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Voting Assistance

Officers' "To Do" List

- ☑ Encourage participation in the Voting Slogan Contest! The Slogan Contest is a good way to involve people and promote voter awareness. Remember, participants may enter as many slogans in the contest as they wish. Slogans should be emailed to FVAP at slogan@fvap.ncr.gov with no attachments. Only one slogan per email. Voter should include contact information.
- ☑ Review and update your Voting Continuity Folder. If you do not have one, start one now. Check our article on pages 2-3 to find out more!
- ☑ Help voters from New Jersey and Virginia vote in their upcoming State Primary Elections on June 2 and June 9, respectively.

Good Ideas from the 2008 Election Cycle

What Are Absentee Voting Good Ideas?

An Absentee Voting Good Idea is an idea that has proven to be helpful to the citizens you assist and to you in the performance of your duties. Good Ideas are also processes and procedures that have produced excellent results within an organization and have contributed significantly to our joint mission to ensure that all military members, their voting age dependents, and overseas citizens have the opportunity to vote and have that vote counted.

As a VAO, your mission has three distinct goals. VAOs are responsible for:

- ☑ Informing and educating U.S. citizens of their right to vote;
- ☑ Fostering voting participation; and
- ☑ Protecting the integrity of, and simultaneously enhancing, the electoral process.

Individuals share their good ideas by sending them up the chain of command or sending them directly to their Service Voting Action Officer. Contact the Service Voting Action Officer (refer to page 3) for questions on the good ideas posted here.

After each Federal election year, the Services submit an After Action Report to FVAP that includes the good ideas they have compiled from individuals and the actions each Service took in pursuit of the voting mission.

Following is a partial list of voting good ideas and actual activities conducted by each Service submitted in the 2008 After Action Reports. FVAP encourages VAOs to replicate these practices in their voting plan this year.

- ☑ Produced public service announcements by Senior Leaders and Commanders.
- ☑ Displayed voting banners at the main entrance of each Army installation to remind soldiers to vote.
- ☑ Directed Commanders to appoint Voting Assistance Officers early in the election cycle.
- ☑ Sent letter from the Director of the Army National Guard to all State Adjutant Generals to request support for the Army Voting Assistance Program.

Navy:

- ☑ Distributed voting information reference cards to regional VAOs.
- ☑ Professionally produced and released Public Service Announcements for use as previews in Installation theaters.
- ☑ Posted voting wallpaper on computers in Navy Liberty and Recreation Centers.
- ☑ Ran three full page advertisements in "Stars and Stripes" and "Navy Times" which ran once a week for three weeks before Armed Forces Voters Week.
- ☑ Created and distributed "toolbox" CDs to VAOs which included all the materials needed to run a successful voting program.
- ☑ Reserve VAOs included voting information in activation and deployment process.

(cont. on page 4)

Voting Continuity Folder: What It Is and Why You Should Start One

What is a Voting Continuity Folder?

Often members of the Uniformed Services and employees of Federal agencies, Embassies/Consulates, and international organizations and corporations, move in and out of VAO assignments in the normal course of their job rotations. Many times new VAOs taking on the voting program for the first time enter their VAO job with little understanding of what they are required to do. For this reason, FVAP stresses the importance of creating and maintaining a Voting Continuity Folder that can be given to your successor, in addition to using it as a guide in the performance of VAO duties.

The continuity folder will also help you plan for any upcoming elections. Updating your continuity folder now will prepare you or your replacement for a smooth transition into a new and busy election year in 2010.

Also be ready to replace other 2008-09 absentee voting materials with the 2010-11 materials that will be released this fall. Ensure that you include VAO Training workshop materials available locally or online. Your folder can also include past good ideas, such as activities held previously that may be repeated as part of your voter outreach activities for 2010.

Your voting continuity files can be in the form of a physical notebook, such as file folders, or can even be an online community folder. It is important that the folder, in whatever form, be made readily available to potential VAOs and assistants.

What Should a Voting Continuity Folder Contain?

The continuity folder should provide basic details on absentee voting procedures, contain key election materials, useful websites, and anything that may help you and your successor perform successfully. The continuity file should also

provide the VAO with a quick orientation of his or her responsibilities. It should indicate the duties that will meet the organization's absentee voting needs.

The following lists some of the voting-related materials FVAP suggests you keep in your voting continuity folder:

- Copy of the most up-to-date Voting Action Plan for your Service.
- Absentee voting forms, including the Voter Registration/Absentee Ballot Request Form (Federal Post Card Application, FPCA, SF-76) and the Federal Write-In Absentee Ballot (FWAB SF-186).
- Current *Voting Assistance Guide*.
- Voting Information News* and Voting News Releases.
- VAO Designation Letter.
- Election Dates Calendar.
- Service or Organization Reporting Requirement Materials.
- Current State Department or Service guidance (directive, instruction, order, etc.) and Voting Action Plan (as applicable).
- DoD Directives/Instructions such as 1000.04. (Federal Voting Assistance Program) and 1344.10 (Political Activities by Members of the Armed Forces in Active Duty). Copy of the Hatch Act, Title 5 U.S.C. Sec. 7321 (for Federal Employees overseas).
- Voting assistance and elections website links.
- Contact information for VAOs in other units, services, organizations and installations near you for future voting assistance activities.
- Contact information for local county election

Moving? Send a new FPCA to notify your local election official!

Also, send us an email so that you and your replacement can continue receiving this newsletter.

officials to refer military members who want to vote locally, rather than absentee.

- ☑ Training materials from workshops.
- ☑ Voting assistance good ideas and lessons learned.
- ☑ Email messages from your Service Voting Action Officer, Installation VAO, or FVAP.
- ☑ Contact information for individuals who may be able to help you or your replacement set up registration drives and other activities, such as local volunteer groups and family centers.
- ☑ Information and motivational handouts and brochures, such as the FAQs available at www.fvap.gov.

Many of these materials are available through your normal service supply chain, the Installation Voting Assistance Officer, Service Voting Action Officer or FVAP.

You may also download voting assistance materials from our web site at www.fvap.gov by clicking 'For Voting Assistance Officers' at the top.

The Service websites may also be of great help when updating or constructing your continuity folder.

When Should I Create the Folder?

Now is the perfect time to start collecting materials for your folder. Although there is no Federal general election this year, there continue to be elections for state and local offices throughout the year. The citizens you assist may be qualified to vote in these elections and may want to participate in them. The Voting Continuity Folder is a great way to always be prepared.

By creating your Voting Continuity Folder now, you will also ensure that you and your successor are ready for the upcoming 2010 election cycle. Starting this fall, you will be able to get your updated voting materials for 2010, such as our 2010-11 Voting Assistance Guide and new poster.

Voting Action Officers

Department of State: Office of Overseas Citizens Services

Chief VAO: Ms. Elizabeth Gracon (202) 736-4986, fax: (202) 647-6201, votinginfo@state.gov
 Deputy VAO: Mr. Tyler Mason (202)647-6129, fax: (202) 647-6201
http://travel.state.gov/law/info/info_2964.html

Service Voting Action Officers

Army: Mr. Alton Perry (703) 325-4530, DSN: 221-4530, fax: (703) 325-4532, DSN fax: 221-4532,
alton.c.perry@conus.army.mil, <https://www.hrc.army.mil/site/Active/TAGD/pssd/psb/votingindex.htm>
 Navy: LT Jason Watkins (901) 874-6647, DSN: 882-6647, fax: (901) 874-6844,
 DSN fax: 882-6844, vote@navy.mil,
https://www.cnic.navy.mil/cnic_hq_site/BaseSupport/CommandStaff/NavyVotingProgram/index.htm
 Air Force: Mr. William A. D'Avanzo (210) 565-5000, toll free: 1-800 616-3775 (Select options 1, then 1, then 2
 from menu), DSN: 665-5000, fax: (210) 565-2543, DSN fax: 665-2543,
afpc/dpffofvotefund@randolph.af.mil, <http://www.afcrossroads.com/VoteFund/Vote/default.htm>
 Marine Corps: Mr. David E. James (703) 784-9511, DSN: 278-9511, fax: (703) 784-9823, DSN fax: 278-9823,
mra.voting.officer@usmc.mil,
https://www.manpower.usmc.mil/pls/portal/url/page/m_ra_home/MR/Personnel/Voting
 Coast Guard: LTJG Frank Marcheski (202) 475-5382, fax: (202) 475-5927, Frank.A.Marcheski@uscg.mil
<http://www.uscg.mil/hq/cg1/cg122/PolicyStandards/Voting/default.asp>

Links to the Services' websites are available at www.fvap.gov.

Federal Voting Assistance Program

**Department of Defense
1155 Defense Pentagon
Washington, DC
20301-1155**

Phone: 703-588-1584
DSN: 425-1584

Toll-Free:
800-438-VOTE (8683)

Fax: 703-696-1352
DSN 426-1352

Visit our website for international toll-free phone and fax numbers

Email: vote@fvap.ncr.gov

Comments or suggestions on this newsletter are welcomed and appreciated.

Website:
www.fvap.gov

Good Ideas (cont.)

Air Force:

- VAOs shared manpower for Armed Forces Voters week activities with local election offices.
- Used high-visibility billboard signage to include voting messages.
- Distributed posters to child development centers, gyms, field houses, clubs, fast food facilities, BX, commissary, dorms, and libraries.
- Students wrote voting essays at schools and had voting mascots for Armed Forces Voters Week.

Marine Corps:

- Published VAO contact information in Monthly Family Newsletters.
- Incorporated voting in base check-in and check-out procedures.
- Presented voting information at unit's welcome abroad briefs.
- VAOs worked closely with Family

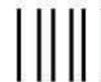
Readiness Officer.

- Distributed weekly command-wide emails detailing upcoming primaries and voter registration deadlines.
- Conducted mass voting information mailings to Marines and their families.
- Conducted Voter Awareness trainings prior to all deployments.

What to Do Next:

Think about what you can learn from the Services' good ideas and what they did in 2008 to make their voting programs a success. Consider how you can incorporate these ideas and activities in to your voting program in 2010. If you think of a good idea, let your SVAO know and also put it in your Voting Continuity Folder so that you and your successor can remember to use this idea in the upcoming election cycle.

Federal Voting Assistance Program
Department of Defense
1155 Defense Pentagon
Washington, DC 20301-1155



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