

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-3107**



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Personnel

VOTING ASSISTANCE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Department of the Air Force Instruction (DAFI) implements Air Force Policy Directive (AFPD) 36-31, *Personal Affairs*. It details voting assistance provided to members of the uniformed services, their spouses and dependents, and United States (US) citizens who have access to Department of the Air Force (DAF) installations. In collaboration with the Deputy Chief of Space Operations for Human Capital, Chief of the Air Force Reserve, Director of the Air National Guard, and Deputy Chief of Staff for Manpower, Personnel and Services, the Assistant Secretary of the Air Force for Manpower and Reserve Affairs develops policy for Total Force Human Resource Management. This instruction applies to all uniformed and civilian members of the United States Space Force (USSF), the Regular Air Force (RegAF), and with the exception of paragraphs where explicitly different guidance is provided, it also applies to Air Force Reserve and Air National Guard units, herein referred to as the Air Reserve Component (ARC). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management*

and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Compliance with [Attachment 1](#) of this publication is mandatory.

SUMMARY OF CHANGES

This document is substantially revised and needs to be completely reviewed for administering the Voting Assistance Program on DAF installations. This publication incorporates changes published in Department of Defense Instruction (DoDI) 1000.04, *Federal Voting Assistance Program (FVAP)*, that eliminate ratios for unit-level voting assistance and an annual training requirement while providing the Military Services greater flexibility in administering voting assistance.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR): exercises oversight on all matters for the Voting Assistance Program, to include policies, actions, and procedures for implementing voting assistance throughout the DAF.

1.2. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) will:

- 1.2.1. Establish a Voting Assistance Program for the DAF.
- 1.2.2. Designate the Director of Air Force Services (AF/A1S) as the DAF Voting Assistance Program OPR.
- 1.2.3. Establish DAF Voting Assistance Program operational functions under the Air Force Personnel Center (AFPC) Directorate of Airman and Family Care (AFPC/DPFF)
- 1.2.4. Plan program actions and establish goals and/or milestones.
- 1.2.5. Ensure voting assistance is emphasized and advertised for Service members attending initial entry training (e.g., basic training) and command courses. **(T-0)**.
- 1.2.6. Ensure command support at all levels for the Department of Defense (DoD) Federal Voting Assistance Program (FVAP).
- 1.2.7. Continually evaluate command voting programs.
- 1.2.8. AF/A1S will:
 - 1.2.8.1. Appoint a permanent federal government employee as the Service Voting Assistance Officer (SVAO) to serve as the DAF program manager. **(T-0)**. The SVAO will:
 - 1.2.8.1.1. Develop written policies or instructions to support all eligible military and civilian personnel, and their family members, including those in deployed, dispersed, and tenant organizations (including units from other uniform services and the ARC).
 - 1.2.8.1.2. Serve as the representative between the DoD FVAP Office and the DAF Voting Assistance Program functions.
 - 1.2.8.1.3. Identify manpower requirements for the DAF and ARC to administer the Voting Assistance Program as an Airman and Family Readiness program and incorporate into fiscal year resource requirements.
 - 1.2.8.1.4. Provide policy and guidance on metric tracking and reporting required by the DoD FVAP Office.
 - 1.2.8.2. Coordinate on all Voting Assistance Program Public Affairs releases and field-level instructional guidance messages and announcements.
 - 1.2.8.3. Coordinate required DoD FVAP reporting requirements and final reports with appropriate Headquarters Air Force offices prior to release.

1.3. Secretary of the Air Force Office of the Inspector General (SAF/IG) will:

1.3.1. Include the Voting Assistance Program as an annual inspection requirement and evaluate for effectiveness at every level of command to ensure compliance in accordance with DoDI 1000.04. **(T-0)**.

1.3.2. Focus on various areas of the program, with special interest given to issues of importance specified by the DoD FVAP Office, DoD Inspector General, and the DAF SVAO.

1.3.3. Provide the DoD Inspector General a report of assessment in accordance with DoDI 1000.04. **(T-0)**.

1.4. Major Command (MAJCOM), Field Command (FIELDKOM), Direct Reporting Unit, Field Operating Agency/A1 or S1 will:

1.4.1. Monitor, evaluate, and ensure the success of the Voting Assistance Program for the MAJCOM/FLDCOM/Direct Reporting Unit/Field Operating Agency commander, or equivalent.

1.4.2. Designate in writing a primary voting action officer, who may be any military or permanent government civilian grade, to coordinate the programs conducted by subordinate units within the command. **(T-0)**. Submit a copy of the appointment letter to AFPC/DPFF. **(T-1)**. The designee will:

1.4.2.1. Maintain a current listing of each Installation Voting Assistance Officer (IVAO) within the command in coordination with the AFPC/DPFF. **(T-3)**.

1.4.2.2. Submit after-action reports and lessons learned as directed by the SVAO. **(T-1)**.

1.4.3. Ensure the appointed member receives FVAP training within the time standards set forth in DoDI 1000.04. **(T-0)**. The appointed voting action officer should attend the training workshops conducted by the FVAP when unit temporary duty funds are available. If unable to attend a training workshop, alternate FVAP training medium may be used.

1.4.4. USSF FIELDKOMs are only responsible for installations that are USSF-led. Those installations where USSF units exist but are RegAF-led, the respective MAJCOM retains responsibility.

1.5. Air Reserve Component (ARC):

1.5.1. The Director, Air National Guard and Headquarters Air Force Reserve Command will appoint a headquarters-level SVAO to coordinate with the DAF SVAO and DoD FVAP Office, and to maintain a contingency absentee voting program for units and personnel who have been activated or mobilized outside of their residence area. **(T-0)**.

1.5.2. Ensure pre-deployment/activation processing checklists identify voting assistance information and availability of the AFPC/TFSC as an assistance resource.

1.6. The Judge Advocate General of the Department of the Air Force: ensures installation legal assistance attorneys are trained and prepared to address residency and voting questions for Airmen and Guardians.

Chapter 2

PROCEDURES

2.1. Air Force Personnel Center Directorate of Airman and Family Care (AFPC/DPFF) will:

2.1.1. Issue a biennial DAF *Voting Action Plan* (VAP) <https://www.fvap.gov/vao/directives> on approved coordination with AF/A1S. The DAF VAP remains in effect (with version updates) until superseded by a new plan issued in general election years only. The DAF VAP provides the operational guidance to effectively execute the Voting Assistance Program.

2.1.2. Establish and maintain a Voting Assistance Program homepage on the AFPC website <https://www.afpc.af.mil/Benefits-and-Entitlements/Voting/>.

2.1.3. Implement metric tracking and reporting as required by AF/A1S and the DoD FVAP Office.

2.1.4. Provide AF/A1S after-action reports and lessons learned reports in accordance with DoDI 1000.04, in the format specified by and for coordination to the DoD FVAP Office.

2.1.5. Provide information and responses to command and installation Voting Assistance Program questions, problems, or queries.

2.1.6. Train the AFPC Total Force Service Center (AFPC/TFSC) in providing 24/7 responses to queries from an IVAO, a Unit Voting Assistance Officer (UVAO), and eligible voters as defined in DoDI 1000.04 (see Terms in [Attachment 1](#)).

2.1.7. Ensure installation Voting Assistance Program activities are aligned under the installation Airman and Family Readiness Center (A&FRC) with 24/7 support capability provided by the AFPC/TFSC.

2.2. Air Force Personnel Center Total Force Service Center (AFPC/TFSC) will:

2.2.1. Provide responses to queries from eligible voters who are unable to contact installation voting assistance support due to being stationed overseas or assigned outside their area of residency.

2.2.2. When necessary, refer questions and/or queries from the eligible voters to AFPC/DPFF for resolution.

2.2.3. Document voting assistance in the designated tracking system when provided via phone, email, or other means.

2.3. Air Reserve Component (ARC):

2.3.1. ARC units co-located or activated and mobilized on a DAF installation should refer members to the Installation Voting Assistance (IVA) Office within the A&FRC for voting assistance support. Co-located ARC units may also use the AFPC/TSFC identified in [paragraph 2.2](#) as an additional source of information and assistance.

2.3.2. ARC units not co-located on a DAF installation, and units or members activated or deployed to a location not-supported by DAF or other host/tenant service agreements may use the AFPC/TFSC identified in [paragraph 2.2](#) as the primary source of voting information and assistance.

2.4. DAF Installation Commanders will:

2.4.1. Designate the installation A&FRC as the IVA Office and as a Voter Registration Agency as defined in DoDI 1000.04 (*Terms* in **Attachment 1**). **(T-0)**.

2.4.2. Appoint an IVAO, in writing, from the permanent federal government civilian staff at the A&FRC and send a copy of the appointment letter to AFPC/DPFF and the command voting action officer. **(T-0)**. The designee should be GS-12 or higher; however, an enthusiastic volunteer at a lower grade may be designated. An alternate IVAO should also be appointed to ensure continuity during the absence of the primary IVAO.

2.4.3. Ensure IVAO training is completed within the time standards and documented as required in accordance DoDI 1000.04. **(T-0)**.

2.4.4. Ensure unit commanders appoint, in writing, one UVAO assigned to each unit with permanently assigned active duty members. **(T-0)**. The DAF standard unit is a squadron. To eliminate unnecessary additional duty assignments for administrative purposes, units with less than 25 permanently assigned active duty members will be serviced by the IVA Office. **(T-1)**.

2.4.4.1. Commanders will ensure UVAOs are available and equipped to assist members of the Armed Forces for all elections. **(T-0)**. UVAOs shall be provided the time and resources needed to perform their voting assistance duties. **(T-0)**.

2.4.4.2. Commanders will require that UVAOs complete voting assistance training as prescribed in DoDI 1000.04 within 30 days of appointment. **(T-0)**.

2.4.4.3. UVAOs should maintain a copy of the training certificate in a continuity folder or book as described in the DAF VAP.

2.4.4.4. Commanders will ensure that performance evaluations of Service members assigned as UVAOs include performance for this duty in accordance with DoDI 1000.04. **(T-0)**.

2.4.5. Ensure availability of legal assistance advisors to provide answers to legal questions regarding residency issues and the right to vote. **(T-1)**.

2.4.6. Ensure voting registration materials and assistance information is continually available at a well-advertised and fixed location on the installation such as the A&FRC or Military Personnel Flight. **(T-0)**.

2.4.7. Ensure all personnel deploying in excess of six months are briefed on the absentee voting process and are afforded the opportunity to complete a Standard Form (SF) 76, *Voter Registration and Absentee Ballot Request: Federal Post Card Application (FPCA)*. **(T-0)**. A SF 186, *Federal Write-In Absentee Ballot (FWAB)*, may also be provided depending on the timing of the deployment in relation to a Federal election. The SF 76 and SF 186 are prescribed in DoDI 1000.04.

2.4.8. Ensure voting assistance information and support is identified in administrative checklists for in-processing, pre- and post- deployment, and detaching personnel. **(T-0)**.

2.5. DAF Installation Voting Assistance (IVA) Office will:

2.5.1. Offer voting assistance services to all in- and out-processing personnel for permanent change of station or deployments of six months or longer; assigned personnel changing their mailing address; and upon request by military, civilian, contractors or any US citizen with access to the installation and IVA Office. **(T-0)**. Members relocating in or out and those deploying will be provided a voting assistance information sheet (template found in DAF VAP) by the IVA Office during relocation or deployment processing. **(T-3)**.

2.5.2. Advise uniformed service members who are being released from active duty that they should notify their local election office that they are no longer covered in accordance with DoDI 1000.04. **(T-0)**. These departing service members will be provided the opportunity to submit a *National Mail Voter Registration Form*, available from the US Election Assistance Commission at <https://www.eac.gov/voters/national-mail-voter-registration-form/> and per DoDI 1000.04. **(T-0)**.

2.5.3. Upon request, provide the *National Mail Voter Registration Form* to federal civilian employees and other US citizens who have access to the IVA Office within the US, and to uniformed services voters who currently reside in their voting districts. **(T-0)**.

2.5.4. Upon request, transmit completed voting registration forms (SF 76 or *National Mail Voter Registration Form*). **(T-0)**. If voter decides to leave the form with the DAF IVA Office to be mailed, the DAF IVA office must mail the voting registration form within five calendar days. **(T-0)**.

2.5.5. Maintain and collect voting program metrics in the FVAP Portal information system or submit to AFPC/DPPF and the DAF SVAO as prescribed in DoDI 1000.04. **(T-0)**.

2.5.6. Establish/maintain a standard organizational email address in the form of vote.base@us.af.mil or similar format. **(T-1)**. The IVA Office will also be equipped with a dedicated telephone with voicemail. **(T-0)**.

2.5.7. Ensure all co-located ARC units and geographically separated units (GSUs) supported by a DAF installation are provided voting assistance. **(T-0)**.

2.5.8. Provide voter assistance to those units with less than 25 permanently assigned active duty members, as shown in [paragraph 2.4.4](#). **(T-1)**.

2.6. DAF Installation Voting Assistance Officer (IVAO) will:

2.6.1. Report directly to the installation commander for FVAP matters. **(T-0)**.

2.6.2. Establish a voting assistance program and ensure compliance in accordance with DoDI 1000.04. **(T-0)**. The IVAO may use the *DoD FVAP Installation Voter Assistance Office Handbook* as a guide for administering the IVA Office. The *DAF VAP*, the *FVAP VAP*, and *Voting Assistance Guide* are available on the FVAP website at: <https://www.fvap.gov/vao/directives> and <https://www.fvap.gov/>, respectively.

2.6.3. Initiate a communication network that provides notification to DAF members of the last date before a general federal election upon which absentee ballots mailed from a postal facility supporting the installation can reasonably be expected to be timely delivered to the appropriate state and local election officials. **(T-0)**.

- 2.6.4. Assist personnel (military and civilian) assigned to other uniformed services and GSUs with voting matters. **(T-0)**. IVAOs are responsible for providing voting materials and training support to GSUs serviced by their installation and tenant units located on their installation, regardless of MAJCOM, FIELDCOM, component, or service affiliation. **(T-1)**.
- 2.6.5. Coordinate FVAP IVAO and UVAO training workshop logistics and participation. **(T-0)**.
- 2.6.6. Track installation metrics. **(T-0)**. Refer to the current DAF VAP for metrics and format to track.
- 2.6.7. Ensure in-hand and electronic delivery of SF 76s between 1-15 January of each calendar year; and, between 1-15 July during even-numbered years to absent uniformed services personnel and Federal civilian employees and, as practicable, to their family members and other US citizens who have access to an IVA Office (within and outside the US). **(T-0)**.
- 2.6.8. Conduct Armed Forces Voters Week (Overseas Citizen Voters Week for overseas bases) and Absentee Voters Week in accordance with the FVAP election Cycle Voting Action Plan. **(T-0)**.
- 2.6.9. Maintain supply of printed voting materials to augment electronic versions to ensure sufficient availability of SFs 76, SFs 186, Voting Assistance Guides, and *National Mail Voter Registration Forms* to support voter emphasis weeks and at times when electronic means are restricted. **(T-3)**.
- 2.6.10. Assist in a post-election survey in the manner specified by AFPC/DPPF and the SVAO to meet objectives defined by the FVAP Office. **(T-0)**. DAF personnel will not poll members on their choice of or their vote for a specific candidate or party. **(T-0)**.
- 2.6.11. Maintain a current continuity book for the installation Voting Assistance Program. **(T-3)**. The DAF VAP provides a recommended format and content (electronic or paper).
- 2.6.12. Refrain from contacting state and local government officials regarding voting policy matters. **(T-0)**. All legislative and other policy matters involving voting assistance and elections should be addressed to the SVAO. IVAOs may contact local election officials to help resolve any specific problem involving voter registration or absentee voting on behalf of a voter, or to engage appropriate local election official assistance for a voter registration drive or similar event on an installation.
- 2.6.13. Ensure non-permanently assigned (trainee, pipeline student, etc.) active duty/status military members at Air Education and Training Command locations are offered voting information and assistance before graduation from courses, on notice of permanent change of duty station, or detachment from the installation (proceeding to next training location). **(T-1)**. These non-permanently assigned active duty/status members should not use temporary addresses on the SF 76 as it may delay ballot delivery.
- 2.6.14. Maintain a Voting Assistance Program page on the installation's public website and the page will include links to the AFPC <http://www.afpc.af.mil/Benefits-and-Entitlements/Voting/> and FVAP <https://www.fvap.gov/> voting websites as well as the IVA Office organizational email address. **(T-0)**.

2.7. DAF Unit Voting Assistance Officer (UVAO) will:

2.7.1. Provide voting assistance within the assigned unit, either in-person or through virtual means. **(T-0)**.

2.7.2. Ensure SFs 76 are delivered (either electronically or physically) to all military personnel of voting age—and ensure general form availability to all other eligible individuals within the unit of assignment, including dependents—for use in general, primary, and special elections. **(T-0)**.

2.7.3. Provide SFs 76 and SFs 186 to absent uniformed services personnel and their family members seeking assistance, within and outside of the US and to federal civilian employees and other US citizens seeking assistance within the unit of assignment. **(T-0)**.

2.7.4. Assist the IVAO with Armed Forces Voters Week and Absentee Voters Week. **(T-0)**.

2.7.5. Maintain and submit voting program metrics as prescribed by FVAP. **(T-0)**.

2.8. DAF Military Personnel Flight will:

2.8.1. Include the IVA Office for all in- and out-processing personnel for relocation or deployments of six months or more. **(T-0)**.

2.8.2. Refer members changing their address to the IVA Office for assistance in updating their information with local election officials. **(T-0)**.

2.8.3. Support IVAO requests for products, lists, etc., of personnel serviced by the Military Personnel Flight (including tenant units, GSUs, operating locations, etc.). **(T-1)**.

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(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-31, *Personal Affairs*, 30 July 2018

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DoDI 1000.04, *Federal Voting Assistance Program (FVAP)*, 12 November 2019

Title 52 United States Code Section 20506, *Voter Registration Agencies*

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

SF 76, *Voter Registration and Absentee Ballot Request: Federal Post Card Application (FPCA)*

SF 186, *Federal Write-In Absentee Ballot (FWAB)*

National Mail Voter Registration Form

Abbreviations and Acronyms

A&FRC—Airman and Family Readiness Center

AF—Air Force

AF/A1—Deputy Chief of Staff, Manpower, Personnel and Services

AF/AIS—Director Air Force Services

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFPC/DPFF—Air Force Personnel Center Directorate of Airman and Family Care

AFPC/TFSC—Air Force Personnel Center Total Force Service Center

AFPD—Air Force Policy Directive

ARC—Air Reserve Component

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DoD—Department of Defense

DoDI—Department of Defense Instruction

FLDCOM—Field Command

FVAP—Federal Voting Assistance Program

GSUs—Geographically separated units

IVA Office—Installation Voter Assistance Office

IVAO—Installation Voting Assistance Officer

MAJCOM—Major command

OPR—Office of Primary Responsibility

RegAF—Regular Air Force

SAF/IG—Secretary of the Air Force Office of the Inspector General

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SF—Standard Form

SVAO—Air Force Services Voting Action Officer

US—United States

USSF—United States Space Force

UVAO—Unit Voting Assistance Officer

VAP—Voting Action Plan

Terms

Eligible voter—applies to any of the following:

(1). Absent uniformed services voter:

- a. A member of a uniformed service on active duty who, by reason of such active duty, is absent from the place of residence where the member is otherwise qualified to vote.
- b. A member of the merchant marine who, by reason of service in the merchant marine, is absent from the place of residence where the member is otherwise qualified to vote.
- c. A spouse or dependent of a member referred to in the first two sentences of this definition who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

(2). Overseas voter:

- a. An absent uniformed services voter who, by reason of active duty or service, is absent from the United States on the date of the election involved;
- b. A person who resides outside of the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States; or
- c. A person who resides outside of the United States and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the United States.

Voter Registration Agency—an office designated pursuant to section 52 United States Code §20506, *Voter Registration Agencies*, to perform voter registration activities. A recruitment office of the military services is considered to be a voter registration agency. All IVA Offices are also designated as voter registration agencies in accordance with DoDI 1000.04.