

**Army Regulation 608–20**

**Personal Affairs**

# **Army Voting Assistance Program**

**Headquarters  
Department of the Army  
Washington, DC  
28 October 2004**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 608-20

Army Voting Assistance Program

This revision, dated 28 October 2004--

- o Adds to the applicability paragraph the Reserve Component soldiers (the Army National Guard of the United States, and the U.S. Army Reserve) ordered to active duty (title page).
- o Adds that the SF 76 (Registration and Absentee Ballot Request--Federal Post Card Application) will be hand-delivered (para 1-5).
- o Emphasizes that only the individual soldier may contact his or her own voting officials (para 1-7).
- o Refers to the current-year Voting Assistance Guide for information on electronic transmission of election materials (para 1-8).
- o Adds responsibilities for the Secretary of Defense; the Federal Voting Assistance Program Director; the Secretary of the Army; The Adjutant General; the Department of the Army Inspector General; the commanders of major commands; Reserve Component commanders; installation commanders; the Director of the Army Staff, the Installation Management Agency and its regional offices, field activity agencies, and direct reporting units; senior voting assistance officers; company/detachment commanders; and voting assistance officers (chap 2).
- o Deletes the text excerpt of Section 596, Title 18, United States Code, from appendix A and replaces it with a link to that text (app A).

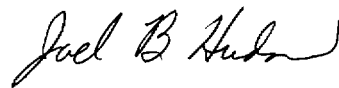
Personal Affairs

Army Voting Assistance Program

By order of the Secretary of the Army:

PETER J. SCHOOMAKER  
*General, United States Army*  
*Chief of Staff*

Official:



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a major revision.

**Summary.** This revision updates policy, responsibilities, and procedures for Department of Army implementation of the Federal Voting Assistance Program. It requires the Department of Army Office of Inspector General to review the Voting Assistance Program annually at every level of command and submit a report to the Department of Defense Inspector General by January 31 of the following year. It also requires changes to conform to revised policies in DOD Directive 1000.4, "Federal Voting Assistance Program."

**Applicability.** This regulation applies to absent uniformed service (Army) voters in the U.S. Army, activated Army Reserve

(USAR) and Army National Guard of the United States (ARNGUS), Department of the Army civilians attached to and serving with these components outside the continental United States, and dependents accompanying soldiers and civilians noted above. During mobilization the proponent may modify chapters and policies contained in this regulation.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army management control process.**

This regulation contains management control provisions, but it does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1, ATTN: (DAPE–MP), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Human Resources Command, (HRC), ATTN: AHRC–PDO–IP, 200 Stovall Street, Alexandria, VA 22332.

**Distribution.** Distribution of this publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 608–20, dated 15 August 1981.

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### **Glossary**

## **Chapter 1**

### **Description of the Voting Assistance Program**

#### **1–1. Purpose**

This regulation sets policies and procedures for the Army Voting Assistance Program (AVAP). It describes registration, materials, assistance and information required to encourage Army soldiers, Department of Army (DA) civilians overseas, and their family members to register and vote.

#### **1–2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1–3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1–4. Concept**

- a.* The purposes of the Army Voting Assistance Program (AVAP) are to—
  - (1) Make registration and voting information, materials, and assistance readily available to all eligible Army voters.
  - (2) Educate eligible voters about the importance of voting and provide every opportunity to register and cast a ballot.
- b.* The bases of implementing instructions are instructions received from—
  - (1) The Federal Voting Assistance Program (FVAP) office through publication of the DOD Voting Action Plan, available online at <https://www.fvap.gov/>.
  - (2) Implementing instructions for the conduct of the Army Voting Assistance Program (for the current voting year), as an enclosure to a memorandum from The Adjutant General.
- c.* The primary goal of the AVAP is to actively assist soldiers and other eligible individuals to register and vote, without violating statute or regulation. Voting assistance officers should obtain assistance from the servicing staff judge advocate's (SJA) office. They should follow the prohibitions below and in the references.
  - (1) By-name accounting or tracking of registration or voting decisions is neither necessary nor authorized. Lists are not to be used to keep account of soldiers' decisions regarding registration and voting. Reporting requires only numbers indicating soldier participation in the Voter Assistance Program, regardless of whether they choose to register or vote later.
  - (2) Installation commanders will not permit the use of installation facilities by any candidate (either incumbents or new office seekers) or members of their staffs and campaign representatives for political assemblies or meetings, media events, fund-raising dinners, parties or social events, causes, press conferences, or similar activities, regardless of the sponsor. If a current Government official who is also a candidate is visiting the installation for official reasons, installation commanders will coordinate with the local public affairs officer (PAO) for guidance.
  - (3) Installation commanders will decline requests for military support from the installation to any political event that may imply Department of the Army association with any partisan group.
  - (4) Unit voting assistance officers (VAOs) will not engage in or support any activities that could be interpreted as associating the Department of the Army with any political causes or candidates.
  - (5) Commissioned, warrant, and noncommissioned officers will not use military authority to influence or attempt to influence any other member to vote or not to vote, or to require any member to march to any polling place or place of voting. Such activity violates the criminal laws of the United States: Sections 608 and 609 of Title 18, the United States Code (18 USC 608 and 609). This does not prohibit individuals in their personal capacities from discussing political issues or the candidates for public office, but leaders must be cautious because of the influence they have over subordinates, even in informal conversation. For additional guidance on this issue, contact the servicing SJA office.
  - (6) Unit VAOs must be aware that the kind of voting literature that may be distributed is very limited:
    - (a)* DOD policy prohibits active duty personnel while in uniform from distributing any campaign literature, whether partisan or not. Active duty personnel will only distribute information relating to the process of registering to vote (that is, the "Voting Assistance Guide," SF 76 (Registration and Absentee Ballot Request—Federal Post Card Application (FPCA)), and SF 186 (Federal Write-In Absentee Ballot for General Elections (FWAB))).
    - (b)* Neither DOD nor DA is authorized to collect or distribute voting information of a partisan nature. Soldiers, overseas DA civilians, and their eligible family members must obtain this type of information from other sources. Much of this information may be obtained from the DOD Voting Information Center (DOD VIC) at 1–800–438–VOTE (8683), 703–588–1343, or DSN 425–1343. Toll-free telephone numbers are listed by country on the Federal Voting Assistance Program Web site: [www.fvap.gov](http://www.fvap.gov).
  - (7) Voting assistance officers will not contact State and local officials or agencies about voting matters. They should contact the FVAP office for assistance. The FVAP office is the sole DOD representative for obtaining and distributing voting information from these officials.

(8) No one may conduct any poll among members of the U.S. Armed Forces concerning their choices or votes for any candidates. (See Section 596, Title 18, United States Code (18 USC 596)). This restriction applies—

- (a) To written or oral polls.
- (b) Before or after members vote.
- (c) Inside or outside the United States.

(9) Active Army soldiers and Reserve Component soldiers on active duty are required to adhere to the policies in DOD Directive 1344.10 and AR 600–20. DA civilian employees must comply with the limitations on political activity in Part 734, Title 5, Code of Federal Regulations (5 CFR 734) and chapter 6 of the Joint Ethics Regulation.

### **1–5. Handling of ballot materials**

a. The SF 76 will be hand-delivered to the soldier and DA civilian overseas for themselves and their voting age family members not later than 15 January of each year.

b. Official post cards, ballots, voting instructions, and envelopes (Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA))—

- (1) Will be free of postage, whether mailed separately or in bulk.
- (2) Will be identified by two parallel, horizontal red bars, each ¼-inch wide, crossing the card or envelope from one side to the other. The words, “OFFICIAL ELECTION BALLOTING MATERIAL–VIA AIR MAIL,” or a similar statement prescribed by State law, will be printed between the bars.
- (3) Will have all printing on the face in black.

c. Incoming and outgoing mail identified as balloting material will be given prompt handling in postal channels.

- (1) Ballots will be dispatched first, regardless of volume of the mail.
- (2) Voting material (cards or letters) will be postmarked and placed in front of letter trays and on top of mail bundles when dispatched.

### **1–6. Voting action line**

The Adjutant General will set up a voting action telephone line. This service will aid voting assistance officers who may encounter problems with their voting programs. MACOM senior voting assistance officers (SVAOs) are encouraged to set up similar action lines to respond quickly to voting problems as they arise.

### **1–7. Information on elections**

a. Detailed information on absentee voting for primary, special, and general elections will be published in various DOD information media.

b. The Director, FVAP will obtain current absentee voting information from each State (Federal Uniformed and Overseas Citizens Absentee Voting Act).

c. Only individuals may make specific inquiries about election procedures or their voting privileges to officials in their own home State. Military personnel acting in an official capacity will not contact State election officials (see para 1–4 c(7), above).

d. The following Web sites will be available:

- (1) Army Voting Assistance Program (<https://www.vote.army.mil>).
- (2) Federal Voting Assistance Program (<http://www.fvap.gov/>).

### **1–8. Federal Voting Assistance Program (electronic transmission of election materials)**

See appendix C of the Voting Assistance Guide at <http://www.fvap.gov/pubs/publications.html> for the current voting year for details on the possibility of using electronic transmission for certain States.

### **1–9. Polls, ballots, or straw votes**

DA may conduct surveys for statistical data needed to measure voting participation by DA personnel. No other poll, ballot, straw vote, or opinion research will be permitted among DA members unless specifically authorized by Headquarters, Department of Army. (See Section 596, Title 18, United States Code (18 USC 596).)

## **Chapter 2 Responsibilities**

Administration of the Army Voting Assistance Program (AVAP), both in CONUS and OCONUS, is a command function. Commanders at all levels will provide command emphasis and support to this program on a consistent and continuing basis. Commanders will establish the evaluation criteria for VAO performance within their command and will ensure that VAOs' evaluation reports reflect how well they perform their voting assistance duties.

## **2-1. Secretary of Defense**

The Secretary of Defense (SECDEF) is the Presidential designee for oversight of the Federal Voting Assistance Program (FVAP). The SECDEF assigns responsibility and delegates authority to the Director, Washington Headquarters Services to carry out the FVAP for the SECDEF.

## **2-2. Federal Voting Assistance Program Director**

*a.* The Federal Voting Assistance Program Director will—

(1) Establish and maintain liaison with officials of the State legislatures, and with State and local government officials.

(2) Update the Voting Action Plan.

*b.* The Federal Voting Assistance Program office is the sole Federal executive branch representative for obtaining current voting information from each State and disseminating it to DOD components pursuant to Sections 1973ff (b)(5), Title 42, United States Code (43 USC 1973ff (b)(5)).

## **2-3. The Secretary of the Army**

The Secretary of the Army (SA) will—

*a.* Disseminate voting information to assist eligible voters.

*b.* Assist embassy and consulate VAOs with post-election surveys of civilians outside the United States.

## **2-4. Director of the Army Staff, field activity agencies, and direct reporting units**

The Director of the Army Staff, field activity agencies, and direct reporting units will—

*a.* Appoint VAOs.

*b.* Provide voting assistance to assigned soldiers in accordance with this regulation.

*c.* Support the AVAP efforts as directed.

## **2-5. Reserve Component commanders**

Reserve Component commanders will—

*a.* Designate a senior voting assistance officer (SVAO) at headquarters level.

*b.* Ensure a unit VAO is appointed within each activated unit.

*c.* Coordinate with the Army senior service voting representative and the Director, FVAP to maintain a contingency AVAP for activated and deployed National Guard and Reserve units and personnel who have been activated and deployed, and to support the AVAP efforts as directed.

*d.* Order and make available adequate supplies of the Voting Assistance Guide, SF Forms 76, and SF Forms 186.

*e.* Request absentee ballots as part of home station operations in preparation for mobilization. Furnish their Voting Assistance Plan to the Army voting action officer, their State human resources command, regional readiness command, and the U.S. Army Reserve Command (USARC)/National Guard Bureau (NGB).

## **2-6. Department of the Army Inspector General**

The Department of the Army Inspector General (DAIG) will—

*a.* Review the voting assistance program annually at every level of command to ensure compliance with regulations and public law.

*b.* Provide copies of the reports to the Army voting action officer as available.

*c.* Submit their report to the DOD Inspector General by 31 January of the following year.

## **2-7. The Adjutant General**

The Adjutant General, the senior Army voting representative, will—

*a.* Manage the AVAP.

*b.* Prepare the Implementing instructions for the conduct of the AVAP.

*c.* Include the voting action officer as a member of The Adjutant General's staff.

*d.* Update the Human Resources Command (HRC) Web site, <https://www.vote.army.mil>, to include the most recent voting information.

## **2-8. Installation Management Agency**

*a.* The Installation Management Agency (IMA) will appoint, in writing, a SVAO to administer and coordinate the voting assistance mission within the agency for assigned soldiers, DA civilians overseas, and their eligible family members.

*b.* The IMA SVAO will coordinate with the office of The Adjutant General to ensure seamless coverage of the voting assistance program at Army installations.

c. IMA region offices will appoint, in writing, a SVAO to monitor and coordinate with MACOM and installation SVAOs within their respective regions to ensure appropriate Voting Assistance Program support.

## **2-9. Major Army command commanders**

Major Army command (MACOM) commanders will—

- a. Appoint, in writing, a senior officer(s) (lieutenant colonel, colonel, or above, or DA civilian equivalent) as the SVAO(s).
- b. Ensure that each subordinate senior mission and installation commander appoints SVAOs and SVAO alternates to manage the overall subordinate command program.
- c. Maintain a listing of all subordinate installation SVAOs and alternates and provide the listing to higher headquarters as directed.
- d. Submit recurring reports and provide information and input as required by the DA Voting Assistance Office. (Soldier training/contact data will be reported semi-annually.)
- e. Ensure clear channels of communication are established throughout the MACOM down to unit level.
- f. Direct internal information media to publicize all aspects of the voting information program in a timely and effective manner.
- g. Establish evaluation criteria for VAO performance and ensure that VAOs' evaluation reports reflect how well they perform their voting assistance duties.
- h. Consistently and continually provide command emphasis and support to the AVAP.

## **2-10. Installation commanders**

Installation commanders will—

- a. Establish an installation Voting Assistance Program that implements the Voting Assistance Program from their MACOM headquarters.
- b. Ensure all unit VAOs attend an FVAP voting assistance workshop during years with elections for Federal offices.
- c. Designate at least one well-advertised fixed location on the installation where absentee voting materials and assistance are available to all military personnel, DA civilian employees overseas, and their eligible family members.
- d. Ensure voting assistance is provided to small and/or geographically separated units within their area of responsibility (AOR).
- e. Ensure that all unit, assistant, and installation SVAOs provide their names, office telephone numbers, and e-mail addresses to installation telephone operators.
- f. Ensure FPCAs are included in orientation packets for new and permanent change of station personnel.
- g. Ensure personnel, including their family members, are advised to notify their local election office of their change of address.
- h. Evaluate the command's voting assistance program on a continual basis.
- i. Establish evaluation criteria for VAO performance and ensure that VAOs' evaluation reports reflect how well they perform their voting assistance duties.
- j. Consistently and continually provide command emphasis and support to the AVAP.
- k. Ensure recruits are provided FPCAs for themselves and their voting-age dependents during their recruit training.

## **2-11. Garrison commanders**

Garrison commanders will—

- a. Appoint, in writing, a SVAO who will coordinate closely with the designated SVAO of the installation to ensure high visibility publicity is provided throughout the installation's facilities.
- b. Provide a fixed location where voting assistance material and assistance can be obtained by all military personnel, DA civilians overseas, and their eligible family members, regardless of the sponsor's unit of assignment on the installation.
- c. Ensure voting assistance support is provided to the soldiers and DA civilians overseas who are assigned to the garrison organization and to their eligible family members.
- d. Assist and support the installation commander in the coordination, publicity, and execution of the voting assistance mission.

## **2-12. Staff judge advocates**

Staff judge advocates will—

- a. Develop a working relationship with the SVAOs and VAOs.
- b. Advise persons eligible to receive legal assistance on the more difficult residency questions.

## **2-13. Senior voting assistance officers**

Senior voting assistance officers (SVAOs) will—



- a. Attend a FVAP voting assistance workshop during years with election for Federal offices.
- b. Establish a voting assistance officer network and communications capability to quickly disseminate voting information.
- c. Monitor subordinate units' voting assistance programs.
- d. Assist unit VAOs to obtain required quantities of required publications.
  - (1) CONUS SVAOs follow normal support supply channels to obtain blank forms and other publications required by AVAP implementing instructions from the Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114-6181. Order—
    - (a) A minimum of one voting assistance guide for each voting assistance officer. To view, go to <https://www.vote-army.mil>. To order, go to [www.apd.army.mil](http://www.apd.army.mil).
    - (b) Other promotional materials as required.
  - (2) OCONUS SVAOs order from OCONUS Regional Publications Center, for each assigned soldier and DA civilian stationed in an overseas location—
    - (a) Four SF 76s.
    - (b) One SF 186.
- e. Establish and publicize a voting action telephone line.
- f. Designate, in conjunction with the garrison commander, at least one well-advertised fixed location on the installation where absentee voting materials and assistance are available to all eligible absentee voters.
- g. Conduct an Army Voter Registration Month.
- h. Designate a day(s) to emphasize voting registration and support the week designated as Armed Forces Voters Week.
- i. Ensure that installation public affairs officers (PAO) coordinate voting information support materials through Army public affairs channels.
- j. Coordinate among PAO, staff judge advocate (SJA), publications manager, and communication and message centers to facilitate registration and voting.
- k. Ensure that nonpartisan offers to assist in the installation's voting assistance program from on-post private organizations are accepted, where appropriate, and integrated into the installation's voting assistance program.
- l. Coordinate with the servicing SJA so that the conduct of the voting assistance program remains within the limits of law and policy.
- m. Provide voting assistance to small and/or geographically separated units within your AOR.
- n. Provide voting assistance to activated members of the Army National Guard of the United States and Army Reserve when they are serving within their subordinate commands in CONUS or OCONUS.
- o. Notify Unit VAOs and eligible absentee voters of the suggested mailing deadlines for their area:
  - (1) From CONUS, not later than 14 days prior to the election.
  - (2) From OCONUS, not later than 14-30 days prior to the election.
- p. MACOM and installation SVAOs, as a minimum, will—
  - (1) Ensure 100 percent of assigned personnel are contacted and informed on the following:
    - (a) The name of unit VAO(s).
    - (b) Contact information for the VAO(s).
    - (c) Available voting materials and their location.
    - (d) Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) entitlements.
  - (2) Report soldier training/contact data semi-annually.
- q. MACOM SVAOs will maintain a listing of all subordinate installation SVAOs and their designated alternates.
  - (1) Include on the list—
    - (a) Grade or title.
    - (b) Name.
    - (c) Addresses (mailing, message, and e-mail).
    - (d) Telephone and FAX numbers (commercial and DSN).
    - (e) Date attended FVAP voting assistance workshop.
  - (2) Update and forward the list, as requested, to the Army voting action officer, at AHRC, ATTN: AHRC-PDO-IP, Alexandria, VA 22332-0474.
  - (3) Prepare and forward reports, as requested, to the Army voting action officer, at (AHRC-PDO-IP). See details from implementing instructions <https://www.vote.army.mil>.

## **2-14. Company/detachment commanders**

Company/detachment commanders will—

- a. Appoint, in writing, unit VAOs (in the grades of first lieutenant/sergeant first class or above) in all units with 25

or more permanently assigned members. (Appoint an additional VAO for each 50 unit members above the 25-member base.)

*b.* Ensure that an appointed VAO can remain assigned through the election cycle or ensure that a VAO who is scheduled for reassignment is replaced before he or she leaves.

*c.* Provide unit VAOs the necessary administrative and logistical support to execute their responsibilities.

*d.* Provide soldiers the maximum opportunity to vote.

*e.* Provide ready access to absentee voter registration, ballot requests, and absentee submission information and deadlines.

*f.* Train all soldiers, including activated ARNGUS and Reserve Component, on absentee registration and voting procedures during years of Federal elections. Special attention should be provided to young soldiers or other first-time voters.

*g.* Establish evaluation criteria for VAO performance and ensure that VAOs' evaluation reports reflect how well they perform their voting assistance duties.

*h.* Consistently and continually provide command emphasis and support to the AVAP.

## **2-15. Voting assistance officers**

Voting assistance officers (VAO) at all levels will be responsible for all aspects of the voting assistance program in the unit. The individuals appointed as VAO will—

*a.* Be readily available and equipped to give personal aid to voters for Federal, State, and local elections.

*b.* Attend an FVAP voting assistance workshop during years with elections for Federal offices.

*c.* Administer oaths in connection with voting registration and voting as authorized by DOD Directive 1000.4.

*d.* Order and distribute the SF 76.

(1) Order four SF 76s for each assigned CONUS and OCONUS soldier and each DA civilian stationed OCONUS. Go to <http://www.apd.army.mil> to order.

(2) Ensure in-hand delivery of FPCA to all uniformed absentee voters and their eligible voting family members not later than 15 January of each year.

(3) Deliver the FPCA not later than 15 August of even-numbered years to those serving outside the territorial limits of the United States and not later than 15 September of even-numbered years to those serving within the territorial limits of the United States.

(4) Deliver an FPCA to soldiers on TDY or leave upon return to their active unit. (Accomplishing delivery in unit formations or during scheduled unit training is acceptable.)

(5) Ensure that delivery of the FPCA is done in an informational, not coercive, way. The idea is to get the forms to soldiers who want them, not to coerce soldiers to use them.

(6) Inform voters of the FPCA and absentee ballot mailing deadlines to meet their State ballot receipt deadlines.

(7) Inform voters of States that accept faxed FPCA and voted ballots.

(8) Distribute FVAP coversheets to voters wishing to FAX FPCAs or ballots where eligible.

*e.* Order one SF 186 (Federal Write-in Absentee Ballot (FWAB)) for each assigned soldier and DA civilian stationed outside of the United States. (Go to [www.apd.army.mil](http://www.apd.army.mil) to order.)

(1) Inform overseas voters about the use of the FWAB if the State absentee ballot is not received on time.

(2) Ensure that voters are informed of the following criteria for SF 186 (FWAB):

*(a)* Application for a regular absentee ballot must have been received by the local election official at least 30 days prior to the general election.

*(b)* The FWAB is a back-up ballot that may be submitted only from outside the United States (that is, the 50 States, District of Columbia, Puerto Rico, Guam, the Virgin Islands, and American Samoa).

*(c)* Some States accept a FWAB mailed from within the United States. See the Voting Assistance Guide <http://www.fvap.gov/pubs/vag.html> for more information (Details for ordering the current year's Voting Assistance Guide can be found at <http://www.apd.army.mil/>).

*(d)* Inform the voter that, under the law, the local election official must receive the FWAB no later than the deadline for receipt of regular absentee ballots.

*f.* Assist, in a language they understand, any person who appears to need assistance in reading or understanding English language material relating to voter registration or voting.

*g.* Encourage access to the FVAP Web site ([www.fvap.gov](http://www.fvap.gov)) for all voting materials and information. All States accept the online version of the FPCA on this Web site.

*h.* Provide their office telephone numbers and e-mail addresses to the telephone operators at their installations.

**2-16. Required reports**

- a.* The senior Army voting representative officer will submit an after action report (AAR) to the FVAP office after each Federal election.
- b.* Commanders and VAOs listed in chapter 2, above, will provide AAR input.
- c.* The senior Army voting representative officer may require various status reports to provide the status of implementation of the voting assistance program to senior Army leadership. The format of the information required will be provided.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 600–20**

Army Command Policy (Prescribed in para 1–4c(9).)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

#### **DOD Directive 1000.4**

Federal Voting Assistance Program (FVAP) (Available at <http://www.dtic.mil/whs/directives/>.)

#### **DOD Directive 1344.10**

Political Activities by Members of the Armed Forces on Active Duty (Available at <http://www.dtic.mil/whs/directives/>.)

#### **5 CFR Part 734**

Political Activities of Federal Employees (Available at <http://www.gpoaccess.gov/ecfr/>.)

#### **Public Law 99–410**

Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA) (Available at <http://thomas.loc.gov/bss/d099/d099laws.html>.)

#### **18 USC 596**

Polling Armed Forces (Available at <http://uscode.house.gov/search/criteria.php>.)

#### **18 USC 609**

Use of Military Authority to Influence Vote of Member of Armed Forces (Available at <http://uscode.house.gov/search/criteria.php>.)

#### **42 USC chapter 20, subchapter I–G (as modified by the National Defense Authorization Act for FY2002, P.L. 107–107, and the Help America Vote Act of 2002, P.L. 107–252)**

Elective franchise. Registration and voting by absent uniformed services voters and overseas voters in elections for Federal office (Available at <http://uscode.house.gov/search/criteria.php>.)

### **Section III Prescribed Forms**

Except where otherwise indicated below, the following forms are available on the AKO, AHP, and APD Web sites.

#### **SF 76**

Registration and Absentee Ballot Request—Federal Post Card Application (FPCA) (Prescribed in paras 1–4c and 1–5a.) (Available through forms supply channels.)

#### **SF 186**

Federal Write-in Absentee Ballot (FWAB) (Prescribed in paras 1–4c and 2–13d.) (Available through forms supply channels.)

### **Section IV Referenced Forms**

Except where otherwise indicated below, the following forms are available on the AKO, AHP, and APD Web sites.

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

## **Glossary**

### **Section I Abbreviations**

#### **AVAP**

Army Voting Assistance Program

#### **FPCA**

Federal Post Card Application

#### **FVAP**

Federal Voting Assistance Program

#### **FWAB**

Federal Write-In Absentee Ballot

#### **VAO**

voting assistance officer

#### **SVAO**

senior voting assistance officer

### **Section II Terms**

#### **Absent uniformed services voter (Army)**

A soldier on active duty or their dependents who, by reason of the soldier's active duty, are absent from the place of residence where they are otherwise qualified to vote.

#### **Eligible absentee voter**

An active duty soldier who is absent from the place of residence where otherwise qualified to vote and his or her accompanying dependents.

#### **Federal election**

Any general, special, or primary election held to select, nominate, or elect any candidate for—

- a.* President, Vice President, or presidential elector.
- b.* The U.S. Senate or House of Representatives.
- c.* Delegate from the District of Columbia.
- d.* Resident Commissioner from the Commonwealth of Puerto Rico.
- e.* Delegate from Guam or the Virgin Islands.

#### **Local election**

An election at a lower level than a State election, such as a municipal, county, or township election.

#### **Poll**

Any request for information regarding the content of an individual's vote.

#### **State election**

Any general, special, or primary election held to select, nominate, or elect any candidate for any State office. Examples of such offices are governor, lieutenant governor, and attorney general.

**Voter**

A person in one of the following categories who is authorized by law to vote, and is registered to vote in a primary, special, or general election:

- a.* Members of the Armed Forces or merchant marine while in active service, and their spouses and dependents, wherever stationed.
- b.* Other U.S. citizens residing outside the United States.

**Voting residence**

The jurisdiction where the voter is registered to vote.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

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# USAPD

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PIN: 004402-000

DATE: 10-28-04

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DOCUMENT: AR 608-20

SECURITY: UNCLASSIFIED

DOC STATUS: NEW PUBLICATION



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- I. AR 608-20



DEPARTMENT OF THE ARMY  
U.S. ARMY HUMAN RESOURCES COMMAND  
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 400  
FORT KNOX, KY 40122-5400

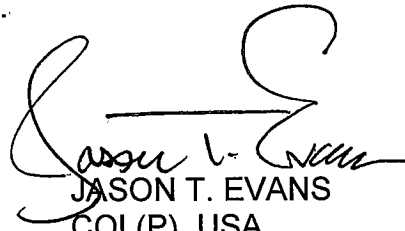
AHRC-PDZ-A

JAN 30 2012

MEMORANDUM FOR Director, Federal Voting Assistance Program, Department of Defense, 1777 North Kent Street, Suite #14003, Arlington, VA 22209

SUBJECT: Army Voting Assistance Program After Action Report (2011)

1. The Army's Voting Assistance Program After Action Report (2011) is enclosed as required. The report was compiled based upon responses received from all of the Army Command's Senior Voting Assistance Officers and Installation Voting Assistance Officers.
2. The Army Voting Assistance POC is Ms. Rachel Gilman, (502) 613-8475, e-mail address is [rachel.r.gilman.civ@mail.mil](mailto:rachel.r.gilman.civ@mail.mil).



JASON T. EVANS  
COL(P), USA  
The Adjutant General

## **After Action Report for 2011 Election**

### **EXECUTIVE SUMMARY**

#### **Responsibility for the U.S. Army Voting Assistance Program**

The Adjutant General of the Army is designated as the Senior Service Voting Representative (SSVR) for the United States Army. The SSVR ensures the Army Voting Assistance Program is administered throughout the Army. The United States Army Voting Action Officer is located at the United States Army Human Resources Command at Ft. Knox, Kentucky. The Voting Action Officer is responsible for monitoring the operation of the Voting Assistance Program on a daily basis. The focus of the Army Voting Assistance Program for 2011 was to continue providing voting assistance on a year-round basis to Soldiers, their eligible Family Members and all Civilians employed by the Department of Army residing outside the United States. 2011 brought the implementation of the updated Measures of Effect and Performance. The Army has successfully converted all of its data collection to meet the new requirements.

#### **Service Wide Voting Messages**

The Adjutant General uses Social Media to distribute voting information to all members of the Army reiterating the significance of having the opportunity to register and vote. Army Voting continued to use Facebook, S-1 Net, and Twitter accounts to release voting information. In addition, The Federal Voting Assistance Program (FVAP) office sent out several voting reminders to all Service Members during 2011. Since Oct 2010, The Army Voting Facebook page has had over 61,895 views.

#### **Popular Methods Used to Register to Vote**

The Federal Post Card Application (FPCA) remains the primary method used to register and request an absentee ballot among Soldiers. In 2011, the Army distributed over 298,406 FPCAs. For Military Members, the Voting Assistance Officer (VAO) is the most visible and thus the most popular way of receiving assistance. To further provide support, FVAP enhanced their webpage with a new automated tool allowing Soldiers to register, request an absentee ballot, and send a completed ballot through a secure server for some states. VAOs encouraged all Soldiers, especially those within theater, to use this method. The Army Voting Assistance Program is unable to account for those who use self-service tools through online resources.

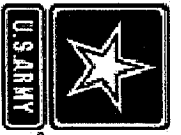
## **Number of Voting Assistance Officers and Training**

The total number of VAOs appointed in 2011, was 5,506. 94% or 5,212 VAOs were trained in accordance with established requirements. The Army worked diligently to train all VAOs, however, the rotation of units and Soldiers made the effort to achieve 100% very challenging. FVAP workshops and its online curriculum are excellent sources of training. The number of appointed and trained VAOs is expected to increase during the 2012 Election Cycle.

## **Good Ideas and Lessons Learned**

Army Commands provided several "Good Ideas" that were useful in managing a successful voting program. The most successful ideas included: producing public service announcements by senior leaders and commanders; displaying voting banners at the main entrance of each Army installation reminding Soldiers to vote; directing commanders to get VAOs appointed early during the election cycle; and ensuring VAOs complete their training within 30 days. Additionally, FVAP should contact the Director of Voting in each state to extend an invitation to attend a FVAP workshop. This workshop will give each state a good understanding of FVAPs mission and challenges.

One of the most significant lessons learned from this year's election is ensuring that all Soldiers receive their state ballots in a timely manner. During every election, major newspapers release articles stating that Service Members will not be able to vote because state ballots were not received in time to meet election deadlines. FVAP needs to continuously reinforce the need for more cooperation from the states and a greater degree of standardization. Social Media played a growing role for units as a means to provide information to voters through the use of Facebook and Twitter. In conclusion, voting assistance is a year-round program which requires the continuous support of all parties in order to be executed successfully.



# The Adjutant General Directorate

*"People Always ... Mission First"*

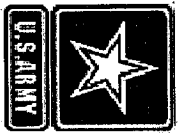
## Army Strategic Communication Efforts

- Army Voting Program uses Social Networking: Facebook and Twitter accounts active for users
- Army Voting is a topic on S-1 Net
- Army Voting Group is on AKO



1/24/2012

FOUO



# The Adjutant General Directorate

"People ... Our Mission, Our Strength"

## Social Media

## Facebook & Twitter



facebook

Army Voting

Government Operations - Fort Knox, Kentucky

Army Voting vs Federal Voting Assistance Program, DoD  
Voting makes a difference!! The numbers are up!

Federal Voting Assistance Program - Illinois Release #25

October 18, 2011 - The Federal Voting Assistance Program selected its 2010 Federal Voting Assistance Program (FVAP) award winners. The winners were based from the 2008 election, the 2010 survey found both military personnel and military spouses were reported to vote at greater rates than...

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Write a comment...

Army Voting vs Federal Voting Assistance Program, DoD  
Help to get ready for Federal Voting Assistance Program - Reference Center - Reports - Federal Voting Assistance Program - 2011

Use - Comment - Share - Visit Site

2 people like this.

Write a comment...

Army Voting  
Army Voting - People... See the decision list for details... New Hampshire, South Carolina and Florida in U.S. Army's Army Human Resources Command Forward Observer (Hawkeye) of Defense (HQ)

Use - Comment - Share - Visit Site

Bethony Ty-Huot led this.

Write a comment...

US Army Military

Street of England Home

Create a Page

You and Army Voting

Send a friend and let them know you're interested in this.

Send About This Page, Wounded Warrior Project

Recommendations from friends

See All

Send a friend and let them know you're interested in this.

Send About This Page, Wounded Warrior Project

twitter

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Messages

USArmyVoting

@USArmyVoting Ft. Knox, Kentucky  
Official US Army Voting feed. Service Members, Families, Assistance Officers, Army Installations.  
http://www.vote.army.mil

Edit your profile

Tweets

Following

Followers

Lists

USArmyVoting @USArmyVoting  
Upcoming State primaries, New Hampshire, South Carolina and Florida. See Army Voting on Facebook!

VotingNews The Voting News  
Wisconsin legislature looks at need for mail absentee ballots!

VotingNews The Voting News  
California comes online... sort of - Governor signs legislation allowing for online voter registration! decision bit.ly/qC7809

AbsenteeBallots Long Distance Vote  
CA voters can now (mostly) register to vote online. Just print, sign and mail sos.ca.gov/nrc/education/fb.html#1494814

mlivoteoverseas Military Vote  
WI sweating on primary date change to Aug; will help mil voters but hurt student voters. Partial tradeoff ow.ly/6vPzX

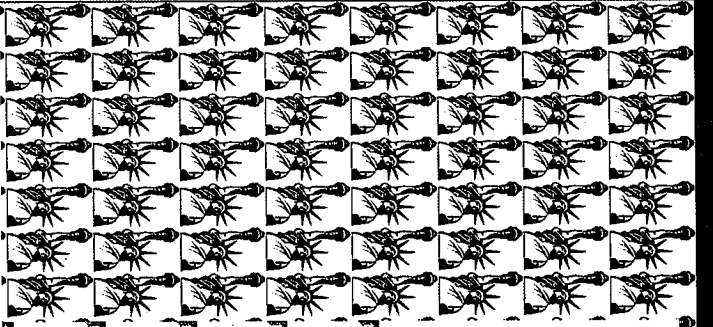
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## Facebook

- Active since October 2010
- 61,895 views
- 19 Countries
- 63% are aged 18-44



SENIOR SERVICE VOTING REPRESENTATIVE REPORT  
TO  
DIRECTOR, FEDERAL VOTING ASSISTANCE PROGRAM  
ON  
SERVICE'S VOTING ASSISTANCE PROGRAM

1. Identify and provide a copy of the current document(s) that define the Service's Voting Assistance Program policies.

A. Army Regulation 608-20, Army Voting Assistance Program (TAB I) and The Implementing Instructions for the Conduct of the Army Voting Assistance Program (TAB E) define the Army Voting Assistance Program policies, and the 2011 Army Voting Action Plan. (TAB F)

2. Do the documents establish a ratio or maximum number of voters that can be represented by a Voting Assistance Officer (VAO)?

A. Yes.

3. What guidance is provided regarding the number of voters represented by a unit VAO?

A. A Unit VAO must be appointed in each unit with 25 permanent members, and an additional VAO must be appointed for each 50 members above the 25 member base. However, the Under Secretary of Defense in 2008 gave the Services flexibility in this area as long as enough VAOs are appointed to provide adequate support.

4. What documents the designation of the Senior Service Voting Representative and the Service Voting Action Officer?

A. The Implementing Instructions for the Conduct of the Army Voting Assistance Program (2010) and AR 608-20 designate the appointment of these two positions.

5. How are *Voting Assistance Guides*, Federal Post Card Applications (FPCA), Federal Write-In Absentee Ballots (FWAB) and other voting related materials distributed to individual units?

A. Per Army guidance, the Voting Assistance Guides (VAG), the FPCA (SF76), the FWAB (SF186) and Voting Posters are ordered by the VAOs directly from the U.S. Army Publications Directorate Warehouse. Copies of the VAG, Slogan Poster and Election Date Calendar were also distributed to VAOs during FVAP Training Workshops.

6. How many paper forms were distributed through Service distribution systems between October 1, 2010 and November 4, 2011?

A. FPCAs: 298,406

FWABs: 152,622

7. On what date was the *Voting Assistance Guide* distributed to individual units? How many copies of the *Guide* were included in the initial distribution?

A. The initial distribution in December 2010 contained 20,100 VAGs. The VAGs for the 2011 election cycle. Distribution was complete in 2011.

8. Did your Service receive sufficient quantities of the *Voting Assistance Guide*, posters, etc. from FVAP?

A. Yes. The Army Voting Action Officer placed the initial order for U.S. Army and a sufficient quantity was received. (20,100 VAGs)

9. Estimate the quantities of *Guides* and posters your Service would like to receive for the 2012 election cycle. Guides will be accessed through the print-on-demand option for Guides.

A. 2012-2013 *Voting Assistance Guides*: 10,000

Motivational posters: 25,000

10. What methods of Service-wide communications have been established to disseminate voting information?

A. The U.S Army used numerous methods to disseminate information Army-wide. Public Service Announcements, Senior Army Leadership memorandums, AKO electronic mail, S1 Net messages, LES messages, Social media (Facebook, Twitter), and providing information on the Army voting webpage were the methods used to disseminate information. Commands also used Video Teleconferences (VTC's), Command/installation newspapers, voting action lines and marquee boards.

11. Number of times in FY-2011 that voting information was included on members' Leave and Earnings Statements. Provide copies of voting message.

A. There was 1 voting reminder released on the LES Army-wide December 2011. This is for the 2012 Election.

12. What is the address of the Service's voting web page?

A. <https://www.hrc.army.mil/site/active/TAGD/pssd/psb/votingindex.htm> On what date was it implemented? The Army Voting Assistance Webpage has been in existence since 2002 election, however the address of [www.vote.army.mil](http://www.vote.army.mil) was



created 4 Oct 04 and the page was significantly enhanced at that time. The webpage was redesigned and updated in 2011 with a wealth of additional information.

13. How many hits or other measure of the frequency of website usage occurred in calendar year 2011? **(AWAITING INFORMATION FROM PAO)**

14. Does the website include:

Names of and links to VAOs? Yes.

Links to FVAP and other voting websites? Yes.

15. Is there a direct link from the main page of the Service's website to the Service Voting website?

A. Yes. During the 2011 election year a direct link from the Army main homepage to the Army's voting website was established.

16. What steps were taken to ensure in-hand or electronic delivery of FPCAs to all personnel as required by DoDD 1000.04?

A. VAO's use various ways to ensure the delivery of FPCAs, such as unit formations, Commanders and mobilization briefings. Each Army Command was required to report through the Installation Voting Assistance Officer as to whether the requirement was met.

17. What methods were used to train all military members on absentee registration and voting procedures during 2011?

A. Formations and briefings by unit VAOs.

18. Describe actions taken to provide voting indoctrination to deploying units.

A. A trained Voting Assistance Officer (VAO) was assigned to each mobilization station to assist deploying Soldiers in registering and requesting an absentee ballot. VAOs were present at SRPs. If Soldiers were deploying close to the election and had not received their state ballot, VAOs encouraged them to send in a Federal Write-In Absentee Ballot (FWAB) to ensure their vote would get counted.

19. What guidance has been provided to installations and units to ensure in-processing members have been provided with FPCAs and instruction?

A. The guidance is outlined in the 2011 Army Voting Action Plan. Installations were instructed to include the FPCA and the FWAB as part of the In & Out

Processing packet. In addition VAO's are included in the In & Out Processing activities and should provide assistance with completing forms and mailing the forms to the appropriate State office if required.

20. What direction has been provided to the Service Inspector General to thoroughly inspect the Voting Assistance Program?

A. AR 608-20 provides direction to the Army Inspector General to review the Voting Assistance Program annually at every level of command to ensure compliance with regulations and public law. Department of the Army Inspector General conducted a 90 day compliance inspection Army-wide during 2011.

21. Provide copies of direction to commanders/reporting seniors to ensure the member's performance of duties as a VAO has been included in their regular performance evaluation. This requirement is included in AR 608-20, 2-10 (i) in the responsibilities section of regulation for the Army Voting Assistance Program. (See TAB I)

22. Number of assigned Voting Assistance Officers within the Service. The total number of VAOs appointed during the 2011 General Election was 5,506.

A. Number of VAOs from the Service who attended or completed:

FVAP sponsored training

1. FVAP conducted Workshops: 1095

2. FVAP workshop slides or self-administered course on [www.fvap.gov](http://www.fvap.gov):

3054, 847 trained via CD-Rom, 216 did not report the method used for training.

23. Number of separate Installations and Major Commands within your Service. There are 153 Army Installations.

A. The U.S. Army is composed of 3 Army Commands (ACOMs), 8 Army Service Component Commands (ASCCs) and 10 Direct Reporting Units (DRUs).

24. Number of Installations and Major Commands having an assigned VAO for the 2011 election cycle.

A. All installations and Commands had an assigned IVAO and SVAO for the 2011 election cycle.

25. Number of Installation and Major Command VAOs that were assigned continuously to that responsibility since October 2010.

A. There were changes during the election cycle due to a change of stations, promotions and retirements, however all installations and Commands had a VAO assigned continuously throughout the election cycle.

26. Identify instances where the Army Voting Action Officer acted as a liaison between Army Installation SVAO's and members of the other Services.

A. There were several instances where the Army Voting Action Officer acted as a liaison between Army Installations SVAO's and members of the other Services. When members of other Services are assigned to Army installations our VAOs provide assistance as needed. Voting assistance materials were provided to FVAP, the Department of State and other Services when requested.

27. Identify specific changes and recommendations that could be implemented in the Federal Voting Assistance Program that would improve the implementation of your Service Voting Assistance Program.

A. One of the main changes the U.S Army recommends to FVAP is to work on standardization among the States and Territories in the areas of electronic transmission of voting materials, standard State ballots, State mailing deadlines and finally on-line voting. Electronic transmission of voting materials is one of FVAPs State Legislative Initiatives. FVAP should seek funding for the IVAO positions. Other recommendations include better quality of signage, ensure delivery of materials are sent in a more timely manner, giving away free items that support the Army Voting Program would be helpful.

28. Identify Lessons Learned from this year's Midterm Election.

A. Social media is a great way to reach younger Soldiers. Using Social Media brought more attention to the Army Voting Program and provided opportunities to reach out to eligible voters. Soldiers still continue to have problems getting their absentee ballots from the states thus FWAB's remain important. Consistent communication efforts enhanced the quality of the program and fostered voter participation. FVAP should continuously reinforce the need for more cooperation from the states and a greater degree of standardization.

	A	B	C	D	F
1			2011-2012 COMMAND ARMY IVAOS		updated 11/04/2011
2					
3					
4	Commands	Contacts	Addresses	SVAO	
5	TRADOC	Mr. Charles Roberts	Charles Roberts Jr.	COL Linda Shimo	HQ's TRADOC, ATTN: AG, SE North Gate Rd, Ft. Monroe, VA, 23651-5000, Attn Mr. Charles Roberts
6			USAR Individual Mobilization		
7			Personnel Services Division, HQ TRADOC		
8			DSN 680-5106, (757) 788-5106		
9			FAX DSN 680-5101		
10			charles.roberts13@us.army.mil		
11					
12	AMC	Mr. Cedric Thomas	Cedric J. Thomas		Cedric J. Thomas
13		Tracie Harris	Chief, Military HR Division, G-1		Chief, Military HR Division, G-1
14			Headquarters, AMC		Headquarters, AMC, 4400 Martin Rd.
15			256-450-6577		Redstone Arsenal, Al. 35898-5000
16					
17			cedric.d.thomas@us.army.mil		
18			tracie.harris@us.army.mil		
19					
20	FORSCOM	Ms. Paulette Williams	Ms. Paulette A. Williams	COL Ronald Frost	Ms. Paulette A. Williams
21			Human Resources Specialist		Human Resources Specialist
22			FORSCOM G-1/AG		FORSCOM G-1/AG
23			Ft. Bragg, N.C.		Ft. Bragg, N.C.
24			COMM: 910-570-6180		
25			DSN: 367-7413		
26			paulette.a.williams@us.army.mil		
27					
28					
29					
30	USARPAC	Ms. Betty Stevenson	Ms. Betty Stevenson	COL Barry Swain	Ms. Betty Stevenson, HQ's USARPAC (APPE) Ft. Schafter, HI 96858-5100
31			HQs, USARPAC (APPE)		
32			Ft. Schafter, HI, 96858-5100		
33			COMM:808-438-8678		
34			Betty.Stevenson@us.army.mil		
35					
36	USAREUR	Mr. Arthur Veseth	Arthur Veseth	COL Armon Cioppa	Arthur Veseth
37			MAJ, AG		MAJ, AG
38			USAREUR, G1 Operations, Unit 29351, APO, AP, 09014-9351		USAREUR, G1 Operations, Unit 29351, APO, AP, 09014-9351
39			DSN 314 370-8673		
40			COM (49)6221578673		
41			arthur.veseth@eur.army.mil		
42					

	A	B	C	D	F
43	EUCOM	Do not report to us. POC is Bill Kaiser			
44					
45					
46					
47	EUSA-Korea	Ms. Kassel Kendrick	Kassel Kendrick Family Readiness Program Specialist	COL Steven Shappell	Kassel Kendrick Family Readiness Program Specialist
48					
49			AFAP Program Manager, VAO		AFAP Program Manager, VAO
50			Eighth US Army, ACoIS, G-1, APO, AP 96205-5316		Eighth US Army, ACoIS, G-1, APO, AP 96205-5316
51			DSN: 315-724-3497		
52	SMO/ARSTRAT	Ms. KC Burtling	KC Bertling AFAP/Family Program Manager/Program Analyst	LTC Gwendolyn Lee	KC Bertling, AFAP/Family Program Manager, Military Personnel Division, USASMDC/ARSTRAT G-1, Redstone Arsenal, AL 35898
53					
54			Military Personnel Division		
55			USASMDC/ARSTRAT-G1		
56			Phone: 256-955-4082		
57			Redstone Arsenal, AL 35808		
58					
59					
60	USARSO	CPT. Rueben Acosta	CPT. Rueben Acosta Bldg 1000, Stanley Rd., Ft. Sam Houston, Tx. 78234-6102	LTC Eric Warner	CPT. Rueben Acosta, Bldg 1000, Stanley Rd., Ft. Sam Houston, TX. 78234-6102
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62					
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64	USAR North	MAJ Shannon Stambersky	MAJ Shannon Stambersky MAJ, LG	LTC Shannon Miller	US Army North, HHBn XO, 1400 East Grayson St., Ft. Sam Houston, Tx. 78234
65			US Army North HHBn XO		
66			210-221-4191 (W)		
67			210-247-8765 (bb)		
68					
69					
70	ARCENT	Mr. Ivory Wilson	Mr. Ivory Wilson Policy & Programs Division G1 (Atlanta)	Ms. Annie Dear	Headquarters, United States Army Central, Bldg. 1957 Attn: G1/Ms. Annie Dear, Shaw AFB, SC. 29125
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73			DSN: 367-3137		
74			ivory.wilson@arcent.army.mil		
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	A	B	C	D	F
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86		CPT Olympia George	Olympia A. George		
87		CPT David Glen	CPT, MS Chief, Officer Strength Management Branch MHRD USA MEDCOM		
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89			olympia.george@us.army.mil		
90			david.glen@us.army.mil		
91					
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94					
95					
96	MDW	Mr. Richard Miller	RICHARD R. MILLER		RICHARD R. MILLER
97			Adjutant General, J/G1		Adjutant General, J/G1
98			JFHQ-NCR/USMDW		JFHQ-NCR/USMDW
99			Fort Lesley J. McNair, DC 20319		Fort Lesley J. McNair, DC 20319
100			Tel: 202.685.2943		
101			Cell: 571.382.8222		
102			Fax: 202.685.2810		
103			Email: richard.miller@finanr.northcom.mil		
104					
105	MEPCOM	SFC Kelvin Rama			Headquarters, Commandant (J-1) 2834 Green Bay Road, North Chicago, IL 60064, C/O
106		Darrell Hamelund	1SGT		
107			HQ USMEPCOM, J1/MHR, 2834 Green Bay Road, North Chicago, IL. 60064-3094		
108		Ms. Nadia Feligrini	COMM: (847)688-3680 ext 7177		
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110					
111	ATEC	SFC Vernon Howell	SFC Vernon Howell		SFC Vernon Howell
112			US Army Test and Evaluation Command		US Army Test and Evaluation Command
113			4501 Ford Ave.		4501 Ford Ave.
114			Alexandria, VA 22302-1458		Alexandria, VA 22302-1458
115			COMM: 703-325-7257		
116			Vernon.howell@us.army.mil		
117			vernon.howell@mail.mil		
118	USMA	MAJ Lynn Speier	SFC Michael Burich		United States Military Academy, BLDG. 622 Swift Rd. West Point, NY 10996, Attn: Army Voting Program
119			SFC, USA		
120			G1 NCOIC		
121			DSN: 688-8450		
122			COM: (845) 938-8450		
123			michael.burich@us.army.mil		
124					

	A	B	C	D	F
135					
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144	NETCOM/9th SCA	LTC Benjamin Berner	LTC Ben Berner 9th SC (Army) AG DSN 879-6981	COL Donna Kapinus	Asst. COS G-1 Signal Command, Ft. Huachuca, AZ 85613-7070
145					
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153					
154	USAAC-Aviation	Luis Ortega	Luis Ortega Installation Adjutant General/ Chief, Military Personnel Office		Installation Adjutant General/ Chief, Military Personnel Office
155		Vera Ousley			
156					
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161					
162					
163					
164	INSCOM	Roland Venable	Mr. Roland Venable 8825 Beulah Street Virginia 22060-5246	COL Jay Walters	INSCOM, Commander, Attn: IAPF-HRD/Venable, 8825 Beulah Street, Fort Belvoir, VA 22060-5246
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171					
172	USACIDC	CPT. Myles Blanchard	MYLES D. BLANCHARD CPT, JA	LTC Patricia Lewis	Russell Knox Building, 27130 Telegraph Rd. Quantico, VA 22134
173			Chief, Administrative Law		
174			Office of the Staff Judge Advocate		
175					
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187	IMCOM	Mr. Dallas Crenshaw	Mr. Farrell Martin	Mr. Ken Echols	HQ Installation Management Command, G-1 Military Personnel Division, Plans and Ops. 2405 Gun Shed Road, Bldg. 2261, 2nd floor Rm 2200, Fort Sam Houston, TX. 78234-1223
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195					
196	HQDA-Pentagon	Mr. Fred Hunter	Fred Hunter		Army Navy and Fern St, Arlington, VA 22202
197			OAA, HRMD		
198			Military Personnel Division		
199			(703) 602-0478		
200			frederick.m.hunter@conus.army.mil		
201					
202	SOUTHCOM	Mr. Guy Drab	HQ, Southern Command, US Army Garrison, MIAMI Attn: G.W.Drab, DHR-ASAP, 9301 SW 33rd St. Doral, FL. 33172		HQ, Southern Command, US Army Garrison, MIAMI Attn: G.W.Drab, DHR-ASAP, 9301 SW 33rd St. Doral, FL. 33172
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206	SDDC	Mr. William Holley	1 Soldier Way Scott Air Force Base, IL 62225		SDDC, G-1/4, William Holley, 1 Soldier Way, Scott Air Force Base, IL 62225
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**Milper Message Number**

**10-323**

**Proponent  
AHRC-PDP-P**

**Title**

**GUIDANCE IN IMPLEMENTING INSTALLATION VOTER ASSISTANCE OFFICES (VA  
OFFICES)**

**...Issued: [09 Dec 10]...**

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A. UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS), DIRECTIVE -TYPE MEMORANDUM (DTM) 10-021-GUIDANCE IN IMPLEMENTING INSTALLATION VOTER ASSISTANCE OFFICES

B. DEPARTMENT OF DEFENSE DIRECTIVE INSTRUCTION 1000.04, FEDERAL VOTING ASSISTANCE PROGRAM (FVAP)

C. 2010-2011 ARMY VOTING ACTION PLAN, DTD 19 MARCH 2010

D. NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) for FY 2010

E. ARMY REGULATION 608-20, ARMY VOTING ASSISTANCE PROGRAM

1. EXPIRATION: CANNOT BE DETERMINED AT THIS TIME

2. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE GUIDANCE FOR IMPLEMENTING VOTING ASSISTANCE OFFICES ON MILITARY INSTALLATIONS.

3. UPDATED GUIDANCE

A. PER REFERENCE A, UNIFORMED SERVICES WILL ESTABLISH VOTING ASSISTANCE OFFICES WITHIN THE INSTALLATION HEADQUARTERS ORGANIZATION THAT REPORTS DIRECTLY TO THE GARRISON COMMANDER. ADDITIONALLY, THE VOTING ASSISTANCE OFFICES SHALL BE DESIGNATED AS A VOTER REGISTRATION AGENCY.

B. FVAP HAS DEVELOPED SPECIFIC TRAINING AND ASSISTANCE TO ENSURE THIS PROCESS IS IMPLEMENTED FULLY, CORRECTLY AND PRECISELY IN COMPLIANCE WITH APPLICABLE LAW AND IN ACCORDANCE WITH THE GUIDANCE DEVELOPED BY THE DOD. TRAINING CAN BE FOUND AT [WWW.FVAP.GOV](http://WWW.FVAP.GOV).

4. VOTER ASSISTANCE OFFICES SHALL BE ESTABLISHED ON U.S. ARMY INSTALLATIONS:

A. VOTING ASSISTANCE OFFICES SHALL BE ESTABLISHED WITHIN THE INSTALLATION HEADQUARTERS ORGANIZATION REPORTING DIRECTLY TO THE GARRISON COMMANDER, EVEN IF GEOGRAPHICALLY LOCATED IN A SEPARATE OFFICE SUCH AS A PERSONNEL SERVICE OFFICE, FAMILY READINESS OFFICE, IN & OUT PROCESSING CENTER, COMMUNITY SERVICES OFFICES, OR OTHER CENTRALIZED ADMINISTRATIVE SUPPORT SITE. AS OF THE DATE OF THIS DTM, THE IVAO SHALL ALSO BE LOCATED IN A WELL ADVERTISED, FIXED LOCATION AND SHOULD BE PHYSICALLY CO-LOCATED WITH AN EXISTING OFFICE THAT RECEIVES EXTENSIVE VISITS BY SERVICE PERSONNEL, FAMILY MEMBERS AND DOD CIVILIANS.

B. VOTING ASSISTANCE OFFICES WILL BE INCLUDED IN THE PRE-EXISTING IN-PROCESSING ACTIVITIES REQUIRED OF REPORTING PERSONNEL. PROVIDE WRITTEN INFORMATION REGARDING VOTER REGISTRATION PROCEDURES AND ABSENTEE BALLOT PROCEDURES. OFFICES SHOULD PROVIDE ABSENTEE VOTING MATERIAL AND VOTING ASSISTANCE TO ALL UNIFORMED SERVICES PERSONNEL, FAMILY MEMBERS, AND DOD CIVILIAN EMPLOYEES TO INCLUDE INTERNET ACCESS, WHERE PRACTICABLE.

C. VOTING ASSISTANCE OFFICES WILL PROVIDE ELIGIBLE PERSONNEL ASSISTANCE IN REQUESTING VOTER REGISTRATION, UPDATING THE INDIVIDUAL'S VOTER REGISTRATION INFORMATION BY COMPLETING A FEDERAL POST CARD APPLICATION (FPCA-SF 76) AND REQUESTING AN ABSENTEE BALLOT.

D. VOTING ASSISTANCE OFFICES WILL PROVIDE THE FPCA TO ALL UNIFORMED SERVICES PERSONNEL, THEIR FAMILY MEMBERS (BOTH WITHIN AND OUTSIDE THE U.S.) AND DOD CIVILIAN EMPLOYEES (OUTSIDE THE U.S.) WHO REQUEST VOTING ASSISTANCE. DOD CIVILIAN EMPLOYEES WITHIN THE U.S. SHALL BE PROVIDED THE NATIONAL VOTER REGISTRATION APPLICATION (NVRA).

E. VOTING ASSISTANCE OFFICES WILL PROVIDE DIRECT ASSISTANCE TO THESE CITIZENS IN COMPLETING THE NECESSARY FORM.

F. VOTING ASSISTANCE OFFICES WILL MAIL THE COMPLETED FORM TO THE APPROPRIATE STATE OFFICE, IF REQUESTED BY THE CITIZEN.

G. VOTING ASSISTANCE OFFICES WILL PUBLISH THEIR LOCATION, ADDRESS, HOURS OF OPERATION, PHONE NUMBER AND EMAIL ADDRESS ON THE INSTALLATION AND SERVICE VOTING WEBSITE.

H. VOTING ASSISTANCE OFFICES WILL MAINTAIN MONTHLY RECORDS REGARDING THE NUMBER OF CITIZENS ASSISTED IN THE REGISTRATION AND ABSENTEE BALLOT REQUEST PROCESS, THE NUMBER OF FPCA AND NVRA FORMS GIVEN TO CITIZENS, THE NUMBER OF FORMS MAILED TO ELECTION OFFICES, AND THE NUMBER OF FORMS TAKEN BY THE CITIZENS THEMSELVES.

5. THESE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE 2010-2011 ARMY VOTING ACTION PLAN.

6. THE U.S. ARMY POINT OF CONTACT FOR THIS MESSAGE IS MS. RACHEL GILMAN, DSN 983-8475 OR COMMERCIAL 502-613-8475.



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

SEP 19 2007



PERSONNEL AND  
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS

SUBJECT: Guidance in Implementing Voting Assistance Programs

DoD Directive 1000.4, Federal Voting Assistance Program, and DoD's Voting Action Plan provide guidance to the Military Departments in implementing voting assistance programs within their Services. The guidance and direction contained within these documents should be used as a baseline and may be adjusted to meet specific requirements and cultures within each Service. In several areas the Directive and the Action Plan use the word "should" to allow flexibility for the Services in implementing their voting assistance guidance.

The revised DoD Directive 1000.4 and 2008-2009 Voting Action Plan are currently in coordination prior to signature. The following are key areas in these revisions and clarifications to existing sections:

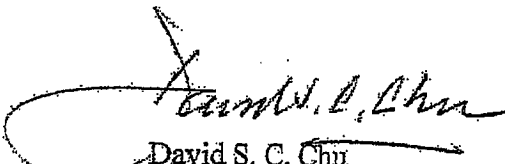
- The Directive provides guidance regarding desired rank of Voting Assistance Officers (VAO) within a unit. This guidance is not absolute and may be modified at the Service and/or unit level to meet local conditions within the Service or unit. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the Directive rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done.
- The Directive provides guidance regarding the ratio of VAOs to assigned members within a unit. Again, this guidance is not absolute and may be modified at the Service and/or unit level to meet local conditions. A larger unit whose members are concentrated in one locale may require fewer VAOs than a smaller unit whose members are geographically dispersed. VAOs are encouraged to have assistants where necessary. The goal is to ensure coverage regardless of location.
- The directive recommends civilians at the Installation Voting Assistance Officer level for continuity; whenever possible, assign them to be in place during the 18 month period from October 2007 through March 2009.



- The Directive requires in hand delivery of the Federal Post Card Application (FPCA) voter registration and absentee ballot request form to each member by January 15<sup>th</sup> of each calendar year. ~~The revision of the Directive permits electronic distribution of the FPCA as long as electronic distribution is done locally and receipt of the FPCA can be verified.~~ The goal is that all unit members be contacted either through verifiable electronic means or in-person to ensure they have received the forms. Due to the early 2008 primary elections, distributions beginning in September 2007 are encouraged.

VAO workshops will commence in September 2007 and continue into 2008. They are the most effective method to train VAOs in their duties and responsibilities. Units should make special efforts to assure attendance by VAOs who are within a reasonable distance of a scheduled workshop. Furthermore, workshops are not service-specific and should be attended by VAOs from all Services within the region regardless of the host installation.

As leaders of the Armed Services, it is our responsibility to do everything we can to ensure that our Service members and families have every opportunity to exercise their right to vote in the 2008 primary and general elections.

  
David S. C. Chu



DEPARTMENT OF THE ARMY  
U.S. ARMY HUMAN RESOURCES COMMAND  
1600 SPEARHEAD DIVISION AVENUE  
FORT KNOX, KY 40122

AHRC-PDZ

JAN 26 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2011 Army Voting Action Plan

1. References:

- a. AR 608-20, Army Voting Assistance Program (AVAP), 28 October 2004.
- b. Department of Defense Directive 1000.04, Federal Voting Assistance Program, 14 April 2004, and certified current as of 23 April 2007.
- c. Department of Defense Directive 1344.13, Implementation of the National Voter Registration Act (NVRA), 16 November 1994, certified current as of 21 November 2003.
- d. National Defense Authorization Act for FY 2010 (NDAA).
- e. 42 U.S.C. § 1973ff (1986), Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).
- f. Memorandum, Under Secretary of Defense (Personnel and Readiness), 19 September 2007, subject: Guidance on Implementing Voting Assistance Programs.

2. As the Army Senior Voting Representative, please accept my sincere gratitude for your support of the AVAP during the 2010 general election year. Command support and the dedicated efforts of the Voting Assistance Officers (VAO) remain absolutely essential to the program's success.

3. In support of our Soldiers and IAW AR 608-20, units are required to have VAOs to support Soldiers at all times. Thus, commands should not neglect the AVAP during off election years. For example, Soldier's changing their location may need to notify their state via the Federal Post Card Application (FPCA) of their new address. Additionally, states and municipalities may have special elections during the year which could require VAOs to assist affected personnel.

4. The 2011 Army Voting Action Plan provides guidance during the off election year. The requirements in this plan reflect the Army's regulatory guidance, Department of Defense Directive 1000.04, Department of Defense Directive 1344.13 and requirements from the NDAA.

AHRC-PDZ


SUBJECT: 2011 Army Voting Action Plan (AVAP)

5. Your goal is to ensure 100 percent of your Soldiers are contacted by a Unit Voting Assistance Officer (UVAO) with information about voting and the absentee voting process. At a minimum, each Soldier should receive a FPCA in January of 2011.

6. Training for your VAOs is available via CD-ROM or by accessing FVAP's online training at [www.fvap.gov](http://www.fvap.gov). Each VAO should have a certificate of training within 30 days of appointment as compared to the 90 days previously recognized. Given the availability of web enabled training, VAOs no longer have to wait to become certified through FVAP and installation training thus being available to assist Soldiers, Civilians, and Family members earlier in the voting process.

7. I appreciate your continued efforts in support of this important program. My point of contact is Ms. Rachel Gilman, Army Voting Action Officer, at 502-613-8475 or DSN 983-8475; e-mail address is [Rachel.Gilman@conus.army.mil](mailto:Rachel.Gilman@conus.army.mil).

8. Honor the past, support the future - Vote!

  
RICHARD P. MUSTION  
Brigadier General, USA  
The Adjutant General

DISTRIBUTION:

US ARMY FORCES COMMAND  
US ARMY TRAINING AND DOCTRINE COMMAND  
US ARMY MATERIAL COMMAND  
US ARMY CENTRAL COMMAND  
US ARMY NORTHERN COMMAND  
US ARMY SOUTHERN COMMAND  
US ARMY EUROPE AND 7th ARMY  
US ARMY PACIFIC COMMAND  
EIGHTH US ARMY (EUSA)  
US ARMY SPECIAL OPERATIONS COMMAND  
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND  
US ARMY SPACE AND MISSILE DEFENSE COMMAND/ARMY STRATEGIC  
COMMAND  
US ARMY AVIATION COMMAND  
US ARMY NETWORK ENTERPRISE TECHNOLOGY COMMAND/9th SIGNAL  
COMMAND  
US ARMY MEDICAL COMMAND  
US ARMY INTELLIGENCE AND SECURITY COMMAND

AHRC-PDZ

SUBJECT: 2011 Army Voting Action Plan (AVAP)

US ARMY CRIMINAL INVESTIGATION COMMAND  
US ARMY CORPS OF ENGINEERS  
US ARMY MILITARY DISTRICT OF WASHINGTON  
US ARMY TEST AND EVALUATION COMMAND  
UNITED STATES MILITARY ACADEMY  
US ARMY RESERVE COMMAND  
US ARMY ACQUISITION SUPPORT CENTER  
ARMY NATIONAL GUARD  
US ARMY HUMAN RESOURCES COMMAND  
US ARMY INSTALLATION MANAGEMENT COMMAND



## ARMY VOTING ACTION PLAN 2011

### I. REFERENCES.

- A. 42 U.S.C. § 1973ff (1986), Uniformed and Overseas Citizens Absentee Voting Act., certified current as of 28 December 2010
- B. Memorandum, Under Secretary of Defense (Personnel and Readiness), 19 September 2007, subject: Guidance on Implementing Voting Assistance Programs.
- C. National Defense Authorization Act for Fiscal Year 2010.
- D. Department of Defense Directive 1000.04, Federal Voting Assistance Program, 14 April 2004, and certified current as of 23 April 2007.
- E. Department of Defense Instructions 1000.04, Federal Voting Assistance Program.
- F. AR 608-20, Army Voting Assistance Program, 28 October 2004.
- G. Department of Defense Directive 1344.13, Implementation of the National Voter Registration Act, 16 November 1994, certified current as of 21 November 2003.

### II. PURPOSE.

The purpose of the Army Voting Action Plan 2011 is to provide the guidance necessary to ensure we fulfill Army requirements based upon the *Uniformed and Overseas Citizens Absentee Voting Act* (UOCAVA) and the *Help America Vote Act of 2002*. Additionally, we must comply with the provisions of the DoD Directive (DoDD) 1000.04, Federal Voting Assistance Program (FVAP), and AR 608-20, Army Voting Assistance Program (AVAP) to disseminate information and guidance, and to coordinate tasks related to the program. This plan delineates specific actions to be carried out in 2011.

### III. OBJECTIVE.

In accordance with AR 608-20, the personnel listed below are eligible to receive all information necessary to vote, including voting age requirements, election dates, officers to be elected, as well as procedures for absentee registration and voting. It is the goal of the AVAP to ensure eligible personnel who want to vote have the opportunity to vote and have their vote received on time. Specifically, the Army must assist:

- A. Members of the U.S. Army.
- B. Department of Army Civilians and Contractor employees OCONUS.

- C. Family members of (1 & 2) above.

#### **IV. EXECUTION.**

Commanders, with the assistance from their appointed Voting Assistance Officers (VAOs), are responsible for all aspects of the AVAP. To ensure the best program possible, commanders will pay particular attention to the following:

- A. Finalizing Command Voting Action Plan for the 2011 year and disseminating it to subordinate units.
- B. Encourage access to the FVAP website ([www.fvap.gov](http://www.fvap.gov)), Army Voting on Facebook, US ARMY Voting on Twitter, and the Army Voting website ([www.vote.army.mil](http://www.vote.army.mil)) for voting information and materials.
- C. Ensure voting information efforts begin with commanding officers and VAOs by conducting command information programs to ensure eligible personnel understand their voting rights.
- D. Ensure that the Federal Post Card Application (FPCA) is available to all Soldiers through direct delivery, either by in-hand or electronic delivery to all Soldiers, OCONUS Army Civilian and Contractor employees, and eligible Family members.

#### **V. RESPONSIBILITIES COMMON TO ALL COMMANDS.**

- A. Review and implement the guidance in AR 608-20, AVAP and ensure subordinate commanders remain compliant with the program.
- B. Disseminate the Army Voting Action Plan 2011 to subordinate units.
- C. Revise command/organization directives or instructions on voting assistance as necessary to ensure compliance with the latest directions.
- D. Designate a Senior Voting Assistance Officer (SVAO) within each command to coordinate the program, of their subordinate units.
- E. Designate VAOs in all units with 25 or more permanently assigned members. (Note: Appoint an additional VAO for each 50 unit members above the 25 member base). Commanders may alternately apply Under Secretary of Defense (Personnel and Readiness) (USD (P&R)) Memorandum, Guidance on Implementing Voting Assistance Programs, dated 19 September 2007, and adjust this ratio to meet local conditions. The objective is to ensure adequate voting assistance for our personnel.
- F. Ensure VAOs are trained within 30 days of appointment. VAOs can meet training requirements via local voting workshops or by accessing the FVAP on-line training at [www.fvap.gov](http://www.fvap.gov).

- G. In accordance with AR 608-20, establish the evaluation criteria, at the time of appointment, for VAO performance within their command and ensure that VAOs' evaluation reports reflect how well they perform their voting assistance duties. Commanders should reference AR 608-20, paragraph 2-15, for suggested evaluation criteria and reference this in the appointment memorandum.
- H. Provide command emphasis and support to AVAP on a continuous basis to provide every Soldier the opportunity to exercise their right to vote.
- I. Generate and maintain a directory containing names, e-mail addresses and office telephone numbers of all Unit Voting Assistance Officers (UVAO) within 30 days of the release date of the Army Voting Action Plan. This directory must be updated as changes occur. E-mail addresses for VAOs shall be standardized in the form, Vote.Unit@army.mil, or similar format in coordination with the local DOIM.
- J. Establish a link on your command homepage to the Army Voting website (www.vote.army.mil) to provide VAOs and Soldiers easy access to the latest voting information.
- K. Ensure unit level voter contact data collection and tracking procedures meet AVAP goals and there are no violations of laws.
- L. VAOs should provide assistance during Soldier Readiness Processing (SRP) as it provides an opportunity to reach 100% of assigned personnel.
- M. VAOs should be aware of special State or local run-off elections in the event they occur.

## **VI. RESPONSIBILITIES OF COMMANDS.**

### **A. Headquarters Department of the Army Field Activities.**

The Office of the Administrative Assistant to the Secretary of the Army (OAA SA), HRMD will appoint a VAO to provide assistance to assigned Soldiers and eligible Family members as prescribed by AR 608-20. As coordinated with the HRMD VAO, that office will collect and consolidate all reports from HQDA activities and forward the reports to Human Resources Command Army Voting Action Officer.

### **B. IMCOM/AMC/MEDCOM.**

1. The National Defense Authorization Act for Fiscal Year 2010 requires each Service to establish a National Voter Registration Act Agency on every installation. Department of Defense Instruction (DoDI) 1000.04, states the Installation Voter Assistance Office shall be designated as a voter registration agency and authorizes commanders to assign these responsibilities to the

Installation Voting Assistance Officer (IVAO). Installation commanders must allocate such additional resources as they deem necessary to fulfill these requirements.

2. IAW DoDD 1000.04, appoint in writing, a collateral duty IVAO at the GS-12 grade level (or equivalent) at each installation reporting to the installation commander. The appointment will be for the duration of the election period and end January 2013.

C. Commander TRADOC.

1. Ensure recruits receive FPCAs during their basic training as prescribed by AR 608-20.
2. Provide voting assistance to trainees/students for register and voting as prescribed by DoDD 1000.04.
3. As prescribed by DoDD 1344.13, maintain statistical information and records on voter registration assistance rendered by each recruiting office.
4. Provide a quarterly report of statistical data to the Army Human Resources Command Voting Action Officer for submission to FVAP.

**VII. RESPONSIBILITIES OF VAOs.**

A. Installation Voting Assistance Officers. IAW DoDI 1000.04, IVAOs will perform the duties of the National Voter Registration Act. The office shall:

1. Be included in the pre-existing processing activities of reporting personnel.
2. Provide written information regarding voter registration and absentee ballot procedures. Information will include providing absentee voting materials and voting assistance to all Soldiers, eligible Family members, and DA Civilian and Contractor employees via internet access, where practicable.
3. Providing assistance in requesting voter registration, updating the individual voter registration information by completing an FPCA, and requesting absentee ballots.
4. Provide the FPCA to all Soldiers, their eligible Family members (CONUS and OCONUS) and DA Civilian and Contractor employees (OCONUS) who request voting assistance. DA Civilian and Contractor employees within the U.S. shall be provided the National Voter Registration Form. The form can be downloaded via [www.eac.gov](http://www.eac.gov).
5. Publish the location, address, and hours of operation, phone number and e-mail address for the IVAO on installation and Service voting websites.

6. Provide voting assistance to eligible Family members on the installation by leveraging the Army Community Service Office and other Family Readiness Groups (FRGs). Include an FPCA and FWAB as part of the in & out processing package for the installation.
7. Ensure SVAO/IVAO contact information is listed with military installation phone operators.

B. Senior Voting Assistance Officers.

1. As prescribed by AR 608-20, manage the voting assistance program within their respective commands and ensure that voting continuity folders are maintained by UVAOs.
2. Provide advice and direct voting support within their commands and support major events that their command has planned. SVAOs may consult the Army Voting Action Officer for voting guidance or information as needed.
3. Conduct voting workshops and program orientations to train VAOs if VAOs cannot attend FVAP workshops.
4. Establish within the command a VAO network with communications capability to quickly disseminate voting information throughout the command as prescribed by AR 608-20.
5. Administer the AVAP on a non-partisan basis. VAOs should contact the local Staff Judge Advocate office for advice on compliance with the AVAP and applicable laws.
6. Ensure SVAO contact information is listed with military installation phone operators.
7. Submit to HQDA Voting Action Officer a consolidated monthly "Measures of Success" Report for their respective command. See Appendix "A" for requirements. Include in the remarks section of the monthly report in narrative format, any examples of special events the command plans to conduct to educate and provide Soldiers and eligible Family members with the opportunity to register to vote. The report will be as of the end of the month and due no later than the 10th of each month beginning in February 2011 continuing through the 2012 Election.

### C. Unit Voting Assistance Officers.

1. Training for your UVAOs is available by accessing FVAP online training at [www.fvap.gov](http://www.fvap.gov). Each UVAO should have a certificate of training within 30 days of appointment.
2. Encourage personnel on permanent change of station orders to submit a FPCA to inform their local election office of their new address. UVAOs should advise voters to indicate on their FPCA if they desire to be notified of all elections.
3. Information available shall include dates of any scheduled elections, state requirements for voter registration, how to request an absentee ballot, and state mailing deadlines. Information programs can be accomplished through whatever means the command elects, but the following tools have proven helpful in the past: use of local websites; installation newspapers; placing voting materials (with UVAO's name, phone, e-mail address, and office location) in stationary and designated locations.
4. Ensure contact information is listed on voting posters throughout the unit area.
5. Make contact with unit Family Readiness Support Assistant (FRSA) to provide voting assistance to eligible Family members.

### VIII. **VOTING MATERIALS AND SERVICES.**

- A. FVAP Website. Located at <http://www.fvap.gov>, this site provides an overview of the FVAP as well as electronic access to many of the materials listed in this section. In addition, this site provides election information, access to the on-line FPCA, and links to state government home pages and other sites with election information and results.
- B. Army Website. Located at <http://www.vote.army.mil>, this site provides Army specific information to VAOs as well as information from FVAP. VAOs should visit the website weekly for updated guidance.
- C. 2010 - 2011 Voting Assistance Guide (2010 - 2011 VAG). Located at <http://fvap.gov/resources/media/2010vag.pdf>, this site provides a reference guide for VAOs providing a summary of state-by-state absentee voting procedures.
- D. VAO Training and Certification. Training can be completed by attending workshops, or on-line. Training information can be located at <http://fvap.gov/vao/training.html>.
- E. Social Media. The FVAP is available on social networking sites like Facebook, LinkedIn, and Twitter. FVAP is using social networking to share important absentee voting deadlines and procedures, and to collaborate with voters on improving the

absentee voting process. Local election officials, military and overseas citizens and VAOs can follow FVAP for important updates on absentee voting.

F. Ombudsman Service. The FVAP provides an Ombudsman Service for both the voter and local election officials to resolve problems which cannot be solved locally or answer questions concerning procedures for registration and ballot requests, include the timely receipt of ballots. Soldiers and local election officials may call for assistance using the international toll-free numbers below, and contained on the inside back cover of the *2010 - 2011 Voting Assistance Guide*. The toll-free number for citizens in the United States and Canada is 1-800-438-VOTE (8683). Assistance is available during normal business hours, Eastern Time, or a recorded message may be left at other times. International toll-free telephone numbers are listed on the FVAP website <http://www.fvap.gov>.

G. Federal Post Card Application (FPCA) for Registration and Absentee Ballot Request (Standard Form 76).

1. The FPCA, a postage-paid form, is authorized by law for use by persons covered by the UOCAVA. The FPCA was revised in 2005 to include more information and to make the form more usable. The previous edition of the form (Rev. 10-95) may continue to be used until the existing forms are exhausted.
2. Because there are differences in treatment accorded the FPCA by the various states and other jurisdictions, the *2010 - 2011 Voting Assistance Guide* should be consulted to determine how each particular jurisdiction authorizes use of the FPCA.

H. Federal Write-In Absentee Ballot (FWAB) (Standard Form 186).

1. The FWAB is authorized by law and may be used in general elections Federal office by UOCAVA voters who make a timely application for, and do not receive a regular absentee ballot in time to vote and return it.
2. The request for a regular absentee ballot must have been received by the local election official at least 30 days before the general election or the state deadline, whichever is later. (Some states may allow its use in primary and run-off elections, consult the *2010 - 2011 Voting Assistance Guide* for more information).
3. If you receive your regular State absentee ballot after you have submitted the FWAB, you should vote and return the ballot immediately. If the regular State absentee ballot arrives before your State's deadline, the State will count that ballot instead of the FWAB. Refer to the *2010 - 2011 Voting Assistance Guide* for more information.

I. Army Voting can be found on Facebook (Army Voting) and Twitter (USArmy Voting).

## IX. ARMY VOTING ACTION OFFICER.

The Army Voting Action Officer may be contacted concerning any aspect of the AVAP.

### A. Mailing address:

Department of the Army  
US Army Human Resources Command  
Army Voting Action Officer  
ATTN: AHRC-PDP-P  
1600 Spearhead Division Avenue, Dept 480  
Fort Knox, KY 40122-5408

### B. Telephone number:

Commercial: (502) 613-8475  
DSN 983-8475

3. E-mail address: [vote.questions@conus.army.mil](mailto:vote.questions@conus.army.mil)

### 4. WebPages:

1. [www.vote.army.mil](http://www.vote.army.mil).
2. Army Voting on S-1 Net.
3. Army Voting on Facebook. Search "Army Voting."
4. USArmyVoting on Twitter.



Army Installation Voting Assistance Offices

Army	Aberdeen Proving Ground	Bldg 4305	MD	410-306-2301	vote_apg@us.army.mil
Army	Camp Zama, Japan	Bldg 278, Rm 201	Japan	315-263-5055 DSN	zamausarivotingassis@zama.army.mil
Army	Fort Benning	Soldiers Plaza, Bldg 2620	GA	706-545-5655	Benn.GIHFRD.voting@conus.army.mil
Army	Fort Bliss	Bldg 500A	TX	915-568-3302	vote_rep@bliss.army.mil
Army	Fort Bragg	Bldg 4-2843	NC	910-432-7827	john.l.durden.civ@mail.mil
Army	Fort Campbell	Bldg 2577-A, Rm 106	KY	270-956-1005	debi.mcclouthin@us.army.mil
Army	Fort Carson	Bldg. 1218	CO	719-526-2352	carsvao@conus.army.mil
Army	Fort Dix	Bldg 5413	NJ	609-562-2746	stephanie.holmes@conus.army.mil
Army	Fort Drum	Bldg 10720	NY	315-772-4993 DSN	vote_drum@us.army.mil
Army	Fort Gordon	Bldg. 33720	GA	706-791-9325	usarmy.gordon.imcom.mbx.voting-assistance@mail.mil
Army	Fort Hood	Bldg 130	TX	254-287-0040	usarmy.hood.imcom-central.mbx.dhr-hood-vote@mail.mil
Army	Fort Huachuca	Bldg 41330	AZ	520-533-2229	vote.huachuca@conus.army.mil
Army	Fort Irwin	Bldg 563	CA	760-380-7532	IRWIN-VOTE.Irwin@conus.army.mil
Army	Fort Jackson	Bldg 5450	SC	803-751-5763	donald.l.johnson@conus.army.mil
Army	Fort Knox	Bldg 1379	KY	502-624-4034	knox.ag.votingassistance@conus.army.mil
Army	Fort Leavenworth	Bldg 62	KS	913-684-7340	vote.Fleav@conus.army.mil
Army	Fort Lee	Bldg 1401	VA	804-734-6920	leeevoteftee@conus.army.mil
Army	Fort Leonard Wood	Bldg 470	MO	573-596-0741	vote.leonardwood@us.army.mil
Army	Fort Lewis	Bldg 2140	WA	253-966-5899	JBLMINCOMDHARVAO@conus.army.mil
Army	Fort McPherson	Bldg 1386	GA	404-464-2545	holly.mills@conus.army.mil
Army	Fort Monroe	Bldg 77	VA	757-788-3702	barbara.bell2@us.army.mil
Army	Fort Polk	Bldg 1947	LA	337-531-2715	polk.vao@conus.army.mil
Army	Fort Riley	Bldg 210	KS	785-239-2128	vote.riley@conus.army.mil
Army	Fort Rucker	Bldg 114	AL	334-255-0580	ruck.votingoffice@conus.army.mil
Army	Fort Sam Houston	Manpower and Personnel Flight Bldg	TX	421-8516 DSN/210-295-8516	fsh.vote@conus.army.mil
Army	Fort Sill	Bldg 4700	OK	580-442-0147	usarmy.sill.imcom-west.mail.dhr-vote-sill@mail.mil
Army	Fort Stewart	Bldg 253	GA	912-767-2381	louisa.sigman@conus.army.mil
Army	Fort Wainwright	Bldg 1049	AK	907-353-7624	vote.wainwright@us.army.mil

Army	Fort Belvoir	Bldg 213	VA	703-805-4020	kevin.rennick@us.army.mil
Army	Fort Greely, AK	Bldg 702	AK	907-873-4454	FGAVote@greely.army.mil
Army	Fort McCoy	Bldg 2643	WI	608-344-7652	usarmy.mccoy.jmcom-northeast.list.dnr.vote-assist@mail.mil
Army	Korea, Yongsan	Bldg 4331C	AP	315-738-3135 DSN	usagyongsanvote@korea.army.mil
Army	JB Myer-Henderson Hall	Casualty Assistance Center, Rm. B-23	VA	703-696-3237	albert.brown1@us.army.mil
Army	NTC and Fort Irwin	Bldg 563	CA	760-380-7532	darrell.kemp@us.army.mil
Army	Presidio of Monterey	Bldg 616	CA	831-242-5421	jonathan.c.miller@us.army.mil
Army	Redstone Arsenal	Bldg 3494	AL	256-842-7091	albert.rockefjr@us.army.mil
Army	Schofield Barracks	Bldg 106 Room 1	HI	808-655-8945	charlene.shelton@us.army.mil
Army	Torii Station, Japan	Bldg 246, Rm 110	Japan	315-644-5188	jeffrey.fishman@us.army.mil
Army	USAG Ansbach	Bldg 5817	Germany	314-467-2630 DSN	mohamad.alkadri@eur.army.mil
Army	USAG Baden-Wurtemberg	Bldg 101, Rm 109	Germany	314-373-5027 DSN	bryan.simpson@eur.army.mil
Army	USAG Garmisch	Bldg 725	Germany	314-440-2638 DSN	jessica.roberston1@eur.army.mil
Army	USAG Grafenwoehr	Bldg 244, Rm 202	Germany	314-475-8814 DSN	robert.perkins@eur.army.mil
Army	USAG Hohenfels	Bldg 10, Rm 103	Germany	314-466-2212 DSN	shedrick.knight@us.army.mil
Army	USAG Livorno, Italy	Camp Darby, Unit 31301	Italy	314-633-7441 DSN	annie.robinson@us.army.mil
Army	USAG Miami	3511 NW 91st Ave., Doral	FL	305-437-3078	guy.drab@hq.southcom.mil
Army	USAG Schweinfurt	Bldg. 206, Rm 104	Germany	314-354-1770 DSN	joy.bearor@eur.army.mil
Army	USAG Stuttgart	Bldg 2948	Germany	314-431-2886 DSN	teresa.quinn@eur.army.mil
Army	USAG Vicenza, Italy		Italy	314-634-7081 DSN	nathaniel.j.paschal@eur.army.mil
Army	USAG Wiesbaden	Bldg. 1023 E. Rm 212	Germany	314-337-7668	john.c.herron@eur.army.mil
Army	West Point	Bldg 681	NY	845-938-3722	eugene.hickman@us.army.mil
Army	White Sands Missile Range	Bldg 124, Rm 108	NM	505-678-1263	george.p.clark@us.army.mil
Army	Yuma Proving Ground	301 C. Street, Yuma	AZ	928-328-2249	juanita.saez@us.army.mil