



Voting News You Can Use!

9 Jan 12

Topic: Eighth Army IG Voting Inspection Results

1. **Finding Statement 1.1:** 304 of 481 (63%) of the Soldiers have been contacted by the Voting Assistance Officer.
 - a. **Corrective Action:** Ensure that you have made 100% contact with your personnel (i.e., all service members, DoD Civilians, DoD Contractors and their family members). Take proactive measures to send out the motivational posters of the Primary and General Elections. Post this information in all common areas and living quarters. This can be done one-on-one or electronically (read or delivery receipt works!).
 - b. Deliver Federal Post Card Applications (FPCA) SF76 for Absentee Ballots and/or Federal Write-In Absentee Ballots (FWAB) SF 186 at least 90 days prior to a primary or general election. Have supplies available for visiting personnel. Remember, you can have personnel go online at www.fvap.gov to fill out their absentee ballot request and have them mail it postage free with a preprinted envelope provided. All absentee ballots must be signed and dated.
 - c. Post the 2012 Voting Assistance Calendar in common areas, barracks bulletin boards, Dining Facilities, Physical Fitness Centers and other high traffic areas.
2. **Finding Statement 1.2.1:** 6 of 6 (100%) of the Department of Army Civilians have been contacted by the Voting Assistance Officers; and are aware of the Army Voting Assistance Program.
 - a. **Corrective Action:** Sample population was very small, but the point is to make sure you contact all your DoD civilians for voting information.
3. **Finding Statement 1.2.2:** 2 of 7 (29%) of the Department of Defense Contractors have been contacted by the Voting Assistance Officers; and are aware of the Army Voting Assistance Program.
 - a. **Corrective Action:** Sample population was very small, but the point is to make sure you contact all your DoD contractors for voting information.
4. **Finding Statement 1.3:** 3 of 9 (33%) Family Members have been contacted by the Voting Assistance Officers; and are aware of the Army Voting Assistance Program.
 - a. **Corrective Action:** Sample population was very small, but the point is to make sure you contact all your eligible US family members for voting information. Best way to do this is using your Family Readiness Group or like organization. Set up a meeting with your Family Readiness Group and invite a guest speaker to talk about how the voting process works overseas.
5. **Finding Statement 1.4.1:** 2 of 19 (10%) of the inspected units have conducted training for Soldiers on absentee registration and voting procedures.
 - a. **Corrective Action:** Registering voters is key to the success of any Voting Assistance Action Plan. Now is the time to get the word out on how personnel



Voting News You Can Use!

9 Jan 12

can go online at www.fvap.gov and fill out an absentee ballot for their home state and mail it in postage free with the prepaid envelope at the end of this process.

6. **Finding Statement 1.4.2:** 0 of 19 (0%) of the inspected units have submitted Measures of Success reports.
- a. **Corrective Action:** Each service component has their own reporting chain to provide Measures of Success. Attached is how the Air Force reports the number of voter registration requests, absentee ballots requested, Federal Write-In Absentee Ballot requests, changes of address and general voting information breaking down the customer by Military/Family Member/Federal Employees/contractors/general public. Each VAO should find out what their reporting requirements are from their service component Senior Voting Assistance Officers.



Measurement Tool -
VAO-FVAP-v4.xlsx

7. **Finding Statement 2.1:** 5 of 19 (26%) of the inspected organizations have a Commander's Voting Action Plan in the form of a Policy Letter, Standard Operating Procedures, and or OPORD.
- a. **Corrective Action:** Ask your unit commander if they have a Voting Action Plan. If not, initiate a Policy Letter, Standard Operating Procedures, and or OPORD to correct this issue and submit to your leadership for their consideration. You should site this finding to back up the need to complete this action.
8. **Finding Statement 2.2.1:** 18 of 19 (95%) of the inspected unit Commanders appropriately appointed Voting Assistance Officers in writing.
- a. **Corrective Action:** This is the easiest corrective action to complete. You, as the unit/section VAO, are appointed as the unit/section VAO. If a new appointment memo is needed, you can use the Sample – Unit VAO Appointment Orders attached.



Sample - Unit VAO
Appointment Orders (

9. **Finding Statement 2.2.2:** 7 of 19 (37%) of the inspected unit Commanders have not appointed the appropriate number of Voting Assistance Officers for the size of the organization.
- a. **Corrective Action:** Unit VAOs should be appointed to a two-year term and be available through the even years during primary and general elections. The desired rank of a Unit VAO is O-2, E-7, GS-7 or above. The rule of thumb for



Voting News You Can Use!

9 Jan 12

determining how many VAOs a unit/section should have is as follows: 1 primary for 25 eligible voters. Add an alternate for every 50 more eligible voters. This guidance is not absolute and can be adjusted to meet local conditions. A larger unit whose members are concentrated in one locale may require fewer Unit VAOs than a smaller unit whose members are geographically dispersed.

10. **Finding Statement 2.2.3:** 3 of 18 (16%) of the inspected unit commanders have deviated from the Voting Assistance Officer grade/rank requirement of O-2/E-7 level or above.
 - a. **Corrective Action:** Appointment approval authorities should ensure that their Voting Assistance Officers are O-2/E-7 level or above. If not, redo the appointment memo with new appointees.
11. **Finding Statement 2.3:** 17 of 19 (89%) of the inspected units have the appropriate Voting Assistance Program materials and registration documents.
 - a. **Corrective Action:** Each VAO should coordinate ordering voting materials with their unit publication manager (and/or their service component publications manager).
12. **Finding Statement 2.4.1:** 34 of 34 (100%) of the inspected Voting Assistance Officers have completed the FVAP on-line training.
 - a. **Continuing Action:** Appoint authorities should ensure that all VAOs complete the 2012 self pace Voting Training from the www.fvap.gov web site.
 - b. There is separate training for unit / installation VAOs as well as individual voters. Self training slides can be found at these links:
 1. **Unit VAOs:** <http://www.fvap.gov/vao/vao-training.html>
 2. **Installation VAOs:** <http://www.fvap.gov/vao/office-training.html>
 3. **Voter:** <http://www.fvap.gov/vao/voter-training.html>
13. **Finding Statement 2.4.2:** 2 of 34 (6%) of the inspected Voting Assistance Officers have attended a voting assistance workshop conducted by the Installation Voting Assistance Officer.
 - a. **Corrective Action:** Installation VAOs should conduct voting workshops to help train unit VAOs. The training should cover VAO duties and responsibilities, describe the absentee ballot voting process, and the resources available to conduct a successful voting assistance program. The training should explain how to complete the Federal Post Card Application (FPCA) and the Federal Write-In Absentee Ballot (FWAB).