

Voting News You Can Use! – 16 Feb 12

USFK Installation Voting Assistance Officers (IVAO),

This email is to inform you that Federal Voting Assistance Program and DoD IG inspectors are visiting installations to observe and document your IVAO programs/offices. It is not clear whether these visits are announced or unannounced. The main point is that whatever location and phone number you publish can and probably will be checked for compliance with DoD Directives and public law. USFK and service component IG offices are already inspecting Unit VAOs and can at any time start inquiring about your Installation Voting Assistance Office. I realize this is an unfunded mandate. We must be creative in providing this service to our voting population. US news agencies are reporting that military members and their families are being disenfranchised regarding voting. I always see the cup as half full. Let's team together to get our IVAOs up and running to demonstrate our resolve to our eligible voting population!

If an IVAO is doing what they are suppose to do, you can rest easy. If not, need to work on the following to get your IVAO up and running properly. Attached IVAO Handbook is a great resource to ensure that your Installation Voting Assistance Office is being managed properly. See pages 85-87 for a checklist to establish and maintain an IVAO. Here are key tasks to get started:

1. **IVAO Appointment Orders** – Installation leadership must ensure that a primary and alternate VAO are on appointment orders listing the location of the IVAO by building number, room number (if applicable), DSN/Commercial Phone Number and hours of availability. A copy should be sent to your service component VAO and me as the USFK Voting Assistance Program Manager.
2. **IVAO Training Certificates** – All IVAOs must complete IVAO training and maintain a copy of the IVAO training certificate (a copy should be sent to your service component VAO and me as the USFK Voting Assistance Program Manager). Installation Voter Assistance Office Training is required for all personnel who will be staffing the office.
3. **Maintain Voting Resources** (Absentee Ballot forms, National Mail Voter Registration Forms, 2012-2013 Voting Assistance Guides, FVAP Calendars, IVAO Handbook, etc). See your service component VAO for supplies/publication orders.
4. **Equipment** - A computer with internet access and a printer is available to print copies of the FPCA, FWAB, NVRF, mailing envelopes and the instructions for those forms, including the Voting Assistance Guide.
5. **Installation Awareness** – Do you have a Voting phone number designated for your installation? Does your installation operator have this number? Is it being advertised in your local community?

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6. **Documenting Voting Assistance** – Each IVAO must be keeping statistics of voting services provided according to their Service Voting Action Plan. I received an example of how the Air Force reports their voting metrics (see attached spreadsheet – POC is Mr. William Davanzo). Each service has a requirement to report voting metrics on a monthly basis.

Hope this information helps you define your IVAO requirements and supports your local voting program. Let me know if you have any questions. I am more than willing to assist anyone to support the overall USFK Voting Assistance Program.

VR,

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