

IMSE-KNX-HRMP

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: 2012 Fort Knox Voting Assistance Program

1. References:

a. Publications:

(1) DoD Directive 1000.4, Federal Voting Assistance Program (FVAP), 14 April 2004, certified current as of 23 April 2007.

(2) DoD Directive 1344.13, Implementation of the National Voter Registration Act (NVRA), 16 November 1994, certified current as of 21 November 2003

(3) 42 U.S.C. 1973ff (1986), Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)

(4) Memorandum, Under Secretary of Defense (Personnel and Readiness), 19 September 2007, subject: Guidance of Implementing Voting Assistance Programs.

(5) AR 608-20, Army Voting Assistance Program, 28 October 2004.

(6) Voting Assistance Guide 2010-11, November 2009.

(7) 2012 Army Voting Action Plan, 20 September 2011.

(8) USD (P&R) Memorandum, "Guidance on Implementing Voting Assistance Programs." DTD 19 September 2007

b. Resources:

(1) Fort Knox Voting Page:

http://www.knox.army.mil/garrison/dhr/ag/mpd/pob/vote_asst.asp

(2) FVAP website www.FVAP.gov

(3) Army website www.army.vote.mil

IMSE-KNX-HRMP

SUBJECT: 2012 Fort Knox Voting Assistance Program

- (4) Social Media: Face book (Army Voting), LinkedIn, Twitter (U.S. Army Voting)
- (5) Standard Form 76, Federal Post Card Application (FPCA).
- (6) Standard Form 186, Federal Write-In Absentee Ballot (FWAB).
- (7) National Voter Registration Form (NVRF)

2. This Voting Assistance Program outlines the responsibilities Commanders and appointed Voting Assistance Officers (VAOs) have to Fort Knox Soldiers, DA Civilians, DoD Contractors overseas, and their voting age Family members. This program also establishes the timelines for actions required by each unit Voting Assistance Officer assigned or attached to Fort Knox, to include Fort Knox Partners in Excellence.

3. Commanders down to company and detachment level will:

a. Appoint in writing (encl 1), unit Voting Assistance Officers in the grades of First Lieutenant/Sergeant First Class or above or civilian equivalent in all units with 25 or more permanently assigned members. Additional unit VAOs will be appointed for each 50 members assigned above the initial 25. Commanders may also apply USD (P&R) Memorandum, "Guidance on Implementing Voting Assistance Programs." DTD 19 September 2007 and adjust this ratio to meet local conditions.

b. Provide unit VAOs the necessary time and resources needed to perform their voting assistance duties, especially during even-numbered years.

c. Rate unit VAOs on the way they perform their voting assistance duties by establishing evaluation criteria for VAO performance within their command. The Federal Voting Assistance Program CIP Checklist (encl 2) may be used to evaluate the voting assistance program within the units.

d. Provide Soldiers who desire to vote the maximum opportunity to do so. This occurs through junior officers and senior NCOs assisting their respective subordinates with their voting questions and problems throughout the election year. Remember it is **ILLEGAL** for commissioned, warrant, and noncommissioned officers to use military authority to influence anyone to vote or not to vote. Leaders at all levels must understand that the DOD goal is to eliminate problems/barriers that might prevent someone from voting and to provide every opportunity for Soldiers to register and vote if they so desire by getting the forms to those who want them. The goal is not to pressure, cajole, or order Soldiers to register or to vote. Doing so not only violates DOD and Army policy, but violates the criminal laws of the United States.

IMSE-KNX-HRMP

SUBJECT: 2012 Fort Knox Voting Assistance Program

e. Ensure training of all Soldiers (including activated National Guard and Reserve personnel) on absentee registration and voting during years of elections for Federal offices. Include instructions on voting rights, responsibilities, and procedures on absentee voting. Provide training and voting assistance for units preparing for deployment where voting materials and accessibility to register may be limited.

f. Ensure unit members and their voting age Family members have ready access to absentee voter registration, ballot requests, and absentee submission information and deadlines. Additionally, any person appearing to need assistance in reading or understanding the English language material should receive immediate assistance in the appropriate language. When military personnel (including noncommissioned officers) are designated as voting assistance officers, they are authorized by DoD Directive 1000.4 to administer oaths in connection with voting registration and voting.

4. Senior and Unit Voting Assistance Officers will:

a. Provide a copy of your appointment orders and contact information to the Installation Voting Assistance Officer (IVAO) as appropriate. You will also be responsible to keep track of your additional unit VAOs using the sample roster provided (encl 3) and forward to the IVAO along with their appointment orders.

b. Complete required training within 90 days of appointment and during Federal election years. This training may be obtained by attending a Federal Voting Assistance Workshop or by completing the FVAP online training. A complete listing of available workshops can be found on the FVAP website once released. Contact the IVAO for additional information and other options that may be available.

c. Plan, coordinate, and execute your unit Voting Assistance Program as outlined in para 3 above. Additional date specific requirements can be found in para 5 below.

d. Order supplies from the IVAO to maintain the following required publications:

(1) Voting Assistance Guide 2010-11. At least one guide per unit. The guide can be found in its entirety on the FVAP website.

(2) Federal Post Card Application (SF 76). At least four per each Soldier assigned. Electronic edition with easy to follow instructions is available on the FVAP website.

(3) Federal Write-in Absentee Ballot (SF 186). At least one for each Soldier assigned. Electronic edition with easy to follow instructions is available on the FVAP website.

e. Maintain a unit Voting Assistance Continuity Folder in accordance with the FVAP CIP Checklist. The Continuity Folder is a quick reference for yourself and a helpful tool for your

IMSE-KNX-HRMP

SUBJECT: 2012 Fort Knox Voting Assistance Program

successor. Refer to the 2010-11 Voting Assistance Guide, Chapter 3, for a list of items required to be maintained in the folder.

f. Ensure in-hand or electronic delivery of FPCA to all eligible absentee voters and their voting age Family members. Be available to assist Soldiers with questions and concerns about absentee registration and voting. Implement in-processing procedures to provide voter registration opportunities and change of address information awareness.

g. Submit monthly statistical Army Voting Measures of Success Metrics (encl 4) to the IVAO by suspense dates indicated. These reports will track the number of Soldiers assigned and contacted/offered a Federal Post Card Application (FPCA). It will also track the number of unit VAOs appointed and trained to include the type of training received, the number of voting materials distributed, and the quantity and content of voting communications at command and installation levels.

5. The 2012 Army Voting Action Plan divides the voting cycle into three distinct phases. The following instructions are phased to coincide with major events throughout the election cycle. It serves as a guide to be adapted and incorporated into your Command's voting assistance program.

a. Phase I – Preparation and Initiation (Feb – Mar 2012)

(1) Appoint Senior Voting Assistance Officers (SVAO) and unit VAOs to serve throughout the 2012 election cycle. Ensure that all VAOs receive training regarding the legal and policy limits on political activities of uniformed service members and civilian employees.

(2) Order all voting materials as prescribed by DoD Directive 1000.4.

(3) Ensure in hand or electronic delivery of FPCAs to all uniformed absentee voters and their voting age Family members. This can be accomplished in unit formations, scheduled unit training, or by email. This should be done in an informational way, not in a coercive way.

(4) Provide the IVAO with a roster containing the names, office telephone numbers, and e-mail addresses of all unit VAOs and ensure it is continuously updated.

(5) Commanders and VAOs will begin command information programs about primary elections and the forms needed to vote in their respective state as directed by DOD and Army leadership. These information efforts should be repeated, as necessary, to inform and educate Soldiers and their Family members to exercise their right to vote in primary and general elections.

IMSE-KNX-HRMP

SUBJECT: 2012 Fort Knox Voting Assistance Program

(6) Encourage access to the Army Voting Assistance Program Webpage (<https://www.hrc.army.mil/site/active/tagd/pssd/psb/votingindex.htm>) and FVAP Website (www.fvap.gov) for voting information.

b. Phase II - Registration, Ballot Request and Absentee Voting (Jun – Nov 2012)

(1) Continue to implement Phase I.

(2) Key Events Scheduled for the 2010 voting cycle:

(a) June is Army Voter Registration Month. Installation commanders and VAOs should make the FPCA available through schools, reception battalions, and in-processing stations during this month. Commanders and VAOs must ensure FPCAs are available to all Soldiers serving outside the territorial limits of the United States and their voting age Family members. Voters should be made aware of the change to National Defense Authorization Act for FY 2012. States are no longer required to automatically send absentee ballots for two election cycles. Therefore, voters will need to request an absentee ballot.

(b) Jun 27 – Jul 1, 2012, “Armed Forces Voters Week”, concentrate efforts to establish voter awareness, motivate absentee voters to participate in the general election, and provide absentee registration and voting assistance to Soldiers for State primary elections

(c) Sep 26 – Sep 30, 2012, “Absentee Voters Week”. Continue dissemination of information about the Voting Assistance Program throughout the installation. Unit VAOs should know how and when to use the SF 186 (FWAB) and recommend its use if the voter meets the criteria and does not receive the regular absentee ballot in sufficient time to vote and return it to be counted by the State election officials.

c. Phase III – Evaluation (1 Nov – 31 Dec 2012).

(1) Assist, as requested, with post-election surveys of Soldiers, overseas civilian employees and UVAOs and encourage those who receive the survey to promptly complete and submit their responses.

(2) Support preparation of other reports as required by the Director, FVAP and AR 608-20.

IMSE-KNX-HRMP

SUBJECT: 2012 Fort Knox Voting Assistance Program

6. Your Installation Voting Assistance Officers are Ms. Amy Gawarecki and Mrs. Jutta Cronin, 624-4034/4220, building 1379 (MPD), email: knox.ag.votingassistance@conus.army.mil.

It is a Freedom you Defend – Vote!

4 Encls

as

MICHAEL G. CARROLL

Director, Human Resources

DISTRIBUTION:

A