

Inspector General

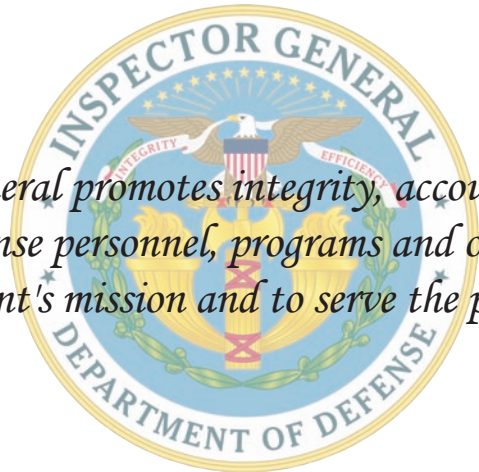
United States
Department of Defense



DEPARTMENT OF DEFENSE
OFFICE OF INSPECTOR GENERAL

MISSION STATEMENT

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





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MISSION

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

Who Should Read This Report

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

What Was Identified

The Inspectors General of the Military Departments characterized their 2006 DoD voting assistance programs as effective in accordance with the provisions of section 1566, title 10, United States Code. However, there continue to be opportunities to improve the provision of voting information and materials to absentee voters. Sixty-five percent of respondents to the DoD IG Voting Assistance Program questionnaire said they were aware of the Service voting assistance programs. Fifty-nine percent answered that they knew where to obtain voting information on base. Forty percent of the respondents indicated that they had received voting information and materials.

The Army, Navy, Air Force, and Marine Corps reported varying degrees of compliance with DoD Directive 1000.4, "Federal Voting Assistance Program (FVAP)," April 14, 2004, and with their respective Service instructions. At the 10 DoD installations visited, we observed an insufficient number of designated Voting Assistance Officers. While this factor does not in and of itself indicate lack of effectiveness, it did, in some cases, prevent the Voting Assistance Officer from being fully compliant with Federal Voting Assistance Program and DoD requirements.

Knowledge of on-line information was not widespread. The questionnaire revealed that 23 percent of respondents knew their Service had a Web site dedicated to voting information and that 24 percent knew of the Federal Voting Assistance Program Web site.

How It Can Be Improved

If fully implemented, recommendations in this report should facilitate compliance with DoDD 1000.4 and alleviate difficulties in disseminating voting information and material. The Principal Deputy Under Secretary of Defense for Personnel and Readiness concurred with recommendations to provide guidance on commanders' flexibility in appointing Unit Voting Assistance Officers and on the importance of appointing civilian Installation Voting Assistance Officers, as well as to investigate authorizing the appointment of civilians as Unit Voting Assistance Officers. The Principal Deputy also concurred with the recommendation to comply with a previous recommendation to establish one-click links from the Service home pages to their voting assistance Web sites.

GENERAL INFORMATION:

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

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An overview of the DIG (P&O) mission and organizational structure, to include a list of past evaluations and future topics, is available at <http://www.dodig.mil/>

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Defense Hotline
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20301-1900

REPORT TRANSMITTAL

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



Wm Brem Morrison, III

Assistant Inspector General
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Background

The Department of Defense Inspector General (DoD IG) and the Inspectors General of the Military Services are required to conduct annual effectiveness and compliance assessments of the DoD voting assistance programs in accordance with the provisions of section 1566, title 10, United States Code (10 U.S.C. 1566), “Voting assistance: compliance assessments; assistance.” To conduct the assessment, the DoD IG team visited 10 DoD installations (see Appendix F) and reviewed the Military Services’ respective assessment reports (see appendixes G through J).

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

The Army, Navy, Air Force, and Marine Corps supplement the Directive with Service-specific regulations and instructions:

- **Army Regulation 608-20, “Army Voting Assistance Program,” October 28, 2004.** The Regulation establishes and assigns specific responsibilities to the Adjutant General, commanders of major Army commands, installation commanders, and unit commanders down to company and detachment levels.
- **Office of the Chief of Naval Operations Instruction 1742.1A (Revision), “Navy Voting Assistance Program,” December 15, 2004.** The Instruction states that the Navy voting assistance program will ensure that eligible voters receive information about registration procedures and voting materials pertaining to scheduled elections.
- **Air Force Instruction 36-3107, “Voting Assistance Program,” September 10, 2003.** The Instruction reiterates specific responsibilities for Air Force headquarters, commanders of major commands and installations, installation personnel directors, and Voting Assistance Officers at each level of command.
- **Marine Corps Order 1742.1A (with Changes 1-2), “Voter Registration Program,” May 14, 2002.** The Order assigns responsibility for implementing the Marine Corps voter registration program to commanding officers at all echelons to assist Marines, their family members, and certain others in exercising their right to vote.

Federal Voting Assistance Program. The FVAP Office provides assistance and voting information to Service members, their dependents, and overseas absentee voters, whether members of the Military Services or civilians. The most notable services include Voting Assistance Officer (VAO) training (on site and Web based); a voting assistance guide

with State-by-State information; the monthly publication *Voting Information News*, which contains timely information on upcoming elections and a to-do list for Unit VAOs; and the FVAP Web site (www.fvap.gov), which provides voting assistance and information to uniformed absentee voters, their eligible dependents, and U.S. civilians residing overseas.

The FVAP Office submits a quadrennial report to the President and the Congress after each Presidential election and summarizes the effectiveness of assistance provided under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). The most recent report on “The Federal Voting Assistance Program” was issued in October 2005. UOCAVA reporting requirements specify a separate statistical analysis of voter participation by Service members, a separate statistical analysis of voter participation by nonmilitary personnel overseas, and a description of State-Federal voting registration and election cooperation. Therefore, the FVAP report provides valuable information on the effectiveness of the voting assistance program as measured by actual voter participation.

Military Services Voting Assistance Programs. Figure 1 illustrates the major elements of the Military Services voting assistance programs. The VAO ensures that Service members, their dependents, and civilians residing overseas receive information about absentee voting, including registration and voting procedures, polling places, dates of scheduled elections for Federal offices, and points of contact for additional assistance, along with voting materials such as absentee ballots.

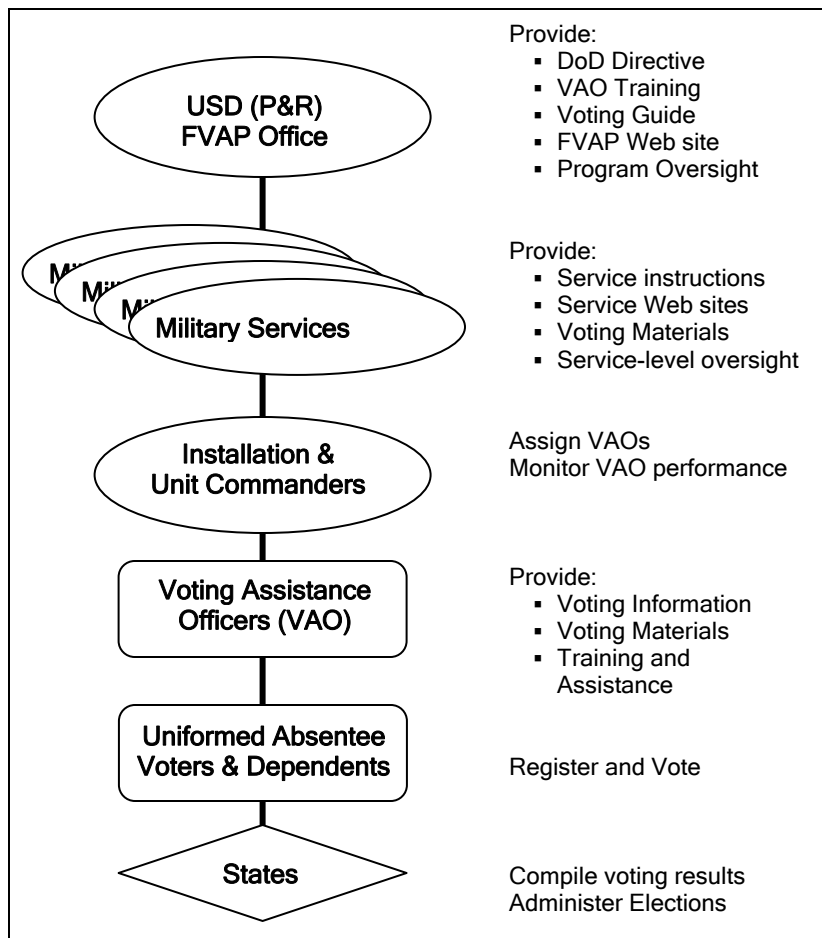


Figure 1. Voting Assistance Program Elements

Prior Year Recommendations

DoD IG Report No. IE-2006-001, "Evaluation of the Voting Assistance Program," March 31, 2006, (evaluation of the 2005 program) identified observations related to increasing flexibility within the voting assistance program and improving visibility of on-line voting resources. To address those and other observations, we recommended that the USD (P&R):

- revise DoD Directive 1000.4 to permit Service heads to exercise flexibility in assignment of UVAOs, and
- direct the Services to establish one-click Web site access from their home pages to a page that provides Service-related and Federal voting information and materials.

DoD IG Report No. IE-2005-001, "Evaluation of the Voting Assistance Program," March 31, 2005, (evaluation of the 2004 program) recommended that the USD (P&R):

- develop an automated delivery and reporting system, and
- develop and forward to Congress a legislative proposal that would reduce or eliminate oversight requirements by the Services' Inspectors General and the DOD IG, commensurate with the success of process improvements and automated reporting procedures.

The legislative proposal to reduce oversight requirements was passed in the FY2007 National Defense Authorization Act.

Objectives

In accordance with 10 U.S.C. 1566, the objectives of this 2006 evaluation are to assess:

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

Results

Although the Inspectors General of the Military Services reported that 2006 DoD voting assistance programs were effective in accordance with the provisions of 10 U.S. Code 1566, there are opportunities for improvement.

The 2006 DoD IG questionnaire results provided information on the effectiveness of the FVAP and Service voting assistance programs at the installations visited. The results of selected responses are provided in tables 1 and 2 and complete results are in Appendix C.

The Inspectors General of the Army, Navy, Air Force, and Marine Corps reported varying degrees of compliance with DoD Directive 1000.4 and their respective Service instructions. At all 10 DoD installations visited by DoD IG, we identified units that were not in complete compliance with the requirements of the Directive and their Service instructions (see Appendix D). Despite the lack of full compliance noted in this report, those Service Inspectors General providing summary evaluations characterized their voting assistance programs as effective and/or compliant.

Goal of the Federal Voting Assistance Program

The goal of the FVAP is to ensure that Service members, their dependents, and civilians residing overseas receive information on absentee voting, including registration and voting procedures, dates of scheduled elections for Federal offices, and points of contact for additional assistance, along with voting materials such as absentee ballots. DoD Directive 1000.4, "Federal Voting Assistance Program (FVAP)," April 14, 2004, requires Service VAOs to expeditiously obtain and disseminate information and voting forms to voters. The Directive also requires the VAO to personally assist voters as needed for all elections for Federal offices. Furthermore, the Directive requires DoD Services to establish and maintain individual voting assistance Web sites.

Assessment of Effectiveness

We used the responses from the on-line questionnaire (see appendixes A and E) to assess the effectiveness of the voting assistance program. The questionnaire was administered to 25,679 Service members, 20 percent of those assigned to the 10 installations chosen, less known losses due to deployments, transfers, retirements, etc. We received 2106 usable responses. The analysis of the questionnaire responses in Appendix C shows that the Services could improve their programs to disseminate voting information and absentee balloting materials. The summarized data cannot be generalized beyond the 10 locations evaluated because the locations were selected judgmentally, and the data are too few to support any possible generalization beyond those of the participants whose responses were recorded.

Dissemination of Voting Information and Registration Materials. Table 1 presents the results of this years responses for those inquiries related to receipt of voting information and voting registration materials by the voter.

Table 1: 2006 Voting Information and Assistance Responses

Aware of Federal Voting Assistance Program	65%
Knew Where (on-base) to Obtain Voting Information	59%
Knew of the Federal Voting Assistance Web site (www.fvap.gov)	24%
Knew of Their Service Voting Assistance Web site	23%
Received Voting Information	40%
Requested Assistance of the Unit Voting Assistance Officer (UVAO)	40%

To register to vote and request an absentee ballot, overseas Service members and civilians can use the Federal Post Card Application (FPCA), SF 76A. If voters do not receive the requested regular absentee ballot, they can use the Federal Write-in Absentee Ballot (FWAB), SF 186, as a back-up ballot for Federal elections. Table 2 illustrates respondents' familiarity with and receipt of these forms and their use within the response group.

Table 2. Voting and Registration Material Responses

Aware of the Federal Post Card Application	33%
Received Federal Post Card Application from UVAO by 15 Jan Deadline	25%
Aware of Federal Write-In Absentee Ballot	31%

Absentee voters must submit the FPCA in a timely manner to be eligible to vote. Potentially, greater use, awareness, and access to voting assistance Web sites could minimize the need for physical distribution of FPCAs and result in more timely delivery of the forms to those who require this service.

Questionnaire Responses From Dependents. Out of the 100 questionnaires we distributed to dependents, we received only 18 completed questionnaires. The 18-percent response rate yielded insufficient data to support any meaningful analysis of program effectiveness for dependents. Most VAOs rely on active duty members to provide information and materials to their dependents. Dependent responses, like active duty responses to the questionnaire, are voluntary.

Assessment of Compliance

Installation VAOs (IVAOs) and Unit VAOs (UVAOs) have specific duties and responsibilities under the Directive to ensure voters get voting information and materials. We interviewed 7 IVAOs and 20 UVAOs assigned at 10 installations. The interviews focused on the dissemination of information, the number of unit members served by each UVAO (the UVAO-to-member ratio), and the assignment of VAO duties at the specified rank or grade levels.

The 10 installations and 20 units evaluated exhibited varied levels of compliance with the Directive and Service guidelines. We identified these opportunities for improvement at all installations and units.

- **Single, Fixed Location.** Establish, or improve the advertising for, a single, fixed location on each installation where voting materials and voting assistance are available. While half of the installations visited indicated a single, fixed location, none was well advertised.
- **FPCA Hand Delivery.** Clarify the guidance on hand delivery of FPCAs. Only 1 of 20 UVAOs interviewed had provided hand delivery of FPCAs by the required January 15 deadline.
- **Compliance with Service Guidelines on the UVAO-to-Member Ratio.** Provide flexibility to the commander in the Directive and in Service instructions for determining UVAO-to-member ratios. Only 8 of the 20 UVAOs interviewed met their Service standard for the ratio of UVAOs to members.

Dissemination of Information and Material. Although 26 of the 27 VAOs interviewed described methods for disseminating voting materials to eligible voters, only 1 of the 20 UVAOs had delivered the FPCA by January 15, 2006. The directive specifies that the FPCA must be hand delivered to eligible voters and their voting-age dependents by January 15 of each calendar year. The UVAOs gave several reasons for not delivering FPCAs in a timely manner.

- UVAOs were assigned to the position after January 15 and did not know whether their predecessors had delivered the form.
- UVAOs did not know of the requirement.
- UVAOs perceived the requirement as an administrative burden, particularly in units where they had responsibility for a large number of personnel and in units whose members were geographically dispersed.

UVAOs disseminated voting information primarily through intranet or e-mail, realizing that electronic dissemination is very efficient at reaching a large and dispersed group of people. UVAOs were not, however, using existing unit training opportunities to disseminate voting information. We therefore suggested that, in addition to the electronic methods previously discussed, UVAOs use resources such as shift leaders, shop managers, platoon sergeants, plan of the day, commander's call, unit formations, and voter information booths to disseminate voting information.

UVAO-to-Member Ratio. According to the Directive, in each unit with 25 or more personnel 1 UVAO must be assigned. An additional UVAO should be assigned for each additional 50 members. In determining whether the Services complied with the guidance for UVAO-to-member ratios, we also considered the Service instructions.

- Air Force Instruction 36-3107 requires 1 O-2/E-7 Unit Voting Assistance Counselor for every 100 members. Of the 6 Air Force UVAOs, 2 represented more than 100 members each.
- Marine Corps Order 1742.1A requires 1 UVAO for every 200 eligible voters. During our visits, we discovered that 1 of 4 Marine Corps UVAOs represented more than 200 service members.
- Army Regulation 608-20 and Office of the Chief of Naval Operations Instruction 1742.1A requirements are the same as those cited in DoD Directive 1000.4. Among Army and Navy UVAOs interviewed, we found that 9 of 10 represented personnel in excess of the ratio established in their Component instructions.

Of the 20 UVAOs interviewed, 12 exceeded the prescribed ratio. In units where the UVAO-to-member ratio exceeded the prescribed ratio, the dissemination of information was adequate, but the dissemination of material did not meet requirements.

Recommendation 1: Publish guidance to the Services clarifying paragraph 5.2.1.4.2 of DoD Directive 1000.4 regarding the commander's flexibility in establishing the ratio of UVAOs to members.

IVAO Turnover. We observed that civilians appointed as IVAOs typically served for longer periods, ensured continuity, and had a higher level of program knowledge than uniformed IVAOs. The frequent turnover of uniformed IVAOs significantly hindered their ability to operate a compliant program. While the Directive states that “where possible, IVAOs should be a civilian” (GS-12 or higher), we found only 4 of the 10 installations visited had civilian IVAOs. At these four installations, we noted significantly stronger and better managed voting assistance programs than at the six installations with uniformed IVAOs. This observation should not denigrate the performance and dedication of uniformed personnel, but the continuity brought by a civilian employee assigned for a long term enhances effectiveness.

Recommendation 2: Publish guidance to the services emphasizing the importance and benefits of appointment of civilian personnel as IVAOs.

UVAO Turnover. Turnover of UVAOs is excessive. The most notable example from the UVAOs interviewed was one individual who was the third person to hold that position since January 1, 2006. The directive prescribes that the individual be an O-2/E-7 or above. The UVAO is always a collateral assignment within an organization and is typically a uniformed individual appointed from the junior officer or senior enlisted ranks. The Directive prescribes that the UVAO be an O-2/E-7 or above. There is no provision for this position to be filled by a civilian, even if appropriate and/or adequate civilian staff is available. This assignment is usually viewed by the uniformed UVAO as an additional duty that has nothing to do with the mission or mission readiness. A rather intuitive observation was that UVAOs who had volunteered for the position were typically more enthusiastic, knowledgeable, and capable in executing their assignment, including those who did not meet the pay grade requirement of the Directive, but were nonetheless performing commendably.

Recommendation 3: Revise DoD Directive 1000.4 to authorize appointment of civilian personnel as UVAOs where feasible.

Recommendation 4: Revise DoD Directive 1000.4 to provide flexibility with regard to prescribed pay grades of personnel assigned VAO duties.

Availability of On-Line Information

The directive specifically requires heads of Services to establish and maintain a Voting Assistance Program Web site accessible from the Service’s Web site. The 2005 report recommended that the Services’ voting assistance Web sites be accessible by one-click from each Service’s home page: www.army.mil, www.navy.mil, www.af.mil, or www.usmc.mil. The 2006 questionnaire indicated that 23 percent of respondents knew their Service had a Web site dedicated to voting information, and that 24 percent of respondents were aware of the FVAP Web site at www.fvap.gov.

Military Web Sites. Although voting information can be researched at each Service site, ease of access to and navigation through the individual Services' home page vary (see table 3). When we first surveyed the Service Web sites, the Air Force and Marine Corps were the only ones with one-click links to their voting

Recommendation 5: Direct the Services to comply with the 2005 recommendation to establish a one-click link from their home page (www.army.mil, www.af.mil, www.navy.mil, www.usmc.mil) to their respective Service voting assistance Web site. This link should be prominently and permanently displayed on the Service home page. The Service voting assistance Web sites should include links to: 1) the FVAP Web site, 2) FPCA and FWAB forms, and 3) contact information for the IVAO at all installations.

assistance Web sites. A more recent review found that the Air Force had deleted its link, leaving only the Marine Corps with a direct link. To facilitate access to common voting information and encourage the use of the Service voting assistance Web sites, the Services must establish and continuously display a prominent one-click link from their home pages to their voting assistance Web sites. The Services' voting assistance Web sites should include links to:

- the FVAP Web site (www.fvap.gov),
- FPCA and FWAB forms, and
- contact information for the IVAO at all installations.

Table 3. Accessibility to the Services' Voting Assistance Web Sites

<u>Service</u>	<u>One-Click Access to Service Voting Assistance Web site</u>	<u>Comments</u>
Army	No	Link available using the drop down A-Z search feature and clicking on the letter V
Navy	No	Invalid voting assistance link cited in OPNAVINST 1742.1A
Air Force	No	Link available from AFCROSSROADS Web site
Marines	Yes	Compliant

Another very simple solution, although not mandated, would be for installations and units that are maintaining their own Web site(s) to place a one-click link on their sites to the FVAP Web site.

The FVAP Web Site. Voters can view and download information, materials, and forms from the FVAP Web site at www.fvap.gov. The site provides worldwide, toll-free telephone and fax numbers for assistance.

- **Federal Post Card Application (FPCA - SF 76A).** Although the FPCA on-line version cannot be used as a true online voter registration mechanism, voters can download the form and mail in the application. The FPCA is now accepted by all states and territories (except Guam and American Samoa) to request registration and/or an absentee ballot.
- **Federal Write-in Absentee Ballot (FWAB - SF 186A).** The FWAB is used to vote for Federal offices in general elections. Some States allow Service members and civilians overseas to use the FWAB in elections other than general elections or for offices other than Federal offices, as explained on the FVAP Web site. Also, there are links to the 13 states that accept the expanded use of the FWAB.

Installation and Unit Web sites. All installations and units that we visited maintained their own Web sites. The installation Web sites were usually accessible via internet, intranet, or both. The unit Web sites were usually intranet sites accessible only within the unit. Many of the Web sites maintained as private (intranet) sites provided a very effective venue for also posting a one-click link to the FVAP Web site. For those skillful in the creation of Web pages, these installation/unit Web sites can provide a unique opportunity to electronically publish and disseminate voting information of local interest, identify contact data for local IVAOs/UVAOs, and provide an advertising link for the installation's single fixed location for absentee voting material and assistance.

Conclusions

The evidence from our evaluation, while a limited sample, indicates that there are opportunities for improvement of the Federal and Service Voting Assistance Programs as implemented and managed at the sites we visited. The Inspectors General of the Army, Navy, Air Force, and Marine Corps provided evaluations of their respective voting assistance programs (See Appendixes G through J).

The FVAP Office indicated that there is flexibility in the directive's language that allows commanders latitude in determining UVAO to member ratio. This flexibility is evidenced by use of the word "should" in the statement; "An additional Voting Assistance Officer should be assigned..." Our experience was that the language was ambiguous and not well understood in the field as providing that flexibility.

The directive suggests that "where possible" the IVAO position should be filled by a civilian. This suggestion is made to primarily provide for the continuity that a civilian brings to the program at this level. We found this suggestion was followed at only 4 of 10 of the installations visited. We feel that more detailed guidance, with appropriate emphasis on the benefits of a civilian IVAO, will encourage installations with adequate civilian staff assets to move in this direction.

There is currently no provision in the directive for appointment of civilian personnel as UVAOs. The appointment of civilians as VAOs at the unit level carries the same potential benefits as civilians serving as IVAOs.

The directive prescribes pay grade requirements for both civilian and uniformed personnel serving as VAOs. Units often have enthusiastic and willing personnel desiring to serve as UVAOs, but not meeting the prescribed pay grade requirement. As with UVAO to member ratios, the commander should have the flexibility to make local decisions regarding this issue.

Our report on the 2005 program (DoD IG Report No. IE-2006-001) recommended that the Services be directed to establish a one-click link from their principal Web site to their respective service Voting Assistance Program Web-site. Only two of the Services created such a link, and one has since dropped it. This link facilitates the ability of members to locate voting information, forms, and service specific points of contact on their own and reduces administrative requirements on the VAO.

Recommendations

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

1. publish guidance to the Services clarifying paragraph 5.2.1.4.2 of DoD Directive 1000.4 regarding the commander's flexibility in establishing the ratio of Unit Voting Assistance Officers to unit members,
2. publish guidance to the Services emphasizing the importance and benefits of appointment of civilian personnel as Installation Voting Assistance Officers,
3. revise DoD Directive 1000.4 to authorize appointment of civilian personnel as Unit Voting Assistance Officers where feasible,
4. revise DoD Directive 1000.4 to provide flexibility with regard to pay grades required of personnel assigned Voting Assistance Officer duties, and
5. direct the Services to comply with the 2005 recommendation to establish a one-click link from their home page (www.army.mil, www.navy.mil, www.af.mil, and www.usmc.mil) to their respective voting assistance Web site. This link should be prominently and permanently displayed on the Service home page. The Service voting assistance Web sites should include links to 1) the Federal Voting Assistance Program Web site (www.fvap.gov), 2) Federal Post Card Application and Federal Write-in Absentee Ballot forms, and 3) contact information for the Installation Voting Assistance Officer at all installations.

Management Comments

USD (P&R) concurred with all recommendations except recommendation 3. The exception cited with recommendation 3 concerns the practicability of implementing the recommendation within the U.S., and defers to the Services regarding the desirability of implementation overseas. The full text of their response is included in the Management Comments section of this report.

Appendix A. Scope and Methodology

We conducted unannounced visits to 10 military installations, including 3 Army, 2 Navy, 3 Air Force, and 2 Marine Corps installations. At each location, we assessed the voting assistance program. We developed questionnaires based on statutory requirements and DoD policies for interviews of prospective voters. We interviewed VAOs and solicited questionnaire responses from the installations' military personnel and their dependents.

To assess the effectiveness of voting assistance programs, we disseminated a Web-based questionnaire to 25,679 uniformed personnel, representing the required 20 percent of the 145,239 personnel assigned to the 10 installations. The total number of personnel available to respond to the questionnaire was less than 25,679 due to losses resulting from deployments, transfers, retirements, etc. We also distributed the questionnaire to 100 dependents. The questionnaire focused on the dissemination of information and voting materials.

To assess the Military Services' compliance with voting assistance programs, we interviewed 7 of 9 assigned Installation VAOs and 20 Unit VAOs. Interview questions addressed six areas: VAO appointments, information dissemination, material dissemination, training, resources, and written guidance.

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

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

Universe and Sample. We judgmentally selected 10 installations in the continental United States with a total population of 145,239 uniformed personnel. The 10 sites selected had not been previously evaluated. The 20-percent sample of 25,679 was the result of statistical sampling.

<p>The judgmental selection of 10 field sites means that the results cannot be projected beyond the installations visited.</p>

We received 2,106 responses to the Web-based questionnaire, representing a response rate of 8.2 percent. The comparatively low response rate was in part the result of our visits being unannounced and units being deployed or otherwise unavailable to participate in the questionnaire.

The evaluation was conducted from August through November 2006 according to standards implemented by the DoD IG. Section 1566, title 10, United States Code,

requires Service IG reports to be reflected in the DoD IG report to Congress. Accordingly, the Service IG reports are in appendixes G through J. We did not validate the results in the Service IG reports.

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

Appendix B. Prior Coverage

During the last 6 years, the Government Accountability Office (GAO), DoD, and the Department of State have issued reports on FVAP and overseas absentee voting. Unrestricted GAO reports can be accessed over the Internet at www.gao.gov. Unrestricted DoD IG reports can be accessed at www.dodig.mil/audit/reports and www.dodig.mil/Inspections/IE/Reports.htm.

GAO

GAO Report No. GAO-06-521, "Elections: Absentee Voting Assistance to Military and Overseas Citizens Increased for the 2004 General Election, but Challenges Remain," April 2006

GAO Report No. GAO-01-1026, "Elections: Voting Assistance to Military and Overseas Citizens Should Be Improved," September 28, 2001

GAO Report No. GAO-01-470, "Elections: The Scope of Congressional Authority in Election Administration," March 2001

DoD

DoD IG Report No. IE-2006-001, "Evaluation of the Voting Assistance Program," March 31, 2006

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

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

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

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

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

Department of State

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

Appendix C. Summary Results of Effectiveness Survey*

Source: Uniformed Absentee Voters Questionnaire

Area	USA	USN	USAF	USMC	Overall Percentages
Information Dissemination					
▶ Info on VAP received?	43%	43%	51%	24%	40%
▶ Command Events this year	34%	36%	32%	17%	30%
▶ Know Voters Week	38%	30%	32%	22%	31%
▶ Aware of VAP	68%	60%	79%	54%	65%
▶ Aware of VAO	48%	48%	58%	32%	47%
▶ On-base location for assistance	61%	57%	63%	54%	59%
▶ FPCA can be used to register and request Absentee Ballot	39%	35%	35%	21%	33%
▶ FWAB can be used as back-up if Regular Absentee Ballot is not received	40%	32%	27%	26%	31%
▶ FVAP Web site	31%	27%	24%	14%	24%
▶ FVAP Voting Guide	31%	27%	27%	17%	26%
▶ Service or installation voting Web site	29%	27%	23%	13%	23%
▶ If Voting, how? Absentee Ballot	70%	65%	73%	48%	64%
▶ If Voting, how? In Person	30%	35%	27%	52%	36%
▶ UVAO assistance requested?	52%	48%	35%	25%	40%
▶ UVAO assistance not requested?	35%	42%	63%	59%	50%
Distribution of Materials					
▶ FPCA delivered by Jan 15th	36%	21%	23%	18%	25%
▶ FWAB received	32%	20%	18%	15%	21%

The percentages refer to those responding to the questionnaire and do not generalize the respective Services

Appendix D. Summary Results of Compliance Assessment *

Source: Interviews with Voting Assistance Officers at 10 installations.

Area	USA	USN	USAF	USMC	Aggregate	Percentage
VAO Appointments						
▶ IVAO Assigned	3 of 3	2 of 2	3 of 3	2 of 2	10 of 10	100%
▶ IVAO Proper rank/Pay Grade	3 of 3	1 of 2	3 of 3	2 of 2	9 of 10	90%
▶ UVAO Assigned (# installations)	3 of 3	2 of 2	3 of 3	2 of 2	10 of 10	100%
▶ UVAO Proper rank/Pay Grade	5 of 6	3 of 4	6 of 6	4 of 4	18 of 20	90%
▶ VAOs Assigned in Writing	6 of 9	0 of 4	6 of 8	4 of 4	16 of 25	64%
▶ UVAO/Unit Member Ratio Guidance	1 of 6	0 of 4	4 of 6	3 of 4	8 of 20	40%
Dissemination of Information						
▶ VAOs expeditiously disseminate DoD voting information	5 of 10	1 of 5	7 of 7	4 of 4	17 of 26	65%
Dissemination of Material						
▶ UVAOs delivered FPCA by January 15 deadline	0 of 6	0 of 4	0 of 4	1 of 4	1 of 18	5%
Service Resources						
▶ Provide Web sites	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	100%
▶ VAOs purchase/maintain sufficient materials	7 of 8	3 of 4	8 of 8	6 of 6	24 of 26	92%
Service Written Guidance						
▶ Military covered	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	100%
▶ Dependents covered	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	100%
▶ Deployed covered	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	100%
▶ Dispersed covered	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	100%
▶ Tenant units covered	1 of 1	1 of 1	1 of 1	1 of 1	4 of 4	100%

Appendix E. Uniformed Absentee Voter Questionnaire



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

About This Questionnaire

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

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

Privacy Notice

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

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

Routine Uses: None.

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

Completing This Questionnaire

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

Demographic and Voting Questions

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

- Active Duty
- National Guard
- Voting Age Dependents

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

- Army
- Navy
- Air Force
- Marine Corps

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

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

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

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

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

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

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

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

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

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

- Yes
- No
- Don’t recall

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

- Yes
- No
- Don’t recall

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

- Yes
- No
- Don’t recall

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

- Yes
- No

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

- Yes
- No

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

- Yes
- No
- Don't recall

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

- Yes
- No

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

- Absentee Ballot
- In Person

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

- Yes
- No

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

- Yes
- No

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

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

17. During 2006, did your Unit Voting Assistance Officer provide assistance upon request? *Click on one circle.*

- Yes
- No
- Assistance not requested

18. During 2006, did you receive the following?
Click on one circle for each item.

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

19. During 2006, were you aware of the voting and communication tools listed below? *Click on circle for each item.*

	Fully Aware	Somewhat Aware	Unfamiliar
a. The Federal Voting Assistance Program Web-site that provides voting-related information and resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. 2006-07 Voting Assistance Guide that provides State-by-State information that enables you to register and vote absentee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. A Service or installation voting assistance program Web-site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

- Yes
- No

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

- Yes
- No

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

Thank you very much for participating in this questionnaire.

Appendix F. Installations Visited

Department of the Army

Fort Lewis, Washington

Fort Stewart, Georgia / Hunter Army Airfield, Georgia

Department of the Navy

Naval Base San Diego, California

Naval Base Coronado, California

Marine Corp Base Camp Pendleton, California

Marine Corps Air Station Miramar, California

Department of the Air Force

McChord Air Force Base, Washington

Moody Air Force Base, Georgia

Robins Air Force Base, Georgia

Appendix G. Department of the Army Inspector General Report



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

SAIG-ID

15 February 2007

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

SUBJECT: Assessment of the FY 2006 Army Voting Assistance Program

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

2. **References:**

- a. Army Regulation 608-20, Army Voting Assistance Program, dtd 28 October 2004
- b. Army Human Resources Command memorandum, SUBJECT: The Army Voting Assistance Program Instructions, dtd 23 February 2006, with enclosure.
- c. CSA Memo, SUBJECT: Directive for the Special Inspection of Property Accountability in the U.S. Army, dtd 5 April 2006
- d. DAIG Special Inspection of the Army Voting Assistance Program, 1-31 August 2004

3. **Background:**

a. Title 10, Section 1566, United States Code, dated 28 December 2002 requires the Inspector General of each Service to conduct an annual review of the effectiveness and compliance of their voting assistance program. Also, Department of Defense (DOD) Directive 1000.4, dated 3 June 2002 requires each Service to review their voting assistance programs annually at every level of command to ensure compliance with DOD regulations and public law. Paragraph 5.3 of the directive further requires The Inspector General of each Service to report the results of the assessment to the DoD Inspector General.

b. On 05 April 2006, The Inspector General directed a special assessment of the compliance and understanding of the current Army Voting Assistance guidance. This assessment was specified as a Special Inspection Item.

4. **Scope.** A team of Inspectors General, led by a Colonel, contacted over 1,265 Active and mobilized Reserve Component Soldiers and Department of the Army Civilians in 15 communities including the USARPAC, USAREUR and ARCENT Areas of Responsibility (AORs). Locations visited include: Fort Bragg, Fort Campbell, Fort Carson, Fort Drum, Fort Hood, Fort Lewis, Puerto Rico, Alabama, Hawaii, Germany, Italy, Kosovo, Afghanistan, and Kuwait. The team used several tools that included interviews, sensing sessions, and a seven question survey (ENCL 1) to assess Soldier knowledge of the voting process.

5. **Assessment Results:**

(1) While 83% of Soldiers surveyed knew the Army had a voting assistance program, only two-thirds (65%) responded that they'd been provided information about voting by

SUBJECT: Assessment of the FY 2006 Army Voting Assistance Program

absentee ballot. Seventy-percent of the Soldiers surveyed responded they were given the time and opportunity to register and request a ballot. During interviews, Soldiers stated they were contacted by the unit Voting Assistance Officer (VAO) or chain of command about voting, or provided the opportunity to register to vote and request a ballot. VAOs creatively offered opportunities to complete a Federal Postcard Application (FPCA), or Standard Form 76 (SF 76), by greeting Soldiers at dining facilities, manning voting information tables at Post Exchanges, addressing unit formations, etc. Most units did not provide "in hand" delivery of the FPCA prior to 15 January and 15 August (OCONUS) or 15 September 2006 (CONUS), as required by references a. and b. Unit leaders did, however, verbally present the opportunity to receive and complete the registration cards.

(2) Many units did not meet the grade and training requirements for VAOs. References a. and b. required VAOs to be the grade of First Lieutenant or Sergeant First Class or higher. Some VAOs were Second Lieutenants or junior Non-Commissioned Officers (a repeat observation from the 2004 DAIG inspection). Many VAOs interviewed during the assessment were assigned duties just prior to the DAIG inspection team visiting their location. VAO training was inconsistent. Some VAOs received training in person, but most VAOs utilized computer based training ("on line" or using the FVAP CD). Some VAOs received no training, learning how to assist Soldiers through trial and error. A few organizations reported problems accessing the "on line" training between June and August 2006. Slightly more than half (52%) of the Soldiers surveyed knew their unit VAO. In 2004, more Soldiers, 74%, knew the unit VAO.

(3) Very few units educated Soldiers on the importance and value of voting. Reference b. stated the two basic missions of the voting assistance program are traditional voting assistance and education. The majority of units focused primarily on assistance. Some Soldiers understood the registration and absentee voting process, but most could not describe the process. A few Soldiers reported they did not know they could vote. Leaders were reluctant to provide education due to fears/concerns that Soldiers would perceive the education as command influence or coercion. Only two-thirds (65%) of Soldiers surveyed responded that they received information about voting by absentee ballot. Approximately half (49%) of the Soldiers surveyed were aware that they registered and requested ballots with the FPCA and 53% knew the purpose and use of the Federal Write-in Absentee Ballot (FWAB), or SF 76.

(4) Some commands reported that they received the 2004 version of the FPCA from their supporting publications warehouse. The Federal Voting Assistance Program (FVAP) guidance provided guidance on completing the revised, 2005 version of the form. This created some problems for VAOs as they assisted Soldiers and civilians in completing the older version of the FPCA.

(5) Soldiers reported difficulty staying abreast of current events and candidates' positions on important issues and that this impacted their decision to vote. Many Soldiers stated they did not want to vote because they did not know candidates' positions on important issues. Some Soldiers inquired how they could obtain additional information about candidates. A minority of Soldiers stated they used the World Wide Web to access from news sources and candidate web sites. Less than half of the survey respondents (48%) stated they used the World Wide Web to obtain voting information.

(6) There were no reports of commanders or commands violating the prohibited practices. In

SUBJECT: Assessment of the FY 2006 Army Voting Assistance Program

interviews and sensing sessions, Soldiers and VAOs stated that their leaders offered Soldiers the opportunity to register and vote, but did not track who was registering or voting. VAOs referred commanders to the local legal offices when asked about certain events or practices.

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

ENCL:
as

VIDA D. LONGMIRE
Colonel, USA
Chief Inspections Division

Army Voting Assistance Program Voluntary Questionnaire

Fill in the appropriate circles

RANK: 2LT-CPT MAJ-COL GO
 PVT-SPC SGT-SSG SFC-1SG CSM/SGM
 WO CIV YES NO

1. Did you know the Army has a voting assistance program?	83%	17%
2. Do you know who your unit Voting Assistance Officer is?	52%	48%
3. Have you been provided information about voting by absentee ballot?	65%	35%
4. Have you been given the time and opportunity to register to vote and request an absentee ballot?	70%	30%
5. Are you aware the Federal Postcard Application (FPCA) can be used to register and request ballots?	49%	51%
6. Were you aware the Federal Write-in Absentee Ballot (FWAB) can be used to vote in federal elections if you do not receive a ballot from your balloting official?	53%	47%
7. Have you used the world wide web to obtain voting information?	48%	52%

	124 MAJ-COL		226 2LT-CPT		20 CSM/SGM		195 SFC-MSG		335 SGT-SSG		333 PVT-SPC		20 WO		16 CIV	
	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
	Q1	89%	11%	98%	2%	100%	0%	96%	4%	83%	17%	63%	37%	95%	5%	75%
Q2	73%	27%	74%	26%	80%	20%	66%	34%	46%	54%	24%	76%	57%	43%	56%	44%
Q3	83%	17%	77%	23%	90%	10%	76%	24%	62%	38%	44%	56%	55%	45%	69%	31%
Q4	87%	13%	85%	15%	90%	10%	84%	16%	66%	34%	44%	56%	75%	25%	93%	7%
Q5	72%	28%	64%	36%	90%	10%	57%	43%	43%	57%	28%	72%	55%	45%	75%	25%
Q6	69%	31%	62%	38%	90%	10%	70%	30%	48%	52%	34%	66%	50%	50%	75%	25%
Q7	55%	45%	64%	36%	55%	45%	57%	43%	46%	54%	31%	69%	50%	50%	81%	19%

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This document contains information EXEMPT FROM MANDATORY DISCLOSURE under the FOIA. Exemption 5 applies.

Encl

Appendix H. Department of the Navy Inspector General Report



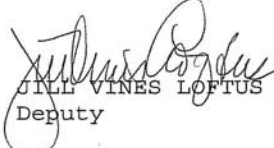
DEPARTMENT OF THE NAVY
NAVAL INSPECTOR GENERAL
1254 9TH STREET SE
WASHINGTON NAVY YARD DC 20374-5006

IN REPLY REFER TO:

1742
Ser N36/0114
29 Jan 2007

From: Naval Inspector General
To: Department of Defense Inspector General
Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM
Ref: (a) DoD Directive 1000.4 of 14 April 2004
Encl: (1) Calendar Year 2006 Assessment Report

1. In accordance with reference (a), enclosure (1) is submitted as the annual assessment of the Navy Voting Assistance Program.
2. My points of contact for voting issues are CDR Vera Parker at 202-433-6642 and CDR Wendy Fewster at 202-433-6641.


JILL VINES LOFTUS
Deputy

Copy to:
CNIC

**CALENDAR YEAR 2006 ANNUAL REPORT ON THE UNITED STATES
NAVY COMPLIANCE WITH DOD VOTING ASSISTANCE PROGRAM**

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

Methodology: The Naval Inspector General (NAVINGEN) used several methods to assess the Navy Voting Assistance Program (NVAP) for effectiveness and compliance. NAVINGEN received responses from over 16,785 Sailors from web-based surveys, which included three voting related questions and personal interviews with 18 Voting Assistance Officers (VAOs) as part of NAVINGEN's Area Visits and Command Assessments conducted in CY 2006. Additionally, NAVINGEN reviewed 318 After-Action Reports from VAOs and the NVAP website. Also taken into consideration were articles, NAVADMINS, emails from Navy Voting Actions Officer (NVAO) to VAOs, and personal observations.

Findings: NAVINGEN conducted interviews with 18 VAOs at various levels of command, including four Major Commands, six Installations, and eight Unit Commands. Almost all VAOs did a satisfactory job disseminating information to Navy personnel about voting absentee procedures and materials pertaining to 2006 elections. NAVINGEN found some instances of non-compliance that did not result in serious negative impacts to Sailors and concluded, based on all information gathered, the NVAP was generally in compliance with the Voter Assistance Program for CY 2006.

A. Personnel Assignment:

1. VAO assigned at the appropriate grade level. (DODD 1000.4) **Majority of VAOs are assigned at the appropriate grade level. NAVINGEN interviewed some motivated and knowledgeable VAOs who volunteered for this collateral duty and were accomplishing their duties very well despite not meeting the grade/rank requirement.**
2. UVAO assigned at level of command. (DODD 1000.4) **Majority of commands reported having a UVAO assigned and on-site visits by NAVINGEN found UVAOs assigned at every level of command.**
3. Maximum number of voters that can be represented by VAO adhered to. **Yes in the majority of cases.**
4. UVAO of the rank 02/E-7 above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.4) **Compliant based on interviews conducted and After-Action Reports.**
5. Senior Service Representative at Flag Rank appointed. (DODD 1000.4) **Yes.**
6. Senior Voting Action Officer. Military person, 04/E8 or above, appointed. (DODD1000.4) **No, current SVAO is an O-3.**
7. Commissioned Officer authorized to administer oath. (UOCAVA) **All designated VAOs, officer and enlisted are authorized to administer oath in connection with voting duties.**

B. Training:

1. VAO received training. (Public Law 107-107) **Almost all VAOs interviewed received training either through the FVAP workshop or computer based training. The few not trained, were recently assigned to the position.**
2. MAJCOM, installations and UVAO attend FVAP workshop during even numbered years with Federal elections. For remote locations did VAO access FVAP website for training. Training documented at the installation or base level. (DODD 1000.4) **Compliant.**
3. Basic training and command courses emphasize and advertise voting assistance programs. (DODD 1000.4) **Recruit Training Command conducts voting training for all recruits and voting is included as part of the Installation Prospective Commanding Officers course.**
4. Train units preparing for deployment. (DODD 1000.4) **Compliant based on input received from the NVAO and After-Action Reports.**
5. Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 1344.13) **Almost all subordinate commands of Navy Recruiting Command that responded reported compliant.**
6. Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.4). **Compliant based on interviews conducted and After-Action Reports.**

C. Material Distribution:

1. UVAOs hand deliver SF76s to eligible voters by ///date///. Develop a system to ensure. (DODD 1000.4) **The Navy encouraged VAOs to email the electronic SF-76 to Sailors assigned to their command to make it easier for the VAO's to meet the January 15th deadline. There were some instances where the VAOs emailed the downloadable SF-76 or disseminated the hardcopy the SF-76 after the deadline.**
2. National Voter Registration form made available to enlistees. (PL 107-107) **Almost all subordinate commands of Navy Recruiting Command that responded reported compliant.**
3. Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed timely to allow participation in elections. (Public law 107-107 & DODD 1000.4) **Compliant, forms and pubs made available through the Navy Logistics Library. Every unit received multiple copies of the Voter Assistance Guide (VAG). Additionally, CD-ROMs were distributed which included electronic versions of the VAG and forms.**
4. Special day designated for dissemination of voter information and material. (Public Law 107-107) **Compliant, three special weeks (Overseas Citizens Voters Week, Armed Forces Voters Week, and Absentee Voting Week) were assigned to emphasize voting and distribute forms.**

5. Prospective enlistees provide a DD Form 2644 "mail Voter Registration Application" and DD Form 2645 "Voter registration Information. (DODD 1344.13) **Almost all subordinate commands of Navy Recruiting Command that responded reported compliant.**
6. Recruitment offices transmit registration applications in a timely manner. (DODD1344.13) **Almost all subordinate commands of Navy Recruiting Command that responded reported compliant.**
7. Sufficient voting materials are on-hand. (DODD 1000.4) **Yes.**

D. Communication and Information Network

1. Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal & State voting websites. (DODD 1000.4) **Compliant. The Navy voting homepage is a one-stop online shop for all VAO support. Additionally, the site has a link to the Federal Voting Assistance Program website and contains contact information and a link to the Navy Voting Action Officer email (vote@navy.mil).**
2. Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.4) **Compliant.**
3. Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.4) **Compliant.**
4. Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs. (DODD 1000.4) **Compliant where base telephone operators are available.**

E. Commanders/Installation Level Involvement

1. MAJCOMS, etc., continually evaluate voting programs. (DODD 1000.4) **Compliant.**
2. Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week. (DODD 1000.4) **Compliant. Some of the activities included registration booths, command-wide/base-wide emails, articles in base paper, and write-ups in Plan of Day/Week.**
3. Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations. (DODD1000.4) **Compliant, OPNAVINST 1742.1A.**
4. Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.4. (Public Law 107-107) **NAVINGEN assessed the voting program at the installation level as part of its Area Visits.**
5. VAO's performance is documented in the Evaluation/FITREPs. (DODINST 1000.4) **Compliant. This requirement is listed in OPNAVINST 1742.1A and VAOs interviewed reported documented in Evaluation/FITREP when held collateral duty during reporting period.**

Summary: The Navy at every leadership level emphasized voting and ensured VAOs had the materials, training, resources, and support to effectively perform their duties. NAVINGEN did find several instances where newly assigned VAOs had not received the appropriate training

and/or did not have all their voting materials. In those cases, NAVINSGEN provided basic onsite training and directed individuals to the appropriate sources for training and materials. NAVINSGEN will continue to assess the Navy Voting Program and provide assistance to ensure Navy personnel and their eligible family members are effectively serviced.

Recommendations (If required): None.

Appendix I. Department of the Air Force Inspector General Report



OFFICE OF THE SECRETARY

DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC



MAR 5 2007

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

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

SUBJECT: USAF 2006 Voting Report

In accordance with DoD Directive 1000.4, the attached USAF 2006 Voting Report is submitted, providing a comprehensive assessment of Federal Voting Assistance Programs (FVAP) throughout the AF.

During 2006 the AF assessed 118 FVAPs at squadron, group, wing and command levels. Evaluations were conducted by major commands (MAJCOMs) as well as through self inspections. The attached report summarizes the results of these assessments and offers recommendations for your consideration to improve program implementation and effectiveness.

As a result of the inspections conducted throughout 2006, we are confident effective FVAPs are established throughout our AF and military members have the resources they require in order to exercise their right to vote. Our point of contact for this report, SMSgt Michael New, may be reached at (703) 588-1533.

RONALD F. SAMS
Lieutenant General, USAF
The Inspector General

Attachment:
USAF 2006 Voting Report w/Atch

cc:
HQ AF/A1D

UNITED STATES AIR FORCE VOTING REPORT

TO THE

DOD INSPECTOR GENERAL

(1 Jan – 31 Dec 06)

1. In accordance with Public Law 107-107, Uniform and Overseas Citizens Absentee Voting Act (UOCAVA), DoD Directive 1000.4, and DOD Directive 1344.13, the Air Force (AF) evaluated the effectiveness of voting programs at squadron, group, wing, and command levels during calendar year (CY) 2006.

2. The AF reviewed the Federal Voting Assistance Program (FVAP) to ensure DoD compliance with DoD policy and procedures. In CY 2006, major command (MAJCOM) Inspector Generals assessed the effectiveness of the FVAP at 118 units, across 9 major commands (MAJCOMs), at 56 installations. These assessments were conducted during Unit Compliance Inspections (UCI). To assess program effectiveness, the command inspectors conducted personal interviews with installation voting assistance officers (IVAO) and unit voting assistance officers (UVAO), reviewed program implementation and management, and visited units at the installation level.

Additionally, wings and installations not subject to a UCI during this time period were required to complete a self-inspection of their FVAP. Sixty-two IVAOs conducted self inspections of their programs during CY 2006, following the same inspection checklist as used by MAJCOM IGs during UCIs (Atch 1).

The numbers of units inspected are listed below by MAJCOM.

- a. HQ Air Combat Command (ACC): 6 MAJCOM and 11 self inspections.
- b. HQ Air Education and Training Command (AETC): 0 MAJCOM and 0 self inspections.
- c. HQ AF Materiel Command (AFMC): 4 MAJCOM and 0 self inspections.
- d. HQ AF Reserve Command (AFRC): 22 MAJCOM and 36 self inspections.
- e. HQ AF Special Operations Command (AFSOC): 1 MAJCOM and 0 self inspections.
- f. HQ AF Space Command (HQ AFSPC): 1 MAJCOM and 7 self inspections.
- g. HQ Air Mobility Command (AMC): 4 MAJCOM and 3 self inspections.
- h. HQ Pacific Air Forces (PACAF): 4 MAJCOM and 5 self inspections.

i. HQ United States Air Forces in Europe (USAFE): 1 command and 3 self inspections.

j. AF Inspection Agency (AFIA): 11 command-level inspections and 0 self inspections.

4. An overview of each of the major inspection areas is provided in the following subparagraphs. For the specific questions asked/area covered in each of the areas, please refer to the DoD checklist attached.

a. **Personnel.** Overall, all wing FVAPs were effectively implemented and well managed. However, due to the high turnover and deployment of personnel, some wings had difficulty meeting the minimum grade requirements and personnel ratios specified in DoDD 1000.4.

b. **Training.** The training deficiencies noted at installations were either the IVO or UVAO not receiving required training, or failing to appropriately document the training received. In some cases the failure to receive training resulted in the IVO and UVAO not being fully aware of their respective responsibilities. A noteworthy initiative was noted at the 21st Space Wing at Peterson AFB. At this base, the Wing IVO established and effectively used an AF Community of Practice (CoP) to track all UVAO training completion, as well as communicate voting issues to the installation population.

c. **Material Distribution.** Voting information, to include absentee ballot registration cards, posters, and information sheets, were readily visible and available throughout the majority of the units inspected. However, some installations did not have sufficient quantities of needed materials or failed to order needed voting materials.

d. **Communication and Information Network.** All wings inspected had visual aids, web sites, and a listing with the base operator for contact information.

e. **Commanders/Installation Level Involvement.** Inspection teams found when wing and unit commanders encouraged voting during staff meetings and capitalized on opportunities advocating the importance of voting, it had a positive effect throughout the wings. The "trickle down" effect of senior leader involvement strengthened voting initiatives within individual units as well. Strong, proactive IVAOs not only assured 100 percent contact but encouraged unit representatives to educate individuals how to use the FVAP website.

As a result of the assessments conducted AF-wide, we offer the following recommendations for consideration at the DoD-program level:

- Re-evaluate the grade requirements for IVAOs and UVAOs. High personnel turnover and deployments may preclude meeting currently established minimum grade requirements
- Consider developing a web-based training program at the DoD level that provides comprehensive training to installation and unit voting assistance officers.

- Disseminate “best practices” and “tips” to installation/unit voting officers to further assist them in implementing effective programs
- Periodically send “reminders” to IVAOs to order/re-order needed materials.

4. In summary, throughout the AF, the overwhelming majority of wings and installations effectively implemented DoD policy, directives, and procedures and had established viable Federal Voting Assistance Programs. Air Force leaders, at all levels, emphasized the importance of each airman exercising his/her right to vote.

5. If you have questions, or require additional information, please contact SMSgt Michael New, (703) 588-1533, michael.new@pentagon.af.mil.

Attachment:
DoD Voting Assistance Program Inspection Checklist

**CALENDAR YEAR 2006 ANNUAL REPORT ON THE UNITED STATES
AIR FORCE COMPLIANCE WITH DOD VOTING ASSISTANCE PROGRAM**

A. Personnel Assignment:

Is the VAO assigned at the appropriate grade level? (DODD 1000.4)

Is a UVAO assigned at level of command? (DODD 1000.4)

Are the maximum number of voters each VAO can be represent been adhered to? (DODD 1000.4)

Are the UVAOs in the rank 02/E-7 or above been designated in writing for each unit of 25 or more permanently assigned members? (DODD 1000.4)

Has an individual been appointed as the Senior Service Representative at Flag Rank appointed? (DODD 1000.4)

Is the Senior Voting Action Officer a military person, 04/E8 or above, been appointed? (DODD1000.4)

Has a Commissioned Officer been authorized to administer oath. (UOCAVA)

B. Training:

Has the VAO received the required training? (Public Law 107-107) One IVAO had no training documented.

Has the UVAO for MAJCOMs and installations attended the FVAP workshop during even numbered years with Federal elections? (DODD 1000.4)

For remote locations, did VAO access FVAP website for training? (DODD 1000.4)

Has the training been documented at the installation or base level? (DODD 1000.4)

Do basic training and command courses emphasize and advertise voting assistance programs? (DODD 1000.4)

Do installations provide any training to unit members preparing for deployment? (DODD 1000.4) Two units did not brief or provide individuals any materials during their deployment lines.

Have recruitment offices personnel been informed of policies and received training to carry out voter registration assistance? (DODD 1344.13)

Have service members been trained on absentee registration and voting procedures during years of Federal elections? (DODD 1000.4)

C. Material Distribution:

Did the UVAOs hand deliver SF76s to eligible voters by ///date///? (DODD 1000.4)

Did the UVAOs develop a system to track distribution and accountability? (DODD 1000.4)

Has a network been established to distribute voter information? (DODD 1000.4)

Are voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) distributed in a timely manner to allow participation in elections? (Public law 107-107 & DODD 1000.4)

Has a special day been designated for dissemination of voter information and material?
(Public Law 107-107)

Are prospective enlistees provided a DD Form 2644 "mail Voter Registration Application" and DD Form 2645 "Voter registration Information." (DODD 1344.13)

Atch 1

Do recruitment offices transmit registration applications in a timely manner?
(DODD1344.13)

Does the wing/unit have sufficient voting materials are on-hand? (DODD 1000.4) Two wings had a lack of registration cards; SF 186, *Federal Write-in Absentee Ballots* and SF 76, *Federal Post Card Application*. At one wing, the IVO had failed to order voting materials as required.

D. Communication and Information Network:

Does the installation Voting Assistance homepage include names and links to VAOs, procedures to order voting materials and links to other Federal & State voting websites?
(DODD 1000.4)

Is there a designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.4)

Has a special telephone service been established and published, the "Voting Action Line," to link UVAOs with VAOs? (DODD 1000.4)

E. Commanders/Installation Level Involvement:

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

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

Have written policies been developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations? (DODD 1000.4)
Four units did not pass voting information to deploying members.

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

Has the VAO's performance been documented in their performance evaluations?
(DODINST 1000.4)

Appendix J. Marine Corps Inspector General Report



DEPARTMENT OF THE NAVY
DEPUTY NAVAL INSPECTOR GENERAL FOR MARINE CORPS MATTERS/
INSPECTOR GENERAL OF THE MARINE CORPS
WASHINGTON, D.C. 20380-1775

1742
IG
30 Jan 07

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

Subj: ANNUAL ASSESMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2006

Ref: (a) DODDIR 1000.4

Encl: (1) Automated Inspection Reporting System (AIRS) 210 Checklist for the Marine Corps Voting program

1. Background: Public Law 107-107, December 28, 2001, Title XVI, Section 1601 ©, Uniform Service Voting, tasked Inspector General of the Military Departments to conduct annual reviews and provide an assessment of their service compliance with the Voter Assistance Program. The assessment in this report is based on the 2006 Voter Assessment Program requirements outlined in Public law 107-107, UOCAVA, DODD 1004.4, and DODD 1334.13.

2. Methodology: The Marine Corps Inspector General (IGMC) inspection process included interviews with the unit Voting Assistance Officers (VAO), Commanding Officers and Marines randomly selected within Marines units. The inspection team reviewed documents and procedures to ensure compliance with all Marine Corps orders and directives. The team also inspected facilities to ensure voting assistance material was displayed in accordance with Marine Corp Order 1742.1A. Each inspection was graded as: Mission Capable or Non-Mission Capable with findings, discrepancies and recommendations to improve the unit Voting Program.

3. Finding: The Marine Corps has an effective Voter Assistance Program. This assessment is based upon the results of one Major Command inspections, six Installation level inspections, and seventy-two unit level inspections conducted during calendar year 2006. The Automated Inspection Reporting System (AIRS), enclosure (1), guided the inspection process.

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

A. Personnel Assignment

(1) VAO assigned at the appropriate grade level. (DODD 1000.4)

Response: Seventy-three out of seventy-nine commands, inspected had VAOs assigned at the appropriate grade level. The six units that were not in compliance did not have a VAO assigned at the time of the inspection.

Subj: ANNUAL ASSESMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2006

(2) UVAO assigned at level of command. (DODD 1000.4)

Response: Seventy-three out of seventy-nine units inspected had UVAOs assigned at the appropriate level of command.

(3) Maximum number of voters that can be represented by VAO adhered to.

Response: In accordance with MCO 1742.1A, ENCLOSURE 1, PAR (24) Marine VAO's are authorized to represent up to two hundred Marines per VAO. Sixty-six out of seventy-nine units inspected adhered to the ratio of voters to UVAOs.

(4) UVAO of the rank O2/E-7 above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.4)

Response: Seventy three out of seventy-nine units inspected had UVAO designated in writing.

(5) Senior Service Voting Representative at Flag Rank or civilian equivalent appointed. (DODD 1000.4)

Response: Mr. Michael P. Downs (NF-6) is assigned as the Marine Corps Senior Service Voting Representative (SSVR).

(6) Service Voting Action Officer, Military person, O-4/E-8 or above or civilian equivalent, appointed. (DODD 1000.4)

Response: Mr. David E. James (GS-12) is assigned as the Marine Corps Service Voting Action Officer (SVAO).

(7) Commissioned Officer authorized to administer Oath. (UOCAVA)

Response: All Marine Corps commissioned officers are authorized to administer the oath, however not all enlisted Voting Assistance Officers (VAO) were authorized in writing. Eleven of seventy-nine units inspected had enlisted VAO's that were not authorized to administer oath, however Commissioned Officers were in place to support the enlisted VAO's.

B. Training

(1) VAO Received training. (Public Law 107-107)

Response: Sixty-nine out of seventy-nine VAOs inspected had received training prior to inspection. The ten VAO's that had not completed training were trained within ninety days of their appointment.

Subj: ANNUAL ASSESMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2006

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

Response: VAOs completed the required training via Federal Voting Assistance (FVAP) workshops, web-based e-learning, FVAP Training CD's, SVAO training, or Formal training provided by Installation Voting Assistance Officer (IVAO). MCO 1742.1A requires all VAO's to complete training with-in ninety days of appointment.

- (3) Basic training and command courses emphasize and advertise voting assistance program. (DODD 1000.4)

Response: Voter awareness training is incorporated in the syllabus for all Marines in Recruit training and all service schools.

- (4) Training units preparing for deployment. (DODD 1000.4)

Response: All deploying units conduct pre-deployment briefs prior to deployment. During these briefs, each deploying Marine is provided an FPCA and the opportunity to complete the FPCA prior to deployment

- (5) Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 133.13)

Response: All Marine Corps Recruiters are trained on policies regarding voter registration assistance.

- (6) Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.4)

Response: Sixty-eight out of seventy-nine units inspected had conducted the required Voter Assistance Program training at time of inspection. The remaining eleven units had Voter training scheduled on the unit annual training calendar at time of inspection. UVAO are required to provide one hour of Voter Assistance training annually.

C. Material Distribution

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

Response: FPCA are being hand delivered to Marines in accordance with DODD 1000.4. The Marine Corps Voter Registration Program (MCO 1742.1A) gives specific guidance regarding the delivery of FPCA (SF-76) to all eligible voters. Inspection results confirmed that VAOs understood and are adhering to published requirements.

Subj: ANNUAL ASSESMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2006

(2) National Voter Registration form made available to enlistees. (PL 107-107)

Response: All Marine Corps recruiting offices inspected had sufficient quantities of National Voter Registration forms on-hand.

(3) Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed timely to allow participation in elections. (Public law 107-107 & DODD 1000.4)

Response: MCO 1742.1A gives specific guidance regarding the distribution of SF-76s and SF-186s to all eligible voters in a timely manner, Inspection results confirmed that SF186's and SF76's are being delivered in timely manner to afford all service members and their authorized family members the opportunity to participate in elections.

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

Response: VAO used Armed Forces Voters Week and Overseas Voter Week as a special opportunity to disseminate voter information and materials. MCO 1742.1A requires voting assistance officers to have procedures in place to develop voting awareness and encourage voter registration. Inspection results confirmed that units are operating in accordance with established policy.

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

Response: All Recruiting Stations (RS) inspected have adequate supplies DD Forms 2644 and DD Form 2645 on-hand at time of inspection.

(6) Recruiting offices transmit registration application in a timely manner. (Public Law 107-107)

Response: All Recruiting stations inspected were transmitting all registration application received in a timely manner.

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

Response: All units inspected maintained an adequate supply of FPCAs, and a sufficient stock of FWABs. Additionally, VAO maintained and displayed voting posters, calendars, and other Voting related materials.

Subj: ANNUAL ASSESMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2006

D. Communication and Information Network

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

Response: The Marine Corps voting web page is located at www.manpower.usmc.mil/voting. The Marine Corps web page includes contact information for all Major Command Voting Officer (MCVO) and Installation Voting Assistance Officers (IVAO). Security measures procedures do not allow names and/or personal e-mail addresses to be published on the web page. The SVAO maintains contact with all MCVO and IVAO via e-mail. There are procedures on how to order voting materials and links to all Federal and state voting websites. The Marine Corps Voting Web page is in compliance with DoDD 1000.4.

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

Response: At the time of the inspection, five of six Installations had designated at least one well-fixed location where voting materials and voting assistance were available.

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

Response: Yes, The Marine Corps has established a special e-mail link and phone number where all VAO can contact the SVAO. The E-mail link to the SVAO is mra.voting.officer@usmc.mil; the phone number is 703-784-9511. This contact information is located on the Marine Corps Voting web page. Our inspection results confirm that MCVO's, IVAOs, and UVAOs are aware of the telephone number and e-mail address to contact the SVAO.

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

Response: Point-of-contact information for six of six IVAO inspected was maintained in their respective command telephone directories.

E. Commander/Installation Level Involvement

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

Subj: ANNUAL ASSESMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2006

Response: As part of the IGMC inspection program all Commanding Generals are required to have a Commanding General's Inspection Program (CGIP). The CGIP is evaluated by the IGMC to ensure compliance with the Marine Corps Voter Registration Program Order

(MCO 1742.1A) and the Marine Corps Voting Assistance Program. The IGMC inspects all CGIP's every three years to ensure compliance.

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

Response: Inspection results indicated that command-wide awareness of the Voting Assistance Program and activities were developed throughout the year including Armed Forces Voters Week.

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

Response: Written policies developed to support eligible voters included: change 2 to MCO 1742.1A and Marine Corps Voting Action Plan were updated to support all eligible voters.

- (4) Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1004.4. (Public Law 107-107)

Response: MCO 1742.1A and the Automated Inspection Reporting System (AIRS) checklist are the guidance used when conducting reviews and inspection of the Marine Corps Voting Program. MCO 1742.1A has been reviewed by FVAP and was found to be in compliance with UOCAVA and DOD Directive 1000.4.

- (5) VAO's performance is documented in the Evaluation/FITREPs. (DODD 1000.4)

Response: The Marine Corps Voter Registration Order (MCO 1742.1A) directs reporting seniors to evaluate and comment on the effectiveness of VAOs on the VAO's performance evaluation system report. Inspection results indicated that all units inspected are in compliance.

F. Summary: The IGMC will continue to inspect, review, and update appropriate Marine Corps orders, policies and procedures to ensure every eligible service member and their family members are afforded the opportunity to vote where ever they are stationed through out the world.

Subj: ANNUAL ASSESMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2006

G. Recommendations: It is recommend that the DoD IG publish annual report requirements early enough to afford the IGMC enough time to publish requirement and collect data from all reporting units.

H. The point of contact on this mater is Mr. David E. James, Service Voting Action Officer (SVAO), MRP-4 at DSN 278-9511, or Comm (703) 784-9511.


R. E. CLAY
By direction

AIRS DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
210			VOTER REGISTRATION PROGRAM Functional Area Manager: MRP-4 Point of Contact: Mr. David E. James DSN 278-9511, COMM (703) 784-9511 Date Last Revised: 15 December 2006
210	01		MAJOR COMMAND VOTING OFFICER (MCVO)
210	01	001	Has a civilian employee at the GS-12 level or above or a field grade officer been assigned to serve as the MCVO? Reference MCO 1742.1A, PAR 4B (2)
210	01	002	Did the MCVO submit a copy of his/her appointment letter to HQMC (MRP-4)? Reference MCO 1742.1A, PAR 5D (1)
210	01	003	Does the MCVO maintain the appointment letters for their Installation Voting Assistance Officers (IVAO)? Reference MCO 1742.1A, PAR 5D (1), AND ENCLOSURE 2, PAR 3
210	01	004	Has the MCVO received the required training? Reference MCO 1742.1A, ENCLOSURE 1, PAR (12)
210	01	005	Does the MCVO maintain the current version of MCO 1742.1A (Voter Registration Program)? Reference MCO 1742.1A
210	01	006	Does the MCVO maintain a voting continuity folder (turnover folder)? Reference MCO 1742.1A, ENCLOSURE 1, PAR (21)
210	01	007	Does the MCVO compile the IVAO voting assistance reports and submit one report to HQMC (MRP-4) no later than 15 January of each year? Reference MCO 1742.1A, ENCLOSURE 6 MCO 1742.1A, ENCLOSURE 1, PAR (27)

ENCLOSURE (1)

- 210 01 008 Has the MCVO registered as a Voting Assistance Officer (VAO) via the VAO Registration Database?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (29)
- 210 01 009 Did the MCVO forward results of all inspections conducted by the Commanding General's Inspection Program (CGIP) of the Voting Assistance Program (FA 210) to HQMC MRP-4.
Reference
MCO 1742.1A PAR 5E (3)
- 210 01 010 Has the MCVO ensured the command telephone directory includes the name and telephone number for the MCVO?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (9)
- 210 01 011 Does the MCVO receive, maintain, and display copies of the Voting Information Newsletter (VIN)?
Reference
MCO 1742.1A, ENCLOSURE 3, PAR (4)
- 210 01 012 Does the MCVO re-address voting messages as necessary to subordinate units?
Reference
MCO 1742.1A, PAR 5D (2)
- 210 02 INSTALLATION VOTING ASSISTANCE OFFICER (IVAO)
- 210 02 001 Has a civilian employee at the GS-12 level or above or a field grade officer been assigned to serve as the IVAO?
Reference
MCO 1742.1A, PAR 4B (3)
- 210 02 002 Did the IVAO submit a copy of his/her appointment letter to their MCVO?
Reference
MCO 1742.1A, PAR 5E (1)
- 210 02 003 Does the IVAO maintain the Appointment Letters for their Unit Voting Assistance Officers (UVAO)?
Reference
MCO 1742.1A, ENCLOSURE 2, PAR 3
- 210 02 004 Has the IVAO received the required training?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (12)

ENCLOSURE (1)

- 210 02 005 Does the IVAO maintain the current version of MCO 1742.1A (Voter Registration Program)?
Reference
MCO 1742.1A
- 210 02 006 Does the IVAO maintain a voting continuity folder (turnover folder)?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (21)
- 210 02 007 Does the IVAO maintain the current version of the Voting Assistance Guide (VAG)?
Reference
MCO 1742.1A, ENCLOSURE 3, PAR (1)
MCO 1742.1A, ENCLOSURE 1, PAR (5)
- 210 02 008 Has the IVAO register as a VAO via the VAO Registration Database?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (29)
- 210 02 009 Does the IVAO forward results of all inspections conducted by the Commanding General's Inspection Program (CGIP) of the Voting Assistance Program (FA 210) to HQMC MRP-4 via the MCVO?
Reference
MCO 1742.1A PAR 5E (3)
- 210 02 010 Has the IVAO designated at least one well-fixed location where voting materials and voting assistance is available?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (25)
- 210 02 011 Does the IVAO compile the UVAO voting assistance reports and submit one report to the MCVO in a timely manner to allow adequate time for the MCVO to compile the information and forward to HQMC (MRP-4) no later than 15 January of each year?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (27)
MCO 1742.1A, ENCLOSURE 6
- 210 02 012 Has the IVAO ensured the command telephone directory includes the name and office telephone number for the IVAO and UVAOs?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (9)

ENCLOSURE (1)

- 210 02 013 Does the IVAO receive, maintain, and display copies of the Voting Information Newsletter (VIN)?
Reference
MCO 1742.1A, ENCLOSURE 3, PAR (4)
- 210 02 014 Does the IVAO receive, maintain and disseminate voting information to all subordinate and tenant commands aboard the installation?
Reference
MCO 1742.1A, PAR 5D (2), AND 5E (2)
- 210 03 UNIT VOTING ASSISTANCE OFFICER (UVAO)
- 210 03 001 Has the command assigned a company grade officer or staff non-commissioned officer (O2/E-6 or above) as the UVAO?
Reference
MCO 1742.1A, PAR 4B (4)
- 210 03 002 Did the UVAO submit a copy of his/her appointment letter to the IVAO?
Reference
MCO 1742.1A, PAR 5F (1)
- 210 03 003 Has the UVAO received the required training?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (12)
- 210 03 004 Does the UVAO maintain the current version of MCO 1742.1A (Voter Registration Program)?
Reference
MCO 1742.1A
- 210 03 005 Does the UVAO maintain a voting continuity folder (turnover folder)?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (21)
- 210 03 006 Has specific written authorization by the unit's commanding officer been given (for SNCO's) to witness and administer oaths required by voting materials, if a commissioned officer is not available?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (1)
- 210 03 007 Does the UVAO maintain the current version of the Voting Assistance Guide (VAG)?
Reference

ENCLOSURE (1)

- MCO 1742.1A, ENCLOSURE 3, PAR (1)
MCO 1742.1A, ENCLOSURE 1, PAR (5)
- 210 03 008 Does the UVAO ensure each eligible individual is afforded the opportunity to receive absentee voting assistance in regards to election dates, state requirements, and voting registration and procedures?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (2) AND PAR (5)
- 210 03 009 Is the UVAO aware of the requirement for availability of the Federal Post Card Application (FPCA) to each eligible service member?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (3)
- 210 03 010 Does the UVAO maintain an adequate supply of FPCA's on hand?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (4)
MCO 1742.1A, ENCLOSURE 3, PAR (2)
- 210 03 011 Is the UVAO aware of the procedures to be used when prisoners desire to vote?
Reference
MCO 1742.1A, ENCLOSURE 4, PAR (2)
- 210 03 012 Does the UVAO have procedures in place to increase voting awareness and encourage voter registration?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (13 - 16) AND PAR (20)
- 210 03 013 Did the UVAO provide training on absentee registration and voting procedures to unit members?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (2)
- 210 03 014 Has the UVAO ensured the command telephone directory includes the name and telephone number for the UVAO?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (9)
- 210 03 015 Does the UVAO have a sufficient stock of Federal Write-in Absentee Ballots (FWAB) on hand?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (19)
MCO 1742.1A, ENCLOSURE 3, PAR (2)

ENCLOSURE (1)

- 210 03 016 Is the UVAO familiar with the Websites available HQMC: www.manpower.usmc.mil/voting and FVAP: www.fvap.gov for eligible individuals to communicate with their elected officials?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (23), ENCLOSURE 3, PAR (4&5)
- 210 03 017 Does the UVAO receive, maintain, and display copies of the Voting Information Newsletter (VIN)?
Reference
MCO 1742.1A, ENCLOSURE 3, PAR (4)
- 210 03 018 Does the UVAO maintain and display voting posters and calendars?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (15)
MCO 1742.1A, ENCLOSURE 3, PAR (3)
- 210 03 019 Does the UVAO receive and maintain voting messages?
Reference
MCO 1742.1A, PAR 5D(2), 5E(2) AND 5F(2)
- 210 03 020 Does the UVAO ensure that the opportunity to complete the FPCA is completed upon a service member's completion of Permanent Change of Station (PCS), or as soon there after as practicable?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (3)
- 210 03 021 Is the UVAO aware of the maximum number of eligible voters a UVAO can represent (200) before assigning additional voting assistance officers?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (24)
- 210 03 022 Does the UVAO complete a voting assistance report and submit the report to the IVAO, annually?
Reference
MCO 1742.1A, ENCLOSURE 6
MCO 1742.1A, ENCLOSURE 1, PAR (27)
- 210 03 023 Has the UVAO register as a VAO via the VAO Registration Database?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (29)

ENCLOSURE (1)

Appendix K. List of Acronyms

Acronyms

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

Appendix L. Report Distribution

Office of the Secretary of Defense

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

Department of the Army

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

Department of the Navy

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

Department of the Air Force

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

Combatant Command

Inspector General, Joint Staff

Non-Defense federal Organization

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Management Comments



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



PERSONNEL AND
READINESS

MAR 27 2007

Mr. William B. Morrison
Assistant Inspector General for Inspections and Evaluations
Department of Defense
400 Army Navy Drive
Arlington, VA 22202-4707

Dear Mr. Morrison:

Attached are comments on the recommendations of OIG draft report, "DoD Federal Voting Assistance Program, Report No. IE07-00X". We concur with the recommendations with the exception of the assignment of civilian personnel as unit Voting Assistance Officers. Guidance to the Services regarding the recommendations will be issued by memoranda.

We note the sample size is not projectable beyond the installations visited; however, we believe the outcomes are useful as noted in the attachment.

Thank you for the opportunity to comment on this draft report.

Sincerely,

David S. C. Chu

Attachment:
As stated



OIG Report No. IE07-00X

“DoD Federal Voting Assistance Program, March, 2007”

UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS)
COMMENTS TO THE RECOMMENDATIONS

RECOMMENDATION 1: That the Under Secretary of Defense for Personnel and Readiness publish guidance to the Services clarifying paragraph 5.2.1.4.2 of DoDD 1000.4 regarding the commander’s flexibility in establishing the ratio of UVAOs to members.

DoD RESPONSE:

Concur. The Department will provide written supplemental guidance to the Services emphasizing that the use of the word “should” in paragraph 5.2.1.4.2 of DoDD 1000.4 serves as a recommendation while providing flexibility in establishing ratios of UVAOs to members. Commanders should consider factors such as geographical dispersal of unit members and operational environment in establishing ratios designed to ensure compliance with this Directive.

RECOMMENDATION 2: That the Under Secretary of Defense for Personnel and Readiness publish guidance to the Services emphasizing the importance and benefits of appointment of civilian personnel as Installation Voting Assistance Officers (IVAO).

DoD RESPONSE:

Concur. The revision of DoDD 1000.4 continues to emphasize the rationale for civilian IVAOs and that they have access to the installation commander. The revision will state that IVAOs should remain in that assignment during the 18 months preceding Federal general elections. The Department will emphasize the 18 month assignment criterion in memoranda to the Service Chiefs and Senior Service Voting Representatives.

RECOMMENDATION 3: That the Under Secretary of Defense for Personnel and Readiness revise DoDD 1000.4 to establish a provision to authorize appointment of civilian personnel as Unit Voting Assistance Officers (UVAO) where feasible.

DoD RESPONSE:

Partially concur. Whereas the idea of continuity of VAOs at the unit level through the assignment of civilians is appreciated, this may not be practicable. Although 10 U.S.C 1044 authorizes civilian government personnel outside the U.S. to administer oaths, this authorization does not extend to civilian employees within the U.S. Deploying units could find it necessary to reassign VAO duties to a military member upon deployment. The Under Secretary of Defense defers to the Services the decision, on a unit-by-unit basis, regarding the desirability of assigning overseas civilian government employees as UVAOs.

RECOMMENDATION 4: That the Under Secretary of Defense for Personnel and Readiness revise DoDD 1000.4 to establish a provision to provide flexibility with regard to required pay grades of personnel assigned VAO duties.

DoD RESPONSE:

Concur. The Department will provide written supplemental guidance to the Services emphasizing that the use of the word “should” in paragraph 5.2.1.4.2 of DoDD 1000.4 provides flexibility with regard to the recommended pay grades of personnel assigned VAO duties. Commanders will be encouraged to seek motivated, service oriented personnel, regardless of pay grade, when making VAO assignments.

RECOMMENDATION 5: That the Under Secretary of Defense for Personnel and Readiness direct the Services to comply with the 2005 recommendation to establish a ‘1-click’ link from their principal Web-site (www.army.mil, www.af.mil, www.navy.mil, www.usmc.mil) to their respective Service voting assistance Web-site. This link should be prominently and permanently displayed on the Service principal Web-site. The Service voting assistance Web-sites should include a link to: 1) the federal voting assistance Web-site (www.fvap.gov), 2) the FPCA and FWAB forms, and 3) contact information for the Installation Voting Assistance Officer (IVAO) at all installations.

DoD RESPONSE:

Concur. The revision of DoDD 1000.4 (paragraph 5.2.1.10) contains the requirement for a direct link to the Voting Assistance Program homepage from the DoD Component’s homepage. The Department will reiterate this with written supplemental guidance to the Services.

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TEAM MEMBERS

The Inspections and Evaluations Directorate, Office of the Deputy Inspector General for Inspections and Policy, Office of the Inspector General for the Department of Defense prepared this report. Personnel who contributed to the report include Mr. Deane Williams, Team Leader, Ms. Beverly Cornish, and CDR Von W. ‘Web’ Freeman, USN.

ADDITIONAL REPORT COPIES

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Inspector General Department of Defense

