



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

REPLY TO
ATTENTION OF:

MAR 20 2012

APVR-RAG

MEMORANDUM FOR RECORD

SUBJECT: USARAK Voting Action Plan For 2012 - 2013

1. References.

- a. AR 608-20, Army Voting Assistance Program, 28 October 2004.
- b. Federal Voting Assistance Program (FVAP) website (<http://www.fvap.gov>).
- c. DOD Directive 1000.4, Federal Voting Assistance Program, 14 April 2004, certified current as of 23 April 2007.
- d. DOD Directive 1344.13, Implementation of the National Voter Registration Act (NVRA), 16 November 1994, certified current as of 21 November 2003.
- e. Memorandum, Under Secretary of Defense (Personnel and Readiness) (USD(P&R)), 19 September 2007, subject: Guidance on Implementing Voting Assistance Programs.
- f. National Defense Authorization Act for FY 2010 (NDAA).
- g. 42 U.S.C Uniformed and Overseas Citizens Absentee Voting Act, certified current as of 28 December 2010.

2. Appendices.

- a. Template for Monthly Statistical Report.
- b. Chart of 2012 Primary Elections by State.

3. Voting Materials.

- a. The materials listed below can be obtained from the JBER Installation Voting Assistance Officer, Bob Hall, at 552-8152 or USARAK Alternate VAO, MAJ Kearley, Kelvin, at 384-9341.
- b. The Voting Assistance Guide (VAG) is the primary reference guide for use by Voting Assistance Officers (VAO). It explains the current procedures for absentee registration and voting in each state as well as deadlines and addresses of election officials.

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c. The Federal Post Card Application (FPCA) for Registration and Absentee Ballot Request (SF 76) 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.

d. The Federal Write-In Absentee Ballot (FWAB) (SF 186) 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 or the state deadline, whichever is later, but did not receive an absentee ballot from the state in time to vote and return it by the deadline stipulated in the VAG.

e. DOD 114 (a motivational poster) and posters related to the 2012 Presidential and State Primary Election Calendar should be posted in high traffic areas.

f. FVAP Website. Located at <http://www.fvap.gov>, the site provides an overview of the FVAP, provides election information, access to the on-line version of the VAG, FPCA and FWAB, and links to state government home pages and other sites with election information and results.

4. Voting Services.

a. VAO Training. Officials from the FVAP will conduct on-site workshops at select installations and on-line at <http://fvap.gov/vao/training.html>. Training for USARAK has changed to 19 May (FWA) in the theatre of bldg 1555 and 21 May (FRA) in bldg 7 at 0900 or 1300 each day.

b. Social Media. The FVAP is available on social networking sites like Facebook, LinkedIn, and Twitter. These sites are being used to share important absentee voting procedures, deadlines, and to collaborate with voters on improving the absentee voting process.

c. Ombudsman Service. The 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 in the U.S. may call for assistance at 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: <http://www.fvap.gov> and on the inside back cover of the VAG.

5. 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 your servicing Staff Judge Advocate's Office.

a. The use of lists to keep specific account of Soldiers' participating in the voting process is strictly prohibited.

b. Installation facilities will not be used for assemblies or meetings, media events, fund-raising or any social events associated with political candidates. If a current government official, who is also a candidate, is visiting the installation for official reasons, you must contact the local PAO for guidance.

c. Commanders will not support any political event which may imply association with any partisan group. UVAOs will not engage in or support any activities which could be interpreted as associating the Army with any political causes or candidates.

d. Leaders will not use their authority to influence any Soldier to vote or not to vote. This does not preclude personal discussions of political issues or candidates; however, leaders must be cautious not to display undue influence over subordinates during such conversations.

e. The types of voting literature which UVAOs can distribute is very limited.

(1) DOD policy prohibits UVAOs from distributing ANY campaign material. They may only distribute information pertaining to the absentee voting process.

(2) Neither DOD nor DA is authorized to collect or distribute voting information of a partisan nature. Eligible voters MUST obtain this information from other sources. The FVAP Voting Reference Center <http://www.fvap.gov/reference/index.html> contains a wide range of useful absentee voting information for citizens, VAOs and election officials.

f. VAOs will not contact State officials concerning a voting matter. The FVAP is the sole DOD representative authorized to contact State voting officials.

g. Active duty Soldiers and Reserve component Soldiers on active duty are required to adhere to the policies in DOD Directive 1344.10 and AR 600-20. DA civilian employees must comply with the limitations on political activity in 5 C.F.R Part 734 and JER, Chapter 6.

6. Responsibilities.

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

(1) Ensure all subordinate units with 25 or more permanently assigned personnel have a Unit VAO.

(2) Ensure an additional VAO is appointed for each 50 personnel above the 25 member base. Commanders may also apply USD (P&R) Memorandum, Guidance on Implementing Voting Assistance Programs, 15 Sep 07 and adjust this ratio to meet local conditions. The objective is to ensure adequate voting assistance for ALL personnel.

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(3) Ensure contact information for UVAOs (UVAOs) is listed on voting posters and the posters are positioned in high traffic areas within the units.

(4) Ensure all VAOs complete the FVAP voting assistance training within 30 days of appointment. This may be accomplished via FVAP on-site workshops or via the FVAP website <http://www.fvap.gov/vao/training.html>.

(5) Establish evaluation criteria at the time of appointment as a VAO and ensure VAOs at all levels of command (military and civilian) are formally evaluated (NCOER/OER/appraisal) on the performance of their voting duties.

(6) Ensure adequate voting materials are available to support your subordinate units. As a minimum, each UVAO should have four FPCAs and one FWAB for each assigned Soldier and DA civilian.

(7) Ensure direct or electronic delivery of FPCAs to all uniformed absentee voters, OCONUS DA civilians and their eligible Family members by 15 Jan of each year. Distribution by e-mail or other electronic means is encouraged.

(8) Ensure the direct or electronic delivery of FPCAs NLT 15 Aug of even numbered years to those serving outside the territorial limits of the U.S. and NLT 15 Sep of even numbered years to those serving within the territorial limits of the U.S.

(9) Develop a written voting action plan for the entire command. Voting 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 in primary and general elections.

(10) Special emphasis should be placed on the absentee voting process during the events listed below.

(a) Armed Forces Voters Week and Overseas Citizens Voters Week (28 Jun – 7 Jul 12). Develop programs to create voting awareness and to motivate absentee voters to participate in the general election.

(b) Absentee Voters Week (27 Sep – 4 Oct 12). This week should be used by commanders and UVAOs to encourage Soldiers to vote and to assist those who have not already registered. Explain how and when to use the FWAB (criteria is specified in the VAG) and encourage its use by those voters who meet the criteria. If an official ballot is received subsequent to the submission of the FWAB, it should also be completed and returned to the State immediately.

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(c) Designate other days to emphasize the importance of voting. For example, Armed Forces Day, July 4th celebrations, unit organizational days, command picnics, Family Readiness Group meetings, etc.

(11) Ensure UVAOs notify all eligible voters that absentee ballots must be mailed NLT 14 - 30 days prior to the election.

(12) Evaluate the effectiveness of the program on a continual basis and ensure required reports are submitted to the USARPAC SVAO as requested by established suspense dates.

(13) Ensure a communication network is established to quickly disseminate voting information throughout the subordinate units.

(14) Ensure continuity folders are established and maintained to include applicable reference materials, appointment orders, and certificates of training.

(15) Ensure voting assistance support is provided during Soldier Readiness Processing and Personnel Asset Inventories.

(16) Ensure nonpartisan offers of assistance by on-post activities, such as Family Readiness Groups, youth organizations, veteran's organizations, and service associations, are accepted, when appropriate, and integrated into your voting program. However, these offers MUST be coordinated with your SJA prior to acceptance to ensure compliance with all provisions of law and policy.

c. Unit commanders (down to company and detachment level) will:

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

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

(3) 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.

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

(5) Remind Soldiers to send in a new FPCA whenever their mailing address changes. Otherwise, their absentee ballot will be mailed to an incorrect address.

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

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

d. Commanders of deploying units will appoint, in writing, a forward-deployed Senior VAO in the grade of MAJ or above, ensure all subordinate units with 25 or more personnel have a Unit VAO appointed in the grade of 1LT/SFC, and ensure all personnel in the area know how to contact these individuals.

e. Public Affairs will:

(1) Use internal media channels to distribute voting information provided by DOD and DA.

(2) Conduct an effective publicity plan for this campaign.

(3) Provide a link from the USARAK Homepage to the Federal Voting Assistance website.

f. Staff Judge Advocates will:

(1) Develop a working relationship with SVAOs and VAOs at all levels to ensure local voting assistance programs are legal and comply with DOD and DA regulatory guidance.

(2) Advise persons eligible to receive legal assistance on the more difficult residency questions.

7. Point of contact for this memorandum is USARAK G1 Plans and Ops at (907) 384-9341.

2 Encls

1. Monthly Report

2. 2012 primary election chart



WILLIAM P. MILLER

COL, GS

Chief of Staff

VAO Report

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UNIT	Assigned (Minus Deployed)	# VAOs Appointed (1 per 50 PAX)	VAOs Trained via:			# FPCAs Distributed			# FWABs Distributed			Info Requested by Soldiers/Family		
			On-site FVAP Workshop	FVAP Website	Not Trained	JAN	FEB	MAR	JAN	FEB	MAR	FPCA	FWAB	General Info
4-25 ABCT	700	9	0	9	0									
2 EN	1989	54	12	42	0									
Arctic Spt CMD	203	3	0	3	0									
JBER	2892	66	12	54	0	0	0	0	0	0	0	0	0	0
1-25 SBCT	583	8	0	8	0									
16 CAB	821	21	0	21	0									
FWA	1404	29	0	29	0	0	0	0	0	0	0	0	0	0
USARAK Total	4296	95	12	83	0	0	0	0	0	0	0	0	0	0

* Training numbers are carried over from previous report +/- changes

* Do not type in shaded areas.

* Include appointed VAOs down to company level

4324 deployed

3 deployed

677 deployed

3304 deployed

Send Report to Betty.Stevenson@us.army.mil

2012 Election Dates

OVER HERE, OVER THERE, DON'T DESPAIR - VOTE!

This chart lists the 2012 State primary election dates in all the States, the District of Columbia and U.S. Territories; primary runoff dates (if applicable); States with U.S. Senate races; number of U.S. Representative seats up for re-election; and Gubernatorial races. The General Election is Tuesday, November 6, 2012.

State	Presidential Primary	State Primary	State Runoff Primary (if necessary)	General Election		
				Federal		State
				U.S. Senate	U.S. Representative	Governor
Alabama	MARCH 13	MARCH 13	APRIL 24	NO	7	NO
Alaska	***	AUGUST 28	-----	NO	1	NO
American Samoa	***	-----	-----	---	1 DELEGATE	YES
Arizona	FEBRUARY 28	AUGUST 28	-----	YES	9	NO
Arkansas	MAY 22	MAY 22	JUNE 12	NO	4	NO
California	JUNE 5	JUNE 5	-----	YES	53	NO
Colorado	***	JUNE 26	-----	NO	7	NO
Connecticut	APRIL 24	AUGUST 14	-----	YES	5	NO
Delaware	APRIL 24	SEPTEMBER 11	-----	YES	1	YES
District of Columbia	APRIL 3	APRIL 3	-----	---	1 DELEGATE	NO
Florida	JANUARY 31	AUGUST 14	-----	YES	27	NO
Georgia	MARCH 6	JULY 31	AUGUST 21	NO	13	NO
Guam	N/A	SEPTEMBER 1	-----	---	1 DELEGATE	NO
Hawaii	***	AUGUST 11	-----	YES	2	NO
Idaho	MAY 15	MAY 15	-----	NO	2	NO
Illinois	MARCH 20	MARCH 20	-----	YES	18	NO
Indiana	MAY 8	MAY 8	-----	YES	9	YES
Iowa	***	JUNE 5	-----	NO	4	NO
Kansas	***	AUGUST 7	-----	NO	4	NO
Kentucky	MAY 22	MAY 22	-----	NO	6	NO
Louisiana	MARCH 24	NOVEMBER 6	DECEMBER 1	NO	6	NO
Maine	***	JUNE 12	-----	YES	2	NO
Maryland	APRIL 3	APRIL 3	-----	YES	8	NO
Massachusetts	MARCH 6	SEPTEMBER 6	-----	YES	9	NO
Michigan	FEBRUARY 28	AUGUST 7	-----	YES	14	NO
Minnesota	***	AUGUST 14	-----	YES	8	NO
Mississippi	MARCH 13	MARCH 13	APRIL 3	YES	4	NO
Missouri	FEBRUARY 7	AUGUST 7	-----	YES	8	YES
Montana	JUNE 5	JUNE 5	-----	YES	1	YES
Nebraska	MAY 15	MAY 15	-----	YES	3	NO
Nevada	***	JUNE 12	-----	YES	4	NO
New Hampshire	JANUARY 10	SEPTEMBER 11	-----	NO	2	YES
New Jersey	JUNE 5	JUNE 5	-----	YES	12	NO
New Mexico	JUNE 5	JUNE 5	-----	YES	3	NO
New York	APRIL 24	SEPTEMBER 11	-----	YES	27	NO
North Carolina	MAY 8	MAY 8	JULY 17	NO	13	YES
North Dakota	***	JUNE 12	-----	YES	1	YES
Ohio	MARCH 6	MARCH 6	-----	YES	16	NO
Oklahoma	MARCH 6	JUNE 26	AUGUST 28	NO	5	NO
Oregon	MAY 15	MAY 15	-----	NO	5	NO
Pennsylvania	APRIL 24	APRIL 24	-----	YES	18	NO
Puerto Rico	***	-----	-----	---	1 RESIDENT COMM.	YES
Rhode Island	APRIL 24	SEPTEMBER 11	-----	YES	2	NO
South Carolina	REP: JANUARY 21	JUNE 12	JUNE 26	NO	7	NO
South Dakota	JUNE 5	JUNE 5	JUNE 19	NO	1	NO
Tennessee	MARCH 6	AUGUST 2	-----	YES	9	NO
Texas	MARCH 6	MARCH 6	MAY 22	YES	36	NO
Utah	JUNE 26	JUNE 26	-----	YES	4	YES
Vermont	MARCH 6	AUGUST 28	-----	YES	1	YES
Virgin Islands	***	SEPTEMBER 11	-----	---	1 DELEGATE	NO
Virginia	MARCH 6	JUNE 12	-----	YES	11	NO
Washington	N/A	AUGUST 7	-----	YES	10	YES
West Virginia	MAY 8	MAY 8	-----	YES	3	YES
Wisconsin	APRIL 3	AUGUST 14	-----	YES	8	NO
Wyoming	TBD	AUGUST 21	-----	YES	1	NO

*** State Caucus

Note: Election information is current as of January 2012. Check your State election website or www.fvap.gov for additional details and updates.

YOUR VOTING ASSISTANCE OFFICER IS:

NAME _____
 LOCATION _____
 PHONE _____
 EMAIL _____



1-800-438-VOTE (8683)
 ABSENTEE VOTING INFORMATION AND INTERNATIONAL
 TOLL-FREE NUMBERS AVAILABLE AT
WWW.FVAP.GOV