

2018 USMC Voting Action Plan

Important Dates for USMC Voting Assistance Officers

2017

Dec 15

Order 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).

2018

Jan 4

Voting Assistance Officer Workshops

DoD Instruction 1000.04, Enclosure 4.2.t requires all VAOs to complete either a FVAP or Service-provided workshop. Our 2018 in-person VAO workshops kickoff at Ft Belvoir. SVAO will provide 2018 VAO workshop schedule.

Jan 15

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/election-materials>.

Feb 4

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 2

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

Armed Forces Voters Week & Overseas Citizens Voters Week

VAOs should plan and participate in Voting Emphasis Week (30 June - 7 July 2018) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs should plan events around their Installation's or unit's 4th of July activities. **Invite Family Members.**

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.

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Jul 15	Distribute FPCAs to Voters	Deadline for VAOs to distribute the FPCA (electronically or in hand) to eligible voters they assist and encourage them to complete and submit to their local election official to register and/or request an absentee ballot for the 2018 General Election.
Sep 4	IVA Office Outreach	IVAOs should again verify the contact information for their IVA Offices (phone number, location, POC, and E-mail address) is correct on the FVAP's website: http://www.fvap.gov/info/contact/iva-offices?serviceId=4 . FVAP/SVAO will reach out to IVA Offices to confirm.
Sep 22	Absentee Ballot Mailing Deadline	Deadline for States to send absentee ballots to registered voters. Voters should begin checking their mail and email for their ballot. Everyone should be encouraged to vote and return their ballot upon receiving it.
Sep 30	Absentee Voting Week	VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from 30 September – 6 October 2018.
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.
Oct 2	Overseas Recommended Mailing Date	Voters at overseas military installations, Iraq, Afghanistan and on ships at sea should send voted ballots in so they arrive in time to be counted.
Oct 6	Stateside Recommended Mailing Date	Uniformed Service members and their families at stateside military installations should send voted ballots in now so they arrive in time to be counted. Voters who have not received their requested absentee ballots to complete and submit the FWAB.
Oct 22	15 Days before Election Day	VAOs should stress to voters to complete and return their absentee ballots. Voters overseas with access to the military post office should send their ballots in now; use the 11-DoD Label to expedite the mail.
Nov 6	<u>Election Day</u>	VAOs should remind local voters to go to their polling place and vote. IVA Officers should ensure office coverage to answer any last minute questions and assist voters returning their ballots by fax or email (for States that allow these methods of transmission).

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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.

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 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).
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Voting Banner	Order PCN 50100652100 via MCPDS (typically through your S-1).
Voting Poster	Order PCN 50100652000 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 .
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 .