

# 2019 USMC Voting Action Plan

**Jan 15**

**Distribute FPCAs to eligible voters**

Deadline for VAOs to distribute FPCAs to all eligible Voters. Forms can be distributed by hand or sent electronically. 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: <http://www.fvap.gov/election-materials>.

**Feb 3**

**Super Bowl Challenge**

FVAP will be airing Public Service Announcements during the Super Bowl on AFN. VAOs should consider hosting Voter Registration Drives and advertisements around their Base/Unit Super Bowl Party. 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 15**

**IVA Office 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?serviceId=4>. **Contact the SVAO if corrections are required.**

**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.

**Jul 8**

**Annual Voter Awareness Training Day**

Utilizing the FVAP Training Courses, VAOs should conduct annual voting awareness training to their unit personnel. Training can also be conducted throughout the year based on the unit's personnel availability.

**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.

**Dec 2**

**Inventory/Order Voting Supplies**

Ensure sufficient quantities of posters, handouts, banners, FPCAs and FWABs are ordered in preparation for the 2020 elections. Voting supplies are ordered via the Marine Corps Publications Distribution System (MCPDS).

**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.

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Ongoing Tasks	
<b>Check-Ins</b>	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. VAOs 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.
<b>Directory Information</b>	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.
<b>Website Information</b>	Provide the current contact information of Voting Assistance Officers/Offices on the organization's website.
<b>Public Affairs</b>	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.
<b>Voting Alerts</b>	VAOs can sign up for voting alerts/RSS Feeds by emailing <a href="mailto:vote@fvap.gov">vote@fvap.gov</a> to receive tailored voting assistance updates and messages.
<b>Training</b>	Voting Assistance Officers must complete VAO training prior to assuming the duties as the VAO. Training can be found at FVAP.Gov.
<b>Functional Area Checklist 1742</b>	The most up-to-date Functional Area checklist 1742 can be found on the Marine Corps Inspector General website: <a href="https://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/">https://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/</a>
<b>Voter Support</b>	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		
<b>Website</b>	<a href="http://FVAP.gov">FVAP.gov</a>	Up-to-date <i>Voting Assistance Guide</i> and FPCA and FWAB online assistants
<b>Email</b>	<a href="mailto:vote@fvap.gov">vote@fvap.gov</a>	Email FVAP with voting assistance questions
<b>Technical Support</b>	<a href="mailto:tech@fvap.gov">tech@fvap.gov</a>	Email FVAP with portal issues
<b>Telephone</b>	1-800-438-VOTE (8683)	Call FVAP with voting assistance questions
<b>Facebook</b>	Facebook.com/DoDFVAP	FVAP and UOCAVA updates
<b>Twitter</b>	Twitter.com/FVAP	FVAP and UOCAVA updates

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Ordering Voting Materials	
<b>NAVMC 1174: "Voting Assistance Guide (VAG)"</b>	Order PCN 10000662800 via MCPDS (typically through your S-1).
<b>Voting Banner</b>	Order PCN 50100652100 via MCPDS (typically through your S-1).
<b>Voting Poster</b>	Order PCN 50100652000 via MCPDS (typically through your S-1).
<b>SF 76: Federal Post Card Registration and Absentee Ballot Request (FPCA)</b>	Order NSN 7540-00-634-5053 from your DSSC or download from FVAP website (fillable, printable PDF) at: <a href="http://www.fvap.gov/election-materials">http://www.fvap.gov/election-materials</a> .
<b>SF186: Federal Write-In Absentee Ballot (FWAB)</b>	Order NSN 7540-01-218-4384 from your DSSC or download from FVAP website (fillable, printable PDF) at: <a href="http://www.fvap.gov/election-materials">http://www.fvap.gov/election-materials</a> .