistance when it does not interfere with the mission.

C. PHASE III - Evaluation During the Period of 1 Nov - 31 Dec 15.

1. Assist, as requested, with post-election surveys of Soldiers and Unit Voting Assistance Officers (UVAO), in accordance with AR 608-20. Emphasize to those who receive the survey to promptly complete and submit their responses. The survey

findings will be used to identify voting program problems, successes and will assist in formulating plans for future voting assistance programs.

2. Support preparation of other, yet to be specified, reports as required by the Director, FVAP, and AR 608-20.

NOTE: Additional reports may be required and instructions will be forwarded separately

VII. VOTING MATERIALS AND SERVICES

A. FVAP Website. Located at www.fvap.gov, this site provides an overview of FVAP as well as electronic access to many of the materials listed in this section. In addition, this site provides election information, access to the online FPCA, and links to state government home pages and other sites with election information and results.

B. Army Website. Located at www.hrc.army.mil/tagd/voting this site provides Army specific information to VAOs as well as information from FVAP. VAOs should visit the website weekly for updated guidance.

C. 2014-2015 Voting Assistance Guide. (2014-2015 VAG) A reference guide for VAOs providing a summary of state-by-state absentee voting procedures.

D. VAO Training and Certification. Training can be completed by attending workshops or online. Training can be found at www.fvap.gov.

E. Posters. 2014 voting posters are available for use by the VAOs. Initial requirements for posters will be coordinated by the HQDA Voting Action Officer with the SVAO of each command. The posters should be ordered by the unit publications officer upon receipt in the U.S. Army Publications warehouse. Obtain materials through online ordering: https://dol.hqda.pentagon.mil/ptclick/index.aspx.

F. News Articles and Features. News and feature articles on the Voting Assistance Program emphasizing primary elections, "Overseas Citizens Voters Week," "Armed Forces Voters Week," and federal scheduled elections will be released to Army media outlets.

G. Social Media. The FVAP and Army Voting are available on social networking sites like Facebook and Twitter. FVAP and Army Voting are 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 and Army Voting for important updates on absentee voting.

H. Ombudsman Service. 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. Soldiers and local election officials may call for assistance using the international toll-free numbers below, and contained on the inside back cover of the 2014-2015 Voting Assistance Guide. The toll-free number for citizens in the U.S. and Canada is 1-800-438-VOTE (8683). Assistance is available during normal business hours, Eastern Standard Time, or a recorded message may be left at other times. International toll-free telephone numbers are listed on the FVAP website www.fvap.gov.

I. Federal Post Card Application (FPCA) for Registration and Absentee Ballot Request (Standard Form 76). The Army encourages use of electronic versions of this form.

1. The FPCA is a postage-paid form authorized by law for use by persons covered by the UOCAVA. The FPCA was revised in 2013. The Army encourages use of electronic versions of this form.

2. The 2014-2015 Voting Assistance Guide should be consulted to determine how each particular jurisdiction authorizes use of the FPCA, as there are differences in treatment accorded to the FPCA by the various states and other jurisdictions.

J. Federal Write-In Absentee Ballot (FWAB) (Standard Form 186). The Army encourages electronic versions of this form.

1. The FWAB is authorized by law and may be used in general elections and federal office by UOCAVA voters who make a timely application for, and do not receive a regular absentee ballot in time to vote and return it.

2. The request for a regular absentee ballot must be received by the local election official at least 30 days before the election or the state deadline, whichever is later. Some states may allow its use in primary and run-off elections. Consult the 2014-2015 Voting Assistance Guide for more information.

3. If voters receive their regular state absentee ballot after they have submitted the FWAB, voters should vote and return the ballot immediately. If the regular state absentee ballot arrives before their state's deadline, the state will count that ballot instead of the FWAB. Refer to the 2014-2015 Voting Assistance Guide for more information.

Contact Information:

Army Voting Action Officer
U.S. Army Human Resources Command
ATTN: AHRC-PDP-P (2-1-021)
TAGD, SPSD, Soldier Programs Branch
1600 Spearhead Division Avenue, Department 480
Fort Knox, Kentucky 40122-5408

Telephone number: 502-613-8475 or DSN 983-8475

E-mail address: usarmy.knox.hrc.mbx.tagd-voting-questions@mail.mil

Home Page: www.hrc.army.mil/tagd/voting

Web and Social Media Pages

www.hrc.army.mil/tagd/voting
Army Voting on S-1 Net/ Mil-Suite
Army Voting on Facebook
U.S. Army Voting on Twitter

Appendix A

Measures of Effect & Performance

Installation Voter Assistance Office

Metrics	Justification
Number of Personnel Assisted: **Categorize into the following:** ▪ **Military** ▪ **Spouses/Dependents** ▪ **Other Civilians**	To provide an accurate representation of the utilization of this resource for voting assistance.
Of the Total Number of Personnel Assisted, how many did you directly assist with completing the following forms: ▪ **Federal Post Card Application (FPCA)** ▪ **Federal Write-In Absentee Ballot (FWAB)** ▪ **National Voter Registration Form (NVRF)**	To provide an accurate representation on the level and type of assistance provided to qualified voters through each Installation Voter Assistance Office. "Directly assisting" refers to the assistance that instructs on the completion on one of the forms listed and/or responding to questions related to the completion of the form.
Of the total Number of Personnel Assisted, how many did you provide general information:	To provide a distinguishing characteristic for the levels of assistance that is provided and provide context for the type of assistance sought through this resource.
Total Number of FPCAs distributed:	To measure the extent of utilization for the use of the FPCA and potential penetration of the FPCA at an installation.
Of the total number of FPCAs distributed, describe the method of distribution: ▪ **Hard Copy forms** ▪ **Electronic (e.g., e-mail, online)** ▪ **Referred voter to FVAP.gov**	To provide clarifying characteristics for the preferred method of distributing the FPCA.
Total Number of FWABs distributed:	To measure the extent of utilization for the use of the FWAB and potential penetration of the FWAB at an installation.
Of the total number of FWABs distributed, describe the method of distribution: ▪ **Hard Copy forms** ▪ **Electronic (e.g., e-mail, online)** ▪ **Referred voter to FVAP.gov**	To provide clarifying characteristics for the preferred method of distributing the FWAB.
Total Number of NVRFs distributed:	To measure the extent of utilization for the use of the NVRF and potential penetration of the NVRF at an installation.
Of the total number of NVRFs distributed, describe the method of distribution: ▪ **Hard Copy forms** ▪ **Electronic (e.g., e-mail, online)** ▪ **Referred voter to FVAP.gov**	To provide clarifying characteristics for the preferred method of distributing the FWAB.
Total Number of NVRFs mailed on behalf of the voter	To measure the extent and volume of NVRFs transmitted from an IVA Office

Reporting Requirements and usage of the FVAP Portal located at FVAP.gov:

1. **Date of appointment**
2. **Date and method of most recent training**
3. **Continuity Book created and available for inspection**

Unit Voting Assistance Officers

Metrics	Justification
Number of Personnel Assisted: **Categorize into the following:** ▪ **Military** ▪ **Spouses/Dependents** ▪ **Other Civilians**	To provide an accurate representation of the utilization of this resource for voting assistance.
Total Number of Personnel Assisted, how many did you directly assist with completing the following forms: ▪ **Federal Post Card Application (FPCA)** ▪ **Federal Write-In Absentee Ballot (FWAB)**	To provide an accurate representation on the level and type of assistance provided to qualified voters through each Installation Voter Assistance Office. "Directly assisting" refers to the assistance that instructs on the completion on one of the forms listed and/or responding to questions related to the completion of the form.
Total Number of Personnel Assisted, how many did you provide general information:	To provide a distinguishing characteristic for the levels of assistance that is provided and provide context for the type of assistance sought through this resource.
Total Number of FPCAs distributed:	To measure the extent of utilization for the use of the FPCA and potential penetration of the FPCA at an installation.
Of the total number of FPCAs distributed, describe the method of distribution: ▪ **Hard Copy forms** ▪ **Electronic (e.g., e-mail, online)** ▪ **Referred voter to FVAP.gov**	To provide clarifying characteristics for the preferred method of distributing the FPCA.
Total Number of FWABs distributed:	To measure the extent of utilization for the use of the FWAB and potential penetration of the FWAB at an installation.
Of the total number of FWABs distributed, describe the method of distribution: ▪ **Hard Copy forms** ▪ **Electronic (e.g., e-mail, online)** ▪ **Referred voter to FVAP.gov**	To provide clarifying characteristics for the preferred method of distributing the FWAB.

Reporting Requirements and usage of the FVAP Portal located at FVAP.gov:

4. **Date of appointment**
5. **Date and method of most recent training**
6. **Continuity Book created and available for inspection**

Recruiting Offices

Metrics	Justification
Number of Personnel Assisted for Recruiting Services (Total Number of Persons Entering the Recruiting Office	To provide an accurate representation of the utilization of this resource for voting assistance.
Number of DD Form 2645 (Yes/No) Completed (Must be Citizen and 18 Years Old by Date of Election to Complete Form	To provide an accurate representation of the utilization of this resource for voting assistance.
Number of Voter Registration Applications Submitted by Recruiting Offices, By State	To provide an accurate representation of the utilization of this resource for voting assistance.
Number of Voter Registration Applications Taken by Citizens, but Not Submitted by Recruiting Offices	To provide an accurate representation of the utilization of this resource for voting assistance.
Total Mailing Costs to Submit Voter Registration Application to States	To provide an accurate representation of the cost of this resource for voting assistance.

Appendix B

Workshop Schedule

Important Dates for Unit Voting Assistance Officers Insert

To be Released

Appendix C

Abbreviations

AVAP

Army Voting Assistance Program

FPCA

Federal Post Card Application

FVAP

Federal Voting Assistance Program

FWAB

Federal Write In Absentee Ballot

HAVA

Help Americans Vote Act

HRMDA

Human Resources Management Division

IVA

Installation Voting Office

IVAO

Installation Voting Assistance Officer

NDAA

National Defense Authorization Act

NVRA

National Mail Voter Registration Form

SVAO

Senior Voting Assistance Officer

UOCAVA

Uniformed and Overseas Citizens Absentee Voting and

UVAO

Unit Voting Assistance Officer

VAO

Voting Assistance Officer