



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO  
OPNAVINST 1742.1B  
N46  
15 May 07

OPNAV INSTRUCTION 1742.1B

From: Chief of Naval Operations

Subj: NAVY VOTING ASSISTANCE PROGRAM (NVAP)

Ref: (a) DOD Directive 1000.4 of 14 Apr 04  
(b) 42 U.S.C. 1973ff

Encl: (1) Self Assessment Checklist for Voting Assistance  
Officers (VAO)  
(2) Definitions

1. Purpose. To establish policy and assign responsibilities for the Navy Voting Assistance Program (NVAP) per references (a) through (b). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1742.1A.

3. Policy

a. This policy applies to operating forces and shore establishments of the U.S. Navy. All commands shall adopt procedures that conform to this instruction to the maximum extent practicable, consistent with their organization and operational commitments.

b. NVAP shall be administered to ensure eligible voters are provided information about registration procedures and voter materials pertaining to scheduled elections, including dates, offices involved, constitutional amendments, and other ballot proposals.

c. Commanders, Commanding Officers (COs), and Officers in Charge (OICs) shall encourage eligible voters in their organization to participate in elections at the Federal, State, and local level.

d. All voters shall be given an opportunity to register and vote in any election for which they are eligible, unless precluded by military necessity.

e. Voting assistance shall be provided in such a manner as to safeguard integrity of the electoral process and secrecy of the ballot.

f. All necessary steps shall be taken to prevent fraud and to protect voters against any coercion, to include the following:

(1) No Navy member shall attempt to influence any other member to vote or not to vote, or require any member to march to any polling place or place of voting. Nothing in this instruction prohibits free discussion about political issues or candidates for public office.

(2) No person shall poll any voter in the Department of the Navy (DON) before or after they vote, beyond official surveys authorized by reference (b).

#### 4. Responsibilities

a. Commander, Navy Installations Command (CNIC), is designated the Senior Navy Voting Representative (SNVR) to carry out management of the NVAP. The Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) shall coordinate with the SNVR to maintain a contingency absentee voting program for reserve units and activated/deployed personnel.

b. The SNVR shall permanently assign from within the command, as an assistant, a Navy Voting Program Manager (NVPM). The NVPM will be a civilian at the GS-13 or NSPS Pay Band 2 equivalent level, or in the absence of a qualified civilian, a service member in pay grade O4 or above.

c. The NVPM, at the direction of the SNVR, shall:

(1) Serve as the SNVR's main contact.

(2) Manage the NVAP for all eligible DON voters (military and civilian).

(3) Establish and coordinate with Federal Voting Assistance Program (FVAP) personnel and Echelon 2, Regional, and Installation Voting Assistance Officers (VAOs).

(4) Ensure VAOs are trained to effectively carry out their responsibilities. Such training will be obtained through FVAP and NVAP workshops or through training found on FVAP and NVAP websites.

(5) Encourage commands to support the program at all levels.

(6) Publicize the right of eligible service members to participate in the electoral process.

(7) Provide for continuing evaluation of NVAP using the checklist provided in enclosure (1).

(8) Publicize the Navy Voting toll-free line, 1-866-827-5672 and the NVAP website.

(9) Assist in conducting official surveys as directed in reference (a).

d. Commanding Officer, Recruit Training Command (RTC), will provide each recruit with the following prior to graduation:

(1) One training period dedicated to Absentee Voting.

(2) Either the hard copy or electronic version of the SF-76. This requirement can be fulfilled by providing detailed and current links to web based absentee voter registration sources provided by FVAP or states, and contact information for the Navy Voting Action Officer and RTC Voting Assistance Officer.

(3) RTC will maintain sufficient quantities of hard copy SF-76 forms on hand during training and allot sufficient time so that each recruit may, if they so choose, obtain a hard copy form and register upon completion of Absentee Voting training.

(4) Recruits that are in training between 01Sep and 07Nov during an election year shall:

(a) attend Absentee Voting training as early as possible in their training regimen.

(b) be afforded the opportunity to use SF-186 Federal Write-in Absentee Ballots if they are eligible.

e. Each Echelon 2 command shall designate an Echelon 2 VAO. Echelon 2 VAOs will be civilian employees at the GS-13 or NSPS Pay Band 2 level where possible, or service members in paygrade O4 or above. In addition to the duties described in para 4.i they shall:

(1) Serve as principal local point of contact for NVAP issues.

(2) Monitor the voting programs of subordinate commands and assist them as necessary.

(3) Ensure voting program compliance is included in command inspections, reviews, and deployable unit training cycles. Results of each inspection shall be forwarded to the Naval Inspector General (NAVINSGEN) no later than 15 December each year. Enclosure (1) is a recommended checklist. This inspection should be in conjunction with other scheduled inspections and shall be made available for internal Inspector General's (IG) review as required by reference (a)

f. Regional Commanders shall appoint a Regional VAO (RVAO) in writing at the O4/GS-12 level or higher. In addition to the duties described in para 4.i they shall:

(1) coordinate and assist the programs conducted by installations under their purview.

(2) assist NVPM with training installation VAOs within their region.

(3) Monitor voting programs within their region.

(4) Actively promote Armed Forces Voter Week and Absentee Voter Week within their region.

(5) Ensure telephone operators at naval installations within their region are equipped with the phone numbers of the Installation and Navy VAOs.

(6) Ensure Region Websites have active links to the Navy Voting Home Page.

g. Installation Commanders shall appoint an Installation VAO (IVAO) in writing at the O4/GS-12 level or higher. In addition to the duties described in para 4.i they shall:

(1) Coordinate the programs conducted by subordinate units and tenant commands.

(2) Assist NVPM with training local units and commands under their purview.

(3) Monitor voting programs of units within their installation.

(4) Notify installation personnel of the last date before a general Federal election by which absentee ballots must be mailed from that installation to reasonably be delivered in time to State and local election officials.

(5) Actively promote Armed Forces Voter Week and Absentee Voter Week within their installation. A special day or days shall be designated at each military installation to inform Uniformed Services members and their voting-age dependents of absentee registration and voting procedures and, minimally, of the absentee registration and ballot request deadlines preceding general elections for Federal offices.

(6) Ensure installation websites have active links to the Navy Voting Home Page.

h. All other Commanders, Commanding Officers, and Officers in Charge shall assign unit level VAOs (UVAO) in writing at the E-7 level or higher. The UVAO shall perform the duties as described in Para 4.1.

(1) Commands of 25 or more permanently assigned personnel shall appoint a VAO in writing. It is recommended that Assistant VAOs be assigned for each 50 members above the 25 member base. Assistant VAOs may be from any rank E-4 and above.

(2) Commands and units with less than 25 permanently assigned personnel are strongly encouraged to assign a VAO meeting the rank requirements of para 4.h. If the command chooses not to assign a VAO, their program shall be managed by their ISIC. Coordination with the ISIC will be required to ensure the requirements of the Voting Program are fulfilled.

i. VAOs at all levels shall be provided the time and resources needed to perform their voting assistance duties and shall:

(1) Complete training to effectively carry out their responsibilities. Training will be obtained through Voting Workshops conducted by FVAP, NVAP, or by a presentation found on their respective websites. VAOs are required to attend training every two years.

(2) Serve as main point of contact for voting issues within their unit and to subordinate commands.

(3) Ensure that Uniformed Services members and their voting-age dependents have ready access to absentee voter registration, ballot request, absentee ballot submission information, and deadlines.

(4) For ships, installations and shore facilities, establish at least one well advertised fixed location where absentee voting material and voting assistance is available.

(5) Assist in conducting official surveys as specified by reference (a).

(6) Register their command and contact information on the Voting Information Management System online database. VAOs must ensure their information is maintained current.

(7) Ensure in-hand delivery of either the hard copy or electronic version of the SF-76 to eligible voters and their voting age family members by the following dates:

(a) 15 January of each calendar year.

(b) 15 August of even numbered years.

(c) Completion of this requirement must be documented upon completion in VIMS and within the unit utilizing a locally developed record system. The record system may include numbers or percent contacted, but may not include names (or any other identifying information) of individuals.

(8) Provide for continuing evaluation of their command and subordinate command's voting programs using guidelines in enclosure (1).

(9) Develop comprehensive command-wide voting awareness and assistance programs and activities in conjunction with Armed Forces Voters Week.

15 May 07

(10) Ensure all small and geographically separated units are supported.

(11) Be readily available and equipped to give assistance to Service members family members, civilians, and retirees to include acting as an official to administer oaths.

(12) Administer oaths only in connection with voting registration and voting.

(13) Obtain and expeditiously disseminate voting information and related materials, such as the SF-76 and SF 186. Ensure materials are available in sufficient quantities to furnish registration and ballot request support for all elections. Use of electronic forms is highly encouraged. Most materials are available on the NVAP Web site.

(14) Conduct a command level voting assistance program evaluation at the conclusion of every election year and forward evaluation to CO or OIC for review. Maintain the evaluation on file for 3 years. An electronic copy shall be forwarded to the cognizant IVAO and the NVPM.

(15) Publicize election and voting awareness throughout the command utilizing INDOC, GMT, POD notes, posters, reader boards, SITE TV or any other medium available. Ensure Command websites have an active link to the Navy Voting Home Page.

(16) Conduct voting information workshops annually within the command (training to include activated Reserve component personnel). Basic training and command courses shall instruct absentee registration and voting, and make available voting information, supplies, and personal assistance.

(17) Ensure Absentee Voting Registration and training is embedded into the Pre-deployment checklists and procedures for all hands and their family members.

(18) Ensure Command Check-in procedures include the VAO and that all personnel and their dependents under PCS orders are given an SF-76 in either hard copy or electronic format.

(19) Ensure VIMS is updated when any changes occur to the contact information.

15 May 07

5. Evaluation.

a. Echelon 2 commands shall provide NVAP results of completed inspections and assessments performed under paragraph 4.d(3) after each inspection, but not later than 15 December of each year.

b. Per Reference (a) NAVINSGEN will review the Voting Assistance Program annually at every level of command to ensure compliance with DoD and Navy regulations and public law and submit their reports to the DoD Inspector General by January 31 of the following year the.

6. Definitions. Definitions used in this instruction are defined in enclosure (2).

7. Point of Contact. 1-866-827-5672 or E-Mail [vote@navy.mil](mailto:vote@navy.mil).

8. Reports and Forms.

a. Reporting requirement contained here-in are exempt from reports control per SECNAVINST 5214.2B.

b. SF-76 Registration and Absentee Ballot Request - Federal Post Card Application, SF-186 Federal Write-in Absentee Ballot, and Federal Voting Assistance Guide, are available on the NVAP and FVAP Web sites or may be obtained using requisitioning procedures contained in Navy Forms Online at <http://forms.daps.dla.mil>.



M. E. LOOSE  
Vice Admiral, CEC, U.S. Navy  
Deputy Chief of Naval Operations  
(Fleet Readiness and Logistics)

Distribution:  
Electronic only, via Navy Directives Website  
<http://doni.daps.dla.mil>



15 May 07

## 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
8. Has the VAO ensured the command telephone directory includes the telephone numbers for VAOs?
9. 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
10. If required, did the command establish a well-advertised and fixed location where absentee voting materials and assistance are available? Y/N
11. 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
12. Did the VAO have adequate time to perform their duties? Y/N

ENCL(1)

15 May 07

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

ENCL(1)

15 May 07

## DEFINITIONS

1. Assistant Voting Assistance Officer (AVAO). A service member in any pay grade designated to assist the Unit or Installation Voting Officer in the discharge of voting duties.
2. Eligible Voter. A Uniformed Services voter is defined as active duty members of the Uniformed Services or Merchant Marines, including family members, who are absent from the place of residence where they are otherwise qualified to vote, or an "overseas voter" defined as an absent Uniformed Services voter who, by reason of active duty or service, is absent from the United States on the date of the election involved, or persons who reside outside the United States and are qualified to vote in the last place in which they were domiciled before leaving the United States, or persons who reside outside the United States and (but for such residence) would be qualified to vote in the last place in which they were domiciled before leaving the United States.
3. Federal Office. The Office of the President and the Vice President; Presidential Elector; Member of U.S. Senate, Member of U.S. House of Representatives; Resident Commissioner from Commonwealth of Puerto Rico; or Delegate from American Samoa, District of Columbia, Guam, or the Virgin Islands.
4. Installation Voting Assistance Officer (IVAO). A uniformed service member or civilian O4/GS-12 or above responsible for voter communication of all units stationed within or attached to the installation.
5. Local Election. An election for candidates for a local office, such as municipal, county, township or village elections, or referendums of local interest.
6. Navy Voting Action Officer (NVPM). An individual assigned by the Senior Navy Voting Representative, GS-12 or above or a service member in pay grade O4/E8 or above who manages the NVAP.

ENCL(2)

15 May 07

7. Senior Navy Voting Representative (SNVR). A uniformed officer of general or flag rank responsible for implementation and management of the NVAP.
8. Official Survey. A survey of citizens covered under reference (b) as required for report to the President and Congress.
9. Poll. Any request for information, which requires or implies the necessity of an answer, with the intent being to report or publish compiled results of the answers obtained.
10. State Election. Any election held solely, or in part, for selecting, nominating, or electing any candidate for any State office, such as governor, lieutenant governor, attorney general, or State legislator, or on issues of Statewide interest.
11. Unit Voting Assistance Officer (UVAO). A service member in pay grade O2/E7/GS-7 or above responsible for the unit or command levels voting assistance program.
12. Voting Residence. The legal residence or domicile in which the voter is registered to vote.