



2023 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 12	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 14	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 7	Annual Voter Awareness Training Day	Utilizing items on the FVAP outreach materials page, 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.
Nov 15	Inventory/Order Voting Supplies	Ensure sufficient quantities of posters, handouts, banners, FPCAs and FWABs are ordered in preparation for the 2024 elections. Voting outreach materials can be obtained online at https://www.fvap.gov/vao/materials .
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	
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. 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.
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 websites.
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.
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/
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 assistants
Email	vote@fvap.gov	Email FVAP on voting assistance questions
Technical Support	tech@fvap.gov	Email FVAP on portal account issues
Telephone	1-800-438-VOTE (8683)	Call FVAP on 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)”	Contact FVAP at vote@fvap.gov , the electronic version is available at https://www.fvap.gov/uploads/FVAP/States/eVAG.pdf .
Voting Banner	Contact FVAP at vote@fvap.gov .
Voting Posters/Brochures	https://www.fvap.gov/vao/materials .
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 .