

### A. Staffing

Item	Requirement	Authority	Guidance on Reporting This Metric
A.1	Senior Service Representative at Flag Rank/Civilian equivalent appointed. Provide name, grade/rank & position	DoDI 1000.04, Encl 4, section 2.a.	Yes/No. Provide name, grade/rank & position (if not full-time duties).
A.2	Designated Service Voting Action Officer	DoDI 1000.04, Encl 4, section 2.b.	Yes/No. Provide name, grade/rank & position (if not full-time duties).
A.3	Designated VAOs, in writing, at all installations and major commands.	DoDI 1000.04, Encl 4, section 2.d.	Provide the total number of installations or commands inspected and the total number of installations or commands in compliance (e.g., 17 Installations or Major Commands inspected. 16 Installations or Major Commands in compliance).
A.4	Designated in writing a Unit VAO within each unit of 25 or more permanently assigned members.	DoDI 1000.04, Encl 4, section 2.f.	Provide the total number of units inspected and the total number of units in compliance (e.g., 100 units inspected. 95 units in compliance).

### B. Training

Item	Requirement	Authority	Guidance on Reporting This Metric
B.1	VAOs received training no later than 30 days after assuming duties.	DoDI 1000.04, Encl 4, section 2.e.(1) and 2.f.(1) FVAP Memo Sept 29, 2014	Provide the total number of VAOs inspected and the total number of VAOs in compliance (e.g., 200 VAOs inspected and 180 VAOs in compliance).
B.2	Command, Installation and Unit VAOs attend FVAP workshop or participate in virtual or web-based training and collaboration during even numbered years with Federal elections.	DoDI 1000.04, Encl 4, section 2.t.	Provide the total number of VAOs inspected and the total number of VAOs in compliance (e.g., 200 VAOs inspected and 180 VAOs in compliance).
B.3	Annually train all uniformed Service members on absentee registration and voting procedures.	DoDI 1000.04, Encl 4, section 2.s.	Yes/No. Describe the Service methodology for compliance and the Service IG method for verification.
B.4	Basic training and command courses emphasize and advertise voting assistance programs.	DoDI 1000.04, Encl 4, section 2.s.(1).	Yes/No. Describe the Service methodology for compliance and the Service IG method for verification.
B.5	Provide training and voting assistance for units (or personnel) preparing for deployment.	DoDI 1000.04, Encl 4, section 2.s.(2).	Yes/No. Describe the Service methodology for compliance and the Service IG method for verification.
B.6	Recruitment personnel informed of policies and received training to carry out voter registration assistance.	DoDI 1000.04, Encl 4, section 2.ab.	Yes/No. Describe the Service methodology for compliance and the Service IG method for verification.

### C. Material Distribution

Item	Requirement	Authority	Guidance on Reporting This Metric
C.1	Describe the Service distribution system to directly-deliver SF 76s to all eligible voters by 15 January of each calendar year, by 15 July of even-numbered years, and before graduation and detachment from recruit training.	DoDI 1000.04, Encl 4, section 2. l. and m.	Yes/No. Describe the Service methodology for compliance and the Service IG method for verification.
C.2	Recruitment offices provide prospective enlistees with the National Mail Voter Registration Form and DD Form 2645, "Voter Registration Information Form," or more recent replacement forms, such as the SF76 FPCA	DoDI 1000.04, Encl 4, section 2. ab. (1)	Yes/No. Describe the Service methodology for compliance and the Service IG method for verification.
C.3	Recruitment offices transmit all completed registration applications within 5 calendar days to the appropriate State election officials.	DoDI 1000.04, Encl 4, section 2. ab. (4)	Yes/No. Describe the Service methodology for compliance.
C.4	Describe the Service methodology for ensuring that sufficient registration and ballot request materials are available to support all elections.	DoDI 1000.04, Encl 4, section 2. i.	Yes/No. Describe the Service methodology for compliance and the Service IG method for verification.

### D. Communication and Information Network

Item	Requirement	Authority	Guidance on Reporting This Metric
D.1	Services provide VAO and voting assistance program information to FVAP Office for publication on FVAP website.	DoDI 1000.04, Encl 4, 2.c.	Yes/No. Describe the Service methodology for compliance and verification.
D.2	Designated IVA office locations verified on installation where voting material and assistance is accessible and available. Include the number of sites confirmed by inspector actually visiting the office during the calendar year.	DoDI 1000.04, Encl 4, 2.c.	Provide the number of installations inspected and the number of installations in compliance (e.g., 17 Installations inspected and 16 Installations in compliance).
D.3	Established a VAO network and communications capability that can also distribute voting information and so that a Service member may contact a VAO.	DoDI 1000.04, Encl 4, 2.j.	Yes/No. Describe the Service methodology for compliance.
D.4	Maintained a process to ensure voting assistance is provided at the appropriate level in response to email requests from service members, dependents, and other applicable individuals.	DoDI 1000.04, Encl 4, 2.r. and the September 29, 2014 FVAP Voting Assistance Guidelines Memo	Yes/No. Describe the Service methodology for compliance.

### E. Commanders/Installation Level Involvement

Item	Requirement	Authority	Guidance on Reporting This Metric
E.1	Written policies to support eligible military members and their dependents.	DoDI 1000.04, Encl 4, 1.a.	Yes/No. Describe the Service methodology for compliance.
E.2	Inspector General and Command level reviews/inspections.	DoDI 1000.04, Encl 4, 2.n.	Yes/No. Describe the Service methodology for compliance.
E.3	Commands continually evaluate voting programs	DoDI 1000.04, Encl 4, 2.o.	Describe the Service methodology for continually evaluating command voting assistance programs. Also provide example(s) (e.g., commands are inspected annually and installations are inspected every 3 years).
E.4	Command-wide voting awareness and assistance programs and activities are developed for Armed Forces Voters Week?	DoDI 1000.04, Encl 4, 2.q.	Provide examples (commander's website/call; flyers; emails, etc.).
E.5	IVAO's performance is commented on, in their performance evaluation.	10 U.S.C. § 1566f	Provide the total number of IVAOs inspected and the total number of IVAOs in compliance (e.g., 15 IVAOs inspected and 12 IVAOs in compliance).
E.6	UVAO's performance is commented on, in their performance evaluation.	10 U.S.C. § 1566f	Provide the total number of UVAOs inspected and the total number of UVAOs in compliance (e.g., 200 UVAOs inspected and 180 UVAOs in compliance).

### F. Voting Assistance Program Compliance

In the Service IG Voting Assistance Program reports, provide a detailed description of any developments made toward establishing a standard definition of voting assistance program compliance. Additionally, if the Service IG is making a determination regarding compliance of their Services VAP, please provide a description of the methodology used to arrive at that determination that enables the reader to follow the process and logic.

(e.g., Describe department standards, how they were developed, and how they sufficiently illustrate compliance. Also describe analysis for determining compliance (i.e., Were survey and interviews conducted? How were interviewees chosen?).

### G. Voting Assistance Program Effectiveness

For the Service IG is determination on the "Effectiveness" of their Service's VAP, please provide a description of the methodology used to arrive at that determination in a manner that enables the reader to follow the process and logic. Also provide a detailed description of developments regarding use of the 2014 "Measures of Effect and Performance" and analysis of data collected.