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HQ, U.S. Army Installation Management Command
Fort Sam Houston, TX
162213Z DEC13

OPERATIONS ORDER 14-011: Installation Management Command (IMCOM) Voting Assistance Program (U)

Refs: (a) (U) AR 608-20, Army Voting Assistance Program, dtd 28 Oct 04
(b) (U) Department of Defense Instructions 1000.04, Federal Voting Assistance Program, dtd 13 Sep 12
(c) National Defense Authorization Act of FY 2010 (NDAA)

(U) Time Zone Used Throughout the Order: Zulu.

1. (U) **SITUATION**. IAW refs (a) through (c) above, all HQ, IMCOM subordinate commands will participate in the Voting Assistance Program to assist Soldiers, Civilians and Families in exercising their constitutionally guaranteed right to vote.

2. (U) **MISSION**. IMCOM executes Voting Assistance as a visible and sustainable enduring mission in order to assist Soldiers, Families and Civilians in exercising the right to vote and ensure compliance with DoDI 1000.04.

3. (U) **EXECUTION**.

3.A. (U) **Commander's Intent**. This action supports IMCOM Line of Effort (LOE) One: Soldier, DA Civilian and Family Readiness. It is my intent that IMCOM execute voting assistance as an enduring sustainable Garrison mission and provide voting assistance officers at all levels, in order to ensure that Soldiers and their eligible Family members, Civilian employees, contractors, retirees, and any other eligible voter, exercise their right to vote. Command support at all levels is critical and essential in the implementation of the Voting Assistance Program. This mission will be considered complete when all Garrisons are in compliance with refs (a) through (c) above, the Army Voting Action Plan and the reporting requirements of this OPORD.

3.B. (U) **Concept of Operations**. Garrison Commanders will appoint, on orders, a Voting Assistance Officer and establish a voting assistance office with a dedicated phone and email address in order to ensure that Soldiers, DA Civilians and Family members are afforded the opportunity to exercise their right to vote. Annex A, Measures of Success Template, is provided to establish a monthly report in order to allow situational awareness of voter participation and to ensure that all are in compliance with ref (b), the Federal Voting Assistance Program. IMCOM Regions are requested to monitor Garrison voting assistance programs and solicit feedback on program improvements.

UNCLASSIFIED

UNCLASSIFIED

OPERATIONS ORDER 14-011: Installation Management Command (IMCOM) Voting Assistance Program (U)

3.C. (U) Tasks to Subordinate Units.

3.C.1. (U) IMCOM Region Directors. (CE, AT, PA, EU)

3.C.1.A. (U) See Coordinating Instructions.

3.C.1.B. (U) Oversee and ensure that Garrisons submit measures of success, using Annex A, to HQ, IMCOM POC listed in para 5.C.1. NLT the 8th of each month.

3.C.2. (U) U.S. Army Garrisons. (All)

3.C.2.A. (U) See Coordinating Instructions.

3.C.2.B. (U) Provide measures of success, using Annex A, to HQ, IMCOM POC listed in para 5.C.1. NLT the 8th of each month.

3.C.3. (U) Commander, AEC.

3.C.3.A. (U) See Coordinating Instructions.

3.C.3.B. (U) Provide measures of success, using Annex A, to HQ, IMCOM POC listed in para 5.C.1. NLT the 8th of each month.

3.C.4. (U) HQ, IMCOM G-Staff. (G1)

3.C.4.A. (U) See Coordinating Instructions.

3.C.4.B. (U) Provide support to AT and CE Regions in the collection of data regarding the Voting Assistance Program.

3.C.4.C. (U) Ensure that the AT and CE Region HR representative is kept abreast of respective Garrisons actions in the execution of this mission.

3.D. (U) Coordinating Instructions.

3.D.1. (U) This order is effective upon publication.

3.D.2. (U) Direct Liaison Authorized (DIRLAUTH) is granted to all commands, units, and staff sections to take necessary actions in support of the execution of this order. At the direction of G1, participate in or take action in support of activities, meetings, and/or conferences required to successfully execute this order.

3.D.3. (U) G1 may grant requests for exemptions to the instructions in this order or suspense extensions on a case by case basis.

UNCLASSIFIED

UNCLASSIFIED

OPERATIONS ORDER 14-011: Installation Management Command (IMCOM) Voting Assistance Program (U)

3.D.4. (U) Ensure that voting assistance is included in the administrative in-processing and out-processing activities required of assigned and attached personnel.

3.D.5. (U) Ensure that uniformed services members, their voting-age dependents and overseas DoD Civilians are provided voting assistance at the Installation Voting Assistance Office (IVAO), including the opportunity to update their voter registration information through the submission of a revised SF 76, "Federal Post Card Application (FPCA)," or National Mail Voter Registration Form.

3.D.6. (U) Ensure that voting assistance is provided to all personnel, military and Civilian, reporting for duty on the Installation, departing, deploying for six months, or longer, and redeployment.

3.D.6.A. (U) Ensure that SF 76s are used to notify local election officials of the change of mailing address for absentee ballot delivery purposes.

3.D.7. (U) Ensure that written information is provided on voter registration and absentee ballot procedures. Specifically, provide the applicant an SF 76, SF 186, "Federal Write-In Absentee Ballot" (if applicable), or the National Mail Voter Registration Form.

3.D.7.A. (U) Ensure SF 76 and SF 186, if applicable, are provided to absent uniformed services personnel and their Family members, within and outside of the United States, and to Federal Civilian employees and other U.S. citizens who have access to an IVAO outside the United States.

3.D.7.B. (U) Ensure the National Mail Voter Registration Form is provided to Federal Civilian employees and other U.S. citizens who have access to the IVAO within the United States and to uniformed services voters who currently reside in their voting districts.

3.D.8. (U) Ensure that direct assistance is provided to individuals in completing the forms necessary to register to vote, update voter registration information and request absentee ballots.

3.D.9. (U) Collect from the voter and transmit the completed SF 76 or National Mail Voter Registration Form for the applicant, within five calendar days of receipt, to the appropriate local election office.

3.D.10. (U) Ensure all IVAO complete Federal Voting Assistance Program (FVAP) training before assuming the duties of the IVAO.

3.D.11. (U) Ensure that the IVAO has an email address and voicemail capability.

UNCLASSIFIED

UNCLASSIFIED

OPERATIONS ORDER 14-011: Installation Management Command (IMCOM) Voting Assistance Program (U)

3.D.12. (U) Additional guidance on funding and position descriptions will be provided via FRAGO to this order.

4. (U) **SUSTAINMENT**. None.

5. (U) **COMMAND AND CONTROL**.

5.A. (U) Command.

5.A.1. (U) IMCOM G1 is the lead element for this action and all others are in support.

5.B. (U) Control. None.

5.C. (U) Signal.

5.C.1. (U) Primary IMCOM G1 Action Officer is Mr. Farrell Martin, comm: 210-466-0331; email: Farrell.k.martin.civ@mail.mil.

5.C.2. (U) The alternate IMCOM G1 Action Officer is Ms. Marcia Sierra-Williams, comm: 210-466-0408; email: Marcia.e.sierra-williams.civ@mail.mil.

5.C.3. (U) Acknowledge receipt of this OPORD to IMCOM G1 POC para 5.C.1.

ACKNOWLEDGE:

FERRITER
LTG
Commanding

OFFICIAL:

KAUZLARICH
COL
G3

ANNEXES:

A – (U) Measures of Success Template

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Commanders, USAGs (All)

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