

# **Installation Voting Assistance Program (IVAP)**

## **Standard Operating Procedures (SOP)**

**MSCoE G1, FORT LEONARD WOOD**



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## Foreword

The MSCoE and Fort Leonard Wood Installation Voting Assistance Program (IVAP) is an ongoing mission of the Senior Commander. During even numbered calendar years, state and local election officials gear up to hold either November General Mid-Term or November General Presidential Federal Elections. The frequency of elections may decrease after a Mid-Term or Presidential Federal Election, but the need for voting assistance does not end. Various special federal elections and state and local elections are occurring year-round within voter precincts to fill vacated elected positions.

The IVAP Standard Operating Procedure (SOP) provides a common foundation in all components to establish, maintain, and sustain voting assistance program organization readiness, while ensuring regulatory compliance by commanders at all levels. The SOP highlights key areas of responsibility and subsequent key program elements and milestones that assist facilitating program functions. Additionally, the standard procedure helps to ensure resources are optimized while continuing seamless and knowledgeable quality voting assistance services to all eligible voters in the Fort Leonard Wood community and its assigned area of responsibility.

Voting is both a privilege and responsibility of U.S. citizens in our democracy. Oversight of the Voting Assistance Program is critical to meet the fundamental detail required to ensure quality voter assistance services, election process education, and resource availability in an organization's voting assistance program. Commanders and Unit Voting Assistance Officers (UVAO) lead this effort to ensure the MSCoE and Fort Leonard Wood community have the necessary awareness of voter resources to successfully participate in the election process from anywhere in the world.

RUDY LEE HERRERA  
CIV, GS-11  
G-1, Installation Voting Assistance Officer

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## **Chapter 1 - Introduction**

- 1.1 General:** The Installation Voting Assistance Program Standard Operating Procedures (SOP) establishes guidance in accordance with the federal function of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), 52 United States Code (USC) 2014 Voting and Elections; 10 USC 1566 and 1566a. 2011 Voting Assistance; Department of Defense Instruction (DoDI) 1000.04, Federal Voting Assistance Program (FVAP); and Army Regulation (AR) 608-20, Army Voting Assistance Program (AVAP).
- 1.2 Primary References:**
- 1.2.1** DoDI Instruction 1000.04, Federal Voting Assistance Program, 12 November 2019
  - 1.2.2** AR 608-20, Army Voting Assistance Program, 13 November 2020
  - 1.2.3** AR 600-20, Army Command Policy, 24 July 2020
- 1.3 Purpose:** To define roles, duties and responsibilities for the United States Army Manuever Support Center of Excellence (MSCoE) and Fort Leonard Wood Installation Voting Assistance Program (IVAP) and Installation Voting Assistance Office (IVA Office).
- 1.4 Summary:** This SOP ensures the IVAP objectives, and the IVA Office responsibilities are IAW regulatory guidelines and responsibilities and laws. IVAP objectives are to coordinate, publicize, and execute the voting assistance mission. IVAP Voting Assistance Officers (VAOs) assist voters on the availability of voting assistance services, educate voters on the election process, and provide voters with tools and resources to streamline the process of registering to vote and requesting absentee ballots from their state. The IVA Office functions as a designated voter registration agency.
- 1.5 Scope:** This SOP applies to all Active Component, Reserve Component, and National Guard Soldiers, regardless of Army Command, Army Service Component, Direct Reporting Unit, or separate units who are geographically located on Fort Leonard Wood.
- 1.6 Forms:** See APPENDIX B for required forms.
- 1.7 Abbreviations:** See APPENDIX C for abbreviations.
- 1.8 Acronyms and Terms:** See APPENDIX D for acronyms and terms.
- 1.9 Contact Information:**
- 1.9.1** IVA Office:
    - Location: Bldg. 470, Rm. 2124
    - Phone: 573-596-2665
    - Email: [usarmy.leonardwood.mscoe.mbx.voting-assistance@army.mil](mailto:usarmy.leonardwood.mscoe.mbx.voting-assistance@army.mil)

- 1.9.2** Army Voting Assistance Office:
- Phone: 573-596-2665
  - Email: [usarmy.leonardwood.mscoe.mbx.voting-assistance@army.mil](mailto:usarmy.leonardwood.mscoe.mbx.voting-assistance@army.mil)
- 1.9.3** Fort Leonard Wood Public Affairs Office:
- Phone: 573-563-4145
- 1.9.4** Fort Leonard Wood Office of the Staff Judge Advocate (OSJA):
- Phone: 573-596-0629

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**Note.** Voters who request legal assistance to determine legal residence may refer voters to the installation OSJA point of contact. The Voting Assistance Guide (VAG) contains most of the required state information on residency, however, rules are often complex or vague and vary from state to state. Legal assistance officers are often best able to provide guidance on more difficult residency questions that arise.

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## **Chapter 2 – Duties and Responsibilities**

- 2.1 General:** This chapter defines the duties and responsibilities of key personnel who direct, manage, and provide oversight of the IVAP.
- 2.2 Senior Commander (SC) will –**
- 2.2.1** Establish an IVA Office on each military installation as outlined in this SOP, which will serve as a voter registration agency.
- 2.2.2** Appoint Installation Voting Assistance Officers (IVAO), primary and alternate, to administer and coordinate the voting assistance mission within the commands and Army installations for assigned Service Members (SM), DA Civilians OCONUS, their eligible Family Members (FM), and eligible citizens with access to the IVA Office.
- 2.3 MScOE G1 on behalf of the SC, will —**
- 2.3.1** Coordinate closely with the IVAO to coordinate, publicize, and execute the voting assistance mission.
- 2.3.2** Provide a fixed location where voting assistance material and assistance can be obtained by all military personnel, DA Civilians overseas, and their eligible FMs, regardless of the sponsor's installation, unit of assignment.
- 2.3.3** Provide voting assistance support to the SMs, civilians who are assigned to the installation, and their eligible FMs.
- 2.3.4** Provide policy oversight for the management of the AVAP/IVAP.
- 2.3.5** Designate a Primary and Alternate IVAO in writing. See ANNEX D for IVAO Appointment Order Memorandum for Record (MFR) template.
- 2.3.6** Organize the establishment of the Installation Voting Assistance Office and initiate administrative action to designate it as the installation's official voter registration agency. See ANNEX E for Designation MFR template.



- 2.3.7 Provide administrative support, including a website dedicated to AVAP that links directly to the FVAP website. Coordinate assistance with PAO to provide electronic media access and upkeep.
- 2.3.8 Ensure IVAO serves as the Army voting representative, manage the AVAP/IVAP, and run the IVA Office.
- 2.3.9 Prepare the implementing instructions for the conduct of the AVAP in accordance with the DoD Voting Action Plan (see <https://www.fvap.gov/vao/directives>).
- 2.3.10 Submit recurring reports and provide input, as required, by the Army Voting Action Officer (AVAO).

## **2.4 Commanders at all levels will –**

- 2.4.1 Establish a voting assistance program and provide command emphasis and support to the program to include special emphasis weeks or events.
- 2.4.2 Designate UVAOs from their organization to serve as Unit Voting Assistance Officers.
- 2.4.3 Appoint a Primary and Alternate UVAO, in writing, and provide a copy of the appointment orders to the IVAO. See ANNEX F for UVAO Appointment Order Memorandum for See Distribution template.
  - 2.4.3.1 Rank requirements: If enlisted, the UVAO must be E5-E9. If officer, the rank requirement is 1LT/CW2 or above. A DA Civilian may also serve regardless of grade.
  - 2.4.3.2 Ratio criteria: Appoint UVAO with 50 or more Service Members that are permanently assigned. Appoint an additional UVAO for each unit with 75 or more assigned Service Members above the 50-Service Member base. (Commanders may adjust UVAO-to-Soldier ratio to meet local conditions, provided all voters are covered by an assigned VAO).
  - 2.4.3.3 Ensure UVAOs complete training within 30 days of appointment. See the SOP, Chapter 4, Section 4.8 for detailed IVAO/UVAO training instructions. IVAO Emails VAO orientation information.
- 2.4.4 Establish evaluation criteria for UVAOs performance within their command and ensure comments on UVAOs' evaluation report reflect performance as a UVAO.
- 2.4.5 Ensure organization Voting Assistance Program oversight and sustain annual IG Inspection Readiness, see Chapter 6 IVAP – Internal Controls/Inspection Checklist.
- 2.4.6 Ensure voting assistance is provided to small and/or geographically separated units within their area of responsibility, to include students in schoolhouses.
- 2.4.7 Coordinate closely with the IVAO to assist and support the SC in the coordination, publicity, and execution of the voting assistance mission.
- 2.4.8 Ensure a fixed location where voting assistance material and assistance can be obtained by all military personnel, DA Civilians overseas, and their eligible FMs, regardless of the sponsor's unit of assignment on the installation.

- 2.4.9** Ensure oversight to company and detachment commanders, ensuring they appoint, in writing, Unit Voting Assistance Officers (UVAO)s and UVAO Alternates.
- 2.4.10** Ensure a list of all subordinate UVAOs and their designated alternates, containing names, email addresses, and office telephone numbers. Provide UVAO list information and input as required to the IVAO along with UVAO training completion verification.
- 2.4.11** Ensure clear channels of communication are established throughout the command down to unit level.
- 2.4.12** Ensure publication of all aspects of the voting program information and notices in a timely and effective manner.
- 2.4.13** Ensure to the maximum extent practicable, UVAOs be given the time and resources needed to perform the member's duties as a VAO, particularly during the period in advance of a general election when SMs and their FM's are preparing and submitting absentee ballots. Examples of resources are as follows:
  - 2.4.13.1** Official email address
  - 2.4.13.2** Attend training VAO workshops (In-person or One-on-One)
  - 2.4.13.3** Space or area in the organization for displaying voting assistance materials (physical or virtual)
  - 2.4.13.4** Access to a computer to:
    - Distribute voting notifications/information to voters.
    - Report metrics.
    - Attend training (MS Teams).
- 2.4.14** Ensure voting information is provided in an informational, non-coercive way.
- 2.4.15** Avoid prohibited practices outlined in the SOP Chapter 5, DoDI 1000.04, AR 600-20, AR 608-20, DoDD 1344.10, and the Hatch Act.

## **2.5 Installation Voting Assistance Officers will –**

- 2.5.1** Administer, monitor, coordinate, publicize, and execute all voting mission activities within the MSCoE and Fort Leonard Wood commands, to include tenant units.
- 2.5.2** Educate eligible voters about the importance of voting and provide them every opportunity to register and cast a ballot.
- 2.5.3** Instruct Commanders and UVAOs to afford SMs in tenant units, schoolhouses, and geographically separated units' opportunities to receive voting assistance in-person and electronically, to the greatest extent practicable.
- 2.5.4** Coordinate FVAP voting workshops and conduct IVAO voting workshops and program orientation to train appointed UVAOs.
- 2.5.5** Maintain a current Master Installation UVAO and Alternate List, containing names, email addresses, office telephone numbers, a copy of VAO appointment orders, and a copy of the FVAP Certificates of Training issued to VAOs. Update rosters with units quarterly, or as needed.
- 2.5.6** Promote and monitor special emphasis weeks/events, see Chapter 4, section 4.3.

- 2.5.7** Attend monthly IVAO conference calls with the AVAO for updates and guidance on the AVAP.
- 2.5.8** Provide current IVAO SITREP on ongoing projects and suspense biweekly, (NLT Friday prior to the reporting week).
- 2.5.9** Prior to scheduled federal elections, such as, a general election, send out notifications/messages to supervisors, voting and administrative leave guidance for GS employees.
- 2.5.10** Promote Installation Voting Assistance Office (IVA Office) visibility IAW Executive Order (EO) 14019.
- 2.5.11** Maintain IVAP and IVA Office operations. The IVA Office is physically located in the MSCoE G1 Offices, Bldg. 470, Rm. 2124.
- 2.5.12** Ensure accessibility of voting resources, materials, registration and voting information, and aid in voting related matters readily available to voters; SMs, their eligible FM's, and eligible U.S. citizens with access to the IVA Office.
- 2.5.13** Manage the IVA Office to include five primary duties.
  - Inclusion in In/Out Processing activities.
  - Provide written voting materials to voters.
  - Provide direct voting assistance to voters.
  - Maintain monthly records, report IVA Office metrics.
  - Mail: completed Standard Form (SF)76/Federal Post Card Application (FPCA) and National Mail Voter Registration Form (NVRF).
- 2.5.14** Ensure voting information is provided in an informational, non-coercive way.
- 2.5.15** Avoid prohibited practices outlined in the SOP, Chapter 5, DoDI 1000.04, AR 600-20, AR 608-20, DoDD 1344.10, and the Hatch Act.

**2.6 All Voting Assistance Officers (IVAO & UVAO) will –**

- 2.6.1** Be designated and appointed, in writing, as an Installation or a unit/organization's IVAO, IVAO Alternate, UVAO or UVAO Alternate. See ANNEX D and F for IVAO and UVAO Appointment Order templates.
- 2.6.2** Complete training as prescribed by FVAP, NLT 30 days of appointment. See the SOP, Chapter 4, Section 4.8 for detailed IVAO/UVAO training instructions.
- 2.6.3** VAOs at all levels are responsible for all aspects of the voting assistance program in the unit/organization.
- 2.6.4** Sustain AVAP/IVAP operations for assigned unit/organization.
- 2.6.5** Establish and maintain a unit/organization continuity folder for personal reference and for passing on to future UVAOs. (Unit voting continuity folders remain with the unit and are an IG inspection item).
- 2.6.6** Provide voting assistance and guidance on the absentee voting process and ensure voting information and materials are available to all SM,

trainees, and student populations, eligible FMs and geographically separated unit personnel. (UVAOs usually assist on an individual and small group basis).

- 2.6.7** Be readily available and equipped to give personal aid in voting related matters to voters for federal, state, and local elections.
- 2.6.8** Make registration and voting information, materials, and assistance readily available to all eligible voters.
- 2.6.9** Educate eligible Army voters about the importance of voting and provide them every opportunity to register and cast a ballot.
- 2.6.10** Distribute the SF76/FPCA to unit members by both January 15 and July 15 of even-numbered calendar years and January 15 of odd-numbered calendar years.
- 2.6.11** Support, promote, and publicize Armed Forces Voters Week and Absentee Voting Week events of even-numbered calendar years and Armed Forces Voters Week of odd-numbered calendar years.
- 2.6.12** Track and submit monthly program metrics directly to FVAP through the FVAP Admin Portal. Reporting requires an FVAP Admin Portal account to be established and sustained year-round, see ANNEX H, H.3 for FVAP Admin Portal Account establishment instructions.
- 2.6.13** Ensure voting information is provided in an informational, non-coercive way.
- 2.6.14** Avoid prohibited practices outlined in the SOP, Chapter 5, DoDI 1000.04, AR 600-20, AR 608-20, DoDD 1344.10, and the Hatch Act.
- 2.6.15** Refer to the VAG, Chapter 1, How to Vote Absentee for information on the UOCAVA, absentee ballot process.
- 2.6.16** Refer to the VAG, Chapter 3, Guide for Voting Assistance Officers for information in setting up an organization voting assistance program, UVAO responsibilities, and managing the program.
- 2.6.17** The Army's Service Voting Action Officer (SVAO) provides an Army Voting Assistance UVAO Handbook (2021) to aide UVAOs in setting up and maintaining their Unit Voting Assistance Program;  
[https://www.fvap.gov/uploads/FVAP/VAO/IVAOHandbookV1\\_20191025.pdf](https://www.fvap.gov/uploads/FVAP/VAO/IVAOHandbookV1_20191025.pdf)

### **Chapter 3 – Installation Voting Assistance Office**

- 3.1 General:** This chapter covers the requirements of establishing an Installation Voting Assistance Office within the Installation. The IVA Office will provide year-round voting assistance to U.S. citizens with access to the installation.
- 3.2 Voter Registration Agency:** The Installation Voting Assistance Office will be designated in writing and signed by the MSCoE and Fort Leonard Wood Commanding General (Senior Commander) to serve as a designated voter registration agency under 52 USC 20506(a)(2), reference (AR 608-20 3-7.k).

**3.3 Site Location:** MSCoE G1 will, on behalf of the SC, provide a fixed location where voting assistance materials and assistance can be obtained by all SMs, civilians, and their eligible FMs, regardless of the sponsor's unit of assignment on the installation. Optimum IVA Office location will be in a well-advertised, fixed location and physically co-located with an existing office that receives extensive visits by SM, FMs, and civilians. It will be staffed during the hours the IVA Office is open with personnel trained to provide direct assistance in registration and voting procedures, including assistance required under 52 USC 20501. The MSCoE and Fort Leonard Wood IVA Office's current location, hours of operation, and contact information are as follows: Bldg. 470, Rm. 2124, M-F 0700-1600, phone 573-596-2665, and Email: usarmy.leonardwood.mscoe.mbx.voting-assistance@army.mil.

**3.4 IVA Office Functions:** Provide UOCAVA voting assistance to SMs, FMs, and civilians with access to the IVA Office.

**3.4.1** Provide UOCAVA voters with information and assistance on how to request an absentee ballot and vote absentee. These functions are accomplished using two forms: 1) the SF76/FPCA and 2) the SF186/Federal Write-In Absentee Ballot (FWAB).

**3.4.2** Provide civilian voters with information and assistance on procedures to register to vote and update voter registration information (e.g., change of address). Complete the National Mail Voter Registration Form (NVRF).

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**Note.** See ANNEX A for an example of the SF76/FPCA to include the FVAP Online Assistant PDF Packet. See ANNEX B for an example of the SF186/FWAB to include the FVAP Online Assistant PDF Packet. See ANNEX C for an example of the NVRF.

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**3.5 IVA Office Responsibilities:** DoDI 1000.04 and AR 608-20 designate the responsibilities of the office.

**3.5.1** Ensure voting assistance is included in installation processing activities of reporting personnel, deploying personnel, personnel returning from deployment, and personnel recording a change of address. UVAOs may be designated to accomplish these actions.

**3.5.2** IVA Office personnel ensure the contact information for the office is correct as found on fvap.gov link: <https://www.fvap.gov/info/contact/iva-offices>. Email the AVAO with updated contact information. The AVAO will reach out to IVA Offices to confirm.

**3.5.3** Advise a member of a uniformed service who is released from active duty [ETS or Retire] to notify their local election office that they are no longer covered under provisions, of 52 USC Chapter 203 and provide the SM concerned with an opportunity to submit an NVRF.

**3.5.4** Provide the NVRF and direct assistance in completing the NVRF to federal civilian employees and other U.S. citizens who have access to the IVA Office within the United States, and voters of the uniformed services who currently reside in their voting districts.

**3.5.5** Provide the SF76/FPCA and direct assistance in completing the SF76/FPCA to UOCAVA voters who have access to the IVA Office.

- 3.5.6 Provide voting assistance to activated Soldiers of the Army National Guard and Army Reserve when they are serving within their subordinate commands inside or outside the continental United States.
- 3.5.7 Provide administrative assistance to voters with their absentee ballots arriving from state elections officials NLT 45 days before any election, provided that the request for the ballot was made prior to that time.
- 3.5.8 Ensure to the greatest extent possible, privacy and independence of help to voters in a DA Facility casting ballots.
- 3.5.9 Provide written info on voter registration and absentee ballot procedures.
- 3.5.10 Voters may be provided, with necessary additional resources, e.g., access to a computer system connected to the internet, printer, scanner, email, and fax capabilities in a space that is an independent, well-defined area, and clearly labeled as the IVA Office Customer Service Center.
- 3.5.11 Maintain adequate stock of hardcopy materials; VAG, SF76/FPCA, SF186/FWAB, NVRF, and resource/promotional materials e.g., program posters, wallet cards, and FVAP Fact Sheets.
- 3.5.12 Collect and report directly to FVAP through the FVAP online portal, IVA Office voting assistance metrics.
- 3.5.13 IVA Office personnel maintain the IVA Office Customer Service Center.
- 3.5.14 Ensure emails and voicemails received by the IVA Office are returned within 3 business days of receipt, but within 24 hours if less than 45 days prior to a general election.
- 3.5.15 Collect and transmit a voter's completed SF76/FPCA or NVRF, upon voter request, within 5 calendar days to appropriate local election official. (AR 608-20 3-7.h.). Mail customers completed SF76/FPCA and NVRF.

### 3.6 IVA Office Personnel Training Requirements:

- 3.6.1 IVA Office personnel will complete training as prescribed by FVAP, no later than 30 days after assumption of VAO duties.
- 3.6.2 VAO online training can be viewed at <https://www.fvap.gov/training/get-started.html> and choose "Voting Assistance Officer Training" in the dropdown box. A certificate of completion will be issued at the end of the training session.
- 3.6.3 IVA Office personnel are required to complete specialized training for the IVA Office operations and can be viewed at <https://www.fvap.gov/training/registration.html> and choose, "Installation Voter Assistance Office Training" in the dropdown box. A certificate of completion will be issued at the end of the training session.

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**Note.** *Training workshops scheduled by FVAP or the IVAO may also be attended, and a Certificate of Training issued upon completion.*

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## **Chapter 4 – Operating Procedures**

### **Installation Voting Assistance Officer & Unit Voting Assistance Officer**

- 4.1 General:** This chapter establishes requirements and procedures for the Installation and Unit Voting Assistance Officers.
- 4.2 Voting Assistance:** Voting Assistance Officers ensure support to personnel assigned to permanent party, host, tenant, and geographically separated organizations of an installation. Voters receive voting assistance from assigned VAOs in accordance with DoDI 1000.04 paragraph 3.1.b. VAOs ensure Uniformed Service Members, Military Spouses, their voting-age dependents, and overseas DoD Civilians are provided the tools and resources to vote from anywhere in the world through direct voting assistance, to include the opportunity to register to vote, complete forms necessary to register to vote, update voter registration information, and request absentee ballots through the submission of the revised SF76/FPCA.
- 4.3 Program Oversight:** This segment covers the requirements for the voting assistance program operating procedures and oversight.
- 4.3.1** Ensure all Soldiers are briefed on their right to vote, given every opportunity to vote, and encouraged to exercise that right. Ensure voting information is provided in an informational, non-coercive way.
- 4.3.2** Avoid VAO restrictions and prohibited practices outlined in the SOP Chapter 5, DoDI 1000.04, AR 600-20, AR 608-20, DoDD 1344.10, and the Hatch Act.
- 4.3.3** Soldiers should receive at least one briefing or training session devoted to absentee registration and voting during federal election years. During these sessions, leaders should stress who the unit/organization UVAOs are and the availability of voting information and supporting materials.
- 4.3.3.1** In February of each even, calendar year, email voters a “Voting in the Military” tutorial video; <https://www.fvap.gov/militaryhowto>.
- 4.3.4** All SMs and their eligible FMs are given the opportunity to submit an SF76/FPCA, to register with their home state and request an Absentee Ballot. This may be accomplished, but not limited to: During unit formations, scheduled unit training and other events, or via email. This task must be accomplished consistent within the limitations listed in reference DoDI 1000.04, AR 608-20, and AR 1344.10.
- 4.3.5** Monitor voting program supply stocks. Order and disseminate appropriate voting materials to SMs and their eligible FMs IAW AR 608-20. Notice: Standard Forms can no longer be ordered through U.S. Army Publications Directorate. SF76/FPCA, SF186/FWAB, and other voting materials, such as, posters, wallet cards, VAGs, are available through the IVA Office while supplies last for the current election year.
- 4.3.6** Support Special Emphasis Weeks designated as: “Armed Forces Voters Week” and “Absentee Voters Week”.

- 4.3.6.1** Week (A): “Armed Forces Voters Week”. This week is used to encourage eligible citizens to apply to register to vote and request an absentee ballot. UVAOs distribute the FPCA (electronically or by hand) to UOCAVA voters they assist and encourage them to complete and submit to their local election official to apply for registration and request an absentee ballot for any election voters are eligible for during the calendar year. VAOs are required to promote Armed Forces Voters Week every calendar year.
- 4.3.6.2** Week (B): “Absentee Voters Week”. During this week, program focus shifts from VAOs encouraging voters to register and request absentee ballots to encouraging voters to mark and send in their absentee ballots to their election officials as soon as possible for ballots to arrive in time to be counted.

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**Note.** During odd numbered calendar years UVAOs are NOT required to promote “Absentee Voters Week” unless otherwise instructed.

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- 4.3.7** Support Special Emphasis Events designated as the “Mandatory SF76/FPCA Delivery”. UVAOs distribute the SF76/FPCA to eligible voters on 15 January and 15 July.
- 4.3.7.1** Event (A): “Mandatory SF76/FPCA Delivery” to eligible voters on 15 January. UVAOs are required to promote this event. Deliver, in-hand or electronically, SF76/FPCA to all Soldiers and their eligible FMs. UVAOs encourage voters to submit to their local election officials an FPCA to apply for voter registration and/or to update mailing addresses from Permanent Change of Station (PCS) moves. VAOs are required to promote every calendar year.
- 4.3.7.2** Event (B): “Mandatory SF76/FPCA Delivery” to eligible voters on 15 July.

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**Note.** During odd numbered calendar years UVAOs are NOT required to distribute the SF76/FPCA to eligible voters on 15 July unless otherwise instructed.

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**Note.** The preferred FVAP method for distribution of the SF76/FPCA is via email by either attaching the form or providing the referral link to [www.fvap.gov](http://www.fvap.gov).

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- 4.3.8** All VAOs will establish a personal FVAP Admin Portal Account and input monthly unit metrics into the FVAP database NLT the last day of each month; see ANNEX H.3 for account set-up procedure.

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**Note.** FVAP and the AVAO utilizes the UVAO portal email distribution list as a vital communication tool to send important program messages to all VAOs.

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- 4.3.9** Provide voting assistance and guidance on the absentee voting process and ensure voting information and materials are available to all Soldiers, trainees, student populations, eligible FMs and geographically separated unit personnel. UVAOs usually provide assistance individually or by small group.
- 4.3.10** Establish and maintain an organization continuity folder for personal reference and for passing on to future VAOs. Continuity folders are an IG inspection item and should contain at a minimum the following:
  - 4.3.10.1** VAO appointment orders and training certificates.
  - 4.3.10.2** Maintain blank, hardcopy SF76/FPCAs and SF186/FWABs.
  - 4.3.10.3** Complete reporting requirement materials and copies of monthly metric reports.
  - 4.3.10.4** Complete contact information; (should also include local county election office contact information).
  - 4.3.10.5** Current Voting Assistance Guide.
  - 4.3.10.6** Recent news releases and advisories distributed to voters.
  - 4.3.10.7** Current Army Voting Action Plan.
  - 4.3.10.8** Current FVAP election dates calendar.
  - 4.3.10.9** Current Army directives and guidance; AR 608-20, IVAP SOP, memorandums, and official messages.
  - 4.3.10.10** DoDI 1000.04.
  - 4.3.10.11** DoDD 1344.10 and a copy of the Hatch Act, (Title 5 USC).
  - 4.3.10.12** Training materials from scheduled UVAO workshops or IVAO sessions.
  - 4.3.10.13** Means (system) to deliver the SF76/FPCA and program notices to all eligible voters. Email is FVAP's preferred distribution method.
  - 4.3.10.14** Absentee Voting Brochure and voting handouts, e.g., FVAP Fact Sheets.
  - 4.3.10.15** Good ideas and lessons learned.
  - 4.3.10.16** Ensure VAO contact information is listed on FVAP promotional posters, other promotional items, or posted in a designated area within the unit.
  - 4.3.10.17** Publicize and notify unit personnel of the date absentee ballots must be postmarked and received by local election officials.
- 4.3.11** Assist the AVAO, as requested, with post-election FVAP surveys of VAOs. The survey findings will be used in formulating plans for future voting assistance programs and are incorporated as part of the information FVAP submits to Congress in FVAP's annual *Report to Congress*.

#### **4.4 Program Outreach/Advertisement:**

- 4.4.1** Coordinate, publicize, and execute the IVAP outreach.
- 4.4.2** Attend installation/unit/organization events to promote program awareness and provide program education or materials to voters, (e.g., education fairs, Newcomer's Welcome, or Freedom Fest).
- 4.4.3** Distribute voting information and notices as they arrive.
- 4.4.4** Promote, mandatory, special emphasis weeks/events.

- 4.4.5 Ensure VAO contact information is listed on FVAP promotional posters, other promotional items, or posted in a designated area within the unit.
- 4.4.6 Upkeep promotional instruments or mediums (e.g., display tables, notice boards, office space, or electronic media sites).

#### 4.5 **Records and Reporting Requirements:**

- 4.5.1 IVA Office maintains a Master Installation UVAO Roster to include the current VAOs, a copy of VAO appointment orders, and a copy of the FVAP Certificates of Training issued to VAOs. Organizations, such as, Brigades, Directorates, or Battalions, also maintain UVAO Organization Rosters. Update rosters within units quarterly, or as needed.
- 4.5.2 Provide IVA Office with copies of UVAO and UVAO Alternate appointment orders and certificates of training.
- 4.5.3 Maintain updated VAO designations, appointment letters and certificates of training. File in organization continuity folder.
- 4.5.4 IVAO submit installation After Actions Review (AAR) to the AVAO, U.S. Human Resources Command when requested. Commanders and UVAOs submit AAR, upon request, from the AVAO.
- 4.5.5 Soldiers submit monthly voting metrics reported through the FVAP Admin Portal ([www.FVAP.gov](http://www.FVAP.gov)), and directly to FVAP, as prescribed by the FVAP Director.
- 4.5.6 Login and report metrics monthly NLT the last day of the month. Additionally, IVAO to enter IVA Office metrics into the FVAP portal.

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**Note.** *UVAOs report metrics even if UVAO's metrics are zero for that month.*

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- 4.6 **In/Out Processing:** The IVA Office will be included in the installation administrative in/out processing activities of reporting and detaching personnel, maintain the number of personnel who in-processed and out-processed, and provide these numbers when requested. Additionally, ensure voting assistance is included in installation processing activities of deploying personnel, personnel returning from deployment of six months or longer, and personnel recording a change of address. UVAO may be designated to accomplish these actions if in-processing personnel at unit levels, such as student populations.

#### 4.7 **Communications and Network Access:**

- 4.7.1 Establish an account in the FVAP Admin Portal. The account must be established to submit mandated, monthly status/metric reports which include planning efforts, successes, problems, activities, quantities of voting materials distributed, and voter notifications. Metrics are submitted through the [www.fvap.gov](http://www.fvap.gov) website using the admin portal; see ANNEX H.3 for account set-up procedure. Ensure the monthly status report includes events planned for special emphasis weeks/events identified in Chapter 4, Section 4.3.
- 4.7.2 Establish a VAO network and communications capability to quickly disseminate voting information throughout the installation.

- 4.7.3 IVAOs distribute voting information to UVAOs as it is received. UVAOs disseminate to unit/organization voters.

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**Note.** FVAP's preferred communication capability is through email distribution to voters.

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#### 4.8 Training Requirements:

- 4.8.1 IVAOs, IVA Office personnel, and UVAOs will complete training as prescribed by FVAP, no later than 30 days after assumption of VAO duties.
- 4.8.2 VAO online training can be viewed at <https://www.fvap.gov/training/get-started.html> and choose "Voting Assistance Officer Training" in the dropdown box. A certificate of completion will be issued at the end of the training session.

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**Note.** Training workshops scheduled by FVAP or the IVAO may also be attended, and a Certificate of Training issued upon completion.

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- 4.8.3 IVA Office personnel are required to complete specialized training for the IVA Office operations and can be viewed at <https://www.fvap.gov/training/registration.html> and choose, "Installation Voter Assistance Office Training" in the dropdown box. A certificate of completion will be issued at the end of the training session.

#### 4.9 Voting Materials and Forms:

##### 4.9.1 Voting Materials:

- 4.9.1.1 FVAP has created materials to cover many topics related to absentee voting e.g., FVAP Fact Sheets. Electronic pdf versions of various supplies, forms, and publications can be downloaded from the FVAP website. These resources, forms, and tools are available from links below for VAOs to download, print, and share.
- Outreach: <https://www.fvap.gov/info/outreach>
  - Directives: <https://www.fvap.gov/vao/directives>
  - Continuity: <https://www.fvap.gov/vao/continuity>
- 4.9.1.2 IVAO contacts FVAP to order forms and promotional materials, (e.g., advertisement posters, brochures, and pens NLT the end of January in preparation for the upcoming election year; order through email address: [vote@FVAP.gov](mailto:vote@FVAP.gov)).
- 4.9.1.3 VAOs are encouraged to direct voters to access the FVAP website at <https://www.fvap.gov> for all voting materials and to utilize the SF76/FPCA and/or the SF186/FWAB online assistant to help the voter fill out their forms.
- 4.9.1.4 VAOs can print current SF76/FPCAs, SF186/FWABs, and promotion materials from pdf documents provided by FVAP at <https://www.fvap.gov/eo/overview/materials/forms>. An electronic VAG pdf can also be referenced at <https://www.fvap.gov/guide>.

#### 4.9.2 Forms:

**4.9.2.1** The IVA Office will maintain ample stock of hardcopy SF76/FPCAs, SF186/FWABs, NVRFs, State of Missouri Mail-In Voter Registration forms that assist voters in registering to vote, applying for absentee ballots, and submitting write-in (back-up) absentee ballots. Printable NVRF pdfs and instructions can be found at link: <https://www.eac.gov/voters/national-mail-voter-registration-form>. UVAOs can contact the IVA Office to request a restock of program supplies (e.g., hardcopy SF76/FPCAs, SF186/FWABs, VAGs, program posters (18x24), wallet cards, and tri-fold brochures).

**4.9.2.2** Hard copy Voting Assistance Guides will be available prior to the installation FVAP workshop. The FVAP workshop will also have a small amount of FPCAs and FWABs to provide but it is encouraged to use electronic versions of the forms available on the website.

## **Chapter 5 - Prohibited Practices and Restrictions**

**5-1 General:** This chapter details, general prohibited practices and restrictions, but are not limited to practices for those involved with providing voter assistance.

**5.2 Voter Discrimination:** All persons assisting in the voting process will take all necessary steps to prevent discrimination, fraud, intimidation or coercion, and unfair registration and voting assistance procedures. This includes, but is not limited to preventing actions such as, using military authority to influence the vote of any other member of the uniformed services or to require any member to march to the polling place or place of voting as proscribed by 18 USC 592, 18 USC 593, and 18 USC 609. This does not in any way prohibit free discussion about political issues or candidates for public office discussed in 18 USC 592, 18 USC 593, 18 USC 596, 18 USC 607, 18 USC 608, and 18 USC 609. For additional guidance on this issue, contact the servicing OSJA office.

#### **5.3 Prohibited Practices and Restrictions:**

**5.3.1** Commanders and VAOs are prohibited from maintaining lists to keep specific account of Soldiers' decisions regarding registration and voting. The only reporting that this program requires are numbers indicating Soldier participation in the voter assistance program, regardless of whether they choose to register or vote later. Therefore, by-name accounting is not necessary and will not be recorded.

- 5.3.2** Commanders will not permit the use of installation facilities by any candidate (either incumbents or new office seekers) or members of their staffs and campaign representative for: political assemblies or meetings; media events; fundraising dinners; parties or social events; causes, no matter who the sponsor, press conferences; or similar activities. Commanders must coordinate with the Installation PAO for guidance when planning the official visit of a current government official, who is also a candidate for public office.
- 5.3.3** Commanders will decline requests for support to any political event that may imply association with any partisan political group or cause.
- 5.3.4** VAOs will not engage in or support any activities that could be interpreted as associating the Department of the Army with any political causes or candidates.
- 5.3.5** VAOs must be aware that the types of voting literature that may be distributed is very limited. DoDD 1344.10 prohibits Active Duty personnel *while in uniform* from distributing ANY campaign literature, whether you consider it partisan or not. Active Duty personnel will only distribute information relating to the process of registering to vote, (i.e., VAG, FPCA, and FWAB).
- 5.3.6** Commanders and VAOs are prohibited from collecting or distributing voting information of a partisan nature. Soldiers and their eligible FMs MUST obtain this type of Information from other sources (e.g., News Media, Political Parties). Much of this information may be obtained from the DOD Voting Information Center (DOD VIC). Soldiers may call the DOD VIC at 1-800-438-VOTE (8683). Toll free overseas telephone numbers are listed by country on the Federal Voting Assistance Program website: <http://www.fvap.gov/>.
- 5.3.7** Commanders or VAOs will NOT contact State and local officials or agencies about voting matters. They should contact the DOD FVAP office for assistance. The FVAP office is the sole DOD representative for obtaining and distributing voting information from State and local officials.
- 5.3.8** No one may conduct any poll among members of the U.S. Armed Forces concerning their choices or votes for any candidates (see 18 USC 596). This restriction applies to written or oral polls, before or after members vote and inside or outside the United States. Active duty Soldiers and Reserve Component Soldiers on active duty are required to adhere to the policies in DoDD 1344.10 and AR 600-20. DA Civilian employees must comply with the limitations on political activity in Part 734, Title 5, Code of Federal Regulations (5 CFR 734) and chapter 6 of the Joint Ethics Regulation.
- 5.3.9** DA may conduct surveys for statistical data needed to measure voting participation by DA personnel. No other poll, ballot, straw vote, or opinion research will be permitted among DA personnel unless specifically authorized by Headquarters, Department of the Army (see 18 USC 596).

## **Chapter 6 – IVAP – Internal Controls/Inspection Checklist**

- 6.1 General:** This chapter provides the requirement for Internal Controls Oversight, Key Controls, and Evaluations.
- 6.2 Internal Controls and Oversight:**
- 6.2.1** IVAO is the Point of Contact (POC) for MSCoE and Fort Leonard Wood Installation's IVAP and IVA Office coordination during annual fiscal year AVAP IG Inspections. See ANNEX G (A.G.2) for an IVA Office 2020 IG Checklist example.
  - 6.2.2** Commanders provide organization Voting Assistance Program oversight and sustain annual IG Inspection Readiness See ANNEX G (A.G.1) for a UVAO 2020 IG Checklist example.
  - 6.2.3** IG Inspections of the AVAP are conducted each fiscal year. (Reference DoDI 1000.04 2.9.b.(4)). Installation, Unit, and Organization Voting Assistance Programs will sustain program readiness year-round.
- 6.3 Key Controls:**
- 6.3.1** IVAO and UVAOs will check program compliance with the inspection checklist provided annually by the AVAO, usually scheduled for April on the current U.S. Army Election Cycle Voting Action Plan. See ANNEX G (A.G.3) for an Internal Program Review IG Prep Checklist from 2022.
  - 6.3.2** IVAO and UVAOs manage their organization's Voting Assistance Program and maintain daily operations and upkeep of the organization's Continuity Folder (folder can be either electronic, hardcopy, or a combination of both methods).
- 6.4 Test Questions from AR 608-20:**
- 6.4.1** Are all IVAOs, UVAOs, and Alternate VAOs posting their name, office telephone numbers, and Email address in consolidated, well-advertised, fixed location on the installation?
  - 6.4.2** Are registration and voting information, materials, and assistance made readily available by the IVAOs, IVA Office, and UVAOs to all eligible Army (All Services) voters?
  - 6.4.3** Are eligible voters educated on the importance of voting and provided every opportunity to register and cast their ballot?
- 6.5 Evaluations & IG Checklist:**
- 6.5.1** Checklists and any corrective actions will be filed. Non-compliance will be brought up to the attention of the MSCoE G1 MSCoE Deputy G1.
  - 6.5.2** IVAO, establish a desk side SOP for MSCoE and Fort Leonard Wood and the IVA Office; update SOP as needed.
  - 6.5.3** Findings will be recorded on DA Form 11-2.

## **APPENDIX A: Required and Related Publications**

### **Required Publications:**

DoDI Instruction 1000.04, Federal Voting Assistance Program, 12 November 2019

AR 608-20, Army Voting Assistance Program, 13 November 2020

AR 600-20, Army Command Policy, 24 July 2020

### **Related Publications:**

5 USC 7321-7326 Hatch Act

10 USC 1566 & 1566a. Voting Assistance, 2011

52 USC Voting and Elections, 2014

52 USC 20506 Voter Registration Agencies, 2014

DoDD 1344.10, Political Activities by Members of the Armed Forces, 19 February 2008.

National Voter Registration Act (NVRA), 1993

Military and Overseas Voter Empowerment (MOVE) Act, 2009

National Defense Authorization Act (NDAA) for FY 2010

EO 14019, Promoting Access to Voting, 10 March 2021

FVAP Voting Assistance Guide (VAG), Current

FVAP, Installation Voter Assistance Office Handbook

AVAP, UVAO Handbook, 2021

### **Voting Actions Plans:**

FVAP Voting Action Plan, Current Year

U.S. Army Voting Action Plan, Current Year

TRADOC Voting Action Plan, Current Year

MSCoE and Fort Leonard Wood IVAP Action Plan, Current Year

## **APPENDIX B: Required Forms**

### **Standard Forms:**

SF76. Federal Post Card Application (FPCA)  
SF186. Federal Write-In Absentee Ballot (FWAB)

### **Voter Registration Forms (IVA Office):**

NVRF. National Mail Voter Registration Form  
NVRA-2. State of Alabama Voter Registration Form (Mail In)



## **APPENDIX C: Abbreviations**

**AR** – Army Regulation

**AVAO** – Army Voting Action Officer

**AVAP** – Army Voting Assistance Program

**EO** – Executive Order

**FM** – Family Member

**FPCA or SF76** – Federal Post Card Application

**FVAP** – Federal Voting Assistance Program

**FWAB or SF186**– Federal Write-In Absentee Ballot

**IVA Office** – Installation Voting Assistance Office

**IVAO** – Installation Voting Assistance Officer

**IVAP** – Installation Voting Assistance Program

**MFR** – Memorandum for Record

**NVRF** – National Mail Voter Registration Form

**SC** – Senior Commander

**SF** – Standard Form

**SM** – Service Member

**SVAO** – Service Voting Action Officer *or* Senior Voting Action

Officer **UOCAVA** – Uniformed and Overseas Citizens Absentee

Voting Act **UVAO** – Unit Voting Assistance Officer

**VAO** – Voting Assistance Officer

## **APPENDIX D: Acronyms and Terms**

### **Absent uniformed services voter (Army)**

A Soldier on active duty or their Family Members who, by reason of the Soldier's active duty, are absent from the place of residence where they are otherwise qualified to vote.

### **Federal office election**

Any general, special, or primary election held to select, nominate, or elect any candidate for:

- *President, Vice President, or presidential elector.*
- *The U.S. Senate or House of Representatives.*
- *Resident Commissioner to Congress.* AR 608–20, 13 November 2020

### **Federal Post Card Application (FPCA) or Standard Form 76**

UOCAVA citizens can use the SF76/FPCA to register to vote and request an absentee ballot simultaneously. They can use the SF76/FPCA to update their contact information.

### **Federal Write-In Absentee Ballot (FWAB) or Standard Form 186**

The SF186/FWAB is an emergency backup ballot for UOCAVA citizens who did not receive an absentee ballot from their state in time to participate in the election.

### **General election**

A general election is an election held in November of even-numbered years to allow voters to select office holders from among party nominees or independent candidates.

### **General runoff election**

General runoff elections are a second federal election held in some states to decide which of the two highest candidates for an office in the first general election will be elected to carry out the duties of the office.

### **Gubernatorial election**

Election where the office of the state governor is also on the ballot. Typically includes the other statewide office contests and is held in a year other than when the Presidential contest is on the ballot.

### **Installation voting assistance office**

The office designated by the SC to provide voter assistance to military personnel, voting-age military Family Members, government employees, contractors, and other civilian U.S. citizens with access to the installation.

### **Installation voting assistance officer**

An individual responsible for voting assistance coordination at the installation level.

### **Local election**

An election at a lower level than a state election, such as a municipal, county, or township election.

## **APPENDIX D: Acronyms and Terms Cont.**

### **National Mail Voter Registration Form (NVRF)**

The NVRF can be used to register U.S. citizens to vote or update registration information due to change of name, change of address, or to register with a political party.

### **Polling place/house/station**

A polling place/house/station is where voters cast their ballots in elections.

### **Primary election**

Primaries are elections that political parties use to select candidates for a general election.

### **Primary runoff election**

Primary runoff elections are a second primary election held in some states to decide which of the two highest candidates for an office in the first primary will be awarded the party nomination.

### **Special election**

A special election is an election called at irregular intervals when necessary to fill a vacancy.

### **State election**

Any general, special, or primary election held to select, nominate, or elect any candidate for any state office. Examples of such offices are governor, lieutenant governor, and attorney general.

### **Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)**

The UOCAVA act extends federal absentee voting rights to Service Members, their eligible Family Members, and overseas Citizens.

### **Unit voting assistance officer**

An individual responsible for voting assistance.

### **Voter**

A person in one of the following categories who is authorized by law to vote and is registered to vote in a primary, special, or general election:


- *Members of the Armed Forces while in active service, and their Family members, wherever stationed.*
- *Other U.S. citizens residing outside the United States.*
- *Other civilian U.S. citizens residing within the United States.*

### **Voting assistance officer**


An individual responsible for voting assistance.

## ANNEX A: SF76/FPCA Overview – Federal Post Card Application Form Example from the Online Assistant (FVAP.gov) PDF Packet

- The SF76/FPCA should be used by SM and their FMs, as well as overseas U.S. citizens. The SF76/FPCA can serve as both a voter registration form and a request for an absentee ballot.
- The SF76/FPCA must be completed according to the applicant’s State or Territory’s specific instructions and submitted to the applicant’s local election office. State-specific instructions are available in the VAG (either hardcopy or accessed at [www.FVAP.gov](http://www.FVAP.gov)).


FEDERAL VOTING ASSISTANCE PROGRAM
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 Sign and date. No witness signature required.

### Election Dates

#### Federal Elections Deadlines - Texas

	Registration	Ballot Request	Ballot Return
Presidential Primary March 3, 2020	Received by* February 3, 2020	Received by February 21, 2020	Received by** March 9, 2020
State Primary March 3, 2020	Received by* February 3, 2020	Received by February 21, 2020	Received by** March 9, 2020
State Primary Runoff May 26, 2020	Received by* April 27, 2020	Received by May 15, 2020	Received by** June 1, 2020
General Election November 3, 2020	Received by* October 5, 2020	Received by October 23, 2020	Received by** November 9, 2020

#### Recommended Mailing Dates for Voted Ballots in 2020

From Iraq, Afghanistan, Deployed Naval Vessels	4 weeks before the election
From Other Overseas Military Installations	3 weeks before the election
From Other Overseas locations	4 weeks before the election (depending on foreign mail service)
From Within the United States	1 week before the election
Federal Write-In Absentee Ballot	4 weeks before the election

- SM and their FMs and overseas citizens should submit a new SF76/FPCA each year and whenever the applicant changes his or her mailing address.
- Refer to the VAG, Chapter 1&3 or the IVA Office Handbook, Chapter 3 for guidance in filling out the SF76/FPCA. See links below for download:

### Voting Assistance Guide

<https://www.fvap.gov/uploads/FVA/P/States/eVAG.pdf>

### Installation Voter Assistance Office Handbook

[https://www.fvap.gov/uploads/FVA/P/VAO/IVAOHandbookV1\\_20191025.pdf](https://www.fvap.gov/uploads/FVA/P/VAO/IVAOHandbookV1_20191025.pdf)

- Example: Instructions for an Anderson County, Texas voter. Note: in the top left or right corner of the FVAP Online Assistant PDF Packet pages, it will tell voter which pages to send to election officials.



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## Instructions for Texas

Thank you for using the FVAP online assistant. Please review, print, sign and submit your completed PDF package to your local election official at the address provided below.

Sign and date. No witness signature required.

**Step 1:** Review your personalized FPCA PDF package before printing.

**Step 2:** Print and Sign your FPCA.

**Step 3:** Select and download the envelope template (Standard U.S. (#10 envelope 4 1/8in. by 9 1/2in.) or European standard C4 (229mm by 324mm), depending on your envelope printer setting).

**Step 4:** Send your election materials: This PDF package includes items to send to your election official as well as reference material. Please send your FPCA and the documents marked for sending.

### Where to Send

**Mail your FPCA:** Once your FPCA is complete, sign and date the form. Mail your FPCA directly to your election official.

Mail the absentee ballot request form to your local election official at the following address:  
**Anderson County Early Voting Clerk**  
**703 N. Mallard St., Ste 116**  
**Palestine, TX 75801 USA**

If you need to contact your election office by telephone, the number is **(903) 723-7438**

**Email your FPCA:** Once your FPCA is complete, sign and date the form. Scan the signed FPCA into your computer. Be sure to also include the "Transmission Cover Sheet". Email this package directly to your election official.

Email to [electionsclerk@co.anderson.tx.us](mailto:electionsclerk@co.anderson.tx.us)

**Fax your FPCA:** Once your FPCA is complete, sign and date the form. Fax your FPCA directly to your election official. Be sure to also include the "Transmission Cover Sheet". You may use the DoD Fax Service to fax your FPCA if you do not have access to a fax machine to fax your election official directly. Instructions for the DoD Fax Service are in the "Important Information" section or online at FVAP.gov.

**IMPORTANT NOTE:** Under new state law effective December 1, 2017, a timely faxed FPCA must be followed with a hardcopy mailed FPCA that must be received by the early voting clerk by the fourth business day after the fax. This rule does not apply to an emailed FPCA. Texas strongly recommends using email transmission instead of faxing if you wish to use the fastest delivery method for your FPCA.

Fax the ballot request form to: **(903) 723-1223**

**IMPORTANT NOTE FOR FAXING FPCA:** Under new state law effective December 1, 2017, a timely faxed FPCA must be followed with a hardcopy mailed FPCA that must be received by the early voting clerk by the fourth business day after the fax. This rule does not apply to an emailed FPCA. Texas strongly recommends using email transmission instead of faxing if you wish to use the fastest delivery method for your FPCA.

To find out the status of your FPCA, contact your election official. Your election official will contact you if your FPCA

- FVAP Online Assistant PDF Packet continuation page, example of instructions for an Anderson County, Texas voter.



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is not accepted.

If you do not receive your requested ballot at least thirty days prior to the election, you should use the Federal Write-In Absentee Ballot (FWAB).

- For voters with electronic options to send in their SF76/FPCA, either **Email or Fax**, the cover sheet shown below **MUST** be sent in with the SF76/FPCA.
- Blank Transmission Cover sheets can be found at <https://www.fvap.gov/uploads/FVAP/Forms/Coversheet.pdf>
- The FVAP Online Assistant will fill in the information for voter, but voter must print and sign if required: PDF Packet item, example below.



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**Official Election Materials - Cover Sheet (FPCA)**

Transmission (Cover) Sheet from Absentee Voter to Election Official

To:	
City/County Board of Elections:	Anderson County Early Voting Clerk
State:	Texas
LEO Email:	electionsclerk@co.anderson.tx.us
Fax Number:	(903) 723-1223
From:	
Last Name:	Bear
First Name:	Ted
Middle Name:	E.
Telephone Number:	334-255-0000
Fax Number:	334-255-0000
Email Address:	user@gmail.com-example
Additional Information:	

If a **VOTED BALLOT** is being faxed or emailed, sign below:

"I understand that by faxing or emailing my voted ballot I am voluntarily waiving my right to a secret ballot"

Signature: Ted C. Bear Date: 01/01/2020

Number of pages being transmitted, including this sheet: 2

Not all forms can be sent electronically. Please check the [FVAP.gov](http://FVAP.gov) website or the [Voting Assistance Guide](#) to verify what forms can be electronically sent to your Local Election Official.

Fax: Send directly to your Election Official. If you are unable and need fax assistance send to: 703-893-5527/DSN 223-5527 or 1-800-368-8683 or check FVAP.gov for international fax numbers. If you need to fax and do not have access to a fax machine you can email your forms to [fax@fvap.gov](mailto:fax@fvap.gov).

Email: If your forms can be emailed, DO NOT USE FAX@FVAP.GOV. Email them directly to your election official. Email addresses for your election official can be found at [FVAP.gov](http://FVAP.gov).

- Example of a completed SF76/FPCA. Voter **MUST** Print, Sign, and Date. **(Send this Page!)**

# Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

**This form is for absent Uniformed Service members, their families, and citizens residing outside the United States. It is used to register to vote, request an absentee ballot, and update your contact information. See your state's guidelines at FVAP.gov.**

Print clearly in blue or black ink, please see back for instructions.

## 1. Who are you? Pick one.

I request an absentee ballot for all elections in which I am eligible to vote AND:

I am on active duty in the Uniformed Services or Merchant Marine -OR-  I am an eligible spouse or dependent.

I am a U.S. citizen living outside the country, and I intend to return.

I am a U.S. citizen living outside the country, and my intent to return is uncertain.

I am a U.S. citizen living outside the country, I have never lived in the United States.

Last name	Bear	Suffix (Jr., II)	IV	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
First name	Ted	Previous names (if applicable)	Sergeant Bear	
Middle name	E.	Birth date (MM/DD/YYYY)	01/01/1906	
Social Security Number	XXXX	Driver's license or State ID#	TXXXXXXXXXXX	

## 2. What is your address in the U.S. state or territory where you are registering to vote and requesting an absentee ballot?

Your voting materials will not be sent to this address. See instructions on the other side of form.

Street address	123 I live in TX Street	Apt #	#00X
City, town, village	Bellville	State	TX
County	Austin	ZIP	77418

## 3. Where are you now? You MUST give your CURRENT address to receive your voting materials.

Your mailing address. (Different from above)      Your mail forwarding address. (If different from mailing address)

Bldg: 5700, Rm 220  
Fort Rucker, AL XXXXX

ATTENTION! This is a SAMPLE form!  
Local Election Officials: Do NOT Process!  
Ft. Rucker, AL XXXXX

## 4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email:	user@gmail.com-example	Phone:	334-255-0000
Alternate email:	alternate.e.mail.mil@army.mil-example	Fax:	334-255-0000

## 5. What are your preferences for upcoming elections?

A. How do you want to receive voting materials from your election office? (Select One)  Mail  Email or online  Fax

B. What is your political party for primary elections? **Select Your Party if Required**

## 6. What additional information must you provide?

Puerto Rico and Vermont require more information, see back for instructions. *Additional state guidelines* may be found at FVAP.gov. You may also use this space to clarify your voter information.

Receive Ballot For: All elections for which I am eligible.  
Rural Route: Rural Route: I live at the corner of Novosel and Andrews on Fort Rucker!  
Additional Info: Additional Information: This is a SAMPLE form! Local Election Officials, Please do NOT process!

## 7. You must read and sign this statement.

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Sign here

X

Ted E. Bear



Today's date  
(MM/DD/YYYY)

01/01/2022

This information is for official use only. Any unauthorized release may be punishable by law. Previous editions are obsolete. Standard Form 76 (Rev.09-2021), OMB No. 0704-0503, NSN 7540-00-643-5053



- **SF76/FPCA:** Follow mailing instructions according to State voter requirements. Refer to the VAG.
- **SF76/FPCA:** FVAP provides a mailing envelope template and postage paid stamp when mailed through U.S. Postage carriers. Templates can be printed from a regular office printer, standard U.S. envelope size (#10).


<p>From (Your name and current complete military or overseas mailing address)</p> <p><u>Ted E. Bear</u></p> <p><u>Bldg. 5700, Rm 280</u></p> <p><u>Fort Rucker, AL XXXXX</u></p> <hr/> <p>International airmail postage <b>is required</b> if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch.</p>			<div style="border: 1px solid black; padding: 2px; text-align: center;">       U.S. Postage Paid 39 USC 3406     </div> <p>PAR AVION</p>	
<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;">         OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL       </div> <p>NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0</p> <p>To (Your local election office in the United States. Check your State’s pages in the Voting Assistance Guide on FVAP.gov for contact information.)</p> <p><u>Anderson County Early Voting Clerk</u></p> <p><u>703 N. Mallard St., Ste 116</u></p> <p><u>Palestine, TX 75801</u></p> <hr/> <hr/>				<p>Sample do not process.</p>

## ANNEX B: SF186/FWAB Overview – Federal Write-In Absentee Ballot Form Example from the Online Assistant at FVAP.gov PDF Packet

- The SF186/FWAB is a back-up ballot available to voters who have submitted an FPCA requesting their State absentee ballot, but not yet received the ballot. If voters receive their State absentee ballot after submitting a FWAB, they should vote and immediately return the State absentee ballot. If the State absentee ballot arrives by the State’s ballot return deadline, the State will count only one, the State absentee ballot, instead of the FWAB.

Please do not send this page

---

 You can submit the FWAB by mail or fax (fax only if you are outside the U.S.).

### Election Dates

#### Federal Elections Deadlines - Florida

	Registration	Ballot Request	Ballot Return
CD 20 Special General January 11, 2022	Postmarked by December 13, 2021	Request Mail Ballot: Received by January 1, 2022 Request Email/Online or Fax Ballot: Received by January 11, 2022	Within the U.S. Return by Mail: Received by January 11, 2022 Outside the U.S. Return by Mail: Postmarked by* January 11, 2022 Outside the U.S. Return by Fax: Received by January 11, 2022

#### Recommended Mailing Dates for Voted Ballots in 2022

From Iraq, Afghanistan, Deployed Naval Vessels	4 weeks before the election
From Other Overseas Military Installations	3 weeks before the election
From Other Overseas locations	4 weeks before the election (depending on foreign mail service)
From Within the United States	1 week before the election
Federal Write-In Absentee Ballot	4 weeks before the election

- Currently, all States accept the FWAB as a ballot for Federal offices. Some states have expanded the use of the FWAB and accept the FWAB for voting in primary, special, and runoff elections and/or for State and local offices. Refer to the VAG for State-specific uses of the FWAB.
- Refer to the VAG, Chapter 1&3 or the IVA Office Handbook, Chapter 3 for guidance in filling out the SF186/FWAB. See link:

#### Voting Assistance Guide

<https://www.fvap.gov/uploads/FVAP/States/eVAG.pdf>

#### Installation Voter Assistance Office Handbook

[https://www.fvap.gov/uploads/FVAP/VAO/IVAOHandbookV1\\_20191025.pdf](https://www.fvap.gov/uploads/FVAP/VAO/IVAOHandbookV1_20191025.pdf)

- Example: Instructions for an Escambia County, Florida voter. Note: in the top left or right corner of the FVAP Online Assistant PDF Packet pages, it will tell voter which pages to send to election officials.




**Please do not send this page**

---

## Instructions for Florida

Thank you for using the FVAP online assistant. Please review, print, sign and submit your completed PDF package to your local election official at the address provided below.

 **Sign and date. No witness signature required.**

**Step 1:** Review your personalized FWAB PDF package before printing.

**Step 2:** Print and Sign your FWAB.

**Step 3:** Select and download the envelope template (Standard U.S. (#10 envelope 4 1/8in. by 9 1/2in.) or European standard C4 (229mm by 324mm), depending on your envelope printer setting).

**Step 4:** Send your election materials: This PDF package includes FWAB Mailing Instructions, State-specific Instructions on signing and returning the FWAB, Transmission Cover Sheet, the FWAB Voter's Declaration /Affirmation, and your write-in ballot pre-populated with the information and candidates you entered in the online assistant. Items to send to your election official as well as reference material. Please send your FWAB and the documents marked for sending.

### Where to Send

**Mail your FWAB:** Once your FWAB is complete, sign and date the 'Voter Information' page. Fold along the dotted line and seal the completed 'Official Backup Ballot', do not write on the 'Official Ballot' envelope. Insert the sealed 'Official Ballot' envelope and the 'Voter Information' page into the mailing envelope and mail your FWAB directly to your election official. *Overseas Uniformed Service members* can request to have the Prepaid Mail Label 11-DoD applied to the general election ballot. Additional information about this label can be found in the 'Important Information' section or online at FVAP.gov.


Mail the absentee ballot to your local election official at the following address:  
**Escambia Supervisor of Elections**  
**PO Box 12601**  
**Pensacola, FL 32591 USA**

If you need to contact your election office by telephone, the number is **850-595-3900**

**Fax your FWAB:** (*fax only if you are outside of the U.S.*) Once your FWAB is complete, sign and date the 'Voter Information' page. Fax the signed 'Voter Information' page, the 'Official Backup Ballot' and the 'Transmission Cover Sheet', found at the end Chapter 1 or online at FVAP.gov, directly to your election official. Be sure to also sign the secrecy waiver on the 'Transmission Cover Sheet'. You may use the DoD Fax Service to fax your FWAB toll-free if you do not have access to a fax machine to fax your election official directly. Instructions for the DoD Fax Service are in the 'Important Information' section or online at FVAP.gov.

See the "Federal Election Deadlines" chart for the deadline for submitting the FWAB. If you receive the state absentee ballot after transmitting your voted FWAB, you may also vote and return the state absentee ballot. If both are received by the deadline, only the state absentee ballot will be counted.

Fax the ballot request form to: **850-595-3914**

 **You can submit the FWAB by mail or fax (fax only if you are outside the U.S.).**

- FVAP Online Assistant PDF Packet continuation page, example of instructions for an Escambia County, Florida voter.



**Please do not send this page**

---

Overseas Uniformed Service members should request to have the Prepaid Mail Label 11-DOD applied to their ballot materials at Military Postal Office locations (APO/FPO). This label provides free express mail service to your local election official for voted ballots mailed on or before the general election date. You retain a portion of the label for tracking your ballot through the U.S. Postal Service.

- For voters with electronic options to send in their SF186/FWAB, either **Email or Fax**, the cover sheet shown below **MUST** be signed and **MUST** be sent in with the SF186/FWAB.
- Blank Transmission Cover sheets can be found at <https://www.fvap.gov/uploads/FVAP/Forms/Coversheet.pdf>
- The FVAP Online Assistant will fill in the information for voter, but voter must print and sign: PDF Packet item, example below.



[Send this page](#)

---

### Official Election Materials - Cover Sheet (FWAB)

Transmission (Cover) Sheet from Absentee Voter to Election Official

<b>To:</b>	
City/County Board of Elections:	Escambia Supervisor of Elections
State:	Florida
LEO Email:	soe@escambiovotes.com
Fax Number:	850-595-3914
<b>From:</b>	
Last Name:	Bear
First Name:	Ted
Middle Name:	E.
Telephone Number:	334-255-0000
Fax Number:	334-255-0001
Email Address:	Jr.voter@gmail.com-example
<b>Additional Information:</b>	

If a **VOTED BALLOT** is being faxed or emailed, sign below:

"I understand that by faxing or emailing my voted ballot I am voluntarily waiving my right to a secret ballot"

Signature: Ted E. Bear, Jr. Date: 01/01/2022

Number of pages being transmitted, including this sheet: 5

Not all forms can be sent electronically. Please check the [FVAP.gov](http://FVAP.gov) website or the [Voting Assistance Guide](#) to verify what forms can be electronically sent to your Local Election Official.

Fax: Send directly to your Election Official. If you are unable and need fax assistance send to: 703-693-5527/DSN 223-5527 or 1-800-368-8683 or check FVAP.gov for international fax numbers. If you need to fax and do not have access to a fax machine you can email your forms to [fax@fvap.gov](mailto:fax@fvap.gov).

Email: If your forms can be emailed, DO NOT USE FAX@FVAP.GOV.  
Email them directly to your election official. Email addresses for your election official can be found at [FVAP.gov](http://FVAP.gov).

- Example of a completed SF186/FWAB, Voter Information administrative page. Voter **MUST** Print, Sign, and Date. (**Send this Page!**)

# Voter Information

## Federal Write-In Absentee Ballot (FWAB)

**Have you already registered and requested an absentee ballot?**

Some states allow you to use this form to register and request ballots for future elections. Visit [FVAP.gov](http://FVAP.gov) for more details.

Print clearly in blue or black ink, please see back for instructions.

### 1. Who are you? Pick one.

For absent Uniformed Service members, their families, and citizens residing outside the United States.

I am on active duty in the Uniformed Services or Merchant Marine -OR-  I am an eligible spouse or dependent.

I am a U.S. citizen living outside the country, and I intend to return.

I am a U.S. citizen living outside the country, and my intent to return is uncertain.

I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name	Bear	Suffix (Jr., II)	Jr.	Sex	<input type="checkbox"/> Female <input checked="" type="checkbox"/> Male
First name	Ted	Previous names (if applicable)	Private First Class		
Middle name	E.	Birth date (MM/DD/YYYY)	01 / 01 / 1929		
Social Security Number	- - X X X X		Driver's license or State ID #	FLXXXXXXXXXXXX	

### 2. What is your U.S. voting residence address?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address	500 I am from FL Street	Apt # #000
City, town, village	Anytown in Escambia County	State FL
County	Escambia	ZIP XXXXX

### 3. Where are you now? You MUST give your CURRENT contact information.

Your mailing address. (Different from above)

Bldg: 5700, Rm 220  
Fort Rucker, AL XXXXX

Your mail forwarding address. (If different from mailing address)

ATTENTION! This is a SAMPLE form!  
Local Election Officials: Do NOT Process!  
Ft. Rucker, AL XXXXX

### 4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email: Jr.voter@gmail.com-example	Phone: 334-255-0000
Alternate email: alternate.e.mail.mil@army.mil-example	Fax: 334-255-0001

### 5. What are your preferences for future elections?

A. Do you want to register and request a ballot for all elections you are eligible to vote in?

Yes  
 No

B. How do you want to receive voting materials from your election office?

Mail  
 Email or online  
 Fax

C. What is your political party for primary elections?

### 6. What additional information must you provide?

The following need more information: Alabama, Alaska, Puerto Rico, Vermont, Virginia and Wisconsin, see back for instructions. Additional state instructions can be found at [FVAP.gov](http://FVAP.gov).

Rural Route: Rural Route: I live at the corner of Novosel Street and Andrews Ave! Contact MWR for more information!

See Addendum.

### 7. You must read and sign this statement.

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.
- In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here
X
Ted E. Bear, Jr.

Today's date  
(MM/DD/YYYY)

01 / 01 / 2022

This information is for official use only. Any unauthorized release may be punishable by law. Previous editions are obsolete. Standard Form 186 (Rev.04-2019), GMB No. 0704-0502

- Example of a completed SF186/FWAB, Voter “Official Back-Up Ballot”.  
**(Send this Page!)**
- Follow State specific FWAB instructions which can be found in the VAG.
- VAOs, be mindful of prohibited practices and restrictions as found in the SOP, Chapter 5, and references, DoDI 1000.04, DoDD 1344.10, and AR 608-20.

## Official Backup Ballot

**Federal Write-In Absentee Ballot (FWAB)**

Print clearly in blue or black ink.

Vote by writing the NAME or PARTY of the candidates you choose. To find out about specific federal candidates and races go to [FVAP.gov](http://FVAP.gov).

**Instructions**

- This ballot can be used to vote for federal offices.
- DO NOT write your name or any identifying number (SSN, driver’s license) on this ballot.
- Photocopy this page if you require additional room for candidates or ballot initiatives.
- If you are voting in American Samoa, Guam, Puerto Rico, or the U.S. Virgin Islands, you may vote for Delegate or Resident Commissioner, and in presidential primaries.
- State laws vary about using the FWAB for other offices like Governor or Mayor. Learn more online at [FVAP.gov](http://FVAP.gov).

Federal offices	
President and Vice President	"2022 is not a Presidential Year"
U.S. Senator	Mr/Ms Vote For Me (List Political Party Here)
U. S. Representative, Delegate, or Resident Commissioner to Congress	Mr/Ms Eye C. Vote (List Political Party Here)

Non-federal offices		
Office	Candidate name	Political party
Governor	Mr/Ms Florida I. Love	List Political Party Here
Escambia County Sherif	Mr/Ms Law & Order	List Political Party Here

↑ “Non-Federal Offices”  
 Vote for State, County, or Municipal (City) Elections here!

**Ballot initiatives or other items**

↑ “Ballot Initiatives”  
 Vote for Referendums, Amendments, etc. here!

Standard Form 186 (Rev.04-2019), OMB No. 0704-0502

“Federal Offices”

← Vote for Federal Elections here!

↑ “Non-Federal Offices”

Vote for State, County, or Municipal (City) Elections here!

↑ “Ballot Initiatives”

Vote for Referendums, Amendments, etc. here!

- FVAP Online Assistant PDF Packet page, example of instructions/comments from the voter to Escambia County, Florida election officials.



[Send this page](#)

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## Addendum Sheet

### Additional Info

Item 5.B.: Provide your political party if you are voting in the state primary elections. , Receive Ballot For (examples):  
Only Presidential election and/or All elections for which I am eligible Additional Info: This is A SAMPLE Standard Form  
186! Local Election Officials, Please do NOT process!



- FVAP Online Assistant PDF Packet page, example of instructions for Escambia County, Florida election officials. (**Send this page!**). It will list instructions for the voter's State election officials.



**Send this page**



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**INSTRUCTIONS TO ELECTION OFFICIALS**

**This is an official Federal Write-In Absentee Ballot (FWAB) authorized by 42 USC 1973 ff-2.**

1. Upon receipt of this ballot, examine the voter's declaration. If it appears that the voter is eligible to vote in your jurisdiction and has applied in a timely fashion for a regular absentee ballot, or this requirement has been waived by appropriate authority, then this ballot is valid unless you receive the voted regular absentee ballot in time for it to be counted. This ballot should be handled in the same manner as required by state law for other absentee ballots. If this ballot is to be counted, deposit the voted ballot in the ballot box without examining the voter's choice.
2. Unless required by state law the oath on this ballot is self-executing and need not be notarized or witnessed.
3. Unless provided by law, or special provisions have been made, this ballot **should not be counted** if:
  1. It was submitted by a member of the Uniformed Services (or eligible dependent) not absent from his or her voting jurisdiction; or
  2. It was submitted from within the United States (an APO/FPO address is considered outside the U.S.) by a citizen who is neither a Uniformed Services member, member of the Merchant Marine, or a dependent of a Uniformed Services or Merchant Marine member; or
  3. This voter's application for a regular absentee ballot was received by you less than 30 days prior to the election, or later than required by state law for receipt of application, whichever is later; or
  4. You received this voter's completed regular absentee ballot by the state deadline for receipt of absentee ballots; or
  5. This ballot was not received by the state deadline for receipt of voted absentee ballots.

- **SF186/FWAB:** Follow mailing instructions according to State voter requirements. Refer to the VAG.
- **SF186/FWAB:** FVAP provides a mailing envelope template and postage paid stamp when mailed through U.S. Postage carriers. Templates can be printed from a regular office printer, standard U.S. envelope size (#10).

From (Your name and current complete military or overseas mailing address) Ted E. Bear, Jr. Bldg: 5700, Rm: 220 Fort Rucker, AL XXXXX		 <div style="border: 1px solid black; padding: 2px; display: inline-block;">           U.S. Postage Paid            39 USC 3406         </div> PAR AVION
International airmail postage is required if not mailed in the U.S. Postal Service, APO/FPO system, or diplomatic pouch. <b>Ballot Enclosed for</b> _____ <b>Election.</b> (MM/YY)		
↑ Indicate which election ballot (FWAB) is enclosed.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">           OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL         </div> NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0 To (Your local election office in the United States. Check your State's pages in the Voting Assistance Guide on FVAP.gov for contact information.) Escambia Supervisor of Elections PO Box 12601 Pensacola, FL 32591 SAMPLE, DO NOT PROCESS!	

- Some State's will require a voter to seal their ballot in a Security Envelope. Follow the voter's State specific requirements found in the VAG.
- FVAP provides a Security Envelope template that can be printed from a regular office printer, standard U.S. envelope size (#10).

**OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT**

**SECURITY ENVELOPE**


**(ONLY PUT VOTED BALLOT INSIDE THIS ENVELOPE)**

## ANNEX C: NVRF Overview – National Mail Voter Registration Form

### Example of a completed NVRF

### Voter Registration Application

Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years old on or before election day? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you checked "No" in response to either of these questions, do not complete form. (Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)		This space for office use only. <i>this is a sample registration, do NOT process</i>	
1 <input type="checkbox"/> Mr. <input type="checkbox"/> Miss Last Name <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms. Doe		First Name Jane	
		Middle Name(s) S	
		<input type="checkbox"/> Jr <input type="checkbox"/> II <input type="checkbox"/> Sr <input type="checkbox"/> IV	
2 Home Address 123 Voter Avenue		Apt. or Lot # #000	
		City/Town Any Town	
		State USA	
		Zip Code XXXXXX	
3 Address Where You Get Your Mail if Different From Above PO Box 000000		City/Town Any Town	
		State USA	
		Zip Code XXXXXX	
4 Date of Birth 01/01/1900 Month Day Year		5 Telephone Number (optional) (123) XXX-XXXX	
		6 ID Number - (See Item 6 in the Instructions for your state)  List SSN or State ID (Example, ALXXXXXXXX)	
7 Choice of Party (see Item 7 in the Instructions for your State) If needed, per your state		8 Race or Ethnic Group (see Item 8 in the Instructions for your State) Per your state	
9 I have reviewed my state's instructions and I swear/affirm that: ■ I am a United States citizen ■ I meet the eligibility requirements of my state and subscribe to any oath required. ■ The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.		 Please sign full name (or put mark) ▲ Date: 01 / 01 / 2022 Month Day Year	

If you are registering to vote for the first time: please refer to the application instructions for information on submitting copies of valid identification documents with this form.

Please fill out the sections below if they apply to you.

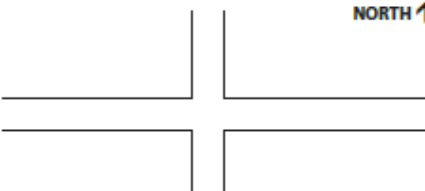
If this application is for a change of name, what was your name before you changed it?

A <input type="checkbox"/> Mr. <input type="checkbox"/> Miss Last Name <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms. Smith		First Name Jane	
		Middle Name(s) S.	
		<input type="checkbox"/> Jr <input type="checkbox"/> II <input type="checkbox"/> Sr <input type="checkbox"/> IV	

If you were registered before but this is the first time you are registering from the address in Box 2, what was your address where you were registered before?

B Street (or route and box number) 987 Election Street		Apt. or Lot # #999	
		City/Town/County My Old Town	
		State USA	
		Zip Code XXXXXX	

If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

C Write in the names of the crossroads (or streets) nearest to where you live. ■ Draw an X to show where you live. ■ Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.		NORTH ↑									
Example <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px;"></td> <td style="width: 50%; height: 40px;"></td> </tr> <tr> <td style="text-align: center;">Public School ●</td> <td style="text-align: center;">● Grocery Store</td> </tr> <tr> <td style="text-align: center;">Route #2</td> <td style="text-align: center;">Woodchuck Road</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">X</td> </tr> </table>				Public School ●	● Grocery Store	Route #2	Woodchuck Road		X		
Public School ●	● Grocery Store										
Route #2	Woodchuck Road										
	X										

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

D Fill out only if applicant is unable to sign and has had someone to assist the voter will filling out the application.
--

Mail this application to the address provided for your State.

- The NVRF should be used by all U.S. citizens that are not uniformed service personnel and their families, or an overseas U.S. citizen.
- The NVRF can be used to register to vote in a U.S. State, or to update information such as, a change of address or name change.
- For filling out the NVRF, refer to instructions found in the Installation Voter Assistance Office Handbook link below.

Installation Voter Assistance Office Handbook


[https://www.fvap.gov/uploads/FVAP/VAO/IVAHandbookV1\\_20191025.pdf](https://www.fvap.gov/uploads/FVAP/VAO/IVAHandbookV1_20191025.pdf)

- NVRF Cont.

**FOR OFFICIAL USE ONLY**


VAO/Voters, leave this space blank.  
The space is utilized by election officials.

Voter Return  
Address here.



OFFICIAL  
ELECTION MAIL  
*Authorized by the U.S. Postal Service*

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FIRST CLASS  
STAMP  
NECESSARY  
FOR  
MAILING

↑ Place  
postage here.

← Address to  
Voter's State  
Election Official  
Office here.

44 | Page

## ANNEX D: Template IVAO Duty Appointment Memo

### LETTERHEAD

ATZQ-PE (608-20)

Date

### MEMORANDUM FOR RECORD

SUBJECT: Appointment of Installation Voting Assistance Officer (Primary/Alternate)

1. References:

- a. Military and Overseas Voter Empowerment Act, 10 USC 1566a.
- b. Department of Defense Instruction (DoDI) 1000.04 (Federal Voting Assistance Program (FVAP)), 12 November 2019.
- c. Uniformed and Overseas Citizens Absentee Voting, 52 USC 203.
- d. Army Regulation 608-20 (Army Voting Assistance Program), 13 November 2020.
- e. USAACE IVA Office Designation.

2. Previous appointment orders are rescinded. Pursuant to para. 2-4b. of reference d, the following are appointed as the Installation Voting Assistance Officers (IVAO):

- |                     |                |
|---------------------|----------------|
| a. Rank/Title, Name | Primary IVAO   |
| b. Rank/Title, Name | Alternate IVAO |

3. In your capacity as Fort Leonard Wood IVAO Primary and Alternate, you will carry out the duties outlined in references in paragraph 1a-e. This designation remains in effect until rescinded in writing.

4. Point of contact is Rank/Title, Name, Phone 255-1839, Email XXXXXXXXXXXX.

NAME (ALL CAPS)  
COMMANDER  
SIGNATURE BLOCK

## ANNEX E: Template IVA Office Designation Memo

### LETTERHEAD

ATZT-PE (608-20)

### MEMORANDUM FOR RECORD

SUBJECT: Installation Voting Assistance Office and Voter Registration Agency Designation

1. References:

- a. Military and Overseas Voter Empowerment Act, 10 USC 1566a.
- b. Department of Defense Instruction (DoDI) 1000.04 Federal Voting Assistance Program (FVAP), 12 November 2019.
- c. Voter Registration Agencies, 52 USC 20506(a)(2).
- d. Army Regulation 608-20, Army Voting Assistance Program, 13 November 2020.
- e. U.S. Army Election Cycle Voting Action Plan, Current Year

2. I establish an Installation Voter Assistance (IVA) Office in the MSCoE G1 to provide voter assistance to citizens who have access to Fort Leonard Wood in accordance with references 1a-e. The IVA Office will serve as a Voter Registration Agency as defined by reference 1c and will adhere to all policies and procedures defined in the references above and by the FVAP Director. The IVA Office shall be physically located in the MSCoE G1 Office, Bldg. 470, Rm. 2124, Fort Leonard Wood, MO 65473, and will assist all Fort Leonard Wood personnel with access to information on voter procedures and will make available all necessary print and electronic forms as prescribed by the references above.

3. The following individuals are assigned voter assistance duties in the IVA Office:

- a. Rank/Title, Name, Primary Installation Voting Assistance Officer (IVAO), MSCoE G1.
- b. Rank/Title, Name, Alternate IVAO, MSCoE G1.

4. The IVA Office shall be incorporated into existing in-processing and out-processing activities of military and civilian personnel (at a minimum, upon change of duty station, before any overseas deployment, and upon return from overseas deployment) and

***Include "Header" on consecutive pages:***

ATZT-PE (608-20)

SUBJECT: Installation Voting Assistance Office and Voter Registration Agency Designation

personnel recording a change of address. A visit to the office or meeting with office personnel shall be added to personnel checklists for these processing activities.

5. Point of Contact for this action is Rank/Title, Name, MSCoE G1, at 573-596-2665 or email XXXXXXXXXXXX.

NAME (ALL CAPS)  
Major General, USA  
Commanding

***Include Page Number on consecutive pages in "Footer":***

**ANNEX F: Template UVAO Duty Appointment Memo**

UNIT LETTERHEAD

OFFICE SYMBOL (ARIMS Record Number)

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment

1. Effective immediately, the following individual is appointed as Voting Assistance Officer for (unit name):

RANK or TITLE, NAME, email address, phone number, Primary or Alternate

2. Authority: Army Regulation 608-20 (Army Voting Assistance Program), 13 November 2020 and Department of Defense Instruction 1000.04 (Federal Voting Assistance Program), 12 November 2019.

3. Purpose: To perform duties required by the above references.

4. Period: Until officially relieved or released from appointment.

5. Instructions: Become familiar with the above listed references and perform all duties associated therein.

6. Point of contact for this action is the undersigned, at PHONE NUMBER.

SIGNATURE BLOCK

DISTRIBUTION:

- 1 - Installation Voting Assistance Officer
- 1 - Individual Concerned
- 1 - File



## ANNEX G: UVAO & IVA Office IG Inspection Checklist Example

### A.G.1 Example 1: UVAO IG Inspection Checklist from 2020.

1	<b>EXAMPLE AND INSTRUCTIONS ONLY!!!!</b>		
2	<b>UNIT VOTING ASSISTANCE OFFICER</b>		
3			
4	<b>CALENDAR (CY) 2020</b>	<b>DATA REQUIRED</b>	
5	<b>Staffing</b>		
6	A1	Has commander designated in writing a Unit Voting Assistance Officer (UVAO) within each unit of 25 or more permanently assigned Soldiers? AR 608-20 para 3-3a(4) and DoDI 1000.04, Paragraph 3.1b(1)	UVAO Memo
7	A2	Are <b>additional</b> UVAOs designated in writing within the unit? Commander should assign an additional UVAO for each 50 Soldiers above the 25 permanently assigned Soldiers? AR 608-20 para 3-3a(4)	Additional UVAO Memo(s)
8	A3	Do performance evaluation reports for Service members assigned as VAOs comment on their performance in carrying out this duty in accordance with Section 1566(f) of Title 10, U.S.C.? DoDI 1000.04, Paragraph 3.1b(6)	Evaluation Reports
9	<b>Training</b>		
10	B1	Did UVAO(s) complete FVAP training before assuming duties? DoDI 1000.04 para 3.1b(5) and AR 608-20, Para 3-3, 4b.	Training Certificates
11	B2	Did the UVAO(s) attend FVAP workshop or participate in virtual or web-based training during even numbered years with Federal elections? DoDI 1000.04, para 3.1b(5) and AR 608-20 para 3-4a(1)	Training Certificates
12	B3	Did UVAO(s) (IVAO may be designated to accomplish this) train Soldiers including activated ARNG and Reserve on absentee registration and voting procedures during years of Federal elections? AR 608-20 para 2-7h(5)	Unit Rosters or other Training Records/Memos/e-mail
13	B4	Does the UVAO(s) (IVAO may be designated to accomplish this) provide training and voting assistance to units preparing for deployments? AR 608-20 para 3-9e	Unit Rosters or other Training Records/Memos/e-mail
14	<b>Material Distribution</b>		
15	C1	Has the UVAO(s) (IVAO may be designated to accomplish this) developed a system to deliver of SF76 (FPCA) to all eligible voters? AR 608-20 para 3-4	UVAO plan for distributing FPCAs
16	C2	Did UVAO(s) (IVAO may be designated to accomplish this) deliver a SF76 (FPCA) to all eligible voters by 15 January of this year? DoDI 1000.04 and AR 608-20 para 3-4	Unit Rosters or other Records/Memos/e-mail/inprocessing
17	C3	Did UVAO(s) (IVAO may be designated to accomplish this) deliver a SF76 (FPCA) to all eligible voters by 15 July of even-numbered years? DoDI 1000.04 and AR 608-20 para 3-4	Unit Rosters or other Records/Memos/e-mail/inprocessing
18	C4	Does the Unit Voting Assistance Office have sufficient voting materials on-hand or access to voting material? DoDI 1000.04, Paragraph 3.1b(3)	Forms/websites
19	<b>Communications and Information Network</b>		
20	No Requirements		
21	<b>Commanders/Installation Level Involvement</b>		
22	No Requirements		

**A.G.2 Example 2: IVA Office IG Inspection Checklist from 2020**

2	<b>INSTALLATION VOTING ASSISTANCE OFFICE</b>		
3	<b>CALENDAR (CY) 2020</b>		<b>DATA REQUIRED</b>
4			
5	<b>Staffing</b>		
6	A1	Has an Installation Voting Assistance Officer (IVAO) been designated in writing? DoDI 1000.04, Paragraph 3.1a(1)	IVAO Memo
7	A2	Do performance evaluation reports for Service members assigned as VAOs comment on their performance in carrying out this duty in accordance with Section 1566(f) of Title 10, U.S.C.? DoDI 1000.04, Paragraph 3.1b(6)	Evaluation Reports
8	<b>Training</b>		
9	B1	Did IVAO complete training, as prescribed by FVAP, no later than 30 days after assumption of duties? DoDI 1000.04, Paragraph 3.3a	Training Certificates
10	B2	Did IVAO attend FVAP workshop or participate in virtual or web-based training during even numbered years with Federal elections? DoDI 1000.04, para 3.1b(5) and AR 608-20 para 3-4a(1)	Training Certificates
11	B3	Did IVAO(s) (UVAO may be designated to accomplish this) train Soldiers including activated ARNG and Reserve on absentee registration and voting procedures during years of Federal elections? AR 608-20 para 2-7h(5)	Unit Rosters/ Records/Memos/ Checklists
12	B4	Does the IVAO(s) (UVAO may be designated to accomplish this) provide training and voting assistance to units preparing for deployments? AR 608-20 para 3-9e	Unit Rosters or other Training Records/Memos
13	B5	<b>TRADOC ONLY:</b> Does Basic Combat Training, and Advanced Individual Training emphasize and advertise voting assistance programs? DoDI 1000.04	Flyer/Memo/ Unit Roster
14	B6	<b>TRADOC ONLY:</b> Do Command Courses emphasize and advertise voting assistance programs? DoDI 1000.04	Flyer/Memo/ e-mail/ website
15	B7	<b>USAREC ONLY:</b> Are all personnel assigned to recruitment offices informed of the requirements in DoDI 1000.04 and trained to provide voter registration assistance as prescribed by FVAP, in accordance with Section 20506 of Title 52, U.S.C.? DoDI 1000.04, Paragraph 3.5a	Course POI

**Note:** A checklist for the IVA Office can also be found in Appendix C of the FVAP Installation Voter Assistance Office handbook.

[https://www.fvap.gov/uploads/FVAP/VAO/IVAOHandbookV1\\_20191025.pdf](https://www.fvap.gov/uploads/FVAP/VAO/IVAOHandbookV1_20191025.pdf)

**A.G.2 Example 2: IVA Office IG Inspection Checklist from 2020 cont.**

Material Distribution			
16			
17	C1	Has the IVAO staff (UVAO may be designated to accomplish this) developed a system to deliver of SF76 (FPCA) to all eligible voters? AR 608-20 para 3-4	IVAO plan for distributing FPCAs
18	C2	Did IVAO staff (UVAO may be designated to accomplish this) deliver a SF76 (FPCA) to all eligible voters by 15 January of this year? AR 608-20 para 3-4	Unit roster/ Memo/ e-mail
19	C3	Did IVAO staff (UVAO may be designated to accomplish this) deliver a SF76 (FPCA) to all eligible voters by 15 July of this even-numbered year? AR 608-20 para 3-4	Unit roster/ Memo/ e-mail
20	C4	Were eligible voters informed of the information and voter registration assistance at offices and the time, location, and manner in which an eligible voter may use assistance? DoDI 1000.04, Paragraph 3.2g	Flyer/Memo/ e-mail/ website
21	C5	Were completed SF 76 FPCA or NVRF transmitted to the appropriate local election office within 5 calendar days of receipt? DoDI 1000.04, Paragraph 3.4f	Reports
22	C6	<b>TRADOC ONLY:</b> Are recruits provided SFs 76 for themselves and their voting-age Family members during their basic combat training and advanced individual training? AR 608-20 para 3-4	Forms or websites or web access
23	C7	<b>USAREC ONLY:</b> Are recruiters providing prospective enlistees the National Mail Voter Registration Form and the DD Form 2645 "Voter Registration Information and if needed, an SF 76?" DoDI 1000.04, para 3.5b	Forms or websites or web access
24	C8	<b>USAREC ONLY:</b> Are recruiters transmitting completed registration applications within 5 calendar days to appropriate State election officials? DoDI 1000.04, para 3.5b(2)	Reports
25	C9	<b>USAREC ONLY:</b> Are statistical information and records on voter registration assistance provided by recruitment offices maintained and in the format prescribed by FVAP for a period of 2 years under Chapter 205 of Title 52, U.S.C.? DoDI 1000.04, Paragraph 3.5b(3)	Reports
Communications and Information Network			
26			
27	D1	Is there a fixed location where voting assistance materials and assistance is available? AR 608-20 para (2-7) and para (3-4) and DoDI 1000.04, Paragraph 3.2e(1)-(2)	IVAO Office / Forms/e-Forms
28	D2	Is voting assistance included in the administrative in-processing, pre- and post- deployment checklists required of reporting and detaching personnel? DoDI 1000.04, Paragraph 3.2b	In-processing Checklist/Forms e-Forms
29	D3	Were applicants provided with written information on voter registration and absentee ballot procedures (e.g., SF 76 FPCA), the SF 186 FWAB (if applicable), the NVRF, the attached instructions for those forms, and the State-specific instructions from the Voting Assistance Guide? DoDI 1000.04, Paragraph 3.4e	Flyer/Memo/ e-mail/ website
30	D4	Has the IVAO established a VAO network and communications capability to quickly disseminate voting information throughout the installation. DoDI 1000.04, Paragraph 3.3b-d	Flyer/Memo/ e-mail/ website
31	D5	Is there a process to coordinate collection of data through the FVAP portal from the VAOs and the IVA office for submission to SVAO? DoDI 1000.04, Paragraph 3.3h	IVAO plan/ Memo /e-mail
Commanders/Installation Level Emphasis			
32			
33	E1	Has the IVAO developed a comprehensive, command-wide, voting awareness, assistance programs and activities in support of Armed Forces Voters Week? DoDI 1000.04, Paragraph 3.3i and AR 608-20 para 3-4	IVAO plan /e-mail
34	E2	Was voting information and outreach, (e.g. Military Service messages and public service announcements) included in installation public affairs efforts during even-numbered years? DoDI 1000.04, Paragraph 3.2a	Flyer/Memo/ e-mail/ website

**A.G.3 Example 3: AVAO's April Internal Program Review IG Prep Checklist**  
from 2022 (annotated on U.S. Army 2022-2023 Voting Action Plan).



**UVAOs:** Inspections are coming.... Are you prepared?

Let's check!

### Inspector General Prep for the Army Voting Assistance Program

1. Is a Voting Assistance Officer (VAO), appointed, in writing, and assigned to each unit, as defined by the Military Service concerned, ratios established, and additional VAOs designated. 50 to 75 down to the Unit level. VAOs provide information and assistance to Service members on voting matters pursuant to Section 1566(f) of Title 10, U.S.C.?
2. VAOs at all levels complete voting assistance training, as prescribed by FVAP within 30 days of appointment. In person workshop training is preferred to online training; however, online training will suffice to meet the minimum training requirements.
3. Are VAOs available and equipped to assist voters effectively for all federal elections?
4. Do UVAOs know who the Eligible Voters are in their Unit?
5. Did UVAOs distribute SF 76 FPCA through either in-hand delivery or electronic means to all unit members by both January 15 and July 15 of even-numbered years and January 15 of odd-numbered years?
6. Are UVAOs logging metrics into the FVAP portal?
7. Are UVAOs providing adequate assistance to individuals seeking voting assistance during federal elections?
8. Did UVAOs participated in Armed Forces Voters Week and Absentee Voting Week events established under FVAP Voting Action Plan?
9. Do performance evaluation reports for Service members assigned as VAOs comment on their performance in carrying out this duty in accordance with Section 1566(f) of Title 10, U.S.C.?
10. Are Service members in geographically separated units afforded opportunities to receive assistance in-person and electronically, to the greatest extent practicable by UVAOs?
11. Does the UVAO have a Continuity binder?

This is not the list from the 2022 IG inspection items but are included in UVAO requirements.

## ANNEX H: IVA Office Procedures

### H.1 In-Process Procedures:

**H.1.1** Conduct a Daily In-Process Brief at 0730 in Bldg. 470, Rm. 2124.

**H.1.1.1** Provide information on voter registration and absentee ballot request and voter back-up ballot; SF76/FPCA and SF186/FWAB.

**H.1.1.2** Offer voters a hardcopy SF76/FPCA.

**H.1.1.3** Refer voter to [www.fvap.gov](http://www.fvap.gov) to utilize the online assistant for filling out the SF76/FPCA and/or SF186/FWAB.

**H.1.1.4** Maintain IVA Office in-processing brief sign-in sheet.

**H.1.1.5** Provide voters IVA Office information (location and services offered to eligible voters. Services include a computer with internet access to voting websites, FVAP forms and information sheets, form printing capabilities, electronic form transmission options, and general election process information).

### H.2 Out-Process Procedures:

**H.2.1** Conduct individual, in-office, Out-Process Brief at the IVA Office.

**H.2.1.1** Provide Active Duty, Reserve, and/or National Guard Soldiers with a referral to [www.FVAP.gov](http://www.FVAP.gov) for voter resource materials. Remind registered voter to update their mailing address after transition. Remind National Guard and Reserve Soldiers to update with their election officials if moving to a new “residential address” upon return to their state.

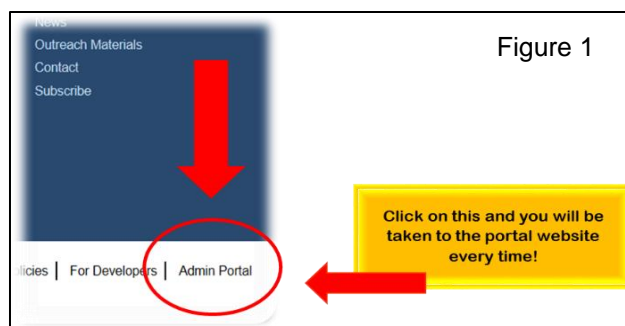
**H.2.1.2** Provide Military Retiree and/or ETS Soldiers with voting office out-processing handout packet. (Packet includes FVAP (Fact Sheet) Separating from Active Duty, Voter Assistance handout, NVRF and NVRF instruction sheet).

**H.2.1.3** Maintain IVA Office out-processing brief sign-in sheet.

### H.3 FVAP Admin Portal Establishing Account Procedures:

**H.3.1** All VAOs must have an account established in the FVAP Admin Portal.

**H.3.2** FVAP Admin Portal is located at the bottom, right of any [fvap.gov](http://fvap.gov) webpage; see Figure 1.



- H.3.3** Click on the “Admin Portal” link, read the “Welcome” information and click “I Accept”.
- H.3.4** To begin the registration process at the Login page, click on “Register for an Account”.
  - H.3.4.1** Step 1: Click the dropdown box and choose the “Service” the UVAO represents (Example: Army, Air Force, etc.), and then click “Next”.
  - H.3.4.2** Step 2: Choose the “Account Designation” that applies to the UVAO – **All UVAOs choose the “Unit Voting Assistance Officer” option.**
  - H.3.4.3** Step 3: Continue in the “Service Unit” module, type Fort Leonard Wood.

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**Note. All Army UVAOs** will have an account in the portal under “Fort Leonard Wood”.

**Note. Only IVA Office Staff** will have an account in the portal under “Fort Leonard Wood – IVA Office”.

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- H.3.4.4** Step 4: Enter UVAO user information.
- H.3.4.5** Step 5: Create a password. Tip – Keep track of the password. UVAOs may need it in the future to reset their individual account.
- H.3.4.6** Step 6: Follow the instructions to finalize the registration. It may take a couple of days to be activated. Tip – Check Junk Mail for this notification.
- H.3.4.7** If a UVAO is using a CAC card to sign in, follow the instructions for CAC card.

#### **H.4 Mailing the SF76/FPCA and/or NVRF Procedure:**

- H.4.1** SF76/FPCA is postage paid when utilizing the U.S. Postal System.
- H.4.2** For NVRF: Place the voter’s completed NVRF in a No.10 Envelope.
- H.4.3** Return address on envelope is the following:

*Department of the Army  
United States Army Maneuver Support Center of Excellence  
(MSCoE) Attn: MSCoE G1 (Installation Voting Assistance  
Office) 13486 Replacement Avenue,  
Fort Leonard Wood, MO 65473*