

2017 USMC Voting Action Plan

Important Dates for USMC Voting Assistance Officers

2017



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. Online form can be obtained at <http://www.fvap.gov/election-materials>.



FVAP IVA Office visits begins at selected Marine Corps Installations

FVAP will conduct site visits/training to assist IVA Office personnel and ensure office compliance in accordance with the MOVE Act. Seven Marine Corps installations have been selected in 2017 (MCB Hawaii, MCRD Parris Island, MCAS Beaufort, MCB Camp Lejeune, MCLB Barstow, Blount Island Command, and MCMWTC Bridgeport) to be visited by FVAP.



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 via the FVAP Admin Portal.



2017 FVAP IVAO Workshops

FVAP will conduct 5 IVAO workshops in 2017 at the following locations: May 25: Fort Hamilton, NY; June 20: Fort Meade, MD; July 26: Buckley AFB, CO; August 15: Joint Base Lewis-McChord, WA; and September 12: NAS Pensacola, FL. IVAOs can attend the workshop closer to their installation. POCs for each workshop will be disseminated. FVAP will not provide funding; commands must fund their IVAO's travel.



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 via the FVAP Admin Portal.



Recommended Voting Assistance Officer Training Day

Utilizing the FVAP training courses, Voter Assistance Officers and their office personnel who assist voters, should complete the appropriate training course as an Installation VAO, Unit VAO, and Assistant Unit VAO.



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 via the FVAP Admin Portal.

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Recommended Annual Voter Training Day

VAOs are encouraged to hold classes/workshops to educate their unit members, Civilian Marines, and family members on the voting process, voting registration, and voting via absentee ballot.



Order Voting Supplies

Ensure sufficient quantities of posters, handouts, banners, FPCAs and FWABs are ordered in preparation for the 2018 elections. This is an ongoing task for all VAOs. Voting supplies are ordered via the Marine Corps Publications Distribution System (MCPDS).



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 via the FVAP Admin Portal.

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'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 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, and pre-deployment briefs.
Voting Alerts	VAOs can sign up for voting alerts/RSS Feeds by emailing vote@fvap.gov to receive tailored voting assistance updates and messages.
Training	Voting Assistance Officers must complete VAO training prior to assuming the duties as the VAO. 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 task.

Key FVAP Resources for VAOs

Website	FVAP.gov	Up-to-date <i>Voting Assistance Guide</i> and FPCA and FWAB Online Assistant
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

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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).
Tri-Fold Brochure	Order PCN 50100652200 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) at: http://www.fvap.gov/election-materials .
Voting Banners	Order PCN 50100652100 via MCPDS (typically through your S-1).
SF186: Federal Write-In Absentee Ballot (FWAB)	Order NSN 7540-01-218-4384 from your DSSC or download from FVAP website (fillable, printable PDF) at: http://www.fvap.gov/election-materials .