

Federal Voting Assistance Program CIP Checklist			DATE:	
UNIT:		UNIT VAO:		
QUESTION	YES	NO	NA	REMARKS
1. Has the commander appointed a Unit Voting Assistance Officer (VAO) in writing?				
2. Has the commander appointed a VAO that holds the required minimum rank? (1LT/SFC or higher)				
3. Has the VAO completed required VAO training? (Training Certificate from either the Voting Assistance Workshop, Internet VAO Training, or CD-ROM Training)				
4. Does the VAO have a Voting Continuity Book/ Folder with the following voting-related publications and documents?				
a. Voting Assistance Guide (Current Program Year)				
b. AR 608-20, Army Voting Assistance Program				
c. AR 600-20, Army Command Policy				
d. Installation Voting Assistance Plan				
5. Has the unit commander developed a Voting Assistance Plan?				
6. Does the VAO know the name of the next higher VAO and the Installation Senior VAO?				
7. Do Bde/Bn level VAOs have a complete listing of all subordinate UVAOs?				
8. Is there a location in the unit area to post voting-related information for all Soldiers to view?				
9. Is the VAO's contact information (Name, telephone number, email address, and duty location) posted for all Soldiers to view?				
10. Does the VAO have the required number of copies of SF 76, Federal Post Card Application (FPCA), for all assigned Soldiers?				

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11. Does the VAO have the required number of copies of SF 186 Federal Write-In Absentee Ballot (FWAB), for all assigned Soldiers?				
12. Did the VAO conduct In-Hand Delivery of an FPCA to all assigned Soldiers NLT 15 January of the current year?				
13. Has the unit scheduled and conducted at least one Voting Assistance Program briefing for all unit personnel within the past 12-month period? (Unit Training Schedule)				
14. Has the unit conducted at least one voting-related activity in conjunction with Army Voter Registration Month?				
15. Does the VAO understand how to complete the Federal Post Card Application (FPCA)?				
16. Does the VAO understand how to complete the Federal Write-In Absentee Ballot (FWAB)?				
NOTES:				
INSPECTOR NAME:		RANK	PHONE	SIGNATURE: