

## Continuity Folders

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Continuity of your program is of utmost importance for you, your assistant, your organization and your successor. Create and maintain a continuity folder for your reference and ensure that your successor understands what he or she is supposed to do. Information in your continuity folder (hardcopy and/or electronic) will help you plan.

### **Voting Assistance Officer (VAO) Continuity Folder**

Listed below are USFK's suggested Continuity Folder items:

#### **Current Voting Assistance Guide**

The *Voting Assistance Guide (VAG)* is a compilation of absentee voting regulations, laws, deadlines, and procedures.

[Complete Voting Assistance Guide](#) (2MB)

#### **Absentee Voting Forms (FPCA, FWAB)**

The Federal Postcard Application, Federal Write In Absentee Ballot and coversheet are available for download [here](#).

#### **VAO Designation Letter**

Every unit/agency in USFK should have a primary and alternate Voting Assistant Officer designated in writing the Commanding Officer or Agency Manager. Here are samples from the [Marine Corps](#) and [Air Force](#).

A copy of the VAO's designation letter should be provided to the USFK J1 at [J1-USFKVAO@korea.army.mil](mailto:J1-USFKVAO@korea.army.mil).

#### **Election Dates Calendar**

The Election Dates calendar shows when each Primary Election will be held and what Federal offices are on the ballot.

2011/2012 Election Date Poster will be provided when available.

#### **Absentee Voting Brochure**

A quick reference [brochure](#) for members of your unit and new VAOs.

#### **Good Ideas and Lessons Learned**

Services submit good ideas and lessons learned to the FVAP Office with their biannual After Action Reports. A compiled list of those submitted are seen [here](#).

#### **Voting News Releases**

Voting Alerts are focused, timely, and relevant emails that keep Voting Assistance Officers and voters informed about election dates, important deadlines throughout the absent voting process, changes to state laws that affect how voters may request and cast their ballots, and other crucial absentee voting information.

To receive these Voting Alerts, contact FVAP at [vote@fvap.ncr.gov](mailto:vote@fvap.ncr.gov). Please provide your full name in the body of the email message.

POC is the USFK J1, Policy and Programs Office, 723-5632 or [J1-USFKVAO@korea.army.mil](mailto:J1-USFKVAO@korea.army.mil)

Voting Alerts can also be found on the USFK Voting Assistance Program home page at

<http://www.usfk.mil/usfk/hot-topic.voting.assistance.program.523>.

## **Information on Your Voter Activities**

Display Motivational Voting Posters (with your name and contact information) and election calendars to remind people about voting and upcoming elections. All personnel need to receive yearly instruction and have access to absentee voting activities. These activities can include training sessions, registration drives, distributing absentee voting materials, and providing support to citizens with absentee voting questions.

## **VAO Training Certificate**

VAO training is required for all primary and alternate VAOs. More information on in person training and online training can be found [here](#). Once you complete the training, a certificate will be awarded.

A copy of the VAO's training certificate should be provided to the USFK J1 at

[J1-USFKVAO@korea.army.mil](mailto:J1-USFKVAO@korea.army.mil). In this email, please list the rank, name, unit, Major Support Command (O6 level of commander), phone number and email address of the VAO.

## **How to Order Voting Assistance Materials**

It is an essential function of every Voting Assistance Officer to maintain supplies. Some of the necessary materials include: the *2008-2009 Voting Assistance Guide*, Federal Post Card Application (SF 76), Federal Write-In Absentee Ballot (SF 186), Motivational Posters, and our training CD. For more information on ordering materials please refer to the links below.

[Materials for Uniformed Service Members](#)

[Materials for Citizens Outside the U.S.](#)

## **Service Voting Action Officer Contact Information**

Each Military Service has assigned a [Service Voting Action Officer](#) who is the voting program manager for that Service.

For USFK, the J1 Policy and Program Branch Chief is the Primary Voting Assistance Officer for the command. Questions can be sent to [J1-USFKVAO@korea.army.mil](mailto:J1-USFKVAO@korea.army.mil) or call DSN 723-5632.

## **Voting Directives**

[Department of Defense Directive 1000.4, The Federal Voting Assistance Program](#)

[Guidance Memorandum for Secretaries of the Military Departments regarding DoD Directive 1000.4, The Federal Voting Assistance Program](#)

[Department of Defense Directive 1344.10, Political Activities by Members of the Armed Forces](#)

## **Voting Guidelines**

[2010-11 Air Force Voting Action Plan](#)

[2010-11 Army Voting Action Plan](#)

[Department of Defense](#)

[Marine Corps](#)

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## **Installation Voter Assistance Office Continuity Folder**

Listed below are USFK's suggested Installation Voter Assistance Office Continuity Folder items:

### **Office Designation**

This is the written documentation designating the installation voter assistance office as a Voter Registration Agency. This may take the form of a garrison/base instruction and should be attained from your Installation Headquarters.

### **Personnel Designation**

Every person staffing the installation voter assistance office will need to obtain a letter from the Installation Commander declaring them as installation voter assistance office personnel. This can parallel the template used for the VAO designation letter, samples of which are available from the [Marine Corps](#) and [Air Force](#).

### **Installation Voter Assistance Office Training certificate**

Installation Voter Assistance Office Training is required for all personnel who will be staffing the office. More information on training can be found [here](#). Once you complete the training, a certificate will be awarded. Certificates for all personnel should be kept in the folder.

A copy of the VAO's training certificate should be provided to the USFK J1 at

[J1-USFKVAO@korea.army.mil](mailto:J1-USFKVAO@korea.army.mil). In this email, please list the rank, name, unit, Major Support Command (O6 level of commander), phone number and email address.

### **Self-Training Materials**

Self-training materials include a training brief to review for critical information and a handbook that includes Job Aids, FAQs, and checklists for the establishment and operations of the installation voter assistance office. Materials are available in Adobe Acrobat and Microsoft PowerPoint 2003 formats. If you do not have PowerPoint, you can download the free viewer from [Microsoft's website](#). The Adobe Acrobat version requires Acrobat Reader 7.0 or higher to view. [Get Adobe Reader](#)

[Installation Voter Assistance Office Self-Administered Training](#) (Microsoft PowerPoint)

[Installation Voter Assistance Office Self-Administered Training](#) (Adobe Acrobat)

[Installation Voter Assistance Office Handbook](#) (Adobe Acrobat)

[Installation Voter Assistance Office FAQs](#) (Adobe Acrobat)

[Errata Sheet for Installation Voter Assistance Office Handbook](#) (Adobe Acrobat)

### **Personnel Directory**

Contact information for the installation voter assistance office and all personnel should be included to ensure coverage of the office during normal hours of operation.

### **Voting Directives**

[Department of Defense Directive 1000.4, The Federal Voting Assistance Program](#)

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[Department of Defense Directive 1344.10, Political Activities by Members of the Armed Forces](#)

## **Voting Guidelines**

[2010-11 Air Force Voting Action Plan](#)

[2010-11 Army Voting Action Plan](#)

[Department of Defense](#)

[Marine Corps](#)

## **Absentee Voting Forms (FPCA, FWAB, NVRF)**

The Federal Postcard Application, Federal Write In Absentee Ballot and coversheet are available for download [here](#).

The National Mail Voter Registration Form can be downloaded [here](#).

## **Current Voting Assistance Guide**

The Voting Assistance Guide (VAG) is a compilation of absentee voting regulations, laws, deadlines, and procedures.

[Complete Voting Assistance Guide \(2MB\)](#)

## **Election Dates calendar**

The Election Dates calendar shows when each Primary Election will be held and what Federal offices are on the ballot.

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## **Training materials**

Information and materials for training new installation voter assistance office personnel should be kept on hand at all times. Additional information and online training can be found [here](#).

## **Installation Voter Assistance Office Handbook**

The Handbook contains extensive information on the establishment and operation of the installation voter assistance office as well as direction and tools on assisting applicants and voters. The Handbook can be downloaded [here](#).