DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 400
FORT KNOX, KENTUCKY 40122-5400

AHRC-PDZ-A

SEP 20 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2012 Army Voting Assistance Program (AVAP) Instructions

1. References:

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

b. Department of Defense Directive 1000.04, Federal Voting Assistance Program, 14 April 2004, certified current as of 23 April 2007.

c. Department of Defense Directive 1344.13, Implementation of the National Voter Registration Act (NVRA), 16 November 1994, certified current as of 21 November 2003.

d. National Defense Authorization Act for FY 2010 (NDAA).

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

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

2. The purpose of this memorandum is to provide the Army Voting Action Plan with instructions for the 2012 AVAP (enclosed).

3. As the Army Senior Voting Representative, please accept my sincere gratitude for each of you performing duty as an Army Command (ACOM), Army Service Component Command (ASCC), and Direct Reporting Unit (DRU) Senior Voting Assistance Officer (SVAO). Command support is absolutely imperative for the success of the AVAP. Our Soldiers have the right to vote and deserve our assistance in executing this crucial privilege.

4. SVAOs must pay particular attention to reporting requirements.

5. The 2012 Army Voting Action Plan provides guidance for the upcoming Presidential Election. The requirements in this plan reflect the Army's regulatory guidance, Department of Defense Directive 1000.04, Department of Defense Directive 1344.13, and requirements from the NDAA.

6. Your goal is to ensure 100 percent of your Soldiers are contacted by a Unit Voting Assistance Officer (UVAO) and offered information about voting and the absentee voting process. Each Soldier should know his or her appointed UVAO. Leaders are responsible for ensuring this happens.

7. Training for your VAOs is available via CD-ROM or by accessing Federal Voting Assistance Program (FVAP) online training at www.fvap.gov. Each VAO should complete a certificate of training within 30 days of appointment. Given the availability of web enabled training, VAOs no longer have to wait to become certified through installation training. As a result, VAOs are available to assist Soldiers, Civilians, and Family members earlier in the voting process.

8. I appreciate your continued efforts in support of this important program. My point of contact is Ms. Rachel Gilman, Army Voting Action Officer, at 502-613-8475 or DSN 983-8475; e-mail address is Rachel.Gilman@conus.army.mil.

9. It's a Freedom you defend-VOTE!

Encls

JASON T. EVANS
Colonel, USA
The Adjutant General

DISTRIBUTION:
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US ARMY ACQUISITION SUPPORT CENTER
ARMY NATIONAL GUARD
US ARMY HUMAN RESOURCES COMMAND
US ARMY INSTALLATION MANAGEMENT COMMAND

ARMY VOTING ACTION PLAN 2012

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), (USD(P&R)), 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 23 April 2007.

E. Department of Defense Instructions 1000.04, Federal Voting Assistance Program.

F. AR 608-20, Army Voting Assistance Program, 28 October 2004.

G. Department of Defense Directive 1344.13, Implementation of the National Voter Registration Act, 16 November 1994, certified current as of 21 November 2003.

APPENDIXES:

A. Army Measures of Success Report

B. 2012-2013 Army VAO Workshop Schedule

I. PURPOSE

To implement the Federal functions of the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)* and the *Help America Vote Act of 2002 (HAVA);* administer the provisions of the DoD Directive 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 Voting Program. This plan delineates specific actions to be carried out in preparation for the 2012 Presidential election.

II. OBJECTIVE

In accordance with AR 608-20, the personnel listed below must be provided all necessary voting information, including voting age requirements, election dates, Federal officers to be elected, as well as absentee registration and voting procedures.

It is the goal of the AVAP to ensure that everyone who wants to vote has the opportunity to vote and have their vote received on time. This includes the following:

A. Members of the U.S. Army.

B. Department of Army Civilians and Contractors CONUS and OCONUS.

C. Family members of (1 & 2) above.

III. CONCEPT

A. PHASE I - Preparation and Initiation During the Period of February - May 2012.

1. Implement Command Voting Action Plan for the 2012 elections and disseminate to subordinate units.

2. Encourage access to the FVAP website (www.fvap.gov) and (www.vote.army.mil) for voting information and materials.

3. Ensure ordering and procurement of Federal Post Card Applications(FPCAs), Federal Write-in Absentee Ballots(FWABs) and other voting assistance materials by each Command/Unit through the Army Publishing Directorate. Distribution of FPCAs and FWABs by e-mail or other electronic means is encouraged.

4. Ensure direct delivery by in-hand or electronic means (e-mail preferred) of FPCAs to all Soldiers, OCONUS Army civilian employees and eligible Family members. Ensure FPCAs and FWABs are available to Soldiers from states holding early primary elections at least 90 days, if possible, in advance of the states primary election. Election dates are available at www.fvap.gov and at www.vote.army.mil.

5. Voting information efforts shall begin with commanding officers and VAOs conducting command information programs prior to primary elections and continuing, as necessary, to encourage Soldiers and their Family members to exercise their right to vote in primary and general elections. Information provided shall include dates of scheduled primary and general elections, state deadlines for voter registration, procedures to request an absentee ballot, actions upon the receipt of voted ballots and the mailing deadlines established by installation. Information programs can be accomplished through various means that the command elects, but the following tools have proven helpful in the past: use of local websites; installation newspapers; placing voting materials (with VAO's name, phone, e-mail address, and office location) in stationary locations such as libraries, medical and dental clinics,

commissaries, exchanges, MWR facilities, schools, training facilities, dining facilities and at designated locations onboard seagoing vessels.

B. PHASE II - Registration, Ballot Request and Absentee Voting During Period of June - November 2012. Phase II runs simultaneously with portions of Phase I.

1. Conduct "Armed Forces Voters Week" and "Overseas Citizens Voters Week" (week of June 27 - July 1, 2012). Develop programs to create voting awareness and to motivate absentee voters to participate in the general election. Encourage voter assistance activities in conjunction with installation events such as air shows, Armed Forces Day, academy and school graduations. Publicize the importance of early action and planning well in advance of election deadlines by the absentee voter to obtain a ballot for the general election. Publicize the last date before a Federal general election for which absentee ballots mailed from that location can reasonably be expected to be delivered to the appropriate State and local election officials.

2. Conduct "Absentee Voters Week" (week of September 26 – September 30, 2012). Encourage all *UOCAVA* voters to vote and mail their absentee ballots during this week. Encourage use of the FWAB and communicate how and when to use this back-up ballot. Recommend its use if the voter meets the criteria but has not received the requested regular absentee ballot in sufficient time (45 days) to vote and return their vote to be counted. Ensure procurement and distribution of FWABs for use by Uniformed Services voters both within the U.S. and overseas and by other U.S. citizens in overseas areas. The FWAB may be used for the General election (Federal offices) under conditions specified in the *2012 - 2013 Voting Assistance Guide.* Some jurisdictions may expand the use of the FWAB for Primary, State and local elections. For specific information on State requirements, refer to the *2012-2013 Voting Assistance Guide*.

3. Continue 2011 command information programs and dissemination of voter information. VAOs must ensure that voting materials are placed in high traffic areas on the installation (e.g. APO, ACS, main exchange, commissary, gym and the unit orderly room).

4. Within available resources, ensure privacy and access to fax machines for transmission of election materials. Permit use of DSN phones for voting assistance when it does not interfere with the mission.

C. PHASE III - Evaluation During the Period of 1 November - 31 December 2012.

1. IAW AR 608-20, assist, as requested, with post-election surveys of Soldiers, overseas civilian employees and Unit Voting Assistance Officers (UVAO). Emphasize those who receive the survey to promptly complete and submit their responses. The survey's findings will be used in identifying

voting program problems and successes and in formulating plans for future voting assistance programs.

2. Support preparation of other, yet to be specified, reports as required by the Director, FVAP and AR 608-20.

IV. RESPONSIBILITIES TO ALL:

A. Review and implement the guidance in AR 608-20, "Army Voting Assistance Program" and ensure subordinate commanders remain compliant with the program.

B. Disseminate the Army Voting Action Plan 2012 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 command to coordinate the program of their subordinate units.

E. Designate UVAOs in all units with 25 or more permanently assigned members. (Appoint an additional VAO for each 50 unit members above the 25 member base). 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. The objective is to ensure adequate voting assistance is present for our personnel.

F. Ensure VAOs are trained via the FVAP workshop within 30 days of appointment. If the FVAP workshop is not available, VAOs can also meet training requirements on-line via the FVAP web-based 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, para 2-15, for suggested criteria and reference this in the appointment memorandum.

H. Provide command emphasis and support to the AVAP on a continuous basis to give each Soldier the opportunity to vote in person or by absentee ballot.

I. Generate and maintain a directory containing names, e-mail addresses and office telephone numbers of all UVAOs within 30 days of the release date of the Army Voting Action Plan. This directory must be updated as changes occur. E-mail addresses for VAOs shall be standardized in the form, Vote.*Unit@army*.mil or similar format.

J. Establish a link to the Army Voting Website (www.vote.army.mil) on command homepages to provide VAOs with easy access to the latest voting information. Report link to vote.questions@conus.army.mil

K. Work through the local PAO to maintain public awareness, and produce a Voting Public Service Announcement of their senior leader(s) to increase voter awareness and encourage Soldiers, OCONUS DA Civilians, and eligible Family members to register and to vote.

L. In support of FVAP workshops, coordinate transportation requirements to maximize attendance of VAOs stationed on each installation. The Army Voting Action Officer has released the FVAP workshop schedule to the SVAOs. Workshop listing can be found at (www.vote.army.mil) in 2012.

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

N. Provide input for "After Action Report" NLT 15 December 2012, to the Army Voting Action Officer, Rachel.Gilman@us.army.mil, summarizing successes and/or problems experienced in the conduct of the program. A checklist for and the format of the report will be provided by the Army Voting Action Officer upon receipt from FVAP.

O. Assist in conducting a survey of Soldiers, civilian employees outside the continental U.S., and UVAOs in the manner specified by DoDD 1000.04 following the general elections.

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

Q. VAO's should be aware of special State or local run-off elections in the event they occur.

V. 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 Resources Management Division (HRMD) must 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 HQDA Army Voting Action Officer, Rachel.Gilman@us.army.mil.

B. The Department of the Army Inspector General:

1. Review the AVAP annually at every level of command to ensure compliance with DoDD 1000.04, AR 608-20 and public law. Inspectors General will determine whether UVAOs are appointed, trained, and have sufficient resources to provide voting assistance.

2. DAIG will submit a report to the DoD Inspector General by 31January 2013 as prescribed by AR 608-20.

C. IMCOM/AMC/FORSCOM:

1. National Defense Authorization Act (NDAA) for Fiscal Year 2010 requires each Service to establish a National Voter Registration Act Agency on each installation. DoDD 1000.04 (Draft), states the Installation Voter Assistance Office (IVAO) shall be designated as a voter registration agency and authorizes commanders to assign these responsibilities to the 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 Installation 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 beginning January 2012 and ending April 30, 2013. The IVAOs will monitor and assist all VAOs and coordinate all voting projects on the installation.

3. Ensure a SVAO is designated to represent the installation and introduce the program at each installation for FVAP training workshops and orientations.

4. Emphasize attendance of every VAO stationed at the installation to attend FVAP workshop.

D. COMMANDER TRADOC:

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

2. Provide voting assistance to trainees/students to register and to vote as prescribed by DoDD 1000.04. (Draft)

3. As prescribed by DoDD 1344.13, maintain statistical information and records on voter registration assistance.

4. Provide a quarterly report of statistical data to HQDA Voting Action Officer, Rachel.Gilman@us.army.mil for submission to FVAP.

E. U.S. ARMY RECRUITING COMMAND:

1. As prescribed by DoDD 1344.13, maintain statistical information and records on voter registration assistance .

2. Provide a quarterly report of statistical data to HQDA Voting Action Officer, Rachel.Gilman@us.army.mil, for submission to FVAP.

F. DIRECTOR ARMY NATIONAL GUARD:

IAW DoDD 1000.04 (Draft) direct all State Adjutants General to support the AVAP and comply with AR 608-20 during all Federally scheduled elections.

VI. RESPONSIBILITIES OF VAOs

A. Installation Voting Assistance Officers.

IAW DoDD 1000.04, IVAOs will perform the duties of the NVRA. The office shall:

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

2. Provide written information on voter registration procedures and absentee ballot procedures, including absentee voting material and voting assistance to all Soldiers, eligible Family members, and DA Civilian employees to include internet access, where practicable.

3. Provide the opportunity and assistance to request voter registration, update the individual's voter registration information by completing an FPCA and request absentee ballots.

4. Provide the FPCA to all Soldiers, their eligible Family members (both within the continental U.S. (CONUS) and outside the continental U.S. (OCONUS)), DA Civilian employees outside the U.S. who request voting assistance. CONUS DA Civilian employees shall be provided the National Voter Registration Form. The form can be downloaded via www.eac.gov.

5. Provide assistance to these citizens in completing the provided forms.

6. Mail the completed FPCA/FWAB to the appropriate State office, if requested by the citizen.

7. Publish the location, address, hours of operation, phone number and e-mail address for the IVAO on installation and Service voting websites.

8. IAW MILPER message 07-341, coordinate and lead all installation voting matters including but not limited to setting up installation voting workshops, special emphasis weeks, displaying banners and other promotional material.

9. Incorporate the services of the local Public Affairs Officer, Staff Judge Advocate, Publication Account Manager and the communications and message centers to publicize the opportunity to register to vote.

10. Provide voting assistance to eligible Family members on the installation by leveraging the Army Community Service Office, Family Readiness Support Assistance (FRSAs) and other Family Readiness Groups (FRGs).

11. Include an FPCA and FWAB as part of the in and out processing package for the installation.

12. Advertise and widely publicize FVAP voting workshops on the installation and neighboring installations to ensure maximum participation.

13. Conduct local voting workshops and program orientations to train VAOs, if VAOs cannot attend FVAP workshops. The workshops should include the basic understanding of absentee voting process and how to complete FPCAs and FWABs.

14. Ensure SVAO/IVAO contact information is listed with military installation telephone operators.

B. Senior Voting Assistance Officers:

1. As prescribed by AR 608-20, manage the voting assistance program within their respective command 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 is the lead. 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. Submit to HQDA Voting Action Officer, Rachel.Gilman@us.army.mil, a consolidated monthly "Measures of Success" 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 is due NLT the 10th of each month.

5. Conduct Army Voter Registration Month in June 2012, as prescribed by AR 608-20.

6. Establish within the Command a VAO network and communications capability to quickly disseminate voting information throughout the command as prescribed by AR 608-20.

7. Administer the AVAP on a non-partisan basis. VAOs should contact the local Staff Judge Advocate office for advice on compliance with the AVAP.

8. Encourage subordinate VAOs to advise voters to electronically transmit voting materials to their local election officials. (state dependent)

9. Ensure contact information is provided to the IVAO.

C. Voting Assistance Officers:

1. As prescribed by AR 608-20, attend a FVAP Workshop within 90 days of appointment if available. Training can also be completed via CD-ROM, on-line and attending a Service workshop. The preferred method of training is the FVAP workshop, however each method provides the VAO with the knowledge needed to perform their duties successfully. Access on-line training via www.fvap.gov. UVAO's should be trained within 30 days of appointment. See FVAP schedule for workshops on Army installations at Appendix B.

2. Actively collect and share "Good Ideas" with other VAOs and Human Resource Command Voting Action Officers. The good ideas will be submitted with the monthly report.

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

4. Return "Undeliverable as Addressed" voting materials to the Army post office immediately to be redirected to the correct address. VAOs will utilize all available resources to obtain the correct forwarding address for voting materials.

5. Ensure in hand or electronic delivery of FPCAs to all uniformed absentee voters, OCONUS DA Civilians and their eligible Family members NLT 15 January of each year.

6. Deliver the FPCA NLT 15 August of even numbered years to those serving outside the territorial limits of the United States and no later than 15 September of even numbered years to those serving within the territorial limits of the United States.

7. Ensure contact information is listed on voting posters throughout the installation.

8. Make contact with the Unit Family Support Assistant (FRSA) to provide voting assistance to eligible Family members.

NOTE: Additional reports may be required and instructions will be forwarded separately.

VII. VOTING MATERIALS AND SERVICES

A. FVAP Website. Located at http://www.fvap.gov, the site provides an overview of 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, the 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).* A reference guide for VAOs providing a summary of state-by-state absentee voting procedures.

D. VAO Training and Certification. Training can be completed by attending workshops or online. Training can be located at (http://fvap.gov/vao/training.html).

E. Posters. 2012 voting posters will be available for use by the VAOs. Initial requirements for posters will be coordinated by HQDA Voting Action Officer with the SVAO of each command. The posters should be ordered by the unit publications officer upon receipt in the U.S. Amy Publications warehouse.

F. News Articles and Features. News and feature articles on the Voting Assistance Program emphasizing primary elections, "Overseas Citizens Voters Week," "Armed Forces Voters Week," and Federal scheduled elections will be released to Army media outlets.

G. 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 voting assistance officers can follow FVAP for important updates on absentee voting. Army Voting can also be found on Facebook (Army Voting) and Twitter (U.S. Army Voting).

H. Ombudsman Service. 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.

I. 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 *UOCAVA*. The FPCA was revised in 2011 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.

K. 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 have been 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 voters receive their regular State absentee ballot after they have submitted the FWAB, voters should vote and return the ballot immediately if the regular State absentee ballot arrives before their State's deadline, the State will count that ballot instead of the FWAB. Refer to the 2012-2013 Voting Assistance Guide for more information.

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

Correspondence should be directed to:
AHRC-PDP-P
Army Voting Action Officer
US Army Human Resources Command
ATTN AHRC-PDP-P (2-1-021)
TAG-D, SPSD, Soldier Programs Branch
Human Resources Center of Excellence
1600 Spearhead Division Avenue
Ft. Knox, Kentucky. 40122
Department #480

Telephone number (502) 613-8475
DSN 983-8475

E-mail address: vote.questions@conus.army.mil
Home Page: www.vote.army.mil

It's a Freedom you Defend-VOTE!

Web Pages:

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

Appendix A

Federal Voting Assistance Program- Measures of Success
Installation Voting Assistance Offices

PLEASE SEE VOTING ACTION OFFICER FOR FINAL METRICS

1. Number of **Military** Personnel Assisted.
   - Voter Registration Requests
   - Absentee Ballot Requests
   - FWAB Requests
   - Change of Address Notifications

2. What was the status of those Military personnel assisted? (See Below)
   - Number of those personnel PCSing
   - Number pre-deploying
   - Number post-deployment
   - Number On-demand requests
   - General Voting Information Provided

3. Number of Military **Dependents** Assisted.
   - Voter Registration Requests
   - Absentee Ballot Requests
   - FWAB Requests
   - Change of Address Notifications

4. What was the status of those Dependents assisted? (See Below)
   - Number of those PCSing
   - Number pre-deploying
   - Number post-deployment
   - Number On-demand requests
   - General Voting Information Provided

5. Number of **Federal Employees Assisted.**
   - Voter Registration Requests
   - Absentee Ballot Requests
   - FWAB Requests
   - Change of Address Notifications

6. What was the status of those Federal Employees assisted? (See Below)
   - Number of those PCSing
   - Number pre-deploying
   - Number post-deployment

- Number on-demand requests
- General Voting Information Provided

7. **Number of non-Federal Civilian Employees and Civilian Employees & Contractors (public) Assisted.**
   - Voter Registration Requests
   - Absentee Ballot Requests
   - FWAB Requests
   - Change of Address Notifications

8. What was the status of those non-Federal Civilian Employees assisted? (See Below)
   - Number of those personnel PCSing
   - Number pre-deploying
   - Number post-deployment
   - Number On-demand requests
   - General Voting Information Provided

9. Number of Total Persons Assigned to the IVA Office?

10. Number of **full-time Employees.**
    - Grade
    - Military/Civil Service Contractor
    - Hours per month
    - Temporary Personnel-As assigned-Hours per month

UNIT VOTING ASSISTANCE OFFICERS

1. Number of **Military** Personnel Assisted.
   - Voter Registration Requests
   - Absentee Ballot Requests
   - FWAB Requests
   - Change of Address Notifications

2. What was the status of those Military personnel assisted? (See Below)
   - Number of those personnel PCSing
   - Number pre-deploying
   - Number post-deployment
   - Number On-demand requests
   - General Voting Information Provided

3. Number of Military **Dependents** Assisted
   - Voter Registration Requests
   - Absentee Ballot Requests

- FWAB Requests
- Change of Address Notifications

4. What was the status of those Dependents assisted? (See Below)
   - Number of those PCSing
   - Number pre-deploying
   - Number post-deployment
   - Number On-demand requests
   - General Voting Information Provided

5. Number Reporting Being Trained within 90 days of assignment as VAO.
   - Number trained by formal FVAP workshop
   - Number trained by Service provided workshop
   - Number trained online

6. UVAOS's report distribution of voting assistance message 30,60,90 days prior to a Federal election.

Appendix B

Workshop Schedule

To be released in June 2012