



2024 Marine Corps Voting Action Plan

Important Dates for USMC Voting Assistance Officers (VAOS)

Jan 3

Order Voting Materials

Order new Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters. This is an ongoing task for all VAOs. Order your FPCA/FWAB forms from GSA, local supply and through proper channels:
<https://www.fvap.gov/vao/materials/usm-order>.

Jan 15

Distribute FPCAs to eligible voters



Deadline for VAOs to distribute FPCAs to all eligible Voters (electronically or in hand). Completed forms should be sent to the voter's local election official and allow members to register or update their absentee mailing address. This provides local election officials the ability to update their mailing lists. Online FPCA: <http://www.fvap.gov/election-materials>.

Feb 11

Super Bowl Challenge



FVAP will be airing public service announcements during the Super Bowl on AFN. VAOs should consider hosting Voter Registration Drives and voter activities around their Base/Unit Super Bowl Party. Follow any COVID-19 protocols if necessary and send photos to the SVAO.

Mar 31

Measures of Effect and Performance

Deadline for VAOs, Installation Voter Assistance Offices and Recruiting Stations to submit metrics covering the period from 1 January - 31 March in the FVAP Admin Portal. Metrics can be submitted any time before 31 March.

Apr 4

IVA Offices Outreach

IVAOs should verify the contact information for their IVA Offices is correct on the FVAP's website:
<http://www.fvap.gov/info/contact/iva-offices>.
Contact the SVAO if corrections are required.

Jun 28

Armed Forces Voters Week & Overseas Citizens Voters Week

VAOs should plan and participate in Voting Emphasis Week (28 June – 4 July 2024) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs should also plan events around their Installation's or unit's 4th of July activities.

Jun 30

Measures of Effect and Performance

Deadline for VAOs, Installation Voter Assistance Offices and Recruiting Stations to submit metrics covering the period from 1 April - 30 June in the FVAP Admin Portal. Metrics can be submitted any time before 30 June.



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Jul 15

Distribute FPCAs to UOCAVA Voters

Deadline for VAOs to distribute the FPCA (electronically or in hand) to eligible voters they assist and encourage them to complete and submit to their local election official to register and/or request an absentee ballot for the 2024 General Election.

Sep 3

IVA Office Outreach

IVAOs should again verify the contact information for their IVA Offices (phone number, location, POC, and email address) is correct on the FVAP's website: <http://www.fvap.gov/info/contact/iva-offices?serviceId=4>. FVAP/SVAO will reach out to IVA Offices to confirm.

Sep 21

Absentee Ballot Mailing Deadline

Deadline for States to send absentee ballots to registered voters. Voters should begin checking their mail and email for their ballot. Everyone should be encouraged to vote and return their ballot upon receiving it.

Sep 30

Recommended Mailing Date



Voters at overseas military installations, Iraq, Syria and on ships at sea should send voted ballots in now so they will arrive in time to be counted.

Sep 30

Measures of Effect and Performance

Deadline for VAOs, Installation Voter Assistance Offices and Recruiting Stations to submit metrics covering the period from 1 July - 30 September in the FVAP Admin Portal. Metrics can be submitted any time before 30 September.

Oct 1

Absentee Voters Week

VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from 1 – 8 October 2024.

Oct 6

30 Days before Election

VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB.

Oct 20

Overseas Recommended Mailing Date

Uniformed Service Members and their families at overseas military installations with access to the military post office should send voted ballots in now so they arrive in time to be counted. Use 11-DoD Label to expedite the mailing of their ballot.



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Oct 21 15 Days before Election Day

VAOs should stress to voters to complete and return their absentee ballots. Voters who have not received their requested absentee ballots to complete and submit the FWAB.

Oct 28 Recommended Mailing Dates



Stateside Uniformed Service Members and their families should send voted ballots in now, so they arrive in time to be counted.

Nov 5



VAOs should remind local voters to go to their polling place and vote. IVA Officers should ensure max office coverage to answer any last-minute questions and to assist voters returning their ballots by fax or email (for States that allow these methods of transmission).

Dec 31 Measures of Effect and Performance

Deadline for VAOs, Installation Voter Assistance Offices and Recruiting Stations to submit metrics covering the period from 1 October - 31 December in the FVAP Admin Portal. Metrics can be submitted any time before 31 December.

Ongoing Tasks

Check-Ins	VAOs should provide an opportunity for all voters to complete an FPCA to update their address to ensure proper mailing of voting materials. VAO's should be on the unit's check-in sheet to ensure this opportunity is provided to all personnel during their check-in at a new unit.
Directory Information	The Major Command and Installation Voting Assistance Officers must maintain a directory of all subordinate VAOs email addresses and office telephone numbers. This directory must be updated at least quarterly.
Website Information	Provide current contact information of Voting Assistance Officers and Installation Voting Assistance Offices on the organization's website.
Voting Functional Area Checklist 1742	The most up-to-date Functional Area checklist 1742 can be found on the Marine Corps Inspector General website: https://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/
Voting Alerts	VAOs can sign up for voting alerts/RSS Feeds at FVAP.gov (Click subscribe at bottom of page) to receive voting assistance updates and messages.
VAO Training	Voting Assistance Officers must complete VAO training prior to assuming the duties as the VAO. All training can be found at FVAP.gov .
Voter Support	VAOs should make time in their schedules to help voters fill out Federal Postcard Applications or use the online wizards. With unit members voting in different States, voter support must remain an ongoing important task.



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Key FVAP Resources for VAOs

Website	FVAP.gov	Up-to-date voting assistance information, VAO resources, voter information, VAO training modules, electronic voting materials, Voting Assistance Guide, electronic FPCA and FWAB forms
Email	vote@fvap.gov	Email FVAP with any voting assistance questions
Telephone	1-800-438-VOTE (8683)	Call FVAP with any voting assistance questions
Technical Support	tech@fvap.gov	Email FVAP on all Portal and account issues
Facebook	Facebook.com/DoDFVAP	FVAP and UOCAVA updates
Twitter	Twitter.com/FVAP	FVAP and UOCAVA updates

Ordering Voting Materials

Voting Banner	Contact FVAP at vote@fvap.gov .
Voting Poster/Brochures	https://www.fvap.gov/vao/materials or contact FVAP at vote@fvap.gov .
SF 76: Federal Post Card Registration and Absentee Ballot Request (FPCA)	Order NSN 7540-00-634-5053 from your DSSC or GSA. Electronic download from FVAP website (fillable, printable PDF) at: http://www.fvap.gov/election-materials .
SF186: Federal Write-In Absentee Ballot (FWAB)	Order NSN 7540-01-218-4384 from Your DSSC or GSA. Electronic download from FVAP website (fillable, printable PDF) at: http://www.fvap.gov/election-materials .
NAVMC 1174: "Voting Assistance Guide (VAG)"	Contact FVAP at vote@fvap.gov , the electronic version is available at https://www.fvap.gov/uploads/FVAP/States/eVAG.pdf .
Wallet Cards	https://www.fvap.gov/vao/materials or contact FVAP at vote@fvap.gov .