

2014 USMC Voting Action Plan

Important Dates for USMC Voting Assistance Officers



Order Supplies

Ensure publication/form/poster quantities are accurate in MCPDS. This is an ongoing task for all VAOs. See your Units Publications Manager (typically your S-1) for more assistance. This will ensure you receive updates as they are published.



Quarterly Voting Assistance Report & NVRA Metrics

VAOs and Installation Voter Assistance Offices must submit metrics covering the period from 1 Oct - 31 Dec. VAO's and IVAO's submit via the USMC Voting SharePoint website. Instructions on submission and access are available at: https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/C_PERSONNEL/Voting

Recruiting Stations/Sub-Stations must submit NVRA voting assistance metrics covering the period from 1 Oct - 31 Dec. ERR/WRR Reports are due to MCRC Headquarters, cc:ing the USMC Voting Assistance Officer at: mra.voting.officer@usmc.mil



Distribute FPCAs to eligible voters

Deadline for VAOs to distribute FPCAs to all eligible Voters. Completed Forms should be sent to the voters 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: <http://www.fvap.gov/FPCA/fpchoice.html> or: <http://www.fvap.gov/resources/media/fpca.pdf>



Measures of Effect and Performance

HQMC submits Quarterly metrics to FVAP.



Annual Voting Report

Annual USMC Voting report due from HQMC to FVAP NLT 1 February. Format of the Annual Report is determined by the Director, FVAP.



Super Bowl Challenge

FVAP will be airing public service announcements during the Super Bowl on AFN. VAO's should consider hosting Voter Registration Drives and advertisements around their Base/Unit Super Bowl Party.













Quarterly Voting Assistance Report & NVRA Metrics

VAOs and Installation Voter Assistance Offices must submit metrics covering the period from 1 Jan - 31 Mar.

Recruiting Stations/Sub-Stations must submit NVRA voting assistance metrics covering the period from 1 Jan - 31 Mar.

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 <p>JUNE 1</p>	SVAO Contact Calls to Installation Voting Offices	SVAO verifies contact information for all USMC Installation Voting Assistance Offices, ensuring phone number, location, and point-of-contact information are current as listed on FVAP's website: http://www.fvap.gov/contact/ivaoffice/marines.html
 <p>JUNE 30</p>	Armed Forces Voters Week & Overseas Citizens Voters Week	VAOs should plan & participate in Voting Emphasis Week (June 30-July 7, 2014) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs should plan events around their Installation/Unit 4th of July activities.
 <p>JULY 13</p>	Quarterly Voting Assistance Report & NVRA Metrics	VAOs and Installation Voter Assistance Offices must submit metrics covering the period from 1 Apr – 30 Jun. Recruiting Stations/Sub-Stations must submit NVRA voting assistance metrics covering the period from 1 Apr – 30 Jun.
 <p>AUGUST 1</p>	Recommended Voting Assistance Officer Training Day	Utilizing the FVAP courses, Voter Assistance Officers and their office personnel who assist voters, should complete the appropriate training course as an Installation VAO or Unit VAO.
 <p>SEPTEMBER 20</p>	Absentee Ballot Mailing by States	Voters should begin checking their mail and email for their ballot. Everyone should be encouraged to Vote and return their ballot upon receiving it!
 <p>SEPTEMBER 13</p>	Absentee Voting Week	VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from September 29 - October 6, 2014.
 <p>OCTOBER 13</p>	Quarterly Voting Assistance Report & NVRA Metrics	VAOs, Recruiters, and Installation Voting Assistance Offices must submit metrics covering the period from 1 Jul - 30 Sep. Recruiting Stations/Sub-Stations must submit NVRA voting assistance metrics covering the period from 1 Jul – 30 Sep.
 <p>OCTOBER 14</p>	Overseas Recommended Mailing Date	Voters at overseas military installations should send voted ballots in so they arrive in time to be counted.
 <p>OCTOBER 28</p>	Stateside Recommended Mailing Date	Voters at stateside military installations should send voted ballots in so they arrive in time to be counted.
 <p>NOVEMBER 4</p>	Election Day	VAOs should remind local voters to go to their polling place and vote. IVA Officers should ensure office coverage to answer last minute questions and assist voters returning their ballots by fax or mail.

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Ongoing Tasks	
Check-ins	VAOs should provide an opportunity for all voters to complete an FPCA to update their address for their local election official, to ensure proper mailing of voting materials. VAO's should be on the unit 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 the current contact information of Voting Assistance Officers/Offices on the organization's website.
Public Affairs	VAOs must work with PAO to publicize any special elections or ballot measures, and inform military personnel and their family members of their right to vote. Voting outreach efforts should be incorporated into military and family appreciation events.
Voting Alerts	VAOs can sign up for voting alerts/RSS Feeds using FVAP.gov to receive tailored voting assistance updates and messages.
Training	Voting Assistance Officers must complete MarineNet VAO training prior to assuming the duties as the VAO.

Key FVAP Resources for VAOs		
Website	FVAP.gov	Up-to-date <i>Voting Assistance Guide</i> and FPCA and FWAB online assistants
Email	vote@fvap.gov	Email FVAP with voting assistance questions
Telephone	1-800-438-VOTE (8683)	Call FVAP with voting assistance questions
Facebook	Facebook.com/DoDFVAP	FVAP and UOCAVA updates
Twitter	Twitter.com/FVAP	FVAP and UOCAVA updates

Ordering Voting Materials	
NAVMC 1174: "Voting Assistance Guide (VAG)"	Order PCN 10000662800 via MCPDS (typically through your S-1).
2014 Voting Posters	Order PCN 50100652000 via MCPDS (typically through your S-1).
2014 Voting Dates Poster	Order PCN 50100650000 via MCPDS (typically through your S-1).
SF 76: Federal Post Card Registration and Absentee Ballot Request (FPCA)	Order NSN 7540-00-634-5053 from your DSSC or download from FVAP website (fillable, printable PDF) @ http://www.fvap.gov/resources/media/fpca.pdf .
Voting Banners	Requests for additional Voting Banners for your organization should be emailed to the Service Voting Action Officer at vote@usmc.mil .
SF186: Federal Write-In Absentee Ballot (FWAB)	Order NSN 7540-01-218-4384 from your DSSC or download from FVAP website (fillable, printable PDF) @ http://www.fvap.gov/resources/media/fwab.pdf .