

**Army Regulation 608–20**

**Personal Affairs**

# **Army Voting Assistance Program**

**Headquarters  
Department of the Army  
Washington, DC  
5 February 2019**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 608–20

Army Voting Assistance Program

This regulation is certified current by the Deputy Chief of Staff, G–1 proponent as of 5 February 2019. Aside from the following administrative changes, no other changes were made to certify the currency of this regulation—

- o Updates Department of the Army signature authority (title page).
- o Updates the history statement (title page).
- o Updates the website for the National Mail Voter Registration Form (app A).

Personal Affairs  
**Army Voting Assistance Program**

By Order of the Secretary of the Army:

MARK A. MILLEY  
General, United States Army  
Chief of Staff

Official:

  
KATHLEEN S. MILLER  
Administrative Assistant  
to the Secretary of the Army

Department of Defense Instruction  
1000.04.

**Applicability.** This regulation applies to absent Uniformed Service (Army) voters in the U.S. Army, activated Army Reserve and Army National Guard/Army National Guard of the United States, Department of the Army civilians attached to and serving with these components overseas, and Family members accompanying Soldiers and civilians noted above.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their

higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–MP), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Human Resources Command (AHRC–PDP–P), 1600 Spearhead Division Avenue Fort Knox, Kentucky 40122–5408.

**Distribution.** Distribution of this publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**History.** This regulation was certified current on 5 February 2019. Aside from the administrative changes listed in the Summary of Change, no other changes were made to certify the currency of this regulation.

**Summary.** This revision updates policy, responsibilities, and procedures for Department of Army implementation of the Federal Voting Assistance Program. It requires the Department of Army Office of Inspector General to review the Voting Assistance Program annually at every level of command and submit a report to the Department of Defense Inspector General by January 31 of the following year. It also requires changes to conform to revised policies in

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\*This regulation supersedes AR 608–20, dated 28 October 2004.

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### **Glossary**

## **Chapter 1 Introduction**

### **1–1. Purpose**

This regulation prescribes policies and procedures for the Army Voting Assistance Program (AVAP). It describes registration, materials, assistance, and information required to encourage Army Soldiers, Department of the Army (DA) civilians attached to and serving with these components OCONUS, and Family members accompanying these Soldiers and DA civilians to register and vote in primary and general elections.

### **1–2. References**

See appendix A.

### **1–3. Explanation of abbreviations and terms**

See glossary.

### **1–4. Responsibilities**

Responsibilities are listed in chapter 2.

### **1–5. Program objectives**

- a.* Make registration and voting information, materials, and assistance readily available to all eligible Army voters.
- b.* Educate eligible Army voters about the importance of voting and provide them every opportunity to register and cast a ballot.

## **Chapter 2 Responsibilities**

### **2–1. Deputy Chief of Staff, G–1**

The DCS, G–1 will—

- a.* Provide policy oversight for the management of the Army Voting Assistance Program.
- b.* Ensure the Commanding General, U.S. Army Human Resources Command (HRC) will—
  - (1) Provide a senior voting action officer in the grade of general schedule 12.
  - (2) Provide administrative support, including Web site dedicated to AVAP (<https://www.vote.army.mil>).
  - (3) Ensure The Adjutant General serves as the senior Army voting representative (as designated by the Secretary of the Army) and—
    - (a)* Manages the AVAP.
    - (b)* Prepares the implementing instructions for the conduct of the AVAP in accordance with the Department of Defense (DOD) Voting Action Plan.
    - (c)* Includes the Army Voting Action Officer (AHRC–PDP–P) as a member of The Adjutant General’s staff.
    - (d)* Updates the HRC Web site (<https://www.vote.army.mil>) to include the most recent voting information.
    - (e)* Ensures the Army Voting Action Officer submits an after action report directly to the Federal Voting Assistance Program (FVAP) office after each Federal election.
    - (f)* Provides input, as required by the senior voting action officer (AHRC–PDP–P), concerning the status of implementation of the AVAP to senior Army leadership. The FVAP provides the format of the information required.

### **2–2. Commander, U.S. Army Reserve Command**

The Commander, USARC will—

- a.* Coordinate with the Army Voting Action Officer to maintain a contingency AVAP for Reserve units and personnel who have been activated and deployed, and to support the AVAP efforts as directed by FVAP.
- b.* Designate a senior voting assistance officer (SVAO) at headquarters level.
- c.* Ensure a unit voting assistance officer (VAO) is appointed within each activated unit.
- d.* Order and make available adequate supplies of the Voting Assistance Guide, Standard Form (SF) 76 (Registration and Absentee Ballot Request—Federal Post Card Application (FPCA)), and SF 186 (Federal Write-In Absentee Ballot (FWAB)).

- e.* Request absentee ballots as part of home station operations in preparation for mobilization.
- f.* Furnish a current year voting assistance plan to the senior voting action officer (AHRC–PDP–P), regional readiness commands, and the USARC.

### **2–3. Chief, National Guard Bureau**

The Chief, National Guard Bureau will—

- a.* Coordinate with the Army Voting Action Officer to maintain a contingency AVAP for National Guard units and personnel who have been activated and deployed, and to support the AVAP efforts as directed by FVAP.
- b.* Designate an SVAO at headquarters level.
- c.* Ensure a unit VAO is appointed within each activated unit.
- d.* Order and make available adequate supplies of the Voting Assistance Guide, SF 76, and SF 186.
- e.* Request absentee ballots as part of home station operations in preparation for mobilization.
- f.* Furnish a current year voting assistance plan to the senior voting action officer (AHRC–PDP–P) and State Adjutants General.

### **2–4. Department of the Army Inspector General**

The Department of the Army Inspector General will—

- a.* Review the AVAP annually at every level of command to ensure compliance with regulations and public law.
- b.* Provide copies of the inspector general inspection reports to the senior voting action officer as available.
- c.* Submit report on the annual AVAP review to the DOD Inspector General by 31 January of the following year.

### **2–5. Commander, U.S. Army Installation Management Command**

The Commander, IMCOM will—

- a.* Establish an Installation Voting Assistance Office on each installation managed by IMCOM, as outlined in paragraph 3–7, which will serve as a voter registration agency.
- b.* IMCOM regional offices will appoint, in writing, a regional SVAO to monitor and coordinate with Army commands (ACOMs) and installation SVAOs within their respective regions to ensure appropriate AVAP support.
- c.* The regional SVAO will coordinate with the senior voting action officer (AHRC–PDP–P) to ensure seamless coverage of the AVAP at Army installations.
- d.* Appoint, in writing, an installation SVAO to administer and coordinate the voting assistance mission within the commands and Army installations for assigned Soldiers, DA civilians OCONUS, and their eligible Family members.

### **2–6. Army command, Army service component command, and direct reporting unit commanders**

ACOM, ASCC, and DRU commanders will—

- a.* Establish a command voting assistance program and provide command emphasis and support to the program.
- b.* Appoint, in writing, a senior officer(s) to serve as command SVAO(s).

### **2–7. Senior mission commanders**

Senior mission commanders will—

- a.* Establish an installation voting assistance program and provides command emphasis and support to the program.
- b.* Appoint command SVAOs and SVAO alternates to manage the subordinate command program.
- c.* Ensure all unit VAOs attend an FVAP voting assistance workshop during years with elections for Federal offices. (See FVAP Web site at [www.fvap.gov](http://www.fvap.gov) for information.)
- d.* Ensure voting assistance is provided to small and/or geographically separated units within their area of responsibility.
- e.* Evaluate the command’s voting assistance program on a continual basis.
- f.* Establish evaluation criteria for VAO performance and ensure that VAOs’ evaluation reporting reflects performance of voting assistance duties.
- g.* Provide oversight to garrison commanders, ensuring they—
  - (1) Appoint, in writing, a garrison SVAO who will coordinate closely with the installation SVAO to assist and support the installation commander in the coordination, publicity, and execution of the voting assistance mission.
  - (2) Provide a fixed location where voting assistance material and assistance can be obtained by all military personnel, DA civilians overseas, and their eligible Family members, regardless of the sponsor’s unit of assignment on the installation.
  - (3) Ensure voting assistance support is provided to the Soldiers and DA civilians overseas who are assigned to the garrison organization, and their eligible Family members.
- h.* Provide oversight to company and detachment commanders, ensuring they—

- (1) Appoint, in writing, unit VAOs.
- (2) Provide unit VAOs the necessary administrative and logistical support to execute their responsibilities.
- (3) Provide assigned Soldiers voting assistance and maximum opportunity to vote in accordance with this regulation.
- (4) Provide ready access to absentee voter registration, SF 76, and absentee submission information and deadlines.
- (5) Train all Soldiers, including activated Army National Guard and Reserve Component, on absentee registration and voting procedures during years of Federal elections. Provide special attention to young Soldiers or other first-time voters.
- (6) Establish evaluation criteria for VAO performance and ensure that VAOs' evaluation reporting reflects performance of voting assistance duties.
- (7) Consistently and continually provide command emphasis and support to the AVAP.
  - i. Submit recurring reports and provide information and input as required by the senior voting action officer (AHRC-PDP-P). (See details from implementing instructions at <https://www.vote.army.mil> under 'Memorandums'.) (Report Soldier training and/or contact data semi-annually.)
  - j. Ensure clear channels of communication are established throughout the commands down to unit level.
  - k. Direct internal information media to publicize all aspects of the voting information program in a timely and effective manner.
  - l. Establish evaluation criteria for VAO performance and ensure that VAOs' evaluation reporting reflects performance of voting assistance duties.
  - m. Maintain a list of all subordinate installation SVAOs and their designated alternates. Update and forward the list, as requested, to the Army Voting Action Officer at Commander, U.S. Human Resources Command (AHRC-PDP-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5408.

## Chapter 3 Program

### 3-1. Program goals

The primary goal of the AVAP is to actively assist Soldiers and other eligible individuals to register and vote without violating statute or regulation. VAOs should obtain assistance from the servicing staff judge advocate's (SJA's) office. They should follow the prohibitions below and in the references.

a. By-name accounting or tracking of registration or voting decisions is not authorized. Do not use lists to keep account of Soldiers' decisions regarding registration and voting. Reporting requires only numbers indicating Soldier participation in the AVAP, regardless of whether they choose to register or vote later.

b. In accordance with AR 360-1, paragraph 3-4, installation commanders will not permit the use of installation facilities by any candidate (either incumbents or new office seekers) or members of their staffs and campaign representatives for political assemblies or meetings, media events, fund-raising dinners, parties or social events, causes, press conferences, or similar activities, regardless of the sponsor. If a current Government official *who is also a candidate* is visiting the installation for an official purpose, installation commanders will coordinate with the local PAO for guidance.

c. Installation commanders will decline requests for military support from the installation to any event that may imply DA association with any partisan political group or cause.

d. Unit VAOs will not engage in or support any activities that could be interpreted as associating DA with political causes or candidates.

e. All persons assisting in the voting process will take all necessary steps to prevent discrimination, fraud, intimidation or coercion, and unfair registration and voting assistance procedures. This includes, but is not limited to, preventing actions such as—

(1) Using military authority to influence the vote of any other member of the Uniformed Services or to require any member to march to the polling place or place of voting as proscribed by Sections 592, 593, and 609, Title 18, United States Code (18 USC 592, 593, and 609).

(2) This regulation does not in any way prohibit free discussion about political issues or candidates for public office discussed in 18 USC 592, 593, 596, 607, 608, and 609. For additional guidance on this issue, contact the servicing SJA office.

### 3-2. Restrictions

a. Unit VAOs must be aware that the kind of voting literature that may be distributed is very limited.

(1) DOD policy prohibits active duty personnel *while in uniform* from distributing any campaign literature, whether partisan or not. Active duty personnel will only distribute information relating to the process of registering to vote (that is, the Voting Assistance Guide, SF 76, and SF 186).

(2) Neither DOD nor DA is authorized to collect or distribute voting information of a partisan nature. Soldiers, overseas DA civilians, and their eligible Family members must obtain this type of information from their local election office. Much of this information may be obtained from the DOD Voting Information Center at 1-800-438-VOTE (8683). Toll-free telephone numbers are listed by country on the FVAP Web site (<http://www.fvap.gov>).

b. VAOs will not contact State or local officials or agencies about voting matters. They should contact the DOD FVAP office for assistance. The FVAP office is the sole DOD representative for obtaining and distributing voting information from State and local officials.

c. No one may conduct any poll among members of the U.S. Armed Forces concerning their choices or votes for any candidates. (See 18 USC 596). This restriction applies—

- (1) To written or oral polls.
- (2) Before or after members vote.
- (3) Inside or outside the United States.

(4) Active Army 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 Part 734, Title 5, Code of Federal Regulations (5 CFR 734) and chapter 6 of the Joint Ethics Regulation.

### **3-3. Appointments**

a. VAOs must be appointed, in writing, at each level of command.

(1) The VAO at the ACOM, ASCC, and DRU command level must be a lieutenant colonel or above, or DA civilian equivalent.

(2) The VAO at the senior subordinate mission command level should be an officer in the rank of major or above, or a DA civilian in the grade of general schedule 12 or above.

(3) The VAO at major subordinate commands should be an officer in the rank of major or above, or a DA civilian in the grade of general schedule 12 or above.

(4) The VAO at the company and detachment command level must be in the rank of first lieutenant and above or sergeant first class and above in all units with 25 or more permanently assigned Service members. (Appoint an additional VAO for each 50 assigned Service members above the 25-Service member base).

*Note.* Rank and grade criteria may be waived by the commander if there is an enthusiastic volunteer in a lower rank or grade.

b. Appointed VAOs should be trained prior to assuming duties and remain assigned through the election cycle, or the command must ensure that a VAO scheduled for reassignment is replaced before he or she leaves.

c. Each level of command maintains a listing of all VAOs and alternates and provides the listing to higher headquarters as directed. The listing must include the following:

- (1) Grade or title.
- (2) Name.
- (3) Addresses (mailing, message, and email).
- (4) Telephone and fax numbers (commercial and Defense Switched Network).
- (5) Date attended FVAP voting assistance workshop or date online training completed.

### **3-4. Program responsibilities**

a. *Senior voting assistance officers.* SVAOs will—

(1) Require that all major command, installation, and unit VAOs attend an FVAP voting assistance workshop during even-numbered years with elections for Federal offices. If the installation is not scheduled to receive FVAP workshop training, installation, and unit VAOs should attend training at a nearby installation. VAOs at remote locations can access the FVAP Web site for training. Documentation of VAO training at the installation or base level will be stored within local personnel records. (See FVAP website at <http://www.fvap.gov> for workshop listing.)

(2) Establish a VAO network and communications capability to disseminate voting information quickly.

(3) Monitor subordinate units' voting assistance programs.

(4) Assist unit VAOs to obtain required quantities of required publications and forms.

(a) SVAOs in the continental United States follow normal support supply channels to obtain blank forms and other publications required by AVAP implementing instructions from the Media Distribution Division, 1655 Woodson Road, St. Louis, MO 63114-6181. Order—

1. A minimum of one Voting Assistance Guide for each VAO. To view, go to <http://www.fvap.gov>. To order, go to <https://dol.hqda.pentagon.mil/ptclick/index.aspx>.

2. Other promotional materials as required.



(b) SVAOs outside the continental United States order from Regional Publications Center for each assigned Soldier and DA civilian stationed in an overseas location. In the Pacific theater, voting supplies are pre-positioned at installation Forms and Publication Centers.

(5) Designate, in conjunction with the installation commander, at least one well-advertised fixed location on the installation where absentee voting materials and assistance are available to all eligible absentee voters.

(6) Designate a day(s) to emphasize voting registration and support the week designated as Armed Forces Voters Week and Absentee Week as established by the AVAP.

(7) SVAOs should ensure that installation public affairs officers (PAOs) coordinate voting information support materials through Army public affairs channels.

(8) SVAOs should coordinate among PAOs, SJAs, publications managers, and communication and message centers to facilitate registration and voting.

(9) Ensure that nonpartisan offers to assist in the installation's voting assistance program from on-post private organizations are accepted, where appropriate, and integrated into the installation's voting assistance program.

(10) Coordinate with the servicing SJA so that the conduct of the voting assistance program remains within the limits of law and policy.

(11) Provide voting assistance to small and/or geographically separated units within the assigned area of responsibility.

(12) Provide voting assistance to activated Soldiers of the Army National Guard and Army Reserve when they are serving within their subordinate commands inside or outside the continental United States.

(13) Notify unit VAOs and eligible absentee voters of the suggested mailing deadlines for their area—

(a) From the continental United States, not later than 14 days prior to the election.

(b) From outside the continental United States, not later than 14–30 days prior to the election.

(14) ACOM and installation SVAOs, as a minimum, will—

(a) Ensure 100 percent of assigned personnel are contacted and informed on the following:

1. The name of unit VAO(s).

2. Contact information for the VAO(s).

3. Available voting materials and their location.

4. Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) entitlements.

(b) Report Soldier training and/or contact data semi-annually to the senior voting action officer at HRC (AHRC–PDP–P).

(15) Ensure that all unit and installation SVAOs (and alternates) post their name, office telephone numbers, and email addresses in the location identified.

(16) Ensure SFs 76 are included in orientation packets for new and permanent change of station personnel.

(17) Ensure personnel, including their Family members, are advised to notify their local election office of their change of address.

(18) Ensure recruits are provided SFs 76 for themselves and their voting-age Family members during their basic combat training and advanced individual training.

*b. Unit voting assistance officers.* Unit VAOs at all levels will be responsible for all aspects of the voting assistance program in the unit. The individuals appointed as unit VAO will—

(1) Be readily available and equipped to give personal aid to voters for Federal, State, and local elections.

(2) Require that all major command, installation, and unit VAOs attend an FVAP voting assistance workshop during even-numbered years with elections for Federal offices. If the installation is not scheduled to receive FVAP workshop training, installation, and unit VAOs should attend training at a nearby installation. VAOs at remote locations can access the FVAP Web site for training. Documentation of VAO training at the installation or base level will be stored within local personnel records. (See FVAP website at <http://www.fvap.gov> for workshop listing.)

(3) Administer oaths in connection with voting registration and voting as authorized by DOD Instruction 1000.04.

(4) Order and distribute the SF 76.

(a) Ensure in-hand or electronic delivery of SF 76 to all uniformed absentee voters and their eligible voting Family members not later than 15 January of each year.

(b) Deliver in hand or electronically the SF 76 not later than 15 July of even-numbered years to those serving outside the territorial limits of the United States.

(c) Deliver an SF 76 in hand or electronically to Soldiers on temporary duty or leave upon return to their active unit. (Accomplishing delivery in unit formations or during scheduled unit training is acceptable).

(d) Ensure that delivery of the SF 76 is done in an informational, not coercive way. Provide SFs 76 to Soldiers who want them; avoid the appearance of coercing Soldiers to use them.

(e) Inform voters of the SF 76 and SF 186 mailing deadlines to meet their State ballot receipt deadlines.

(f) Inform voters of States that accept faxed SFs 76 and voted ballots.

- (g) Distribute FVAP coversheets to voters wishing to fax SFs 76 or ballots when eligible.
- (5) Provide information on the SF 186.
- (a) Inform overseas voters about the use of the SF 186 if the State absentee ballot is not received on time.
- (b) Ensure that voters are informed of the following criteria for the SF 186:
  1. Application for a regular absentee ballot must have been received by the local election official at least 30 days prior to the general election.
  2. The SF 186 is a back-up ballot that may be submitted only from outside the continental United States.
  3. Some States accept an SF 186 mailed from within the United States. See the Voting Assistance Guide at <http://www.fvap.gov/pubs/vag.html> for more information. (Details for ordering the current year's Voting Assistance Guide can be found at <http://www.fvap.gov/vao/guide.html>).
  4. Inform the voter that, under the law, the local election official must receive the SF 186 no later than the deadline for receipt of regular absentee ballots.
  - (6) Assist, in a language they understand (verbal or non-verbal), any person who appears to need assistance in reading or understanding English language material relating to voter registration or voting.
  - (7) Encourage access to the FVAP Web site (<http://www.fvap.gov>) for all voting materials and information. All States accept the online version of the SF 186 on this Web site.
  - (8) Provide office telephone numbers and email addresses to the Installation Voting Assistance Office at their installations.
  - (9) Provide an after action report from Federal election years, through the respective chain of command to the Army Voting Action Officer, at Commander, U.S. Army Human Resources Command (AHRC-PDP-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5408. Suspense date will be provided by the Army Voting Action Officer (AHRC-PDP-P).
  - (10) Provide input, as required by the Army Voting Action Officer (AHRC-PDP-P), concerning the status of implementation of the voting assistance program to senior Army leadership through the respective chain of command to the senior voting action officer at HRC (AHRC-PDP-P). The format of the information required will be provided by FVAP.
  - (11) Ensure that all unit and installation SVAOs (and alternates) post their name, office telephone numbers, and email addresses in the location identified.
  - (12) Ensure SFs 76 are included in orientation packets for new and permanent change of station personnel.
  - (13) Ensure personnel, including their Family members, are advised to notify their local election office of their change of address.
  - (14) Ensure recruits are provided SFs 76 for themselves and their voting-age Family members during their basic combat training and advanced individual training.

### **3-5. Ballot materials**

- a. SF 76 will be delivered in hand or electronically to Soldiers, DA civilians, and voting age Family members outside the continental United States not later than 15 January of each year.
- b. Official post cards, ballots, voting instructions, and envelopes (in accordance with UOCAVA, Public Law 99-410) will—
  - (1) Be free of postage, whether mailed separately or in bulk.
  - (2) Be identified by two parallel, horizontal red bars, each 1/4-inch wide, crossing the card or envelope from one side to the other. The words, "OFFICIAL ELECTION BALLOTING MATERIAL-VIA AIR MAIL," or a similar statement prescribed by State law, will be printed between the bars.
  - (3) Have all printing on the face in black.
- c. Incoming and outgoing mail identified as balloting material will be given prompt handling in postal channels.
  - (1) Ballots will be dispatched first, regardless of volume of the mail.
  - (2) Voting material (cards or letters) will be postmarked and placed in front of letter trays and on top of mail bundles when dispatched.

### **3-6. Electronic transmission of election materials**

See appendix C of the Voting Assistance Guide at <http://www.fvap.gov/pubs/publications.html> for the current voting year for details on using electronic transmission for certain States.

### **3-7. Information on elections**

- a. Detailed information on absentee voting for primary, special, and general elections will be published in various DOD information media to include, but not limited to, the Web sites in paragraph c, below.

*b.* Only individuals may make specific inquiries about election procedures or their voting privileges to officials in the State where they are currently registered to vote. Military personnel acting in an official capacity will not contact State election officials.

*c.* The following Web sites will be available:

(1) AVAP (<https://www.vote.army.mil>).

(2) FVAP (<http://www.fvap.gov/>).

### **3–8. Polls, ballots, or straw votes**

DA may conduct surveys for statistical data needed to measure voting participation by DA personnel. No other poll, ballot, straw vote, or opinion research will be permitted among DA personnel unless specifically authorized by Headquarters, Department of the Army. (See 18 USC 596.)

### **3–9. Installation Voting Assistance Offices**

*a.* The Installation Voting Assistance Office will be established within the installation headquarters reporting directly to the installation commander, even if geographically located in another office.

*b.* The Installation Voting Assistance Office should be located in a well-advertised, fixed location, consistent throughout the Service, and should be physically co-located with an existing office that receives extensive visits by Service personnel, Family members, and DOD civilians. It will be staffed during the hours the installation office is open with personnel trained to provide direct assistance in registration and voting procedures, including the assistance required under 42 USC 1973gg.

*c.* The Installation Voting Assistance Office will be included in the administrative in-processing and out-processing activities of reporting and detaching personnel.

*d.* The Installation Voting Assistance Office will ensure that uniformed services members, their voting-age dependents, and overseas DOD civilians are provided proper voting assistance at the installation voter assistance office, including the opportunity to update their voter registration information through the submission of the revised SF 76 or National Mail Voter Registration Form.

*e.* The Installation Voting Assistance Office will ensure that voting assistance is provided to all personnel, military and civilian, reporting for duty on the installation, detaching from duty, deploying, and returning from deployment of 6 months or longer.

*f.* Uniformed services members who are being released from active duty will be advised to notify their local election office that they are no longer covered in accordance with the provisions of section 42 USC 1973ff and will be provided the opportunity to submit a National Mail Voter Registration Form.

*g.* The Installation Voting Assistance Office will ensure that all small and geographically separated units are provided voting assistance.

*h.* The National Mail Voter Registration Form will be provided to Federal civilian employees and other U.S. citizens who have access to the installation voter assistance office within the United States, and to uniformed services voters who currently reside in their voting districts.

*i.* The Installation Voting Assistance Office will provide direct assistance to individuals in completing the forms necessary to register to vote, update their voter registration information, and request absentee ballots.

*j.* The Installation Voting Assistance Office will maintain voting program metrics as coordinated with and prescribed by the Director, FVAP and furnish a report, via their SVAO, to the Director, FVAP each calendar quarter as requested.

*k.* Installation Voting Assistance Offices will also serve as voter registration agencies.

## Appendix A

### References

#### Section I

##### Required Publications

###### AR 600–20

Army Command Policy (Cited in para 3–2c(4).)

#### Section II

##### Related Publications

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication. USC is available at <http://uscode.house.gov/>.

###### AR 11–2

Managers' Internal Control Program

###### AR 25–30

The Army Publishing Program

###### AR 623–3

Evaluation Reporting System

###### DOD Instruction 1000.04

Federal Voting Assistance Program (FVAP) (Available at <http://www.dtic.mil/whs/directives/>.)

###### DOD Directive 1344.10

Political Activities by Members of the Armed Forces (Available at <http://www.dtic.mil/whs/directives/>.)

###### Public Law 99–410

Uniformed and Overseas Citizens Absentee Voting Act (Available at <http://thomas.loc.gov/bss/d099/d099laws.html>.)

###### Voting Assistance Guide

(Available at <http://www.fvap.gov/>.)

###### 5 CFR Part 734

Political Activities of Federal Employees (Available at <http://www.ecfr.gov/>.)

###### 18 USC 592

Troops at polls

###### 18 USC 593

Interference by armed forces

###### 18 USC 596

Polling armed forces

###### 18 USC 607

Place of solicitation

###### 18 USC 608

Absent uniformed services voters and overseas voters

###### 18 USC 609

Use of military authority to influence vote of member of Armed Forces

###### 42 USC Chapter 20, subchapter I–G (as modified by the National Defense Authorization Act for FY2002, Public Law 107–107, and the Help America Vote Act of 2002, Public Law 107–252)

Registration and Voting by Absent Uniformed Services Voters and Overseas Voters in Elections for Federal Office

#### Section III

##### Prescribed Forms

Standard forms are available on the General Services Administration Web site (<http://www.gsa.gov/>).

**SF 76**

Registration and Absentee Ballot Request-Federal Post Card Application (FPCA) (Prescribed in paras 2-2d, 2-3d, 2-6c, 3-2a, 3-4, 3-5a.)

**SF 186**

Federal Write-in Absentee Ballot (FWAB) (Prescribed in paras 2-2d, 2-3d, 3-2a, 3-4b, 3-9d.)

**National Mail Voter Registration Form**

(Available at <https://www.eac.gov/voters/national-mail-voter-registration-form/>.) (Prescribed in paras 3-9d, 3-9f, 3-9h.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<https://armypubs.army.mil/>).

**DA Form 11-2**

Internal Control Evaluation Certification

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

## **Appendix B**

### **Internal Control Evaluation**

#### **B-1. Function**

The function covered by this evaluation is the administration of the AVAP.

#### **B-2. Purpose**

The purpose of this evaluation is to assist assessable unit managers, internal control administrators, and test control officers in evaluating the key internal controls outlined. It is intended as a guide and does not cover all controls.

#### **B-3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years or whenever the internal control administrator changes. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

#### **B-4. Test questions**

- a.* Are SVAOs and alternates (lieutenant colonel or above, or DA civilian equivalent) being established to manage the command voting assistance program?
- b.* Are all unit VAOs and installation SVAOs (and alternates) posting their name, office telephone numbers and email address in a consolidated, well-advertised, fixed location on the installation?
- c.* Are registration and voting information, materials, and assistance made readily available by the unit VAOs and the Installation Voting Assistance Office to all eligible Army voters?
- d.* Are eligible voters educated on the importance of voting and provided every opportunity to register and cast their ballot?

#### **B-5. Supersession**

This is the initial internal control evaluation for the AVAP.

#### **B-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to Commander, U.S. Army Human Resources Command (AHRC-PDP-P), 1600 Spearhead Division Avenue, Department 470, Fort Knox, KY 40122-5408.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACOM**

Army command

**ASCC**

Army service component command

**AVAP**

Army Voting Assistance Program

**DA**

Department of the Army

**DCS, G-1**

Deputy Chief of Staff, G-1

**DOD**

Department of Defense

**DRU**

Direct reporting unit

**FPCA**

Federal Post Card Application

**FVAP**

Federal Voting Assistance Program

**FWAB**

Federal Write-In Absentee Ballot

**HRC**

U.S. Army Human Resources Command

**IMCOM**

Installation Management Command

**PAO**

Public Affairs Officer

**SF**

standard form

**SJA**

staff judge advocate

**SVAO**

senior voting assistance officer

**UOCAVA**

Uniformed and Overseas Citizens Absentee Voting Act

**USARC**

U.S. Army Reserve Command

**USC**

United States Code

**VAO**

voting assistance officer

## Section II

### Terms

#### **Absent uniformed services voter (Army)**

A Soldier on active duty or his or her Family members who, by reason of the Soldier's active duty, are absent from the place of residence where they are otherwise qualified to vote.

#### **Eligible absentee voter**

An active duty Soldier who is absent from the place of residence where otherwise qualified to vote and his or her accompanying Family members.

#### **Federal election**

Any general, special, or primary election held to select, nominate or elect any candidate for—

- a. President, Vice President, or presidential elector.
- b. The U.S. Senate or House of Representatives.
- c. Delegate from the District of Columbia.
- d. Resident Commissioner from the Commonwealth of Puerto Rico.
- e. Delegate from Guam or the Virgin Islands.

#### **Installation Voting Assistance Office**

The office designated by the installation commander to provide voter assistance to military personnel, voting-age military Family members, Government employees, contractors, and other civilian U.S. citizens with access to the installation.

#### **Installation voting assistance officer**

An individual responsible for voting assistance coordination at the installation level.

#### **Local election**

An election at a lower level than a State election, such as a municipal, county, or township election.

#### **Poll**

Any request for information regarding the content of an individual's vote.

#### **Senior voting action officer**

An individual at a Uniformed Service headquarters level responsible for voting assistance operations for his or her respective component.

#### **Senior voting assistance officer**

An individual at an ACOM, ASCC, or DRU level responsible for voting assistance operations for his or her respective command.

#### **State election**

Any general, special, or primary election held to select, nominate, or elect any candidate for any State office. Examples of such offices are governor, lieutenant governor, and attorney general.

#### **Unit voting assistance officer**

An individual responsible for voting assistance at the unit level.

#### **Voter**

A person in one of the following categories who is authorized by law to vote, and is registered to vote in a primary, special, or general election:

- a. Members of the Armed Forces or Merchant Marines while in active service, and their Family members, wherever stationed.
- b. Other U.S. citizens residing outside the United States.

#### **Voting residence**

The jurisdiction where the voter is registered to vote.

## Section III

### **Special Abbreviations and Terms**

This section contains no entries.



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