

Voting Assistance Officer (VAO) Guide to Success

VAO is appointed in the rank SFC/1LT or higher IAW AR 608-20, para 3-3a

- VAO must be appointed in writing by the commander with 25 or more members.
- Appoint an additional VAO for each 50 members above the 25 member base.
- Complete web-based training within 30 days of appointment at www.fvaptraining.com/FVAPTraining/
- Attend FVAP workshop during even-numbered years if available
- Establish alternate VAO if possible
- VAO performance is included on evaluation

Senior VAO maintains a listing of subordinate VAOs at each command level

- Senior VAOs will distribute any voting relating information down to their subordinate VAOs. Establish and maintain accurate UVAO Rosters for e-mail distribution.
- At least 1 month prior to current VAOs departure from unit speak with command team to ensure a new VAO is appointed and handover is conducted. Forward new VAO contact info up to Senior VAO.

VAO provides monthly report (Measures of Success) to Senior VAO

VAO posts voting-related information for all Soldiers to view

- Ensure contact information is listed on voting posters in high traffic areas at each unit. Establish voting info tables if possible. Materials can be found at www.fvap.gov/vao/materials.

Maintain continuity folder with voting information and references (electronic or hard copy)

- FVAP's suggested continuity binder items can be found at www.fvap.gov/vao/continuity/vao-continuity

Understands how to locate and complete the SF 76 and SF 186 in order to assist voters

- Assist voters in mailing off forms as necessary. www.fvap.gov/eo/overview/materials/form

Deliver in-hand or electronically the SF 76 to all uniformed absentee voters and their eligible Family members NLT 15 January of each year

- Hard copies are not available to order through APD. Direct voters to www.fvap.gov to fill out their SF 76 with the online assistant or print the form from the web-site.

Takes proactive measures in communicating voting related information to the unit and Family members

- Brief voting information at unit formation
- Conduct annual training to unit. Slides are available at www.fvap.gov/vao/training/voter-training
- Provide training and voting assistance for units or personnel preparing for deployment
- Make contact with Unit Family Support Assistant (FRSA) to provide voting assistance to eligible Family members.
- Participate in Voter Emphasis Weeks www.fvap.gov/vao/voting-weeks
- Contact Unit PAO to publicize voting information if available

Questions about the Voting Assistance Program?

Contact the Installation Voting Assistance Office

(520) 533-2637

usarmy.huachuca.imcom-central.mbx.vote-huachuca@mail.mil

Room 1, Whitside Hall, Building 41330, Fort Huachuca, AZ 85613

For more detailed information visit:

