



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

DEC 06 2010

MEMORANDUM FOR ALL MAJCOM/CV

SUBJECT: Implementation of Voting Assistance Offices (Immediate Action)

The FY10 NDAA and the MOVE Act (Subtitle H, "Military Voting" of the FY10 NDAA) require voter assistance offices be established at each installation. DoD policy has designated these offices as voter registration agencies, fully implementing the voter registration provisions under section 7(a)(2) of the National Voter Registration Act of 1993. A revised DoD Instruction 1000.04 will replace DoD Directive 1000.04 "Federal Voting Assistance Program" and DoD Directive 1344.13 "Implementation of the National Voter Registration Act (NVRA)."

The installation voting office shall be open to military and civilian personnel, as well as any voting age dependents, contractors or other civilians who have access to it. These offices shall provide information and assistance concerning voter registration issues and absentee ballot procedures. They may provide the applicant with the Federal Postcard Application (FPCA) or the National Voter Registration Form and provide direct assistance to individuals in completing the forms. The office will also offer to mail the completed forms to the appropriate election office.

The office shall be included on the in/out-processing checklists for all personnel arriving and departing duty stations, deploying and returning personnel and personnel recording a change of address. The recommended location for the voting office is in a well-advertised, fixed location on installations and physically co-located with an existing office that receives extensive visits by uniformed services personnel, family members and DoD civilians. Installation commanders will make the final decision on location for each office based on their unique base and mission requirements. A standard email box shall be established with an address of: vote@(location).af.mil (already required by 2010-11 AF Voting Plan, effective 1 December 2009).

The office shall be manned by an Installation Voting Assistance Officer (IVAO) and Alternate IVAO who will be designated in writing and report directly to the installation commander. MAJCOM Voting Assistance Officers (VAO) will coordinate the programs conducted by subordinate units and tenant commands. IVAOs should be civilians (preferably a GS-12 or higher), where possible, with access to the installation commander. They should serve a 12 month term for continuity. If a uniformed services member is assigned as the IVAO, that officer should hold the pay grade of O-4 or higher; however, it is preferable to assign an enthusiastic volunteer rather than one who simply meets the rank criterion. The current Air Force Voting Plan further specifies rank requirements for voting offices at all levels.

IVAOs must be trained on Installation Voter Assistance Office setup and operation via materials provided by OSD Federal Voting Assistance Program (FVAP) and the USAF's Service

Voting Action Officer (SVAO) prior to the establishment of the office on USAF installations. Compliance with FVAP and SVAO provided instructions by way of Handbooks, Handbook Supplements, the updated AF Voting Plan, and training materials is mandatory and to be considered directive until OSD/FVAP and AFPC are able to publish revised versions of DoDI 1000.04 and AFI 36-3107. These training materials have already been distributed to the current Installation Voting Officers.

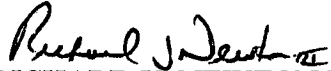
Monthly records will be maintained and delivered to the SVAO in accordance with requirements set forth in the 2010-11 Air Force Voting Plan (version 10 and later).

Currently, funding and other resources are not available for this office.

National Guard and Reserve units shall maintain a contingency absentee voting program for units and personnel who have been activated and deployed.

Currently, IVAO assignments are additional duty positions assigned by installation commanders. Installation commanders should understand that the major change to the position itself in terms of workload is the inclusion of NVRA action and reporting requirements. This may prove to increase the workload of the IVAO. Due care must be given to consider manning in the career field and local unit of the installation members being considered for these positions; (b) ops tempo of the career field and unit of the member being considered (e.g., assigning medical personnel to the position has proven to be an undue strain on the individual and their unit); and allocating IVAO, alternate IVAO and core UVAOs (e.g, from the four largest squadrons on base) equal time/responsibility to run the office. All voting assistance officers working in or as a representative of the installation voting office must be fully trained and certified in accordance with the USAF Supplemental Handbook to FVAP's training on IVA Office setup and operation.

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