

## Air Force Voting Plan - 2006-07

- References:**
- A. Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)  
42 USC 1973ff
  - B. DODD 1000.4, Federal Voting Assistance Program
  - C. AFI 36-3107, Voting Assistance Program
  - D. Voting Assistance Guide (VAG) Publication ID# VAG 06-07
  - E. Federal Voting Assistance Program (FVAP) Voting Action Plan 2006-2007
  - F. Department of Defense Voting Information Support Plan 2006-2007  
(Appendix A of item E)

**Offices of Primary Responsibility:** HQ USAF/A1  
MAJCOM/FOA/A1  
HQ AFPC/DPSOOF  
Installation/CC/DPM

**1. Situation:** The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) protects the right to vote for members of the Uniformed Services, Merchant Marines, their spouses and dependents, and United States (US) citizens residing outside the territorial limits of the US. It requires each Government department to distribute balloting materials and develop a program of information and education for all employees and dependents covered by the Act. The Secretary of Defense has directed commanders at all levels to support the Voting Assistance Program to ensure maximum participation by Air Force personnel and their dependents, in exercising their right to vote. For the 2006-07 Voting Season, the goal is to contact 100% of Air Force personnel (all active duty personnel, along with civilians assigned overseas) and to offer assistance with voting registration and requesting a ballot.

**2. Mission:** The Air Force Voting Assistance Program is an ongoing program to assist Air Force personnel to register and vote either at the polls or by absentee ballot. The mission of this plan is to provide assistance for all elections, with special emphasis on the period prior to the 7 Nov 06 general election.

**3. Concept of Operations:** The plan will be implemented as follows (see Attachment 1, Sequence of Events and Annexes):

**a. HQ USAF has:**

(1) Designated the Director, Airman Development and Sustainment (AF/A1D), as the Senior Air Force Voting Representative.

(2) Designated HQ AFPC/DPSOOF as Departmental Representative (Action Officer).

**b. AF/RE will:**

(1) Appoint a headquarters level Voting Assistance Officer in the grade of GS-12/O-4 or higher, to coordinate with the senior Air Force voting representative and the Director, Federal Voting Assistance Program (FVAP), and to maintain a contingency absentee voting program for Reserve units and personnel who have been activated and deployed.

(2) Designate a voting assistance officer within each activated unit to serve as a liaison with the FVAP.

(3) Prepare a plan to provide voting assistance to members of the Reserve in the event of their activation.

(4) Send copies of the plan to HQ AFPC/DPSOOF and HQ AFPC/CCR.

(5) Include Reserve installation voting assistance officers (IVAOs) in FVAP training.

**c. NGB/CF will:**

(1) Appoint a headquarters level Voting Assistance Officer in the grade of GS-12/O-4 or higher to coordinate with the senior Air Force voting representative and the Director, Federal Voting Assistance Program (FVAP), and to maintain a contingency absentee voting program for Guard units and personnel who have been activated and deployed.

(2) Designate a voting assistance officer within each activated unit to serve as a liaison with the FVAP.

(3) Prepare a plan to provide voting assistance to members of the Air National Guard in the event of their activation.

(4) Send copies of the plan to HQ AFPC/DPSOOF and HQ AFPC/CCG.

(5) Include Guard IVAOs in FVAP training.

**d. HQ AFPC/DPSOOF will:**

(1) Provide the Director, FVAP with a quarterly updated list of office telephone numbers and email addresses for every MAJCOM and installation voting assistance officer.

(2) Coordinate and publicize information (method of training, dates, locations, etc.) on IVAO training to be conducted by the FVAP.

(3) Work with the FVAP office and Air Force Publishing Division to ensure they maintain adequate stocks and distribute the following materials:

(a) Federal Post Card Applications (FPCAs), SF 76, for Absentee Ballots @ a four forms to one person ratio.

(b) Federal Write-In Absentee Ballots (FWABs), SF 186 @ a one form to one person ratio for overseas and units subject to deployment; sufficient quantities for continental U.S. bases for personnel who do not receive ballots.

(c) Current Voting Assistance Guide @ a one guide to 40 person ratio.

(4) Submit after-action reports as required to AF/A1D and FVAP.

(5) Maintain the AF Voting website at: <http://ask.afpc.randolph.af.mil>.

**e. MAJCOM/FOA Commanders (*that "own" bases*) will:**

(1) Ensure MAJCOM compliance with AFI 36-3107.

(2) Ensure their MAJCOM VAO and IVAOs provide support to tenant organizations on their bases. Tenant organizations may include organizations of sister Services. The support of IVAOs at host bases will include training, materials, information and any general support to run an effective voting assistance program. Any compliance and status reports will be processed by tenant organizations through their IVAO to the host MAJCOM or thru on-line reporting applications if directed.

(3) Ensure the appointment of voting personnel at MAJCOM and installation level.

(4) Request the inspector general (IG) include the voting program as an item for specific review at every command level. The IG will focus on various program areas, to include availability of adequate supplies (voting assistance guides, FPCAs, etc.).

**f. MAJCOM/FOA Voting Action Officers will:**

(1) Ensure compliance with AFI 36-3107.

(2) Establish MAJCOM/FOA telephone voting action lines (see Annex G).

(3) Review the Air Force Voting Plan, and develop and implement a Command Action Plan for the 2006-07 voting years. Send an information copy to HQ AFPC/DPSOOF. MAJCOM/FOA plans should briefly give additional command-specific guidance, if any, to their installations. It may be in the form of a cover letter to the Air Force Plan.

(4) Send the MAJCOM/FOA plan to installations, directing them to prepare an installation Voting Action Plan.

(5) Review and maintain copies of installation voting action plans.

(6) Review, update & send a copy of the MAJCOM/FOA list of current designated IVAOs to HQ AFPC/DPSOOF on a quarterly basis (15 Jan, 15 Apr, 15 Jul & 15 Oct).

(7) Periodically check installation Voter Action Line telephone systems to ensure base telephone operators can connect callers to the current IVAO's number or answering service.

(8) Ensure the installation IVAO's telephone service is maintained as outlined in this plan, to assist voters during the 2006-07 state and local elections. There should be no lapse of service between general election years.

(9) Collect and file installation Armed Forces Voters Week (AFVW) plans. Suspense for IVAOs to submit their plan to MAJCOM is 1 Aug 06.

(10) MAJCOMs will be responsible for sending directed reports or metrics on their organizations to the Air Force Personnel Center or on-line if directed.

**g. Installation commanders will:**

(1) Ensure compliance with AFI 36-3107.

(2) Designate (in writing) a DoD civilian GS-12 or higher; or if military, O-4 or higher, as the IVAO for a 2-year term. When a new IVAO is appointed, provide information (name, grade, phone, fax, email and mail addresses) to the MAJCOM VAO and AF VAO (HQ AFPC/DPSOOF). An O-4 select can be appointed as IVAO. A request for grade deviation must be made through the installation commander and host MAJCOM VAO, with the host MAJCOM/A1 as final approval authority. The request should include sufficient justification to warrant the deviation. Send a copy of the final decision to HQ AFPC/DPSOOF.

(3) Establish an Installation Voting Committee for administering and publicizing the local voting program. The committee will be chaired by the IVAO and consist of representatives from the following offices or Air Force related organizations:

(a) MPF

(b) Public Affairs Office

(c) Staff Judge Advocate

(d) Communications Squadron

(e) Services Squadron

(f) Volunteer Organizations are encouraged

(g) Spouses Clubs are encouraged

(h) Civilian Personnel Office (overseas installations only)

(i) Others as requested by the commander

(4) Ensure the appointed IVAO receives the Federal Voting Assistance Program (FVAP) training including TDY funding to attend training as required by the FVAP.

(5) Ensure unit commanders appoint unit voting assistance officers (UVAOs) so every member has a servicing UVAO. UVAOs should be appointed at a 1 to 100 ratio. This number may be decreased at the unit commander's discretion (i.e., 1 to 50). For example, a unit with 1 to 100 assigned members should have one UVAO; 101 thru 200 should have two UVAOs. Commanders may combine UVAO services for small units at their discretion. UVAOs must be at the 0-2/E-7/Civilian equivalent level or above. A request for grade deviation must be made by the unit commander through the IVAO, with the installation commander as final approval authority. The request should include sufficient justification to warrant the deviation.

(6) Submit reports as directed by HQ AFPC/DPSOOF.

(7) Support any FVAP voting training workshops held at their installation by introducing the program. Ensure the IVAO extends an invitation to attend to IVAOs and unit voting counselors from nearby military installations.

(8) Ensure the IVAO or UVAO briefs absentee voting process information during base newcomer orientations.

**h. Installation MPF Commanders will:**

(1) Comply with AFI 36-3107.

(2) Provide this plan to installation commanders and the IVAO upon receipt.

(3) Serve as administrative counterpart to HQ AFPC/DPSOOF.

(4) Receive, store and pass messages, MPFMs, voting materials, etc., between HQ AFPC/DPSOOF, MAJCOM/FOA and the IVAO for the entire 2-year voting cycle. Establish a distribution point for the IVAO at the MPF. If requested by IVAO, serve as the single, well advertised, fixed location where absentee voting material and voting information is available to all military personnel, family members and overseas DoD civilian employees.

(5) Support IVAO's requests for products, lists, etc., of personnel serviced by the MPF (include tenant units and GSUs).

**i. Installation Voting Assistance Officers (IVAOs) will:**

(1) Ensure compliance with AFI 36-3107.

(2) Chair the Installation Voting Committee. Distribute copies of annexes of this plan to applicable staff offices.

(3) Ensure unit voting assistance officers (UVAOs) are appointed in a ratio of one counselor for every 100 members serviced. This ratio cannot be increased but may be decreased at the determination of the unit commander (i.e., 1 per 50 unit members). IVAOs should work with the MPF commander to obtain personnel lists by unit so each UVAO receives a list with the names of the people they need to assist. UVAOs can also obtain a list of personnel from their commander support staff. UVAOs must be in the grade of O-2/E-7/Civilian equivalents or above. A request for grade deviation must be made by the unit commander through the IVAO, with the installation commander as final approval authority. The request should include sufficient justification to warrant the deviation. IVAO must maintain copies of appointment and deviation approval letters or email. .

(4) Establish a voting action telephone line with an answering machine, except where 24-hour telephone coverage is available. Provide the base telephone operator with the name and telephone number of the IVAO and all UVAOs. The telephone number listed for the IVAO should be the telephone voting action line that is connected to a 24-hour answering service.

Update telephone listings of UVAOs when replacements/changes occur (including base telephone operator and MAJCOM/FOA lists).

(5) Provide a directory containing names and office telephone numbers of the IVAO and all local UVAOs, including tenant organizations and GSUs, to the MAJCOM VAO within 15 days of receipt of this plan. Update these listings as replacements/changes occur.

(6) Ensure each UVAO has a copy of the 2006-07 Voting Assistance Guide, Publication ID# VAG 06-07, posters, and sufficient quantities of FPCAs (4 for each member assigned) and FWABs (1 for each member assigned). Voting Assistance Guides and posters are automatically shipped to each installation on a biennial basis. Quantities shipped are based on installation strength. You may procure additional materials after all initial, automatic shipments are complete, through Air Force Publishing on-line at: <http://www.e-publishing.af.mil/>. Required materials include the 2006-07 Voting Assistance Guide; Standard Form (SF) 76, Federal Post Card Application (FPCA); Standard Form (SF) 186, Federal Write-In Absentee Ballot (FWAB); election calendar and motivational posters, and any other voting materials provided by the FVAP. Electronic copies of the VAG are available on the FVAP's website. In addition, most states accept the on-line version of the FPCA which is available at [www.fvap.gov](http://www.fvap.gov). Ensure enough supplies are on hand to support activated Guard/Reserve personnel.

(7) Train all UVAOs IAW AFI 36-3107. Use the 2006-07 Voting Assistance Guide, Publication ID# VAG 06-07, and the FVAP's Microsoft PowerPoint presentation available at [www.fvap.gov](http://www.fvap.gov). Encourage UVAOs to attend a live workshop provided by the FVAP if one is hosted at or near your installation. TDYs to attend voting workshops are locally funded. Keep a written record of UVAOs trained and train replacements as needed for the duration of this plan. Complete initial training no later than 30 days after receipt of this plan.

(8) **Submit a report to HQ AFPC/DPSOOF on your installation goals at the end of the 2006 voting season.** Provide your report via email, message, fax or letter to HQ AFPC/DPSOOF, 550 C Street West Ste 37, Randolph AFB TX 78150-4739, Fax DSN 665-2543 or commercial Fax (210) 565-2543. Ensure a copy is provided to your MAJCOM. The report is due in the following format and must arrive at HQ AFPC/DPSOOF **no earlier than 16 Oct 06 and no later than 3 Nov 06**. NOTE: It is recommended that IVAOs track this information monthly to ensure accurate accounting at the end of the year.

(a) **Number of active duty eligible voters assigned**

(b) **Number of civilian eligible voters assigned (overseas locations only)**

(c) **First contact for registration.** Definition: When the IVAO or UVAO counsels any active duty member one-on-one about the voting assistance program and explains the assistance they will provide to the member and their voting age dependents. For reporting purposes, this is a contact even if the member does not actually apply for registration; i.e., the member will vote locally, or they are moving and will apply at their next unit, or they are not interested and refuse IVAO/UVAO assistance.

(d) **Second contact for ballot assistance.** Definition: When the IVAO or UVAO contacts a member to ensure they receive a ballot or assists with an FPCA to request a ballot. IVAO/UVAO does not have to make second contact with those who said they will vote locally or those who refused assistance at the first contact (but may count them as a second contact for reporting purposes).

(e) **“Best Practice” inputs for your installation.**

(9) Provide plan for Armed Forces Voters Week to MAJCOM by 1 Aug 06.

(10) Conduct Armed Forces Voters Week (3-9 Sep 06). Publicize the importance of early action to obtain election ballots well in advance of deadlines. Local election officials are often willing to help. Some ideas for Armed Forces Voters Week are:

(a) Activity ideas. Booths/tables in high traffic areas, radio talk show spots, "Uncle Sam" visiting organizations, essay/poster contests, registration rally, incentives (refreshments, helium balloons, flags, etc.), scheduled events (open house, concerts, etc.).

(b) Publicity ideas. Electronic bulletin board, email, flyers in club bills, post office boxes, dorm rooms, commissary shopping bags, closed circuit television, marquees.

(11) Report results of Armed Forces Voters Week through your MAJCOM to HQ AFPC/DPSOOF by email, message, letter or fax in the following format by 1 Oct 06:

(a) How many people were assisted with registration/SF 76 completion during Armed Forces Voters Week?

(b) Describe particularly creative or innovative methods/techniques you used during Armed Forces Voters Week.

(c) Outline any problems encountered during the week that we could incorporate into lessons learned.

(12) Conduct Absentee Voters Week (8-14 Oct 06). Encourage voters to complete and mail their absentee ballots so they are received by local election offices in time to be counted for the November general election. UOCAVA voters should submit a Federal Write-In Absentee Ballot (SF 186) if they have not received their requested absentee ballot from their state in time to return it by the state's deadline.

(13) Disseminate voting information and provide voting assistance as required for state and local elections throughout the 2-year period.

(14) CONUS installations: Ensure in-hand delivery of Federal Post Card Applications (FPCA) by 15 Jan 06, 15 Sep 06 and 15 Jan 07 to Air Force personnel and their spouses/dependents within the U.S. Ensure UVAOs maintain records of this contact and delivery of FPCAs. Maintain supply of Federal Write-in Absentee Ballots (FWAB) for those cases where the FVAP announces they may be used in the Continental U.S.

(15) At overseas installations:

(a) Procure and distribute FWABs for use by Air Force personnel, their spouses and eligible dependents, and civilian employees of the Armed Forces and their spouses and eligible dependents residing with or accompanying them, who are serving outside the territorial limits of the U.S. (The FWAB may be used only for the General Election under conditions specified in the Voting Assistance Guide.)

(b) Ensure all eligible voters know how and when to use the FWAB. 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.

(c) Ensure in-hand delivery of FPCAs by 15 Jan 06, 15 Aug 06, and 15 Jan 07 to personnel overseas.

(16) Continue tracking and report goals as directed by MAJCOM/FOAs or HQ AFPC.

(a) Submit after-action reports as directed.

(b) Assist with post-election surveys of unit voting officers, military personnel and federally employed civilians, and ballot transmission surveys if requested.

(17) Subscribe to the Voting Information Newsletter and Voting Information News Releases. Subscription instructions are located on the FVAP website, [www.fvap.gov](http://www.fvap.gov). Ensure information received is disseminated to all installation personnel.

**j. Installation Voting Committee will:**

(1) Formulate and conduct aggressive base-level publicity on voting information for the entire period of the plan. Include the publicity plan in the installation voting plan. Ensure the plan addresses Armed Forces Voters Week publicity.

(2) Coordinate installation resources to support the voting assistance program and carry out the installation voting plan.

**k. Unit Voting Assistance Officers (UVAOs) will:**

(1) Comply with AFI 36-3107.

(2) Carry out duties listed in the 2006-07 Voting Assistance Guide, Chapters One and Two.

(3) Compile a list of personnel they are to serve or use lists provided by the IVAO/MPF.

(4) Provide voting assistance through one-on-one contact with personnel on the list.

(5) Disseminate voting information and provide voting assistance as required for state and local elections throughout the 2-year period.

(6) Make first contact with assigned personnel. Brief 100% of your assigned personnel on absentee registration and voting procedures within 30-60 days of receipt of this plan. Provide FPCAs for registration and request ballots for primary elections. Some states begin their primary elections in March 2006. During this period, UVAOs will concentrate on providing absentee registration and voting assistance for state primary elections.

(7) Assist the IVAO with Armed Forces Voters Week (3-9 Sep 06). Publicize the importance of early action to obtain election ballots well in advance of election deadlines.

(8) Personally deliver FPCAs by 15 Sep 06 to Air Force personnel and their dependents within the U.S, or 15 Aug 06 for personnel overseas, for use in the General Election. This FPCA delivery is required by the UOCAVA and is in addition to the FPCAs distributed earlier, for use in primary elections.

(9) Ensure newly assigned personnel arriving in the unit after the initial voting information briefing is conducted are contacted and provided voting guidance. Update lists of assigned personnel as changes occur. New persons assigned to units should be added to a unit voting counselor's list immediately upon arrival and contacted for counseling on the voting assistance program. Departures are lined off the list and will not be counted in any reporting from that date on. New arrivals will be counted in subsequent reporting.

(10) Commissioned/noncommissioned officers designated as UVAOs are authorized by DOD Directive 1000.4 to administer oaths in connection with voting registration and voting.

(11) Submit after-action reports as directed, and assist with post-election surveys of UVAOs, military personnel and federally employed civilians, and ballot transmission surveys, if requested.

#### **4. Other Actions:**

- a. Personnel: Follow Annex A and its appendices.
- b. Public Affairs: Follow Annex B.
- c. Staff Judge Advocate: Follow Annex C.
- d. Comptroller: Follow Annex D.
- e. Information Management: Follow Annex E.
- f. Postal Service: Follow Annex F.
- g. Communications Support: Follow Annex G.
- h. Air Force Reserve: Follow Annex H.
- i. Air National Guard: Follow Annex I.

## **5. Execution:**

a. This plan is effective upon receipt.

b. Commanders at all levels will assist and encourage eligible military personnel and their dependents, as well as all Air Force civilian employees to register and vote, in person or by absentee process, in all elections held in their election districts during 2006 and 2007.

c. IVAOs will prepare installation voting action plans not later than 30 working days after receiving this plan. Incorporate any command special items which are provided in the MAJCOM/FOA plan. Submit your plan to the installation commander for approval and send a copy to MAJCOM/FOA/A1 for review.

d. Armed Forces Voters Week (3-9 Sep 06) is the time frame by which all installations will culminate their program to focus attention of all personnel on the upcoming elections.

**6. Coordination:** All federal agencies and organizations with civilian employees and constituents near Air Force installations overseas are encouraged to coincide their voting campaign with the Air Force time frame to take advantage of publicity and information disseminated through internal and external media.

## **OFFICIAL**

Director, Airman Development/Sustainment  
Deputy Chief of Staff, Manpower/Personnel

Attachment  
Sequence of Events

### **ANNEXES:**

- A - Personnel
- B - Public Affairs
- C - Staff Judge Advocate
- D - Comptroller
- E - Administration
- F - Postal Service
- G - Communications
- H - Reserve Forces
- I - Air National Guard

ATTACHMENT  
SEQUENCE OF EVENTS FOR  
INSTALLATION VOTING ASSISTANCE OFFICERS (IVAOs)  
AND UNIT VOTING ASSISTANCE OFFICERS (UVAOs)

**15 Days After Plan Receipt:**

IVAOs:

Establish voting action line.

Acquire answering machine/voice mail.

Provide list of UVAOs to Base Telephone Operator.

Procure materials.

Prepare Voting Action Plans.

Attend or participate in an FVAP voting assistance training workshop presented live or by media (world-wide-web ([www.fvap.gov](http://www.fvap.gov)), video teleconference or video tape).

**30 Days After Plan Receipt:**

IVAOs train UVAOs.

Provide the FVAP's website address to UVAOs ([www.fvap.gov](http://www.fvap.gov)).

Provide the AF Voting website address to UVAOs and any interested party (<http://ask.afpc.randolph.af.mil>).

**Not later than 1 Aug 06:**

Provide Armed Forces Voters Week Plan to MAJCOM VAO.

**Not later than 15 Aug 06:**

Overseas IVAOs make second contact. Ensure in-hand delivery of FPCAs for ballot requests.

**3-9 Sep 06:**

Conduct Armed Forces Voters Week.

**Not later than 15 Sep 06:**

CONUS IVAOs make second contact. Ensure in-hand delivery of FPCAs for ballot requests

**8-14 Oct 06:**

Conduct Absentee Voters Week

**7 Nov 06**

Submit end-of-year report to HQ AFPC/DPSOOF

**Not earlier than 1 Jan 07 and not later than 15 Jan 07**

Make in-hand delivery of FPCAs.

**Calendar Year 2007**

Continue to publicize the AF Voting Program and provide assistance for the entire year.

## ANNEX A TO AIR FORCE VOTING PLAN

### PERSONNEL

#### Tasks:

- a. HQ USAF/A1 is responsible to the Chief of Staff, USAF, for implementing the plan. HQ AFPC/DPSOOF is the HQ USAF/A1 operational focal point for voting matters.
- b. Each MAJCOM/FOA/A1 is responsible to the commander for monitoring and ensuring the success of the Air Force and Federal Voting Assistance Programs.
- c. Mission support squadron commanders/MPF commanders, and the installation voting assistance officer (IVAO) at installation level assist the installation commander in administering the Air Force and Federal Voting Assistance Programs. MPFs will expeditiously pass voting communications to the IVAO and assist the IVAO with reports, surveys, FPCA and ballot fax transmissions, and assist members in correcting FPCA errors as directed by the FVAP.
- d. The Air Force action officer for voting matters is HQ AFPC/DPSOOF, 550 C Street West, Ste 37, Randolph AFB TX 78150-4739, DSN 665-4351/4369, Commercial FAX (210) 565-2543, or email [AFPC/DPFFOVotefund@randolph.af.mil](mailto:AFPC/DPFFOVotefund@randolph.af.mil). Please visit the AF Voting page at <http://ask.afpc.randolph.af.mil> for voting information.

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1. Appendix I
  2. Appendix II

## APPENDIX I

### SUGGESTED SOURCES OF PARTISAN VOTING INFORMATION

1. Voting assistance personnel have an important role in ensuring citizens covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) law, are able to exercise their Constitutional right to vote. Questions which cannot be answered at the local level should be directed to the next higher-level voting official to ensure timely and correct answers are provided. Voting motivation programs should make people aware they should vote and that voting is a civic responsibility rather than a legal obligation. It is the voting assistance officer's responsibility to inform the voter of procedures to follow in order to vote. It is the voter's responsibility to obtain information about candidates and issues. Voting officers are not to distribute any literature from candidates or partisan organizations. They may not endorse candidates or issues. In the course of assisting personnel or for reporting purposes, IVAOs or UVAOs may poll personnel regarding their participation in voter registration or the actual casting of ballots, but they must not poll any member on his or her choice, or his or her vote for any candidate. The following sources of information are recommended for national issues:

a. Information on candidates for state/federal offices and on national issues can be readily obtained from radio, television, newspaper and internet sources, both in the U.S. and overseas.

b. The DoD Voting Information Center (VIC) allows callers to hear messages via an ordinary phone line, from incumbent U.S. Senators and Representatives, Governors and Secretaries of State. In addition, approximately 30 days prior to an election, messages from candidates for these offices are also available. The VIC telephone number is DSN 425-1584, commercial toll free 1-800-438-VOTE (8683).

2. Citizens of the United States elect more than 500,000 public officials to serve at federal, state and local levels. Although it is more difficult to obtain information about local "hometown" issues and candidates, their decisions directly influence the lives of all citizens. For "hometown" issues, absent Air Force voters may wish to:

a. Go to the state voting website for information. Links to the state election websites can be found on the FVAP website, [www.fvap.gov](http://www.fvap.gov).

b. Ask family members still living in the state to send them information on local candidates and issues.

c. Subscribe to a local newspaper while serving outside their home state.

d. Request information directly from state political party headquarters.

## APPENDIX II

# VOTING PROGRAM CHECKLIST

\*\*Electronic version can be found at <http://ask.afpc.randolph.af.mil>.

The Air Force Voting Program is a Compliance Inspection (CI) item per AFI 90-201, *Inspector General Activities*. Attachment 6.2.3. addresses the AF Voting Program. To assist you in preparing for inspections and in serving in your role as a voting counselor, the checklist below was created. It combines items from AFI 36-3107, *Voting Assistance Program* and DoDD 1000.4, *Federal Voting Assistance Program*. All references are from AFI 36-3107 unless otherwise noted.

Mission Statement - To ensure the command voting program is reviewed at every organizational level to ensure persons covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) are informed and provided an opportunity to exercise their right to vote.

### Voting Assistance Responsibilities

|   | Yes | No |
|---|-----|----|
| <b>Major Commands (MAJCOMs)</b>   |     |    |
| 1. Does the Director, Manpower and Personnel (A1) at each MAJCOM monitor, evaluate and ensure the success of the Federal Voting Assistance Program (FVAP) for the MAJCOM commander? (para 4.5.1.)   |     |    |
| 2. Has the MAJCOM/A1 designated a Primary and Alternate Voting Assistance Officer (VAO) in writing to coordinate the programs conducted by subordinate units within their command? **Grade requirement is GS-12/O-4 or higher.** (para 4.5.2.)  |     |    |
| 3. Has the VAO received FVAP training? (para 4.5.3.)  |     |    |
| 4. Does the MAJCOM VAO quarterly review, update, and send a copy of the MAJCOM/FOA list of current designated Installation Voting Assistance Officers (IVAO) to HQ AFPC/DPSOOF? (2006/07 AF Voting Plan)  |     |    |
| 5. Did the MAJCOM VAO ensure each base IVAO completes FVAP designated training workshop or alternate media training course, as specified by FVAP? (para 4.6.2.)   |     |    |
| <b>Installation Commanders</b>  |     |    |
| 1. Has the installation commander appointed in writing, a Primary and Alternate Installation Voting Assistance Officer (IVAO) in the rank of GS-12/O-4 or higher? (para 4.7.1.)<br><br>NOTE: The IVAO should be appointed to serve at least two years, to include one year of a General Election year.  |     |    |
| 2. Has the installation commander set up an installation voting committee to develop and administer the local voting program? (para 4.7.2. and 2006/07 AF Voting Plan)  |     |    |
| 3. Does the installation commander ensure unit commanders appoint in writing, one unit voting assistance officer (UVAO) per every 100 unit members? (para 4.7.3.)<br><br>NOTE: The UVAO should be at the O-2/E-7 level or above. A unit member includes military personnel of any service, along with civilians and contractor personnel at overseas units. |     |    |
| 4. Does the installation commander ensure the base staff judge advocate provides answers to legal questions regarding residency issues and the right to vote? (para 4.7.4.)   |     |    |

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|---|--|--|
| 5. Does the installation commander ensure the IVAO's and UVAOs' performance of duties with respect to the Voting Program is included in their performance evaluations? (para 4.7.5.)  |  |  |
| 6. Does the installation commander ensure the appointed IVAO receives FVAP training and is the training documented? (para 4.7.6.)   |  |  |
| 7. Does the installation commander ensure voting registration materials and assistance information are continually available at a well-advertised and fixed location on the installation? (para 4.7.7.)   |  |  |
| 8. Does the installation commander ensure all personnel deploying in excess of 30 days are briefed on the absentee voting process and afforded the opportunity to complete a Standard Form 76, <i>Federal Post Card Application</i> (FPCA)? (para 4.7.8.) |  |  |

### **Installation Voting Assistance Officers (IVAOs)**

|   |  |  |
|---|--|--|
| 1. Does the IVAO establish a voting assistance program according to the current Air Force Voting Plan and Voting Assistance Guide? (para 4.8.1.)  |  |  |
| 2. Does the IVAO chair the installation voting committee? (para 4.8.2. and AF Voting Plan)  |  |  |
| 3. Does the IVAO ensure UVAOs are appointed in a ratio of one counselor for every 100 members served, to include military and civilian personnel (overseas only), and Geographically Separated Units? (para 4.8.3.)<br>NOTE: The UVAO should be at the O-2/E-7 level or above. A unit member includes military personnel of any service, along with civilians and contractor personnel at overseas units. |  |  |
| 4. Does the IVAO ensure UVAOs are trained to assist military and civilian personnel and their dependents? (para 4.8.4.)   |  |  |
| 5. Does the IVAO keep a written record of UVAOs trained and are replacements trained as needed? (para 4.8.4.1.)   |  |  |
| 6. Does the IVAO ensure all assigned personnel receive at least one briefing, training or information period of instruction devoted to absentee registration and voting during federal election years and is this training documented? (para 4.8.4.2.)  |  |  |
| 7. Has the IVAO developed a method to track installation goals as specified in the current Air Force Plan? (para 4.8.5.)  |  |  |
| 8. Has the IVAO developed a system to ensure in-hand delivery of SF 76, <i>Registration and Absentee Ballot Request - Federal Post Card Applications</i> (FPCA) to all eligible voters? (para 4.8.6.)   |  |  |
| 9. Has a plan for Armed Forces Voters Week been sent to HQ AFPC/DPSOOF?<br>NOTE: Occurs in August or September of even-years as specified in current Air Force Plan (para 4.8.7.)   |  |  |
| 10. Does the IVAO provide registration materials and a briefing on the absentee voting process at all Individualized Newcomer Treatment and Orientation (INTRO) programs (newcomer's orientation)?<br>NOTE: This can be a rotated duty for all voting officers at the installation. (para 4.8.8.)   |  |  |
| 11. Has the base telephone operator been provided a listing with name, email and telephone number of the IVAO and UVAOs? (para 4.8.9.)  |  |  |
| 12. Has the IVAO coordinated with the MPF Customer Support element to ensure they have contact information to ensure notification of IVAO when voting materials arrive? (para 4.8.11.)  |  |  |
| 13. Has the IVAO ensured that four SF 76, FPCA, and one SF 186, <i>Federal Write-In Absentee Ballot</i> (FWAB), have been ordered for each military member and eligible dependent, and all civilian/contractor personnel (overseas only) assigned to their military installation from the Air Force Publishing web site? (para 4.8.12.)   |  |  |
| 14. Has the IVAO distributed the current Voting Assistance Guide (VAG)? (para 4.8.13.)  |  |  |
| 15. If directed, does the IVAO conduct a Post Election Survey in the manner specified by the Director, FVAP? (para 4.8.14.)   |  |  |
| 16. Does the IVAO maintain and keep current a continuity book which will be passed on to the succeeding IVAO? (para 4.8.15.)  |  |  |

### **Unit Voting Assistance Officers (UVAOs)**

|   |  |  |
|---|--|--|
| 1. Does the UVAO carry out the duties outlined in the VAG, AFI 36-3107 and the AF Voting Plan, and does he/she update their list of assigned personnel as changes occur? (para 4.9.1.)  |  |  |
| 2. Does the UVAO provide voting assistance through one-on-one contact with people they serve? (para 4.9.2.)   |  |  |
| 3. Does the UVAO have four SF 76 (FPCA), and one SF 186 (FWAB), for each military member and eligible dependent, and all civilian/contractor personnel (overseas only) assigned to their unit? (para 4.9.3.)  |  |  |
| 4. Does the UVAO make in-hand delivery of SF 76 (FPCA) to all assigned personnel of voting age to include their voting age dependents? (para 4.9.4.)<br>NOTE: Issue SF 76 by 15 Jan of each calendar year (CONUS/OS); During even-numbered years issue SF 76 by 15 Aug (OS Installations) or 15 Sep (CONUS Installations) |  |  |
| 5. Does the UVAO provide SF 186 (FWAB) to overseas voters (one per voter) and as the FVAP directs for CONUS voters? (para 4.9.5.)   |  |  |
| 6. Does the UVAO provide individuals with voting information for their home states? (para 4.9.6.)<br>NOTE: State guidelines are in the VAG and information can also be obtained via the FVAP website.   |  |  |
| 7. Does the UVAO file an after-action report in the format specified by the IVAO? (para 4.9.7.)   |  |  |
| 8. Does the UVAO conduct a post election survey in the manner specified by the Director, FVAP? (para 4.9.8.)  |  |  |
| 9. Does the UVAO assist individuals who need help reading or understanding English language material and provide assistance in the individual's appropriate language? (para 4.9.9.)   |  |  |
| 10. Does the UVAO assist the IVAO with Armed Forces Voters Week to include, but not limited to, publicizing the importance of early action to obtain ballots for elections well in advance of election deadlines? (para 4.9.10.)  |  |  |
| <b>Military Personnel Flight (MPF)</b>  |  |  |
| 1. Does the MPF Customer Support Section provide assistance to the IVAO? (para 4.10. and AF Voting Plan)  |  |  |
| 2. Does the MPF Customer Support Section advise the IVAO when voting materials (messages, publications, posters, forms, etc.) arrive at the MPF? (para 4.10.2.)   |  |  |
| 3. Does the MPF comply with the current Air Force Voting Plan?  |  |  |

## ANNEX B TO AIR FORCE VOTING PLAN

### PUBLIC AFFAIRS (PA)

1. Purpose: All PA offices will conduct a continuing multimedia information program supporting the Air Force Voting Assistance Program. Support will focus on PA's actions to encourage 100% voter registration and participation of Air Force personnel, DAF civilians and their eligible family members in state primary elections and the 7 Nov 06 General Election.

2. Actions will stress:

a. The responsibility for registering and voting by absentee ballot for persons covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

b. The responsibility for registering and voting in person or by absentee ballot when stationed in the U.S. or overseas.

3. Essential elements of information: The Office of the Federal Voting Assistance Program, Office of the Secretary of Defense, together with the American Forces Information Service, Office of the Assistant Secretary of Defense (OASD) (Public Affairs), will provide basic information and printed and audiovisual materials for local use. These include:

a. Radio and television news/reports and promotional spots on voting for use by the Armed Forces Radio and Television Service (AFRTS).

b. American Forces Press and Publication Service articles, features and artwork.

c. Press releases for 2006-07.

d. Department of Defense voting posters, as announced by HQ AFPC/DPSOOF and distributed through military personnel flights (MPFs).

NOTE: Requests for materials produced by the American Forces Information Service should be sent to local PA Offices.

4. Tasks:

a. Air Force News Operations, Air Force News Agency (AFNEWS), will develop from informational materials provided by OASD and HQ AFPC:

(1) Guidance and assistance on explaining to internal Air Force audiences matters concerning the Voting Assistance Program.

(2) Around the Air Force Radio News items.

(3) Commanders' Call topics for presentation with locally generated information on the Federal Voting Assistance Program. Target items for June, July and September 2006.

(4) Air Force Print News will electronically distribute articles and features developed by OASD, HQ AFPC and AFNEWS Det 16 (Pentagon News Bureau), for use in base newspapers, newsletters and bulletin boards.

(5) Air Force Reports/Around the Air Force (daily television news products) will include items about the voting program in July and September 2006. Air Force Newspaper Consultant will electronically distribute artwork and other items to MAJCOM/FOA/DRU newspaper consultants as appropriate.

(7) A graphic icon link to the AF Voting website will be added to the front page of Air Force Link ([www.af.mil](http://www.af.mil)) during September and October 2006.

(8) Voting artwork and a poster will be designed and uploaded to the Art Section of Air Force Link. Any posters developed by other Air Force offices will also be uploaded to the Art section.

b. Air Force Broadcasting Service, AFNEWS will:

(1) Ensure Air Force owned and operated AFRTS outlets provide broadcast support to local Federal Voting Assistance Program efforts.

(2) Ensure all Air Force outlets provide a free flow of political programming as received from the AFRTS Programming Center in accordance with DoD policy outlined in DoDD 5120.20R, paragraphs 4-102.5 and 4-102.6. All outlets should make extensive use of such programming, especially during primary elections and the 2006 General Election.

(3) Ensure AFRTS outlets use voting information provided by Air Force News Operations in the form of Around the Air Force daily radio news items and spot announcements.

(4) Ensure all outlets adhere to the AFRTS political broadcasting policy as outlined in DoDD 5120.20.

c. MAJCOM/FOA/PA will:

(1) Support PA responsibilities for the voting program.

(2) Transmit voting information expeditiously to all PA offices.

(3) Ensure coordination between PA officers and voting officers at each installation.

d. Installation PA officers will:

(1) Coordinate with local installation and unit voting assistance officers.

(2) Initiate local internal information actions, emphasizing use of unit newspapers and where applicable, AFRTS facilities, covering the following points:

(a) Explain the importance of the right to vote.

(b) Explain where the Federal Post Card Application (FPCA) and the Federal Write-in Absentee Ballot (FWAB) may be obtained and how to accurately complete them.

(c) Explain the need and civic responsibility of all eligible Air Force personnel, their families and DAF civilians to participate in primary and general elections. Early action by voters to get registration and absentee ballots before election deadlines should be stressed.

(d) Publicize sources of voter information for "hometown" and local elections (see Annex A and Appendix I)

(e) Publicize Armed Forces Voters Week, 3-9 Sep 06, highlighting the concentrated effort to advise all personnel of their voting rights and responsibilities, and shift the emphasis from voting in the primary elections to voting in the 7 Nov 06 General Election. Air Force installations are encouraged to use local, "on-base" community groups to generate support for the voting program.

(f) Publicize Absentee Voters Week, 8-14 Oct 06, emphasizing the need for voters to complete and mail their absentee ballots so they are received by local election offices in time to be counted for the November general election. Air Force installations are encouraged to use local, "on-base" community groups to generate support for the voting program.

(g) Publicize the names, titles and phone numbers of command, installation and unit voting assistance officers.

(h) Publicize the HQ AFPC/DPSOOF, MAJCOM/FOA and installation "Voting Action Line" telephone numbers.

(i) Publicize the DoD Voting Information Center (VIC) 24 hours-a-day answering service. Anyone may call the VIC for news and information on elections, candidates and issues at DSN 425-1584 or commercial (703) 588-1584.

(j) Participate in the installation voting committee and provide support for activities that promote voting.

(k) Provide information releases on voting activities to local media.

(l) Provide information to units through Commander's Calls and other events.

e. Suggestions or problems may be referred to Chief, News Operations, AFNEWS/PAO, 203 Norton St., San Antonio, TX 78226-1848, DSN 945-6164, DSN FAX 945-7219, through proper channels.

## ANNEX C TO AIR FORCE VOTING PLAN

### STAFF JUDGE ADVOCATE (SJA)

1. Purpose: To provide legal advice and information to commanders and voting officers, and voting members and their dependents.
2. Tasks:
  - a. Installation SJA will assist commanders in conducting the voting program by advising them as required, on the provisions of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and appoint a representative to serve on the Installation Voting Committee.
  - b. Questions about legal residence for voting purposes may be referred to the office of the SJA in accordance with the 2006-07 Voting Assistance Guide. Judge Advocates will familiarize themselves with local and state laws and procedures relating to the voting rights of persons residing on military installations.
  - c. Installation SJA should obtain a copy of the current Voting Assistance Guide, Publication ID# VAG 06-07, from the IVAO or on-line at <http://www.fvap.gov/pubs/vag.html>.
  - d. Judge Advocates who have questions related to the provisions of the above mentioned statutes, or to residence and domicile for voting purposes that cannot be resolved at the local level, should forward them through command legal channels to Air Force JAG School, CPD/JA, 150 Chennault Cir, Bldg 694, MAXWELL AFB AL 36112-6418, DSN; 493-2802.

## ANNEX D TO AIR FORCE VOTING PLAN

### COMPTROLLER

1. Purpose: To provide comptroller assistance and support to voting officer.

2. Funding Guidance:

a. MAJCOM/FOA/Installation support will be provided from within available resources. Local O&M funds may be used for travel to required Installation Voting Assistance Officer (IVAO) training workshops and for printed matter such as pamphlets and posters, to urge personnel to exercise their constitutional right to vote. They are **not** available for picnics, key chains, coffee mugs, water bottles and the like.

b. Additional guidance may be obtained by contacting by mail: SAF/FMBMM, 1130 Air Force Pentagon, Washington DC 20330-1130; by fax: DSN 227-6904; or by phone: DSN 227-8250.

## ANNEX E TO AIR FORCE VOTING PLAN

### INFORMATION MANAGEMENT

1. Purpose: To provide publications, forms assistance and support to voting officers.
2. Essential Element of Information: Publication ID# VAG 06-07, Voting Assistance Guide, has been revised and is distributed through military personnel flights (MPFs).
3. Tasks:
  - a. AFDPO, in coordination with HQ AFPC/DPSOOF, will ensure an adequate supply of the SF 76 (1995 edition), Federal Post Card Application (FPCA) for Absentee Ballot, and the SF 186 (May 88 or Oct 95 edition), Federal Write-in Absentee Ballot (FWAB), is available when requisitioned by voting officers.
  - b. AFDPO, in coordination with HQ AFPC/DPSOOF, will ensure an adequate supply of the FWAB is available for overseas voters when requisitioned by voting officers.
  - c. AFDPO, upon receipt of the master distribution list from HQ AFPC/DPSOOF, will automatically ship Voting Assistance Guides and additional voting materials (motivational and election calendar posters, brochures, etc.) to each MPF on a biennial basis. Quantity of materials shipped is based on installation strength. After all initial shipments are mailed, Installation Voting Officers may request additional materials on-line at the following web site: <http://www.e-publishing.af.mil/>
  - d. Voting publicity and bulletins, other than those issued by the Public Affairs office, will be published in staff digests and related bulletins to ensure awareness of and any changes to the Air Force Voting Plan.
  - e. Please refer questions about this annex to HQ AFPC/DPSOOF, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739, DSN 665-4351/4369 or Commercial (210) 565-4351/4369.

## ANNEX F TO AIR FORCE VOTING PLAN

### POSTAL SERVICE

1. Reference: DOD Directive 4525.6M.

2. Purpose: To provide information on postal support for the Air Force Voting Plan through military post offices.

3. Essential elements of information:

a. Absentee balloting materials: Balloting materials consist of postcard applications, ballots, voting instructions and envelopes sent through the mail without prepayment of postage. This enables everyone entitled to use the military postal system to vote by absentee ballot when absent from their voting residence and when otherwise eligible to vote. To mail without postage, the balloting materials must be deposited at a U.S. post office, an overseas military post office, or presented to an American embassy or consulate.

b. Instructions for postal personnel:

(1) Air Force postal activities will date stamp all voting materials they receive (to reflect receipt) prior to immediate delivery to the addressee. They will postmark material customers mail to show when the mail entered the postal system. Postal locator service will be immediately provided for balloting material that must be forwarded. If delivery of balloting material cannot be made through the postal service center, local U.S. post office, Official mail center, unit mailroom or consolidated mailroom, materials will be returned to sender with appropriate endorsement. If the material is undeliverable and no forwarding address is known, the material will be immediately returned to sender properly annotated as to why it is being returned.

(2) Priority handling will be given to balloting material. Ballots shall be returned by priority mail.

(3) Postal personnel involved with the processing of balloting material will take necessary steps to safeguard the integrity and secrecy of ballots cast.

(4) Follow instructions in DODD 4525.6M and applicable AF supplements when processing balloting material.

4. SAF/XCIF is the Air Force OPR for this Annex. Appropriate guidance is contained in DODD 4525.6M, Chapters 3 and 10. Questions on this Annex may be directed to SAF/XCIF, 1800 AF Pentagon, Washington, DC 20330-1800, DSN 425-6117/6137.

## ANNEX G TO AIR FORCE VOTING PLAN

### COMMUNICATIONS

1. References: AFI 33-103, *C4 Systems Requirements Processing*, and AFI 33-111, *Telephone Systems*.

2. Purpose: To provide procedures for obtaining an automatic answering service for HQ AFPC/DPSOOF, MAJCOM/FOAs, and installation voting officers to service and record calls during off-duty hours or when not available.

3. Tasks:

a. HQ AFPC/DPSOOF and each MAJCOM, FOA and installation will establish a voting "Action Line."

b. Each MAJCOM, FOA and installation voting assistance officer (IVAO) will contact their servicing communication agency/activity to initiate the request for an automatic answering service. The authorization for this answering service will be ongoing to allow permanent access to the current MAJCOM, FOA or installation voting assistance officer. The telephone line and answering equipment must be passed to the replacement MAJCOM, FOA or installation voting assistance officer to ensure there is no termination of this service.

c. Validation and approval of the automatic answering service will be done at MAJCOM level. Use of existing resources should be exploited to the fullest extent before equipment is leased or procured to support this requirement.

d. Operation and maintenance funds will be used to finance the automatic answering service.

e. Installation telephone operators must maintain the name and telephone Voting Action Line number for the IVAO and a list of UVAOs' names and telephone numbers (as provided by the IVAO). Operators must make referrals as appropriate.

f. Installation communications unit commander will appoint a representative to serve on the Installation Voting Committee.

g. MAJCOM and Installation NOSCs will refrain from blanket blocking of political and religious web sites (per AF-CIO memorandum, 2 Feb 2005, *CIO Action Memorandum--Clarification of Air Force Policy on Acceptable Website Use*).

4. SAF/XCIAX is the OPR for this Annex. Questions on this Annex may be directed to SAF/XCIAX, 1030 AF Pentagon, Washington, DC 20330-1030, DSN 425-7826.

## ANNEX H TO AIR FORCE VOTING PLAN

### RESERVE FORCES

1. References: 42 USC 1973ff-6, Uniformed and Overseas Citizen's Absentee Voting Act (UOCAVA) and Federal Voting Assistance Program (FVAP) - Voting Action Plan 2006-07.

2. Purposes: To ensure adequate provisions are in place to provide voting assistance to members of the Air Force Reserve in case of their activation.

3. Guidance/Tasking: Air Force Reservists could be affected by the requirement of this plan during three scenarios:

a. Activated, not deployed outside commuting distance. No action required. IAW Section 107(1) of the UOCAVA, this act applies to a member who "is absent from the place of residence where the member is otherwise qualified to vote." Since this situation has not occurred, normal civilian voting procedures apply.

b. Activated, deployed outside commuting distance within the CONUS: Individuals in this situation will either backfill or augment existing active duty forces. Each active duty installation will have a voting officer and voting plan for that installation. Per coordination with HQ AFPC/DPSOOF, those Reserve personnel reporting to an active duty base will be serviced through that base's voting program. If additional materials are needed, they will be ordered by the installation voting assistance officer through Air Force Publishing on-line at: <http://www.e-publishing.af.mil/>.

c. Activated, deployed overseas: If Reserve personnel are deployed to an existing Air Force base, procedures in 2(b) above apply. If Reserve personnel are not deployed to an existing base, the same procedures that apply to active forces in this situation will also apply to the Reservists. Voting services will be provided through PERSCO support.

4. HQ USAF/REPP is the Air Force OPR for this Annex. Questions on this Annex may be directed to HQ USAF/REPP, Pentagon, Washington D.C. 20330, DSN 425-6000.

## ANNEX I TO AIR FORCE VOTING PLAN

### AIR NATIONAL GUARD

1. References: 42 USC 1973ff-6, Uniformed and Overseas Citizen's Absentee Voting Act (UOCAVA) and Federal Voting Assistance Program (FVAP)
2. Purpose: To ensure adequate provisions are in place to provide voting assistance to members of the Air National Guard in case of their activation.
3. Guidance/Tasking: Air National Guard personnel could be affected by the requirement of this plan during three scenarios:
  - a. Activated, not deployed outside commuting distance. No action required. IAW Section 107(1) of the UOCAVA, this act applies to a member who "is absent from the place of residence where the member is otherwise qualified to vote."
  - b. Activated, deployed outside commuting distance within the CONUS: Each active duty installation will have a voting officer and voting plan for that installation. Guard members will be serviced through the installation to which they are assigned. If additional materials are needed, the installation voting assistance officer will order them through Air Force Publishing on-line at: <http://www.e-publishing.af.mil/>.
  - c. Activated, deployed overseas: If Guard members are deployed to an existing Air Force base, procedures in 3(b) above apply. If Guard members are not deployed to an existing base, the same procedures that apply to active forces in this situation will also apply to the Guard members. Voting services will be provided through PERSCO support.
4. NGB/A1P is the Air National Guard OPR for this plan. Direct questions to NGB/A1P, Jefferson Plaza One (JP-1), Crystal City, 1411 Jefferson Davis Highway, Arlington, Virginia, 22202-3231, DSN 327-5079.