



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ALASKA
724 POSTAL SERVICE LOOP #5000
JOINT BASE ELMENDORF- RICHARDSON, ALASKA 99505-5000

JUL 8 2011

APVR-RAG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USARAK 2011-12 Voting Action Plan

1. References:

- a. AR 608-20, Army Voting Assistance Program, 28 Oct 04.
- b. 2010-2011 Voting Assistance Guide.
- c. Federal Voting Assistance Program (FVAP) Website <http://www.fvap.gov>.
- d. DoD Directive 1000.04, Federal Voting Assistance Program, 14 Apr 04 (Certified 23 Apr 07).
- e. Uniformed and Overseas Citizens Absentee Voting Act, 28 Dec 10.
- f. National Defense Authorization Act for Fiscal Year 2011.
- g. DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty, 19 Feb 08.
- h. USD (P&R) Memorandum, Guidance on Implementing Voting Assistance Programs, 19 Sep 07.
- i. DoD Directive 1344.13, Implementation of the National Voter Registration Act, 16 Nov 94.

2. This memorandum endorses my support of the Army's Voting Assistance Program. Enclosed is the Voting Action Plan for USARAK.

3. All commanders are required to appoint a Unit Voting Assistance Officer (UVAO) in accordance with AR 608-20, para 2-14 & 15. The UVAOs must be a SFC/1LT or above. All USARAK units are required to comply with the policies and guidance in the attached USARAK 2011-12 Voting Action Plan. Commanders/UVAOs should be knowledgeable of all references, including Prohibited Practices in accordance with AR 608-20, para 5.

4. The point of contact for the Voting Action Plan is MAJ Kearley at 384-9341 or kelvin.f.kearley@richardson.army.mil.

4 Encls

1. USARAK Voting Action Plan
2. Appendix A Monthly Status Report
3. Appendix B Program CIP Checklist
4. Appendix C Guidance in Implementing Programs


GARY A. AGRON
COL, GS
Chief of Staff

USARAK VOTING ACTION PLAN

1. References/Materials.

- a. AR 608-20 Army Voting Assistance Program, 28 Oct 04.
- b. 2010-2011, Voting Assistance Guide.
- c. Federal Voting Assistance Program (FVAP) website <http://www.fvap.gov>.
- d. DoD Directive 1000.4, Federal voting Assistance Program, 14 Apr 04.
- e. DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty, 19 Feb 08.
- f. USD (P&R) Memorandum, Guidance on Implementing Voting Assistance Programs, 19 Sep 07.
- g. Uniformed and Overseas Citizens Absentee Voting Act, 28 Dec 10.
- h. DoD Directive 1344.13, Implementation of the National Voter Registration Act, 16 Nov 94.
- i. National Defense Authorization Act for Fiscal Year 2010.

2. Materials required for the Unit Voting Assistance Officer (UVAO). These materials listed below may be ordered from your local Publication Center and are available at the FVAP website (<http://www.fvap.gov/index.html>). Specific Ordering instruction may be obtained by calling your local Publication Centers: JBER 384-3805, Fort Wainwright 907-353-7682.

- a. Voting Assistance Guide (VAG) explains the procedures for absentee registration and voting in each individual state as well as deadlines and addresses of election boards.
- b. SF76 Federal Post Card Application (FPCA) is a postage-free form authorized to be used by all eligible active duty Soldiers/Family members and DA civilians located overseas and their Family members. The FPCA is available on-line at the FVAP website.
- c. SF 186 Federal Write-In Absentee Ballot (FWAB) may be used in general elections for Federal offices by voters who requested a ballot from their state of legal residence at least 30 days before the general election, but did not receive an official absentee ballot. The FWAB must be received by the local election official no later than the deadline for each state as stipulated in the VAG. The FWAB is also available on-line at the FVAP website.
- d. DoD P-114 (motivational poster) and a Presidential and State Primary Election Calendar is available to post in your unit areas.

e. Prohibited Practices. The primary goal of the Army Voting Assistance Program is to actively encourage and assist Soldiers and other eligible individuals to register and vote without violating statute or regulation. Assistance in applying these guidelines may be obtained from AR 608-20, the USARAK Voting Assistance Officer or the Staff Judge Advocate.

(1) UVAOs may only distribute information pertaining to the absentee voting process. They are strictly prohibited from distributing any campaign material or any literature of a partisan nature.

3. Responsibilities.

a. USARAK G1 is the Senior Voting Assistance Officer (SVAO) for the command. The G1 will:

(1) Ensure each major subordinate command (MSC) appoints a Senior VAO (MAJ/SG-12 or above) and Alternate VAO and maintain a copy of each appointment memorandum. Maintain a list of MSC SVAOs which include the following information: grade, name, e-mail address, phone number (DSN and commercial), and the date of completed FVAP voting assistance training (on-site or on-line).

(2) Ensure MSC SVAOs complete FVAP training within 30 days of appointment.

(3) Coordinate and ensure the distribution of voting materials to local distribution centers.

(4) Establish a communication network to quickly disseminate voting information throughout the command.

(5) Monitor MSC's voting programs and ensure compliance with DA directives.

(6) Establish a "Voting Action Line" to provide a rapid response to voting problems as they arise. Notify the installation operator of this phone number.

b. All Commanders (Brigade to Detachment level):

(1) Appoint, in writing, a VAO (1LT/SFC or above) in all units with 25 or more personnel. Appoint another VAO for every additional 50 Soldiers in the unit. Ensure all Soldiers know the name of their UVAOs.

(2) Ensure each UVAO has a certificate of training within 30 days of appointment. Training for UVAOs is available by accessing FVAP online training at www.fvap.gov.

(3) Provide UVAOs the necessary time and resources to perform their voting assistance duties.

(4) Provide all Soldiers the opportunity and assistance to vote. It is illegal to use military authority to influence anyone to vote or not to vote. Ensure Soldiers and their eligible Family members have ready access to absentee voter registration, state deadlines, and assistance as necessary.

(5) Train all Soldiers on absentee registration and voting procedures. Provide training and voting assistance to units preparing for deployment.

(6) Encourage personnel on permanent change of station orders to submit a FPCA to inform their local election office of their new address. Remind Soldiers to send in a new FPCA whenever their mailings address changes. Otherwise, their absentee ballot will be mailed to an incorrect address.

(7) Establish and maintain a continuity folder to include applicable reference materials, appointment orders, and certificates of training.

(8) Ensure UVAOs are formally evaluated (OER/NCOER/appraisal) on the way they perform their voting assistance duties.

APPENDIX A

APPENDIX B

USARPAC Voting Assistance Program CIP Checklist

References: AR 608-20, Army Voting Assistance Program, Chapter 2, 28 Oct 04
 AR 600-20, Army Command Policy, Chapter 5, 22 Feb 09
 Voting Assistance Guide (current program year)

QUESTIONS	YES	NO	N/A	REMARKS
1. Has the MSC Commander appointed, in writing, a Senior Voting Assistance Officer (SVAO) that holds the minimum rank of MAJ/GS-12?				
2. Has the MSC Commander appointed, in writing, a senior member of his staff to serve as an Alternate VAO?				
3. Has the Brigade/Battalion Commander appointed, in writing, a primary and alternate SVAO for the brigade/battalion? This responsibility should not be delegated below the S-1 level.				
4. Has the Company Commander appointed, in writing, Unit Voting Assistance Officers (UVAOs) (1LT/SFC or above) in units w/25 or more Soldiers?				
5. Has the Company Commander appointed, in writing, an additional UVAO for each 50 Soldiers above the 25-member base?				
6. Have VAOs at all levels of command completed the required VAO training at an on-site FVAP workshop or via the FVAP website (http://www.fvap.gov/index.html) within 30-days of appointment?				
7. Do VAOs have a continuity folder containing, as a minimum, the following documents and publications: a. AR 608-20, Army Voting Assistance Program b. AR 600-20, Army Command Policy c. Voting Assistance Guide (current program year) d. USARPAC Voting Assistance Plan e. Appointment memo for each VAO within the unit				
8. Has a Command Voting Assistance Plan been developed, in writing, and approved by the Brigade/Battalion Commander?				

QUESTIONS	YES	NO	N/A	REMARKS
9. Has the Company Commander developed a Unit Voting Assistance Plan, in writing?				
10. Does the SVAO maintain a current roster of all UVAOs within the command (to unit level) and make it readily available to all Soldiers within the command?				
11. Have the required number of the following voting materials been requisitioned from the local Publication Center or downloaded from the FVAP website (http://www.fvap.gov/index.html)?				
a. Voting Assistance Guide (current year) - 1 for each VAO				
b. Federal Post Card Application (SF 76) - 4 for each Soldier				
c. Federal Write-in Absentee Ballot (SF 186) - 1 for each Soldier				
d. Election Date Posters - at least 1 for each VAO				
12. Are voting materials and information posted in a highly visible area and Soldiers made aware of their availability?				
13. Did the VAO conduct direct delivery of a Federal Post Card Application (FPCA) (SF 76) to all assigned Soldiers NLT 15 Jan of the current year?				
14. Is a FPCA given to each Soldier when they in-process to the unit?				
15. Does the VAO understand how to complete the FPCA?				
16. Does the VAO understand the criteria for use of the Federal Write-in Absentee Ballot (SF 186) and how to complete it?				
17. Has the unit scheduled and conducted at least one briefing for all unit personnel within the past 12-month period?				
18. Has the unit conducted at least one voting-related activity in conjunction with the Army Voter Registration Month?				
19. Have VAOs been given clear guidance concerning their duties & responsibilities and ample time and support to execute them?				
20. Has the company/detachment commander established evaluation criteria for UVAOs to ensure they are formally evaluated (OER/NCOR) on how well they performed their voting duties?				

QUESTIONS	YES	NO	N/A	REMARKS
21. Are VAOs aware they are also required to provide support for voting-age Family Members?				
22. Are VAOs replaced prior to their departure from the unit and an appointment memorandum completed to effect the change?				
23. Is there a comprehensive communication system to disseminate information to all members of the command in a timely manner?				

APPENDIX C



PERSONNEL AND
READINESS

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

SEP 13 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:

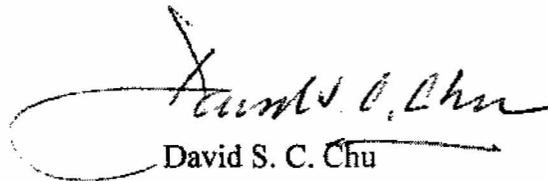
- The Directive provides guidance regarding desired rank of Voting Assistance Officers (VAO) within a unit. This guidance is not absolute and may be modified at the Service and/or unit level to meet local conditions within the Service or unit. It is preferable to assign an enthusiastic volunteer as a 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