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HQ, JRTC and Fort Polk  
Fort Polk, LA 71459  
311615LMAR10

**OPERATION ORDER HQ, JRTC AND FORT POLK 10-077 (Voting Assistance Program)**

**References:**

- a. Army Regulation 608-20, Army Voting Assistance Program, 28 Oct 04.
- b. DOD Directive 1000.4, Federal Voting Assistance Program (FVAP), 14 Apr 04, Certified Current as of 23 Apr 07.
- c. DOD Directive 1344.10, Political Activities by Members of the Armed Forces, 19 Feb 08.
- d. 2010-2011 Army Voting Action Plan, 19 Mar 10.
- e. 2010-11 Voting Assistance Guide, undated.

**Time Zone Used Throughout the Order:** Local.

**Task Organization:** No change.

1. **SITUATION.** The goals of the Federal and Army Voting Assistance Programs (VAPs) are to inform, educate, and provide Soldiers and Family members the right to vote.
2. **MISSION.** JRTC and Fort Polk conducts the installation VAP from 9 APR 10-UTC to provide Soldiers and Family members with voting information.
3. **EXECUTION.**

**Intent:** JRTC and Fort Polk VAP provide tools to Unit Voting Assistance Officers (UVAOs) so that they can inform and educate Soldiers and Family of their voting rights.

**Key Tasks.**

- UVAOs are appointed NLT 091630APRL10 and trained on 160900APRL10
- UVAO contacts all Soldiers and Family for voting information
- Installation Senior Voting Assistance Officer (ISVAO) briefs the command at the Human Weapon System Review (HWSR).

**End State.** UVAO contacts 100% of all Soldiers and Family members to ensure they understand the voting process and have the ability to vote.

a. **Concept of operation.** Commanders at each echelon appoint individuals to serve as UVAOs. UVAOs provide voting assistance and information to all Soldiers and Family members.

b. **Tasks to subordinate units.**

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(1) OPS GRP, 4<sup>th</sup> MTN, 1<sup>st</sup> MEB, 5<sup>th</sup> AVN BN (P), 115<sup>th</sup> CSH, 162<sup>nd</sup> IN BDE, MEDDAC and DENTAC. See coordinating instructions.

(2) USAG, Fort Polk.

(a) Create the command plan for the installation VAP.

(b) Develop a VAO network to quickly disseminate voting information.

(c) Monitor units' VAPs.

(d) Provide UVAOs with required publications. Track and sign out all materials to verify all units pick up the required quantities of publications.

(e) Create and publicize a voting action telephone line.

(f) Coordinate FVAP Voting Assistance Officer training for 160900APRL10 at the DHR Classroom, Bldg 1947 in room 20.

(g) Verify all UVAOs have completed FVAP training NLT 30 Apr 10. Maintain a copy of all training certificates for UVAOs.

(h) Conduct "Armed Forces Voters Week" (28 Jun – 7 Jul 10) and coordinate with PAO to publicize NLT 14 Jun 10.

(i) Conduct "Absentee Voters Week" (27 Sep – 4 Oct 10) and coordinate with PAO to publicize NLT 13 Sep 10.

(j) Work with SJA to ensure VAP is conducted according to law and policy.

(k) Within one business day after receipt of notification, notify UVAOs and absentee voters of the mailing deadlines for their area.

(l) Provide updates at the HWSR of the assigned personnel contacted percentage (see Annex A).

(m) Verify the number of authorized UVAOs for brigade level and below.

(n) Maintain a copy of all UVAOs orders.

(o) Provide updates at the HWSR of the number of UVAOs versus the authorized number for each MSC on post (see Annex A).

(p) Provide a location for all Soldiers and Family to pick up VAP materials and receive assistance.

(q) Submit the primary and alternate ISVAO names, office telephone numbers, and e-mail addresses to installation telephone operators NLT 16 Apr 10.

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(r) Provide in/out processing with Federal Post Card Applications (Registration and Absentee Ballot Request (FPCAs)) for all new personnel NLT 9 Apr 10.

(s) Attend a FVAP voting assistance workshop during this fiscal year.

**c. Task to staff.**

(1) SJA.

(a) Develop a working relationship with ISVAOs and UVAOs.

(b) Provide legal assistance to persons with residency questions.

**d. Coordinating instructions.**

(1) UVAOs provide their contact information and the location of voting materials to 100% of all assigned personnel.

(2) For more information: Army Voting Assistance Program (<https://www.vote.army.mil>) and Federal Voting Assistance Program (<http://www.fvap.gov>).

(3) OPS GRP, 4/10th MTN, 1<sup>st</sup> MEB, 5<sup>th</sup> AVN BN (P), 115<sup>th</sup> CSH, 162<sup>nd</sup> IB, MEDDAC and DENTAC.

(a) Appoint a primary and assistant UVAO in grades of E7 and above to execute the VAP at each level down to company and separate detachment level. Appoint an additional primary and assistant UVAO for each 50 unit members above the 25 member base. Submit a copy of the appointment orders to ISVAO, Ms. Cheryl Perkins at BLDG. 1947, Ste.101A NLT 091630LAPR10.

(b) All UVAOs attend FVAP VAO training on 160900LAPR10 at the Directorate of Human Resources (DHR) Classroom, BLDG 1947 in room 20.

(c) Post FVAP flyer and reading material in prominent and accessible areas in the units.

(d) Submit the percentage of Soldiers briefed NLT the 1<sup>st</sup> of every month to the ISVAO, Ms. Cheryl Perkins. Units must record numbers to validate contacts (see Annex A).

(e) Primary/Assistant UVAOs contact every voter to provide assistance with absentee registration and voting procedures under state laws.

(f) Appointed UVAOs remain assigned through the election cycle.

(g) Go to [www.apd.army.mil](http://www.apd.army.mil) to order voting assistance guides.

(4) The POC for this order is the ISVAO, Ms. Cheryl Perkins at 531-2715 or [cheryl.perkins@us.army.mil](mailto:cheryl.perkins@us.army.mil). The Assistant ISVAO is Ms. Yvonne Eaton at 531-1117 or [yvonne.y.eaton@us.army.mil](mailto:yvonne.y.eaton@us.army.mil).

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4. **SERVICE SUPPORT.** None.
5. **COMMAND AND SIGNAL.** None.

**YARBROUGH  
BG**

**OFFICIAL:**

**CORRAO  
G3**

**ANNEX:**  
Annex A (ISVAO/UVAO Report Requirement)