

# Inspector General

United States  
Department of Defense



2008 Evaluation of the DoD  
Voting Assistance Program

# Report Documentation Page

Form Approved  
OMB No. 0704-0188

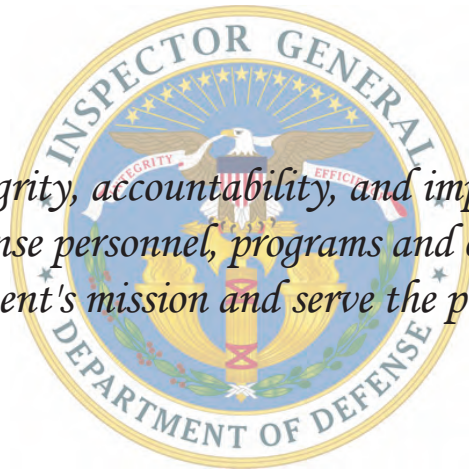
Public reporting burden for the collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to a penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

1. REPORT DATE <b>30 APR 2009</b>		2. REPORT TYPE		3. DATES COVERED <b>00-00-2009 to 00-00-2009</b>	
4. TITLE AND SUBTITLE <b>2008 Evaluation of the DoD Voting Assistance Program</b>				5a. CONTRACT NUMBER	
				5b. GRANT NUMBER	
				5c. PROGRAM ELEMENT NUMBER	
6. AUTHOR(S)				5d. PROJECT NUMBER	
				5e. TASK NUMBER	
				5f. WORK UNIT NUMBER	
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) <b>Department of Defense Inspector General, 4800 Mark Center Drive, Alexandria, VA, 22350-1500</b>				8. PERFORMING ORGANIZATION REPORT NUMBER	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)				10. SPONSOR/MONITOR'S ACRONYM(S)	
				11. SPONSOR/MONITOR'S REPORT NUMBER(S)	
12. DISTRIBUTION/AVAILABILITY STATEMENT <b>Approved for public release; distribution unlimited</b>					
13. SUPPLEMENTARY NOTES					
14. ABSTRACT					
15. SUBJECT TERMS					
16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON
a. REPORT <b>unclassified</b>	b. ABSTRACT <b>unclassified</b>	c. THIS PAGE <b>unclassified</b>			

DEPARTMENT OF DEFENSE  
OFFICE OF INSPECTOR GENERAL

**MISSION STATEMENT**

*Promote integrity, accountability, and improvement of  
Department of Defense personnel, programs and operations to support  
the Department's mission and serve the public interest.*



# 2008 DoD Voting Assistance Program

## Executive Summary



### **What Was Done.**

Section 1566, Title 10, United States Code, "Voting assistance; compliance assessments; assistance," as amended, requires that the Inspectors General of the Army, the Navy, the Air Force, and the Marine Corps conduct an annual review of the effectiveness of voting assistance programs; and an annual review of the compliance with voting assistance programs of that Service. Upon the completion of their annual review, each Service Inspector General submits to the DoD Inspector General a report on the results of their review. The statute requires that the DoD Inspector General submit to Congress a report on the effectiveness during the preceding calendar year of voting assistance programs; and the level of compliance during the preceding calendar year with voting assistance programs of each of the Services. To facilitate this reporting process, the DoD IG established a report template to standardize the format for the Services' reports. Therefore, this report consolidates all of those reports and summarizes some of those reports key facts. The DoD IG did not independently verify or validate the Service IG Reports. As an added dimension for our review, we also solicited input from the combatant commands and from the Federal Voting Assistance Program (FVAP) Office.

### **What Was Identified.**

The Service Inspectors General reported that their programs were effective and in compliance with DoD regulations and public law. The oversight programs of the FVAP Office and the Services continue to evolve, presenting opportunities to improve the effectiveness and compliance aspects of the Voting Assistance Program. For example, in 2008, FVAP managers established a program metrics tool to measure effectiveness and compliance. The data collected for these metrics serve to describe program activities and sets the baseline for examining the program going forward.

Furthermore, the results of the Services' surveys provide the indicators and targets for program improvement. Service Inspectors General provided detailed Service-wide compliance reporting in all five compliance focus areas identified in DoD Directive 1000.04, "Federal Voting Assistance Program (FVAP)," April 14, 2004. The five survey areas include: (1) Personnel Assignments; (2) Training, (3) Voting Material Distribution; (4) Communication and Information Network; and (5) Commanders/ Installation Level Involvement. As an additional cross-check on program management, the Combatant Command Inspectors General reported that the Services' voting assistance programs in their areas of operations were effective and compliant.

We are not making any recommendations in this report.

## **GENERAL INFORMATION**

---

Forward questions or comments concerning the report of Evaluation of the DoD Voting Assistance Program (Project No. D2008-DIPOE3-0216.000) and other activities conducted by the Inspections & Evaluations Directorate to:

Inspections & Evaluations Directorate  
Office of the Deputy Inspector General for Policy & Oversight  
Office of Inspector General of the Department of Defense  
400 Army Navy Drive  
Arlington, Virginia 22202-4704  
[crystalfocus@dodig.mil](mailto:crystalfocus@dodig.mil)

An overview of the Inspector General of the Department of Defense mission and organizational structure is available at <http://www.dodig.mil>.

## **TO REPORT FRAUD, WASTE, AND ABUSE, OR MISMANAGEMENT**

---

Contact the DoD OIG Hotline by telephone at (800) 424-9098, by e-mail at [hotline@dodig.mil](mailto:hotline@dodig.mil) or in writing:

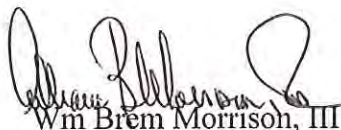
**Defense Hotline  
The Pentagon  
Washington, D.C.  
20301-1900**

## **REPORT TRANSMITTAL**

---

We are providing this report for information and use in compliance with Public Law 110-417, Duncan Hunter National Defense Authorization Act FY 2009, Section 1056.

We considered management comments in preparing this final report. Comments provided by the Assistant Secretary of Defense (Personnel and Readiness) conformed to the requirements of DoD Directive 7650.3, "Follow-up on General Accounting Office (GAO), DoD Inspector General (DoD IG), and Internal Audit Reports," June 3, 2004. Therefore, additional comments are not required. We appreciate all courtesies extended to our staff.



Wm Brem Morrison, III

Assistant Inspector General  
for Inspections and Evaluations

## Table of Contents

---

<b>Chapter 1 – Introduction</b>	1
<b>Chapter 2 – Effectiveness of Services’ Voting Programs</b>	9
<b>Chapter 3 – Compliance of Services’ Voting Programs</b>	11
<b>Appendixes</b>	
A. USD(P&R) 2007 Memorandum	17
B. Department of the Army Inspector General Report	19
C. Department of the Navy Inspector General Report	24
D. Department of the Air Force Inspector General Report	33
E. Marine Corps Inspector General Report	39
F. Summary of COCOM Self-Assessments	53
G. U.S. Central Command	54
H. U.S. European Command	58
I. U.S. Joint Forces Command	61
J. U.S. Southern Command	64
K. U.S. Special Operations Command	69
L. U.S. Strategic Command	73
M. U.S. Transportation Command	76
N. USD(P&R) Response to the 2007 DoD IG Report	80
O. USD(P&R) Measures of Success for 2008	82
P. 2008 Military Training by FVAP Program Office	83
Q. Scope and Methodology	86
R. Prior Coverage	87
S. COCOM Self-Assessment Template	89
T. List of Acronyms	93
U. Report Distribution	94

This Page Intentionally Blank

# Chapter 1—Introduction

## Background

**Legislation.** Section 1566, Title 10, United States Code, “Voting assistance; compliance assessments; assistance,” as amended, specifies the voting assistance roles of the Department of Defense Inspector General and that of the Service Inspectors General. The statute specifies that the Service Inspectors General shall conduct an annual review of the effectiveness and compliance of their voting assistance programs, and upon completion of their annual review, submit to the DoD Inspector General a report on the results of their review. The statute further specifies that, “Not later than March 31 each year, the Inspector General of the Department of Defense shall submit to Congress a report on (A) the effectiveness during the preceding calendar year of voting assistance programs; and (B) the level of compliance during the preceding calendar year with voting assistance programs of each of the Army, Navy, Air Force, and Marine Corps.”

**Department of Defense Policy.** The Secretary of Defense is the Executive Agent designated by the President for the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA<sup>1</sup>).<sup>2</sup> Policies and instructions for the DoD voting assistance program are described in DoD Directive 1000.04, “Federal Voting Assistance Program (FVAP),” April 14, 2004 (Certified Current as of April 23, 2007)—hereafter, referred to as the Directive. The Directive stipulates that the Under Secretary of Defense for Personnel and Readiness (USD [P&R]) administers the FVAP for the Secretary of Defense. The USD (P&R) manages the program through the Office of the Federal Voting Assistance Program.

As of March 2009, the FVAP Office is coordinating a revision to the Directive and will reissue the publication as DoD Instruction 1000.04. The new Instruction will add the procedures outlined in the USD(P&R) memorandum, “Guidance in Implementing Voting Assistance Programs,” September 19, 2007, which was addressed to all Military Departments (see Appendix A). The memorandum includes the following guidance:

- States that guidance and direction should be used as a baseline and “may be adjusted to meet specific requirements and cultures within each Service.”
- Lowers grade requirements for assignment of Voting Assistance Officers (VAO). Provides flexibility to assign “quality individuals with enough authority to get the job done.”
- Adjusts the ratio requirement for VAOs vs. unit population. Allows flexibility to adjust ratio to ensure coverage.

---

<sup>1</sup> Title 42, United States Code, Section 1973ff.

<sup>2</sup> Executive Order 12762, “Designation of the Secretary of Defense as the Presidential Designee Under Title 1 of the Uniformed and Overseas Citizens Absentee Voting Act, June 8, 1988.

- Streamlines delivery of the Federal Post Card Application (FPCA)—provision added to permit electronic distribution of FPCA and receipt verification in lieu of face-to-face contact.
- Clarifies the use of civilians as Installation VAOs (IVAOs), requesting they be stabilized during the 18-month period from October of the year preceding a general election through March of the year following the general election.

**Service Regulations.** Each Service supplements the Directive with Service-specific regulations and instructions:

- Army Regulation 608-20, “Army Voting Assistance Program,” October 28, 2004.
- Office of the Chief of Naval Operations Instruction 1742.1B, “Navy Voting Assistance Program,” May 15, 2007.
- Air Force Instruction 36-3107, “Voting Assistance Program,” September 10, 2003.
- Marine Corps Order 1742.1A (with Changes 1-2), “Voter Registration Program,” May 14, 2002.

**Goal of the Federal Voting Assistance Program.** The goal of the FVAP is to ensure that Service members and their spouses or dependents everywhere, and DoD civilians and their eligible dependents residing overseas receive information on absentee voting.

The FVAP shall ensure that eligible voters receive . . . information about registration and voting procedures and materials pertaining to scheduled elections, including dates, offices, constitutional amendments, and other ballot proposals.<sup>3</sup>

Service VAOs are required to obtain and disseminate voting information, voting forms, registration forms, and absentee ballot requests. VAOs are also required to personally assist voters for all elections for Federal offices. Each Service is required to establish and maintain a voting assistance Web-site.

The FVAP Office manages several support activities which include:

- VAO training program—on-installation and Web-based;
- A voting assistance guide with State-by-State information;
- *Voting Information News*, a monthly publication that summarizes timely information on upcoming elections;

---

<sup>3</sup> Paragraph 4.2, DoD Directive 1000.04, , “Federal Voting Assistance Program (FVAP),” April 14, 2004

- Unit VAOs “to-do” list; and
- The FVAP Web-site ([www.fvap.gov](http://www.fvap.gov)), which provides voting assistance and information to uniformed absentee voters, their spouses and eligible dependents, and civilian U.S. voters residing overseas.

The FVAP Office submits a quadrennial report to the President and the Congress after each Presidential election and summarizes the effectiveness of assistance programs. The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) legislates the following requirements for the quadrennial report:

- A statistical analysis of voter participation by Service members.
- A statistical analysis of voter participation by nonmilitary personnel overseas.
- A description of State-Federal voting registration and election cooperation.

The quadrennial report provides an empirical analysis of the effectiveness of the voting assistance program as measured by actual voter participation. The most recent report on “The Federal Voting Assistance Program” was issued in October 2005, following the 2004 Presidential Election. A reasonable metric for the effectiveness of the voting assistance program is the number of Service personnel who vote in the election compared to the general populace. For the 2004 Presidential Election, the overall Uniformed Services voting participation rate was 79 percent and the federal civilian overseas rate was 80 percent compared to the 64 percent voting rate of the general public. The 64 percent for the general public as listed in the report was attributed to the U.S. Census Bureau.<sup>4</sup> The Defense Manpower Data Center (DMDC) will provide the data for the report on the 2008 Presidential Election. As of March 10, 2009, the FVAP Program Office advised the team that the statistical analyses for the 2008 election were not yet available.<sup>5</sup>

**Voting Assistance Program Process.** The VAO ensures that Service members and their spouses or dependents everywhere, and voters residing overseas receive information about absentee voting, including registration and voting procedures, polling places, dates of scheduled elections for Federal offices, and points of contact for additional assistance and voting materials—such as absentee ballots.

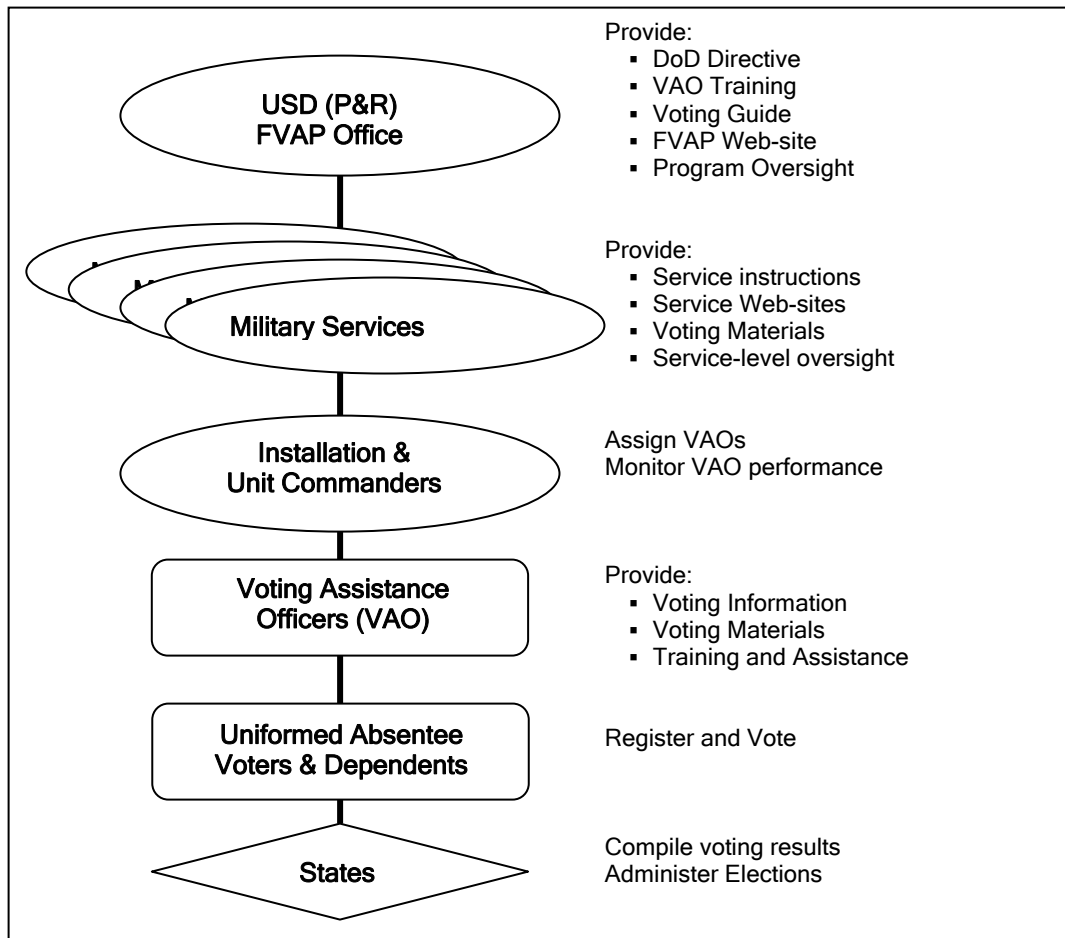
The Service IGs are required to review and gauge the voting assistance programs in their respective Services and provide a report annually to the DoD IG assessing effectiveness and compliance of their VAP. Figure 1 illustrates the major elements of the Services’ voting assistance programs.

---

<sup>4</sup> Federal Voting Assistance Program Office, The Federal Voting Assistance Program – Seventeenth Report, October 2005, page 2.

<sup>5</sup> E-mail from Wiedmann, J. Scott, CIV OSD/FVAP to Means, William D., OIG DoD, March 10, 2009, Subject: RE: Request for FVAP information and artifacts.

**Figure 1. Voting Assistance Program Elements**



## Report Overview

**Objective and Scope.** The objectives of this Department of Defense (DoD) Voting Assistance Program (VAP) evaluation for calendar year 2008 is to (1) consolidate the Services' VAP assessment results into a single DoD-wide report for Congress and (2) to report the effectiveness and level of compliance of the Services' Voting Assistance Programs. The DoD IG developed a report template to standardize the Services' reports. This report consolidates their reports and summarizes the results. Chapter 2 describes the effectiveness and Chapter 3 describes the level of compliance. The four Service reports are at Appendixes B, C, D, and E.

To establish an additional level of review of the DoD voting assistance program, the evaluation team requested comment from the combatant commands (COCOMs). While the Services train and equip their forces, force structure is committed on a mission basis to COCOMs in their assigned geographical or functional areas of responsibility (AOR). In August 2008, the team distributed a Self-Assessment Checklist to COCOM IGs to facilitate a review of their respective voting assistance programs under their purview and in their areas of responsibility. As an additional cross-check on program management, the Combatant Command Inspectors General reported that the Services' voting assistance programs in their areas of operations were effective and compliant. A summary of the COCOM IG Self-Assessments is included at Appendix F. The individual COCOM IG reports are included at Appendixes G through M.

## Management Comments

**Prior Year Recommendation.** DoD IG Report No. IE-2008-002, "2007 Evaluation of the Federal Voting Assistance Program in the Department of Defense," March 31, 2008, (evaluation of the 2007 program) recommended that the USD(P&R) and Service IGs should develop mutually acceptable metrics and standards for assessing effectiveness and compliance of the Services' and the DoD Voting Assistance Programs. According to USD(P&R) response on March 26, 2008 (see Appendix N), "Metrics have been developed during meetings between the FVAP office and the Service VAOs and are currently in use. We will work to ensure these can reasonably measure effectiveness, are mutually acceptable, and are incorporated into Service IG reports." The data collected for these metrics describe program activities and sets the baseline for examining the program going forward.

**Federal Voting Assistance Program Office.** The FVAP Program office of the USD(P&R) provided the following statistical information for the 2008 FVAP program.<sup>6</sup>

- Metrics reported by the Senior Service Voting Officers as Measures of Success are at Appendix O and show 1511 military VAOs trained by the FVAP.
- Locations of installations visited, numbers of training sessions by location, and the number of VAOs trained by FVAP (attending the workshops) are at Appendix P and show 3220 military VAOs during on-installation workshops.
- The FVAP Program Office introduced the comprehensive Web-site re-design in July 2008 offering enhanced content and usability for user preparation of requests to register to vote and request an absentee ballot.
- Also in July 2008, the Program Office launched the Voter Registration and Ballot Delivery (VRBD) system as an automated version of the Federal Post Card Application (FPCA) process. Delayed from the planned January 2008 implementation date in order to accommodate testing for secure messaging compliance, the system was reported to have guided over 21,000 military and overseas civilians through form completion on-line.
- The VRBD system supported civilian citizens as well as military members in 425 local election offices in 11 states using secure servers. The FVAP Program Office reported that from July 23 through November 4, 2008, 780 citizens uploaded ballot requests and 124 voters downloaded blank ballots.

## Results

The Service Inspectors General reported that their programs were effective and in compliance with DoD regulations and public law. The oversight programs of the FVAP Office and the Services continue to evolve, presenting opportunities to improve the effectiveness and compliance aspects of the Voting Assistance Program. For example, in 2008, FVAP managers established a program metrics tool to measure effectiveness and compliance. The data collected for these metrics serve to describe program activities and sets the baseline for examining the program going forward.

Furthermore, the results of the Services' surveys provide the indicators and targets for program improvement. Service Inspectors General provided detailed Service-wide compliance reporting in all five compliance focus areas identified in DoD Directive 1000.04, "Federal Voting Assistance Program (FVAP)," April 14, 2004. The five survey areas include: (1) Personnel

---

<sup>6</sup> E-mail from Wiedmann, J. Scott, CIV OSD/FVAP to Means, William D., OIG DoD, March 4, 2009, Subject: RE: Request for FVAP information and artifacts.

Assignments; (2) Training, (3) Voting Material Distribution; (4) Communication and Information Network; and (5) Commanders/ Installation Level Involvement. As an additional cross-check on program management, the Combatant Command Inspectors General reported that the Services' voting assistance programs in their areas of operations were effective and compliant.

Although we did not validate Service data, we observed that, in general, the reported areas in the Service voting assistance programs improved or remained at a high level of compliance in 2008 compared to 2007. In particular, the Army demonstrated improvement or provided greater specificity regarding compliance in those areas for which the Army did not demonstrate compliance in 2007. The Navy reported equivalent or improved performance compared to its 2007 report, while the Air Force and Marine Corps maintained essentially the same levels of compliance that were reported in 2007.

We are not making any recommendations in this report.

This Page Intentionally Blank

## Chapter 2—Effectiveness of Services’ Voting Programs

**Summary.** In general, the Services’ Inspectors General reported that their voting assistance programs were effective. The oversight programs of the Office of the Federal Voting Assistance Program (FVAP) office and Services continue to identify opportunities to improve effectiveness.

- The Service Inspectors General reported that their programs were effective and in compliance with DoD regulations and public law. The Services made special efforts to ensure deploying and deployed personnel were afforded every opportunity to vote.
- The Army assessed their VAP based on results of inspections at all levels of Army operations, which included an assessment process at over 500 battalions and companies. The breadth and depth of those reviews, and their findings and recommendations for improvement supports their conclusion that the Army has an effective program.

The US Army has an effective Voting Assistance Program. This assessment is based on the results of command and subordinate command IG inspections of 14 major command headquarters, 12 installation headquarters, one corps headquarters and select subordinate commands, two division headquarters and selected subordinate commands, 85 brigade headquarters and select subordinate commands, 261 battalion headquarters and select subordinate commands, 269 separate companies/detachments, 68 research and development activities, 48 medical/dental/veterinarian command and activity headquarters and units, one readiness center headquarters, three separate platoons, and two academy staffs.<sup>7</sup>

- The Navy assessed their VAP based on a Web-based survey of nearly 5,500 sailors, personal interviews, and inspections at over 170 units. The Navy concluded that it has a strong program and the Service is taking advantage of their history of “away at sea” logistical challenges to prepare for deployments and ensure sailors are afforded every opportunity to vote.

The Navy has an effective Voting Assistance Program. This assessment is based on the results of three Echelon II Command Inspections, three geographic Area Visits, and 167 unit level inspections and surveys conducted by Echelon II commands and their subordinate units during calendar year 2008.<sup>8</sup>

- The Air Force assessed their VAP based on inspections of nearly 155 unit programs throughout all major commands.

In summary, throughout the AF, the overwhelming majority of wings and installations effectively implemented DOD policy, directives, and procedures and have established

---

<sup>7</sup> U.S. Army IG report at Appendix B

<sup>8</sup> U.S. Navy IG report at Appendix C

viable Federal Voting Assistance Programs. Air Force leaders,<sup>9</sup> at all levels, emphasized the importance of each Airman exercising his/her right to vote.

- The Marine Corps assessed their VAP based on inspections of 58 programs at all levels of marine operations. Interviews, document reviews, and on-site inspections were conducted to determine the effectiveness of the program. The Marine Corps had a straightforward standard (Mission Capable or Non-Mission Capable) for the VAP. All units were found to be Mission Capable. Marines were afforded every opportunity to exercise their vote.

The results of our inspections and the results of our Commanding General's Inspection Program (CGIP) verify that the Marine Corps has an effective Voter Assistance Program. This assessment is based upon the results of five major command level, 15 installation level, and 38 unit level inspections.<sup>10</sup>

---

<sup>9</sup> U.S. Air Force IG report at Appendix D

<sup>10</sup> U.S. Marine Corps IG report at Appendix E

## Chapter 3—Compliance of Services’ Voting Programs

**Summary.** All four Services reported compliance with DoD Directive 1000.04 requirements. Installation VAOs (IVAOs) and Unit VAOs (UVAOs) have specific duties and responsibilities under this Directive to ensure voters get voting information and materials in a timely fashion. There are five focus areas associated with the voting assistance program:

- **Personnel Assignments** - Assign quality individuals with enough authority as VAOs to manage the Voting Program.
- **Training** - Ensure VAOs are receiving required training to perform VAO duties.
- **Material Distribution** - Ensure adequate numbers of Standard Form 76 (SF 76) are available for military members and their voting-age dependents to register and request a ballot.
- **Communication and Information Network** - Publicize and maintain a visible program.
- **Commanders/Installation Level Involvement** - Ensure there is an increased emphasis on the Voting Program and associated requirements.

Service IGs provided Service-wide responses regarding compliance with these focus areas—see the following Tables 1 through 5.

**Personnel Assignments.** The Service IG’s reported their programs are compliant. See Table 1, “Personnel Assignment.” VAOs were assigned at the appropriate grade and in proportion to number of personnel assigned. Note: For all Services, a number of VAOs did not meet DoDD 1000.04 requirement for rank/grade. They were, however, in compliance with guidance provided in the Undersecretary of Defense for Personnel and Readiness Memorandum on “Guidance in Implementing Voting Assistance Programs,” September 19, 2007 (see Appendix A). This guidance allows flexibility in grade requirements to favor assignment of VAOs who are interested and dedicated.

**Table 1. Personnel Assignments**

Item	Requirement	Authority	Army	Navy	Air Force	Marine Corps
A.1	VAO assigned at the appropriate grade level.	DODD 1000.04, Para 5.2.1.3	Yes, 89%; 100% w/USD (P&R) Ltr	Yes, 76%; 100% w/USD (P&R) Ltr	Yes, 100% w/USD (P&R) Ltr	Yes, all 58 commands inspected
A.2	UVAO assigned at level of command.	DODD 1000.04, Para 5.2.1.4	Yes, 96%	Yes, 100% w/USD (P&R) Ltr	Yes, 100% w/USD (P&R) Ltr	Yes, all 58 commands inspected
A.3	Maximum number of voters that can be represented by VAO adhered to.	DODD 1000.04, Para 5.2.1.4.2	Yes, 88%	Yes, for all units inspected	Yes, 100% w/USD (P&R) Ltr	Yes, all 58 commands inspected
A.4	UVAO of the rank O2/E-7 above designated in writing for each unit of 25 or more permanently assigned members.	DODD 1000.04, Para 5.2.1.4.2	Yes, 90%	Yes, two corrected during inspection	Yes, 100% w/USD (P&R) Ltr	Yes, all 58 commands inspected
A.5	Senior Service Representative at Flag Rank appointed.	DODD 1000.04, Para 5.2.1.3	Yes, Brig Gen	Yes; VADM	Yes; in compliance, rank not provided	Yes; NAF-O6/MAJGEN (Ret)
A.6	Service Voting Action Officer. Military person, O4/E8 or above, appointed.	DODD 1000.04, Para 5.2.1.3	Yes, YA-02	No, O-3	Yes, in compliance, rank not provided	Yes, YA-02
A.7	Commissioned Officer authorized to administer oath.	UOCAVA DODD 1000.04, Para 5.2.1.4.2	Yes, 91%	Yes	Yes, 100% w/USD (P&R) Ltr	Yes

**Training.** The Service IG’s reported their programs are compliant. See Table 2, “Training.” All Services placed an emphasis on providing information to recruits, basic trainees and those deploying and deployed.

**Table 2. Training**

Item	Requirement	Authority	Army	Navy	Air Force	Marine Corps
B.1	VAOs received training.	Title 10, Subtitle A, Part II, Chapter 80, Section 1566, Para f(1)	Yes, 91% of inspected	Yes, 95%	Yes, w/minor exceptions noted	Yes
B.2	MAJCOM, installations and UVAO attend FVAP workshop during even numbered years with Federal elections.	DODD 1000.04, Para 5.2.1.15	Yes, 87% of inspected	Yes	Yes, w/minor exceptions noted	Yes, inspected
B.3	Basic training and command courses emphasize and advertise voting assistance programs.	DODD 1000.04, Para 5.2.1.14	Yes, 99% of inspected	Yes, 30-minute boot camp briefing	Yes, w/minor exceptions noted	Yes, training at all levels
B.4	Train units preparing for deployment.	DODD 1000.04, Para 5.2.1.14	Yes, 87% of inspected	Yes, Pre-OS Movement Checklist	Yes, w/minor exceptions noted	Yes, during every pre-deployment briefing
B.5	Recruitment offices personnel informed of policies and received training to carry out voter registration assistance.	DODD 1344.13, Para 5.4.2	Yes, 100% of inspected	Yes, 83%, 20% improvement over 2007	Yes, w/minor exceptions noted	Yes
B.6	Train Service members on absentee registration and voting procedures during years of Federal elections.	DODD 1000.04, Para 5.2.1.14	Yes, 96% of inspected	Yes, as part of mandatory command indoctrination course	Yes, w/minor exceptions noted	Yes

**Material Distribution.** The Service IG's reported their programs are compliant. See Table 3, "Material Distribution." All Services noted challenges in meeting deadlines to provide information and materials to forward-deployed personnel.

**Table 3. Material Distribution**

Item	Requirement	Authority	Army	Navy	Air Force	Marine Corps
C.1	UVAOs hand-deliver SF76s to eligible voters by 15 January 2008. Develop a system to ensure in-hand delivery.	DODD 1000.04, Para 5.2.1.6.1 & 5.2.1.5.3	82% by deadline; remaining distributed soon thereafter	Yes, 94% (8X improvement over 2007)	Yes, w/minor exceptions noted	Yes, inspected
C.2	National Voter Registration form made available to enlistees.	Title 10, Subtitle A, Part II, Chapter 80, Section 1566, Para i(2)	Yes, 100% of inspected	Yes, 100%	Yes, w/minor exceptions noted	No, not in all cases; identified during inspection
C.3	Network established to distribute voter information. (SF 186 & Form 76).	DODD 1000.04, Para 5.2.1.5.2	Yes	Yes, both electronically and hard copy	Yes, w/minor exceptions noted	Yes, inspected
C.4	Special day designated for dissemination of voter information and material.	DODD 1000.04, Para 5.2.1.11	Yes, 94%	Yes	Yes, w/minor exceptions noted	Yes
C.5	Prospective enlistees provide a DD Form 2644 "Mail Voter Registration Application" and DD Form 2645 "Voter registration Information.	DODD 1344.13, Para 5.4.4.1	Yes, 100% of inspected	Yes	Yes, w/minor exceptions noted	No, not in all cases; identified during in inspection
C.6	Recruitment offices transmit registration applications in a timely manner.	DODD 1344.13, Para 5.4.4.3	Yes, 100% of inspected	Yes	Yes, w/minor exceptions noted	Yes
C.7	Sufficient voting materials are on-hand.	DODD 1000.04, Para 5.2.1.7	Yes, 96% of inspected	Yes	Yes, w/minor exceptions noted	Yes, inspected

**Communication and Information Network.** The Service IG's reported their programs are compliant. See Table 4, "Communication and Information Network." The services ensured the VAO Program was highly visible and publicized.

**Table 4. Communication and Information Network**

Item	Requirement	Authority	Army	Navy	Air Force	Marine Corps
D.1	Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal & State voting websites.	DODD 1000.04 Para 5.2.1.10	Yes, 98% of inspected	Yes	Yes, w/minor exceptions noted	Yes
D.2	Designated location on base, installation, or ship where voting material & assistance is available.	DODD 1000.04, Para 5.2.1.10	Yes, 98% of inspected	Yes, location varies by command	Yes, w/minor exceptions noted	Yes, 100% of inspected
D.3	Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs.	DODD 1000.04, Para 5.2.1.12	Yes, 97% of inspected	Yes	Yes, w/minor exceptions noted	Yes
D.4	Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs.	DODD 1000.5, Para 5.2.1.13	Yes, 91% of inspected	Not answered	Yes, w/minor exceptions noted	Yes, 97% of inspected

**Commanders/Installation Level Involvement.** The Service IG’s reported their programs are compliant. See Table 5, “Commanders/Installation Level Involvement.” Commanders at all levels were attuned to the importance of the program and provided support as required.

**Table 5. Commanders/Installation Level Involvement**

Item	Requirement	Authority	Army	Navy	Air Force	Marine Corps
E.1	MAJCOMS, etc., continually evaluate voting programs.	DODD 1000.04 Para 5.2.1.9	Yes, 100% of inspected	Yes	Yes, w/minor exceptions noted	Yes, 100% of inspected
E.2	Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week.	DODD 1000.04, Para 5.2.1.11	Yes, 98% of inspected	Yes	Yes, w/minor exceptions noted	Yes
E.3	Written policies to support eligible military members and their dependents.	DODD 1000.04, Para 5.2.1.1	Yes, 91% of inspected	Yes, included in Navy Voting Instruction	Yes, w/minor exceptions noted	Yes
E.4	Installation level reviews/inspections.	DODD 1000.04, Para 5.2.1.8	Yes, 94% of inspected	Yes, in Navy Voting Instruction and self-assessment checklists	Yes, w/minor exceptions noted	Yes
E.5	VAO's performance is documented in the Evaluation/FITREPs.	DODD 1000.04, Para 5.2.1.16	Yes, 78% of inspected	Yes	Yes, w/minor exceptions noted	Yes, 100% of inspected

## Appendix A - USD(P&R) 2007 Memorandum



PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

SEP 19 2007



### MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS

SUBJECT: Guidance in Implementing Voting Assistance Programs

DoD Directive 1000.4, Federal Voting Assistance Program, and DoD's Voting Action Plan provide guidance to the Military Departments in implementing voting assistance programs within their Services. The guidance and direction contained within these documents should be used as a baseline and may be adjusted to meet specific requirements and cultures within each Service. In several areas the Directive and the Action Plan use the word "should" to allow flexibility for the Services in implementing their voting assistance guidance.

The revised DoD Directive 1000.4 and 2008-2009 Voting Action Plan are currently in coordination prior to signature. The following are key areas in these revisions and clarifications to existing sections:

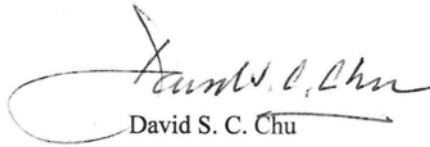
- The Directive provides guidance regarding desired rank of Voting Assistance Officers (VAO) within a unit. This guidance is not absolute and may be modified at the Service and/or unit level to meet local conditions within the Service or unit. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the Directive rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done.
- The Directive provides guidance regarding the ratio of VAOs to assigned members within a unit. Again, this guidance is not absolute and may be modified at the Service and/or unit level to meet local conditions. A larger unit whose members are concentrated in one locale may require fewer VAOs than a smaller unit whose members are geographically dispersed. VAOs are encouraged to have assistants where necessary. The goal is to ensure coverage regardless of location.
- The directive recommends civilians at the Installation Voting Assistance Officer level for continuity; whenever possible, assign them to be in place during the 18 month period from October 2007 through March 2009.



- The Directive requires in hand delivery of the Federal Post Card Application (FPCA) voter registration and absentee ballot request form to each member by January 15<sup>th</sup> of each calendar year. The revision of the Directive permits electronic distribution of the FPCA as long as electronic distribution is done locally and receipt of the FPCA can be verified. The goal is that all unit members be contacted either through verifiable electronic means or in-person to ensure they have received the forms. Due to the early 2008 primary elections, distributions beginning in September 2007 are encouraged.

VAO workshops will commence in September 2007 and continue into 2008. They are the most effective method to train VAOs in their duties and responsibilities. Units should make special efforts to assure attendance by VAOs who are within a reasonable distance of a scheduled workshop. Furthermore, workshops are not service-specific and should be attended by VAOs from all Services within the region regardless of the host installation.

As leaders of the Armed Services, it is our responsibility to do everything we can to ensure that our Service members and families have every opportunity to exercise their right to vote in the 2008 primary and general elections.



David S. C. Chu

## Appendix B. Department of the Army Inspector General Report



DEPARTMENT OF THE ARMY  
OFFICE OF THE INSPECTOR GENERAL  
1700 ARMY PENTAGON  
WASHINGTON DC 20310-1700

SAIG-ID

23 January 2009

MEMORANDUM THRU THE INSPECTOR GENERAL, U. S. ARMY

FOR DEPARTMENT OF DEFENSE INSPECTOR GENERAL, ATTN: INSPECTIONS AND  
EVALUATION DIVISION

SUBJECT: 2008 Annual Report of the United States Army Compliance With DOD Voting  
Assistance Program

1. Purpose: To provide the Department of Defense Inspector General's Office with information  
concerning the Army Voting Assistance Program.

2. References:

a. Department of Defense Directive 1000.04, 23 April 2007

b. Army Regulation 608-20, Army Voting Assistance Program, dtd 28 October 2004

3. Background: Public Law 107-107, December 28, 2001, Title XVI, Section 1601, Uniform  
Services Voting tasks The Inspectors General of the Military Departments to conduct annual  
reviews and provide an assessment of their service compliance with the Voter Assistance  
Program. The assessment in this report is based on the specific Voter Assistance Program  
requirements outlined in Public law 107-107, UOCAVA; DODD 1000.04; and DODD 1344.13.

4. Methodology:

a. Department of the Army Inspector General Agency, through Command IGs, distributed  
DOD inspection requirements to all Army Commands, Army Service Component Commands,  
and Direct Reporting Units, with instructions to further distribute the inspection requirements to  
their subordinate command IGs. The inspection process included interviews with Unit Voting  
Assistance Officers (UVAOs) and commanders or commanders' designated representatives  
from a wide variety of units. The inspection questionnaires covered all five DODIG report areas  
and every specific question required by the DODIG Annual Report. This information is covered  
in the five required paragraphs of the *Findings* section below.

b. Additionally, Department of the Army Inspector General Agency conducted a 90-day  
assessment of the Army's Voting Assistance Program from July to September 2008. The  
inspection team consisted of five members assigned within the US Army Inspector General  
Agency (USAIGA) Inspections Division and one subject matter expert assigned from Human  
Resource Command. The inspection team had four assessment objectives.

(1) Assess administration and execution of the Army Voting Assistance Program.

(2) Teach and train Army Voting Assistance Officers, leaders, Soldiers, and civilians.

SAIG-ID

SUBJECT: 2008 Annual Report of the United States Army Compliance With DOD Voting Assistance Program

(3) Assess the reporting procedures for the Federal Voting Assistance Program and the Army Voting Assistance Program.

(4) Assess Theater and OCONUS mail procedures when handling Voter Registrations, Absentee Ballot Requests, and Absentee Ballot Returns.

c. Assess Theater and OCONUS mail procedures when handling Voting Registrations, Absentee Ballot Requests, and Absentee Ballot Returns. The DAIG team visited 21 locations throughout CONUS and OCONUS, and conducted individual interviews and group sensing sessions with 1,207 Soldiers, Family Members and leaders (military and civilian). Additionally, the DAIG team received 1500 surveys, and reviewed applicable Army, command, and local unit policies, personnel records, standing operating procedures, tracking systems, and other related documents. DAIG's inspection findings are summarized at the end of this document and generally parallel the command survey findings of command IGs in support of the DOD IG's Voting Assistance Program assessment requirement.

5. Findings: The US Army has an effective Voting Assistance Program. This assessment is based on the results of command and subordinate command IG inspections of 14 major command headquarters, 12 installation headquarters, one Corps headquarters and select subordinate commands, two division headquarters and select subordinate commands, 85 brigade headquarters and select subordinate commands, 261 battalion headquarters and select subordinate commands, 269 separate companies/detachments, 68 research and development activities, 48 medical/dental/veterinarian command and activity headquarters and units, one readiness center HQs, three separate platoons, and two academy staffs. Per the guidelines provided by the Department of Defense Inspector General the requested information is provided below:

A. Personnel Assignment:

A.1. VAO assigned at the appropriate grade level. (DODD 1000.04)

Finding: 1042 out of 1168 units inspected (89%) had VAOs assigned at the appropriate level of command, and where the appropriate grade was not available, adequate substitutions were made.

A.2. UVAO assigned at level of command. (DODD 1000.04)

Finding: 1389 out of 1440 units inspected (96%) had UVAOs assigned at the appropriate level of command.

A.3. Maximum number of voters that can be represented by a VAO adhered to.

Finding: 819 out of 929 units inspected (88%) adhered to the maximum number of voters that can be represented by a VAO.

A.4. UVAO of the rank O2/E-7 above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.04)

SAIG-ID

SUBJECT: 2008 Annual Report of the United States Army Compliance With DOD Voting Assistance Program

Finding: 863 out of 954 units inspected (90%) had a UVAO of the rank O2/E-7 above designated in writing for each unit of 25 or more permanently assigned members.

A.5. Senior Service Representative at Flag Rank Appointed. (DODD 1000.04)

Finding: A Brigadier General is assigned as the Army's Service Voting Action Officer.

A.6. Senior Voting Action Officer, Military Person, O4/E8 or civilian equivalent, appointed on orders. (DODD 1000.04)

Finding: A civilian YA-02 is assigned as the US Army Service Voting Action Officer.

A.7. Commissioned Officer authorized to administer oath. (UOCAVA)

Finding: 873 out of 909 units inspected (91%) had a commissioned officer authorized to administer oaths.

B. Training:

B.1. VAO received training. (Public Law 107-107)

Finding: 1038 out of 1138 unit VAOs inspected (91%) had received training.

B.2. MACOM, installations, and UVAO attend FVAP workshop during even numbered years with Federal elections. For remote locations did VAO assess FVAP website for training. Training documented at the installation or base level. (DODD 1000.04)

Finding: 772 out of 892 unit VAOs inspected (87%) either attended FVAP workshop or took the training on line, and training was recorded.

B.3. Basic training and command courses emphasize and advertise voting assistance programs. (DODD 1000.04).

Finding: 201 units out of 212 inspected (99%) reported basic training and command courses that emphasize and advertise voting assistance programs.

B.4. Train units preparing for deployment. (DODD 1000.04)

Finding: 499 out of 572 units inspected (87%) were trained prior to deployment.

B.5. Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 1344.13)

Finding: 40 out of 40 offices inspected (100%) had personnel informed of policies and received training to carry out voter registration assistance.

B.6. Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.04)

SAIG-ID  
SUBJECT: 2008 Annual Report of the United States Army Compliance With DOD Voting Assistance Program

Finding: 894 out of 932 units inspected (96%) train service members on absentee registration and voting procedures during years of Federal elections.

### C. Material Distribution

C.1. UVAOs hand-deliver SF 76s to eligible voters by 15 January of each calendar year. Develop a system to ensure in-hand delivery. (DODD 1000.04)

Finding: 831 out of 1009 units inspected (82%) either delivered SF76s by hand or electronically by 15 January 2008. The remaining units distributed SF76s to eligible voters soon after. Some of the delay was due to VAO turnover.

C.2. National Voter Registration form made available to enlistees. (PL 107-107)

Finding: 210 out of 210 units inspected (100%) made the National Voter Registration Form available to enlistees.

C.3. Network established to distribute voter information. Voter registration materials (SF 186, AF 76, FPCA, Voting Assistance Guide) distributed in time to allow participation in elections. (Public law 107-107, DODD 1000.04)

Finding: US Army received materials through DA network and distributed in time to allow participation in elections.

C.4. Special day designated for dissemination of voter information and material. (Public law 107-107)

Finding: 676 out of 721 inspected (94%) units designated a special day for dissemination of voter information and material.

C.5. Prospective enlistees provide a Form 2644 "Mail Voter Registration Application" and DD Form 2645 "Voter Registration Information." (DODD 1344.13)

Finding: 92 out of 92 units inspected (100%) provided prospective enlistees a Form 2644 "Mail Voter Registration Application" and a DD Form 2645 "Voter Registration Information."

C.6. Recruitment offices transmit registration applications in a timely manner. (DODD 1344.13)

Finding: 58 out of 58 recruiting offices inspected (100%) transmitted registration applications in a timely manner. (DODD 1344.13)

C.7. Sufficient voting materials are on hand. (DODD 1000.04)

Finding: 869 out of 908 units inspected (96%) had sufficient voting materials on hand.

SAIG-ID  
SUBJECT: 2008 Annual Report of the United States Army Compliance With DOD Voting Assistance Program

Finding: 241 out of 256 units inspected (94%) participated in installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.04.

E.5. VAO's performance is documented in the Evaluation/OERs/NCOERs. (DODD 1000.04)

Finding: 686 out of 865 units inspected (78%) documented VAOs' performance in evaluations/OERs/NCOERs.

6. DAIG Army Voting Assistance Program Special Assessment, July-September 2008. As mentioned above, The Inspector General directed inspections division to conduct a special assessment of the Army Voting Assistance Program. A DAIG inspection team conducted the assessment from July to September 2008 with visits to 21 CONUS and OCONUS locations. DAIG's 90-day assessment supported the overall findings of the subordinate command IG inspection results in support of the DODIG annual Voting Assistance Program requirements.

a. Army Soldiers, their Family members, and Army civilians who live overseas have been educated on their right to vote through the absentee registration and balloting process. The systems are in place so that they can register and vote. Army military and civilian leaders at all levels have placed emphasis on the AVAP. The program has been widely publicized. Surveys of Soldiers show that most are familiar with the program confirming that efforts to reach them through annual accountability inventories were effective.

b. Of great importance is the Army's mail system in the current theater of operations and results indicate it is working. In fact, units trained and planned very specifically on how to accommodate voting materials and commands are monitoring the flow of voting materials.

c. The DAIG assessment concluded that more emphasis could be placed on our trainee population and how we might better serve these newest Soldiers. It also revealed how the Army might better monitor the program and provide guidance to the field. In fact, the Adjutant General, through the Army's Senior Voting Assistance Officer, is already proactively engaged on these issues.

7. Summary. The US Army is in compliance with voting assistance requirements in over 95% of the unit programs inspected. Of the five requirements where compliance was 80%-90%, substitutions, workarounds, and corrections were already in place by the end of the command IG inspections. Overall, the inspection revealed Army voting assistance program is effective in CONUS and OCONUS to include deployed locations.

8. The point of contact for this report is Mr. Jeff Williams or LTC Dolores Fisher, DAIG Inspections Division, at 703-601-1100.

  
VIDA D. LONGMIRE  
Colonel, USA  
Chief, Inspections Division

## Appendix C - Department of the Navy Inspector General Report



DEPARTMENT OF THE NAVY  
NAVAL INSPECTOR GENERAL  
1254 9TH STREET SE  
WASHINGTON NAVY YARD DC 20374-5006

IN REPLY REFER TO:

1742  
Ser N39/ 0044  
26 Jan 09

From: Naval Inspector General  
To: Department of Defense Inspector General  
Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR  
CY 2008  
Ref: (a) DoD Directive 1000.04 of 14 April 2004  
(b) Under Secretary of Defense (Personnel and Readiness) memo of  
19 Sep 07  
Encl: (1) Self-assessment Checklist for Voting Assistance  
Officers (OPNAVINST 1742.1B)

1. Background. Public Law 107-107, 28 December 2001, Title XVI, Section 1601(c), Uniform Service Voting, tasked Inspectors General of the Military Departments to conduct annual reviews and provide an assessment of their service compliance with the Voter Assistance Program. The assessment in this report is based on the 2008 Voter Assessment Program requirements outlined in Public Law 107-107, UOCAVA, DODD 1000.04 and DODD 1334.13.

2. Methodology. The Naval Inspector General (NAVINGEN) used several methods to assess the Navy Voting Assistance Program (NVAP) for effectiveness and compliance. NAVINGEN received responses from 5,474 personnel to its Web-based survey, including responses to three voting related questions, and conducted personal interviews with 21 Voting Assistance Officers (VAO) during Area Visits and Command Inspections conducted in 2008. Additionally, NAVINGEN reviewed after-action reports from VAOs and the NVAP Web site. We also considered articles, NAVADMINS, emails from the Navy Voting Action Officer (NVAO) to VAOs, and personal observations.

3. Findings. The Navy has an effective Voting Assistance Program. This assessment is based on the results of three Echelon II Command Inspections, three geographic Area Visits, and 167 unit level inspections and surveys conducted by Echelon II commands and their subordinate units during calendar year 2008. The Self-assessment Checklist for Voting Assistance Officers, enclosure (1), guided the inspection process.

4. Per DODIG guidelines and in accordance with reference (a), the following information is provided in support of this assessment.

a. Personnel Assignment

- (1) VAO assigned at the appropriate grade level. (DODD 1000.04)

Response: Of 1,384 VAOs registered in VIMS (Voting Information Management System), 1,050 (76%) meet pay grade parameters. Per reference (b), these grade levels are not absolute and may be modified at the Service and/or unit level to meet local conditions within the Service or unit. Navy is meeting the stated goal of this requirement, which is to assign quality individuals with enough authority as VAOs to get the job done.

Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR CY  
2007

(2) UVAO assigned at level of command. (DODD 1000.04)

Response: See above.

(3) Maximum number of voters that can be represented by VAO  
adhered to. (DODD 1000.04)

Response: All units inspected were in compliance, in accordance with the  
guidance in reference (b).

(4) UVAO of the rank O-2/E-7 above designated in writing for  
each unit of 25 or more permanently assigned members.  
(DODD 1000.04)

Response: All but two VAOs inspected at the Echelon II - IV level were  
designated in writing. Per the Navy Voting Action Officer, in cases where a  
letter of designation is missing, a template is provided so that letters can  
be issued on the spot to fulfill this requirement.

(5) Senior Service Voting Representative at Flag Rank or  
civilian equivalent appointed. (DODD 1000.04)

Response: VADM Robert T. Conway, Jr., Commander, Navy Installations Command,  
was assigned as the Navy Senior Voting Action Officer (SVAO) for 2008. RADM  
Michael C. Vitale has subsequently been assigned as SVAO.

(6) Service Voting Action Officer, military person, O-4/E-8 or  
above or civilian equivalent, appointed. (DODD 1000.04)

Response: LT Jason Watkins (O-3) has been assigned as the Navy Service  
Voting Action Officer (SVAO) since 21 May 2008.

(7) Commissioned Officer authorized to administer oath.  
(UOCAVA)

Response: Per OPNAVINST 1742.1B, para 4i(12), VAOs at all levels are  
authorized to administer oaths only in connection with voter registration and  
voting.

b. Training

(1) VAO received training. (Public Law 107-107)

Response: Of 1,384 VAOs, 1,050 (95%) have completed the required training.

(2) MAJCOM, Installation and UVAO attended FVAP workshop  
during even numbered years with Federal elections. For  
remote locations did VAO access FVAP website for training?  
Training documented at the installation or base level.

Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR CY  
2007

Response: 194 VAOs attended an FVAP workshop. The remainder attended a service workshop or completed training via the FVAP website.

(3) Basic training and command courses emphasize and advertise the voting assistance program. (DODD 1000.04)

Response: All recruits attending Naval Training Center Great Lakes (boot camp) receive a 30-minute absentee voting brief as part of their training.

(4) Training units preparing for deployment. (DODD 1000.04)

Response: Absentee voting procedures are covered in the POM (Pre-Overseas Movement) checklist for deploying units. The Expeditionary Combat Readiness Center provides briefings and forms to all personnel and units deploying under the Navy Expeditionary Combat Command (NECC). This includes Navy Individual Augmentees (IA), In Lieu Of (ILO) individuals and provisional units deploying for non-traditional expeditionary missions in support of the Global War on Terrorism.

(5) Recruitment offices' personnel informed of policies and received training to carry out voter registration assistance. (DODD 133.13)

Response: Sixty of sixty-seven (83%) recruitment office voting personnel completed required training, as compared to 69% for 2007. Training is available on-line via the Navy Knowledge On-line (NKO) portal and on the NVAP web site.

(6) Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.04)

Response: Per OPNAVINST 1742.1B, VAOs are required to conduct training at the unit level. Many commands cover absentee registration and voting procedures as part of their mandatory command indoctrination course.

c. Material Distribution

(1) UVAOs hand deliver SF76s to eligible voters by 15 January 2009. Develop a system to ensure. (DODD 1000.04)

Response: All Navy VAOs are required to report completion in VIMS. As of 08 January 2009, 1,300 of 1,384 VAOs (94%) reported delivering SF76 forms to eligible voters. This is a marked improvement from last year, when only 11% reported completion in VIMS.

(2) National Voter Registration form made available to enlistees. (PL 107-107)

Response: Every recruit attending boot camp at Navy Training Center Great Lakes is given the opportunity to register to vote following a 30-minute absentee voting brief.

Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR CY  
2007

- (3) Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in Absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc.) were distributed in time to allow participation in elections. (PL 107-107 & DODD 1000.04)

Response: Materials are distributed both electronically and in hard copy. Registration materials are also available on line at [www.fvap.gov](http://www.fvap.gov) or by linking there to the NVAP web site at [https://www.cnic.navy.mil/cnic\\_hq\\_site/BaseSupport/CommandStaff/NavyVotingProgram/index.htm](https://www.cnic.navy.mil/cnic_hq_site/BaseSupport/CommandStaff/NavyVotingProgram/index.htm)

- (4) Special day designated for dissemination of voter information and material. (PL 107-107)

Response: Armed Forces Voters Week was held 31 Aug - 07 Sep 2008.

- (5) Prospective enlistees provided a DD Form 2644 "Mail Voter Registration Application" and DD Form 2645 "Voter Registration Information." (DODD 1344.13)

Response: DD Form 2644 has been replaced by Standard Form 76. This form and information are distributed by recruiters to prospective enlistees.

- (6) Recruiting offices transmit registration application in a timely manner. (PL 107-107)

Response: Per Commander, Naval Recruiting Command, applications are submitted in a timely manner.

- (7) Sufficient voting materials are on hand. (DODD 1000.04)

Response: All units inspected had adequate forms on hand or access to electronic forms.

d. Communication and Information Network

- (1) Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal and state voting websites. (DODD 1000.04)

Response: Yes. VAOs may access the non-secure web site at [www.fvap.gov](http://www.fvap.gov), which provides a direct link to the secure Navy site at [https://www.cnic.navy.mil/cnic\\_hq\\_site/BaseSupport/CommandStaff/NavyVotingProgram/index.htm](https://www.cnic.navy.mil/cnic_hq_site/BaseSupport/CommandStaff/NavyVotingProgram/index.htm). E-mail may be sent to the Navy Voting Action Officer at [vote@navy.mil](mailto:vote@navy.mil).

- (2) Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.04)

Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR CY  
2007

Response: Yes. Location varies according to command. In addition to providing posters, brochures and forms in common areas, VAOs are using electronic bulletin boards and banners at installation gates, working with Liberty Centers, Fleet & Family Readiness Centers, and Spouse Clubs, and posting deadline posters for mailing absentee materials and obtaining supplies at base post offices.

- (3) Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.04)

Response: Yes. All calls are routed through the toll-free "One-Stop" Customer Service Center at (866) 827-5672.

- (4) Provide telephone operators at every military installation with names, email addresses and telephone number of UVAOs and IVAOs. (DODD 1000.04)

Response: Most commands do not have telephone operators. Units post links to VAOs on their unit web pages or publish VAO information via the command's collateral duty list.

e. Commander/Installation Level Involvement

- (1) MAJCOMs, etc., continually evaluate voting programs. (DODD 1000.04)

Response: Yes. This is done both regionally (Echelon III level) and at the Echelon II level. All Echelon II activities are aware of the requirements of DODD 1000.4 and OPNAVINST 1742.1B regarding voting program evaluation and reporting.

- (2) Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week. (DODD 1000.04)

Response: Yes. Resources are available from FVAP and the Navy Voting Headquarters for local implementation.

- (3) Written policies are developed to support eligible military members and their dependents, including those deployed, dispersed, and tenant organizations. (DODD 1000.04)

Response: Yes. Policy is contained in OPNAVINST 1742.1B, Navy Voting Assistance Program (NVAP).

- (4) Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.04. (PL 107-107)

Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR CY  
 2007

Response: Yes. These requirements have been incorporated into OPNAVINST  
 1742.1B and the self-assessment checklist enclosure.

(5) VAO's performance is documented in the evaluation/FITREPs.  
 (DODD 1000.04)

Response: Yes. VAOs interviewed reported VAO collateral duty performance is  
 documented in Evaluations (E-1 through E-6) and Fitness Reports (E-7 and  
 above).

5. Additional Information.

a. As part of our inspection/assessment process, the Naval Inspector  
 General administers a web-based survey to personnel stationed in the areas to  
 be visited. Three questions in the survey pertain to voting. In 2008 we  
 received responses from 5,474 personnel as follows:

To what extent do you understand the absentee voting process in the Federal  
 Absentee Voting Program?

Large extent	1,176	22%
Moderate extent	1,652	30%
Some extent	1,422	26%
Not at all	1,197	22%
Not answered	27	-
Total responses	5,447	100%

Do you know who your Command Voting Assistance Officer (VAO) is?

Yes	2,563	47%
No	2,907	53%
Not answered	4	-
Total responses	5,470	100%

For the current calendar year, how satisfied are you with the performance  
 (knowledgeable/ distribution of voting materials) of your Command VAO?

Satisfied	1,275	23%
Neutral	1,792	33%
Dissatisfied	414	8%
Did not use	1,993	36%
Not answered	0	-
Total responses	5,474	100%

Compared to data from 2007, the level of understanding of the Federal  
 Absentee Voting Program has remained steady. Awareness of who the Command  
 VAO is has increased, from just 38% in 2007 to 47% in 2008. Overall

Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM FOR CY  
2007

satisfaction with the performance of the Command VAOs also improved this year (23% satisfied vs. 19% in 2007), and a higher percentage of personnel used VAO resources this year (64% in 2008 vs. 55% in 2007). The program overall has been proactively managed by the assignment of a new Navy Service Voting Action Officer.

b. The Navy SVAO has conducted an extensive media and awareness campaign in 2008, for both CONUS and overseas audiences, to include:

- Issuing 6 NAVADMIN and 1 ALNAV messages
- 3 *Stars and Stripes* voting advertisements
- 3 *Navy Times* voting advertisements
- Navy voting "wallpaper" on 600 computers at Liberty and Recreation Centers
- Personal contact with 1,504 VAOs (94% of the UICs in the VIMS database)
- Mass distribution of voting supplies to Navy College campuses and Fleet & Family Service Centers (1,130 posters, 113 VAO CDs, 113 Voting FAQ sheets)
- Distribution of 45,000 voting posters, compact disks and Voter Assistance Guides
- Ombudsman e-mail outreach to 65 primary Ombudsman Coordinators, 3,032 Ombudsmen and Command Designees
- Public Service Announcements via movie theaters, AFRTS and Site TV (reached 800,000 viewers)
- Navy News Update - "Armed Forces Voters Week"
- Monthly voting message on Navy Leave and Earnings Statement (LES)
- *Navy NewsStand* article (06 Aug 08)
- Distribution of the absentee voting checklist to all Navy Force Master Chiefs

c. Similarly, Commander, Navy Reserve Forces (CNRFC) VAO executed a proactive communication program by using the ListServ program to send 10 Voting Assistance messages to 82,000 Sailors and Navy civilians, with a total of 662,220 messages; publishing a voting article in the October 2008 issue of *The Navy Reservist* magazine (circulation 85,000); and posting a prominent link on the CNRFC Web site to the FVAP Web Site, along with a daily countdown to election day.

6. My point of contact for this report is CDR Wendy C. Fewster at DSN 288-6411 or Comm (202) 433-6641.

  
JILL VINES LOFTIS  
Deputy

Copy to:  
CNIC

SELF-ASSESSMENT CHECKLIST FOR VOTING ASSISTANCE OFFICERS

All VAOs

1. Is the Voting Assistance Officer (VAO) of the appropriate rank/grade? Y/N
2. Is the VAO designated in writing? Y/N
3. Does the VAO have electronic or hard copies of:
  - a) the current Federal Voting Assistance Guide? Y/N
  - b) SF-76, Federal Post Card Application? Y/N
  - c) SF-186, Federal Write-in Absentee Ballot? Y/N
4. Has the VAO registered current command information in the Voting Information Management System database? Y/N
5. Has the VAO completed VAO training? Y/N
6. Did the VAO develop comprehensive command-wide voting awareness, assistance, and activities? Y/N
7. Did the VAO ensure and track that all service members received at least one training period devoted to absentee registration and voting annually? Y/N
8. Is the VAO included on the Command Check-in sheet and Command Indoctrination? Y/N
9. Has the VAO ensured the command telephone directory includes the telephone numbers for VAOs? Y/N
10. Did the VAO ensure that there was adequate voting assistance access to the internet, fax, or toll-free phone for all service members, their families, and Department of Defense (DOD) employees? Y/N
11. If required, did the command establish a well advertised and fixed location where absentee voting materials and assistance are available? Y/N
12. Is there a system in place to track the VAO's in-hand delivery of the SF-76 to all service members, their family members, and DOD employees? Y/N
13. Did the VAO have adequate time to perform their duties? Y/N

Encl (1)

Additional for Installation VAOs:

1. Did the Installation VAO ensure VAOs were assigned to all local and tenant commands and geographically separated units? Y/N
2. Did the Installation VAO ensure all unit VAOs were adequately trained? Y/N

Additional for Regional VAOs:

1. Did the Regional VAO ensure VAOs were assigned to all installations? Y/N

Additional for Echelon II VAOs:

1. Did the Echelon 2 VAO ensure that VAOs at subordinate commands have adequate levels of voting materials? Y/N

## Appendix D - Department of the Air Force Inspector General Report



Office of the Secretary

DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

JAN 30 2009

MEMORANDUM FOR ASSISTANT TO THE DOD INSPECTOR GENERAL  
(INSPECTIONS AND EVALUATIONS)

FROM: SAF/IG  
1140 Air Force Pentagon  
Washington DC 20330-1140

SUBJECT: USAF 2008 Voting Report

In accordance with DoD Directive 1000.4, the attached USAF 2008 Voting Report is submitted, providing a comprehensive assessment of Federal Voting Assistance Programs (FVAP) throughout the AF.

During 2008 the USAF assessed 154 FVAPs at squadron, group, wing and command levels. Evaluations were conducted by major commands (MAJCOM) as well as through self inspections. The attached report summarizes the results of these assessments and offers recommendations for your consideration to improve program implementation and effectiveness.

As a result of the inspections conducted throughout 2008, we are confident effective FVAPs are established throughout our USAF and military members have the resources they require in order to exercise their right to vote.

My point of contact for this report, Capt John S. Nolan Jr., may be reached at (703) 588-1534 or [johns.nolan@pentagon.af.mil](mailto:johns.nolan@pentagon.af.mil).

A handwritten signature in black ink that reads "Ronald F. Sams".

RONALD F. SAMS  
Lieutenant General, USAF  
The Inspector General

Attachment:  
1. USAF 2008 Voting Report w/1 atch

cc:  
HQ AF/A1

UNITED STATES AIR FORCE VOTING REPORT

TO THE

DOD INSPECTOR GENERAL

(1 Jan – 31 Dec 08)

1. In accordance with Public Law 107-107, Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), DoD Directive 1000.4, and DOD Directive 1344.13, the Air Force (AF) evaluated the effectiveness of voting programs at squadron, group, wing, and command levels during calendar year (CY) 2008.

2. The AF reviewed the Federal Voting Assistance Program (FVAP) to ensure DoD compliance with DoD policy and procedures. In CY 2008, major command (MAJCOM) Inspectors General (IG) assessed the effectiveness of the FVAP at 54 units, across 10 MAJCOMs and 1 field operating agency (FOA) IG office during Compliance Inspections (CI). To assess program effectiveness, the command inspectors conducted personal interviews with installation voting assistance officers (IVAO) and unit voting assistance officers (UVAO), reviewed program implementation and management, and visited units at the installation level.

3. Additionally, some wings and installations not subject to a CI during this time period completed a self-inspection of their FVAP. One-hundred IVAOs conducted self inspections (SI) of their programs during CY 2008, following the same inspection checklist as used by MAJCOM IGs during CIs (atch 1).

The numbers of units inspected are listed below by MAJCOM.

- a. HQ Air Combat Command (ACC): 3 MAJCOM and 11 self inspections.
- b. HQ Air Education and Training Command (AETC): 7 MAJCOM and 0 self inspections.
- c. HQ AF Materiel Command (AFMC): 6 MAJCOM and 1 self inspections.
- d. HQ AF Reserve Command (AFRC): 13 MAJCOM and 19 self inspections.
- e. HQ AF Special Operations Command (AFSOC): 3 MAJCOM and 3 self inspections.
- f. HQ AF Space Command (AFSPC): 3 MAJCOM and 5 self inspections.
- g. HQ Air Mobility Command (AMC): 3 MAJCOM and 0 self inspections.
- h. HQ Pacific Air Forces (PACAF): 4 MAJCOM and 4 self inspections.
- i. HQ United States Air Forces in Europe (USAFE): 3 MAJCOM and 57 self inspections.

j. AF Inspection Agency (AFIA): 9 MAJCOM and 0 self inspections.

4. An overview of each of the major inspection areas is provided in the following subparagraphs. For the specific questions asked/area covered in each of the areas, please refer to the attached DOD checklist.

a. **Personnel.** Although 25 findings were identified within the personnel assignment section, all wing FVAPs were effectively implemented and well managed. Findings were levied against units not adhering to the appropriate grade levels that *may* be designated as VAOs or UVAOs.

However, unit commanders are in compliance with new guidance provided in *Undersecretary of Defense, Personnel and Readiness Memorandum on Guidance in Implementing Voting Assistance Programs*, 19 Sept 07, since they appointed individuals of a lower rank that they determined were capable of performing the required tasks. Additionally, given the rate of deployments and downsizing, unit commanders are further constrained to provide the requisite number of UVAOs in the ranks of 2/E-7 or above.

b. **Training.** The training section had 27 findings identified which resulted from VAOs either not receiving required training or failing to appropriately document the training received. Additionally, occurrences were identified where VAOs did not provide training to service members preparing for deployment or on absentee registration and voting procedures during years of Federal elections.

The United States Air Force Voting Assistant Officer (USAF VAO) is progressing towards more easily resolving training issues in the near future (target Summer 2009). When FVAP completes current changes on training, USAF VAO will convert Power Point training to SCORM Conformant CBT/WBT format. USAF will place training on the HR ADLS (<https://hr.csd.disa.mil>) website and require all IVAOs and Alternate IVAOs to take the course. Training completion and scores are maintained in the HR ADLS database for USAF VAO to check on/suspense using an established database. IVAOs/UVAOs will have the ability to take the course(s), then print out automated certificates.

c. **Material Distribution.** Twenty-four findings were identified due to inadequate overall distribution and advertisement of voter registration materials and information. However, voting information, to include absentee ballot registration cards, posters, and information sheets, were readily visible and available throughout the majority of the units inspected. Additionally, VAOs advertised dates of voting booths/events prior to general elections; additionally, VAOs left material at various locations (i.e., post office, BX).

d. **Communication and Information Network.** Fifteen findings were identified even though the majority of VAOs managed highly visible programs throughout the installation using a wide variety of media and venues to reach active duty and Reserve personnel by distributing posters, handing out business cards, and producing audiovisual slide shows, and by speaking at newcomer orientations, commander's calls, unit spouse groups, and first-term Airman classes.

Additionally, other units did not provide telephone operators with important contact related information or establish a special telephone service.

**e. Commanders/Installation Level Involvement.** Although a total of four findings were identified, MAJCOM IG teams identified at all levels of command, an increased emphasis on the voting program and associated requirements.

Units were noted for not having developed written policies to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations.

Additionally, some units did not document the VAO's performance in the EPRs/OPRs.

5. In summary, throughout the AF, the overwhelming majority of wings and installations effectively implemented DOD policy, directives, and procedures and have established viable Federal Voting Assistance Programs. Air Force leaders, at all levels, emphasized the importance of each Airman exercising his/her right to vote.

To continue improving programs and oversight, AFPC/DPSIMF is currently in coordination to publish an AF-level checklist to be used by MAJCOM IG teams and installations conducting self-inspections. The AF-level checklist will ensure all programs are being evaluated appropriately across the AF in a standardized manner.

6. If you have questions, or require additional information, please contact Capt John S. Nolan Jr. at (703) 588-1534 or [johns.nolan@pentagon.af.mil](mailto:johns.nolan@pentagon.af.mil).

Atch  
DOD Voting Assistance Program Inspection Checklist

**CALENDAR YEAR 2008 ANNUAL REPORT ON THE UNITED STATES  
AIR FORCE COMPLIANCE WITH DOD VOTING ASSISTANCE PROGRAM**

A. Personnel Assignment:

1. VAO assign at the appropriate grade level. (DODD 1000.4): **CI-00, SI-07**
2. UVAO assigned at level of command. (DODD 1000.4): **CI-00, SI-03**
3. Maximum number of voters that can be represented by VAO adhered to: **CI-00, SI-02**
4. UVAO of the rank O2/E-7 above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.4): **CI-01, SI-06**
5. Senior Service Representative at Flag Rank appointed. (DODD 1000.4): **CI-00, SI-01**
6. Senior Voting Action Officer. Military person, O4/E8 or above, appointed. (DODD1000.4): **CI-00, SI-04**
7. Commissioned Officer authorized to administer oath. (UOCAVA): **CI-00, SI-02**

B. Training:

1. VAO received training. (Public Law 107-107): **CI-00, SI-03**
2. MAJCOM, installations and UVAO attend FVAP workshop during even numbered years with Federal elections. For remote locations did VAO access FVAP website for training. Training documented at the installation or base level. (DODD 1000.4): **CI-02, SI-06**
3. Basic training and command courses emphasize and advertise voting assistance programs. (DODD 1000.4): **CI-00, SI-01**
4. Train units preparing for deployment. (DODD 1000.4): **CI-00, SI-06**
5. Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 1344.13): **CI-00, SI-04**
6. Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.4): **CI-04, SI-01**

C. Material Distribution:

1. UVAs hand deliver SF76s to eligible voters by //date//. Develop a system to ensure. (DODD 1000.4): **CI-04, SI-03**
2. National Voter Registration form made available to enlistees. (PL 107-107): **CI-01, SI-01**
3. Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed timely to allow participation in elections. (Public law 107-107 & DODD 1000.4): **CI-05, SI-01**
4. Special day designated for dissemination of voter information and material. (Public Law 107-107): **CI-01, SI-04**
5. Prospective enlistees provide a DD Form 2644 "mail Voter Registration Application" and DD Form 2645 "Voter registration Information. (DODD 1344.13): **CI-00, SI-01**

6. Recruitment offices transmit registration applications in a timely manner. (DODD1344.13): **CI-00, SI-01**
7. Sufficient voting materials are on-hand. (DODD 1000.4): **CI-01, SI-01**

D. Communication and Information Network

1. Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal & State voting websites. (DODD 1000.4): **CI-00, SI-00**
2. Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.4): **CI-00, SI-01**
3. Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.4): **CI-00, SI-04**
4. Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs. (DODD 1000.4): **CI-02, SI-03**

E. Commanders/Installation Level Involvement

1. MAJCOMS, etc., continually evaluate voting programs. (DODD 1000.4): **CI-00, SI-00**
2. Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week. (DODD 1000.4): **CI-00, SI-00**
3. Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations. (DODD1000.4): **CI-02, SI-01**
4. Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.4. (Public Law 107-107): **CI-00, SI-01**
5. VAO's performance is documented in the EPRs/OERs as appropriate. (DODINST 1000.4): **CI-01, SI-01**

## Appendix E - Marine Corps Inspector General Report



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:  
1742  
MRP-4  
5 Feb 09

From: Inspector General of the Marine Corps  
To: Department of Defense Inspector General

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC  
VOTING ASSISTANCE PROGRAM FOR CALENDAR YEAR 2008

Encl: (1) MCO 1742.1A  
(2) Automated Inspection Reporting System (AIRS) 210  
Checklist for the Marine Corps Voting Program

1. Background. The controlling instruction for the Marine Corps Voting Registration Program is Marine Corps Order (MCO) 1742.1A with Changes 1 and 2. This Order is in strict compliance with DODD 1000.4.

2. Methodology. The Inspector General of the Marine Corps (IGMC) inspects every Marine Force Command, Marine Expeditionary Force, Installation, and Major Subordinate Command (MSC) in the Marine Corps for compliance and effectiveness at a minimum, on a triennial basis. Each Commanding General has their own Commanding General Inspection Program (CGIP) that inspects their units biennially. The Inspection process included interviews with Unit Voting Assistance Officers (UVAO), Commanding Officers and Marines randomly selected within Marine Corps units. The inspection team reviewed documents and procedures to ensure compliance with all Marine Corps orders and directives. The team also inspected facilities to ensure voting assistance materials are displayed in accordance with directions given in MCO 1742.1A. All inspectors use the Automated Inspection Reporting System (AIRS) 210 Checklist (enclosure (2)), to maintain standardization for the Marine Corps Voting Program. Each inspection is graded as: Mission Capable or Non-Mission Capable with findings, discrepancies and recommendations to improve the inspected unit's programs.

3. Findings. The results of our inspections and the results of our CGIP verify that the Marine Corps has an effective Voter Assistance Program. This assessment is based upon the results of five major command level, 15 installation level, and 38 unit level inspections.

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC  
VOTING ASSISTANCE PROGRAM FOR CALENDAR YEAR 2008

4. Per the guidelines provided by the DODIG, the requested information is provided below:

a. Personnel Assignment

(1) VAO assigned at the appropriate grade level? (DODD 1000.4)

**Response:** Our inspection results show that all 58 commands inspected had VAOs assigned at the appropriate grade level.

(2) UVAO assigned at level of command? (DODD 1000.4)

**Response:** All 58 units inspected had UVAOs assigned at the appropriate level of command.

(3) Maximum number of voters that can be represented by A VAO.

**Response:** In accordance with enclosure (1), paragraph 24, Marine VAO's are authorized to represent up to 200 Marines. All Marine units regardless of size are required to have a VAO assigned. All Marine units inspected have adhered to this requirement.

(4) UVAO of the rank E-7/02 designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.4)

**Response:** All 58 units inspected had their assigned UVAO designated in writing.

(5) Senior Service Voting Representative at Flag Rank or civilian equivalent appointed. (DODD 1000.4)

**Response:** Mr. Timothy R. Larsen (NAF-06/MajGen USMC Ret) is assigned as the Marine Corps Senior Service Voting Representative (SSVR).

(6) Service Voting Action Officer, Military person, E-8/O-4 or above or civilian equivalent, appointed.

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC  
VOTING ASSISTANCE PROGRAM FOR CALENDAR YEAR 2008

**Response:** Mr. David E. James (YA-02) is assigned as the Marine Corps Service Voting Action Officer (SVAO).

(7) Commissioned Officer authorized to administer Oath.  
(UOCAVA)

**Response:** Per Title 10, Art. 136, all Marine Corps VAO that are commissioned officers are authorized to administer oaths as necessary in the performance of their duties as a VAO. Not all enlisted VAO's were authorized in writing to administer oaths, however commissioned officers were available to support the enlisted VAO's with these duties.

b. Training

(1) VAO received training. (Public Law 107-107)

**Response:** During the 2008 election year, the Marine Corps had a total of 1,199 Voting Officers assigned and trained. All VAOs within the Marine Corps received training at a FVAP workshop, from an e-learning course, or from an SVAO/IVAO workshop.

(2) Major Commands, Installation and UVAO attend FVAP workshop during even numbered years with Federal elections. For remote locations did VAO access FVAP website for training. Training documented at the installation or base level.

**Response:** MCO 1742.1A requires all Marine VAOs to complete VAO training within 90 days following appointment as a VAO, including during even numbered years. Marine Corps VAO's stationed at remote locations that could not take advantage of an FVAP workshop, completed their training utilizing the self-administered course at [www.fvap.gov](http://www.fvap.gov), or e-learning courses during the 2008 voting season. Our inspection results show that voter training is being conducted and has been documented in accordance with Marine Corps Orders.

(3) Basic training and command courses emphasize and advertise voting assistance program. (DODD 1000.4)

**Response:** All Marine Corps training commands including basic training, and command course are providing voter awareness informational training to all their participants.

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC  
VOTING ASSISTANCE PROGRAM FOR CALENDAR YEAR 2008

(4) Training units preparing for deployment. (DODD  
1000.4)

**Response:** All deploying units, both reserve and active are required to conduct pre-deployment briefs prior to deployment outside of the Continental United States. During these briefs, each deploying Marine or service member attached to a Marine Command is provided voting information and the opportunity and assistance with completing an FPCA.

(5) Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 1344.13)

**Response:** The Marine Corps Recruiting Command is aware of the policies outlined in DODD 1344.13.

(6) Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.4)

**Response:** enclosure (1), paragraphs (2) and (5) provides guidance to VAOs to ensure that each eligible service member and their eligible family is afforded the opportunity to receive absentee voting assistance. Our inspections results revealed that Marine units and assigned VAO are aware of the requirements and are conducting training.

c. Material Distribution

(1) UVAOs hand deliver SF-76 to eligible voters.  
Develop a system to ensure. (DODD 1000.4)

**Response:** FPCAs are being delivered to Marines in accordance with DODD 1000.4. MCO 1742.1A, enclosure 1, paragraph 3 provides specific guidance regarding the delivery of FPCA (SF-76) to all eligible voters. Our inspection results confirmed that VAOs understood and are adhering to published requirements.

(2) National Voter Registration forms made available to enlistees. (PL 107-107)

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC  
VOTING ASSISTANCE PROGRAM FOR CALENDAR YEAR 2008

**Response:** During 2008, it was identified that not all Marine Corps Recruiting Commands were in compliance with the requirement to distribute National Voter Registration forms to prospective applicants as required by DODD 1344.13. The Marine Corps continues to work hard to ensure complete compliance.

(3) Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed timely to allow participation in elections. (Public law 107-107 & DODD 1000.4)

**Response:** MCO 1742.1A gives specific guidance regarding the distribution of the SF-76 and SF-186 to all eligible voters in a timely manner. Inspection results confirmed that the SF 186 and SF 76 were delivered in timely manner ensuring all service members and their eligible family members had the opportunity to participate in the elections process.

(4) Special day designated for dissemination of voter information and material. (Public Law 107-107)

**Response:** Marine VAO's used Armed Forces Voters Week and Overseas Voter Week as a special opportunity to disseminate voter information and materials. MCO 1742.1A requires VAO's to have developed voting awareness programs and voting activities designed to encourage voter registration and participation. Inspection results confirmed that units are operating in accordance with established policies.

(5) Prospective enlistees provided a DD Form 2644 "Voter Registration Application" and DD Form 2645 "Voter Registration Information". (DODD 1344.13)

**Response:** We continue to work hard to ensure all prospective enlistees are provided with DD Form 2644 and DD Form 2645.

(6) Recruiting offices transmit registration application in a timely manner. (Public Law 107-107)

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC  
VOTING ASSISTANCE PROGRAM FOR CALENDAR YEAR 2008

**Response:** Yes, all completed applications were processed and transmitted in a timely manner.

(7) Sufficient voting materials are on-hand. (DODD 1000.4)

**Response:** All units inspected maintained an adequate supply of FPCAs and FWABs. VAO's had sufficient supplies of voting posters, calendars, and other voting related materials. The Marine Corps encouraged units to use the online FPCA'S and FWAB'S to cut down on cost.

d. Communication and Information Network

(1) Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal and State voting websites. (DODD 1000.4)

**Response:** The Marine Corps voting web page is located at [www.manpower.usmc.mil/voting](http://www.manpower.usmc.mil/voting). The Marine Corps webpage includes contact information for all Major Command Voting Officers (MCVO) and all Installation Voting Assistance Officers (IVAO). DOD security measures do not allow names and/or personal e-mail addresses to be published on the webpage. Procedures on how to order voting materials and links to all Federal and State voting websites are located on the Marine Corps Voting webpage. The Marine Corps Voting webpage is in complete compliance with DoDD 1000.4.

(2) Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.4)

**Response:** All units are required to have a place designated where service members can go to receive voting information. All units inspected had a location within their command where voting materials and voting assistance could be found.

(3) Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.4)

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC  
VOTING ASSISTANCE PROGRAM FOR CALENDAR YEAR 2008

**Response:** Yes, The Marine Corps has a special e-mail link [www.manpower.usmc.mil/voting](http://www.manpower.usmc.mil/voting) and phone number (703-784-9511) that enable VAO's to maintain easy contact with the SVAO. The contact information is located on the Marine Corps Voting webpage. Inspection results confirm that MCVO's, IVAOs, and UVAOs are aware of the telephone number and e-mail address to contact the SVAO.

(4) Provide telephone operators at every military installation with names, e-mail addresses and telephone numbers of UVAOs and IVAOs. (DODD 1000.4)

**Response:** Yes, the 58 units inspected have provided VAO contact information to the Base/Station telephone operator.

e. Commander/Installation Level Involvement

(1) Major commands, etc., continually evaluate voting programs. (DODD 1000.4)

**Response:** As part of the IGMC inspection program, all Commanding Generals are required to have a CGIP. The CGIP is evaluated by the IGMC to ensure compliance with MCO 1742.1A. During 2008, our inspections revealed that the CGIP's were found to be in complete compliance.

(2) Command-wide awareness and assistance program and activities are developed during Armed Forces Voter Week. (DODD 1000.4)

**Response:** Inspection results indicated that Marine commands had a wide variety of activities scheduled throughout the year, including during Armed Forces Voters Week that promoted voter awareness/assistance.

(3) Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations. (DODD 1000.4)

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC  
VOTING ASSISTANCE PROGRAM FOR CALENDAR YEAR 2008

**Response:** Yes, MCO 1742.1A, enclosure 1, provides guidance to all VAO's that they use to provide assistance to all service members and their eligible family members no matter where they are stationed throughout the world.

(4) Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1004.4. (Public Law 107-107)

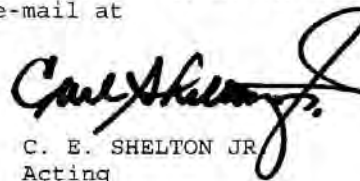
**Response:** MCO 1742.1A, enclosure 1, and the Automated Inspection Reporting System (AIRS) checklist are used when evaluating the Marine Corps Voting Program. MCO 1742.1A was reviewed by the FVAP and was determined to be in compliance with the Uniformed and Overseas Citizen Absentee Act (UOCAVA) and DOD Directive 1000.4.

(5) VAO's performance is documented in the Evaluation/Fitness Reports. (DODD 1000.4)

**Response:** Per MCO 1742.1A, enclosure (1), paragraph 26, requires reporting seniors to annotate the fitness report of all assigned VAO's with comments on their performance as a VAO. Inspection results indicated that all units inspected were in compliance.

F. Summary. The IGMC inspection results have confirmed that the Marine Corps Voting Program operated in accordance with established policies and procedures. We are very confident anyone serving with Marines were aware of the 2008 General Election and that they were provided assistance with their absentee voting questions. The IGMC will continue to inspect, review, and provide guidance to update appropriate Marine Corps orders, policies and procedures to ensure all eligible voters have the opportunity to exercise their voting rights

G. The Marine Corps point of contact is Mr. David E. James, Service Voting Action Officer (SVAO), MRP-4, at DSN 278-9511, or commercial (703) 784-9511, or e-mail at [mra.votingofficer@usmc.mil](mailto:mra.votingofficer@usmc.mil).

  
C. E. SHELTON JR.  
Acting

AIRS DETAILED INSPECTION CHECKLIST

- 210 VOTER REGISTRATION PROGRAM  
Functional Area Manager: MRP-4  
Point of Contact: Mr. D. E. James  
DSN 278-9511, COMM (703) 784-9511  
Date Last Revised: 15 March 2007
- 210 01 MAJOR COMMAND VOTING OFFICER (MCVO)
- 210 01 001 Has a civilian employee at the GS-12 level or above or a field grade officer been assigned to serve as the MCVO?  
Reference  
MCO 1742.1A, PAR 4B (2)
- 210 01 002 Did the MCVO submit a copy of his/her appointment letter to HQMC (MRP-4)?  
Reference  
MCO 1742.1A, PAR 5D (1)
- 210 01 003 Does the MCVO maintain the appointment letters for their Installation Voting Assistance Officers (IVAO)?  
Reference  
MCO 1742.1A, PAR 5D (1), AND ENCLOSURE 2, PAR 3
- 210 01 004 Has the MCVO received the required training?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (12)
- 210 01 005 Does the MCVO maintain the current version of MCO 1742.1A (Voter Registration Program)?  
Reference  
MCO 1742.1A
- 210 01 006 Does the MCVO maintain a voting continuity folder (turnover folder)?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (21)
- 210 01 007 Does the MCVO compile the IVAO voting assistance reports and submit one report to HQMC (MRP-4) no later than 15 January of each year?  
Reference  
MCO 1742.1A, ENCLOSURE 6  
MCO 1742.1A, ENCLOSURE 1, PAR (27)

ENCLOSURE (2)

- 210 01 008 Has the MCVO registered as a Voting Assistance Officer (VAO) via the VAO Registration Database?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (29)
- 210 01 009 Did the MCVO forward results of all inspections conducted by the Commanding General's Inspection Program (CGIP) of the Voting Assistance Program (FA 210) to HQMC MRP-4.  
Reference  
MCO 1742.1A PAR 5E (3)
- 210 01 010 Has the MCVO ensured the command telephone directory includes the name and telephone number for the MCVO?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (9)
- 210 01 011 Does the MCVO receive, maintain, and display copies of the Voting Information Newsletter (VIN)?  
Reference  
MCO 1742.1A, ENCLOSURE 3, PAR (4)
- 210 01 012 Does the MCVO re-address voting messages as necessary to subordinate units?  
Reference  
MCO 1742.1A, PAR 5D (2)
- 210 02 **INSTALLATION VOTING ASSISTANCE OFFICER (IVAO)**
- 210 02 001 Has a civilian employee at the GS-12 level or above or a field grade officer been assigned to serve as the IVAO?  
Reference  
MCO 1742.1A, PAR 4B (3)
- 210 02 002 Did the IVAO submit a copy of his/her appointment letter to their MCVO?  
Reference  
MCO 1742.1A, PAR 5E (1)
- 210 02 003 Does the IVAO maintain the Appointment Letters for their Unit Voting Assistance Officers (UVAO)?  
Reference  
MCO 1742.1A, ENCLOSURE 2, PAR 3
- 210 02 004 Has the IVAO received the required training?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (12)

ENCLOSURE (2)

- 210 02 005 Does the IVAO maintain the current version of MCO 1742.1A (Voter Registration Program)?  
Reference  
MCO 1742.1A
- 210 02 006 Does the IVAO maintain a voting continuity folder (turnover folder)?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (21)
- 210 02 007 Does the IVAO maintain the current version of the Voting Assistance Guide (VAG)?  
Reference  
MCO 1742.1A, ENCLOSURE 3, PAR (1)  
MCO 1742.1A, ENCLOSURE 1, PAR (5)
- 210 02 008 Has the IVAO register as a VAO via the VAO Registration Database?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (29)
- 210 02 009 Does the IVAO forward results of all inspections conducted by the Commanding General's Inspection Program (CGIP) of the Voting Assistance Program (FA 210) to HQMC MRP-4 via the MCVO?  
Reference  
MCO 1742.1A PAR 5E (3)
- 210 02 010 Has the IVAO designated at least one well-fixed location where voting materials and voting assistance is available?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (25)
- 210 02 011 Does the IVAO compile the UVAO voting assistance reports and submit one report to the MCVO in a timely manner to allow adequate time for the MCVO to compile the information and forward to HQMC (MRP-4) no later than 15 January of each year?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (27)  
MCO 1742.1A, ENCLOSURE 6
- 210 02 012 Has the IVAO ensured the command telephone directory includes the name and office telephone number for the IVAO and UVAOs?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (9)

ENCLOSURE (2)

- 210 02 013 Does the IVAO receive, maintain, and display copies of the Voting Information Newsletter (VIN)?  
Reference  
MCO 1742.1A, ENCLOSURE 3, PAR (4)
- 210 02 014 Does the IVAO receive, maintain and disseminate voting information to all subordinate and tenant commands aboard the installation?  
Reference  
MCO 1742.1A, PAR 5D (2), AND 5E (2)
- 210 03 **UNIT VOTING ASSISTANCE OFFICER (UVAO)**
- 210 03 001 Has the command assigned a company grade officer or staff non-commissioned officer (O2/E-6 or above) as the UVAO?  
Reference  
MCO 1742.1A, PAR 4B (4)
- 210 03 002 Did the UVAO submit a copy of his/her appointment letter to the IVAO?  
Reference  
MCO 1742.1A, PAR 5F (1)
- 210 03 003 Has the UVAO received the required training?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (12)
- 210 03 004 Does the UVAO maintain the current version of MCO 1742.1A (Voter Registration Program)?  
Reference  
MCO 1742.1A
- 210 03 005 Does the UVAO maintain a voting continuity folder (turnover folder)?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (21)
- 210 03 006 Has specific written authorization by the unit's commanding officer been given (for SNCO's) to witness and administer oaths required by voting materials, if a commissioned officer is not available?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (1)
- 210 03 007 Does the UVAO maintain the current version of the Voting Assistance Guide (VAG)?  
Reference  
MCO 1742.1A, ENCLOSURE 3, PAR (1)  
MCO 1742.1A, ENCLOSURE 1, PAR (5)

ENCLOSURE (2)

- 210 03 008 Does the UVAO ensure each eligible individual is afforded the opportunity to receive absentee voting assistance in regards to election dates, state requirements, and voting registration and procedures?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (2) AND PAR (5)
- 210 03 009 Is the UVAO aware of the requirement for availability of the Federal Post Card Application (FPCA) to each eligible service member?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (3)
- 210 03 010 Does the UVAO maintain an adequate supply of FPCA's on hand?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (4)  
MCO 1742.1A, ENCLOSURE 3, PAR (2)
- 210 03 011 Is the UVAO aware of the procedures to be used when prisoners desire to vote?  
Reference  
MCO 1742.1A, ENCLOSURE 4, PAR (2)
- 210 03 012 Does the UVAO have procedures in place to increase voting awareness and encourage voter registration?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (13 - 16) AND PAR (20)
- 210 03 013 Did the UVAO provide training on absentee registration and voting procedures to unit members?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (2)
- 210 03 014 Has the UVAO ensured the command telephone directory includes the name and telephone number for the UVAO?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (9)
- 210 03 015 Does the UVAO have a sufficient stock of Federal Write-in Absentee Ballots (FWAB) on hand?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (19)  
MCO 1742.1A, ENCLOSURE 3, PAR (2)

ENCLOSURE (2)

- 210 03 016 Is the UVAO familiar with the Websites available HQMC: [www.manpower.usmc.mil/voting](http://www.manpower.usmc.mil/voting) and FVAP: [www.fvap.gov](http://www.fvap.gov) for eligible individuals to communicate with their elected officials?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (23), ENCLOSURE 3, PAR (4&5)
- 210 03 017 Does the UVAO receive, maintain, and display copies of the Voting Information Newsletter (VIN)?  
Reference  
MCO 1742.1A, ENCLOSURE 3, PAR (4)
- 210 03 018 Does the UVAO maintain and display voting posters and calendars?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (15)  
MCO 1742.1A, ENCLOSURE 3, PAR (3)
- 210 03 019 Does the UVAO receive and maintain voting messages?  
Reference  
MCO 1742.1A, PAR 5D(2), 5E(2) AND 5F(2)
- 210 03 020 Does the UVAO ensure that the opportunity to complete the FPCA is completed upon a service member's completion of Permanent Change of Station (PCS), or as soon there after as practicable?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (3)
- 210 03 021 Is the UVAO aware of the maximum number of eligible voters a UVAO can represent (200) before assigning additional voting assistance officers?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (24)
- 210 03 022 Does the UVAO complete a voting assistance report and submit the report to the IVAO, annually?  
Reference  
MCO 1742.1A, ENCLOSURE 6  
MCO 1742.1A, ENCLOSURE 1, PAR (27)
- 210 03 023 Has the UVAO register as a VAO via the VAO Registration Database?  
Reference  
MCO 1742.1A, ENCLOSURE 1, PAR (29)

ENCLOSURE (2)

## Appendix F – Summary of COCOM Self-Assessments

COCOM Self-Assessment Results Mirror Service Reports								
Requirement	Authority	CENTCOM	EUCCOM	JFCOM	SOCCOM	SOUTHCOM	STRATCOM	TRANSCOM
A. Command involved in delivering SF 76	DODD 1000.04, Para 5.2.1.6.1	Yes	Yes, monitored	Yes, hard copy and electronic	Yes, w/HQ voters	No, were late for HQ	Yes	Yes, at the HQ
B. Interaction with units tracking delivery of SF 76	DODD 1000.04, Para 5.2.1.5.3	Email, telecom & weekly reports	Direct interaction w/subordinate units	Twice daily voting table set up in high traffic areas	Yes, w/HQ voters	Via regular contact w/VAOs	Staff meetings, websites and bulletin boards	Email, training, personal contact
C. Involved in oversight of SF 76 anonymity	DODD 1000.04, Para 5.2.1.5.3	Yes	Available to assist as required	Yes, using command program IRIS	Yes, w/HQ voters	Yes, included in training too	Yes, no names recorded	Yes, no names recorded
D. Oversight of SF 76 OS delivery in even-year election	DODD 1000.04, Para 5.2.1.6.2	Appointed diligent VAOs	Required monthly status reports	All voting info posted on web site	Yes, w/HQ voters	Training and distribution of materials support	N.A., no personnel outside CONUS	Late by one week but immediately contacted them
E. Oversight of SF 76 CONUS delivery in even-year election	DODD 1000.04, Para 5.2.1.6.3	Appointed diligent VAOs	Not applicable due to location	Used IRIS	Yes, w/HQ voters	Delivered by hand to HQ personnel	Both electronic and hard copies available	Email, training, personal contact
F. Ensured of awareness of of FVAP website	DODD 1000.04 Para 5.2.1.10	Appointed diligent VAOs	Informed with delivery of SF 76 and community advertisements	Command email and voter info tables	Yes, on NIPR and SIPR networks	Yes, via various media outlets	Electronic comm., posters, staff meetings	Emails, circulars and messages
G. Accommodations for deployed personnel	DODD 1000.04, Para 5.5	Appointed diligent VAOs	Yes, regular contact with deployed units	Yes, VAO specifically assigned to deployed	Yes, and spouses aided in reaching deployed member	Yes	N.A.	Yes
H. Oversight sensitive to potential influence of member's voting	Title 18 USC, Part 1, Chapter 29, Section 609	Yes, not aware of any attempts	Yes, no reported incidents	Yes	Yes	Yes, only encouragement was to vote	Yes	Yes, no reported attempts
I. Oversight sensitive to violations of Title 18's "Polling Armed Forces"	Title 18 USC, Crimes & Criminal Procedures, Part 1, Chapter 29, Elections and Political Activities, Section 596, Polling Armed Forces	Yes, not aware of any attempts	Yes, no reported incidents	Yes	Yes, info provided to voters	Yes, had SJA advice	Yes, no reported problems	Yes, no reported attempts
J. Contact info of IVOs or UVOs available to telecomm operations	DODD 1000.04, Para 5.2.1.13	Appointed diligent VAOs	Available in community newspapers and websites	No, VAO info included in newsletter emails	N.A., HQ not responsible for telecom	Yes, for HQ	Tenant; used bulletin boards and posters	Tenant; used mailers, training and emails
K. VAOs appointed in writing	DODD 1000.04, Para 5.2.1.4.2	Yes	Yes	Yes	Yes	Yes	Yes	Yes
L. VAOs meet appropriate grade requirement	DODD 1000.04, Para 5.2.1.4.1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
M. VAO attended appropriate training	DODD 1000.04, Para 5.2.1.14	Yes	Yes	Yes	Yes	Yes	No, will attend for 2009 elections	Yes
N. VAO training documented	DODD 1000.04, Para 5.2.1.15	Yes	Yes	Yes	Yes	Yes	N.A.	Yes
O. Oversight of appropriate proportion of VAOs to service population	DODD 1000.04, Para 5.2.1.4.2	Yes	Direct interaction w/subordinate units	Yes	yes	One per directorate	Yes, for each directorate	Yes
P. VAO performance annotated on evaluations	DODD 1000.04, Para 5.2.1.16	Yes	Yes	Yes	Yes	Unknown at this time	Yes	Yes
Q. Day set aside specifically to highlight Voting	Title 10, USC, Subtitle A, Part II, Chapter 80, Section 1566 & DODD 1000.04, Para 5.2.11	Yes	Yes, each service components had several events	Yes, monthly	No, VAO made significant personal contacts	Yes, via all-hands email, 24 of 24 Security Coop Offices were of program and received support	No, combined with training	Yes, during Voter Assistance Week

## Appendix G – United States Central Command (U.S.C.ENTCOM)

**United States Central Command  
Command Self-Assessment  
Department of Defense Voting Assistance Program  
DoD IG Project No. D2008-DIP0EF-0216-000**

As part of the 2008 evaluation of the Federal Voting Assistance Program (FVAP) implementation, as mandated by Congress, we are requesting that you complete this self-assessment. The authority for the FVAP is Title 10, United States Code, Section 1566. The DoD Directive governing the FVAP is DoDD 1000.04, as amended by USD (P&R) letter dated 19 September 2007 (copy attached).

A. Was the command involved in delivering of Standard Form 76 (SF 76 – Federal Post Card Application {FPCA}) forms to eligible voters by January 31, 2008? (DoDD 1000.04, Para 5.2.1.6.1)

Response: USCENTCOM was involved from the standpoint of appointing Voting Assistance Officers (VAO) for the HQ & AOR who worked diligently to provide SF 76 to all personnel.

B. How do you interact with military service units assigned/attached to your command to track delivery of the SF 76 to all eligible voters? (DoDD 1000.04, Para 5.2.1.5.3)

Response: USCENTCOM was involved with the VAO's via e-mail, by DSN conversations and received weekly reports of progress.

C. Is your organization involved in the oversight to ensure anonymity of the SF 76 recipient (i.e. names not recorded)? (DoDD 1000.04, Para 5.2.1.5.3)

Response: USCENTCOM appointed Voting Assistance Officers (VAO) for the HQ & AOR who maintained the anonymity of the SF 76 and did not record any data.

D. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including DoD civilian employees and voting age dependents), *outside* the territorial limits of the United States, NLT 15 August? (DoDD 1000.04, Para 5.2.1.6.2)

Response: USCENTCOM was involved from the standpoint of appointing Voting Assistance Officers (VAO) for the HQ & AOR who worked diligently to provide SF 76 to all personnel. Information on obtaining SF 76 was disseminated and available on AFN Europe, at MWR sites, in unit newspapers, and verbally shared by VAO's in unit meetings/formations.

E. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including voting age dependents) in the United States, NLT 15 September? (DoDD 1000.04, Para 5.2.1.6.3)

Response: USCENTCOM was involved from the standpoint of appointing Voting Assistance Officers (VAO) for the HQ & AOR who worked diligently to provide SF 76 to all personnel. Information on obtaining SF 76 was disseminated and available on AFN Europe, at MWR sites, in unit newspapers, and verbally shared by VAO's in unit meetings/formations.

F. How has the command ensured that all eligible voters are aware of the website for military and overseas civilian and family member voter assistance at <http://www.fvap.gov> ?

Response: USCENTCOM was involved from the standpoint of appointing Voting Assistance Officers (VAO) for the HQ & AOR who worked diligently to provide SF 76 to all personnel. Information on obtaining SF 76 was disseminated and available on AFN Europe, at MWR sites, in unit newspapers, and verbally shared by VAO's in unit meetings/formations.

G. Within the command, are there procedures in place to accommodate deployed personnel equivalent to those whose home duty station is either overseas or in CONUS? (DoDD 1000.04, Para 5.5)

Response: USCENTCOM was involved from the standpoint of appointing Voting Assistance Officers (VAO) for the HQ & AOR who worked diligently to provide SF 76 to all personnel. Information on obtaining SF 76 was disseminated and available on AFN Europe, at MWR sites, in unit newspapers, and verbally shared by VAO's in unit meetings/formations.

H. Is the command's oversight sensitive to any indication of attempts by persons of military authority to influence the vote of a member of the Armed Forces? (Title 18 USC, Part I, Chapter 29, Section 609)

Response: USCENTCOM is not aware of any such attempts.

I. Is the command's oversight sensitive to any indication of violations of Title 18, USC, Crimes and Criminal Procedure, Part I, Crimes, Chapter 29, Elections and Political Activities, Section 596, Polling Armed Forces?

Response: USCENTCOM is not aware of any such violations.

J. Are names, phone numbers and e-mail addresses of the installation or unit voting officers available to command and installation telephone operators (in those cases where the command is responsible for telecommunications operations)? (DoDD 1000.04, Para 5.2.1.13)

Response: USCENTCOM was involved from the standpoint of appointing Voting Assistance Officers (VAO) for the AOR who worked diligently to provide their contact information to their assigned/attached personnel.

K. Within the command, are the Voting Assistance Officers appointed in writing? (DoDD 1000.04, Para 5.2.1.4.2)

Response: USCENTCOM was involved from the standpoint of appointing Voting Assistance Officers (VAO) for the HQ & AOR via e-mail.

L. Does the command appoint Voting Assistance Officers that meet the appropriate grade requirements for the position? (DoDD 1000.04, Para 5.2.1.4.1)

- At installation level, GS 12/O-4.
- At unit level, O-2/E-7.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the target grades noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

Response: USCENTCOM appointed LTC Bob Henderson as the HQ VAO. LTC Henderson appointed a VAO for each major component and Security Assistance Offices in the Area of responsibility (AOR). All appointments were grade appropriate.

M. Has the command-appointed Voting Assistance Officer attended appropriate training face-to-face, on-line or via CD? (DoDD 1000.04, Para 5.2.1.14)

Response: LTC Henderson completed the on-line training and directed on-line training for all VAO's.

N. Is the training of command Voting Assistance Officers documented? (DoDD 1000.04, Para 5.2.1.15)

Response: VAO training is documented for LTC Henderson by the certificate and the VAO's maintain their own certificates.

O. Does the command monitor and oversee assigned/attached organizations to ensure that sufficient Voting Assistance Officers are appointed for the number of assigned personnel (IAW DOD 1000.04, Para 5.2.1.42)? (DoDD 1000.04, Para 5.2.1.4.2)

- One VAO for 25 personnel, an additional VAO for each 50 personnel thereafter.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the ratios of VAO to personnel noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

Response: USCENTCOM appointed LTC Bob Henderson as the HQ VAO. LTC Henderson appointed a VAO for each major component and Security Assistance Offices in the Area of responsibility (AOR). VAO's further appointed sufficient number of personnel in their units, directorates or SAO's.

P. Within the command, is performance as a Voting Assistance Officer annotated on the individual's performance evaluation/fitness report? (DoDD 1000.04, Para 5.2.1.16)

Response: Yes.

Q. Has the command set aside a day at command-controlled installations for voter education on election timing, registration requirements and voting procedures? (Title 10, USC, Subtitle A, Part II, Chapter 80, Sec 1566 (i) (2), DoDD 1000.04, Para 5.2.1.11)

Response: On 11 April LTC Henderson trained the VAO's. On 3 September, there was a voter education/awareness day in the HQ. SAO's and VAO's in the AOR conducted an Overseas Citizens' Voter's week (28 June-7 July), Armed Forces Voter's week (31 August -7 September) and conducted an absentee voters week (12-18 October) to promote Voter education and awareness.

## **Appendix H – United States European Command (USEUCOM)**

**Command Self-Assessment  
Department of Defense Voting Assistance Program  
DoD IG Project No. D2008-DIP0EF-0216-000**

As part of the 2008 evaluation of the Federal Voting Assistance Program (FVAP) implementation, as mandated by Congress, we are requesting that you complete this self-assessment. The authority for the FVAP is Title 10, United States Code, Section 1566. The DoD Directive governing the FVAP is DoDD 1000.04, as amended by USD (P&R) letter dated 19 September 2007 (copy attached).

A. Was the command involved in delivering of Standard Form 76 (SF 76 – Federal Post Card Application {FPCA}) forms to eligible voters by January 31, 2008? (DoDD 1000.04, Para 5.2.1.6.1) As the theater proponent for the FVAP, this headquarters monitored the Service Components (U.S. Army Europe (USAREUR), U.S. Air Forces Europe (USAFE), U.S. Naval Forces Europe (USNAVEUR), U.S. Marine Forces Europe (USMARFOREUR), Special Operations Command Europe (SOCEUR), in their distribution efforts and was available to provide assistance as necessary.

B. How do you interact with military service units assigned/attached to your command to track delivery of the SF 76 to all eligible voters? (DoDD 1000.04, Para 5.2.1.5.3) The Service Components had direct interaction with assigned subordinate units while this headquarters served as the theater proponent for the FVAP and provided assistance as required.

C. Is your organization involved in the oversight to ensure anonymity of the SF 76 recipient (i.e. names not recorded)? (DoDD 1000.04, Para 5.2.1.5.3) Oversight of unit adherence to FVAP procedures was the responsibility of the Service Components. This headquarters monitored and was available to assist as required.

D. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including DoD civilian employees and voting age dependents), *outside* the territorial limits of the United States, NLT 15 August? (DoDD 1000.04, Para 5.2.1.6.2) This headquarters required monthly status reports from the Service Components, to include a total percent of personnel contacted and SF 76s delivered.

E. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including voting age dependents) in the United States, NLT 15 September? (DoDD 1000.04, Para 5.2.1.6.3) Not applicable, this headquarters, along with Service Components, are located in the European theater.

F. How has the command ensured that all eligible voters are aware of the website for military and overseas civilian and family member voter assistance at <http://www.fvap.gov>? Voters were informed of the website during initial contact and delivery of the SF 76s. In addition,

numerous advertisements in community newspapers and numerous Public Service announcements were presented on Armed Forces Radio and Television broadcasts.

G. Within the command, are there procedures in place to accommodate deployed personnel equivalent to those whose home duty station is either overseas or in CONUS? (DoDD 1000.04, Para 5.5) Yes, the Service Components were in contact with their deployed units to ensure that the deployed Theater Command was providing all necessary information and forms.

H. Is the command's oversight sensitive to any indication of attempts by persons of military authority to influence the vote of a member of the Armed Forces? (Title 18 USC, Part I, Chapter 29, Section 609) Yes, and there were no reported incidents.

I. Is the command's oversight sensitive to any indication of violations of Title 18, USC, Crimes and Criminal Procedure, Part I, Crimes, Chapter 29, Elections and Political Activities, Section 596, Polling Armed Forces? Yes, and there were no reported incidents.

J. Are names, phone numbers and e-mail addresses of the installation or unit voting officers available to command and installation telephone operators (in those cases where the command is responsible for telecommunications operations)? (DoDD 1000.04, Para 5.2.1.13) Yes, the names, phone numbers and e-mail addresses of VAOs were posted in Community newspapers and available on Installation websites.

K. Within the command, are the Voting Assistance Officers appointed in writing? (DoDD 1000.04, Para 5.2.1.4.2) Yes

L. Does the command appoint Voting Assistance Officers that meet the appropriate grade requirements for the position? (DoDD 1000.04, Para 5.2.1.4.1) Yes; however, there were isolated exceptions due to unit deployments, but overall all majority of VAOs met the appropriate grade requirements.

- At installation level, GS 12/O-4.
- At unit level, O-2/E-7.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the target grades noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

M. Has the command-appointed Voting Assistance Officer attended appropriate training face-to-face, on-line or via CD? (DoDD 1000.04, Para 5.2.1.14) Yes

N. Is the training of command Voting Assistance Officers documented? (DoDD 1000.04, Para 5.2.1.15) Yes

O. Does the command monitor and oversee assigned/attached organizations to ensure that sufficient Voting Assistance Officers are appointed for the number of assigned personnel (IAW DOD 1000.04, Para 5.2.1.42)? (DoDD 1000.04, Para 5.2.1.4.2) The Service Components had direct interaction with assigned subordinate units to ensure sufficient VAOs were assigned.

- One VAO for 25 personnel, an additional VAO for each 50 personnel thereafter.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the ratios of VAO to personnel noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

P. Within the command, is performance as a Voting Assistance Officer annotated on the individual's performance evaluation/fitness report? (DoDD 1000.04, Para 5.2.1.16) Yes

Q. Has the command set aside a day at command-controlled installations for voter education on election timing, registration requirements and voting procedures? (Title 10, USC, Subtitle A, Part II, Chapter 80, Sec 1566 (i) (2), DoDD 1000.04, Para 5.2.1.11) Yes, the Service Components each reported several events were held by subordinate units with most being held outside popular on-post facilities such as the Post Exchange and Commissary.

## **Appendix I – United States Joint Forces Command (USJFCOM)**

**Command Self-Assessment  
Department of Defense Voting Assistance Program  
DoD IG Project No. D2008-DIP0EF-0216-000**

As part of the 2008 evaluation of the Federal Voting Assistance Program (FVAP) implementation, as mandated by Congress, we are requesting that you complete this self-assessment. The authority for the FVAP is Title 10, United States Code, Section 1566. The DoD Directive governing the FVAP is DoDD 1000.04, as amended by USD (P&R) letter dated 19 September 2007 (copy attached).

A. Was the command involved in delivering of Standard Form 76 (SF 76 – Federal Post Card Application {FPCA}) forms to eligible voters by January 31, 2008? (DoDD 1000.04, Para 5.2.1.6.1) **Yes, through hard copy and electronic version. Hard copies were ordered and distributed also.**

B. How do you interact with military service units assigned/attached to your command to track delivery of the SF 76 to all eligible voters? (DoDD 1000.04, Para 5.2.1.5.3) **A table was set up each day in the main traffic areas. Once in the morning and afternoon for 1 hour each. A Command e-mail was sent out introducing the VAO points of contact with SF 76 form attached and postage-paid envelope.**

C. Is your organization involved in the oversight to ensure anonymity of the SF 76 recipient (i.e. names not recorded)? (DoDD 1000.04, Para 5.2.1.5.3) **Yes, using the Command program IRIS which locates everyone at the Command.**

D. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including DoD civilian employees and voting age dependents), *outside* the territorial limits of the United States, NLT 15 August? (DoDD 1000.04, Para 5.2.1.6.2) **All voting information and materials were posted on the command intranet homepage, which could be accessed to assigned personnel.**

E. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including voting age dependents) in the United States, NLT 15 September? (DoDD 1000.04, Para 5.2.1.6.3) **The Command used IRIS and Command tracking tool for personnel assigned. VAO representatives were designated and training via the FVAP website with completed certificates of training.**

F. How has the command ensured that all eligible voters are aware of the website for military and overseas civilian and family member voter assistance at <http://www.fvap.gov>? **A Command e-mail was sent and voting registration tables were set up in high traffic areas to promote the highest level of visibility.**

G. Within the command, are there procedures in place to accommodate deployed personnel equivalent to those whose home duty station is either overseas or in CONUS? (DoDD 1000.04, Para 5.5) **Yes, We currently have personnel deployed and an assigned VAO in the AOR who is in constant contact.**

H. Is the command's oversight sensitive to any indication of attempts by persons of military authority to influence the vote of a member of the Armed Forces? (Title 18 USC, Part I, Chapter 29, Section 609) **Yes, as a VAO you must be non-partisan.**

I. Is the command's oversight sensitive to any indication of violations of Title 18, USC, Crimes and Criminal Procedure, Part I, Crimes, Chapter 29, Elections and Political Activities, Section 596, Polling Armed Forces? **Yes.**

J. Are names, phone numbers and e-mail addresses of the installation or unit voting officers available to command and installation telephone operators (in those cases where the command is responsible for telecommunications operations)? (DoDD 1000.04, Para 5.2.1.13) **No, When a VAO news letters are send out via e-mail all the contact information is included in the e-mail.**

K. Within the command, are the Voting Assistance Officers appointed in writing? (DoDD 1000.04, Para 5.2.1.4.2) **Yes, the VAO has a designation letter signed by and 0-4.**

L. Does the command appoint Voting Assistance Officers that meet the appropriate grade requirements for the position? (DoDD 1000.04, Para 5.2.1.4.1) **Yes.**

- At installation level, GS 12/O-4. **LCDR Knick**
- At unit level, O-2/E-7. **YNC Rickards**

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the target grades noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

M. Has the command-appointed Voting Assistance Officer attended appropriate training face-to-face, on-line or via CD? (DoDD 1000.04, Para 5.2.1.14) **Yes, face-to-face 29 January 08 at Vista Point Norfolk, VA.**

N. Is the training of command Voting Assistance Officers documented? (DoDD 1000.04, Para 5.2.1.15) **Yes, the VAO has a certificate of training 29 January 08.**

O. Does the command monitor and oversee assigned/attached organizations to ensure that sufficient Voting Assistance Officers are appointed for the number of assigned personnel (IAW DOD 1000.04, Para 5.2.1.42)? (DoDD 1000.04, Para 5.2.1.4.2)

- **One VAO for 25 personnel, an additional VAO for each 50 personnel thereafter.**

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the ratios of VAO to personnel noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

P. Within the command, is performance as a Voting Assistance Officer annotated on the individual's performance evaluation/fitness report? (DoDD 1000.04, Para 5.2.1.16) **Yes.**

Q. Has the command set aside a day at command-controlled installations for voter education on election timing, registration requirements and voting procedures? (Title 10, USC, Subtitle A, Part II, Chapter 80, Sec 1566 (i) (2), DoDD 1000.04, Para 5.2.1.11) **Yes, due to the diversity of the Command it is scheduled monthly and also on the our Command Portal.**

## **Appendix J – United States Southern Command (USSOUTHCOM)**



REPLY TO  
ATTENTION OF

DEPARTMENT OF DEFENSE  
UNITED STATES SOUTHERN COMMAND  
3511 NW 91ST AVENUE  
MIAMI, FL 33172-1217

SCIG

29 January 2009

MEMORANDUM FOR DoD Inspector General, Office of the Deputy for Policy & Oversight,  
Inspections & Evaluations, ATTN: Mr. William Means

SUBJECT: Federal Voting Assistance Program (FVAP) Self-Assessment

1. SOUTHCOM IG completed a self-assessment of the FVAP in response to your request. The self-assessment focused on the headquarters, JTF-GTMO, JTF-Bravo, and the Security Cooperation Offices located in our Area of Focus.
2. Enclosed is a copy of the questionnaire and our responses. My POC is Maj Shelby Townsend who can be reached at (305) 437-3204 or [shelby.townsend@hq.southcom.mil](mailto:shelby.townsend@hq.southcom.mil).

En: as

G. R. WINDHORST  
CAPT USN  
Inspector General

**Evaluation of the Department of Defense Voting Assistance Program  
Project No. D2008-DIP0EF-0216-0000**

USSOUTHCOM

A. Was the command involved in delivering of Standard Form 76 (SF 76 – Federal Post Card Application {FPCA}) forms to eligible voters by January 31, 2008? (DoDD 1000.4, Para 5.2.1.6.1)

RESPONSE: FPCAs were not distributed to HQ USSOUTHCOM personnel until June 08 following designation and training of Directorate Voting Assistance Officers (DVAOs). FPCAs were distributed at the HQ, US SOUTHCOM fall family picnic event in Sep 08. Joint Task Force Guantanamo (JTF GTMO) assigned a JTF Voting Assistance Officer (VAO) who trained section and unit VAO's and provided SF 76's. JTF Bravo ensured Standard Form 76s were available and provided to interested military personnel during voting events and various commanders calls. In addition, military personnel were also provided with detailed instructions on how to download the form from fvap.gov.

B. How do you interact with military service units assigned / attached to your command to track delivery of SF 76 to all eligible voters? (DoDD 1000.4, Para 5.2.1.5.3)

RESPONSE: Military service units are joint service staff directorates. Directorates were reorganized in May 08. FPCAs were distributed directly VAOs and the Legal Offices. JTF GTMO VAO tracked service members who came in for a hardcopy of the SF 76. VAO also tracked the amount of delivered SF 76s if members were unable to leave their workstations. The interaction consisted of face-to-face assistance, e-mail, and by phone conversations. In command and staff meetings, VAO briefed that eligible voters could either use the hardcopy or they could go on-line to [www.fvap.gov](http://www.fvap.gov), fill out their form, and submit according to their state guidelines. JTF Bravo conducted voting events, commander's call, and voting stations situated within the Dining Facility. This ensured all personnel (civilian and military) were able to obtain applicable voting materials. In addition, infomercials were recorded and broadcasted on AFN radio network.

C. Is your organization involved in the oversight to ensure anonymity of the SF 76 recipient (i.e. names not recorded)? (DoDD 1000.4, Para 5.2.1.5.3)

RESPONSE: HQ USSOUTHCOM VAO ensured anonymity. JTF GTMO recorded as assisting a service member (no names recorded) for anyone who came to request a copy of the SF 76 or had questions pertaining to absentee ballots. The JTF GTMO VAO also included this information in the initial training. JTF Bravo VAO ensured no names or organizations were recorded during any voting event held.

D. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including DoD

civilian employees and voting age dependents), *outside* the territorial limits of the United States, NLT 15 August? (DoDD 1000.4, Para 5.2.1.6.2)

RESPONSE: JTF GTMO and JTF Bravo VAOs were trained and given the proper voting materials to include the SF 76s by June 08. The JTF VAOs continued to distribute materials to all section/unit VAOs for immediate distribution to the service members as well.

E. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including voting age dependents) in the United States, NLT 15 September? (DoDD 1000.4, Para 5.2.1.6.3)

RESPONSE: HQ USSOUTHCOM FPCAs were distributed by hand on request. Additionally, Federal Voting Assistance Program web-site information was published via the Command Newsletter, DVAOs, and e-mail from the Commander and Command Sergeant Major. N/A to JTF GTMO since they were OCONUS. JTF Bravo added that infomercials were recorded and broadcasted on AFN radio network to provide guidance on voting information at least 60 days prior to 15 Sept 08. In addition, voting reps provided guidance during commander calls at least 45 days prior to 15 Sept 08 and posters were situated across the installation to remind personnel of various voting deadlines respective to any given state or U.S. territory.

F. How has the command ensured that all eligible voters are aware of the website for voter assistance at <http://www.fvap.gov>?

RESPONSE: HQ USSOUTHCOM VAO ensured Federal Voting Assistance Program web-site information was published via the Command Newsletter, DVAOs, and e-mail from the Commander and Command Sergeant Major were sent out to the entire command. The JTF-GTMO VAO ensured that this requirement was met through many forms of communication: Local command newspaper ads, television ads, mass e-mail distribution, posters, word-of-mouth, web links and information provided on the JTF GTMO homepage. JTF Bravo ensured infomercials were recorded and broadcasted on AFN radio network to provide guidance on voting information and the fvap.gov website and posters were situated across the installation.

G. Within the command, are the procedures in place to accommodate deployed personnel equivalent to those whose home duty station is either overseas or in CONUS? (DoDD 1000.4, Para 5.5)

RESPONSE: All personnel, regardless of status (deployed/pcs), were provided information in regards to voting procedures and deadlines either through personal contact with voting reps or infomercials on AFN. Personnel were also instructed to visit the fvap.gov website for additional information and timelines respective to the member's state or territory. Fvap.gov made it possible to obtain voting materials, timelines for voting material submission, and state/county points of contacts.

H. Is the command's oversight sensitive to any indication of attempts by persons of military authority to influence the vote of a member of the Armed Forces? (Title 18 USC, Part I, Chapter 29, Section 609)

RESPONSE: The command only encouraged the service members and DoD civilians to exercise their right to vote. All voting reps were briefed on maintaining strict neutrality throughout the voting campaign. Voting reps could not hold a position on candidates, elective parties, or in any way convey how a member should vote. In addition, all AFN infomercials that were recorded and broadcasted only provided timelines or voting rep contact information for additional questions or concerns.

I. Is the command's oversight sensitive to any indication of violations of Title 18, USC, Crimes and Criminal Procedure, Part I, Crimes, Chapter 29, Elections and Political Activities, Section 596, Polling Armed Forces?

RESPONSE: Yes. JTF GTMO utilized the Commander's Staff Judge Advocate to meet all legal requirements. JTF Bravo policy stated that military members would adhere to all DoD policies illustrating proper protocol and policies involving military member's involvement with all political activities and/or events.

J. Are names, phone numbers and e-mail addresses of the installation or unit voting officers available to command and installation telephone operators (in those cases where the command is responsible for telecommunications operations)? (DoDD 1000.4, Para 5.2.1.13)

RESPONSE: Yes for HQ USSOUTHCOM. N/A for JTF GTMO. At JTF Bravo, the telephone operators were not provided this information due to the fact JTFB is located on a Honduran military base. Steps were taken to ensure personnel were provided points of contact without the assistance of the Honduran telephone operators.

K. Within the command, are the Voting Assistance Officers appointed in writing? (DoDD 1000.4, Para 5.2.1.4.2)

RESPONSE: Yes

L. Does the command appoint Voting Assistance Officers that meet the appropriate grade requirements for the position? (DoDD 1000.4, Para 5.2.1.4.1)

- At installation level, GS 12/O-4.
- At unit level, O-2/E-7.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the target grades noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

RESPONSE: Yes

M. Has the command-appointed Voting Assistance Officer attended appropriate training face-to-face, on-line or via CD? (DoDD 1000.4, Para 5.2.1.14)

RESPONSE: Yes

N. Is the training of command Voting Assistance Officers documented? (DoDD 1000.4, Para 5.2.1.15)

RESPONSE: Yes

O. Does the command monitor and oversee assigned/attached organizations to ensure that sufficient Voting Assistance Officers are appointed for the number of assigned personnel (IAW DOD 1000.04, Para 5.2.1.42)? (DoDD 1000.4, Para 5.2.1.4.2)

- One VAO for 25 personnel, an additional VAO for each 50 personnel thereafter.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the ratios of VAO to personnel noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

RESPONSE: HQ USSOUTHCOM assigned one VAO per directorate. JTF GTMO and JTF Bravo modified VAO to personnel ratio to meet local conditions.

P. Within the command, is performance as a Voting Assistance Officer annotated on the individual's performance evaluation/fitness report? (DoDD 1000.4, Para 5.2.1.16)

RESPONSE: Unknown at the time of survey.

Q. Has the command set aside a day at command-controlled installations for voter education on election timing, registration requirements and voting procedures? (Title 10, USC, Subtitle A, Part II, Chapter 80, Sec 1566 (i) (2), DoDD1000.4, Para 5.2.1.11)

RESPONSE: HQ USSOUTHCOM provided information via all-hands e-mail. N/A to JTF-GTMO. JTF Bravo conducted several voting events, commander's call, and voting stations situated within the Dining Facility.

**NOTE:** SCIG surveyed 24 Security Cooperation Offices (SCOs) throughout our AOF. All respondents were aware of the program and received support from their respective embassies. Many SCO members received "ALL SOUTHCAM" email broadcast advertising the program. All SCO who responded were aware of the FVAP website and ensured their personnel were aware of the program.

## **Appendix K – United States Special Operations Command (USSOCOM)**

A. Was the command involved in delivering of Standard Form 76 (SF 76 – Federal Post Card Application {FPCA}) forms to eligible voters by January 31, 2008? (DoDD 1000.04, Para 5.2.1.6.1)

*I became the USSOCOM Voting Assistance Officer in September of 2008. Upon assumption of my duties, I personally delivered packets of SF 76 forms to Directorate VAOs within our Command. I also worked directly with prospective voters to ensure that those who needed SF76s did indeed receive them.*

B. How do you interact with military service units assigned/attached to your command to track delivery of the SF 76 to all eligible voters? (DoDD 1000.04, Para 5.2.1.5.3)

*I interacted one-on one with prospective voters thru email, personal discussions, and direct mailings via USSOCOM's organizational mail boxes. I also regularly sat with voters and assisted them with completing the SF 76.*

C. Is your organization involved in the oversight to ensure anonymity of the SF 76 recipient (i.e. names not recorded)? (DoDD 1000.04, Para 5.2.1.5.3)

*Yes. All, if not most of the HQ's SF76s were routed through me and I retained no notes regarding the personal information of voters or their respective party affiliations.*

D. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including DoD civilian employees and voting age dependents), outside the territorial limits of the United States, NLT 15 August? (DoDD 1000.04, Para 5.2.1.6.2)

*I am unsure. I do know that our component Commands do have their own voting assistance programs but I am not aware of their internal processes WRT delivering SF76s to all eligible voters. Here at the headquarters, I endeavored to contact those individuals who were deployed or TDY outside the territorial limits of the United States through their respective local supervisory chains.*

E. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including voting age dependents) in the United States, NLT 15 September? (DoDD 1000.04, Para 5.2.1.6.3)

*PLEASE SEE ANSWER PROVIDED TO QUESTION "B" ABOVE. I was also permitted to use and populate web space on both the Command's NIPR and SIPR portals. Additionally, as I interacted with recipients, I reminded them that the Command's Voting Assistance Program was also available to their voting aged dependents.*

F. How has the command ensured that all eligible voters are aware of the website for military and overseas civilian and family member voter assistance at <http://www.fvap.gov?>

*I provided the FVAP link on both of USSOCOM's NIPR and SIPR portals. I provided current copies of the FVAP Voting Information News to voters. I also directed voters to the FVAP web site (as well as to State and local web sites) as I provided assistance.*

G. Within the command, are there procedures in place to accommodate deployed personnel equivalent to those whose home duty station is either overseas or in CONUS? (DoDD 1000.04, Para 5.5)

*USSOCOM does not deploy as a headquarters, BUT information was actively and accurately provided to those directorates who may have had personnel in a TDY status both CONUS and OCONUS. Additionally, I personally worked with numerous service members and civilians who were preparing to proceed on TDY orders during the recent general election. I also had the opportunity to work with and through spouses in the effort to coordinate their deployed spouses' efforts to register, request absentee ballots and in the end – vote. In this effort, we used all viable resources at our disposal that were in accordance with State and Federal guidelines such as FAXing and emailing voting materials as applicable.*

H. Is the command's oversight sensitive to any indication of attempts by persons of military authority to influence the vote of a member of the Armed Forces? (Title 18 USC, Part I, Chapter 29, Section 609)

*Yes. The issue was raised repeatedly in senior level meeting to ensure that the voting process remained free from any such influence. The predominate flavor of Command influence manifested itself in a very positive and helpful manner. Service-members and civilians were encouraged to register and to vote for their OWN candidate of choice.*

I. Is the command's oversight sensitive to any indication of violations of Title 18, USC, Crimes and Criminal Procedure, Part I, Crimes, Chapter 29, Elections and Political Activities, Section 596, Polling Armed Forces?

*Yes. Copies of "Active-Duty Military Political Activities" and "Civilian Political Activities" were distributed throughout the command via organizational mail boxes. Copies of these pamphlets were also made available to voters in public areas throughout the command.*

J. Are names, phone numbers and e-mail addresses of the installation or unit voting officers available to command and installation telephone operators (in those cases where the command is responsible for telecommunications operations)? (DoDD 1000.04, Para 5.2.1.13)

*N/A. USSOCOM is not responsible for nor does the Command perform telecommunications functions of this manner or sort. I did ensure that my phone numbers (as the HQ VAO) were listed on the Command NIPR and SIPR portals. Additionally, my contact information (to include telephone numbers) was also distributed in all voting information provided to our directorates via their organizational mail boxes, in briefings or via email.*

K. Within the command, are the Voting Assistance Officers appointed in writing? (DoDD 1000.04, Para 5.2.1.4.2)

*Yes. I was appointed by my first level supervisor as the Command Voting Assistance Officer almost immediately upon my selection.*

L. Does the command appoint Voting Assistance Officers that meet the appropriate grade requirements for the position? (DoDD 1000.04, Para 5.2.1.4.1)

- At installation level, GS 12/O-4.
- At unit level, O-2/E-7.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the target grades noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

*Yes.*

M. Has the command-appointed Voting Assistance Officer attended appropriate training face-to-face, on-line or via CD? (DoDD 1000.04, Para 5.2.1.14)

*Yes. I attended training on 09 Sep 08. The training was provided by the MacDill AFB (FL) Installation Voting Representative – Ms. Sarah Caruso (DSN 968-3556 / COM 813-828-3556)*

N. Is the training of command Voting Assistance Officers documented? (DoDD 1000.04, Para 5.2.1.15)

*Yes.*

O. Does the command monitor and oversee assigned/attached organizations to ensure that sufficient Voting Assistance Officers are appointed for the number of assigned personnel (IAW DOD 1000.04, Para 5.2.1.42)? (DoDD 1000.04, Para 5.2.1.4.2)

- One VAO for 25 personnel, an additional VAO for each 50 personnel thereafter.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the ratios of VAO to personnel noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

*Yes. Our HQ VAO ratio was about right. We VAOs served a greater density of voters but this was offset by the seniority of the Command's voting population. As that the Headquarters is primarily composed of senior Officers, NCOs and civilians; our voters tended to be very experienced voters and highly self sufficient.*

P. Within the command, is performance as a Voting Assistance Officer annotated on the individual's performance evaluation/fitness report? (DoDD 1000.04, Para 5.2.1.16)

*Yes.*

Q. Has the command set aside a day at command-controlled installations for voter education on election timing, registration requirements and voting procedures? (Title 10, USC, Subtitle A, Part II, Chapter 80, Sec 1566 (i) (2), DoDD 1000.04, Para 5.2.1.11)

*The Command did not set aside a day, but rather allowed me to focus solely on my VAO duties as I needed. I was allowed to focus my energies and efforts on the Command's voting program whenever needed. Instead of "a day" for voter education and registration, I was given the operational freedom to pursue a focused and sustained effort in the execution of our Command's voter assistance program.*

## **Appendix L – United States Strategic Command (USSTRATCOM)**

**Command Self-Assessment  
Department of Defense Voting Assistance Program  
DoD IG Project No. D2008-DIP0EF-0216-000**

As part of the 2008 evaluation of the Federal Voting Assistance Program (FVAP) implementation, as mandated by Congress, we are requesting that you complete this self-assessment. The authority for the FVAP is Title 10, United States Code, Section 1566. The DoD Directive governing the FVAP is DoDD 1000.04, as amended by USD (P&R) letter dated 19 September 2007 (copy attached).

A. Was the command involved in delivering of Standard Form 76 (SF 76 – Federal Post Card Application {FPCA}) forms to eligible voters by January 31, 2008? (DoDD 1000.04, Para 5.2.1.6.1)

Yes, announcements by general and flag officers at command staff and service element meetings, command internal website, paper SF-76 forms available during the meeting and throughout the command.

B. How do you interact with military service units assigned/attached to your command to track delivery of the SF 76 to all eligible voters? (DoDD 1000.04, Para 5.2.1.5.3)

As stated above announcements at service element meetings by general and flag officers directing personnel to Legal and the internal websites and bulletin boards to access the electronic version of the forms and paper forms throughout the command.

C. Is your organization involved in the oversight to ensure anonymity of the SF 76 recipient (i.e. names not recorded)? (DoDD 1000.04, Para 5.2.1.5.3)

No names were recorded. Personnel could access the electronic forms from hyperlinks on our electronic bulletin board and internal website. Paper forms were available in our office, and throughout the command to facilitate anonymity.

D. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including DoD civilian employees and voting age dependents), *outside* the territorial limits of the United States, NLT 15 August? (DoDD 1000.04, Para 5.2.1.6.2)

We do not have personnel stationed outside CONUS.

E. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including voting age dependents) in the United States, NLT 15 September? (DoDD 1000.04, Para 5.2.1.6.3)

The Command offered multiple options to obtain information and forms both electronic and paper.

F. How has the command ensured that all eligible voters are aware of the website for military and overseas civilian and family member voter assistance at <http://www.fvap.gov>?

The website was hyperlinked on all electronic announcements, printed on our posters, and verbally announced at staff meetings.

G. Within the command, are there procedures in place to accommodate deployed personnel equivalent to those whose home duty station is either overseas or in CONUS? (DoDD 1000.04, Para 5.5)

We do not have forces deployed in remote or difficult locations.

H. Is the command's oversight sensitive to any indication of attempts by persons of military authority to influence the vote of a member of the Armed Forces? (Title 18 USC, Part I, Chapter 29, Section 609)

Yes, and personnel could file complaints with the IG office SJA or DoD.

I. Is the command's oversight sensitive to any indication of violations of Title 18, USC, Crimes and Criminal Procedure, Part I, Crimes, Chapter 29, Elections and Political Activities, Section 596, Polling Armed Forces?

Yes, no evidence exists pertaining to informal polling.

J. Are names, phone numbers and e-mail addresses of the installation or unit voting officers available to command and installation telephone operators (in those cases where the command is responsible for telecommunications operations)? (DoDD 1000.04, Para 5.2.1.13)

We are a tenant on the installation and do not have authority over the base operators. However, publication of the POC on our internal bulletin board, and posters would assist anyone within headquarter to direct any inquiries to the correct office for assistance.

K. Within the command, are the Voting Assistance Officers appointed in writing? (DoDD 1000.04, Para 5.2.1.4.2)

Yes, always the Legal Office we have a permanent assignment. We then assign the individuals by name.

L. Does the command appoint Voting Assistance Officers that meet the appropriate grade requirements for the position? (DoDD 1000.04, Para 5.2.1.4.1)

- At unit level, O-2/E-7.

Yes, E-7 and GS-9

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the target grades noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

M. Has the command-appointed Voting Assistance Officer attended appropriate training face-to-face, on-line or via CD? (DoDD 1000.04, Para 5.2.1.14)

No. We will conduct training to support off cycle elections next year.

N. Is the training of command Voting Assistance Officers documented? (DoDD 1000.04, Para 5.2.1.15)

N/A.

O. Does the command monitor and oversee assigned/attached organizations to ensure that sufficient Voting Assistance Officers are appointed for the number of assigned personnel (IAW DOD 1000.04, Para 5.2.1.42)? (DoDD 1000.04, Para 5.2.1.4.2)

- One VAO for 25 personnel, an additional VAO for each 50 personnel thereafter.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the ratios of VAO to personnel noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

No, attached commanders have dual hats, one military and another agency. For example Director NSA is the Commander Joint Functional Component Command - Network Warfare and Global Network Operations. We therefore may not have authority over personnel under that commander. For headquarters personnel we will request representatives for each directorate to facilitate 100 percent contact.

P. Within the command, is performance as a Voting Assistance Officer annotated on the individual's performance evaluation/fitness report? (DoDD 1000.04, Para 5.2.1.16)

Yes.

Q. Has the command set aside a day at command-controlled installations for voter education on election timing, registration requirements and voting procedures? (Title 10, USC, Subtitle A, Part II, Chapter 80, Sec 1566 (i) (2), DoDD 1000.04, Para 5.2.1.11)

Not a day just for voting it is combined with other training and announcements.

## **Appendix M – United States Transportation Command (USTRANSCOM)**

### **USTRANSCOM Self-Assessment Department of Defense Voting Assistance Program DoD IG Project No. D2008-DIP0EF-0216-000**

As part of the 2008 evaluation of the Federal Voting Assistance Program (FVAP) implementation, as mandated by Congress, we are requesting that you complete this self-assessment and provide documentation/explanation. The authority for the FVAP is Title 10, United States Code, Section 1566. The DoD Directive governing the FVAP is DoDD 1000.04, as amended by USD (P&R) letter dated 19 September 2007 (copy attached).

A. Was the command involved in delivering of Standard Form 76 (SF 76 – Federal Post Card Application {FPCA}) forms to eligible voters by January 31, 2008? (DoDD 1000.04, Para 5.2.1.6.1)

**USTRANSCOM response:**

1. Yes, SF 76 were delivered to USTRANSCOM FVAP recipients via various means (in hand, read receipt email) through USTRANSCOM Directorate Voting Reps.
2. Contact percentages and other information was sent to the Scott AFB Installation Voting Officer (Maj Mark Keener) 171539JAN08

B. How do you interact with military service units assigned/attached to your command to track delivery of the SF 76 to all eligible voters? (DoDD 1000.04, Para 5.2.1.5.3)

**USTRANSCOM response:**

Robust E-mail, Training, Telephonic Follow-up, and personal contact between the USTRANSCOM Voting Assistance Officer (and Directorate Reps) and eligible voters.

C. Is your organization involved in the oversight to ensure anonymity of the SF 76 recipient (i.e. names not recorded)? (DoDD 1000.04, Para 5.2.1.5.3)

**USTRANSCOM response:**

Yes, see USTRANSCOM responses to questions A and B. Individual names were not logged by USTRANSCOM or forwarded to Scott AFB.

D. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including DoD civilian employees and voting age dependents), *outside* the territorial limits of the United States, NLT 15 August? (DoDD 1000.04, Para 5.2.1.6.2)

**USTRANSCOM response:**

The command Voting Officer did not identify this requirement until 22 August, but then immediately coordinated with USTRANSCOM Directorate Reps to make contact with the 10 deployed personnel (and their voting age dependents).

E. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including voting age dependents) in the United States, NLT 15 September? (DoDD 1000.04, Para 5.2.1.6.3)

**USTRANSCOM response:**

See USTRANSCOM responses to questions A and B.

F. How has the command ensured that all eligible voters are aware of the website for military and overseas civilian and family member voter assistance at <http://www.fvap.gov>?

**USTRANSCOM response:**

Quarterly USTC-All mailer (mass-distribution email), FVAP circular messages and News, and monthly messages from the USTRANSCOM Voting Assistance Officer and USTRANSCOM Directorate Voting Reps.

G. Within the command, are there procedures in place to accommodate deployed personnel equivalent to those whose home duty station is either overseas or in CONUS? (DoDD 1000.04, Para 5.5)

**USTRANSCOM response:**

Yes, see USTRANSCOM response to question D.

H. Is the command's oversight sensitive to any indication of attempts by persons of military authority to influence the vote of a member of the Armed Forces? (Title 18 USC, Part I, Chapter 29, Section 609)

**USTRANSCOM response:**

Yes. Additionally, during senior staff meetings Command Section leaders reiterated the importance of this issue with all Directors, and asked them to encourage their personnel to take advantage of their right to vote. There were no attempts/indications/reports of undue influence being placed on any person in the command.

I. Is the command's oversight sensitive to any indication of violations of Title 18, USC, Crimes and Criminal Procedure, Part I, Crimes, Chapter 29, Elections and Political Activities, Section 596, Polling Armed Forces?

**USTRANSCOM response:**

Yes, and no indications of such violations were reported.

J. Are names, phone numbers and e-mail addresses of the installation or unit voting officers available to command and installation telephone operators (in those cases where the command is responsible for telecommunications operations)? (DoDD 1000.04, Para 5.2.1.13)

**USTRANSCOM response:**

Yes, information was distributed at least once a quarter from Jan 08 via USTC-All mailer and reinforced thru FVAP training programs in Jul 08 and bi-monthly e-mail updates.

K. Within the command, are the Voting Assistance Officers appointed in writing? (DoDD 1000.04, Para 5.2.1.4.2)

**USTRANSCOM response:**

Yes, memo signed by USTRANSCOM Chief of Staff, 7 Dec 07

L. Does the command appoint Voting Assistance Officers that meet the appropriate grade requirements for the position? (DoDD 1000.04, Para 5.2.1.4.1)

- At installation level, GS 12/O-4.
- At unit level, O-2/E-7.

**USTRANSCOM response:**

Yes, USTRANSCOM primary rep meets the requirement.

M. Has the command-appointed Voting Assistance Officer attended appropriate training face-to-face, on-line or via CD? (DoDD 1000.04, Para 5.2.1.14)

**USTRANSCOM response:**

Yes, all voting reps attended/completed required training (via On-line training or participated in the Installation Voting Officer Training, 5 Dec 08. Copies of on-line trained personnel retained in the USTRANSCOM Voting Assistance Continuity Book and copies forwarded to the SAFB Installation Voting Officer

N. Is the training of command Voting Assistance Officers documented? (DoDD 1000.04, Para 5.2.1.15)

**USTRANSCOM response:**

Yes, all training located retained in USTRANSCOM Voting Assistance Continuity Book.

O. Does the command monitor and oversee assigned/attached organizations to ensure that sufficient Voting Assistance Officers are appointed for the number of assigned personnel (IAW DOD 1000.04, Para 5.2.1.42)? (DoDD 1000.04, Para 5.2.1.4.2)

- One VAO for 25 personnel, an additional VAO for each 50 personnel thereafter.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the ratios of VAO to personnel noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

**USTRANSCOM response:**

Yes, however some Directorates are very small and the ratio is near 1:3 while others are quite extensive and utilize division assistants to help a Director Voting Rep gather all his numbers and confirm hand deliveries, information dissemination, etc.

P. Within the command, is performance as a Voting Assistance Officer annotated on the individual's performance evaluation/fitness report? (DoDD 1000.04, Para 5.2.1.16)

**USTRANSCOM response:**

Yes

Q. Has the command set aside a day at command-controlled installations for voter education on election timing, registration requirements and voting procedures? (Title 10, USC, Subtitle A, Part II, Chapter 80, Sec 1566 (i) (2), DoDD 1000.04, Para 5.2.1.11)

**USTRANSCOM response:**

Yes, Voter assistance Week (2-5 Sep 08)

## Appendix N – USD(P&R) Response to the 2007 DoD IG Report



PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000



MAR 26 2008

Mr. William B. Morrison  
Assistant Inspector General for Inspections and Evaluations  
Department of Defense  
400 Army Navy Drive  
Arlington, VA 22202-4707

Dear Mr. Morrison:

Attached are comments on the recommendation of OIG draft report, "DoD Voting Assistance Program." We concur with the recommendation to develop, with the Service IGs, mutually acceptable metrics and standards for assessing effectiveness and compliance of Services' and DoD's Voting Assistance Program.

Metrics have been developed during meetings between the Federal Voting Assistance Program office and the Service Voting Action Officers and are currently in use. We will work to ensure these can reasonably measure effectiveness, are mutually acceptable, and are incorporated into the Service IG reports.

Thank you for the opportunity to comment on this draft report.

Sincerely,

  
David S. C. Chu

Attachment:  
As stated



**OIG Draft Report**

**"DoD Voting Assistance Program, March 31, 2008"**

**UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS) COMMENTS  
TO THE RECOMMENDATIONS**

**RECOMMENDATION:** That the Under Secretary of Defense for Personnel and Readiness and the Service IGs should develop mutually acceptable metrics and standards for assessing effectiveness and compliance of Services' and DoD's Voting Assistance Programs.

**DoD RESPONSE:**

**Concur.** The Department and the Service Voting Action Officers have developed mutually acceptable metrics to evaluate the Services' Voting Assistance Programs. The metrics are currently used to assess the Services' programs on an "any time" basis, on a quarterly basis, and on an annual basis. The Department will work with the Service IGs to formally implement the mutually acceptable metrics and standards into their inspection and reporting process.

## Appendix O – USD(P&R) Metrics for 2008<sup>11</sup>

<b>Measures of Success (2008)</b>				
<b>Measure</b>	<b>Army</b>	<b>Navy</b>	<b>USMC</b>	<b>USAF</b>
<b>2008 Annual</b>				
Total Number of Service Members	754,447	331,546	228,932	329,563
Estimated Number of Voting Age Dependents	95,664	120,000	78,874	41,788
Total Number of VAOs	5,515	1,593	1,199	3,103
Number of Military VAOs	3,750	1,442	1,133	2,302
Number of Civilian VAOs	1,680	18	11	575
Number of Military IVAOs	12	82	49	170
Number of Civilian IVAOs	73	7	9	36
Number of Military MAJCOM VAOs	16	41	10	14
Number of Civilian MAJCOM VAOs	8	3	2	6
Total Number of Trained VAOs	5,249	1,318	1,213	5,617
Trained by FVAP	1,034	194	244	45
Trained by Service	1,011	51	239	103
E-Training	3,249	1,073	710	5,469
FPCAs Distributed per DoDD 1000.04	1,178,819	356,750	69,936	385,852
Service-Level Communications	13	7	7	3
Mass E-Mails	24	10	2	2
LES Voting Messages	4	10	2	7
Number of Complaints	2	-	2	-
Number of VAGS Distributed	19,150	8,080	1,704	7,602
Number of FVAP Posters Distributed	30,518	19,000	35,000	17,673

<sup>11</sup> Provided by Scott Wiedmann, Deputy Director FVAP by e-mail on March 4, 2009 in response to a request for FVAP Program Office metrics and included in this report without DoD IG verification or validation.

## Appendix P – 2008 Military Training by FVAP Program Office <sup>12</sup>

Installation/ Facility / Event	City	State Code	Country	# of Military Workshops	# of Military VAOs Trained
Andersen AFB	Guam	GU	United States	1	45
Andrews AFB	Andrews AFB	MD	United States	1	11
Aviano AB	Pordenone		Italy	1	15
Bahrain Naval Support Activity			Bahrain	1	33
Barksdale AFB	Bossier City	LA	United States	2	21
Beale AFB	Sacramento	CA	United States	1	35
Brunswick NAS	Brunswick	ME	United States	1	12
Camp Bondsteel	Ferizaj/Urosevac		Kosovo	1	45
CENTCOM	Iraq		Iraq	1	
Dover AFB	Dover	DE	United States	2	45
Edwards AFB	Rosamond	CA	United States	1	28
Ft. Belvoir	Alexandria	VA	United States	1	16
Ft. Benning	Columbus	GA	United States	1	79
Ft. Bliss	El Paso	TX	United States	2	115
Ft. Bragg	Fayetteville	NC	United States	1	115
Ft. Carson	Colorado Springs	CO	United States	1	42
Ft. Drum	Watertown	NY	United States	1	48
Ft. Gordon	Augusta	GA	United States	2	55
Ft. Hood	Killeen	TX	United States	1	55
Ft. Huachuca	Ft. Huachuca	AZ	United States	1	58
Ft. Irwin	Ft. Irwin	CA	United States	1	47
Ft. Jackson	Columbia	SC	United States	2	66
Ft. Leavenworth	Leavenworth	KS	United States	1	12
Ft. Leonard Wood		MO	United States	1	74
Ft. Lewis	Tacoma	WA	United States	1	78
<b>Ft. Meade - Kickoff</b>	Ft. Meade	MD	United States	2	63
Ft. Myer	Arlington	VA	United States	1	15
Ft. Richardson	Anchorage	AK	United States	1	20
Ft. Rucker	Ozark	AL	United States	1	29
Ft. Sam Houston	San Antonio	TX	United States	2	63

<sup>12</sup> Provided by Scott Wiedmann, Deputy Director FVAP by e-mail on March 4, 2009 and included in this report without DoD IG verification or validation.

Installation/ Facility / Event	City	State Code	Country	# of Military Workshops	# of Military VAOs Trained
Ft. Sill	Lawton	OK	United States	1	94
Ft. Stewart	Hinesville	GA	United States	1	46
Ft. Wainwright - <b>+Registration Drive</b>	Fairbanks	AK	United States	<b>1</b>	24
Great Lakes NTC	Great Lakes	IL	United States	1	21
Heidelberg	Heidelberg		Germany	1	77
Hill AFB	Ogdon	UT	United States	1	16
HQ Workshops (Rosslyn Plaza North)	Arlington	VA	United States	25	72
III MEF/MCB Japan (Camp S. D. Butler MBC)	Okinawa		Japan	1	35
Kadena AB	Kadena, Naha, Okinawa		Japan	1	46
Kirtland AFB	Albuquerque	NM	United States	1	21
Lakenheath RAF	Suffolk		England	1	24
Langley AFB	Hampton Roads	VA	United States	1	60
Laughlin AFB	Del Rio	TX	United States	2	29
MacDill	Tampa	FL	United States	1	19
Malstrom AFB	Malstrom	MT	United States	1	20
MARFORRES New Orleans	New Orleans	LA	United States	1	18
Marine Forces Command	Norfolk	VA	United States	1	15
MCAGCC 29 Palms	Twentynine Palms	CA	United States	1	10
MCAS Beaufort	Beaufort	SC	United States	1	25
MCAS Cherry Point	Cherry Point	NC	United States	1	23
MCB Camp Lejeune	Jacksonville	NC	United States	2	68
MCB Hawaii	Kaneohe	HI	United States	1	<b>30</b>
McChord AFB	Tacoma	WA	United States	1	35
McConnell AFB	Witchita	KS	United States	2	24
McGuire AFB	Trenton	NJ	United States	1	68
Mildenhall RAF	Suffolk		England	1	19
Minot AFB	Minot	ND	United States	1	29
Naples NSA	Naples		Italy	1	22
NAS Jacksonville	Jacksonville	FL	United States	1	52
Naval Station	Groton	CT	United States	1	19
Naval Station	Newport	RI	United States	1	8
NS Gulfport	Gulfport	MS	United States	1	36

<b>Installation/ Facility / Event</b>	<b>City</b>	<b>State Code</b>	<b>Country</b>	<b># of Military Workshops</b>	<b># of Military VAOs Trained</b>
NS Norfolk	Norfolk	VA	United States	1	43
NS Pearl Harbor	Honolulu	HI	United States	1	45
NS San Diego	San Diego	CA	United States	1	22
NSB Bangor (NS Kitsap)	Bangor	WA	United States	1	15
Offut AFB	Bellevue	NE	United States	1	60
Osan AB	Osan		South Korea	1	18
Pensacola NAS	Pensacola	FL	United States	1	27
Quantico	Quantico	VA	United States	1	12
Ramstein AB	Kaiserstautern		Germany	2	85
Schofield Barracks	Honolulu	HI	United States	1	100
Scott AFB	Belleville	IL	United States	1	54
Tyndall	Panama City	FL	United States	1	34
U.S. Military Academy	West Point	NY	United States	2	35
USAF Academy	Colorado Springs	CO	United States	1	42
USAG Grafenwoehr	Vilseck-Suedlager		Germany	1	36
USAG Vicenza (Caserma Ederle)	Vicenza		Italy	1	28
U.S.C.G Academy	New London	CT	United States	1	35
Wiesbaden	Wiesbaden		Germany	1	31
Yokusaka Fleet Activities	Yokusaka		Japan	1	25
Yongsan Army Garrison	Seoul		South Korea	1	28
<b>TOTALS</b>				<b>118</b>	<b>3220</b>

## Appendix Q - Scope and Methodology

---

**Service Reporting:** The John Warner National Defense Authorization Act for fiscal year 2007, amended section 1566, 10 U.S.C. eliminating the requirement for unannounced DoD IG assessments at ten DoD installations. The statute now requires that the Inspectors General of the Army, the Navy, the Air Force, and the Marine Corps conduct an annual review of the effectiveness of voting assistance programs, and an annual review of the compliance with voting assistance programs of their Service. Upon the completion of their annual reviews, each Service Inspector General is required to submit to the DoD IG a report on the results of such review. The statute requires that the DoD IG submit to Congress a report on the effectiveness and the level of compliance during the preceding calendar year of the voting assistance programs of each of the Services. The DoD IG did not independently verify or validate the Service IG Reports. This report consolidates the results of the Service Inspectors Generals evaluations.

**COCOM Input to DoD IG Reporting:** For this report, the COCOMs were solicited to provide input to the DoD IG based on their assessments of compliance and effectiveness within their Commands. The inspection team developed a Self-Assessment template (Appendix S) which was provided to the COCOM IGs in for completion in their Self-Assessments. In most cases, the COCOM IGs collaborated with the COCOM Voting Assistance Officers to complete the Self-Assessment of their Commands. The last two pages of each COCOM Self-Assessments, which is the USD(P&R) memorandum (Appendix A), have been removed for inclusion in this report. A summary of the COCOM IG Self-Assessments is included at Appendix F. The individual COCOM IG reports are included at Appendixes G through M.

**USD(P&R) Input to DoD IG Reporting:** In the USD(P&R) response to our report on the “2007 Evaluation of the Federal Voting Assistance Program in the Department of Defense,” the USD(P&R) wrote on March 26, 2008 that mutually acceptable metrics “have been developed during meetings between the Federal Voting Assistance Program office and the Service Voting Action Officers and are currently in use.” These metrics and their values as provided by the Senior Service Voting Officers to the USD(P&R) for the 2008 election year are included with this report at Appendix O. They will form the basis for comparison in future years.

The inspection team also requested information concerning training of VAOs. The listing of visits locations, training sessions, and VOAs trained is at Appendix P. Appendix P, assembled by the FVAP Program office, shows training was presented to 3220 military VAOs during on-site workshops. The number of VAOs trained by the FVAP as reported by the Senior Service Voting Officers reports in Appendix O shows 1511 military VAOs trained by the FVAP.

The inspection team also requested information concerning sponsored automated system to support the FVAP effort that were initiated or received major upgrades during 2008.

## **Appendix R - Prior Coverage**

---

During the last 7 years, the Government Accountability Office (GAO), DoD, and the Department of State have issued reports on FVAP and overseas absentee voting. Unrestricted GAO reports can be accessed over the Internet at [www.gao.gov](http://www.gao.gov). Unrestricted DoD IG reports can be accessed at [www.dodig.mil/audit/reports](http://www.dodig.mil/audit/reports) and [www.dodig.mil/Inspections/IE/Reports.htm](http://www.dodig.mil/Inspections/IE/Reports.htm).

### **GAO**

GAO Report No. GAO-07-774, Elections: Action Plans Needed to Fully Address Challenges in Electronic Absentee Voting Initiatives for Military and Overseas Citizens

GAO Report No. GAO-06-1134T, Testimony Before the Committee on Armed Services, United States Senate, Elections: DOD Expands Voting Assistance to Military Absentee Voters, but Challenges Remain, September 28, 2006.

GAO Report No. GAO-06-521, "Elections: Absentee Voting Assistance to Military and Overseas Citizens Increased for the 2004 General Election, but Challenges Remain," April 2006

GAO Report No. GAO-01-1026, "Elections: Voting Assistance to Military and Overseas Citizens Should Be Improved," September 28, 2001

### **DoD**

DoD IG Report No. IE-2008-002, "2007 Evaluation of the Federal Voting Assistance Program in the Department of Defense," March 31, 2008

DoD IG Report No. IE-2007-004, "Evaluation of the Voting Assistance Program," March 31, 2007

DoD IG Report No. IE-2006-001, "Evaluation of the Voting Assistance Program," March 31, 2006

DoD IG Report No. IE-2005-001, "Evaluation of the Voting Assistance Program," March 31, 2005

Secretary of Defense, "Report on DoD Actions to Support Voting Assistance to Armed Forces Outside the U.S.," December 2004

DoD IG Report No. D-2004-065, "DoD Implementation of the Voting Assistance Program," March 31, 2004

DoD IG Report No. D-2003-072, "DoD Compliance with the Uniformed and Overseas Citizens Absentee Voting Act," March 31, 2003

## **Department of State**

United States Department of State Report No. 01-FP-M-045, "Review of Implementation of the Federal Voter Assistance Program," August 2001

## Appendix S – COCOM Self-Assessment Template

---

**Command Self-Assessment**  
**Department of Defense Voting Assistance Program**  
**DoD IG Project No. D2008-DIP0EF-0216-000**

As part of the 2008 evaluation of the Federal Voting Assistance Program (FVAP) implementation, as mandated by Congress, we are requesting that you complete this self-assessment. The authority for the FVAP is Title 10, United States Code, Section 1566. The DoD Directive governing the FVAP is DoDD 1000.04, as amended by USD (P&R) letter dated 19 September 2007 (copy attached).

- A. Was the command involved in delivering of Standard Form 76 (SF 76 – Federal Post Card Application {FPCA}) forms to eligible voters by January 31, 2008? (DoDD 1000.04, Para 5.2.1.6.1)
- B. How do you interact with military service units assigned/attached to your command to track delivery of the SF 76 to all eligible voters? (DoDD 1000.04, Para 5.2.1.5.3)
- C. Is your organization involved in the oversight to ensure anonymity of the SF 76 recipient (i.e. names not recorded)? (DoDD 1000.04, Para 5.2.1.5.3)
- D. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including DoD civilian employees and voting age dependents), *outside* the territorial limits of the United States, NLT 15 August? (DoDD 1000.04, Para 5.2.1.6.2)
- E. Given the additional responsibilities of an even-year election, how did the command exercise oversight of the requirement to have the SF 76 delivered to all eligible voters (including voting age dependents) in the United States, NLT 15 September? (DoDD 1000.04, Para 5.2.1.6.3)
- F. How has the command ensured that all eligible voters are aware of the website for military and overseas civilian and family member voter assistance at <http://www.fvap.gov>?
- G. Within the command, are there procedures in place to accommodate deployed personnel equivalent to those whose home duty station is either overseas or in CONUS? (DoDD 1000.04, Para 5.5)
- H. Is the command's oversight sensitive to any indication of attempts by persons of military authority to influence the vote of a member of the Armed Forces? (Title 18 USC, Part I, Chapter 29, Section 609)
- I. Is the command's oversight sensitive to any indication of violations of Title 18, USC, Crimes and Criminal Procedure, Part I, Crimes, Chapter 29, Elections and Political Activities, Section 596, Polling Armed Forces?

J. Are names, phone numbers and e-mail addresses of the installation or unit voting officers available to command and installation telephone operators (in those cases where the command is responsible for telecommunications operations)? (DoDD 1000.04, Para 5.2.1.13)

K. Within the command, are the Voting Assistance Officers appointed in writing? (DoDD 1000.04, Para 5.2.1.4.2)

L. Does the command appoint Voting Assistance Officers that meet the appropriate grade requirements for the position? (DoDD 1000.04, Para 5.2.1.4.1)

- At installation level, GS 12/O-4.
- At unit level, O-2/E-7.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the target grades noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

M. Has the command-appointed Voting Assistance Officer attended appropriate training face-to-face, on-line or via CD? (DoDD 1000.04, Para 5.2.1.14)

N. Is the training of command Voting Assistance Officers documented? (DoDD 1000.04, Para 5.2.1.15)

O. Does the command monitor and oversee assigned/attached organizations to ensure that sufficient Voting Assistance Officers are appointed for the number of assigned personnel (IAW DOD 1000.04, Para 5.2.1.42)? (DoDD 1000.04, Para 5.2.1.4.2)

- One VAO for 25 personnel, an additional VAO for each 50 personnel thereafter.

**NOTE:** Per guidance of the Under Secretary of Defense (Personnel and Readiness) memorandum dated 19 Sep 07, SUBJ: Guidance in Implementing Voting Assistance Program, the ratios of VAO to personnel noted in the directive are not absolute and may be modified at the installation or unit level to meet local conditions.

P. Within the command, is performance as a Voting Assistance Officer annotated on the individual's performance evaluation/fitness report? (DoDD 1000.04, Para 5.2.1.16)

Q. Has the command set aside a day at command-controlled installations for voter education on election timing, registration requirements and voting procedures? (Title 10, USC, Subtitle A, Part II, Chapter 80, Sec 1566 (i) (2), DoDD 1000.04, Para 5.2.1.11)

## Attachment 1



PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

SEP 14 2009



### MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS

SUBJECT: Guidance in Implementing Voting Assistance Programs

DoD Directive 1000.4, Federal Voting Assistance Program, and DoD's Voting Action Plan provide guidance to the Military Departments in implementing voting assistance programs within their Services. The guidance and direction contained within these documents should be used as a baseline and may be adjusted to meet specific requirements and cultures within each Service. In several areas the Directive and the Action Plan use the word "should" to allow flexibility for the Services in implementing their voting assistance guidance.

The revised DoD Directive 1000.4 and 2008-2009 Voting Action Plan are currently in coordination prior to signature. The following are key areas in these revisions and clarifications to existing sections:

- The Directive provides guidance regarding desired rank of Voting Assistance Officers (VAO) within a unit. This guidance is not absolute and may be modified at the Service and/or unit level to meet local conditions within the Service or unit. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the Directive rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done.
- The Directive provides guidance regarding the ratio of VAOs to assigned members within a unit. Again, this guidance is not absolute and may be modified at the Service and/or unit level to meet local conditions. A larger unit whose members are concentrated in one locale may require fewer VAOs than a smaller unit whose members are geographically dispersed. VAOs are encouraged to have assistants where necessary. The goal is to ensure coverage regardless of location.
- The directive recommends civilians at the Installation Voting Assistance Officer level for continuity; whenever possible, assign them to be in place during the 18 month period from October 2007 through March 2009.



- The Directive requires in hand delivery of the Federal Post Card Application (FPCA) voter registration and absentee ballot request form to each member by January 15<sup>th</sup> of each calendar year. The revision of the Directive permits electronic distribution of the FPCA as long as electronic distribution is done locally and receipt of the FPCA can be verified. The goal is that all unit members be contacted either through verifiable electronic means or in-person to ensure they have received the forms. Due to the early 2008 primary elections, distributions beginning in September 2007 are encouraged.

VAO workshops will commence in September 2007 and continue into 2008. They are the most effective method to train VAOs in their duties and responsibilities. Units should make special efforts to assure attendance by VAOs who are within a reasonable distance of a scheduled workshop. Furthermore, workshops are not service-specific and should be attended by VAOs from all Services within the region regardless of the host installation.

As leaders of the Armed Services, it is our responsibility to do everything we can to ensure that our Service members and families have every opportunity to exercise their right to vote in the 2008 primary and general elections.



David S. C. Chu

## Appendix T – List of Acronyms

---

<b>Acronym</b>	<b>Expansion</b>
AIRS	Automated Inspection Reporting System (USMC)
AOR	Area of Responsibility (COCOMs)
CENTCOM	United States Central Command
COCOM	Combatant Command
DECA	Defense Commissary Agency
DoD IG	Department of Defense Inspector General
EUCOM	United States European Command
FPAC	Federal Post Card Application
FVAP	Federal Voting Assistance Program
FWAB	Federal Write-In Absentee Ballot
GAO	General Accountability Office
IG	Inspector General
IVOA	Installation Voting Assistance Officer
JFCOM	United States Joint Forces Command
SOCOM	United States Special Operations Command
SOUTHCOM	United States Southern Command
TRANSCOM	United States Transportation Command
UOCAVA	Uniformed and Overseas Civilian Absentee Voting Act
USCENTCOM	United States Central Command
USD(P&R)	Undersecretary of Defense for Personnel and Readiness
USEUCOM	United States European Command
USJFCOM	United States Joint Forces Command
USSOCOM	United States Special Operations Command
USSOUTHCOM	United States Southern Command
USTRANSCOM	United States Transportation Command
UVAO	Unit Voting Assistance Officer
VAO	Voting Assistance Officer
VAP	Voting Assistance Program

## **Appendix U - Report Distribution**

---

### **Office of the Secretary of Defense**

Under Secretary of Defense (Personnel and Readiness)  
    Director, Federal Voting Assistance Program  
Under Secretary of Defense (Comptroller)/Chief Financial Officer  
Assistant Secretary of Defense (Legislative Affairs)  
Assistant Secretary of Defense (Public Affairs)

### **Department of the Army**

Secretary of the Army  
Chief of Staff, U.S. Army  
Inspector General, Department of the Army

### **Department of the Navy**

Secretary of the Navy  
Chief of Naval Operations  
Naval Inspector General  
    Deputy Naval Inspector General for Marine Corps Matters

### **Department of the Air Force**

Secretary of the Air Force  
Chief of Staff, U.S. Air Force  
Inspector General, Department of the Air Force

### **Combatant Command**

Inspector General, Joint Staff

### **Non-Defense federal Organization**

Office of Management and Budget

### **Congressional Committees**

Senate Committee on Armed Services  
Senate Committee on Homeland Security and Governmental Affairs  
Senate Subcommittee on Defense, Committee on Appropriations  
House Committee on Armed Services  
House Committee on Oversight and Government Reform  
House Subcommittee on Defense, Committee on Appropriations

## **DOD OIG**

---

### Vision

*One professional team strengthening the integrity, efficiency, and effectiveness of the Department of Defense.*

### Mission

*The Office of the Inspector General promotes integrity, accountability, and improvement of Department of Defense personnel, programs, and operations to support the Department's mission and to serve the public interest.*

## **DOD OIG INSPECTIONS AND EVALUATIONS**

---

### Vision

*We will evolve into the premiere Inspections and Evaluations organization.*

### Mission

*To provide policy guidance and oversight to the DoD inspections and evaluations community, and to conduct objective and independent customer-focused management and program assessments that address areas of interest to Congress and the Department of Defense.*

## **ADDITIONAL REPORT COPIES**

---

Contact us by phone, fax, or e-mail:

Inspections and Evaluations Directorate, Deputy Inspector General for Inspections and Policy

COM: 703.604.9130 (DSN 664-9130)

FAX: 703.604.9769

E-MAIL: [crystalfocus@dodig.osd.mil](mailto:crystalfocus@dodig.osd.mil)

Electronic version available at: <http://www.dodig.mil/Inspections/IE/Reports.htm>

This Page Intentionally Blank

DEPARTMENT OF DEFENSE



**To report fraud, waste, mismanagement, and abuse of authority.**

Send written complaints to: Defense Hotline, The Pentagon, Washington, DC 20301-1900  
Phone: 800.424.9098      e-mail: [hotline@dodig.mil](mailto:hotline@dodig.mil)      [www.dodig.mil/hotline](http://www.dodig.mil/hotline)



# Inspector General Department of Defense

