



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237
APO AP 96205-0010

REPLY TO
ATTENTION OF:

FKCS

27 March 2011

MEMORANDUM FOR HQ USFK J1

SUBJECT: Appointment of USFK Voting Assistance Officers

1. Reference DoD Directive 1000.04 Federal Voting Assistance Program (FVAP), 23 April 2007.
2. The following named individuals are appointed as USFK Voting Assistance Officers (VAO) in accordance with the Federal Voting Assistance Program and reference 1 above:

Primary USFK Voting Assistance Officer:

Rank/Name: GS-13, Smith, Paul L.
Unit mailing address: USFK J1, Unit 15237, APO AP 96204-5237
Office phone: 723-5632
E-mail address: Paul.L.Smith@korea.army.mil
DEROS: 29 Jul 12

Alternate USFK Voting Assistance Officer:

Rank/Name: Maj MacMillan, Bertha
Unit mailing address: USFK J1, Unit 15237, APO AP 96204-5237
Office phone: 725-4336
E-mail address: Bertha.MacMillan@korea.army.mil
DEROS: 15 Jun 13

3. For the 2011-12 Voting Season, the goal is to contact 100% of active duty US military personnel who are stationed in Korea, U.S. civilian employees of the DoD who are stationed in Korea, and the voting age dependents of the aforementioned personnel who are in Korea. Contact shall include the provision of information on voting registration and procedures for requesting absentee ballots. The USFK Voting Assistance Program is a "year round" program.
4. As USFK VAO, you are responsible for the management of the USFK Voting Assistance Program. Use the Federal Voting Assistance Program web site at www.fvap.gov to keep informed on all voting information. The following is a list of your duties and responsibilities:
 - a. Develop a USFK Voting Assistance Plan (VAP) for all eligible voters who are among the personnel identified in paragraph 3 above, and be the ombudsmen for the USFK VAP.

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b. Maintain the USFK VAP web page at: <http://www.usfk.mil/usfk/hot-topic.voting.assistance.program.523>. This web page will provide voting resources, service department voting contact information, voter alerts, voting training for both installation and unit VAO, and links to official election websites for state and national elections.

c. Designate an "Armed Forces Voter Week" in September of each even-numbered year to encourage military/civilian personnel and their voting age family members to exercise their right to vote. At a minimum, you will ensure that a Sharp Point is completed/signed by the USFK Commander announcing this event and coordinate with the USFK Public Affairs Office and Armed Forces Network-Korea to publicize this event.

d. Ensure service components have trained personnel to manage their VAP. Ensure they have primary and alternate VAO designated in writing by their local commanders. Ensure all VAO personnel understand the federal requirement to register overseas personnel by 15 January annually. Where possible, installation VAO personnel should be a civilian GS-12 or higher. If a military member is assigned as the installation VAO, that officer should be in the grade of O-4 or higher.

e. Use the J1-USFKVAO@korea.army.mil email address for all voting inquires and reports.

f. Provide after-action voting reports for major federal elections as required by US Pacific Command and/or the Office of the Secretary of Defense.

5. The point of contact for this memorandum is the USFK J1 Policy and Programs Branch at 723-5632 or J1-USFKVAO@korea.army.mil.



LAWRENCE L. WELLS
Major General, USAF
Chief of Staff