

Appendix A

DoD VOTING INFORMATION SUPPORT PLAN 2002-2003

I. PURPOSE

To inform the Uniformed Services, DoD components and other Federal agencies of the coordinated schedule for multi-media dissemination of voting information for the 2002 and 2003 elections. The Director, Federal Voting Assistance Program (FVAP) will act as overall coordinator of media materials produced or distributed in support of the Voting Action Plan 2002-2003.

II. OBJECTIVES

- A. Provide voting assistance officers at all levels with information regarding the 2002 and 2003 primary and general elections so that they may assist interested voters within their organizations.
- B. Plan and conduct a multi-media internal information program, utilizing internal media of the DoD and other Federal agencies to reach all eligible voters covered by the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*.
- C. Provide information through appropriate information channels to ensure that all organizations are aware of the availability of voting assistance for their personnel.
- D. Ensure that the Uniformed Services, DoD components and Federal agencies are aware of information materials produced and of procedures to obtain them.
- E. Stress “Armed Forces Voters Week” (week of September 1 to 7, 2002) and “Overseas Citizens Voters Week” (week of June 30 to July 6, 2002) in conducting voting assistance activities.
- F. Implement a systematic release of materials in accordance with the phased program outline in Section IV of this Plan to ensure that all eligible voters are aware of voting procedures.

III. TASKS

A. The Director, FVAP will:

- 1. Coordinate all aspects of the 2002-2003 DoD Voting Assistance Information Support Plan.
- 2. Prepare all source material on voting information for use within DoD, other Federal agencies and other interested groups.
- 3. Coordinate all special information requirements in support of special programs (Armed Forces Voters Week and Overseas Citizens Voters Week) and other events as developed.
- 4. Operate the DoD Voting Information Center in a nonpartisan manner to provide information on elections, including dates and offices involved.
- 5. Actively collect and share best practices identified by Service, Agency/Department, and State voting assistance programs.

B. The American Forces Information Service will:

1. Coordinate with the Director, FVAP, all aspects of information for release to include: radio, television and print media materials.
2. Provide other information support as required by the Director, FVAP.

C. The Military Departments will:

1. Ensure that clear channels of communications are established throughout each Service expediting all voting information down to unit level.
2. Establish Service voting information direct "Hot-Lines" to link unit voting assistance officers with their respective Service Senior Voting Representative or Voting Action Officer.
3. Direct Service internal information media to publicize all aspects of the 2002 and 2003 voting assistance program. Furthermore, each Service will monitor the information support to ensure that voting information is being disseminated in a timely, effective and non-partisan manner.
4. Procure, produce, and distribute voting information materials and ensure that voting assistance officers at all echelons are in receipt of adequate materials to enable them to assist individuals covered by the *UOCAVA*.

D. Other Federal agencies will:

1. Perform all functions listed above, as applicable, if their agencies employ individuals stationed outside the U.S.
2. At the request of the Director, FVAP, coordinate with foreign media for the publication of voting information in media that have been identified as sources of information by U.S. citizens outside the U.S.

IV. PHASED PROGRAM SCHEDULING

A. *Phase I - November 1, 2001 - Spring 2002*

The Director, FVAP will publish the *2002 - 2003 Voting Assistance Guide*, distribute information and other motivational posters developed for 2002, and operate the DoD Voting Information Center.

B. *Phase II - January 1 - October, 2002*

1. The Director, FVAP will prepare and disseminate voting information on state and local primary elections and continue operation of the DoD Voting Information Center.
2. The Director, FVAP will make available for distribution a motivational poster.
3. American Forces Information Service (AFIS) will conduct specialized, multi-media activities emphasizing registration for and voting in primary and general elections. In addition to distributing news releases and related features, American Forces Press and Publications Service (AFPPS) will

provide military newspaper editors the graphic support necessary (line art and cartoons) to supplement their text. Armed Forces Radio and Television Service (AFRTS) will continue overseas broadcasting of voting spot announcements and features.

4. Military Services will have their Voting Action communication lines in operation not later than January 1, 2002. Military Services will ensure that telephone information operators at every military installation are provided with the name, e-mail addresses and office telephone number of the installation voting assistance officer. Installation voting officers shall generate and maintain a directory containing names, e-mail addresses and office telephone numbers of all local unit voting assistance officers by January 1, 2002. Military Services will provide the Director, FVAP with the office telephone numbers and e-mail addresses for every installation voting assistance officer, to be updated quarterly.

5. All departments and agencies will ensure that voting assistance materials are distributed expeditiously to all echelons for use by voting assistance personnel and ensure voting assistance personnel are aware of procedures to obtain additional materials if needed.

6. Military Departments will ensure that commanding officers or voting assistance officers provide at least one briefing, training, or information period devoted to registration and voting procedures. Ensure that these or other sessions are made available to spouses and eligible dependents, and ensure that incoming personnel are provided voting guidance if they arrive in a unit after the voting information briefing is conducted.

7. Military Departments will monitor command internal information media ensuring that voting information is being made available to eligible voters.

C. Phase III - August - November 5, 2002

1. The Director, FVAP will continue to release information on elections and operate the DoD Voting Information Center.

2. AFRTS facilities will intensify the radio and television campaigns to alert eligible voters overseas as to deadlines for registration and motivate them to request absentee ballots and vote.

3. AFIS will intensify print media campaign to inform all eligible voters of deadlines for registration and requesting absentee ballots.

4. AFPPS and AFRTS will publicize "Armed Forces Voters Week" (week of September 1, 2002), making the shift in emphasis from voting in the primary elections to voting in the November 5, 2002, general election.

5. Military Departments, the State Department, and other departments and agencies (as applicable) will plan and publicize local "Armed Forces Voters Week" (week of September 1, 2002) and "Overseas Citizens Voters Week" (week of June 30, 2002) activities. Military Departments should utilize local "on-base" community groups to generate support for the voting program and the State Department should utilize embassy and consulate facilities.

6. Military Departments and applicable agencies should conduct second briefings to ensure that newly appointed voting assistance officers are trained.

Second briefings should be considered for personnel covered by the *UOCAVA*, shifting emphasis from primary to general election information.

7. Military Departments will continue monitoring command information channels ensuring that voting information is being made available.

V. LIST OF INFORMATION SUPPORT MATERIALS AND SERVICES

- A. FVAP World Wide Web Home Page. Located at <http://www.fvap.gov>, the page provides an overview of the FVAP as well as electronic access to many of the materials listed in this section. In addition, this site provides election information, and links to state government home pages and other sites with election information and results.
- B. 2002 - 2003 Voting Assistance Guide. (2002-2003VAG).
- C. Posters. 2002-2003 voting posters will be available for use by the Armed Forces, State Department, and other government agencies. Initial requirements for posters will be coordinated by FVAP with DoD components and other government agencies. Distribution is made through normal supply channels. These posters will also be available for sale to the public through the Government Printing Office.
- D. News Articles and Features. News and feature articles on the Voting Assistance Program - 2002-2003, emphasizing primary elections, "Overseas Citizens Voters Week," "Armed Forces Voters Week," and the general election, will be released to all media. Departments and/or agencies outside the DoD will be sent this information for their use as appropriate.
- E. DoD Voting Information Center (VIC). The DoD Voting Information Center will be in operation 24 hours a day providing information on candidates. Anyone may call the VIC on DSN 425-1343, (703) 588-1343 or the appropriate toll-free number listed at the end of this section under "Ombudsman Service."
- F. Voting Information News (VIN) Newsletter. The VIN is a monthly publication that is primarily distributed on-line in PDF format and via e-mail in text format to Voting Assistance Officers. The newsletter contains information on elections and other voting-related matters of interest to citizens covered by the *UOCAVA*. VIN should be distributed as extensively as possible throughout your organization. Voting Assistance Officers are encouraged to extract information from VIN and copy articles for internal media use.
- G. FVAP Electronic Transmission Service. The FVAP provides the Electronic Transmission of Election Materials Service. Where allowed by state law, a military or overseas citizen may electronically transmit the FPCA for registration/ballot request, receive the regular blank absentee ballot by fax, return the voted ballot by fax, or any combination of these three. Election materials may be transmitted to local election officials through the following numbers: DSN 223-5527, (703) 693-5527 or (800) 368-8683.
- H. Ombudsman Service. The FVAP provides an Ombudsman Service for both the voter and local election officials to provide resolution to problems which cannot be solved locally or answers to questions concerning procedures for registration and ballot requests, including the timely receipt of ballots. Citizens and local election officials may call for assistance using the international toll-free numbers below, and contained on the inside back cover of the *2002 - 2003 Voting Assistance Guide*,. The number for citizens in the United States and Canada is 1-800-438-VOTE (8683). Assistance is available during normal business hours, Eastern Time, or a recorded message may be left at other times.

The following numbers for Ombudsman assistance may be dialed directly from the individual countries to reach the FVAP. No cost is incurred by the caller. They should be dialed exactly as they appear here, without affixing prefixes for international calls.

<u>Country</u>	<u>Access Code</u>	<u>Country</u>	<u>Access Code</u>
ANTIGUA	1-877-8333886	LUXEMBOURG	0800-9087
AUSTRALIA	1-800-1-27668	MALAYSIA	1-800-80-3709
BAHAMAS	1-8778333886	MARSHALL ISLANDS	1-877833-3886
BAHRAIN	800-687	MEXICO	001-8778333886
BARBADOS	1-800-534-2104	NETH ANTILLES	001-8778333886
BELGIUM	0800-76834	NETHERLANDS	0800-0249769
BERMUDA	1-8778333886	NEW ZEALAND	0800-441388
BRAZIL	000-814-550-3742	NICARAGUA	001-800-2201349
CANADA	1-800-438-8683	NORWAY	800-15501
CAYMAN ISLANDS	1-877-833-3886	PANAMA	001-800-5071351
CHILE	800-201844	PHILIPPINES	1-800-1-114-0831
CHINA	10-800-120-0241	POLAND	0-0-800-1112-561
COLUMBIA	980-915-4710	PORTUGAL	08008-12816
COSTA RICA	0800-0120204	RUSSIA	8-10-8002-0283011
DENMARK	80-882544	SINGAPORE	800-1203425
DOMINICAN REPUBLIC	1-8001561554	SOUTH AFRICA	080-09-97300
FINLAND	0-800-1-19515	SPAIN	900-931912
FRANCE	0800-914727	ST VINCENT	1-877-8333886
GERMANY	0800-1007428	ST. KITTS/NEVIS	1-877833-3886
GREECE	00800-12-5268	SWEDEN	020-79-6876
GUYANA	1-800-877-8333886	SWITZERLAND	0800-895623
HONG KONG	800-908809	TAIWAN	0080-13-9817
HUNGARY	06-800-13824	THAILAND	001-800-12-066-3305
INDONESIA	001-803-011-2583	TRINIDAD & TOBAGO	1-800-934-7340
IRELAND	1-800-55-5189	TURKEY	00800-151-0733
ISRAEL	1-800-9203230	UNITED KINGDOM	08-001-698035
ITALY	800-874729	UNITED STATES	1-800-438-8683
JAMAICA	1-800-666-3819	URUGUAY	000-413-598-2492
JAPAN	00531-120076	VENEZUELA	8001-2913
KOREA	00798-14-800-4399		