DEPARTMENT OF THE NAVY
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CNICINST 1742.1
N9

APR 25 2011

CNIC INSTRUCTION 1742.1

From: Commander, Navy Installations Command

Subj: ESTABLISHMENT OF INSTALLATION VOTER ASSISTANCE OFFICES

Ref: (a) Section 583(b) of Public Law 111-84, "National Defense Authorization Act for Fiscal Year 2010," 28 Oct 09
(b) USD (P&R) DTM 10-021 of 15 Nov 10
(c) OASN (M&RA) memo of 24 Jan 11
(d) OPNAVINST 1742.1B
(e) SECNAVINST 5720.44B
(f) Section 7(a)(2) of Public Law 103-31, "National Voter Registration Act," 20 May 93

Encl: (1) Guidelines for Establishing and Operating an Installation Voter Assistance Office

1. Purpose. To establish policy and assign responsibilities for the establishment of Installation Voter Assistance Offices (IVAOs) on every Navy installation as required by references (a) through (c).

2. Background. In 2009, Congress passed the Military and Overseas Voter Empowerment (MOVE) Act, reference (a), to improve the process by which uniformed service members, their families and overseas voters are able to register and cast their ballots. Specifically, the MOVE Act requires the establishment of IVAOs on each military installation. Reference (b) establishes the Department of Defense policy and implements requirements for establishment of IVAOs on each military installation. Reference (c) directs implementation and provides further guidance within the Department of the Navy.

3. Policy

a. This policy applies to all shore establishments of the U.S. Navy. All commands shall adopt procedures that conform to this instruction to the maximum extent practicable, consistent with their organization and operational commitments.

b. IVAOs shall be established on every Navy installation and operate in accordance with this instruction and references (a) through (f). Enclosure (1) provides general guidelines for the establishment and operation of IVAOs on Navy installations.

4. Responsibilities

a. Commander, Navy Installations Command (CNIC) is responsible for maintaining records of reports.

b. Region Commanders (REGCOMs) are responsible for oversight of the operation of IVAOs within their respective areas of responsibility.

c. Installation Commanding Officers (COs) are responsible for:

(1) Establishing IVAOs on their respective installations in accordance with this instruction and references (a) through (f).

(2) Designating the IVAO in writing as a Voter Registration Agency as defined by reference (f).

(3) Designating a Voting Assistance Officer (VAO) and alternate VAO in writing to staff the IVAO per references (b) and (c).

d. The VAO is responsible for:

(1) Managing the operations of the IVAO in accordance with this instruction and references (a) through (f).

(2)Assuring the IVAO is included on the in/out-processing checklist for all personnel arriving and departing duty stations, deploying and returning personnel and personnel recording a change of address per references (b) and (c).

5. Action

a. CNIC shall maintain a record of all monthly reports submitted by the REGCOMs in accordance with enclosure (1).

b. REGCOMs shall:

(1) Review operation of IVAOs within their respective areas of responsibility.

(2) Consolidate monthly reports from the IVAOs and forward to CNIC in accordance with enclosure (1).

c. Installation COs shall:

(1) Provide a permanent space for establishment of the IVAO. Additional information is at enclosure (1).

(2) Ensure the VAO and alternate VAO are trained on the proper IVAO setup and operation in accordance with reference (b) and current Federal Voting Assistance Program policy.

(3) Forward IVAO monthly reports to the Navy Voting Program Manager via the REGCOM in accordance with enclosure (1).

(4) Appoint a VAO who shall:

(a) Serve at least a twelve month or longer term to ensure continuity;

(b) Provide proof of training on the proper IVAO setup and operation in accordance with current Federal Voting Assistance Program (FVAP) policy;

(c) Provide periodic updates in the Voting Information Management System at https://qol.navyaims.net/voting.

(d) Provide monthly reports to CNIC via the Installation CO in accordance with enclosure (1).

6. Forms and Reports. Records and data shall be maintained locally pending the development of an FVAP electronic reporting system.

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Distribution:
Electronic only, via CNIC Gateway 2.0
https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx

Guidelines for Establishing and Operating an Installation Voter Assistance Office

1. Establishment. General guidelines for establishing and operating an Installation Voter Assistance Office (IVAO) can be downloaded from the Federal Voting Assistance Program (FVAP) website at http://www.fvap.gov/resources/media/installation-vao-handbook.pdf.

2. Installation Awareness

a. Each installation IVAO shall maintain a functional e-mail account for correspondence with eligible patrons.

b. It is recommended the IVAO maintain an internet presence on the installation's official web site.

3. Operation

a. The IVAO shall be open to military and federal civilian personnel, as well as any voting age family members, contractors or other citizens with access.

b. It is recommended that IVAOs be located in a well-advertised, fixed location on installations and co-located with an existing office that receives extensive visits by uniformed service personnel, family members and DOD civilians per OASN (M&RA) memo of 24 Jan 11.

c. The IVAO shall be staffed by a Voting Assistance Officer (VAO) and Alternate VAO, designated in writing and report directly to the Installation Commanding Officer in accordance with references (b) and (c).

d. The IVAO shall provide:

(1) Written information on voter registration procedures and absentee ballot procedures to all eligible patrons, such as:

(a) The Federal Postcard Application (FPCA) and instructions for that form.

(b) The National Voter Registration Form (NVRF) and instructions for that form.

(c) The Voting Assistance Guide.

(2) Assistance to individuals in completing the voter registration forms, updating voter registration information and requesting absentee ballots, regardless of the form used.

(3) Transmission of completed FPCA or NVRF to the appropriate local election office within five calendar days, if requested by the applicant.

4. Report Requirements

a. Each Installation IVAO shall tabulate the following data on a monthly basis and retain on file:

(1) Number of citizens assisted in the registration and/or absentee ballot request process;

(2) Number of FPCA and NVRF provided to citizens;

(3) Number of forms mailed to election offices for citizens; and

(4) Number of forms taken by the citizens themselves.

b. Each Installation IVAO or VAO shall submit reports to their respective Region via the chain of command on a quarterly basis and retain on file.

c. Each Region IVAO or VAO shall compile all Installation reports within their AOR and submit to CNIC N9 on a quarterly basis and retain on file.

5. FVAP electronic reporting system. Currently there is no electronic reporting system in order to track and compile the required data, therefore manual tracking and compilation is required until the FVAP electronic reporting system is available.