

ARMY VOTING ACTION PLAN 2014

REFERENCES

- A. 42U.S.C. § 1973ff (1986), Uniformed and Overseas Citizens Absentee Voting Act, certified current as of 28 December 2010.
- B. Memorandum, Under Secretary of Defense (Personnel and Readiness), (USD(P&R)), 19 September 2007, subject: Guidance on Implementing Voting Assistance Programs.
- C. National Defense Authorization Act for Fiscal Year 2010.
- D. Department of Defense Directive 1000.04, Federal Voting Assistance Program, 14 April 2004 and certified current as of 13 September 2013.
- E. Department of Defense Directive 1344.10, Implementation of the National Voter Registration Act, 16 November 1994, certified current as of 21 November 2003.
- F. AR 608-20, Army Voting Assistance Program, 28 October 2004.
- G. ALARACT 2014 Army Voting Assistance Program.

APPENDIXES

- A. Army Measures of Success Report
- B. 2013-2014 Army VAO Workshop Schedule

I. PURPOSE

This plan delineates specific actions to be carried out in preparation for the 2014 mid-term elections. It also disseminates information and guidance; and coordinated tasks to be completed. This plan is in accordance with federal functions of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and the Help America Vote Act of 2002 (HAVA); DoD Directive 1000.04, Federal Voting Assistance Program (FVAP); and AR 608-20, Army Voting Assistance Program (AVAP)

II. OBJECTIVE

In accordance with AR 608-20, the personnel listed below must be provided all necessary voting information; including voting age requirements, mid-term election dates, officers to be elected, as well as absentee registration and voting procedures. The goals of the AVAP are to ensure that eligible personnel who want to vote have the

opportunity to vote and have their vote received on time. Specifically, the Army must assist:

- A. Members of the U.S. Army.
- B. Department of Army Civilians and Contractors OCONUS.
- C. Family members of (A & B) above.

III. EXECUTION

A. PHASE I - Preparation and Initiation During the Period of February - May 2014.

1. Finalize Command Voting Action Plan for 2014 and disseminate to subordinate units.
2. Encourage access to the FVAP website (www.fvap.gov) and (www.vote.army.mil) for voting information and materials.
3. Ensure ordering and procurement of Federal Post Card Applications (FPCAs), Federal Write-in Absentee Ballots (FWABs), and other voting assistance materials by each Command/Unit through the Army Publishing Directorate. Distribution of FPCAs and FWABs by e-mail or other electronic means is encouraged.
4. Ensure direct delivery by in-hand or electronic means (e-mail preferred) of FPCAs to all Soldiers, OCONUS Army Civilian employees, and eligible Family members. Ensure FPCAs and FWABs are available to Soldiers from States holding early primary elections at least 90 days, if possible, in advance of the State's primary election. Election dates are available at www.fvap.gov and at www.vote.army.mil.
5. Voting information efforts shall begin with commanding officers and VAOs conducting command information programs prior to primary elections and continuing, as necessary, to encourage Soldiers and their Family members to exercise their right to vote. Information provided shall include dates of scheduled primary and mid-term elections, State deadlines for voter registration, procedures to request an absentee ballot, actions upon the receipt of voted ballots, and the mailing deadlines established by installation. Information programs can be accomplished through various means that the command elects, but the following tools have proven helpful in the past: use of local websites; installation newspapers; and placing voting materials (with VAO's name, phone, e-mail address, and office location) in stationary locations such as libraries, medical and dental clinics, commissaries, exchanges, MWR facilities, schools,

training facilities, dining facilities, and at designated locations onboard seagoing vessels.

B. PHASE II - Registration, Ballot Request, and Absentee Voting During Period of June - November 2014. Phase II runs simultaneously with portions of Phase I.

1. Conduct “Armed Forces Voters Week” and “Overseas Citizens Voters Week” (week of June 30 - July 7, 2014). Develop programs to create voting awareness and to motivate absentee voters to participate in the mid-term election. Encourage voter assistance activities in conjunction with installation events such as Armed Forces Day, academy and school graduations. Publicize the importance of early planning well in advance of election deadlines, so the absentee voter can obtain a ballot for the general election. Publicize the last date absentee ballots can be mailed from a location can reasonably be expected to be delivered to the appropriate State and local election officials.

2. Conduct “Absentee Voters Week” (week of September 29 – October 6, 2014). Encourage all UOCAVA voters to vote and mail their absentee ballots during this week. Encourage use of the FWAB and communicate how and when to use this back-up ballot. Recommend FWAB use if the voter meets the criteria but has not received the requested regular absentee ballot in sufficient time (45 days) to vote and return their ballot to be counted. Ensure procurement and distribution of FWABs for use by Uniformed Services voters both CONUS and OCONUS and by other U.S. citizens in overseas areas. The FWAB may be used for the General election (Federal offices) under conditions specified in the 2014-2015 Voting Assistance Guide (VAG). Refer to the 2014-2015 VAG for State specific requirements.

3. Continue 2013 command information programs and dissemination of voter information. VAOs must ensure that voting materials are placed in high traffic areas on the installation (e.g., APO, ACS, main exchange, commissary, gym, and the unit orderly room).

4. With available resources, ensure privacy and access to fax machines for transmission of election materials. Permit use of DSN phones for voting assistance when it does not interfere with the mission.

C. PHASE III - Evaluation During the Period of 1 November - 31 December 2014.

1. IAW AR 608-20, assists, as requested, with post-election surveys of Soldiers and Unit Voting Assistance Officers (UVAO). Emphasize to those who receive the survey to promptly complete and submit their responses. The survey findings will be used to identify voting program problems, successes and will assist in formulating plans for future voting assistance programs.

2. Support preparation of other, yet to be specified, reports as required by the Director, FVAP and AR 608-20.

IV. RESPONSIBILITIES TO ALL

A. Review and implement the guidance in AR 608-20, and ensure subordinate commanders remain compliant with the program.

B. Disseminate the 2014 Army Voting Action Plan to subordinate units.

C. Revise command or organization directives or instructions on voting assistance as necessary to ensure compliance with the latest directions.

D. Designate a Senior Voting Assistance Officer (SVAO) within each command to coordinate the program of their subordinate units.

E. Designate UVAOs in all units with 25 or more permanently assigned members. (Appoint an additional VAO for each 50 unit members above the 25 member base). Commanders may also apply the guidance from Reference B to adjust this ratio to meet local conditions. The objective is to ensure adequate voting assistance is present for our personnel. If needed, assign an enthusiastic volunteer who is outside the rank/grade requirement rather than assigning a less than enthusiastic member who meets the criteria.

F. Ensure VAOs have received training prior to assuming duties as the UVAO. Command, Installation, and Unit VAOs should attend a FVAP workshop during even numbered years with Federal Elections. If the FVAP workshop is not available, VAOs can also meet training requirements on-line via the FVAP web-based training at www.fvap.gov.

G. In accordance with AR 608-20, establish the evaluation criteria at the time of appointment for VAO performance within their command and ensure that VAO evaluation reports reflect how well they perform their voting assistance duties. Commanders should reference AR 608-20, para 2-15, for suggested criteria and reference this in the appointment memorandum.

H. Provide command emphasis and support to the AVAP on a continuous basis to give each Soldier the opportunity to vote in person or by absentee ballot.

I. Generate and maintain a directory containing names, e-mail addresses and office telephone numbers of all UVAOs within 30 days of the release date of the Army Voting Action Plan. This directory must be updated as changes occur. E-mail addresses for VAOs shall be standardized in the form.

J. Establish a link to the Army Voting Website www.vote.army.mil on command homepages to provide VAOs with easy access to the latest voting information. Report link to Army Voting Action Officer.

K. Work through the local PAO to maintain public awareness, and produce a Voting Public Service Announcement of their senior leader(s) to increase voter awareness and encourage Soldiers, OCONUS Army Civilians, and eligible Family members to register, so they can vote.

L. The Army Voting Action Officer has released the FVAP workshop schedule to the SVAOs. The Workshop listing can be found at www.vote.army.mil in 2014. Refer to (Appendix B).

M. Ensure unit level voter contact data collection and tracking procedures meet AVAP goals and there are no violations of laws. Measures of Effect and Performance are sent to unit higher headquarters. Higher headquarters will report the data to the Army Voting Action Officer by the 10th of each month.

N. Provide input for "After Action Report" NLT 15 December 2014 to the Army Voting Action Officer, rachel.r.gilman.civ@mail.army.mil, summarizing successes and/or problems experienced in the conduct of the program. The format of the report will be provided by the Army Voting Action Officer upon receipt from FVAP.

O. Assist in conducting a survey of Soldiers, OCONUS Army Civilian employees, and UVAOs in the manner specified by DoDD 1000.04 following the general elections.

P. VAOs should provide assistance during Soldier Readiness Processing (SRP), as it provides an opportunity to reach 100% of assigned personnel.

Q. VAO's should be aware of special State or local run-off elections in the event they occur.

V. RESPONSIBILITIES OF COMMANDS

A. Headquarters Department of the Army Field Activities:

The Office of the Administrative Assistant to the Secretary of the Army (OAA SA), Human Resources Management Division (HRMD) must appoint a VAO to provide assistance to assigned Soldiers and eligible Family members as prescribed by AR 608-20. Appointed VAOs are responsible will collect and consolidate all reports from HQDA activities and forward the reports to HQDA Army Voting Action Officer, rachel.r.gilman.civ@mail.mil.

B. The Department of the Army Inspector General

1. Review the AVAP annually at every level of command to ensure compliance with DoDD 1000.04, AR 608-20, and public law. Inspectors General will determine whether UVAOs are appointed, trained, and have sufficient resources to provide voting assistance.

2. Department of the Army Inspector General (DAIG) will submit a report to the DoD Inspector General by 31 January 2014 as prescribed by AR 608-20.

C. IMCOM/AMC/FORSCOM

1. National Defense Authorization Act (NDAA) for Fiscal Year 2010 requires each Service to establish a National Voter Registration Act Agency on each installation. DoDD 1000.04 States the Installation Voter Assistance Office (IVAO) shall be designated as a voter registration agency and authorizes commanders to assign these responsibilities to the IVAO. Installation commanders must allocate such additional resources as they deem necessary to fulfill these requirements.

2. IAW DoDD 1000.04, appoint in writing, a collateral duty IVAO at the GS-12 grade level (or equivalent) at each installation reporting to the installation commander. The appointment will be for the duration of the election period beginning January 2014 and ending April 30, 2015. The IVAOs will monitor and assist all VAOs and coordinate all voting projects on the installation.

3. Ensure a SVAO is designated to represent the installation and introduce the program at each installation for FVAP training workshops and orientations.

4. Emphasize attendance of the FVAP Workshop to every VAO stationed at the installation.

D. COMMANDER TRADOC

1. Ensure recruits are provided FPCAs during their basic training as prescribed by AR 608-20.

2. Provide voting assistance to trainees/students to register and to vote as prescribed by DoDD 1000.04.

3. As prescribed by DoDD 1000.04, maintain statistical information and records on voter registration assistance.

4. Basic training and command courses emphasize and advertise voting assistance programs.

5. Provide a quarterly report of statistical data to the HQDA Voting Action Officer, rachel.r.gilman.civ@mail.mil, for submission to FVAP.

E. U.S. ARMY RECRUITING COMMAND

1. Recruitment personnel are informed of policies and received training to carry out voter registration assistance.

2. As prescribed by DoDD 1344.13, maintain statistical information and records on voter registration assistance.

3. Provide a quarterly report of statistical data to HQDA Voting Action Officer, rachel.r.gilman.civ@mail.mil, for submission to FVAP.

F. DIRECTOR ARMY NATIONAL GUARD

IAW DoDD 1000.04, direct all State Adjutants General to support the AVAP and comply with AR 608-20 during all federally scheduled elections.

VI. RESPONSIBILITIES OF VAOs

A. Installation Voting Assistance Officers

IAW DoDD 1000.04, IVAOs will perform the duties of a National Voter Registration Agency (NVRA). The office shall:

1. Be included in the pre-existing processing activities of reporting personnel.
2. Provide written information on voter registration procedures and absentee ballot procedures, including absentee voting material and voting assistance to all Soldiers, eligible Family members, and OCONUS DA Civilian employees, to include internet access, where practicable.
3. Provide the opportunity and assistance to request voter registration, update the individual's voter registration information by completing an FPCA and request absentee ballots.
4. Provide the FPCA to all Soldiers, their eligible Family members CONUS and OCONUS, and, Army DA Civilian employees who request voting assistance. CONUS Army Civilian employees shall be provided the National Voter Registration Form. The form can be downloaded via www.eac.gov/.
5. Provide assistance to these citizens in completing the provided forms.

6. Mail the completed FPCA/FWAB to the appropriate State office, if requested by the citizen.
7. Publish the location, address, hours of operation, phone number, and e-mail address for the IVAO on installation and Service voting websites.
8. IAW MILPER message 07-341, coordinate and lead all installation voting matters, including but not limited to setting up installation voting workshops, special emphasis weeks, displaying banners and other promotional material.
9. Incorporate the services of the local Public Affairs Officer, Staff Judge Advocate, Publication Account Manager, and the communications and message centers to publicize the opportunity to register to vote.
10. Provide voting assistance to eligible Family members on the installation by leveraging the Army Community Service Office, Family Readiness Support Assistance (FRSA), and other Family Readiness Groups (FRG).
11. Include a FPCA and FWAB as part of the in- and- out processing package for the installation.
12. Advertise and widely publicize FVAP voting workshops on the installation and neighboring installations to ensure maximum participation.
13. Conduct local voting workshops and program orientations to train VAOs, if VAOs cannot attend FVAP workshops. The workshops should include the basic understanding of the absentee voting process and how to complete FPCAs and FWABs.
14. Train Service members on Absentee registration and voting procedures.
15. Ensure SVAO/IVAO contact information is listed with military installation telephone operators and installation websites.

B. Senior Voting Assistance Officers

1. As prescribed by AR 608-20, manage the voting assistance program within their respective command and ensure that voting continuity folders are maintained by UVAOs.
2. Provide advice and direct voting support within their commands and support major events that their command is the lead. SVAOs may consult the Army Voting Action Officer for voting guidance or information as needed.
3. Conduct voting workshops and program orientations to train VAOs, if VAOs

cannot attend FVAP workshops.

4. Submit to the Army Voting Action Officer, rachel.r.gilman.civ@mail.mil, a consolidated monthly “Measures of Success” Report for their respective command. See Appendix “A” for requirements. Include in the remarks section of the monthly report in narrative format, any examples of special events the command plans to conduct to educate and provide Soldiers and eligible Family members with the opportunity to register to vote. The report is due NLT the 10th of each month.

5. Conduct “Armed Forces Voters Week” and “Overseas Citizens Voters Week” (week of June 30 - July 7, 2014).

6. Establish within all Command a VAO network and communications capability to quickly disseminate voting information throughout the Command as prescribed by AR 608-20.

7. Administer the AVAP on a non-partisan basis. VAOs should contact the local Staff Judge Advocate office for advice on compliance with the AVAP.

8. Encourage subordinate VAOs to advise voters to electronically transmit voting materials to their local election officials. (State dependent)

9. Ensure contact information is provided to the IVAO.

C. Voting Assistance Officers

1. As prescribed by AR 608-20, attend a FVAP Workshop within 90 days of appointment. Training can also be completed via CD-ROM, on-line, and or attending a Service workshop. The preferred method of training is the FVAP workshop, however, each method provides the VAO with the knowledge needed to perform their duties successfully. Access on-line training via www.fvap.gov. UVAO’s should be trained before assuming duties of a UVAO. Refer to (Appendix B) for the FVAP workshops that will be held on Army installations.

2. Encourage personnel on permanent change of station orders to submit a FPCA to inform their local election office of their new address. VAOs should advise voters to indicate on their FPCA if they desire to be notified of all elections.

3. Return “Undeliverable as Addressed” voting materials to the Army post office immediately to be redirected to the correct address. VAOs will utilize all available resources to obtain the correct forwarding address for voting materials.

4. Ensure in hand or electronic delivery of FPCAs to all uniformed absentee voters, OCONUS Army Civilians and their eligible Family members no later than 15 January of each year.

5. Deliver the FPCA no later than 15 August of even numbered years to those serving OCONUS and no later than 15 September of even numbered years to those serving CONUS locations.

6. Ensure contact information is listed on voting posters throughout the installation.

7. Make contact with the Unit Family Support Assistant (FRSA) to provide voting assistance to eligible Family members.

NOTE: Additional reports may be required and instructions will be forwarded separately

VII. VOTING MATERIALS AND SERVICES

A. FVAP Website. Located at www.fvap.gov, this site provides an overview of FVAP as well as electronic access to many of the materials listed in this section. In addition, this site provides election information, access to the on-line FPCA, and links to State government home pages and other sites with election information and results.

B. Army Website. Located at www.vote.army.mil, this site provides Army specific information to VAOs as well as information from FVAP. VAOs should visit the website weekly for updated guidance.

C. 2014-2015 Voting Assistance Guide (2014-2015 VAG). A reference guide for VAOs providing a summary of State-by-State absentee voting procedures.

D. VAO Training and Certification. Training can be completed by attending workshops or online. Training can be found at www.fvap.gov.

E. Posters. 2014 voting posters are available for use by the VAOs. Initial requirements for posters will be coordinated by the HQDA Voting Action Officer with the SVAO of each command. The posters should be ordered by the unit publications officer upon receipt in the U.S. Army Publications warehouse.

F. News Articles and Features. News and feature articles on the Voting Assistance Program emphasizing primary elections, "Overseas Citizens Voters Week," "Armed Forces Voters Week," and Federal scheduled elections will be released to Army media outlets.

G. Social Media. The FVAP is available on social networking sites like Facebook, LinkedIn, and Twitter. FVAP is using social networking to share important absentee voting deadlines and procedures, and to collaborate with voters on improving the absentee voting process. Local election officials, military and overseas citizens, and voting assistance officers can follow FVAP for important updates on absentee voting.

Army Voting can also be found on Facebook (Army Voting) and Twitter (U.S. Army Voting).

H. Ombudsman Service. FVAP provides an Ombudsman Service for both the voter and local election officials to resolve problems which cannot be solved locally or answer questions concerning procedures for registration and ballot requests, including the timely receipt of ballots. Soldiers and local election officials may call for assistance using the international toll-free numbers below, and contained on the inside back cover of the 2014-2015 Voting Assistance Guide. The toll-free number for citizens in the United States and Canada is 1-800-438-VOTE (8683). Assistance is available during normal business hours, Eastern Time, or a recorded message may be left at other times. International toll-free telephone numbers are listed on the FVAP website www.fvap.gov.

I. Federal Post Card Application (FPCA) for Registration and Absentee Ballot Request (Standard Form 76).

1. The FPCA, a postage-paid form authorized by law for use by persons covered by the UOCAVA. The FPCA was revised in 2013.

2. Because there are differences in treatment accorded to the FPCA by the various States and other jurisdictions, the 2014-2015 Voting Assistance Guide should be consulted to determine how each particular jurisdiction authorizes use of the FPCA.

J. Federal Write-In Absentee Ballot (FWAB) (Standard Form 186).

1. The FWAB is authorized by law and may be used in general elections and Federal office by UOCAVA voters who make a timely application for, and do not receive a regular absentee ballot in time to vote and return it.

2. The request for a regular absentee ballot must be received by the local election official at least 30 days before the general election or the State deadline, whichever is later. Some States may allow its use in primary and run-off elections. Consult the 2014-2015 Voting Assistance Guide for more information.

3. If voters receive their regular State absentee ballot after they have submitted the FWAB, voters should vote and return the ballot immediately. If the regular State absentee ballot arrives before their State's deadline, the State will count that ballot instead of the FWAB. Refer to the 2014-2015 Voting Assistance Guide for more information.

Appendix A

Federal Voting Assistance Program- Measures of Success Installation Voting Assistance Offices

PLEASE SEE VOTING ACTION OFFICER FOR FINAL METRICS

1. Number of Military Personnel Assisted
 - Voter Registration Requests
 - Absentee Ballot Requests
 - FWAB Requests
 - Change of Address Notifications
2. What was the status of those Military personnel assisted?
 - Number of those personnel PCSing
 - Number pre-deploying
 - Number post-deployment
 - Number On-demand requests
 - General Voting Information Provided
3. Number of Military Dependents Assisted
 - Voter Registration Requests
 - Absentee Ballot Requests
 - FWAB Requests
 - Change of Address Notifications
4. What was the status of those Dependents assisted?
 - Number of those PCSing
 - Number pre-deploying
 - Number post-deployment
 - Number On-demand requests
 - General Voting Information Provided
5. Number of Federal Employees Assisted
 - Voter Registration Requests
 - Absentee Ballot Requests
 - FWAB Requests
 - Change of Address Notifications
6. What was the status of those Federal Employees assisted?
 - Number of those PCSing
 - Number pre-deploying
 - Number post-deployment

- Number on-demand requests
- General Voting Information Provided

7. Number of non-Federal Civilian Employees and Civilian Employees & Contractors (public) Assisted

- Voter Registration Requests
- Absentee Ballot Requests
- FWAB Requests
- Change of Address Notifications

8. What was the status of those non-Federal Civilian Employees assisted?

- Number of those personnel PCSing
- Number pre-deploying
- Number post-deployment
- Number On-demand requests
- General Voting Information Provided

9. Number of Total Persons Assigned to the IVA Office?

10. Number of full-time Employees

- Grade
- Military/Civil Service Contractor
- Hours per month
- Temporary Personnel-As assigned-Hours per month

UNIT VOTING ASSISTANCE OFFICERS

1. Number of Military Personnel Assisted
 - Voter Registration Requests
 - Absentee Ballot Requests
 - FWAB Requests
 - Change of Address Notifications

2. What was the status of those Military personnel assisted?
 - Number of those personnel PCSing
 - Number pre-deploying
 - Number post-deployment
 - Number On-demand requests
 - General Voting Information Provided

3. Number of Military Dependents Assisted
 - Voter Registration Requests
 - Absentee Ballot Requests
 - FWAB Requests
 - Change of Address Notifications

4. What was the status of those Dependents assisted?
 - Number of those PCSing
 - Number pre-deploying
 - Number post-deployment
 - Number On-demand requests
 - General Voting Information Provided

5. Number Reporting Being Trained within 90 days of assignment as VAO
 - Number trained by formal FVAP workshop
 - Number trained by Service provided workshop
 - Number trained online

6. UVAOS's report distribution of voting assistance message 30, 60, 90 days prior to a Federal election.

Appendix B

Workshop Schedule

**Important Dates for Unit Voting Assistance Officers
Insert**