



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY, PACIFIC  
FORT SHAFTER, HAWAII 96858-5100

REPLY TO  
ATTENTION OF

S: Various

APCG

16 April 10

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The 2010-2011 Army Voting Assistance Program within USARPAC

1. References.

- a. AR 608-20, Army Voting Assistance Program, 28 Oct 04.
- b. Voting Assistance Guide 2010-11.
- c. Federal Voting Assistance website (<http://www.fvap.gov/index.html>).

2. This memorandum outlines my intent for the USARPAC 2010-11 Voting Campaign. The USARPAC G-1 has been designated as the Senior Voting Assistance Officer (SVAO) for this command and has the lead for implementing this campaign in the Pacific theater.

3. The next Federal election will be held on 2 Nov 10; however, thousands of State and local officials will be elected throughout the year. These officials will have a direct impact on the quality of life for our Soldiers and their Families. As leaders, it is our responsibility to ensure 100 percent of our Soldiers are contacted by a Unit Voting Assistance Officer and provided information on the absentee voting process.

4. It is critical that Commanders at all levels have direct involvement in the Voting Assistance program and ensure their voting plan is carried out within the limits of law and policy. By **15 May 10**, MSC Commanders will submit their voting action plan to the USARPAC G-1.

5. Our effectiveness depends on four key elements: Adequate training, publicity, planning/preparation, and concerned leaders taking complete ownership of their voting assistance programs. We must ensure U.S. citizens throughout USARPAC are given ample opportunity to vote.

6. The USARPAC Voting Action Plan is enclosed. This includes specific duties and responsibilities for each level of command and provides the basis for your command's absentee voting program.

7. Each addressee must provide monthly status and periodic narrative reports (suspense dates are indicated below). These reports must be signed by the SVAO and should be sent via E-mail to [betty.stevenson@shafter.army.mil](mailto:betty.stevenson@shafter.army.mil) or FAX 438-2482.

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a. The narrative reports should, as a minimum, include the following information:

(1) **7 Jul 10** – Examples and successes of events planned or held to publicize voter participation and to register voters during “Armed Forces Voting Week/Overseas Citizens Voters Week” (28 Jun – 7 Jul) and during “Army Voter Registration Month” (Jun).

(2) **5 Oct 10** – Examples and successes of events planned or held to publicize and register voters during “Absentee Voters Week” (27 Sep – 4 Oct).

b. Status reports must be submitted **NLT 5 May 10, 4 Jun 10, 7 Jul 10, 5 Aug 10, 6 Sep 10, 5 Oct 10, 5 Nov 10, and 6 Dec 10**, and must contain the following information:

(1) Total number of Soldiers assigned (minus deployed Soldiers).

(2) Total number of VAOs appointed (down to the unit level).

(3) Total number of VAOs trained at the FVAP on-site workshop.

(4) Total number of VAOs trained on-line at the FVAP website.

(5) Total number of VAOs not trained.

(6) Total number of FPCAs distributed during the month.

(7) Total number of FWABs distributed during the month.

c. Additional reports.

(1) **15 May 10** – Roster of all VAOs in the command (down to company level) and written Voting Action Plan for your command.

(2) Additional reports may be required and instructions will be disseminated as requirements are received from DA.

8. Point of contact is Ms. Stevenson, DCS, G-1, DSN (315) 438-8678 or commercial (808) 438-8678.

Encl



BENJAMIN R. MIXON  
Lieutenant General, USA  
Commanding

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