

DEPARTMENT OF THE NAVY
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JEPHHINST 1742.1
JB00

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 1742.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: JOINT BASE PEARL HARBOR-HICKAM VOTING ASSISTANCE PROGRAM

Ref: (a) DoD Directive 1000.04
(b) OPNAVINST 1742.1B
(c) Air Force Instruction 36-3107
(d) 42 U.S.C. 1972FF

Encl: (1) Definitions
(2) Self Assessment Checklist for Voting Assistance Officers (VAO)

1. Purpose. To establish the Voting Assistance Program (VAP) onboard Joint Base Pearl Harbor-Hickam (JEPHH). Terms used in this instruction are defined in enclosure (1). Enclosure (2) provides a self assessment checklist for Voting Assistance Officers (VAO).

2. Policy

a. It is Department of Defense (DoD) policy to ensure that all military personnel and their families are provided with the opportunity to participate at every stage of federal, state, and local elections. All members of the DOD family onboard JEPHH are encouraged to register and vote in elections for federal, state, and local office. References (a) through (c) establish the criteria for implementing a Voting Assistance Program (VAP). This instruction is intended to take into consideration the respective Voting Assistance Programs (VAP) of the DOD, Department of the Navy (DON) and the United States Air Force (USAF). In case of a conflict, the provisions of references (a) through (c) take precedence over this instruction.

b. Consistent with references (a) through (c), it is JEPHH policy to:

(1) Encourage eligible voters to participate in elections at the Federal, State, and local level.

(2) Assist in giving all voters an opportunity to register and vote in any election for which they are eligible, unless precluded by military necessity.

(3) Provide voting assistance in such a manner as to safeguard the integrity of the electoral process and secrecy of the ballot.

(4) Take all necessary steps to prevent fraud and to protect voters against any coercion, to include the following:

(a) No service member shall attempt to influence any other service member to vote or not to vote, or require any service member to march to any polling place or place of voting. Nothing in this instruction prohibits free discussion about political issues or candidates for public office.

(b) No person shall poll any voter before or after they vote, beyond official surveys authorized by reference (d), and in accordance with reference (a) through (c).

3. Responsibilities

a. Commander, Joint Base Pearl Harbor-Hickam (JBC). In accordance with references (b) and (c), JBC shall:

(1) Designate in writing, the Voting Assistance Officer (VAO) and an Alternate Voting Assistance Officer (AVAO). An Assistant Voting Assistance Officer (ASSTVAO) may also be appointed as JBC determines is appropriate. The VAO and AVAO will be at the 04/GS-12 level or higher. The ASSTVAO may be from any rank E-4 and above.

(2) Coordinate the voting programs conducted by subordinate units and tenant commands.

(3) Assist Navy Voting Program Manager (NVPM) and the Air Force HQ Air Force Personnel Command, Directorate of Operations, Field Activities Division, with training local units and commands.

(4) Monitor voting programs of units within JBP HH, and ensure units appoint in writing a Unit Voting Assistance Officer (UVAO) and/or Unit Voting Assistance Counselor (UVAC), as required by references (a) through (c).

(5) Notify JBP HH personnel of the last date before a general Federal election by which absentee ballots must be mailed to reasonably be delivered in time to State and local election officials.

(6) Actively promote Armed Forces Voter Week and Absentee Voter Week.

(7) Designate a special day or days to inform Uniformed Service members and their voting-age dependents of the absentee registration and ballot request deadlines preceding general elections for Federal offices.

(8) Ensure the JBP HH G-2 website:

(a) Has active links to the Navy Voting Assistance Program (NVAP) (<https://www.cnic.navy.mil> - for Navy specific voting information), the Air Force Personnel Command (AFPC) (<http://www.afpc.af.mil> - for Air Force specific voting information) and the Federal Voting Assistance Program (FVAP) <http://www.fvap.gov>.

(b) Promote and encourage eligible voters to participate in elections at the Federal, State, and local level.

(c) Provide important dates required by this instruction and references (a) through (c).

(9) Establish a JBP HH voting committee, chaired by the VAO and consistent with reference (a) through (c), to develop and administer a Voting Assistance Program Plan (VAPP). The VAPP shall be in accordance with

references (a) through (c), and in accordance with FVAP, the NVAP, and the Air Force Voting Plan (AFVP).

(10) The JEPHH Voting Committee should formulate and conduct base-level publicity on voting information for the entire period of the VAPP and consistent with the FVAP, NVAP and AFVP.

(11) Track the progress of the VAPP to ensure the VAPP is in line with references (a) through (c). Submit one report at the end-of-year voting season as directed by references (a) through (c).

(12) Ensure the JEPHH Staff Judge Advocate provides answers to legal questions regarding residency issues and the right to vote.

(13) Ensure that designated voting assistance personnel receive appropriate training and are properly evaluated as to the performance of duties with respect to the Voting Program.

(14) Ensure that JEPHH has voting registration materials and assistance information continually available at well-advertised and fixed locations.

(15) Ensure that all personnel deploying in excess of thirty days are briefed on the absentee voting process and are afforded the opportunity to complete a Standard Form SF-76, Federal Post Card Application (SF-76).

b. VAO and AVAO. In accordance with references (b) and (c), shall:

(1) Meet the criteria established by references (a) through (c).

(a) The AVAO shall assist and augment the VAO in implementing the VAPP.

(b) The AVAO shall have the same responsibilities as the VAO. When the VAO is not available to act, the AVAO shall assume the duties as the VAO.

(c) Both the VAO and AVAO shall complete appropriate training before being officially assigned. The training can be found on the FVAP website: <http://www.fvap.gov/vao/vao-training.html>.

(2) VAO serve as the main point of contact for voting issues within JEPHH and chair the JEPHH voting committee.

(3) Distribute Voting Assistance Guides and other voting materials required by references (a) through (c).

(4) Maintain and keep current a continuity book which will be turned over to the succeeding VAO.

(5) Ensure that uniformed service members and their voting-aged dependents have ready access to absentee voter registration, ballot request, absentee ballot submission information, and deadlines.

(6) Establish a well advertised fixed location onboard JBPHH where absentee voting material and voting assistance is available.

(7) Assist in conducting official surveys as specified by reference (a).

(8) Register and maintain current command and contact information on the Voting Information Management System (VIMS) online database.

(9) Ensure in-hand delivery of either the hard copy or electronic version of the SF-76 to eligible voters and their voting age family members by the following dates:

(a) 15 January of each calendar year.

(b) 15 August of even numbered years.

(c) Completion of this requirement must be documented in accordance with references (a) through (c).

(10) Continually evaluate JBPHH and subordinate command's voting programs using enclosure (2).

(11) As part of the VAPP, develop and administer a comprehensive JBPHH voting awareness and assistance program and activities in conjunction with Armed Forces Voters Week, providing reporting results in accordance with references (a) through (c).

(12) Ensure small units within JBPHH are supported.

(13) Be available and equipped to give assistance to service member's family members, civilians, and retirees to include assisting as an official to administer oaths.

(14) Disseminate voting information and related materials, such as the SF-76 and SF-186; ensure materials are available in sufficient quantities to furnish registration and ballot request support for all elections (see, NVAP web site).

(15) Conduct a command level voting assistance program evaluation at the conclusion of every election year and forward the evaluation to Commander, JBPHH for review. Maintain the evaluation on file for three years. An electronic copy shall be forwarded to the cognizant Regional VAO and the NVPM, and as required by references (a) through (c).

(16) Publicize election and voting awareness onboard JBPHH, ensuring utilization of posters, printed media, GMT, POW notices, electronic media, etc. as required by references (a) through (c).

(17) Conduct voting information workshops annually onboard JBPHH, in accordance with references (a) through (c).

(18) Ensure Absentee Voting Registration and training is embedded into pre-deployment checklists, in accordance with references (a) through (c).

(19) Ensure the VIMS is updated when any changes occur to contact information, in accordance with references (a) through (c). The JBP HH VAO/AVAO shall maintain and keep up to date the installation VIMS account at the following web address: <https://gol.navyaims.net/voting/>

(20) Be responsible for ensuring that all subordinate and tenant commands onboard JBP HH have assigned a UVAO and/or UVAC, as required by references (a) through (c).

(21) Ensure that UVAOs/UVACs have been designated in writing by the Commander of their unit.

(22) Ensure that UVAOs/UVACs have been trained in accordance with references (a) through (c). Keep a written record of UVAOs/UVACs trained.

(23) Maintain regular contact with all UVAOs/UVACs that support tenant commands on JBP HH, provide updates of election information, and provide voting materials and training support, in accordance with references (a) through (c).

(24) Ensure all service members onboard JBP HH are provided at least one briefing, training period, or information period of instruction, devoted to absentee registration and voting during federal election years. Special emphasis should be given to providing training to junior enlisted personnel and those who have not previously used an absentee ballot to vote. Keep written documentation to reflect the briefing/training period and track attendance. Use internal media sources to emphasize the availability of voting information, supporting materials, personal assistance, and the importance of voting.

(25) Establish a voting assistance program in accordance with references (a) through (c), and in accordance with the FVAP, the NVAP, and the AFVP.

4. Absentee Voting: The primary means available to DoD personnel to vote via absentee ballot is by utilizing either a SF-76, Federal Post Card Registration and Absentee Ballot Request, to request an absentee ballot from the state in which the voter is registered; or a SF-186, Federal Write-in Absentee Ballot, which can be utilized to vote absentee if the voter has not received an absentee ballot from the state in which they are registered to vote. Both forms can be found on the FVAP website, and may be filled out electronically.

5. Resources: In addition to references (a) through (c), the following resources provide information, guidance, training, absentee voting forms, or voting materials:

a. Information on specific elections and application procedures can be found at the FVAP website: <http://www.fvap.gov>.

b. In addition the following resources are available:

(1) The Voting Assistance Guide (VAG) (issued biennially).

(2) Voting News Releases (available website only) are periodic, time sensitive notices that alert citizens of special elections and other important voting issues.

(3) The Voting Information News (available via the FVAP'S website, hard copy, or E-mail) is a free, monthly newsletter published by the FVAP.

(4) Air Force specific voting information can be found on the AFPC website: <http://www.afpc.randolph.af.mil>.

(5) Navy specific voting information can be found on the Navy Voting Facebook Page. It can be found on Facebook by searching for "Navy Voting."

(6) Voting Alerts: All VAOs, UVAOs, UVACs may sign up for voting alerts on FVAP's website <http://www.fvap.gov/vao/vin.html>. Voting alerts will send you pertinent information about elections, release of workshop schedules, events, etc.

6. Points of Contact. The VAO/AVAO are the primary points of contact for the VAPP. Resources are provided above. Additional information is available through:

a. The NFAP, <https://www.cnmc.navy.mil> (for Navy specific voting information).

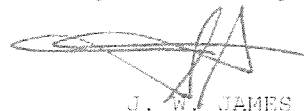
b. The AFVP, <http://www.afpc.af.mil> (for Air Force specific voting information).

c. The FVAP, <http://www.fvap.gov>.

7. Reports and Forms

a. In accordance with reference (b), reporting requirements contained here-in are exempt from reports control per SECNAVINST 5214.2B. Per reference (c), no records are created by the publication.

b. SF-76 and SF-186 forms, are available through the NFAP (<https://www.cnmc.navy.mil>), the AFPC (<http://www.afpc.af.mil>) and the FVAP (<http://www.fvap.gov>). Forms may also be obtained using requisition procedures in Navy Forms Online at <http://forms.daps.dla.mil>.



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Distro Box:
<https://g2.cnmc.navy.mil/tscmrh/JOINTBASEPEARLHARBOR-HICKAMHI/JBPHI%20Instructions/Forms/Instructions.aspx>

Definitions

1. Alternate Voting Assistance Officer (AVAO). An O4/GS-12 level or higher person designated to assist and augment the JBP HH VAO in implementing the JBP HH VAPP. The JBP HH AVAO shall have the same responsibilities as the JBP HH VAO. When the JBP HH VAO is not available to act, the JBP HH AVAO shall assume the duties as the JBP HH VAO.
2. Assistant Voting Assistance Officer. A service member in any rank E-4 and above designated to assist the VAO/AVAO in the discharge of voting duties.
3. Eligible Voter. A Uniformed Services voter is defined as active duty members of the Uniformed Services or Merchant Marines, including family members, who are absent from the place of residence where they are otherwise qualified to vote, or an "overseas voter" defined as an absent Uniformed Services voter who, by reason of active duty or service, is absent from the United States on the date of the election involved, or persons who reside outside the United States and are qualified to vote in the last place in which they were domiciled before leaving the United States, or persons who reside outside the United States and (but for such residence) would be qualified to vote in the last place in which they were domiciled before leaving the United States.
4. Federal Office. The office of the President and the Vice President; Presidential Elector; Member of the U.S. Senate, Member of the U.S. House of Representatives; Resident Commissioner from Commonwealth of Puerto Rico; or Delegate from American Samoa, District of Columbia, Guam or the Virgin Islands
5. JBP HH Voting Assistance Officer (VAO). A uniformed service member or civilian O4/GS-12 or above responsible for voter communication of all units stationed within or attached to the JBP HH.
6. Local Election. An election for candidates for a local office, such as municipal, county, township or village elections, or referendums of local interest.
7. Navy Voting Action Officer (NVPM). An individual assigned by the Senior Navy Voting Representative, GS-12 or above or a service member in pay grade O4/E8 or above who manages the NVAP. Commander, Navy Installations Command (CNIC) is the Senior Navy Voting Representative (SNVR) to carry out management of the NVAP. The Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) shall coordinate with the SNVR to maintain a contingency absentee voting program for reserve units and activated/deployed personnel. Headquarters, U.S. Air Force has designated HQ AFPC/DPSF as the Air Force Representative for the Air Force Voting Assistance Program (AFVAP).
8. Official Survey. A survey of citizens covered under reference (d) as required for report to the President and Congress.
9. Poll. Any request for information, which requires or implies the necessity of an answer, with intent being to report or publish compiled results of the answers obtained.

10. State Election. Any election held solely, or in part, for selecting, nominating, or electing any candidate for any State office, such as governor, lieutenant governor, attorney general, or State legislator, or on issues of Statewide interest.

11. Unit Voting Assistance Officer (UVOA). A service member in pay grade O2/E7/CS-7 or above responsible for the unit or command levels voting assistance program.

12. Voting Residence. The legal residence or domicile in which the voter is registered to vote.

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 tow-free phone for all service members, their families, and Department of Defense (DOD) employee? 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. Did the VAO have adequate time to perform their duties? Y/N

ADDITIONAL FOR JBPHE VAO:

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

