









CY2015 USMC Voting Action Plan

Important Dates for USMC Voting Assistance Officers

*** Note the change in quarterly voting report procedures in March 2015**

 <p>JANUARY 13</p>	<p>Quarterly Voting Assistance Report & NVRA Metrics</p>	<p>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_R_A_HOME/MF/C_PERSONNEL/Voting</p> <p>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</p>
 <p>JANUARY 15</p>	<p>Distribute FPCAs to eligible voters</p>	<p>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/fpcachoice.html or: http://www.fvap.gov/resources/media/fpca.pdf</p>
 <p>JANUARY 15</p>	<p>Measures of Effect and Performance</p>	<p>HQMC submits Quarterly metrics to FVAP.</p>
 <p>March 31</p>	<p>Quarterly Voting Assistance Report & NVRA Metrics</p>	<p>MarAdmin 386/14 published the new procedures for submitting Voting Assistance Reports. Reports will now be submitted using www.FVAP.gov (use the "Admin Portal" at the bottom of www.fvap.gov).</p> <p>VAOs, Installation Voter Assistance Offices & Recruiters must submit metrics for the period from 1 Jan - 31 Mar.</p>
 <p>JUNE 1</p>	<p>SVAO Contact Calls to Installation Voting Assistance Offices</p>	<p>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>
 <p>JUNE 30</p>	<p>Quarterly Voting Assistance Report & NVRA Metrics</p>	<p>VAOs, Installation Voter Assistance Offices & Recruiters must submit metrics for the period from 1 Apr – 30 Jun (use the "Admin Portal" at the bottom of www.fvap.gov).</p>
 <p>AUGUST 1</p>	<p>Recommended Voting Assistance Officer Training Day</p>	<p>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>
 <p>SEPTEMBER 19</p>	<p>Absentee Ballot Mailing by States</p>	<p>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>

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OCTOBER 31	Quarterly Voting Assistance Report & NVRA Metrics	VAOs, Installation Voter Assistance Offices & Recruiters must submit metrics for the period from 1 Jul – 30 Sep (use the "Admin Portal" at the bottom of www.fvap.gov).
OCTOBER 12	Overseas Recommended Mailing Date	Voters at overseas military installations should send voted ballots in so they arrive in time to be counted.
OCTOBER 29	Stateside Recommended Mailing Date	Voters at stateside military installations should send voted ballots in so they arrive in time to be counted.
NOVEMBER 3	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.
DECEMBER 15	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.
DECEMBER 31	Quarterly Voting Assistance Report & NVRA Metrics	VAOs, Installation Voter Assistance Offices & Recruiters must submit metrics for the period from 1 Oct – 31 Dec (use the "Admin Portal" at the bottom of www.fvap.gov).

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 part of the new-join check-in process.
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 & provide a link to "vote@usmc.mil" for voters to request assistance from HQMC.
Public Affairs	VAOs must work with PAO to publicize any special elections or ballot measures, and of their right to vote. Voting outreach efforts should be incorporated into military and family appreciation events.
Voting Alerts	VAOs and Voters can sign up for voting alerts/RSS Feeds to receive tailored voting assistance updates and messages. http://www.fvap.gov/vao/alerts
Training	Voting Assistance Officers must complete VAO training prior to assuming the duties as the VAO. http://www.fvap.gov/vao/training

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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).
Voting Posters	Order PCN 50100652000 via MCPDS (typically through your S-1).
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 .