



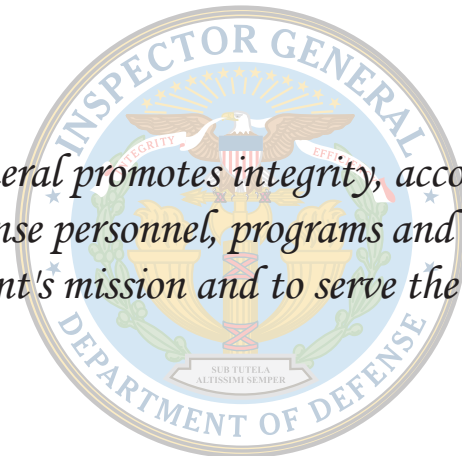
# Inspector General

United States  
Department *of* Defense

DEPARTMENT OF DEFENSE  
OFFICE OF INSPECTOR GENERAL

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Allen, William C., *The Dome of the United States Capitol: An Architectural History*. Prepared under the Direction of George M. White, FAIA, Architect of the Capitol, U.S. Government Printing Office Washington: 1992

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# DoD Voting Assistance Program

March 2006



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The Directorate of Inspections and Evaluations conducts objective and independent customer-focused management and program inspections addressing areas of interest to Congress and the Department of Defense, and provides timely findings and recommendations leading to positive changes in programs.

## **Who Should Read This Report and Why?**

DoD civilian and military personnel who are responsible for the administration, oversight, and implementation of the Federal Voting Assistance Program (FVAP) and Military Services' voting assistance programs should read this report.

## **What Was Identified?**

The Inspectors General of the Military Departments reported that the calendar year 2005 DoD voting assistance programs were generally effective in accordance with the provisions of section 1566, title 10, U.S. Code. However, there are opportunities to improve how voting information and materials are provided to all absentee voters. Sixty-nine percent of the survey respondents said they were aware of the Service voting assistance programs. Fifty-seven percent answered that they knew where to obtain voting information on base. Thirty-four percent of the respondents responded that they had received voting information and materials.

The Inspectors General of the Military Departments also reported that their Services generally complied with the DoD Directive 1000.4, "Federal Voting Assistance Program (FVAP)," April 14, 2004, and their respective Service instructions. At the 10 DoD installations visited, we identified specific instances of non-compliance. However, we could not assess any negative effects attributable to these instances.

The survey revealed that only 14 percent of respondents knew their Service had a web site dedicated to voting information. Moreover, only 19 percent of respondents were aware of the FVAP Web site.

## **How it Can Be Improved?**

If fully implemented, recommendations in this report should facilitate compliance and alleviate difficulties in disseminating voting information and material. The Principal Deputy Under Secretary of Defense for Personnel and Readiness concurred with a recommendation for component and unit heads flexibility in the assignment of unit voting assistance officers. The Principal Deputy also concurred with the recommendation to establish a "one-click" reference to voting assistance on the service Web sites. This will allow members at all levels easy access to voting assistance information. Commanders should also exploit local area network sites to advertise contact information for unit voting assistance officers. Overall, more effective use of FVAP and Service Web sites can improve timely access and delivery of voting information and materials.

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Forward questions or comments concerning the evaluation of the DoD Voting Assistance Program and other activities conducted by the Inspections & Evaluations Directorate to:

Inspections & Evaluations Directorate (I&E)  
Office of the Deputy Inspector General for Policy and Oversight (DIG P&O)  
Office of the Inspector General for the Department of Defense  
400 Army Navy Drive  
Arlington, Virginia 22202-4704  
or  
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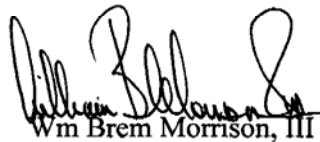
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Defense Hotline  
The Pentagon  
Washington, D.C.  
20301-1900

**REPORT TRANSMITTAL**

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We are providing this report for information and use. We considered management comments to our findings in preparing this final report. Under Secretary of Defense for Personnel Policy comments conformed to the requirements of DoD Directive 7650.3, "Follow-up on General Accounting Office (GAO), DoD Inspector General (DoD IG), and Internal Audit Reports," June 3, 2004. Therefore, additional comments are not required. The complete text of the comments is in the Management Comments section of this report.



Wm Brem Morrison, III  
Assistant Inspector General  
for Inspections and Evaluations



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# Background

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The Department of Defense (DoD) Inspector General (IG) and the Inspectors General of the Military Departments are required to conduct annual effectiveness and compliance assessments of the DoD Voting Assistance Programs (VAP) in accordance with the provisions of section 1566, title 10, United States Code, "Voting assistance; compliance assessments; assistance." To conduct the assessment, the DoD IG team visited 10 DoD installations and reviewed the Military Departments' respective assessment reports (Appendixes G through J).

**DoD Policy and Service Regulations.** DoD Directive 1000.4, "Federal Voting Assistance Program (FVAP)," April 14, 2004 (the Directive), assigns the Under Secretary of Defense for Personnel and Readiness (USD [P&R]) the responsibility for administering the Federal Voting Assistance Program (FVAP) for the presidential designee, the Secretary of Defense. The USD (P&R) established the FVAP Office to manage the program.

The Army, Navy, Air Force, and Marine Corps supplement the Directive with Service specific Regulations and Instructions:

- The Army Regulation 608-20, "Army Voting Assistance Program," October 28, 2004. The Regulation establishes and assigns specific responsibilities to the Adjutant General, commanders of major Army commands, installation commanders, and unit commanders down to company and detachment levels.
- Office of the Chief of Naval Operations Instruction 1742.1A (Revision), "Navy Voting Assistance Program," December 15, 2004. The Instruction states that the Navy voting assistance program will ensure that eligible voters receive information about registration procedures and voting materials pertaining to scheduled elections.
- Air Force Instruction 36-3107, "Voting Assistance Program," September 10, 2003. The Instruction reiterates specific responsibilities for Air Force headquarters, commanders of major commands and installations, installation personnel directors, and Voting Assistance Officers at each level of command.
- Marine Corps Order 1742.1A (Change 1), "Voter Registration Program," May 14, 2002. The Order assigns responsibility for implementing the Marine Corps voter registration program to commanding officers at all echelons to assist Marines, their family members, and certain others in exercising their right to vote.

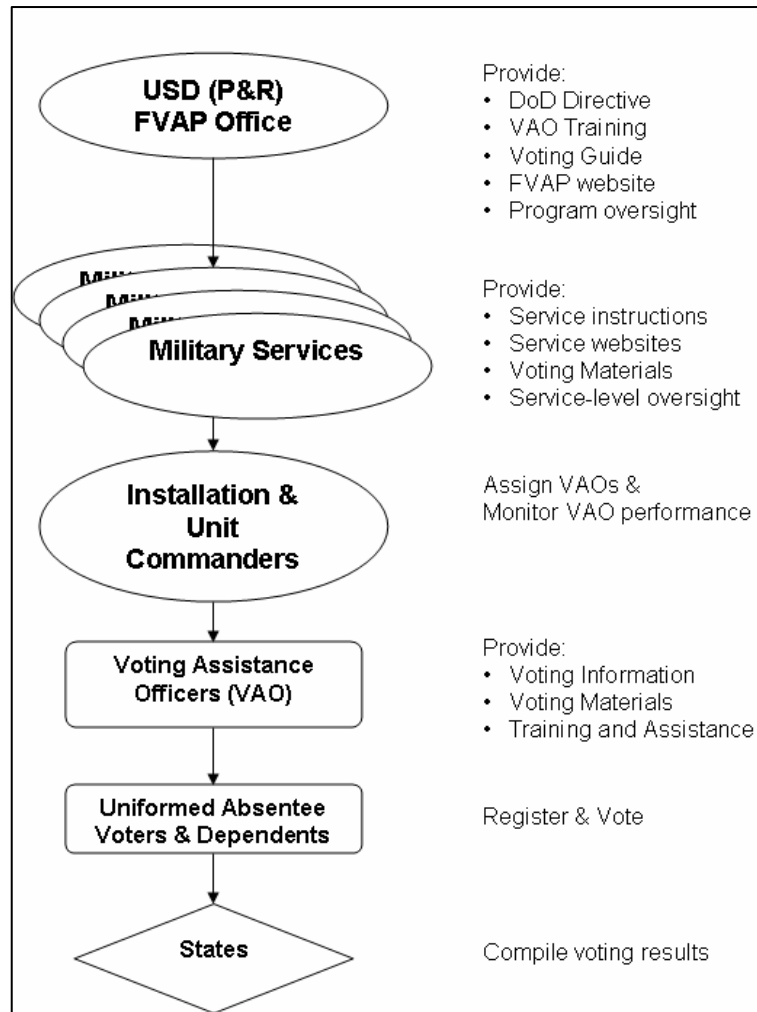
**Federal Voting Assistance Program.** The FVAP Office provides assistance and voting information to the Military Services and absentee voters. The most notable services include: *Voting Assistance Officer (VAO) Training* (on-site and Web-based); *Voting Assistance Guide* with state-by-state information; the monthly publication "*Voting Information News*" that contains timely information on upcoming elections and a "to do" list for Unit VAOs; and *FVAP Web site* (<http://www.fvap.gov>) that provides voting assistance and information to uniformed absentee voters and eligible dependents.

The FVAP Office submits a report to the President and the Congress after each Presidential election year and summarizes the effectiveness of assistance provided under

the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). The most recent report on “The Federal Voting Assistance Program” was issued in October 2005. The UOCAVA reporting requirements specify a separate statistical analysis of uniformed services voter participation, a separate statistical analysis of overseas nonmilitary participation, and a description of State-Federal cooperation. Therefore, the FVAP report provides valuable information on the effectiveness of the voting assistance program as measured by actual voter participation.

## Military Services Voting Assistance Programs

The figure illustrates the major elements of the Military Services Voting Assistance Program. The Voting Assistance Officer (VAO) ensures that uniformed absentee voters and eligible dependents receive voting information and materials.



**Voting Assistance Program Elements**

# Objectives

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In accordance with section 1566, title 10, United States Code, the objectives of this calendar year 2005 evaluation are to assess:

- the effectiveness of the DoD Voting Assistance Program; and
- the level of compliance of the Army, Navy, Air Force, and Marine Corps with the voting assistance program requirements.

# Results

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The Inspectors General of the Military Departments reported that the calendar year 2005 DoD voting assistance programs were generally effective in accordance with the provisions of section 1566, title 10, U.S. Code. However, there are opportunities to improve how voting information and materials are provided to all absentee voters. Sixty-nine percent of the survey respondents said they were aware of the Service voting assistance programs. Fifty-seven percent answered that they knew where to obtain voting information on base. Thirty-four percent of the respondents responded that they had received voting information and materials.

The Inspectors General of the Military Departments also reported that their Services generally complied with the DoD Directive 1000.4, "Federal Voting Assistance Program (FVAP)," April 14, 2004, and their respective Service instructions. At the 10 DoD installations visited, we identified specific instances of non-compliance. However, we could not assess any negative effects attributable to these instances.

## Overview

The goal of the Federal Voting Assistance Program (FVAP) is to ensure that uniformed absentee voters and eligible voting age dependents receive information on voting registration, procedures, and materials pertaining to all scheduled elections, including dates, offices, constitutional amendments and other ballot proposals. The DoD Directive 1000.4, "Federal Voting Assistance Program (FVAP)," April 14, 2004, requires Service voting assistance officers (VAO) to expeditiously obtain and disseminate information and voting forms to voters on an annual basis. The Directive also requires the VAO to personally assist voters for all elections. Furthermore, the Directive requires DoD components to establish and maintain a VAP homepage on their Web sites.

## Assessment of Effectiveness

We assessed the effectiveness of VAPs through a survey of DoD service members and their dependents. We conducted the survey through a questionnaire administered to 5,418 uniformed absentee voters at the 10 locations visited. We received 1,193 usable responses. The results of survey responses at Appendix C show that the Services could improve their programs to disseminate voting information and absentee ballots.

**Dissemination of Voting Information and Absentee Ballots.** Only 34 percent of respondents confirmed that they had received information pertaining to registration deadlines, deadlines for mailing the ballots, and voting procedures (Appendix C). However, 69 percent were aware of the VAP and 57 percent answered that they knew where to obtain voting information on base. Only 17 percent stated they had requested the assistance of their Unit VAO (UVAO). Because a majority of respondents knew where to get voting information, the physical non-receipt of voting information and materials among 66 percent of the respondents was somewhat mitigated.

The Federal Post Card Application (FPCA), SF 76, is used to register to vote and request an absentee ballot. However, only 25 percent of respondents were aware of the FPCA.



Absentee voters must also receive the FPCA in a timely manner to properly register and be eligible to vote. Only 24 percent had received SF 76 by the January 15 deadline. In addition, only 25 percent of the respondents were aware that the Federal Write-in Absentee Ballot (FWAB), SF 186, is a backup ballot that can be used if they did not receive the regular absentee ballot. Only 18 percent were aware of the FVAP Web site, and only 14 percent knew of the Service or component voting Web site. Potentially, greater use and access to voting Web sites could minimize the need for physical distribution of SF 76s.

**Survey of Dependents.** We only received 7 responses from the 70 dependents surveyed. The 10 percent response rate yielded insufficient data to support any meaningful analysis of program effectiveness for dependents. Most VAOs rely on the active duty member to pass information and materials to dependents. Dependent responses to the survey were voluntary.

## Assessment of Compliance

As specified in section 1566, title 10, United States Code, we conducted unannounced visits to 10 installations to assess program compliance. At the two Navy installations, we identified opportunities to improve the dissemination of information and materials. Three of six Army UVAOs also did not deliver the FPCAs by the January 15 deadline. In addition, all the Services exceeded the guidelines for the assignment of UVAOs. Only 4 of the 21 UVAOs assigned at the 10 installations responded that the number of personnel assigned to them were within Service guidelines (Appendix D).

Installation VAOs (IVAO) and UVAOs have specific duties and responsibilities under the Directive to ensure voters get voting information and materials. We interviewed 3 IVAOs and 21 UVAOs assigned at 10 installations. The interviews focused on the dissemination of information, the span of control measured as the ratio of UVAOs assigned to the number of unit members, and the assignment of duties at the specified rank or grade levels.

**Material Dissemination.** All 24 VAOs interviewed had methods for disseminating voting materials to eligible voters. However, only 4 of the 21 UVAOs had delivered the SF 76s by January 15, 2005. The Directive specifies that the SF 76 must be delivered by hand to eligible voters and their voting-age dependents by January 15 of each year. The UVAOs gave several reasons for not delivering SF 76s in a timely manner, including:

- The UVAO was assigned to the position after January 15 and did not know whether their predecessor had delivered the form.
- The UVAO did not know of the requirement.
- There was a lack of emphasis on this requirement in 2005 because no Federal elections were scheduled.

**UVAO/Unit Member Ratio.** Of the 21 UVAOs interviewed, 17 UVAOs represented more personnel in their units than the Directive or the Service instructions allowed. According to the Directive, one UVAO should be assigned within each unit of 25 or more permanently assigned members. An additional UVAO should be assigned for each additional 50 members above the 25-member base. In determining whether the Services

complied with the guidance for UVAO to member ratios, we also considered the Service instructions. For example:

- Air Force Instruction 36-3107 requires one O-2/E-7 Unit Voting Assistance Counselor for every 100 members. Accordingly, 5 of the 7 Air Force UVAOs each represented more than 100 members.
- Marine Corps Order 1742 allows one UVAO for every 200 eligible voters. During our visit, we discovered that 2 Marine Corps UVAOs represented more than 200 service members.

Although some UVAOs exceeded the ratio prescribed in the governing Directive and military instructions, they generally used all resources available to ensure that unit members and their dependents received voting materials. Such resources included the use of shift leaders, shop managers, platoon sergeants, e-mail, plan of the day, commander's call, unit formations, and voter information booths. Therefore, we identified no adverse impact from nonstandard ratios of UVAOs to assigned personnel. We concluded that the Services should be allowed some flexibility to exceed the UVAO/unit member ratio in special circumstances, particularly if they can ensure the timely dissemination of voter information and materials.

**IVAO/UVAO Assignment.** Considering the status of the 25 VAOs assigned at the 10 installations visited, 18 met the grade/rank requirement. The Directive specifies that if a military member is assigned as the IVAO, that officer should hold the pay grade of O-4 or higher. A UVAO should be designated and assigned in writing at the O-2/E-7 level or above within each unit of 25 or more permanently assigned members. However, one IVAO assigned was a Technical Sergeant E-6 and one UVAO was a Senior Airman E-4.

At some installations, VAOs had volunteered for this additional duty. Although some of the volunteers did not meet the grade/rank requirement, they were energetic, knowledgeable, capable and, most importantly, wanted to do the job. In every instance we determined the VAO duties were satisfactorily accomplished despite some designees not meeting the grade/rank requirement. Therefore, we concluded that the Services should have some flexibility to allow individuals who do not meet the grade/rank requirement to still volunteer and serve as IVAOs and UVAOs, as necessary.

## Availability of On-Line Information

The Directive specifically requires heads of Components to establish and maintain a VAP homepage on the DoD Component's Web site. However, the survey showed that only 14 percent of respondents knew their Service had a Web site dedicated to voting information. Only 18 percent of respondents were aware of the FVAP Web site at [www.fvap.gov](http://www.fvap.gov).

**Military Web Sites.** We accessed Web portals maintained by each Service and determined that although voting information could be researched at each site, ease of navigation through the Web site varied and, in most cases, can be improved.

- The Army Web site at [www.hrc.army.mil](http://www.hrc.army.mil) contains five possible entries for starting a search, Active, Reserve, About Us, Links, and My Portal. Only the Active button leads to voting information. A second page must be accessed

before a link to the FVAP showed up. Furthermore, the Reserve button did not lead to voting information.

- The Navy site at [www.cni.navy.mil](http://www.cni.navy.mil) contained a Web link to the Navy Voting Program that included current information on upcoming gubernatorial elections, but no reference to the FVAP site where additional information is available.
- The Air Force site at [www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil) contained a link to Federal Voting Assistance Program Web site.
- The Marine Corps site [www.manpower.usmc.mil](http://www.manpower.usmc.mil) did not display a voting link on the home page, but required further search to find a link to voting information.

A prominently displayed direct link to the FVAP Web site on each Service Web site should facilitate the dissemination of voting information and forms. Active duty personnel and their dependents with access to the Internet should avail themselves of this excellent source of voting information. This would ease the burden on VAOs to provide all information and materials and the Web site should also be useful to dependents.

**The FVAP Web Site.** Voters can view and download information, materials, and forms from the FVAP Web site at [www.fvap.gov](http://www.fvap.gov):

- A new online version of the Federal Post Card Application, SF 76A. Though SF 76A cannot be used for online voter registration, voters can download the form and mail in the application. The SF 76A is now accepted by all states and territories (except Guam and American Samoa) to request registration and/or an absentee ballot.
- An on-line version of the Federal Write-in Absentee Ballot (FWAB), SF 186A. The FWAB is used to vote for Federal offices in general elections. Some states allow military and U.S. citizens overseas to use the FWAB in elections other than general elections or for offices other than Federal offices, as explained on the FVAP Web site.
- The FVAP Web site provides links to 11 of the 50 states that have expanded usage of the FWAB beyond the provisions of the Uniformed and Overseas Citizens Voting Act (UOCAVA). World-wide toll-free telephone assistance is available for people with questions.

All the useful information available from the FVAP Web site could be more visibly linked to Service Component Web sites. The utility of the Service Component Web sites would be greatly expanded if a link to the FVAP site were prominently displayed.

## **FVAP Assessment of Voter Participation**

According to FVAP office statistics, 26 percent of nonvoting Service members did not vote in the 2000 election because they did not know how to get an absentee ballot. In 2004, only 10 percent gave this as a reason. The report also stated that the overall Uniformed Services voting participation rate was 79 percent in 2004. This participation rate was 15 percentage points higher than the 64 percent voting rate of the general public in 2004. Absentee voting among Service members in 2004 accounted for 53 of the 79 percent compared to 37 percent of the Service members who voted in 2000. The DoD IG

questionnaire results showed that 65 percent of the respondents plan to vote by absentee ballot in the next election, a potential further increase of absentee voters.

## Conclusions

The evidence from our evaluation, while a limited sample, is consistent with the conclusions of the Inspectors General of the Army, Navy, Air Force, and Marine Corps in their respective reports (see Appendixes G through J). For the most part, their VAPs complied with the provisions of section 1566, title 10, United States Code and were effective in calendar year 2005. Also, we note the relatively high percentage of actual military voter participation compared to the general population. However, both the Military Departments' Inspectors General and we identified specific opportunities to improve the execution of the voter assistance programs.

DoD IG Report No. IE-2005-001, "Evaluation of the Voting Assistance Program," March 31, 2005, identified observations related to the dissemination of information and material to voters in 2004. To address those and other observations, we recommended that the Under Secretary of Defense for Personnel and Readiness revise DoD Directive 1000.4. The Directive should address VAO training requirements and require the FVAP Office and Military Services to collect and analyze metrics on a more frequent basis, as a means of identifying areas of concern in accomplishing program objectives. Other recommendations to the USD(P&R) included:

- developing an automated delivery and reporting system; and
- developing and forwarding a legislative change proposal to Congress that would reduce or eliminate oversight requirements by Services' and DoD IGs, commensurate with the success of process improvements and automated reporting procedures.

The USD (P&R) concurred with our recommendations and we are monitoring the issuance of the revised Directive. We believe insufficient time has elapsed to observe the effect of implementing the recommendations in the March 31, 2005, report. We will follow up on those recommendations in our assessment of DoD Voting Assistance Programs in 2006, which is a Federal election year. Federal election requirements were not an issue in 2005.

If fully implemented, our prior recommendation to develop an automated delivery and reporting system should alleviate issues identified in this report concerning the dissemination of voting information and material. Further improvements to the VAPs can be achieved by allowing for flexibility in the assignment of UVAOs and in improving Service Web sites to provide direct links to the FVAP Web site. The assignment of UVAOs at a lower grade level or in fewer numbers than the Directive currently permits might be justifiable provided access to Web-based voting information is made readily available to all absentee voters.

## Recommendations

We recommend that the Under Secretary of Defense for Personnel and Readiness:

1. Revise DoD Directive 1000.4, "Federal Voting Assistance Program (FVAP)," April 14, 2004, to permit heads of the DoD Components and the Uniformed Services to exercise some flexibility in how many Unit Voting Assistance Officers they assign and at what level.
2. Direct the Services to establish a "one-click" Web site access from their main home page to a Voting page that provides Service-related and Federal Voting Assistance Program-related information and materials. The FVAP office, in cooperation with the Services' Senior Voting Assistance Officers, should conduct a DoD-wide campaign to institutionalize the "one-click" Web link to voting information. Overall, more effective use of Federal Voting Assistance Program and Service Web sites can improve timely access and delivery of voting information and materials.

## Management Comments

On behalf of the USD (P&R), the Principal Deputy, USD (P&R) concurred with the above recommendations. The full text of the response is included in the Management Comments section of this report. The Principal Deputy also suggested the following edits-all of which have been incorporated:

- Figure on Voting Assistance Program Elements-correct lines of responsibility;
- Correct form number SF 76A for the online Federal Post Card Application; and
- Identify title of monthly newsletter as *Voting Information News*.

# Appendix A. Scope and Methodology

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We conducted unannounced visits to 10 military installations, including 3 Army, 2 Navy, 3 Air Force, and 2 Marine Corps installations. At each location, we assessed the Voting Assistance Program (VAP). We developed questionnaires for interviews and surveys of prospective voters based on statutory requirements and DoD policies. We interviewed Voting Assistance Officers (VAO) and surveyed military personnel assigned and their dependents.

- To assess the effectiveness of VAPs, we disseminated a Web-based survey to 5,418 uniformed personnel, representing the required 20 percent of the 27,026 personnel assigned to the 10 installations. We also distributed the survey questionnaires to 70 dependents. Survey questions focused on the dissemination of information and voting materials.
- To assess the Military Services' compliance with VAPs, we interviewed 3 of 5 assigned Installation VAOs and 21 Unit VAOs. Interview questions addressed six areas: VAO appointments, information dissemination, materials dissemination, training, resources, and written guidance.

Levels of effectiveness and compliance were measured as the percentage of respondents who answered affirmatively.

**Use of Computer-Processed Data.** We relied on data provided by the Defense Management Data Center to identify personnel assigned to installation sites selected. Although we did not perform a formal reliability assessment of the computer-processed data, we determined that the personnel rosters accurately identified people assigned to the installations. We did not find errors that would preclude the use of Defense Management Data Center data to meet the evaluation objective or to change our report conclusions.

**Universe and Sample.** We judgmentally selected the 10 installation sites from which the universe of 27,026 uniformed personnel was drawn. The 20 percent sample of 5,418 was the result of statistical sampling. The judgmental selection of 10 field sites means that the results cannot be projected beyond the installations visited.

We received 1,193 responses to the Web-based survey, representing a response rate of 22 percent. The comparatively low response rate was in part the result of our visits being unannounced and units being deployed or otherwise not available to participate in the survey.

The evaluation was conducted from June 2005 through March 2006 in accordance with the President's Council on Integrity and Efficiency "Quality Standards for Inspections." Section 1566, title 10, United States Code, requires Service IG reports to be reflected in the DoD IG report to Congress. Accordingly, the Service IG reports are in Appendixes G through J. We did not validate the results in the Service IG reports.

**Use of Technical Assistance.** Personnel from the DoD IG Quantitative Methods Division assisted with questionnaire development and data analysis. Also, the DoD IG Web Development Team assisted with developing and implementing the Web-based survey questionnaire.



## **Appendix B. Prior Coverage**

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During the last 5 years, the Government Accountability Office (GAO), DoD, and the Department of State have issued reports on the FVAP and overseas absentee voting. Unrestricted GAO reports can be accessed over the Internet at <http://www.gao.gov>. Unrestricted DOD IG reports can be accessed at <http://www.dodig.mil/audit/reports>.

### **GAO**

GAO Report No. GAO-05-956, "Elections: Federal Efforts to Improve Security and Reliability of Electronic Voting Systems Are Underway, but Key Activities Need to be Completed," September 21, 2005

GAO Report No. GAO-04-975T, "Elections: Electronic Voting Offers Opportunities and Presents Challenges," July 20, 2004

### **DoD**

DoD IG Report No. IE-2005-001, "Evaluation of the Voting Assistance Program,"  
March 31, 2005

Secretary of Defense "Report on DoD Actions to Support Voting Assistance to Armed Forces Outside the U.S.," December 2004

DoD IG Report No. D-2004-065, "DoD Implementation of the Voting Assistance Program," March 31, 2004

DoD IG Report No. D-2003-072, "DoD Compliance with the Uniformed and Overseas Citizens Absentee Voting Act," March 31, 2003

DoD IG Report No. D-2001-145, "Overseas Absentee Ballot Handling in DoD,"  
June 22, 2001

### **Department of State**

United States Department of State Report No. 01-FP-M-045, "Review of Implementation of the Federal Voter Assistance Program," August 2001

# Appendix C. Summary Results of Effectiveness Survey\*

Source: Uniformed Absentee Voters Survey

Area	USA	USN	USAF	USMC	Overall Percentages
▶ Sub-area					
<b>Information Dissemination</b>					
▶ Info on VAP received?	30%	42%	31%	33%	34%
▶ Command Events this year	27%	28%	24%	16%	24%
▶ Know Voters Week	26%	30%	23%	31%	25%
▶ Aware of VAP	58%	77%	71%	82%	69%
▶ Aware of VAO	34%	39%	33%	39%	34%
▶ On-base location for assistance	59%	62%	54%	71%	57%
▶ FPCA can be used to register and request Absentee Ballot	30%	34%	22%	25%	25%
▶ FWAB can be used as back-up if Regular Absentee Ballot is not received	31%	28%	24%	25%	25%
▶ FVAP Web site	21%	22%	16%	15%	18%
▶ FVAP Voting Guide	21%	25%	18%	19%	20%
▶ Service or installation voting Web site	16%	16%	14%	11%	14%
▶ If Voting, how? Absentee Ballot	54%	69%	66%	69%	63%
▶ If Voting, how? In Person	46%	29%	34%	29%	35%
▶ UVAO assistance requested?	20%	17%	17%	15%	17%
▶ UVAO assistance not requested?	23%	30%	24%	29%	25%
<b>Distribution of Materials</b>					
▶ FPCA delivered by Jan 15th	30%	23%	22%	25%	24%
▶ FWAB received	31%	23%	18%	19%	21%

\* Effectiveness was measured as the percentage of respondents who answered affirmatively to a question. Overall, we received 1,193 responses

# Appendix D. Summary Results of Compliance Assessment \*

Source: Interviews with 24<sup>1</sup> Voting Assistance Officers at 10 installations.

Area	USA	USN	USAF	USMC	Aggregate	Percentage
▶ Sub-area						
<b>VAO Appointments</b>						
▶ IVAO Assigned	2 of 3	2 of 2	1 of 3	0 of 2	5 of 10	<b>50%</b>
▶ IVAO Proper rank/Pay Grade	2 of 2	2 of 2	0 of 1	0 of 0	4 of 5	<b>80%</b>
▶ UVAO Assigned (# installations)	3 of 3	2 of 2	3 of 3	2 of 2	10 of 10	<b>100%</b>
▶ UVAO Proper rank/Pay Grade	6 of 6	5 of 6	6 of 7	2 of 2	19 of 21	<b>90%</b>
▶ VAOs Assigned in Writing	6 of 7	3 of 8	5 of 8	2 of 2	16 of 25	<b>64%</b>
▶ UVAO/Unit Member Ratio iaw Guidance	1 of 6	1 of 6	2 of 7	0 of 2	4 of 21	<b>19%</b>
<b>Dissemination of Information</b>						
▶ VAOs expeditiously disseminate DoD voting information	5 of 7	2 of 7	6 of 8	1 of 2	14 of 24	<b>58%</b>
<b>Dissemination of Material</b>						
▶ UVAOs delivered FPCA by 15 Jan deadline	3 of 6	1 of 6	5 of 7	2 of 2	11 of 21	<b>52%</b>
<b>Service Resources</b>						
▶ Provide Web sites	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	<b>100%</b>
▶ VAOs purchase/maintain sufficient materials	5 of 6	7 of 8	7 of 8	2 of 2	21 of 24	<b>88%</b>
<b>Service Written Guidance</b>						
▶ Military covered	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	<b>100%</b>
▶ Dependents covered	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	<b>100%</b>
▶ Deployed covered	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	<b>100%</b>
▶ Dispersed covered	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	<b>100%</b>
▶ Tenant units covered	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	<b>100%</b>

\* A total of 4 Installation VAOs and 21 Unit VAOs were assigned at the 10 installations. One IVAO was unavailable.

# **Appendix E. Uniformed Absentee Vote Questionnaire**

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## Absentee Voter Questionnaire - Active Duty Members of the Uniformed Services & Dependents

### About This Questionnaire

**Will my questionnaire responses be kept anonymous?** Yes. There is no information being collected that could be used to identify individuals. Your responses will be combined with information from other uniformed service members and dependents to report the views and experiences of groups of personnel. Do not use any personal names anywhere on this questionnaire.

**Why me?** Installations have been selected to solicit information from uniformed service members and dependents regarding the absentee ballot process. Information collected in this questionnaire will be used to report their awareness of the absentee ballot voting process. Your responses are important to provide us with insights to this process.

### Privacy Notice

**Authority:** This questionnaire is being administered by the Inspector General of the Department of Defense under the authority of Section 1566, chapter 80 of title 10, United States Code.

**Principal Purpose:** Information collected will be used to determine uniformed service members' and dependents' awareness of the procedures and resources used to support the absentee ballot voting process. This information may assist in the formulation of policies to improve the absentee ballot voting process.

**Routine Uses:** None.

**Disclosure:** Providing information on this questionnaire is voluntary. There is no penalty if you choose not to respond. However, maximum participation is encouraged. No identifying information is being collected that could identify individuals. Only summary information will be reported.

## Completing This Questionnaire

- This is not a test.
- Select answers that you believe are most appropriate.
- Fill in the appropriate circle or circles.
- Complete all questions before exiting Web site.

## Demographic and Voting Questions

1. What is your status? *Click on one circle.*

- Active Duty
- National Guard
- Voting Age Dependents

2. What is your/your sponsor's Service? *Click on one circle.*

- Army
- Navy
- Air Force
- Marine Corps

3. What is your/your sponsor's rate or rank? *Click on one circle.*

- E1—E4
- E5—E9
- W01-W05
- 01-03
- 04-010

4. What is your education level? *Click on one circle*

- Less than high school
- High school diploma or equivalent (e.g., GED)
- At least some college credits, but no 4-year degree
- Bachelor's degree or higher

5. What is your age? *Click on one circle*

- 18 to 24
- 25 to 44
- 45 or older

6. Did you enlist or join the service during the past 12 months? *Click on one circle.*

- Yes
- No (If no, please click here to skip to question 9)
- N/A (If n/a, please click here to skip to question 9)

7. During the recruitment/enlistment process, were you provided the following? *Click on circle for item.*

a. DD Form 2645, “Voter Registration Information.”

- Yes
- No
- Don’t recall

b. DD Form 2644, “Mail Voter Registration Application.”

- Yes
- No
- Don’t recall

8. Did you receive information on the absentee voter assistance program during basic training? *Click on one circle.*

- Yes
- No
- Don’t recall

9. Did you, either on-line or in person, complete any training during this calendar year on absentee voter registration and voting procedures? *Click on one circle.*

- Yes
- No



10. Do you know the location on the installation where you can obtain voting material and assistance? *Click on one circle.*

- Yes
- No

11. During this calendar year, did your/your sponsor's command have any special events dedicated to providing information on voter registration and upcoming elections? *Click on one circle.*

- Yes
- No
- Don't recall

12. Are you aware of Armed Forces Voters Week? *Click on one circle.*

- Yes
- No

13. If planning to vote in the next election, what method do you plan to use? *Click on one circle.*

- Absentee Ballot
- In Person

14. Do you know that your/your sponsor's Service has a voting assistance program? *Click on one circle.*

- Yes
- No

15. Are you an Installation or Unit Voting Assistance Officer (IVAO/UVAO)?

- Yes
- No

16. Do you know who your Unit Voting Assistance Officer is? *Click on one circle.*

- Yes
- No, ([If no, please click here to skip to question 18](#))

17. During 2005, did your Unit Voting Assistance Officer provide assistance upon request? *Click on one circle.*

- Yes
- No
- Assistance not requested

18. During 2005, did you receive the following? *Click on one circle for each item.*

	Yes	No	Don't Recall
a. Information about the Service voting assistance program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. In-hand delivery of SF 76, "Federal Post Card Application (FPCA)," for Registration and Request for Absentee Ballot by January 15 <sup>th</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. SF 186, "Federal Write-in Absentee Ballot"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. During 2005, were you aware of the voting and communication tools listed below? *Click on circle for each item.*

	Fully Aware	Somewhat Aware	Unfamiliar
a. The Federal Voting Assistance Program Web site that provides voting-related information and resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. 2004-05 Voting Assistance Guide that provides State-by-State information that enables you to register and vote absentee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. A Service or installation voting assistance program Web site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. Before taking this survey, were you aware that the Federal Post Card Application, SF 76, could be used to register to vote and to request an absentee ballot? *Click on one circle.*

- Yes
- No

21. Before taking this survey, were you aware that the Federal Write-In Absentee Ballot is a backup ballot that can be used if you did not receive your regular absentee ballot? *Click on one circle.*

- Yes
- No

22. Is there anything else related to the FVAP that you would like to mention?

Thank you very much for participating in this survey.

## **Appendix F. Installations Visited**

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### **Department of the Army**

Fort Lee, Petersburg, Virginia

Fort McNair, Washington, District of Columbia

Fort Myer, Arlington, Virginia

### **Department of the Navy**

Patuxent River Naval Air Station, Maryland

Naval Medical Center San Diego, California

Marine Barracks, Washington, District of Columbia

Marine Corps Headquarters, Henderson Hall, Arlington, Virginia

### **Department of the Air Force**

Andrews Air Force Base, Maryland

Pope Air Force Base, North Carolina

Seymour Johnson Air Force Base, North Carolina

# Appendix G. Department of the Army Inspector General Report

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SAIG-ZA

DEPARTMENT OF THE ARMY  
OFFICE OF THE INSPECTOR GENERAL  
1700 ARMY PENTAGON  
WASHINGTON DC 20310-1700

30 January 2006

MEMORANDUM FOR DEPARTMENT OF DEFENSE INSPECTOR GENERAL,  
ATTN: SP & TA DIVISION

SUBJECT: Assessment of the FY 2005 Army Voting Assistance Program

1. **Purpose:** To provide the Department of Defense Inspector General's Office with results of the Army Inspector General's annual assessment of the Army's Voting Assistance Program.

2. **Background:**

a. Title 10, Section 1566, United States Code, dated 28 December 2002 requires the Inspector General of each Service to conduct an annual review of the effectiveness and compliance of their voting assistance program. Also, Department of Defense (DOD) Directive 1000.4, dated 14 April 2004 requires each Service to review their voting assistance programs annually at every level of command to ensure compliance with DOD regulations and public law. Paragraph 5.3 and 5.4 of the directive further requires The Inspector General of each Service to report the results of the assessment to the DoD Inspector General by 31 January of each year.

b. The Department of the Army Inspector General (DAIG) assessed the Voting Assistance Program by Major Army Commands (MACOMs) to determine their program effectiveness and compliance. Notification of this requirement was provided in a DAIG Memo, dated 15 April 2003, SUBJECT: The Army Voting Assistance Program.

3. **Assessment Goal:** The goal of the FY 2005 DAIG Voting Assistance assessment was to evaluate the effectiveness of the Army's Voting Assistance Program (VAP) and compliance with Army and DOD directives.

4. **Assessment Methodology:** To achieve the assessment goal, TIG directed that each MACOM Inspectors General, (CONUS and OCONUS), to conduct the required annual inspection of The Army's Voting Assistance Program. This method allowed for the determination of whether current policies and directives are effectively incorporated into the Army's Voting Assistance Program.

5. **Assessment Results:** The Inspector General has determined that MACOMs are in compliance with the instructions to conduct an annual assessment of The Army Voting Assistance Program and that the majority of the inspected units have a Voting Assistance Program. This determination was based upon US Army MACOMs provided input for DAIG-ID analysis. MACOMs reported adequate command support at all levels for the voting assistance program.

SAIG-ID

SUBJECT: Assessment of the FY 2005 Army Voting Assistance Program

**6. FINDINGS:**

a. Training:

1. Most Voting Assistance Officer (VAOs) receive training mainly through Federal Voting Assistance Program web-sites. Subordinate units have developed command training programs at the group and battalion levels to train subordinate VAOs.

2. The VAP's were inspected by the MACOM IGs during their Organizational Inspection Program and Staff Inspections. MACOMs also inspected subordinate units during Command Inspection Programs and Staff Assistance Visits. Inspectors utilized this opportunity to teach and train unit VAOs, command leadership, and unit personnel on the Army Voting Assistance Program.


3. Unit VAOs provided assistance and training to Soldiers, and overseas DA civilian employees, and their family members by way of classes and unit voting websites.

b. Execution: The Assistant Chief of Staff for Personnel, G1 (ACofS, G1), as the MACOM's Senior Voting Assistance Officer, provided relevant voting materials to subordinate S1s for dissemination to their unit VAOs. Unit personnel were aware of the voting assistance available from the MACOMs as well as host installations.

c. Oversight: The SVAO maintained oversight of the MACOMs voting assistance program. The ACofS, G1, was responsible for updating policy, responsibilities, procedures, and ensuring compliance with regulations and law. Additionally, the MACOM IGs conducted inspections ensuring the VAP was established and units have a functioning program.

d. Interviews: The MACOM IGs inspected units for compliance with AR 680-20 and other applicable standards using DAIG unit VAO Interview Guide and 2004/2005 DoD "Implementing Instructions for the Conduct of the Army Voting Assistance Program" as well as applicable voting regulations. Additionally, MACOM IGs inspected unit policies and procedures ensuring compliance with regulatory guidance. Overall, MACOMs have well established and functioning programs.

e. The Department of the Army Inspector General Agency's point of contact concerning this matter is Mr. J. R. Williams at (703) 601-1100 or email [jeff.r.williams@us.army.mil](mailto:jeff.r.williams@us.army.mil)

  
STANLEY C. GREEN  
Lieutenant General, USA  
The Inspector General



# Appendix H. Department of the Navy Inspector General Report

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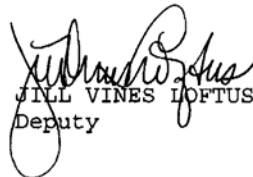
DEPARTMENT OF THE NAVY  
NAVAL INSPECTOR GENERAL  
1254 9TH STREET SE  
WASHINGTON NAVY YARD DC 20374-5006

IN REPLY REFER TO:

1742  
Ser N36/0090  
18 JANUARY 2006

From: Naval Inspector General  
To: Department of Defense Inspector General  
Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM  
Ref: (a) DoD Directive 1000.4 of 14 April 2004  
Encl: (1) Report of Assessment

1. In accordance with reference (a), enclosure (1) is submitted as the annual assessment of the Navy Voting Assistance Program.
2. My point of contact for voting issues is CDR Vera Parker. She can be reached at 202-433-6642 or by email at vera.parker@navy.mil.

  
JILL VINES LOFTUS  
Deputy

Copy to:  
CNI

## NAVY VOTING ASSESSMENT REPORT FOR CALENDAR YEAR 2005

**Background:** Public Law 107-107, December 28, 2001, Title XVI, Section 1601 ©, Uniformed Services Voting, tasked Inspectors General of the Military Departments to conduct annual reviews and provide an assessment of their service's compliance with the Voter Assistance Program. The assessment in this report is based on the specific Voter Assistance Program requirements outlined in Public law 107-107, UOCAVA, DODD 1000.4, and DODD 1344.13

**Methodology:** The Naval Inspector General (NAVINGEN) used three methods to assess the Navy Voting Assistance Program (NVAP) for effectiveness and compliance. NAVINGEN received responses from over 6,100 Sailors from web-based surveys, which included five voting related questions and personal interviews with three Regional, 12 Installation and 11 Unit Voting Assistance Officers (VAOs) as part of three Area Visits and one Command Assessment conducted in 2005. Additionally, NAVINGEN received voting compliance reports per the NVAP instruction, OPNAVINST 1742.1A, from 17 VAOs.

**Findings:** Although 2005 was not a federal election year, the VAOs ensured Sailors and their eligible dependents had the opportunity to participate in the two state and multiple local elections held during the year. Based on this, the Navy was generally in compliance with the Voter Assistance Program, despite several instances where VAOs were not compliant in every aspect of their responsibilities.

### A. Personnel Assignment:

1. VAO assigned at the appropriate grade level. (DODD 1000.4)  
**There were 11 cases where the VAO was not at the appropriate grade level. A primary reason for this discrepancy was VAO selected based on desire or enthusiasm for the job rather than rank.**
2. UVAO assigned at level of command. (DODD 1000.4)  
**NAVINGEN observed UVAOs assigned at every level of command.**
3. Maximum number of voters that can be represented by VAO adhered to.  
**Preponderance of data collected indicates compliance.**
4. UVAO of the rank O2/E-7 above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.4)  
**Preponderance of data collected indicates compliance.**
5. Senior Service Representative at Flag Rank appointed. (DODD 1000.4)  
**Yes, an O-8.**
6. Senior Voting Action Officer. Military person, O4/E8 or above, appointed. (DODD1000.4)  
**No, an O-3.**
7. Commissioned Officer authorized to administer oath. (UOCAVA)  
**All designated VAOs, officer and enlisted are authorized to administer oath in connection with voting registration and voting per OPNAVINST 1742.1A.**

B. Training:

1. VAO received training. (Public Law 107-107)  
**31 of the 43 VAOs received training either through the FVAP workshop or on-line. Most of the 12 that have not received training via one of these means were very recently assigned as a VAO or relayed training received from predecessor as part of the turnover.**
2. MAJCOM, installations and UVAO attend FVAP workshop during even numbered years with Federal elections. For remote locations did VAO access FVAP website for training? Training documented at the installation or base level. (DODD 1000.4)  
**2005 was an odd-numbered year.**
3. Basic training and command courses emphasize and advertise voting assistance programs. (DODD 1000.4)  
**Insufficient data was collected to support/not support this finding.**
4. Train units preparing for deployment. (DODD 1000.4)  
**11 of 43 VAOs interviewed are stationed overseas and trained Sailors assigned to their respective commands.**
5. Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 1344.13)  
**Insufficient data was collected to support/not support this finding.**
6. Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.4)  
**Most VAOs used email and/or Plan of the Week/Day to train Sailors on the absentee registration and voting process.**

C. Material Distribution:

1. UVAOs hand deliver SF76s to eligible voters by ///date///. Develop a system to ensure. (DODD 1000.4)  
**The NVAP website provided specific information to VAOs to acquire and deliver SF-76s by established deadline dates. Since 2005 was not a federal election year, less emphasis was placed on it resulting in most VAOs not hand delivering SF-76s by 15 January.**
2. National Voter Registration form made available to enlistees. (PL 107-107)  
**Insufficient data was collected to support/not support this finding.**
3. Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed in time to allow participation in elections. (Public law 107-107 & DODD 1000.4)  
**Primary means were Plan of the Week/Day and command-wide email announcements.**
4. Special day designated for dissemination of voter information and material. (Public Law 107-107) **Yes.**
5. Prospective enlistees provide a DD Form 2644 "mail Voter Registration Application" and DD Form 2645 "Voter registration Information. (DODD 1344.13)  
**Insufficient data was collected to support/not support this finding.**

6. Recruitment offices transmit registration applications in a timely manner. (DODD1344.13)  
**Insufficient data was collected to support/not support this finding**
7. Sufficient voting materials are on-hand. (DODD 1000.4) **Yes.**

D. Communication and Information Network

1. Voting Assistance Internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal & State voting websites. (DODD 1000.4)  
**Yes, the NVAP Website at <http://www.cni.navy.mil/NavyVote/Index.html> is the one-stop online shop for all VAO support.**
2. Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.4)  
**Preponderance of data collected indicates compliance.**
3. Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.4)  
**Yes, 1-866-U-ASK-NPC (827-5672) or [vote@navy.mil](mailto:vote@navy.mil)**
4. Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs. (DODD 1000.4)  
**Some VAOs reported that they have telephone operators at their location and relied on other means such as Plan of the Day/Week.**

Commanders/Installation Level Involvement

1. MAJCOMS, etc., continually evaluate voting programs. (DODD 1000.4)  
**Per OPNAVINST 1742.1A, each Echelon II command shall ensure voting program compliance is included in command inspections/reviews.**
2. Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week. (DODD 1000.4)  
**Preponderance of data collected indicates compliance.**
3. Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations. (DODD1000.4)  
**OPNAVINST 1742.1A and monthly newsletters provided on the NVAP website discuss support for all potential absentee voters.**
4. Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.4. (Public Law 107-107)  
**NAVINGEN assessed the voting program at the unit and installation levels as part of its Area Visit and Command Assessment programs.**
5. VAO's performance is documented in the Evaluation/FITREPs. (DODINST 1000.4)  
**This requirement is listed in OPNAVINST 1742.1A and most VAOs reported VAO job is listed in their Evaluation/FITREP.**

**Recommendations: None. For information only, OPNAVINST 1742.1A is being revised to be more consistent with DODD 1000.4.**

# Appendix I. Department of the Air Force Inspector General Report

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OFFICE OF THE SECRETARY

DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

MEMORANDUM FOR ASSISTANT TO THE DOD INSPECTOR GENERAL  
(INSPECTIONS AND EVALUATIONS)

FROM: SAF/IG  
1140 Air Force Pentagon  
Washington DC 20330-1140

SUBJECT: USAF 2005 Voting Report

In accordance with DoD Directive 1000.4, paragraph 5.2.1.8, the Air Force submits the attached report providing an overall assessment of the Federal Voting Assistance Program.

During the calendar year 2005, the Air Force assessed the effectiveness of 58 USAF voting programs at the squadron, group, wing and command levels. Evaluations were conducted as command inspections. The list of inspected units, assessment questions, and noted discrepancies is provided for your review.

We've concluded that the Air Force Voting Program is satisfactory and are confident that permanent fixes are in place to address the few discrepancies noted. Our point of contact for this report is SMSgt Michael New, (703) 588-1533.

//signed//

JEFFERY M. MUSFELDT  
Major General, USAF  
Deputy inspector General

Attachments:  
USAF 2005 Voting Report

cc:  
HQ AF/A1L

UNITED STATES AIR FORCE VOTING REPORT

TO THE

DOD INSPECTOR GENERAL

(For the Period 1 Jan – 31 Dec 05)

1. In accordance with Public Law 107-107, UOCAVA, DODD 1000.4, and DODD 1344.13 DoD Directive 1000.4, the Air Force evaluated the effectiveness of the voting programs at the squadron, group, wing, and command levels during CY2005.
2. The Air Force inspected 58 voting programs through a combination of command inspections and unit self-inspections. Command inspections are conducted by MAJCOM inspectors through personal interviews with the voting assistance officer (VAO) and unit voting assistance officers (UVAO). Self-inspections are completed by the VAO on their respective Federal Voting Assistance Program (FVAP).
3. Overwhelmingly, all FVAP programs inspected were in compliance with no findings identified. However, a few problems were noted. The number of units inspected units are listed below by MAJCOM.
  - a. Headquarters Air Combat Command Inspector General (HQ ACC) conducted two inspections:
  - b. Headquarters Air Education and Training Command (HQ AETC) conducted nine inspections:
  - c. Headquarters Air Force Materiel Command (HQ AFMC) conducted two inspections:
  - d. Headquarters Air Force Reserve Command (HQ AFRC) conducted eight inspections:
  - e. Headquarters Air Force Special Operations Command (HQ AFSOC) conducted six inspections:
  - f. Headquarters Air Force Space Command (HQ AFSPC) conducted six inspections:  
Headquarters Air Mobility Command (HQ AMC) conducted no voting inspections.
  - h. Headquarters Pacific Air Forces (HQ PACAF) conducted two command inspection and seven units conducted self-inspections:
  - i. Headquarters United States Air Forces in Europe (HQ USAFE) conducted three inspections:

j. The Air Force Inspection Agency (AFIA) conducted 13 inspections:

4. The overall assessment of the Air Force's compliance with DoD Directive 1000.4, Federal Voting Assistance Program (FVAP), related Air Force Instructions, the Uniformed and Overseas Citizens Absentee Voting Act, and the specific requirements listed below in paragraphs 2.A-2.E is satisfactory. The Air Force, at all levels, placed increased emphasis on the voting program and associated requirements. Questions assessed in each area are highlighted below with number of associated discrepancies in bold.

A. Personnel Assignment:

VAO assign at the appropriate grade level. (DODD 1000.4) UVAO assigned at level of command. (DODD 1000.4)

Maximum number of voters that can be represented by VAO adhered to. [UVAO of the rank 02/E-7 above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.4)

- **In one wing 6 of 46 appointed UVAO did not meet minimum rank requirements and a MAJCOM waiver had not been submitted.**

- **At another wing 2 of 12 UVAO did not meet grade requirements.**

- **UVAC's were not appointed for all units at two installations.**

Senior Service Representative at Flag Rank appointed. (DODD 1000.4)

Senior Voting Action Officer. Military person, 04/E8 or above, appointed.

(DODD1000.4)

Commissioned Officer authorized to administer oath. Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)

B. Training:

VAO received training. (Public Law 107-107)

MAJCOM, installations and UVAO attend FVAP workshop during even numbered years with Federal elections. For remote locations did VAO access FVAP website for training. Training documented at the installation or base level. (DODD 1000.4)

Basic training and command courses emphasize and advertise voting assistance programs. (DODD 1000.4)

- **At several wings UVAC's were either not trained or not trained within a reasonable time frame. After 6 or more months after their appointment 8 of 40 UVAC's were not trained to perform their duties. At another installation 7 of 46 UVAC's required training. At another wing no UVA training was documented.**

Train units preparing for deployment. (DODD 1000.4)

- **At one unit, personnel deploying for 30 days or more were not briefed on absentee voting and provided the opportunity to complete a SF76. The IVO could not confirm all deploying personnel were briefed at one wing.**

- **One wing failed to place a voting counselor on the deployment line to ensure individuals understood their right to vote while deployed.**



Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 1344.13)  
Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.4)

C. Material Distribution:

UVAOs hand deliver SF76s to eligible voters by ///date///. Develop a system to ensure. (DODD 1000.4)

**- In one unit SF76s were not provided or distributed in even number years. National Voter Registration form made available to enlistees. (PL 107-107)**  
Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed timely to allow participation in elections. (Public law 107-107 & DODD 1000.4)

**- In one wing the voting counselors tracked state residence to provide unit members targeted voting information.**

**- In another unit the UVAO had a robust program and took extra steps to keep members informed of state specific requirements.**

Special day designated for dissemination of voter information and material. (Public Law 107-107)

Prospective enlistees provide a DD Form 2644 "mail Voter Registration Application" and DD Form 2645 "Voter registration Information." (DODD 1344.13)

Recruitment offices transmit registration applications in a timely manner. (DODD1344.13)

Sufficient voting materials are on-hand. (DODD 1000.4)

**- A unit had no voting materials on hand.**

D. Communication and Information Network

Voting Assistance Internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal & State voting websites. (DODD 1000.4)

**- An aggressive marketing and leadership support guaranteed of the success of the Voting Assistance Program by utilizing every media outlet available.**

**- In another unit the VAO conducted a robust voting publicity drive to get the word out.**

Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.4)

**- Voting information tables were setup in high traffic areas and information was presented at commanders' call and wing stand up in one unit.**



Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.4)

- **No Voting Action Line was established at one installation.**

**Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs. (DODD 1000.4)**

- **The base telephone operator did not have have an accurate listing with name, e-mail, and telephone number of the IVAO and UVAC's for two installations.**

#### E. Commanders/Installation Level Involvement

MAJCOMS, etc., continually evaluate voting programs. (DODD 1000.4)

Command-wide awareness and assistance program and activities are developed during Armed Forces Voters Week. (DODD 1000.4)

Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations. (DODD 1000.4)

Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.4. (Public Law 107-107)

VAO's performance is documented in the performance evaluations. (DODINST 1000.4)

- **One unit did not document the VAO performance in their annual evaluation.**

- **In another unit the commander did not rate the VAO.**

5. If you have any questions, please contact SMSgt Michael New, (703) 588-1533, [michael.new@pentagon.af.mil](mailto:michael.new@pentagon.af.mil).

# Appendix J. Marine Corps Inspector General Report



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:  
1742  
IG

FEB 3 2006

From: Inspector General of the Marine Corps  
To: Department of Defense Inspector General

Subj: ANNUAL ASSESSMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY/2005

Ref: (a) DODDIR 1000.4

Encl: (1) List of Units Inspected with Results  
(2) Automated Inspection Reporting System (AIRS) checklist for the Voting program

1. Per the reference, this correspondence reports the results of the Inspector General of the Marine Corps (IGMC) "Annual Assessment of the USMC Voting Assistance Program for 2005".

2. The Marine Corps has an effective Voter Assistance Program and has complied with reference (a), with the discrepancies noted below. This assessment is based upon the results of two Major Command Voting Officer (MCVO) command inspections, seven Installation Voting Assistance Officer (IVAO) command inspections, and thirty Unit Voting Assistance Officer (UVAO) command inspections that were conducted during calendar year 2005. A list of the units inspected and the inspection results are contained in enclosure (1). The Automated Inspection Reporting System (AIRS), enclosure (2), guided the inspection process.

3. The inspection process included interviews with the unit's Voting Assistance Officer, the Commanding Officer, and Marines randomly selected within the unit. The inspection team reviewed documents and procedures to ensure compliance with all Marine Corps orders and directives. The team also inspected facilities to ensure Voting Assistance material was displayed in accordance with Marine Corp Order 1742.1A. The following grades were assigned: Mission Capable or Non-Mission Capable with findings, discrepancies, and recommendations to improve the unit Voting Program.

4. Per the guidelines provided by the DODIG, the requested information is provided below:

A. Personnel Assignment

- (1) Thirty-nine out of thirty-nine commands, installations, and other units inspected had VAOs assigned at the appropriate grade level.
- (2) Thirty-nine out of thirty-nine units inspected had UVAOs assigned at the appropriate grade level.

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- (3) Thirty-six out of thirty-nine units adhered to the ratio of voters to UVAOs.
- (4) Thirty-nine out of thirty-nine UVAOs were designated in writing.
- (5) Mr. Michael P. Downs (NF-6) is assigned as the Marine Corps Senior Service Voting Representative (SSVR).
- (6) Mr. David E. James (GS-12) is assigned as the Marine Corps Service Voting Action Officer (SVAO).
- (7) All Marine Corps officers are authorized to administer the oath.

B. Training

- (1) Thirty-six out of thirty-nine VAOs inspected received training.
- (2) VAOs completed the required training via workshop, web-based e-learning, Federal Voter Assistance Program workshop slides, or service-provided training.
- (3) Voter awareness training is incorporated in the syllabus for all Marines in Recruit Training.
- (4) Units conducted pre-deployment voting briefs prior to deployment. The Service Voting Action Officer also conducted pre-deployment training for both I/II Marine Expeditionary Force (MEF). Every deploying Marine was provided the opportunity to complete a federal post card application (FPCA) prior to deployment.
- (5) Yes.
- (6) Thirty-six out of thirty-nine units inspected had conducted the required Voter Assistance training, or had scheduled the training on their unit-training calendar. Per MCO 1742.1A, UVAOs are required to provide training every year on Voter Registration and related subjects.

C. Material Distribution

- (1) MCO 1742.1A gives specific guidance regarding the delivery of FPCA (SF-76) to all eligible voters. Inspection results confirmed that VAOs understood and adhered to the MCO.

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- (2) Yes.
- (3) MCO 1742.1A gives specific guidance regarding the distribution of SF-76s and SF-186s to all eligible voters in a timely manner to ensure they are able to participate in elections. Inspection results confirmed that VAOs understood and adhered to the MCO.
- (4) VAOs used Voter Awareness Week as a special opportunity for disseminating voter information and materials.
- (5) No. This over-sight was discovered during a site visit. The Service Voting Action Officer is currently working with Marine Corps Recruiting Command (MCRC) to resolve this issue.
- (6) No.
- (7) All units inspected maintained an adequate supply of FPCAs and a sufficient stock of federal write-in absentee ballots. Additionally, VAOs maintained and displayed voting posters, calendars, and Voting Information Newsletters.

D. Communication and Information Network

- (1) Yes.
- (2) Five of seven inspected Installations designated at least one well-fixed location where voting materials and voting assistance were available.
- (3) Yes. Major command VAOs, IVAOs, and UVAOs are aware of the telephone number to contact the SVAO.
- (4) Point-of-contact information for six of seven IVAO was maintained in their respective command telephone directories.

E. Commander/Installation Level Involvement

- (1) As part of the IGMC inspection program, Commanding Generals are required to have a Commanding General's Inspection Program (CGIP). The CGIP is evaluated by the IGMC to ensure compliance with the Marine Corps Voter Registration Order and the Voting Assistance Program, as well as, the intent for this program as published by both the Inspector General and the respective Commanding General.

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- (2) Inspection results indicated that command-wide awareness, assistance programs, and activities were developed through the year including Armed Forces Voters Week.
- (3) Written policies developed to support eligible voters included MCO 1742.1A, a Commandant of the Marine Corps White Letter to all Commanding Generals, General Officers, Commanders, and Officers-in-Charge. In addition, several "All Marine" (ALMARS) administrative messages, two personal e-mails from the SSVR to all Marines, as well as several emails from the SSVR and SVAO to all VAOs.
- (4) Yes. MCO 1742.1A and the AIRS checklist are the guidance used when conducting reviews and inspections. MCO 1742.1A is in compliance with DOD Directive 1000.4.
- (5) MCO 1742.1A directs performance evaluation system reporting seniors to evaluate and comment on the effectiveness of VAOs on the VAO's Performance Evaluation. Inspection results indicated that all units inspected are in compliance.

F. Summary

- (1) Two of the thirty-nine units inspected were found to be non-mission capable. Immediate action was taken to correct all discrepancies and findings for all thirty-nine units inspected, with particular emphasis and specific guidance provided to those units found to be non-mission capable.
- (2) The Inspector General of the Marine Corps will continue to inspect, review, and update orders, regulations, policies and procedures to ensure eligible personnel are effectively serviced by the Federal Voting Assistance Program and are afforded the opportunity to exercise their right to vote.

  
D. F. BICE

**Military Inspector Generals Report Template**  
**(CDR J. R. Bobbitt, SP & TA Div, DOD-IG, June 2004)**

**CALENDAR YEAR (I.E. 2004) ANNUAL REPORT ON THE (I.E. UNITED STATES NAVY) COMPLIANCE WITH DOD VOTING ASSISTANCE PROGRAM**

**Background:** Public Law 107-107, December 28, 2001, Title XVI, Section 1601 ©, Uniformed Services Voting, tasks Inspector General of the Military Departments to conduct annual reviews and provide an assessment of their service compliance with the Voter Assistance Program. The assessment in this report is based on the specific Voter Assistance Program requirements outlined in Public Law 107-107, UOCAVA, DODD 1000.4, and DODD 1344.13

**Methodology:** How was the assessment conducted? Need a methodology to collect and validate data from units to assess compliance with areas noted below (Personnel assignment, training, etc). Primary methods include survey questionnaires (written/WEB based), internet (FVAP, services, and installation homepages), phone calls, command inspections, and field visits.

**Findings:** Statement regarding the number and types of units (20 units to include 5 MAJCOM(s), 13 installations, 3 ships, etc – names of units not required, maintain data in case required for further detailed analysis) included in assessment and results with meeting the following requirements:

**A. Personnel Assignment:**

1. VAO assign at the appropriate grade level. (DODD 1000.4)
2. UVAO assigned at level of command. (DODD 1000.4)
3. Maximum number of voters that can be represented by VAO adhered to.
4. UVAO of the rank O2/E-7 above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.4)
5. Senior Service Representative at Flag Rank appointed. (DODD 1000.4)
6. Senior Voting Action Officer. Military person, O4/E8 or above, appointed. (DODD1000.4)
7. Commissioned Officer authorized to administer oath. (UOCAVA)

**B. Training:**

1. VAO received training. (Public Law 107-107)
2. MAJCOM, installations and UVAO attend FVAP workshop during even numbered years with Federal elections. For remote locations did VAO access FVAP website for training. Training documented at the installation or base level. (DODD 1000.4)
3. Basic training and command courses emphasize and advertise voting assistance programs. (DODD 1000.4)
4. Train units preparing for deployment. (DODD 1000.4)
5. Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 1344.13)
6. Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.4)

**Military Inspector Generals Report Template**  
**(CDR J. R. Bobbitt, SP & TA Div, DOD-IG, June 2004)**

C. Material Distribution:

1. UVAOs hand deliver SF76s to eligible voters by ///date///. Develop a system to ensure. (DODD 1000.4)
2. National Voter Registration form made available to enlistees. (PL 107-107)
3. Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed timely to allow participation in elections. (Public law 107-107 & DODD 1000.4)
4. Special day designated for dissemination of voter information and material. (Public Law 107-107)
5. Prospective enlistees provide a DD Form 2644 "mail Voter Registration Application" and DD Form 2645 "Voter registration Information. (DODD 1344.13)
6. Recruitment offices transmit registration applications in a timely manner. (DODD1344.13)
7. Sufficient voting materials are on-hand. (DODD 1000.4)

D. Communication and Information Network

1. Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal & State voting websites. (DODD 1000.4)
2. Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.4)
3. Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.4)
4. Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs. (DODD 1000.4)

Commanders/Installation Level Involvement

1. MAJCOMS, etc., continually evaluate voting programs. (DODD 1000.4)
2. Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week. (DODD 1000.4)
3. Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations. (DODD1000.4)
4. Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.4. (Public Law 107-107)
5. VAO's performance is documented in the Evaluation/FITREPs. (DODINST 1000.4)

**Summary** of Military Service level of compliance with voting assistance programs based on statistical data from findings. Include a breakdown by specific areas (A. Personnel assignment, B. Training, etc).

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**Recommendations (If required):** Include responsible activity for implementing recommendation and follow-up.



## **Appendix K. List of Acronyms**

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### **Acronyms**

DoD IG	Inspector General
FPCA	Federal Post Card Application
FVAP	Federal Voting Assistance Program
FWAB	Federal Write-In Absentee Ballot
GAO	Government Accountability Office
IVAO	Installation Voting Assistance Officer
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
UOCAVA	Uniformed and Overseas Civilians Absentee Voting Act
UVAO	Unit Voting Assistance Officer
VAO	Voting Assistance Officer
VAP	Voting Assistance Program

# **Appendix L. Report Distribution**

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## **Office of the Secretary of Defense**

Under Secretary of Defense (Personnel and Readiness)\*  
    Director, Federal Voting Assistance Program\*  
Under Secretary of Defense (Comptroller)/Chief Financial Officer  
Assistant Secretary of Defense (Legislative Affairs)  
Assistant Secretary of Defense (Public Affairs)

## **Department of the Army**

Secretary of the Army  
Chief of Staff, U.S. Army\*  
Inspector General, Department of the Army

## **Department of the Navy**

Secretary of the Navy  
Chief of Naval Operations\*  
Naval Inspector General  
    Deputy Naval Inspector General for Marine Corps Matters\*

## **Department of the Air Force**

Secretary of the Air Force  
Chief of Staff, U.S. Air Force\*  
Inspector General, Department of the Air Force

## **Combatant Command**

Inspector General, Joint Staff

## **Non-Defense federal Organization**

Office of Management and Budget

## **Congressional Committees**

Senate Committee on Armed Services  
Senate Committee on Homeland Security and Governmental Affairs  
Senate Subcommittee on Defense, Committee on Appropriations  
House Committee on Armed Services  
House Committee on Government Reform  
House Subcommittee on Defense, Committee on Appropriations

# Management Comments

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PERSONNEL AND  
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE 4000  
DEFENSE PENTAGON WASHINGTON, D.C. 20301-4000

March 21, 2006

MEMORANDUM FOR INSPECTOR GENERAL, DEPARTMENT OF DEFENSE

SUBJECT: Response to Draft report on Evaluation of the DoD Voting Assistance Program, Project No. D2005-DIPOE3-0194

The Federal Voting Assistance Program administers the federal provisions of the Uniformed and Overseas Citizens Absentee Voting Act. The FV AP has a proven record of continual improvement in carrying out its responsibilities to meet the voting needs of the military and overseas citizens in a non-partisan manner. Realizing there were no scheduled federal office elections in 2005, the Department still required that each Uniformed Service member receive a Federal Post Card Application due to the continued high operations tempo. However, we understand that overall voting awareness may not be as high as in years of required Voting Assistance Officer training. The FV AP will continue to put a strong emphasis on federal elections and make improvements based on the findings of their 2004 post election survey, customer feedback and recommendations from the DoDIG.

I concur with the recommendation for Component and Unit heads to be allowed flexibility in the assignment of Unit Voting Assistance Officers. The report notes that there was no adverse impact in units that exceeded the UV AO/unit member ratio. Additionally, Component and Unit heads should be allowed to assign IV AOs and UV AOs who do not meet the grade/rank requirement to still volunteer and serve so long as the volunteers are knowledgeable, capable, and want to do the job.

I concur with the "one-click" recommendation for service websites to enable members at all levels to easily avail themselves of important voting assistance information. This will allow members to access Service specific voting guidance Installation Voting Assistance Officers to provide their contact information as well as the contact information for Unit Voting Assistance Officers oftenant organizations.

Beyond that, we note that "Figure 1: Voting Assistance Program Elements" should be redrawn to show the UDS (P&R)/FV AP bubble over the Military Services bubble which should itself be over the Installation and Unit Commanders bubble. We also note that the monthly newsletter published by the Federal Voting Assistance Program for Voting Assistance Officers is called *Voting Information News*, and that the proper form number for the online Federal Post Card Application is SF 76A.

For follow-on assistance, please contact Polli Brunelli, Director, Federal Voting Assistance Program at (703) 588-1584.

  
Gail H. McGinn  
Performing the Duties of the  
Principal Deputy

## **THE MISSION OF THE OIG DoD**

The Office of the Inspector General promotes integrity, accountability, and improvement of Department of Defense personnel, programs and operations to support the Department's mission and to serve the public interest.

## **TEAM MEMBERS**

The Inspections and Evaluations Directorate, Office of the Deputy Inspector General for Policy and Oversight, Office of the Inspector General for the Department of Defense prepared this report. Personnel who contributed to the report include Ms. Madelaine E. Fusfield, Team Leader, Ms. Beverly Cornish, Mr. Gary Queen, and Ms. Carol Brink-Meissner.

The Quantitative Methods Division provided technical support. Personnel who contributed were Dr. H. David Barton and Dr. Kandasamy Selvavel.

## **ADDITIONAL REPORT COPIES**

Contact us by phone, fax, or e-mail:

Inspections and Evaluations Directorate, Deputy Inspector General for Policy and Oversight

COM: 703.604.9130 (DSN 664-9130)

FAX: 703.604.9769

E-MAIL: [crystalfocus@dodig.mil](mailto:crystalfocus@dodig.mil)

Electronic version available at: <http://www.dodig.mil/Inspections/IE/Reports.htm>

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