



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NGB-J1
DISTRIBUTION: A

CNGBI 1004.01
22 March 2018

NATIONAL GUARD FEDERAL VOTING ASSISTANCE PROGRAM

References:

- a. Title 10 United States Code Section 1566, "Voting Assistance"
 - b. Department of Defense (DoD) Instruction 1000.04, 13 September 2012, "Federal Voting Assistance Program (FVAP)"
 - c. DoD Directive 5105.77, 30 October 2015, Incorporating Change 1, 10 October 2017, "National Guard Bureau (NGB)"
 - d. Army Regulation 608-20, 22 April 2014, "Army Voting Assistance Program"
 - e. Air Force Instruction 36-3107, 27 February 2014, "Voting Assistance Program"
1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard (NG) Federal Voting Assistance Program (FVAP) in accordance with (IAW) the references.
 2. Cancellation. None.
 3. Applicability. This instruction applies to the National Guard Bureau (NGB) and to the NG of the States, Territories, and the District of Columbia.
 4. Policy. It is NG policy to ensure eligible voters receive information about registration and voting procedures and materials pertaining to scheduled elections, including dates, offices, constitutional amendments, and other ballot proposals through the NG FVAP. Eligible voters should have the opportunity to

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register and vote, in person or by absentee ballot, in any election for which he or she is eligible.

a. Eligible Voter. Eligible voters include absent uniformed services voters; a member of a uniformed service on active duty who, by reason of such active duty, is absent from the place of residence where the member is otherwise qualified to vote; or a spouse or dependent of a member referred to in the first two sentences of this definition who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

b. Overseas Voter. Overseas voters include absent uniformed services voters who, by reason of active duty or service, are absent from the U.S. on the date of the election involved; a person who resides outside of the U.S. and is qualified to vote in the last place in which the person was domiciled before leaving the U.S.; or a person who resides outside of the U.S. and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the U.S.

5. Definitions. See Glossary.

6. Responsibilities.

a. Chief of the National Guard Bureau (CNGB). In addition to CNGB responsibilities delineated in references d and e the CNGB will:

(1) Designate, in writing, a uniformed officer or a civilian employee of the appropriate grade as the NGB Senior Service Voting Representative (SSVR).

(2) Designate, in writing, an NGB Service Voting Action Officer (SVAO) to assist the SSVR.

(3) Develop written voting related policies.

(4) Ensure the Director of the Army National Guard (DARNG) and Director of the Air National Guard (DANG), IAW applicable Service-specific guidance; develop written voting-related policies, to include a voting assistance plan (VAP) that meets the intent of reference b and applicable Service instructions, to support all eligible uniformed services personnel and their family members.

(5) Ensure the DARNG and DANG appoint SVAOs IAW their Service-specific guidance, to assist the NG SSVR.

b. DARNG and DANG. The DARNG and DANG will:

- (1) Appoint a Herbert R. Temple, Army National Guard Readiness Center (TARC) and ANG Readiness Center (ANGRC) SVAO.
- (2) Develop written voting-related policies to include a VAP IAW reference b and applicable Service-specific guidance.
- (3) If required by applicable Service-specific guidance, establish, and maintain a contingency voting assistance program to support eligible members.
- (4) Ensure appointed SVAOs assist the NGB SSVR as needed.

c. The Adjutants General (TAG) and the Commanding General of the District of Columbia NG (CG). TAGs and the CG will:

- (1) If applicable and required by their respective Service-specific guidance, ensure voting assistance officers (VAO) are appointed within each activated unit.
- (2) Ensure activated units or personnel have access to a unit VAO organically or from a unit they are joining.
- (3) Ensure State, Territory, and District of Columbia election officials are notified when NG units are mobilized or deployed.

d. NGB SSVR. The NGB SSVR will be a uniformed general officer or a civilian employee in the Senior Executive Service and will:


- (1) Manage the NG FVAP.
- (2) Manage voting assistance operations.

e. SVAOs. SVAOs will:

- (1) Assist the NGB SSVR in managing the NG FVAP.
- (2) Be responsible for voting assistance operations within the Army National Guard or Air National Guard respectively.
- (3) Follow the requirements of reference d or e, as appropriate, while performing duties as the SVAO for the TARC or ANGRC.

f. VAOs. VAOs are responsible for voting assistance at the unit/wing level and, will follow appropriate Service-specific requirements IAW references d or e, as appropriate.

7. Summary of Changes. This is the initial publication of CNGBI 1004.01.
8. Releasability. This instruction is approved for public release; distribution is unlimited. Obtain copies through <www.ngbpdc.ngb.army.mil>.
9. Effective Date. This instruction is effective upon signature and must be reissued, canceled, or certified as current within five years from the date signed.



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Chief National Guard Bureau

Enclosure:

GL -- Glossary

GLOSSARY

PART I. ACRONYMS

ANGRC	Air National Guard Readiness Center
CNGB	Chief of the National Guard Bureau
CG	Commanding General of the District of Columbia National Guard
DARNG	Director of the Army National Guard
DANG	Director of the Air National Guard
IAW	In accordance with
NG	National Guard
NGB	National Guard Bureau
NG FVAP	National Guard Federal Voting Assistance Program
SSVR	Senior Service Voting Representative
SVAO	Service Voting Action Officer
TAG	The Adjutants General
TARC	Herbert R. Temple, Army National Guard Readiness Center
VAO	Voting Assistance Officer
VAP	Voting Assistance Plan

PART II. DEFINITIONS

(NONE)