

Other A1 Functions at Installation Level

UPDATE 17 Apr 2012

C: AFPC/DPSIMF, DSN 665-4351

ITEM #	NOT USED		REFERENCE AFI	REFERENCE PARA	COMPLIES WITH COMMENT	DOES NOT COMPLY	COMMENTS
VOTING ASSISTANCE PROGRAM (VAP)							
(Coincides with 2012-13 AF Voting Action Plan, v3)							
9.A.1		Has the installation commander appointed in writing, a primary and alternate installation voting assistance officer (IVAO) for a period of two years?	AFI 36-3107	para 4.7.1			
9.A.2		Has the installation commander established an Installation Voter Assistance Office and designated the office as a Voter Registration Agency?	DTM 10-021; AF Voting Action Plan	Plan para 3g(1)			
9.A.3		Does the appointed IVAO meet the rank requirements in the current AF Voting Action Plan or has AFPC/DPSIMF granted a grade waiver?	AF Voting Action Plan	para 3g(2)			
9.A.4		Does the installation commander ensure unit commanders appoint Unit Voting Assistance Officers, to provide service to all assigned personnel?	AFI 36-3107	para 4.7.3			
9.A.5		Does the installation commander ensure military IVAOs' and UVAOs' performance of duties with respect to the voting program is included in their performance evaluations?	AFI 36-3107	para 4.7.5; PL 107-107			
9.A.6		Does the installation commander ensure the appointed IVAO receives FVAP training within 90 days of appointment and during even-numbered years, and is the training documented? (IVAOs must complete IVAO and IVA Office training)	AFI 36-3107; PL 107-107; AF Voting Action Plan	para 4.7.6 and AF Voting Action Plan para 3i(6)			
IVAOS							
9.A.7		Does the IVAO ensure UVAOs are trained (a) within 90 days of appointment, and (b) every even-numbered year, to assist military and civilian personnel and their dependents?	AFI 36-3107 and Voting Action Plan	para 4.8.4 and Voting Action Plan para 3i(6)			
9.A.8		Does the IVAO keep a record of UVAOs trained (using "IVAO's database" provided by AFPC/DPSIMF) and are replacements trained as needed (within 90 days of appointment)?	AFI 36-3107	para 4.8.4.1 and Voting Action Plan para 3i(6-7)			
9.A.9		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 and attendance tracked? (may delegate to UVAOs, but IVA Office must retain percentage of completion stats.)	AFI 36-3107	para 4.8.4.2			
9.A.10		Has the IVAO developed a system to ensure delivery of SF76, registration and absentee ballot request - Federal Post Card Applications (FPCA) to all eligible voters by the suspense dates and methods listed in the current AF Voting Action Plan? (see notes, item 9.a.14)	AFI 36-3107	para 4.8.6 and Voting Action Plan para 3i(14 & 15)			
9.A.11		Does the IVAO maintain a current continuity book which will be passed on to the succeeding IVAO?	AFI 36-3107; AF Voting Action Plan	para 4.8.15; AF Voting Action Plan para 3i(23)			
9.A.12		Does the IVA Office provide assistance to PCSing members (in and out); members deploying for 6 months or longer; to those returning deployed members from a deployment of 6 months or longer; members changing their address; and upon request?	AFI 36-3107, PL 111-84, and AF Voting Action Plan	para 4.8.8 and AF Voting Action Plan para 3i(19)			
9.A.13		(A) has a plan for "Armed Forces Voters Week ("Overseas Citizens Voters Week" for overseas bases) been sent to the MAJCOM VAO and AFPC/DPSIMF (USAF SVAO) by the suspense date established in the AF Voting Action Plan? And (B) has a plan for Absentee Voters Week been sent to the MAJCOM VAO and the USAF SVAO by the suspense date established in the AF Voting Action Plan?	AFI 36-3107; AF Voting Action Plan	para 4.8.7 and AF Voting Action Plan para 3i(9) & 3i(12)			
9.A.14		(A) has the base telephone operator been provided the email org box and telephone number of the IVA Office? And (B) has an installation voting email org box been created using the OSD/FVAP standardized format of vote@base.af.mil format or similar vote.base@us.af.mil AFNET format?	AFI 36-3107; AF Voting Action Plan	para 4.8.9 and AF Voting Action Plan para 3i(3)			
9.A.15		Has the IVAO ensured the installation website contains a link to the fvap.gov and AF Voting Website year-round as well as a link to the IVA Office's organizational email account (vote@base.af.mil or vote.base@us.af.mil) within 60 days of the AF Voting Action Plan being published?	AF Voting Action Plan	para 3i(18)			
9.A.16		Does the IVAO gather metrics from UVAOs at least quarterly and provide quarterly "measures of effect and performance" by 15 Jan, 15 Apr, 15 Jul & 15 Oct each year?	AF Voting Action Plan	para 3i(7)			

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9.A.17		Does the IVAO, using the IVAO's database (v1.4 or later), provide a directory containing names, email 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 replacement/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)?	AF Voting Action Plan	para 3i(4)			
9.A.18		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").	AF Voting Action Plan	para 3i(20)			
9.A.19		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 community of practice website?	AF Voting Action Plan	para 3i(21)			
9.A.20		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?	AF Voting Action Plan	para 3i(19)			
UVAOS							
9.A.21		Does the UVAO make delivery of SF76 (FPCA) to all assigned personnel of voting age to include their voting age dependents, by either in-person or via email (with delivery or read receipts for percentage accounting)--by 15 January every calendar year; and by 15 July every even-numbered year? (note: read/delivery receipt stats must be transferred to a permanent record such as a spreadsheet or word document without names or other PII)	AFI 36-3107; AF Voting Action Plan	para 4.9.4; Voting Action Plan para 3k(9)			
9.A.22		Does the UVAO provide SF186 (FWAB) to overseas voters and as the FVAP directs for CONUS voters?	AFI 36-3107	para 4.9.5			
9.A.23		Does the UVAO provide the IVAO with quarterly measures of effect and performance using the provided spreadsheet by the 10th day of the first month of each new calendar year quarter?	AF Voting Action Plan	Para 3k(11)			
9.A.24		Does the UVAO maintain a continuity binder with items listed in the current AF Voting Action Plan (preferably utilizing an electronic continuity folder on a share drive)?	AF Voting Action Plan	para 3k(2)			
9.A.25		If appointed as a "Core UVAO" by the IVAO is the UVAO fully trained IAW the requirements in the IVA Office Handbook, USAF Supplement?	AF Voting Action Plan	Para 3k(6)			