

Inspector General

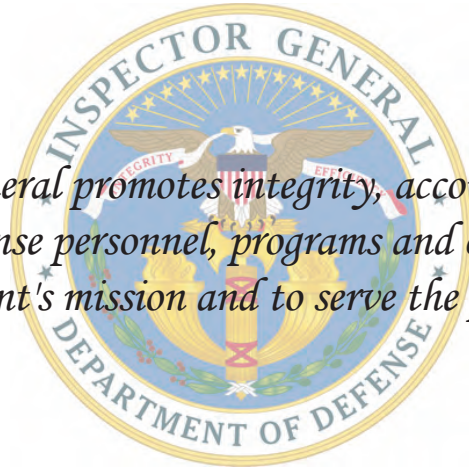
United States
Department of Defense



DEPARTMENT OF DEFENSE
OFFICE OF INSPECTOR GENERAL

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DoD Voting Assistance Program

March 31, 2008

What Was Identified

The Inspectors General of the Military Departments characterized their 2007 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. The Army, Navy, Air Force, and Marine Corps reported varying degrees of compliance with DoD Directive 1000.04, "Federal Voting Assistance Program (FVAP)," April 14, 2004. The Undersecretary of Defense for Personnel and Readiness issued a Memorandum on "Guidance in Implementing Voting Assistance Program" on September 19, 2007, that provided interim guidance to the Services, pending the formal revision of DoDD 1000.04. Each of the Services operate with their respective Service instructions.

How It Can Be Improved

Recommendation: The Under Secretary of Defense for Personnel and Readiness and the Service IGs should develop mutually acceptable metrics and standards for assessing effectiveness and compliance of Services' and DoD's Voting Assistance Programs.

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
for Inspections and Evaluations

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Objective and Scope

The objective of this Department of Defense (DoD) Voting Assistance Program (VAP) evaluation is to consolidate the Services' VAP assessment results into a single DoD-wide report for Congress for calendar year 2007. The four Service reports are at Appendices D, E, F, and G. This year's assessment did not evaluate the Services' standards and metrics for effectiveness.¹

Summary of Service IG Reports

In general the Services found that their programs were effective and compliance. The oversight programs of the Office of the Federal Voting Assistance Program (FVAP) office and military Services continue to identify opportunities to improve the effectiveness and compliance aspects of the VAP.

- 1. Effectiveness.** All four Service IGs reported that, in general, the Services are working diligently to ensure that their respective Voting Assistance Programs are effective. Our evaluation found there is a need for explicit metrics for assessing effectiveness.
- 2. Compliance.** All four Service IGs reported that, in general, the Services' Voting Assistance Programs are compliant with the policies and instructions in DoD Directive 1000.04. This report summarizes their reports.

Given the size of the Department of Defense and the peculiarities and the status of forces around the world, achieving 100 percent compliance in this or any other DoD program is a challenge.

One area that continues to be a challenge is the dissemination of the "hand-delivered" Federal Post Card Application by January 15 of each year. The root cause may be the practicality of the hand-delivered requirement, or it may be that delivery so early in the calendar year is expecting too much. With this year's provision² to allow both hand-delivery and/or electronic delivery, future assessments may show an increase in compliance with this requirement.

¹ No prior assessment has addressed this standard and metrics issue.

² USD(P&R) Memorandum for Secretaries of the Military Departments, "Guidance in Implementing Voting Assistance Programs," September 19, 2007.

Conclusion

Without common metrics and targets, any reporting process among dissimilar units is relegated to a subjective assessment of effectiveness and compliance.

- a. Gauging Compliance. It may not be pragmatic to expect each Service to attain 100% compliance on all items in order to be rated "compliant." Therefore, three questions arise:
 1. On a particular item, what level of compliance (90%, 80%, 60%) constitutes the minimum acceptable level to be rated compliant for that item?
 2. How many items can be less than 100% before the Service is rated non-compliant?
 3. Are outcome metrics more appropriate to measure compliance?
- b. Variation in collection methods. While methods of data collection differed among the Service IGs, it is not clear whether the variations in data collection methods affect the quality of the conclusions.³

Background

Goal of the Federal Voting Assistance Program. The goal of the FVAP is to ensure that Service members and their spouses or dependents everywhere and voters residing overseas receive information on absentee voting. Information includes registration and voting procedures, dates of scheduled elections for federal offices, and points of contact for additional assistance and voting materials--such as absentee ballots. Service voting assistance officers (VAOs) are required to expeditiously obtain and disseminate information and voting forms to voters. VAOs are also required to personally assist voters for all elections for federal offices. Each Service is required to establish and maintain a voting assistance Web site.

The most notable support activities include Voting Assistance Officer 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 this is in the monthly publication 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 spouses and eligible dependents, and U.S. voters residing overseas.

³ We may review this question (of variation in data collection methods) in a future report. However, at this time, we do not have sufficient data to conclude anything meaningful.

The FVAP Office submits a quadrennial report to the President and the Congress after each Presidential election and summarizes the effectiveness of assistance programs legislated by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). Report requirements include:

- A statistical analysis of voter participation by Service members.
- A statistical analysis of voter participation by nonmilitary personnel overseas.
- 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. The most recent report on “The Federal Voting Assistance Program” was issued in October 2005, following the 2000 Presidential Election.

Governing Statute. Section 1566, title 10, United States Code, “Voting assistance; compliance assessments; assistance,” as amended, specifies the voting assistance role of the Department of Defense Inspector General (IG) and that of the IGs of the military Services.

DoD Policy and Service Regulations. The Under Secretary of Defense for Personnel and Readiness (USD [P&R]) is responsible for administering the Federal Voting Assistance Program (FVAP) for the Secretary of Defense.⁴ The USD (P&R) established the FVAP Office to manage the program. Pending release of an updated DoD Directive 1000.04, the USD (P&R) issued interim guidance to address issues identified for improvement.⁵ This memorandum stated that guidance and direction should be used as a baseline and “may be adjusted to meet specific requirements and cultures within each Service.” Principal changes contained in this interim guidance were:

- Streamlined delivery of the Federal Post Card Application (FPCA)--provision added to permit electronic distribution of FPCA and receipt verification in lieu of face-to-face contact.
- Adjusted the ratio requirement for VAOs vs unit population--authorization to adjust ratio to ensure coverage
- Lowered grade requirements for assignment of VAOs--flexibility to assign “quality individuals with enough authority to get the job done.”
- Clarifying the use of civilians as Installation VAOs (IVAOs)--requesting that they be stabilized during the 18 month period from October 2007 through March 2009.

⁴ DoD Directive 1000.04, “Federal Voting Assistance Program (FVAP),” April 14, 2004.

⁵ USD(P&R) Memorandum for Secretaries of the Military Departments, “Guidance in Implementing Voting Assistance Programs,” September 19, 2007.

Each Service supplements the directive with Service-specific regulations and instructions.⁶

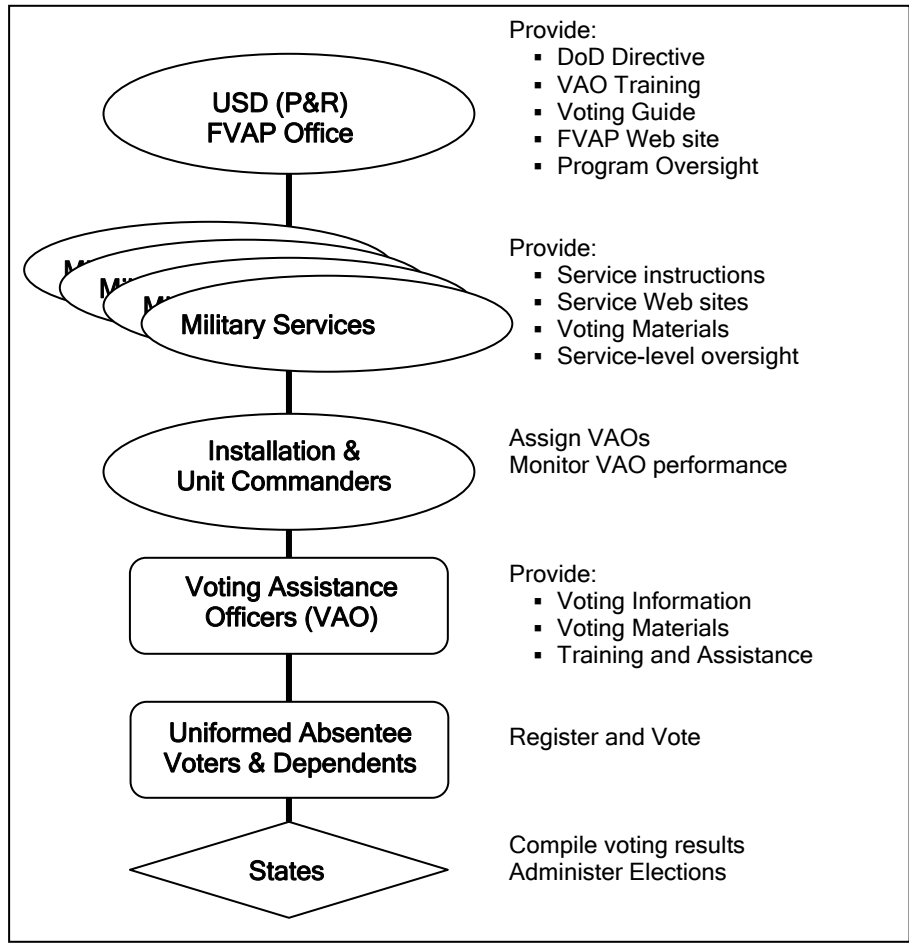


Figure 1. Voting Assistance Program Elements

Military Services Voting Assistance Programs. Figure 1 illustrates the major elements of the Military Services voting assistance programs. The VAO ensures that Service members and their spouses or dependents everywhere and voters 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 and voting materials--such as absentee ballots.

The Service IGs are required to review and gauge the FVAP in their respective Services and provide a report annually to the DoD IG assessing compliance and effectiveness.

⁶ Army Regulation 608-20, "Army Voting Assistance Program," October 28, 2004.
 Office of the Chief of Naval Operations Instruction 1742.1B, "Navy Voting Assistance Program," May 15, 2007.
 Air Force Instruction 36-3107, "Voting Assistance Program," September 10, 2003.
 Marine Corps Order 1742.1A (with Changes 1-2), "Voter Registration Program," May 14, 2002.

Prior Year Recommendations

DoD IG Report No. IE-2007-004, “Evaluation of the Voting Assistance Program,” March 31, 2007, (evaluation of the 2006 program) recommended that the USD (P&R) implement four changes. The first three were incorporated in to the interim guidance unchanged; the fourth was included, but modified. USD(P&R) addressed all four recommendations in his interim guidance.⁷

Item No.	Recommendation	Adopted	Modified
1	Publish guidance to the Services clarifying paragraph 5.2.1.4.2 of DoD Directive 1000.04 regarding the commander’s flexibility in establishing the ratio of Unit Voting Assistance Officers to unit members	X	
2	Revise DoD Directive 1000.04 to provide flexibility with regard to pay grades required of personnel assigned Voting Assistance Officer duties.	X	
3	Publish guidance to the Services emphasizing the importance and benefits of appointment of civilian personnel as Installation Voting Assistance Officer duties.	X	
4	Revise DoD Directive 1000.04 to authorize appointment of civilian personnel as Unit Voting Assistance Officers where feasible.		X

Table 1. Prior Year Recommendations

⁷ USD(P&R) Memorandum for Secretaries of the Military Departments, “Guidance in Implementing Voting Assistance Programs,” September 19, 2007.

Results

Service IG Assessments of Effectiveness

While there are no commonly held metrics on targets for assessing effectiveness, the Service IG reported that their respective Service VAPs are effective, as follows:

- The Army reported that their Voting Assistance Program was effective.
- Overall, the Navy IG reported they have an effective Voting Assistance Program. However, the Navy IG stated that while they have an established voting program in place, the need for greater effort by leadership and VAOs to promote voter awareness and communicate information is clear.
- The Air Force IG reported that throughout the Air Force, the overwhelming majority of wings and installations effectively implemented DoD policy, directives, and procedures and have established viable Federal Voting Assistance Programs. In addition, they stated that Air Force leaders, at all levels, emphasized the importance of each Airman exercising his/her right to vote.
- The Marine Corps IG reported that they have an effective Voter Assistance Program.

Service IG Assessment of Compliance

Summary

All Service IGs reported that the Service VAPs are compliant with DoD Directive 1000.4. DoD Directive 1000.4 delineated the required five areas on personnel assignment; training; material distribution; communication and information network; and commanders involvement.

Personnel Assignment. The purpose of this requirement is to assign quality individuals with enough authority as VAOs to get the job done. (See Table 2, “Personnel Assignment.”)

Army: The Army IG reported that the Army VAP was compliant. Many units did not meet the grade requirements for VAOs indicated in DoD Directive 1000.4. Some VAOs were Second Lieutenants or Junior Non-Commissioned Officers. However, interim guidance⁸ allows flexibility on grade requirements to favor assignment of VAOs who are interested and dedicated.

Navy: The Navy IG reported that the Navy VAP was compliant.

Air Force: The Air Force IG reported that the Air Force VAP was compliant. The Air Force IG identified five findings in the personnel assignment section. Two findings were on the ratio of VAOs to assigned members within a unit. Additionally, three findings were on the appropriate grade levels that may be designated as VAOs or UVAOs.

However, all five of the situations leading to these findings are compliant with interim guidance.

Marine Corps: The Marine Corps IG reported that the USMC VAP was compliant.

⁸ USD(P&R) Memorandum for Secretaries of the Military Departments, “Guidance in Implementing Voting Assistance Programs,” September 19, 2007.

Services are working toward compliance.							
Item	Requirement	Authority	Army	Navy	Air Force	Marine Corps	Comments
A.1	VAO assign at the appropriate grade level.	DODD 1000.4	No	90% of 48 units	100% of 120 units	96% of 73 units	Flexibility allowed (USD(P&R) Memo)
A.2	UVAO assigned at level of command.	DODD 1000.4	Yes	RND	100% of 120 units	99% of 73 units	Flexibility allowed (USD(P&R) Memo)
A.3	Maximum number of voters that can be represented by VAO adhered to.	DODD 1000.4	RND	100% of 48 units	98% of 120 units	93% of 73 units	Flexibility allowed (USD(P&R) Memo)
A.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	RND	97% of 48 units	99% of 120 units	100% of 73 units	Flexibility allowed (USD(P&R) Memo)
A.5	Senior Service Representative at Flag Rank appointed.	DODD 1000.4	RND	Yes	Yes	Yes	
A.6	Service Voting Action Officer. Military person, O4/E8 or above, appointed.	DODD 1000.4	RND	No	Yes	Yes	
A.7	Commissioned Officer authorized to administer oath.	UOCAVA	RND	Yes	Yes	Yes	
* RND Denotes Results Not Demonstrated							

Table 2. Personnel Assignments

Training. The purpose of this requirement is to ensure that VAOs are receiving required training. (See Table 3, “Training.”)

Army: The Army IG reported that the Army VAP was compliant. The Army IG reported that VAO training remains inconsistent. Their report stated that several newly assigned VAOs were still in the train-up phase prior to the inspection team visiting their location. Some VAOs received training in person, but most VAOs utilized computer based training (on-line or FVAP training work shop CD). Some VAOs received no training. Instead, they learned their jobs through a trial and error process.

Navy: The Navy IG reported that the Navy VAP was compliant. The Navy IG reported that 55 of 63 VAOs (87%) had completed required training. Training is conducted via FVAP workshops, Navy Knowledge On-line (NKO) portal and on the Navy Voting Assistance Program (NVAP) Web site. DoDD 1000.4 requires training only during even numbered years with elections for Federal offices. The Navy exceeded this requirement for 2007 by providing the training when it was not mandated.

Air Force: The Air Force IG reported that the Air Force VAP was compliant. The Air Force IG noted training deficiencies at three of 120 units inspected. The VAOs did not

receive required training and failed to appropriately document the training received. However, this requirement was not applicable for 2007 since it was not mandated in that year.

Marine Corps: The Marine Corps IG reported that the Marine Corps VAP was compliant. The Marine Corps IG data showed that of the 73 units inspected only 6 VAOs were not trained. The MCO 1742.1A requires that all Marines receive one hour of annual voter training each year. Seventy out of 73 units inspected had conducted or had voter training on their annual training plan. Two of the three non-compliant units were re-inspected and annual voter training was completed.

Services are working toward compliance.							
Item	Requirement	Authority	Army	Navy	Marine Corps	Air Force	Comments
B.1	VAO received training.	Public Law 107-107	Yes	(87%) of 63 VAOs	8% of 73 VAOs	98% of 120 units	
B.2	MAJCOM, installations and UVAO attend FVAP workshop during even numbered years with Federal elections.	DODD 1000.4	N/A for 2007	N/A for 2007	N/A for 2007	100% of 120 units	VAOs Workshops Commence in September 2007 and continue into 2008 (USD(P&R)Memo)
B.3	Basic training and command courses emphasize and advertise voting assistance programs.	DODD 1000.4	Yes	Yes	Yes	100% of 120 units	
B. 4	Train units preparing for deployment.	DODD 1000.4	RND	100% of 48 units	100% of 73 units	100% of 120 units	
B.5	Recruitment offices personnel informed of policies and received training to carry out voter registration assistance.	DODD 1344.13	RND	69% of 26 Naval recruiting district VAOs	RND	100% of 120 units	
B. 6	Train service members on absentee registration and voting procedures during years of Federal elections.	DODD 1000.4	N/A for 2007	N/A for 2007	N/A for 2007	N/A for 2007	Required during years of Federal elections.
* RND Denotes Results Not Demonstrated							

Table 3. Training

Material Distribution. The purpose of this requirement is to ensure that adequate numbers of Standard Form 76 (SF 76) are available for military members and their voting-age dependents to register and request a ballot. (See Table 4, “Material Distribution.”)

Army: The Army IG reported that the Army VAP was compliant. The Army IG reported that most units did not provide “in hand delivery” of the Federal Post Card Application (FPCA) by January 15 of each calendar year. However, unit leaders did verbally present the opportunity to receive and complete the registration cards. Seventy-percent of the soldiers surveyed responded they were given the time and opportunity to register and request a ballot. VAOs offered opportunities to complete a FPCA (SF 76) by greeting soldiers at dining room facilities and voting information tables at Post Exchanges, addressing unit formations, etc. The Army did not mention whether they held a special voting day.

Navy: The Navy IG reported that the Navy VAP was compliant. All Navy VAOs are required to report completion of hand delivery of SF 76s to eligible voters by January 15, 2008, in the Voting Information Management System (VIMS). Of 1,638 Unit Identification Codes (UICs) registered in VIMS, 173 (11%) had reported completion as of January 24, 2008. Materials are distributed electronically and “in-hand delivery.” Registration materials are also available on-line at www.fvap.gov as a link on the NVAP Web site. The Navy has designated a special day during Armed Forces Voters Week (31 August – 07 September 2008) for dissemination of voter information and material.

Air Force: The Air Force IG reported that the Air Force VAP was compliant. Voting information, to include absentee ballot registration cards, posters, and information sheets, were readily visible and available throughout the majority of the units inspected. At two of 120 installations visited, a special voting day was never designated and voting materials were not found. However, VAOs advertised dates of voting booths/events prior to elections; additionally, VAOs distributed material at various locations (e.g., post office, BX, etc.).

Marine Corps: The Marine Corps IG reported that the Marine Corps VAP was compliant. FPCAs are being delivered to Marines in accordance with DODD 1000.4. Inspection results confirmed that VAOs understood and are adhering to published requirements. Marine VAOs used Armed Forces Voters Week and Overseas Voter Week as a special opportunity to disseminate voter information and materials.

Services are working toward compliance.							
Item	Requirement	Authority	Army	Navy	Marine Corps	Air Force	Comments
C.1	UVAOs hand deliver SF76s to eligible voters by 15 January of each calendar year. Develop a system to ensure the in- hand delivery.	DODD 1000.4	No	11% of 1638 VAOs	100% of 73 units	98% of 120 units	Electronic Distribution is allowed (USD(P&R) Memo)
C.2	National Voter Registration form made available to enlistees.	Public Law 107-107	RND	Yes	Yes	100% of 120 units	
C.3	Network established to distribute voter information. (SF 186 & Form 76)	Public law 107-107 & DODD 1000.4	Yes	Yes	Yes	100% of 120 units	
C.4	Special day designated for dissemination of voter information and material.	Public Law 107-107	Yes	No, planned Aug -Sept 2008	100% of 73 units	93% of 120 units	
C.5	Prospective enlistees provide a DD Form 2644 "mail Voter Registration Application" and DD Form 2645 "Voter registration Information.	DODD 1344.13	RND	Yes	Yes	100% of 120 units	
C.6	Recruitment offices transmit registration applications in a timely manner.	DODD 1344.13	RND	Yes	Yes	100% of 120 units	
C.7	Sufficient voting materials are on-hand.	DODD 1000.4	Yes	100% of 48 units	100% of 73 units	99% of 120 units	
* RND Denotes Results Not Demonstrated							

Table 4. Material Distribution

Communication and Information Network. The purpose of this requirement is to maintain a visible program. (See Table 5, “Communication and Information Network.”)

Army: The Army IG reported that the Army VAP was compliant. The Army IG reported that 1053 of 1269 (83%) survey respondents knew the Army had a voting assistance program. On several occasions personnel from the Army IG Inspections Division accessed the “on-line” voters assistance links and concluded on-line information was posted and current.

Navy: The Navy IG reported that the Navy VAP was compliant. The Navy maintains a voting assistance Internet homepage that includes names and links to VAOs, procedures to order voting materials, and links to other federal and state voting Web sites. All 48 units inspected has established and published a special telephone service where all calls are routed through a “One-Stop” Customer Service Center.

Air Force: The Air Force IG reported that the Air Force VAP was compliant. VAOs used a variety of media and venues to inform active duty and Reserve personnel: posters, business cards, audiovisual slide shows, newcomer orientations, commanders' calls, unit spouse groups, and first-term Airmen classes.

However, the Air Force IG reported that five units did not maintain voting assistance Internet homepages, six units did not establish a special telephone service, and six UVAOs did not provide telephone operators with contact or related information.

Marine Corps: The Marine Corps IG reported that the Marine Corps VAP was compliant. The Marine Corps Web page includes contact information for all Major Command Voting Officers (MCVO) and all IVAOs. The Service VAO maintains contact with all MCVOs and IVAOs via e-mail. There are procedures on how to order voting materials and links to all federal and state voting Web sites on the Marines Corps Voting homepages. Inspection results confirm that MCVOs, IVAOs, and UVAOs are aware of the telephone number and e-mail address to contact the SVAO. Two out of 73 units that were inspected during 2007 did not have point-of-contact information maintained in their respective base/station telephone directories. The USMC has corrected this discrepancy.

Services are working toward compliance.							
Item	Requirement	Authority	Army	Navy	Marine Corps	Air Force	Comments
D.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	RND	100% of 48 units	100% of 73 units	96% of 120 units	
D.2	Designated location on base, installation, or ship where voting material & assistance is available.	DODD 1000.4	Yes	Yes, varies according to command	100% of 73 units	100% of 120 units	
D.3	Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs.	DODD 1000.4	RND	100% of 48 units	100% of 73 units	95% of 120 units	
D.4	Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs.	DODD 1000.4	RND	Most units do not have telephone operators.	97% of 73 units	95% of 120 units	
* RND Denotes Results Not Demonstrated							

Table 5. Communication and Information Network

Commander / Installation Level Involvement. The purpose of this requirement is to ensure there is an increased emphasis on the voting program and associated requirements without violating prohibited practices. (See Table 6, “Commander/Installation Level Involvement.”)

Army: The Army IG reported that the Army VAP was compliant. The Army IG reported that there were no reports of commanders or commands violating the prohibited practices. Interviews and surveys of soldiers and VAOs revealed that their leaders offered soldiers the opportunity to register and vote, but did not track who registered or voted. VAOs referred commanders to the local legal offices when asked about certain events or practices.

Navy: The Navy IG reported that the Navy VAP was compliant. The Navy IG reported that all activities are aware of the requirements of DoDD 1000.4 and the Office of the Chief of Naval Operations Instruction 1742.1B, (OPNAVINST), “Navy Voting Assistance Program.” Resources are available from FVAP and the Navy Voting Headquarters for local implementation. Written policy is contained in OPNAVINST 1742.1B to support eligible military members and their dependents--deployed and dispersed--and tenant organizations. According to VAOs interviewed, they reported collateral duty performance is documented on evaluations (E-1 through E-6) and fitness reports (E-7 and above).

Air Force: The Air Force IG reported that the Air Force VAP was compliant. At all levels of command, MAJCOM IG teams identified an increased emphasis on the voting program and associated requirements. However, two units did not develop command-wide awareness and assistance programs and activities during Armed Forces Voters Week. One unit did not have written policies to support eligible military members and their dependents.

Marine Corps: The Marine Corps IG reported that the Marine Corps VAP was compliant. Inspection results indicated that all units inspected are in compliance. The IGMC inspects all Commanding General’s Inspection Programs (CGIPs) every three years to ensure compliance with the Marine Corps Voter Registration Program Order (MCO 1742.1A). During 2007, IGMC inspected eleven CGIPs and found all but one in compliance with all Marine Corps Voting orders and directives. The one unit was re-inspected and declared Mission Capable. In addition, inspection results indicated that command-wide awareness of the Voting Assistance Program and activities were developed through-out the year including Armed Forces Voters Week. Also, written policies have been developed to support eligible voters and VAO’s performance is documented in the evaluation and fitness reports.

Services are working toward compliance.							
Item	Requirement	Authority	Army	Navy	Marine Corps	Air Force	Comments
E.1	MAJCOMS, etc., continually evaluate voting programs.	DODD 1000.4	Yes	Yes	Yes	100% of 9 MAJCOMS	
E.2	Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week.	DODD 1000.4	Yes	100% of 48 units	100% of 73 units	98% of 120 units	
E.3	Written policies to support eligible military members and their dependents	DODD 1000.4	Yes	Yes	Yes	99% of 120 units	
E.4	Installation level reviews/inspections	Public Law 107-107	Yes	100% of 48 units	100% of 73 units	100% of 120 units	
E.5	VAO's performance is documented in the Evaluation/FITREPs.	DODD 1000.4	RND	100% of 1638	100% of 73 units	100% of 120 units	
* RND Denotes Results Not Demonstrated							

Table 6. Commander/Installation Level Involvement

Recommendation

The Under Secretary of Defense for Personnel and Readiness and the Service IGs should develop mutually acceptable metrics and standards for assessing effectiveness and compliance of Services' and DoD's Voting Assistance Programs.

Management Comments

USD (P&R) concurred with our recommendation.

Appendix A - Scope and Methodology

Summary: The elimination of the requirement for DoD IG to conduct unannounced inspections at ten DoD installations made the Service IG assessments of compliance / effectiveness the entire basis for this 2007 report. Before Service IG preparation and submission of their 2007 reports, the DoD IG project team met individually with all of the Service IG FVAP representatives to review their 2006 report and compare each to the standard format agreed upon in 2005. During each meeting we emphasize the need to have consistent Service IG submissions that conformed to the standard for the 2007 report. During these meetings it appeared that while the Service IGs would be consistent in reporting, they used different approaches and tools to obtain their data. This was confirmed on receipt of the Service IGs' 2007 reports as depicted in Table 7.

	Army	Navy	Air Force	Marines
References Cited				
DoD Directive cited as reference	Yes	Yes	Yes	Yes
DoD Directive	DoDD 1000.04	DoDD 1000.04	DoDD 1000.04	DoDD 1000.04
Memorandum from USD(P&R)	Not mentioned	Referenced	Not stated	Referenced
Service Instruction	AR 680-20	OPNAVINST 1742.1B	AFI 36-3107	MCO 1742.1A
Frequency of Inspection–Service IG	NR	NR	Triennial	5 year cycle
Collection Methods				
Frequency of Inspection–Service IG	NR	Varies	5 year cycle	Triennial
Frequency of Unit Inspection by Commanding Generals	NR	NR	Unit Insp. (Compliance)	Biannually
Hard copy artifacts reviewed	Documentation Procedures	Documentation Procedures	Documentation Procedures	Documents Procedures
Method of selecting interviewees	NR	NR	NR	Randomly
Method of collecting data	Interviews	Interviews	Interviews	Interviews
Method of documenting data	Data call to Army G-1 and command IGs	Data call to field IGs	Data call to field IGs	Data call to field IGs
Major Commands visited	Army IG	USN IG	USAF IG Direct	USMC IG
Field Operating Agency	NR	Direct	NR	AIRS 210 *
Web-based surveys	NR	11,240	NR	NR
Unit Self Inspections	NR	Yes	Yes	NR
Major Commands visited	4	3	9	5
Field Operating Agency	NR	NR	1	NR
Geographic Area visits	3	3	NR	NR
Installations visited	7	NR	NR	8
Units visited by Service IG	NR	NR	NR	59
Units visited by Command IG	NR	51	74	NR

NR – Not reported

* See Appendix I – List of Acronyms

Table 7. Analysis of Service IG's Assessment Methodology

Consistent Reporting: The Navy, Air Force, and Marine Corps IG staffs presented their input in accordance with the reported counts and observations the agreed-upon format. In each case, where there were identified shortcomings, the report included corrective action(s) already taken or envisioned for the 2008 election year.

We believe that consistency among the Service IGs in reporting both effectiveness and compliance will permit coherent and data portrayal and rational comparison. The effect of the differences in methodology used in collecting the data has not been determined.

Appendix B - Prior Coverage

During the last seven 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-07-774, Elections: Action Plans Needed to Fully Address Challenges in Electronic Absentee Voting Initiatives for Military and Overseas Citizens

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

DoD

DoD IG Report No. IE-2007-004, "Evaluation of the Voting Assistance Program," March 31, 2007

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

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 - USD(P&R) 2007 Memorandum



PERSONNEL AND
READINESS

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

SEP 19 2007



MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS

SUBJECT: Guidance in Implementing Voting Assistance Programs

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

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

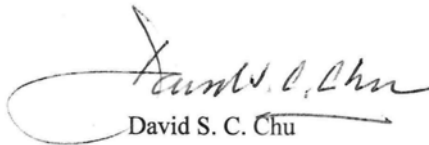
- The Directive provides guidance regarding desired rank of Voting Assistance Officers (VAO) within a unit. This guidance is not absolute and may be modified at the Service and/or unit level to meet local conditions within the Service or unit. It is preferable to assign an enthusiastic volunteer as a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



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

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

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



David S. C. Chu

Appendix D. 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

13 March 2008

MEMORANDUM FOR DEPARTMENT OF DEFENSE INSPECTOR GENERAL,
ATTN: INSPECTIONS AND EVALUATIONS DIVISION

SUBJECT: Assessment of the FY 2007 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. Department of Defense (DoD) Directive 1000.4, dtd 23 April 2007
- c. Army Human Resources Command memorandum, subject: The Army Voting Assistance Program Instructions, dtd 13 November 2007, with web linked at <https://www.hrc.army.mil/site/active/tagd/pssd/psb/votingindex.htm> .

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, dtd 23 April 2007, 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. In 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. For 2007, the Inspections Division has directed that inspection teams conduct follow-up checks on the Army Voting Assistance Program in order to gauge continued compliance to the requirements. During this follow-up, Inspectors reviewed the different methods for getting the message out on how and where voter's assistance is available.

4. **Scope :**

The Inspections Division requested voter's assistance information from the G-1, a central data collection point for Voters Assistance Program information. Information gathered is a consolidation of data from Active, mobilized Reserve Component Soldiers and Department of the Army Civilians in communities across the Army to include personnel from USARPAC, USAREUR and ARCENT Areas of Responsibility (AORs), Fort Bragg, Fort Wainwright, Fort Eustis, Fort Bliss, Fort Gordon, Fort Lewis and Fort Leonardwood.



SAIG-ID

SUBJECT: Assessment of the FY 2007 Army Voting Assistance Program

5. Assessment Results:

a. While surveying 1269 Soldiers of various ranks from all regions of the Army, 1053 Soldiers (83%) surveyed knew the Army had a voting assistance program. Only two-thirds of the 825 Soldiers (65%) responded that they had been provided information about voting by absentee ballot. Seventy-percent (952) of the Soldiers surveyed; responded that they were given the time and opportunity to register and request a ballot. From surveys collected; 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 room facilities, manning voting information tables at Post Exchanges, addressing unit formations, etc. For 2007, the Inspections Division followed suit by conducting its surveys at dining room facilities and at the Post Exchange and went to the Soldiers work stations. Most units did not provide "in hand" delivery of the FPCA prior to 15 January and 15 August (OCONUS) or 15 September (CONUS), as required by references a., b. and c. Unit leaders did, however; verbally present the opportunity to receive and complete the registration cards.

b. Many units did not meet the grade and training requirements for VAOs. References a. b., and c. 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). Several VAOs interviewed during the assessment were newly assigned to the duties and still in the train-up phase prior to the DAIG inspection team visiting to their location. VAO training remains 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. On several occasions personnel from the Inspections Division accessed the "on-line" voters assistance links to gauge access availability, with no problem encountered. In 2007, surveys showed approximately 74% of Soldiers knew the unit VAO.

c. Very few units educated Soldiers on the importance and value of voting. The references in the above, identify the two basic missions of the voting assistance program as 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 of the Soldiers surveyed (622 Soldiers or 49%) 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.

d. 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 relating to

SAIG-ID

SUBJECT: Assessment of the FY 2007 Army Voting Assistance Program

their specific local area or state. Some Soldiers inquired how they could obtain additional information about candidates. A minority of Soldiers stated they used the World Wide Web to access news sources and candidate web sites from their home city or state. Less than half of the survey respondents (48%) stated they used the World Wide Web to obtain voting information.

e. There were no reports of commanders or commands violating the prohibited practices. In interviews and surveys, 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.

6. Per the DoDIG request of January 2008, we will gather additional data during an upcoming Special Interest Item Inspection which will reflect more in-depth statistical data, on-hand training materials and training workshop. This will demonstrate the Department of the Army's commitment to collect meaningful data across targeted regions of the Army as well as verify the Army Voting Assistance Program improvements.

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.



VIDA D. LONGMIRE
COL, USA
Chief, Inspections Division



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

SAIG-ID

18 March 2008

MEMORANDUM FOR DEPARTMENT OF DEFENSE INSPECTOR GENERAL,
ATTN: INSPECTIONS AND EVALUATIONS DIVISION

SUBJECT: Addendum to DAIG Memorandum, Subject -Assessment of the FY 2007 Army Voting Assistance Program dtd 13 March 2008

1. **Purpose:** To provide the Department of Defense Inspector General's Office with additional information concerning the Army Voting Assistance Program

2. **References:**

a. Army Regulation 608-20, Army Voting Assistance Program, dtd 28 October 2004

b. Department of Defense (DoD) Directive 1000.4, dtd 23 April 2007

c. Army Human Resources Command memorandum, subject: The Army Voting Assistance Program Instructions, dtd 13 November 2007, with web linked at <https://www.hrc.army.mil/site/active/tagd/pssd/psb/votingindex.htm> .

d. DAIG Memorandum, Subject - Assessment of the FY 2007 Army Voting Assistance Program, dtd 13 March 2008

3. In addition to reference (d) memorandum, the Department of the Army Inspector General (DAIG) further reports that the overall Army Voting Assistance Program is an effective program. However, the DAIG will conduct a Special Item of Interest (SII) Inspection that will focus on the entire program to include how to better synchronize the efforts of the Army's Voting Assistance Officer (G1), Command Inspectors General and DAIG oversight. The SII was directed by the Secretary of the Army, as apart of the DAIG Long Range Inspection Plan on 9 January 2008.

4. 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 .

VIDA D. LONGMIRE
COL, USA
Chief, Inspections Division

Appendix E - 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 N39/0119
1 Feb 08

From: Naval Inspector General
To: Department of Defense Inspector General

Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR
CY 2007

Ref: (a) DoD Directive 1000.04 of 14 April 2004
(b) Under Secretary of Defense (Personnel and Readiness) memo of
19 Sep 07

Encl: (1) Self-assessment Checklist for Voting Assistance
Officers (OPNAVINST 1742.1B)

1. Background. Public Law 107-107, 28 December 2001, Title XVI, Section 1601(c), Uniform Service Voting, tasked Inspectors 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 2007 Voter Assessment Program requirements outlined in Public Law 107-107, UOCAVA, DODD 1004.04 and DODD 1334.13.

2. 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 11,240 personnel to its Web-based survey, including responses to three voting related questions, and conducted personal interviews with 12 Voting Assistance Officers (VAO) during Area Visits and Command Inspections conducted in 2007. Additionally, NAVINGEN reviewed after-action reports from VAOs and the NVAP Web site. We also considered articles, NAVADMINS, emails from the Navy Voting Action Officer (NVAO) to VAOs, and personal observations.

3. Findings. The Navy has an effective Voting Assistance Program. This assessment is based on the results of three Echelon II Command Inspections, three geographic Area Visits, and 51 unit level inspections conducted by Echelon II commands during calendar year 2007. The Self-assessment Checklist for Voting Assistance Officers, enclosure (1), guided the inspection process.

4. Per DODIG guidelines and in accordance with reference (a), the following information is provided in support of this assessment.

a. Personnel Assignment

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

Response: Of 1,525 VAOs registered in VIMS (Voting Information Management System), 1,377 (90%) meet pay grade parameters. Per reference (b), these grade levels are not absolute and may be modified at the Service and/or unit level to meet local conditions within the Service or unit. Navy is meeting the stated goal of this requirement, which is to assign quality individuals with enough authority as VAOs to get the job done.

Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR CY
2007

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

Response: See above.

(3) Maximum number of voters that can be represented by VAO
adhered to. (DODD 1000.4)

Response: All units inspected were in compliance, in accordance with the
guidance in reference (b).

(4) UVAO of the rank O-2/E-7 above designated in writing for
each unit of 25 or more permanently assigned members.
(DODD 1000.4)

Response: Sixty-one of sixty-three (97%) VAOs inspected at the Echelon II -
IV level were designated in writing. Per the Navy Voting Action Officer, in
cases where a letter of designation is missing, a template is provided so
that letters can be issued on the spot to fulfill this requirement.

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

Response: VADM Robert T. Conway, Jr., Commander, Navy Installations Command,
is assigned as the Navy Senior Voting Action Officer (SVAO).

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

Response: Mr. Dave Stevens (GS-12) is currently assigned as the interim Navy
Service Voting Action Officer (SVAO).

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

Response: Per OPNAVINST 1742.1B, para 4i(12), VAOs at all levels are
authorized to administer oaths only in connection with voter registration and
voting.

b. Training

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

Response: Fifty-five of sixty-three VAOs inspected (87%) had completed
required training. During the period Jul - Dec 2007, 128 additional VAOs
reported completing required training via VIMS.

(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: Not applicable for 2007.

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2007

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

Response: All recruits attending Naval Training Center Great Lakes (boot camp) receive a 30-minute absentee voting brief as part of their training.

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

Response: Absentee voting procedures are covered in the POM (Pre-Overseas Movement) checklist for deploying units. The Expeditionary Combat Readiness Center provides briefings and forms to all personnel and units deploying under the Navy Expeditionary Combat Command (NECC). This includes Navy Individual Augmentees (IA), In Lieu Of (ILO) individuals and provisional units deploying for non-traditional expeditionary missions in support of the Global War on Terrorism.

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

Response: Eighteen of twenty-six (69%) Navy Recruiting District VAOs have completed required training to date. Training is available on-line via the Navy Knowledge On-line (NKO) portal and on the NVAP web site.

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

Response: 2007 was a non-Federal election year.

c. Material Distribution

- (1) UVAOs hand deliver SF76s to eligible voters by 15 January 2008. Develop a system to ensure. (DODD 1000.4)

Response: All Navy VAOs are required to report completion in VIMS. Of 1,638 UICs registered in VIMS, 173 (11%) had reported completion as of 24 January 2008.

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

Response: Every recruit attending boot camp at Navy Training Center Great Lakes is given the opportunity to register to vote following a 30-minute absentee voting brief.

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

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2007

Response: Materials are distributed both electronically and in hard copy. Registration materials are also available on line at www.fvap.gov or by linking there to the NVAP web site at https://www.cni.navy.mil/cnic_hq_site/BaseSupport/CommandStaff/NavyVotingProgram/Supplies/index.htm

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

Response: None designated for 2007 (non-Federal election year); Armed Forces Voters Week will be held 31 Aug - 07 Sep 2008.

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

Response: DD Form 2644 has been replaced by Standard Form 76. This form and information are distributed by recruiters to prospective enlistees.

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

Response: Per Commander, Naval Recruiting Command, applications are submitted in a timely manner.

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

Response: All units inspected (48) had adequate forms on hand or access to electronic forms.

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 and state voting websites. (DODD 1000.4)

Response: Yes. VAOs may access the non-secure web site at www.fvap.gov, which provides a direct link to the secure Navy site at https://cni.navy.mil/cnic_hq_site/BaseSupport/CommandStaff/NavyVotingProgram/index.htm. E-mail may be sent to the Navy Voting Action Officer at vote@navy.mil.

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

Response: Yes. Varies according to command.

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

Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR CY
2007

Response: Yes. All calls are routed through the toll-free "One-Stop"
Customer Service Center at (866) 827-5672.

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

Response: Most commands do not have telephone operators. Units post links to VAOs on their unit web pages or publish VAO information via the command's collateral duty list.

e. Commander/Installation Level Involvement

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

Response: Yes. This is done both regionally (Echelon III level) and at the Echelon II level. All Echelon II activities are aware of the requirements of DODD 1000.4 and OPNAVINST 1742.1B regarding voting program evaluation and reporting.

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

Response: Yes. Resources are available from FVAP and the Navy Voting Headquarters for local implementation.

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

Response: Yes. Policy is contained in OPNAVINST 1742.1B, Navy Voting Assistance Program (NVAP).

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

Response: Yes. These requirements have been incorporated into OPNAVINST 1742.1B and the self-assessment checklist enclosure.

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

Response: Yes. VAOs interviewed reported VAO collateral duty performance is documented in Evaluations (E-1 through E-6) and Fitness Reports (E-7 and above).

5. Summary. As part of our inspection/assessment process, the Naval Inspector General administers a web-based survey to personnel stationed in

Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR CY
2007

the areas to be visited. Three questions in the survey pertain to voting. In 2007 we received responses from 6,361 personnel as follows:

To what extent do you understand the absentee voting process in the Federal Absentee Voting Program?

Large extent	1,551	25%
Moderate extent	1,865	30%
Some extent	1,533	25%
Not at all	1,295	21%
Not answered	117	
Total responses	6,361	
Total valid	6,244	100%

Do you know who your Command Voting Assistance Officer (VAO) is?

Yes	2,403	38%
No	3,847	62%
Not answered	111	
Total responses	6,361	
Total valid	6,250	100%

For the current calendar year, how satisfied are you with the performance (knowledgeable/ distribution of voting materials) of your Command VAO?


Satisfied	1,214	19%
Neutral	1,796	29%
Dissatisfied	427	7%
Did not use	2,805	45%
Not answered	119	
Total responses	6,361	
Total valid	6,242	100%

While the Navy has an established voting program in place, the need for greater effort by leadership and VAOs to promote voter awareness and communicate information is clear. Additionally, VAOs must ensure material distribution is taking place and that information is reported in VIMS. Guidance is being provided to all Echelon II commands to reiterate the requirement for continuous evaluation of and reporting on the Navy Voting Program through the command inspection program, Managers' Internal Control (MIC) program, or other means, particularly in this Presidential election year.

6. Recommendations. Recommend DOD IG promulgate specific VAP effectiveness standards and metrics in order to improve consistency in reporting across the services.

Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR CY
2007

7. My point of contact for this report is CDR Wendy C. Fewster at DSN 288-
6411 or Comm (202) 433-6641.


JILL VINES LOFTUS
Deputy

Copy to:
CNIC

SELF-ASSESSMENT CHECKLIST FOR VOTING ASSISTANCE OFFICERS

All VAOs

1. Is the Voting Assistance Officer (VAO) of the appropriate rank/grade? Y/N
2. Is the VAO designated in writing? Y/N
3. Does the VAO have electronic or hard copies of:
 - a) the current Federal Voting Assistance Guide? Y/N
 - b) SF-76, Federal Post Card Application? Y/N
 - c) SF-186, Federal Write-in Absentee Ballot? Y/N
4. Has the VAO registered current command information in the Voting Information Management System database? Y/N
5. Has the VAO completed VAO training? Y/N
6. Did the VAO develop comprehensive command-wide voting awareness, assistance, and activities? Y/N
7. Did the VAO ensure and track that all service members received at least one training period devoted to absentee registration and voting annually? Y/N
8. Is the VAO included on the Command Check-in sheet and Command Indoctrination? Y/N
9. Has the VAO ensured the command telephone directory includes the telephone numbers for VAOs? Y/N
10. Did the VAO ensure that there was adequate voting assistance access to the internet, fax, or toll-free phone for all service members, their families, and Department of Defense (DOD) employees? Y/N
11. If required, did the command establish a well advertised and fixed location where absentee voting materials and assistance are available? Y/N
12. Is there a system in place to track the VAO's in-hand delivery of the SF-76 to all service members, their family members, and DOD employees? Y/N
13. Did the VAO have adequate time to perform their duties? Y/N

Encl (1)

Additional for Installation VAOs:

1. Did the Installation VAO ensure VAOs were assigned to all local and tenant commands and geographically separated units? Y/N

2. Did the Installation VAO ensure all unit VAOs were adequately trained? Y/N

Additional for Regional VAOs:

1. Did the Regional VAO ensure VAOs were assigned to all installations? Y/N

Additional for Echelon II VAOs:

1. Did the Echelon 2 VAO ensure that VAOs at subordinate commands have adequate levels of voting materials? Y/N

Appendix F - Department of the Air Force Inspector General Report



OFFICE OF THE SECRETARY

DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

FEB 5 2008

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

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

SUBJECT: USAF 2007 Voting Report

In accordance with DoD Directive 1000.4, the attached USAF 2007 Voting Report is submitted, providing a comprehensive assessment of Federal Voting Assistance Programs (FVAP) throughout the AF.

During 2007, the AF assessed 120 FVAPs at squadron, group, wing and command levels. Evaluations were conducted by major commands (MAJCOM) 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 2007, 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.

My point of contact for this report, Capt John S. Nolan Jr., may be reached at (703) 588-1534. Thank you.

A handwritten signature in cursive script that reads "Ronald F. Sams".

RONALD F. SAMS
Lieutenant General, USAF
The Inspector General

Attachment:
1. USAF 2007 Voting Report w/1 atch

cc:
HQ AF/A1S

UNITED STATES AIR FORCE VOTING REPORT

TO THE

DOD INSPECTOR GENERAL

(1 Jan – 31 Dec 07)

1. In accordance with Public Law 107-107, Uniformed 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) 2007.
2. The AF reviewed the Federal Voting Assistance Program (FVAP) to ensure DoD compliance with DoD policy and procedures. In CY 2007, major command (MAJCOM) Inspectors General (IG) assessed the effectiveness of the FVAP at 74 units, across 9 MAJCOMs and 1 field operating agency (FOA) IG office during Compliance Inspections (CI). 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.
3. Additionally, some wings and installations not subject to a CI during this time period completed a self-inspection of their FVAP. Forty-six IVAOs conducted self inspections (SI) of their programs during CY 2007, following the same inspection checklist as used by MAJCOM IGs during CIs (atch 1).

The numbers of units inspected are listed below by MAJCOM.

- a. HQ Air Combat Command (ACC): 4 MAJCOM and 13 self inspections.
- b. HQ Air Education and Training Command (AETC): 5 MAJCOM and 19 self inspections.
- c. HQ AF Materiel Command (AFMC): 1 MAJCOM and 0 self inspections.
- d. HQ AF Reserve Command (AFRC): 42 MAJCOM and 0 self inspections.
- e. HQ AF Special Operations Command (AFSOC): 3 MAJCOM and 3 self inspections.
- f. HQ AF Space Command (AFSPC): 3 MAJCOM and 5 self inspections.
- g. HQ Air Mobility Command (AMC): 4 MAJCOM and 0 self inspections.
- h. HQ Pacific Air Forces (PACAF): 2 MAJCOM and 6 self inspections.
- i. HQ United States Air Forces in Europe (USAFE): 3 MAJCOM and 0 self inspections.

j. AF Inspection Agency (AFIA): 7 MAJCOM 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.** Although five findings were identified with the personnel assignment section, all wing FVAPs were effectively implemented and well managed.

Two findings were attributed to units not adhering to the maximum number of voters that *may* be represented by a VAO. Additionally, three findings were levied against units not adhering to the appropriate grade levels that *may* be designated as VAOs or UVAOs.

However, all five of the findings are in compliance with new guidance provided in *Undersecretary of Defense, Personnel and Readiness Memorandum on Guidance in Implementing Voting Assistance Programs*, 19 Sept 07.

b. **Training.** Three training deficiencies were noted as a result of VAOs either not receiving required training or failing to appropriately document the training received.

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. It was identified at nine installations that a special day was not designated for dissemination of voter information and material. However, VAOs advertised dates of voting booths/events prior to general elections; additionally, VAOs left material at various locations (i.e., post office, BX).

d. **Communication and Information Network.** The majority of VAOs managed highly visible programs throughout the installation using a wide variety of media and venues to reach active duty and Reserve personnel by distributing posters, handing out business cards, and producing audiovisual slide shows, and by speaking at newcomer orientations, commander's calls, unit spouse groups, and first-term Airman classes.

However, five units were not properly maintaining voting assistance internet homepages, six units did not establish a special telephone service, and at six units the VAO did not provide telephone operators with important contact related information.

e. **Commanders/Installation Level Involvement.** At all levels of command, MAJCOM IG teams identified an increased emphasis on the voting program and associated requirements. However, two units were identified as having not developed command-wide awareness and assistance programs and activities during Armed Forces Voters Week and one unit was noted as not having written policies to support eligible military members and their dependents

4. In summary, throughout the AF, the overwhelming majority of wings and installations effectively implemented DoD policy, directives, and procedures and have 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 Capt John S. Nolan Jr., (703) 588-1534, johns.nolan@hotmail.com.

Atch
DoD Voting Assistance Program Inspection Checklist

**CALENDAR YEAR 2007 ANNUAL REPORT ON THE UNITED STATES
AIR FORCE COMPLIANCE WITH DOD VOTING ASSISTANCE PROGRAM**

A. Personnel Assignment:

1. VAO assign at the appropriate grade level. (DODD 1000.4): **CI-00, SI-00**
2. UVAO assigned at level of command. (DODD 1000.4): **CI-00, SI-00**
3. Maximum number of voters that can be represented by VAO adhered to: **CI-01, SI-01**
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): **CI-01, SI-00**
5. Senior Service Representative at Flag Rank appointed. (DODD 1000.4): **CI-00, SI-00**
6. Senior Voting Action Officer. Military person, 04/E8 or above, appointed. (DODD1000.4): **CI-00, SI-00**
7. Commissioned Officer authorized to administer oath. (UOCAVA): **CI-00, SI-00**

B. Training:

1. VAO received training. (Public Law 107-107): **CI-01, SI-02**
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): **CI-00, SI-00**
3. Basic training and command courses emphasize and advertise voting assistance programs. (DODD 1000.4): **CI-00, SI-00**
4. Train units preparing for deployment. (DODD 1000.4): **CI-00, SI-00**
5. Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 1344.13): **CI-00, SI-00**
6. Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.4): **CI-00, SI-00**

C. Material Distribution:

1. UVAOs hand deliver SF76s to eligible voters by ///date///. Develop a system to ensure. (DODD 1000.4): **CI-02, SI-00**
2. National Voter Registration form made available to enlistees. (PL 107-107): **CI-00, SI-00**
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): **CI-00, SI-00**
4. Special day designated for dissemination of voter information and material. (Public Law 107-107): **CI-09, SI-00**
5. Prospective enlistees provide a DD Form 2644 "mail Voter Registration Application" and DD Form 2645 "Voter registration Information. (DODD 1344.13): **CI-00, SI-00**

6. Recruitment offices transmit registration applications in a timely manner. (DODD1344.13): **CI-00, SI-00**
7. Sufficient voting materials are on-hand. (DODD 1000.4): **CI-01, SI-00**

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): **CI-02, SI-03**
2. Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.4): **CI-00, SI-00**
3. Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.4): **CI-00, SI-06**
4. Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs. (DODD 1000.4): **CI-01, SI-05**

E. Commanders/Installation Level Involvement

1. MAJCOMS, etc., continually evaluate voting programs. (DODD 1000.4): **CI-00, SI-00**
2. Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week. (DODD 1000.4): **CI-02, SI-00**
3. Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations. (DODD1000.4): **CI-01, SI-00**
4. Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.4. (Public Law 107-107): **CI-00, SI-00**
5. VAO's performance is documented in the EPRs/OERs as appropriate. (DODINST 1000.4): **CI-00, SI-00**

Appendix G - Marine Corps Inspector General Report



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

IN REPLY REFER TO:
1742
MRP-4/dej
30 Jan 08

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

Subj: ANNUAL ASSESSMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2007

Ref: (a) DODDIR 1000.4

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

1. Background. The controlling instruction for the Marine Voting Registration Program is Marine Corps Order (MCO) 1742.1A. This Order is in strict compliance with DODD 1000.4, signed 14 April 2004.

2. Methodology. The Inspector General of the Marine Corps (IGMC) inspects every Marine Component Force Command, Marine Expeditionary Force, Installation, and Major Subordinate Command (MSC) in the Marine Corps for compliance and effectiveness at a minimum, on a triennial basis. Each Commanding General has its own Commanding General Inspection Program (CGIP) that inspects their units biennially. The Inspection process included interviews with unit Voting Assistance Officers (VAO), Commanding Officers and Marines randomly selected within Marine 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 materials were displayed in accordance with MCO 1742.1A. All inspectors use the Automated Inspection Reporting System (AIRS) 210 Checklist to maintain standardization for the Marine Corps Voting Program. Each inspection is graded as: Mission Capable or Non-Mission Capable with findings, discrepancies and recommendations to improve the unit Voting Program. The seventy-three units inspected during 2007 represent a typical slice of the Marine Corps population.

3. Finding. The Marine Corps has an effective Voter Assistance Program. This assessment is based upon the results of five major command level inspections, eight installation level inspections, and fifty-nine unit level inspections conducted during calendar year 2007. Enclosure (1) guided the inspection process.

4. Per the guidelines provided by the Department of Defense Inspector General (DODIG), the requested information is provided below:

A. Personnel Assignment

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

Subj: ANNUAL ASSESSMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2007

Response: Seventy-two out of seventy-three commands inspected had VAOs assigned at the appropriate grade level.

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

Response: seventy-two out of seventy-three 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, paragraph 24, Marine VAOs are authorized to represent up to two hundred Marines per VAO. Sixty-eight out of seventy-three units inspected adhered to the ratio of two hundred voters to one UVAO.

(4) UVAO of the rank O-2/E-7 or above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.4)

Response: Seventy-three out of seventy-three units inspected had UVAO designated in writing; however five units did not have enough UVAOs for the number of personnel in command.

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

Response: Major General Timothy R. Larsen (USMC Ret) 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 the oath. (UOCAVA)

Response: All Marine Corps commissioned officers are authorized to administer oaths, however not all enlisted VAOs were authorized in writing. Five of seventy-three units inspected had enlisted VAO's who were not authorized to administer oaths; however Commissioned Officers were in place to support the enlisted VAOs with these duties.

B. Training

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

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Response: Of the seventy-three units inspected only six VAOs were found to be not trained.

(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: All VAOs for Marine units are required to complete the required VAO training via Federal Voting Assistance (FVAP) workshops, web-based e-learning, FVAP Training CDs, SVAO training, or formal training provided by Installation Voting Assistance Officer (IVAO). MCO 1742.1A requires all VAOs to complete VAO training within ninety days of appointment as a Voting Officer. Training was documented in accordance with MCO.

(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, Command and Staff College, and as part of Deputy Commandant Manpower & Reserve Affairs (DC M&RA's) brief at the Marine Corps Commander's Course. This office is currently working with Training and Education Command to incorporate voter awareness training in the curriculum of the remaining service schools.

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

Response: All deploying units, both Reserve and Active 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: MCO 1742.1A requires that all Marines receive one hour of annual voter training each year. In addition, all Marines and their authorized family members are provided an FPCA and assistance on completing the form no later than 15 January of each year, upon checking into a unit after executing permanent change of station orders, and during Armed Forces Voting Week. Seventy out of seventy-three units

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inspected had conducted or had voter training on their annual training plan. Two of the three non-compliant units were re-inspected and annual voter training has been completed.

C. Material Distribution

(1) UVAOs hand delivers SF-76s to eligible voters by //date//. Develop a system to ensure. (DODD 1000.4)

Response: FPCAs are being delivered to Marines in accordance with DODD 1000.4. 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.

(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 SF 186s and SF 76s are being delivered in a timely manner ensuring all service members and their authorized family members are given the opportunity to participate in the elections.

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

Response: Marine VAOs 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 "Voter Registration Application" and DD Form 2645 "Voter registration Information. (DODD 1344.13)

Subj: ANNUAL ASSESSMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2007

Response: All Recruiting Stations inspected had adequate supplies DD Forms 2644 and DD Forms 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 applications received in a timely manner and in accordance with Public Law 107-107.

(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. The Marine Corps encourages units to use the online FPCAs and FWABs.

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 webpage includes contact information for all Major Command Voting Officers (MCVO) and all IVAOs. Security measures do not allow names and/or personal e-mail addresses to be published on the webpage. The SVAO maintains contact with all MCVOs and IVAOs via e-mail. There are procedures on how to order voting materials and links to all Federal and State voting websites on the Marine Corps Voting Homepage. The Marine Corps voting webpage 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: All units inspected had a location within their command where voting materials and voting assistance could be found.

(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 VAOs 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 webpage. All correspondence from the Marine Corps voting office to the

Subj: ANNUAL ASSESSMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2007

MCVOS and IVAOs reemphasizes this contact information. Inspection results confirm that MCVOs, 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: Two out of seventy-three units that were inspected during 2007 did not have point-of-contact information maintained in their respective base/station telephone directories. Corrections have been made.

E. Commander/Installation Level Involvement

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

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). The IGMC inspects all CGIPs every three years to ensure compliance. During 2007, this office inspected eleven CGIPs and found all but one in compliance with all Marine Corps Voting orders and directives. The one unit that was found Non-Mission Capable was re-inspected and was found Mission Capable.

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

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

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

Response: Written policies developed to support eligible voters included MCO 1742.1A and Marine Corps Voting Action Plan for 2008-09 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)

Subj: ANNUAL ASSESSMENT OF USMC VOTING ASSISTANCE PROGRAM FOR CY 2007

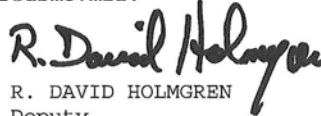
Response: MCO 1742.1A and the Automated Inspection Reporting System (AIRS) checklist are used when conducting reviews and inspection of the Marine Corps Voting Program. MCO 1742.1A has been reviewed by FVAP and was found to be in compliance with UOCAVA and DOD Directive 1000.4.

(5) VAO's performance is documented in the Evaluation/Fitness/ Reports. (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 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.

G. 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, or e-mail at mra.votingofficer@usmc.mil.


R. DAVID HOLMGREN
Deputy

AIRS DETAILED INSPECTION CHECKLIST

- 210 VOTER REGISTRATION PROGRAM
Functional Area Manager: MRP-4
Point of Contact: Mr. D. E. James
DSN 278-9511, COMM (703) 784-9511
Date Last Revised: 15 March 2007
- 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
MCO 1742.1A, ENCLOSURE 3, PAR (1)
MCO 1742.1A, ENCLOSURE 1, PAR (5)

ENCLOSURE (1)

- 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 H – Management Comments



PERSONNEL AND
READINESS

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



MAR 26 2008

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 recommendation of OIG draft report, "DoD Voting Assistance Program." We concur with the recommendation to develop, with the Service IGs, mutually acceptable metrics and standards for assessing effectiveness and compliance of Services' and DoD's Voting Assistance Program.

Metrics have been developed during meetings between the Federal Voting Assistance Program office and the Service Voting Action Officers and are currently in use. We will work to ensure these can reasonably measure effectiveness, are mutually acceptable, and are incorporated into the Service IG reports.

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

Sincerely,


David S. C. Chu

Attachment:
As stated



OIG Draft Report

“DoD Voting Assistance Program, March 31, 2008”

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

RECOMMENDATION: That the Under Secretary of Defense for Personnel and Readiness and the Service IGs should develop mutually acceptable metrics and standards for assessing effectiveness and compliance of Services’ and DoD’s Voting Assistance Programs.

DoD RESPONSE:

Concur. The Department and the Service Voting Action Officers have developed mutually acceptable metrics to evaluate the Services’ Voting Assistance Programs. The metrics are currently used to assess the Services’ programs on an “any time” basis, on a quarterly basis, and on an annual basis. The Department will work with the Service IGs to formally implement the mutually acceptable metrics and standards into their inspection and reporting process.

Appendix I - 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 J - Report Distribution

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 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)

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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*
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Combatant Command

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Non-Defense federal Organization

Office of Management and Budget

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

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Team Members

The Inspections and Evaluations Directorate, Office of the Deputy Inspector General for Policy and Oversight, Office of the Inspector General for the Department of Defense prepared this report. Personnel who contributed to the report include Mr. Deane Williams, Ms. Beverly Cornish, Team leader, Mr. William D. Means, and. LCDR William Jackson., USN.

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