

ARMY VOTING ACTION PLAN 2013

I. REFERENCES.

- A. 42 U.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), 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 2012.
- E. AR 608-20, Army Voting Assistance Program, 28 October 2004.

II. PURPOSE.

The purpose of the Army Voting Action Plan 2013 is to provide the guidance necessary to ensure we fulfill Army requirements based upon the *Uniformed and Overseas Citizens Absentee Voting Act* (UOCAVA) and the *Help America Vote Act of 2002*. Additionally, we must comply with the provisions of the DoD Directive (DoDD) 1000.04, Federal Voting Assistance Program (FVAP), and AR 608-20, Army Voting Assistance Program (AVAP) to disseminate information and guidance, and to coordinate tasks related to the program. This plan delineates specific actions to be carried out in 2013.

III. OBJECTIVE.

In accordance with AR 608-20, the personnel listed below are eligible to receive all information necessary to vote; including voting age requirements, absentee ballot requests, election dates, officers to be elected, as well as procedures for absentee registration and voting. The goals of the AVAP are to ensure 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 Contractor employees OCONUS.
- C. Family members of (A & B) above.

IV. EXECUTION.

Commanders, with the assistance from their appointed Voting Assistance Officers (VAOs), are responsible for all aspects of the AVAP. To ensure the best program possible, commanders will pay particular attention to the following:

- A. Finalizing Command Voting Action Plan for 2013 and disseminating it to subordinate units.
- B. Encourage access to the FVAP website (www.fvap.gov), Army Voting on Facebook, US ARMY Voting on Twitter, and the Army Voting website (www.vote.army.mil) for voting information and materials.
- C. Ensure voting information efforts begin with commanding officers and VAOs by conducting command information programs to ensure eligible personnel understand their voting rights.
- D. Ensure that the Federal Post Card Application (FPCA) is available to all Soldiers through direct delivery, either by in-hand or electronic delivery to all Soldiers, OCONUS Army Civilian and Contractor employees, and eligible Family members.

V. RESPONSIBILITIES COMMON TO ALL COMMANDS.

- A. Review and implement the guidance in AR 608-20 and AVAP and to ensure subordinate commanders remain compliant with the program.
- B. Disseminate the Army Voting Action Plan 2013 to subordinate units.
- C. Revise command/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 Army Command, Army Service Component Commands, and Direct Reporting Unit commands to coordinate the program of their subordinate units.
- E. Designate VAOs in all units with 25 or more permanently assigned members. (Note: Appoint an additional VAO for each 50 unit members above the 25 member base). Commanders may alternately apply Under Secretary of Defense (Personnel and Readiness) (USD (P&R)) Memorandum, Guidance on Implementing Voting Assistance Programs, dated 19 September 2007, and adjust this ratio to meet local conditions. The objective is to ensure adequate voting assistance for our personnel.
- F. Ensure VAOs are trained within 30 days of appointment. VAOs can meet training requirements via the Army Learning Management System (ALMS),

www.us.army.mil, voting workshops and webinars, or by accessing the FVAP on-line 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 VAOs' evaluation reports reflect how well they perform their voting assistance duties. Commanders should reference AR 608-20, paragraph 2-15, for suggested evaluation criteria and reference this in the appointment memorandum.

H. Provide command emphasis and support to AVAP on a continuous basis to provide every Soldier the opportunity to exercise their right to vote.

I. Each military installation and major command will have a VAO Network and communications capabilities to quickly disseminate voting information throughout the installation or major command.

J. Establish a link on your command homepage to the Army Voting website (www.vote.army.mil) to provide VAOs and Soldiers easy access to the latest voting information.

K. Ensure unit level voter contact data collection and tracking procedures meet AVAP goals and there are no violations of laws.

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

M. VAOs should be aware of special State or local run-off elections in the event they occur.

N. Participate in events as designated by the Federal Voting Assistance Program to include Absentee Voters and Armed Forces Voters Weeks.

VI. 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 Resource Management Directorate (HRMD) will appoint a VAO to provide assistance to assigned Soldiers and eligible Family Members as prescribed by AR 608-20. As coordinated with the HRMD VAO, that office will collect and consolidate all reports from HQDA activities and forward the reports to Human Resources Command Army Voting Action Officer.

B. IMCOM/AMC/MEDCOM.

1. The National Defense Authorization Act for Fiscal Year 2010 requires each Service to establish a National Voter Registration Act Agency on every military installation. Department of Defense Instruction (DoDI) 1000.04, states the Installation Voter Assistance Office shall be designated as a voter registration agency and authorizes commanders to assign these responsibilities to the Installation Voting Assistance Officer (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 and end January 2014.

C. Commander TRADOC.

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

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

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

4. Provide a quarterly report of statistical data to the Human Resources Command Army Voting Action Officer for submission to FVAP.

VII. RESPONSIBILITIES OF VAOs.

A. Installation Voting Assistance Officers. IAW DoDI 1000.04, IVAOs will perform the duties of the National Voter Registration Act. The office shall:

1. Be included in the pre-existing processing activities of reporting personnel.

2. Provide written information regarding voter registration and absentee ballot procedures. Information will include providing absentee voting materials and voting assistance to all Soldiers, eligible Family members, and DA Civilian and Contractor employees via internet access, where practicable.

3. Providing assistance in requesting voter registration, updating the individual voter registration information by completing an FPCA, and requesting absentee ballots.

4. Provide the FPCA to all Soldiers, their eligible Family members (CONUS and OCONUS) and DA Civilian and Contractor employees (OCONUS) who request voting assistance. DA Civilian and Contractor employees within the U.S. shall be provided the National Voter Registration Form. The form can be downloaded via www.eac.gov.
5. Publish the location, address, and hours of operation, DSN and Civilian phone number and e-mail address for the IVAO on installation and Service voting websites.
6. Provide voting assistance to eligible Family members on the installation by leveraging the Army Community Service Office and other Family Readiness Groups (FRGs). Include an FPCA and FWAB as part of the in and out processing package for the installation.
7. Participate in events as designated by the Federal Voting Assistance Program to include Absentee Voters and Armed Forces Voters Weeks.
8. Ensure SVAO/IVAO contact information is listed on installation websites.

B. Senior Voting Assistance Officers.

1. As prescribed by AR 608-20, manage the voting assistance program within their respective commands 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 has planned. 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. Establish within the command a VAO network with communications capability to quickly disseminate voting information throughout the command as prescribed by AR 608-20.
5. Administer the AVAP on a non-partisan basis. VAOs should contact the local Staff Judge Advocate office for advice on compliance with the AVAP and applicable laws.
6. Ensure SVAO contact information is listed on military installation websites.

7. Submit to HQDA Voting Action Officer a consolidated monthly “Measures of Success/Effect and Performance” 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 will be as of the end of the month and due no later than the 10th of each month.

C. Unit Voting Assistance Officers.

1. Ensure VAOs are trained within 30 days of appointment. VAOs can meet training requirements via the Army Learning Management System (ALMS), www.us.army.mil, voting workshops and webinars, or by accessing the FVAP on-line training at www.fvap.gov.

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

3. Information available shall include dates of any scheduled elections, State requirements for voter registration, how to request an absentee ballot, and State mailing deadlines. Information programs can be accomplished through whatever means the command elects, but the following tools have proven helpful in the past: use of local websites; installation newspapers; and placing voting materials (with UVAO’s name, phone number, e-mail address, and office location) in stationary and designated locations.

4. Ensure contact information is listed on voting posters throughout the unit area.

5. Make contact with unit Family Readiness Support Assistant (FRSA) to provide voting assistance to eligible Family members.

VIII. VOTING MATERIALS AND SERVICES.

A. FVAP Website. Located at <http://www.fvap.gov>, this site provides an overview of the 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 <http://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. 2012 - 2013 Voting Assistance Guide (2012 - 2013 VAG). Located at <http://fvap.gov/resources/media/2010vag.pdf>, this site provides a reference guide for VAOs providing a summary of state-by-state absentee voting procedures.

D. VAO Training and Certification. Training can be completed accessing the Army Learning Management System (ALMS) at www.us.army.mil or by attending workshops, online webinars or through the FVAP website. Training information can also be located at <http://fvap.gov/vao/training.html>.

E. 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 VAOs can follow FVAP for important updates on absentee voting.

F. 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 and local election officials may call for assistance using the international toll-free numbers below, and contained on the inside back cover of the *2012 - 2013 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 <http://www.fvap.gov>.

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

1. The FPCA, a postage-paid form, is authorized by law for use by persons covered by the Uniformed and Overseas Citizens Absentee Voters Act (UOCAVA). The FPCA was revised in 2005 to include more information and to make the form more usable. The previous edition of the form (Rev. 10-95) may continue to be used until the existing forms are exhausted.

2. Because there are differences in treatment accorded the FPCA by the various States and other jurisdictions, the *2012 - 2013 Voting Assistance Guide* should be consulted to determine how each particular jurisdiction authorizes use of the FPCA.

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

1. The FWAB is authorized by law and may be used in general elections 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 *2012 - 2013 Voting Assistance Guide* for more information).
3. If you receive your regular State absentee ballot after you have submitted the FWAB, you should vote and return the ballot immediately. If the regular State absentee ballot arrives before your State's deadline, the State will count that ballot instead of the FWAB. Refer to *the 2012 - 2013 Voting Assistance Guide* for more information.

I. Army Voting can be found on Facebook (Army Voting) and Twitter (USArmy Voting).

IX. ARMY VOTING ACTION OFFICER.

The Army Voting Action Officer may be contacted concerning any aspect of the AVAP.

A. Mailing address:

Department of the Army
US Army Human Resources Command
Army Voting Action Officer
ATTN: AHRC-PDP-P
1600 Spearhead Division Avenue, Dept 480
Fort Knox, KY 40122-5408

B. Telephone number:

Commercial: (502) 613-8475
DSN 983-8475

C. E-mail address: usarmy.knox.hrc.mbx.tagd-voting-questions@mail.mil

D. WebPages:

1. www.vote.army.mil.
2. Army Voting on S-1 Net.
3. Army Voting on Facebook. Search "Army Voting."
4. USArmyVoting on Twitter.