



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

**COMMANDING GENERAL'S
POLICY LETTER #8
G1-02**

AFZF-GA

11 APR 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Voting Assistance Action Policy

1. REFERENCES.

- a. AR 608-20, Army Voting Assistance Program (AVAP), 28 Oct 04.
- b. Department of Defense Directive 1000.04, Federal Voting Assistance Program, 14 Apr 04.
- c. Department of Defense Directive 1344.13, Implementation of the National Voter Registration Act (NVRA), 16 Nov 94.
- 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 Sep 07, Subject: Guidance on Implementing Voting Assistance Programs.
- g. FVAP website: www.FVAP.gov

2. INTENT: I cannot stress enough the importance of ensuring all our Soldiers, Department of the Army (DA) Civilians and Family members receive the help needed to vote. Commanders and leaders at all levels will continue to stress and support the Army Voting Action Plan (AVAP). As the Senior Commander I will appoint in writing an Installation Voting Assistance Officer (IVAO) at the GS-12 grade level (or equivalent). The IVAO will monitor and assist all Voting Assistance Officer (VAOs) at the unit level and coordinate all voting projects on the installation.

3. POLICY: Commanders down to company and detachment level will:

- a. Appoint in writing unit Voting Assistance Officers (VAOs 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 (e.g., 25 Soldiers=1 VAO; 75 Soldiers=2

VAOs; 125 Soldiers=3 VAOs, etc). Commanders may also apply the policy in reference (f) to 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 election years.

c. Rate unit VAOs on the way they perform their voting assistance duties by creating measures for VAO performance within their command. The III Corps Voting Assistance Program checklist 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 Soldiers 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.

e. Ensure training of all Soldiers 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 to deploy to locations 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 information, materials, and deadlines.

g. Senior (Brigade) and Unit (Battalion and below) Voting Assistant Officers will:

(1) 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.

(2) Plan, coordinate, and execute unit Voting Assistance Programs as outlined in the Army Voting Action Plan and III Corps orders.

(3) Order supplies from the IVAO or FVAP website and maintain the following required publications:

(a) The current Voting Assistance Guide.

(b) Federal Post Card Application (FPCA) (SF 76).

(c) Federal Write-in Absentee Ballot (SF 186).

AFZF-GA

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(4) Ensure paper or electronic delivery of FPCA's 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. Establish procedures to provide voter registration opportunities and change of address information awareness to Soldiers during in-processing.

(5) Submit monthly statistical Army Voting Measures of Success Metrics to the III Corps VAO by suspense dates indicated. These reports will track the number of Soldiers assigned and contacted/offered a Federal Post Card Application (FPCA).

h. Installation VAO and MSE G1 VAO will:

(1) Assist units in developing and maintaining an active AVAP.

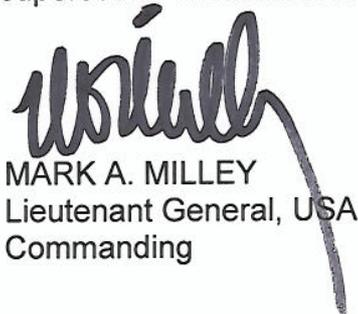
(2) Manage the III Corps and Fort Hood Voting website.

(3) Establish workshops and training plans to support the annual AVAP.

(4) Evaluate units' voting plan to ensure compliance with this policy and regulatory guidelines.

4. I expect your support of this important program.

5. This policy letter will remain in effect until superseded or rescinded.



MARK A. MILLEY
Lieutenant General, USA
Commanding

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