

U.S. AIR FORCE VOTING ASSISTANCE PROGRAM BEST PRACTICES

1. The following programs are submitted as best practices for the Air Force Voting Program:

a. Andersen AFB Guam: Numerous initiatives were conducted to increase one-on-one contact between Unit Voting Counselors (UVC) and voters. Information was relayed via commanders calls, direct contact with commanders and direct contact with assigned personnel. Supplemental training sessions were held for UVCs just before Armed Forces Voters Week (AFVW). Placed AFVW briefing on agenda of staff meetings to include HQ 13 AF. Two "All User" e-mails were sent to re-introduce UVCs in each unit. Three localized Armed Forces Voting Campaign base newspaper articles were published. A user-friendly voting website w/ access to on-line FPCAs was established. To aid UVCs, the Installation Voting Officer (IVO) created a sample e-mail for UVCs to send to their unit personnel. The e-mail advocated the voting program and listed 4 easy steps to signing up.

b. Barksdale AFB LA: An "all-fronts" approach was used to communicate with voters. The wing leadership was informed and involved with the voting program. Communication tools used were newspapers, television, web-site, hot-line, posters, marquees, briefings, pay-statements, base bulletins and personal one-on-one effort.

c. Bolling AFB MD: A standard continuity book was issued to each UVC upon initial training.

d. Buckley AFB CO: The Voting Program is a regular briefing at the First Term Airman Center (FTAC). This gets information to the newest Air Force members who are the ones most likely to need the most attention and training on the voting process. In addition they conduct briefings at Newcomers Orientation to ensure all new unit members are informed on the voting process and to let them know who their unit voting counselor is. Wallet sized handouts were provided throughout the year showing how and where to obtain voting information and assistance. A voting information/assistance booth was present at the Retiree Appreciation Day, combining efforts with the Family Support Center.

e. FE Warren AFB WY: Developed and maintained an electronic continuity binder on a base server for all group level voting counselors to access. This ensured program continuity and allowed the voting counselors to update their numbers and training information on a common tracking sheet. The IVO created voting Assistance Do's and Don'ts reference worksheet to help UVCs provide guidance in accordance with regulations, guides, voting plans, and directives. IVO membership was integrated with the base Deployment Control Center's Mobility Line to brief deploying personnel about the Federal Voting Assistance Program. UVCs were added to unit in-processing checklists to allow them to counsel each member as they arrive and help them register if they wish. Created a voting assistance informational flyer which is distributed to all base newcomers

f. Kunsan AB Korea: Use of newcomers forum to highlight the Air Force Voting Program ensures expansive coverage during one-year remote tours.

g. Langley AFB VA: Set up a booth in front of the BX which proved to be very successful during Armed Forces Voters Week. The unit voting counselors helped members fill the cards out and even mailed them in.

h. Laughlin AFB TX: Provided voting information and assistance during in-processing briefings to all newly assigned personnel. The majority of base personnel attend the "Right Start" briefing, while new student pilots receive briefings the first day in the squadron. In addition, all first term airmen receive voting information and assistance at FTAC briefings. The LAFB Installation Voting Officer received training from the local voting office and is now a Deputy County Voter Registrar. This allows him to register people locally without them having to go downtown. The 47th Flying Training Wing is proud to have accomplished 100% contact of all assigned personnel (less deployed). They have superb commander support, 50 trained unit voting counselors, and a committee of 6 motivated leaders all working together to make Laughlin's Voting Program the best in the Air Force.

i. McConnell AFB KS: Included a "contact your unit UVC" item on in-processing checklists for newcomers.

j. RAF Mildenhall UK: The UVCs at RAF Mildenhall worked tirelessly to ensure all personnel had the opportunity to vote in the elections during the voting season. This was completed even though several units at this base were deployed to "real world" operations, to include Operation Enduring Freedom. One unit had the squadron secretary (civilian) volunteer as the UVC. This was a great help to that particular unit since the secretary does not deploy. She provided continuity of that unit's program and was essential to its success. Contact was made with personnel during their initial in-processing briefings at the base. A "Voting Overseas Made Easy" worksheet was created and is handed out to all in-coming personnel. The sheet briefly explains the Absentee Voting Process, and encourages personnel to contact their UVC, the IVO, or the Installation Voting hotline for more information.

k. Misawa AB Japan: Aggressively provided information to civilian employees and family members of both AD and civilian employees. They have 3 DoDDS schools at Misawa. An installation voting representative went to each school 2 times to speak at orientation and staff meetings about voter registration. The IVO also went to each the officer and enlisted spouses organization's meetings to reach the spouses. Lastly, everyone must attend the driver's safety course in order to get a license to drive in Japan. One of the installation voting representatives went to the weekly courses to reach the newcomers. Over 1,200 people were contacted through UVCs, the driver's license safety course and the briefings to the spouses groups.

l. Patrick AFB FL: AFTAC, one of their very large tenant organizations set up a table for several hours by the main entrance to the building. Two people manned the table, handed out forms and other voting documents and answered voting questions. This made it very easy for members to receive their information since the UVCs were so

approachable and accessible to members entering and exiting the building. AFTAC UVCs also created a pocket-sized voting card with key information such as voting web sites, addresses and dates.

m. Whiteman AFB MO: The graphics shop designed a full sized poster, which was placed in the dormitories, dining facilities, BX, Commissary, BW staff building and chapel. In addition, they were highly successful handing out reminders with red, white, and blue ribbons attached at the entrance gates to the base. They were very well received and vehicles all over based displayed the ribbons on their antennas to remind others to vote. Also, they developed a good working relationship with the local county and post polling locations and other information pertinent to our base populace.

n. Yokota AB Japan: They advertised heavily with a TV commercial on AFN, radio commercials on Eagle 810-which is seen/heard by Zama and Yoksua, hung posters in the resident towers, restaurants, and enlisted dining hall. Frequent e-mails were sent to all first shirts and the voting program was briefed at Right Start (base in-processing).

o. US Air Force Academy: Made announcements at football games and cadet squadron distribution systems.

2. If you have any questions or would like further clarification on the above mentioned items, please contact Lt. Col. Lee Shick **tel:** (210) 565-2338 (MSgt. Julie Schlip), **toll free:** 1-866-229-7074 (select option 4, then 6 from menu), **DSN:** 665-2338; **fax:** (210) 565-2543, **DSN fax:** 665-2543; **E-mail:** afpc/dpsfvotingpgmdlist@randolph.af.mil; **http://www.afpc.randolph.af.mil/votefund/**