

**Sample direction establishing the Installation Voter Assistance Office and designating it as a Voter Registration Agency**

TO: [Designee, Organizational Code]

FROM: [Installation Commander]

SUBJECT: Designation of Installation Voting Assistance (IVA) Office

References: (a) Military and Overseas Voter Empowerment Act, 10 USC 1566a  
(b) Department of Defense Directive (DoDD) 1000.04, "Federal Voting Assistance Program (FVAP)"  
(c) National Voter Registration Act, 42 USC 1973gg-5  
(d) Department of Defense Directive Type Memorandum (DTM) 10-021, "Guidance in Implementing Installation Voter Assistance Offices"  
(e) (Service instruction implementing the voting program)  
(f) (Installation instruction implementing the IVA Office)

1. Reference (a) mandates that an Installation Voter Assistance (IVA) Office be established to provide absent uniformed service voters and their family members to aid in all voting-related matters.

2. **Designation of Office.** This designation establishes an IVA Office within [*the installation headquarters organization*] of [*name of installation*] to provide voter assistance to citizens who have access to the [*name of installation*]; in accordance with references (a) through (f). [*Name of IVA Office*] is designated as a Voter Registration Agency as defined by reference (d).

3. **Policies and Procedures.** The IVA Office will adhere to all policies and procedures specified in reference (f). [A template for an installation-level directive is available at [http://www.fvap.gov/resources/media/fvap\\_base\\_instruction\\_draft.pdf](http://www.fvap.gov/resources/media/fvap_base_instruction_draft.pdf)]

4. **Designation of Personnel.** The following personnel are assigned voter assistance duties in the IVA Office:

[List, by name, all personnel who will provide voter assistance in the IVA Office.]

5. **Location.** The IVA Office shall be physically co-located with [as specified in reference (f)].

6. **Processing Activities.** The IVA Office shall be incorporated into existing in-processing and out-processing activities of military and civilian personnel (at a minimum, upon and change of duty station, before any overseas deployment, and upon return from overseas deployment) and personnel recording a change of address. A visit to the office or meeting with office personnel shall be added to the personnel checklists for these processing activities. The IVA Office shall keep and report, on a monthly basis, records of office activities as prescribed by the Director, Federal Voting Assistance Program.

**7. Resources.**

- a. The IVA Office shall provide to all voting assistance customers, including all military and civilian personnel with access to the IVA Office, written information on voter procedures and also make available the following in print and electronic forms:
  - i. Federal Post Card Application (FPCA, SF-76);
  - ii. Federal Write-in Absentee Ballot (FWAB, SF-186);
  - iii. National Mail Voter Registration Form; and
  - iv. The Voting Assistance Guide.
  
- b. The IVA Office must have access to a computer with internet access and a printer to provide copies of forms and their instructions. Where practical, the office should have a computer that applicants can use to access and complete the forms in accordance with reference (a). Keep adequate back-up supplies of these materials at all times, particularly if a computer is not available. Visit [www.fvap.gov](http://www.fvap.gov) for posters and additional materials to be displayed.

**8. Voter Assistance.** The IVA Office must be prepared to send all completed forms under paragraph 7 to election officials when completed and educate voters on the use of the following available at [www.fvap.gov](http://www.fvap.gov):

- a. The use of the FPCA online assistant can help streamline process by providing the delivery information and eliminating legibility issues.
- b. The FWAB Ballot online assistant can also help streamline absentee ballot requests. Keep No.10 business envelopes on hand for mailing forms. Faxing or emailing also fulfills this requirement for the FPCA, when accepted by the State.

The IVA Office also must provide civilians, who have access to the office, the same level of assistance as military personnel.

**Sample designation letter for Officer-in-Charge, IVA Office. A similar letter for all personnel staffing the IVA Office will be prepared using the options in brackets.)**

TO: Rate/Rank, Name, SSN

FROM: (Installation Commander)

SUBJECT: [Designation as Officer-in-Charge, Installation Voter Assistance Office] [Assignment of Duties in the (Installation Name) Voter Assistance Office]

- References:
- (a) Military and Overseas Voter Empowerment Act, 10 USC 1566a
  - (b) Department of Defense Directive (DoDD) 1000.04, "Federal Voting Assistance Program (FVAP)"
  - (c) National Voter Registration Act, 42 USC 1973gg-5
  - (d) Department of Defense Directive Type Memorandum (DTM) 10-021, "Guidance in Implementing Installation Voter Assistance Offices"
  - (e) (Service instruction implementing the voting program)
  - (f) Installation document designating IVA Office

1. You are hereby designated as [(*Installation Name*) Officer-in-Charge,] [assigned duties in the (Installation Name)] Installation Voter Assistance Officer. You will familiarize yourself with policies and procedures of references (a) through (f) and other applicable Federal Voter Assistance Program elements in the performance of your duties.

2. In your capacity [as Officer-in-Charge,][in the] IVA Office, you will report directly to the installation commanding officer. Complete the information requested below and forward as indicated. This designation remains in effect until rescinded in writing.

[Signature]

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Name/Rate/SSN of Officer-in-Charge, IVA Office:

Date of Designation:

Date Completed IVAO Training:

Global E-Mail Address:

Commercial and DSN Phone Numbers:

Location of Installation Voter Assistance Office:

I accept the designation of (Installation Name).

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Member Signature

Copy to:  
Installation Office  
Service Record