

Setting up your Unit Voting Assistance Program

(The easy Way)



By:

Rachel R. Gilman

Army Voting Action Officer

SVAO Contact Information

United States Army

Ms. Rachel Gilman

502-613-8475

312-983-8475 (DSN)

Usarmy.knox.hrc.mbx.tagd-voting-questions@mail.mil

[USA Voting Website](#)

US Army Resources Command

ATTN: HRC-PDP (2-1-021)91

TAG-D, SPSD Soldiers Programs Branch

Human Resources Center of Excellence

1600 Spearhead Division Ave.

Ft. Knox, KY 40122

Let's get started with your voting program!

Welcome to Army Voting!!

The Army Voting Assistance Program is a year round program that provides voting assistance to ensure eligible voters are provided the opportunity to vote. It is your job to provide voting materials and answer any questions that they may have.

1. First things first! Head over to the Federal Voting Assistance Program website and click on Unit Voting Assistance Officers. www.fvap.gov
2. Follow the links to training. Complete your Unit Voting Assistance Officer or Installation Voting training. Keep a copy of your appointment orders and your certificate and forward a copy to Rachel.r.gilman.civ@mail.mil.
3. Read the 2019 Army Voting Action Highlights. (Copy attached)
4. Begin to build your continuity folder. The FVAP website tells you the items that should be in your folder. This is where you will put your certificate and appointment orders. Continuity folders stay with the Unit.
5. Download a copy of the Voting Assistance Guide (VAG) to your Desktop.
6. Download Posters and Forms off of the FVAP website. 2017 Versions of the FPCA and FWAB are only available in electronic versions. Have your voters use the FVAP state wizard for easy point and click registration and ballot request.
7. Create a voting area where Voters can easily find voting information as well as your POC information. Make sure your Voters know who their voting assistance officer is.
8. Create a distribution list to forward important voting updates and information to your voters.
9. Become familiar with the Metrics. This report is due to into the FVAP database monthly. Numbers for the current month are added for the previous month.
www.fvap.gov/portal



Regulatory requirements:

Army Voting Regulation AR 608-20, February 2019

DODI 1000.04, September 2012

Continuity Folders: (Leave with the unit)

At a minimum:

Absentee Voting Forms

Appointment Orders

Training Certificate

SVAO Contact information (that's me)

Copies of Metrics (export them after saved, print copies)

Materials:

Voting Assistance Officers (VAOs) ensure that all absentee voting materials are ordered for their unit from the Army Publishing Directorate. An account with APD must be established.

- VAOs located in CONUS and Korea can order their materials at <https://armypubs.army.mil/ptclick/default.aspx>.
- VAOs located in Europe or in deployment areas should contact their unit's publication manager who can order items through the Army in Europe Library & Publications System (AEPUBS) at usarmy.rheinland-pfalz.id-europe.mbx.prcoe-stockroom-orders@mail.mil.
- VAOs located in in the Pacific Theater can order their materials from their local Forms and Publication Control Centers.

The form and publication numbers are: FPCA (SF 76); FWAB (SF 186); VAG, Misc. Publication 360-02; motivational poster-DoD 113. Please contact your Army Voting Action Officer if you have any additional questions. **DO NOT CONTACT FVAP FOR MATERIALS**

Let's Talk Metrics:

Portal for metrics:

<https://www.fvap.gov/portal/login/welcome.html>

Metrics are required monthly.

Log in every month, even if you have zero

Categories are Personnel Assisted and Forms Distributed

(See example below)

EXAMPLE of Metrics database view

Voters Assisted by Category

Hard Copy or electronic forms

Voters Assisted

Personnel Assisted			
	Military	Spouses/Dependents	Other Civilians
Federal Post Card Application (FPCA)	4,000	247	449
Federal Write-In Absentee Ballot (FWAB)	1,788	69	33
General Voting Information	14,448	551	1,707
Total	20,236	867	2,189

Forms Mailed

Forms Distributed		
	FPCA	FWAB
Hard Copy	1,051	212
Electronic	49,441	46,784
Referred Voter to FVAP.gov	57,797	45,547
Total	108,289	92,543

General Voting information is: Answering a question, locating a local election office, providing a phone number, helping with questions. All of these fall under General Voting Information.

Military Recruiter Information

The [National Voter Registration Act](#) of 1993 requires that individuals have the opportunity to complete a voter registration form, or update their voter registration information, when applying for or receiving services or assistance at any office designated as a voter registration agency which includes all Recruiting Offices of the Armed Forces. All personnel assigned to duty at Recruiting Offices for the Armed Forces shall be trained as Voting Assistance Officers and capable of providing these services or assistance.

Recruiting Officers and Senior persons at Recruiting Offices Must

- Offer the [Voter Registration Information Form \(DD 2645\)](#) and a [National Mail Voter Registration Form and Guide](#) to anyone receiving services/assistance. The National Mail Voter Registration Form allows citizens to:
 - Register to vote in their State,
 - Report a change of name to their election official,
 - Report a change of address to their election official,
 - Register with a political party.
- Assist prospective enlistees and eligible citizens in completing applications.
- Accept completed voter registration forms and send them to the appropriate election official by State deadline. Forms are not to be sent to the Federal Voting Assistance Program (FVAP).
- Provide to each eligible citizen or prospective enlistee, who does not decline to register to vote, the same degree of assistance for the completion of the registration application form as is provided by the office for the completion of its own forms; i.e., application for enlistment, unless the person refuses such assistance.
- Use our [Recruiter Registration Summary](#) to maintain statistical information on voter registration assistance.
- Maintain records pertaining to voter registration assistance or activities for a minimum of two years, specifically retention of the DD 2645.

Recruiting Officers Must NOT

- Seek to influence an applicant's political preference or party registration.
- Display any political preference or party allegiance.
- Make any statement to an applicant or take any action in order to discourage the applicant from registering to vote.
- Make any statement to an applicant or take any action in order to lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.
- Use information relating to a declination to register to vote in connection with an application made at your office for any purpose other than voter registration.

The Forms You Need

Any U.S. citizen who wishes to apply for voter registration, or apply to change their voter registration data, while at an Armed Forces Recruiting Office will be asked to fill out two forms:

- [Voter Registration Information Form \(DD 2645\)](#)
- [National Mail Voter Registration Form and Guide](#). (This is the official form from the Election Assistance Commission website)

North Dakota and Wyoming are exempt from implementing the provisions of the NVRA. New Hampshire is also exempt but will accept DD 2645 and Voter Registration Applications at Recruiting Offices.

Recruiters should contact their Headquarters directly for answers to other general questions.

Please feel free to contact myself if you need assistance or reach out to your Installation Voting Assistance Office.

