

2016-2017 Election Cycle Voting Action Plan

Important Dates for Voting Assistance Officers (VAOs)

2015



Order Supplies

New Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters are available through GSA. This is an ongoing task for all VAOs. Order your 2013 FPCA/FWAB forms through proper channels; <http://www.fvap.gov/vao/training/materials/usm-order>.



Measures of Effect and Performance

Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by January 15th.

2016



Command Emphasis Campaign

Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP.



FVAP Email Blast

FVAP will be sending an email to all Uniformed Service members with active email addresses from January 5-7. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA.



IVA Office Outreach

IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <http://www.fvap.gov/info/contact/iva-offices>. Email: vote@fvap.gov with updated contact information. SVAOs will reach out to IVA Offices to confirm.



VAO In-Person Workshops

DoD Instruction 1000.04, Enclosure 4.2.t., requires all VAOs to complete either a FVAP/Service-provided workshop. Our 2016 in-person workshops kickoff at Andrews AFB. Find your workshop at <http://www.fvap.gov/vao/training>.



Distribute FPCAs to UOCAVA voters

Deadline for VAOs to distribute FPCAs (electronically or in hand) to all UOCAVA voters and encourage them to complete and submit to their local election official to apply to register or to request an absentee ballot for all elections in 2016.



Public Service Announcements

Create Service or base specific public service announcements with high ranking officials highlighting the importance of voting. Begin airing these PSAs at base theaters or on AFN. Examples can be found on <http://www.fvap.gov/info/outreach>.

 <p>FEBRUARY 7</p>	Super Bowl Challenge	FVAP will be airing public service announcements during the Super Bowl on AFN. Host a voter registration drive or hang voting posters around your base Super Bowl Party. Send photos to FVAP.
 <p>MARCH 31</p>	Measures of Effect and Performance	Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by April 15 th .
 <p>April 6</p>	IVA Office Outreach	IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: http://www.fvap.gov/info/contact/iva-offices . Email: vote@fvap.gov with updated contact information. SVAOs will reach out to IVA Offices to confirm.
 <p>JUNE 7</p>	FVAP Email Blast	FVAP will be sending an email to all Uniformed Service members with active email addresses from June 7-9. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA now.
 <p>JUNE 8</p>	IVA Office Outreach	IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: http://www.fvap.gov/info/contact/iva-offices . Email: vote@fvap.gov with updated contact information. FVAP will reach out to IVA Offices to confirm.
 <p>JUNE 17</p>	Public Service Announcements	Run a Service or base specific public service announcement with high ranking officials highlighting the importance of voting at base theaters or on AFN. Examples can be found on the FVAP Facebook page.
 <p>JUNE 27</p>	Armed Forces Voters Week and Overseas Citizens Voters Week	VAOs should plan and participate in Voting Emphasis Week (June 27-July 5, 2016) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs are encouraged to plan events around installation 4 th of July activities. Invite military Families!
 <p>JUNE 30</p>	Measures of Effect and Performance	Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by July 15 th .
 <p>JULY 1</p>	Command Emphasis Campaign	Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week.
 <p>JULY 6</p>	IVA Office Outreach	IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: http://www.fvap.gov/info/contact/iva-offices . Email: vote@fvap.gov with updated contact information. FVAP will reach out to IVA Offices to confirm.



Distribute FPCAs to UOCAVA voters

Deadline for VAOs to distribute the FPCA (electronically or in hand) to UOCAVA voters they assist and encourage them to complete and submit to their local election official to apply to register and/or request an absentee ballot for the 2016 General Election.



FVAP Email Blast

FVAP will be sending an email to all Uniformed Service members with active email addresses from August 9-11. This email will remind them that the November election is 90 days away.



IVA Office Outreach

IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <http://www.fvap.gov/info/contact/iva-offices>. Email: vote@fvap.gov with updated contact information. FVAP/SVAO will reach out to IVA Offices to confirm.



FVAP Email Blast

FVAP will be sending an email to all Uniformed Service members with active email addresses from September 7-9. This email will remind them that the November election is 60 days away.



Ballot Mailing Deadline

Deadline for States to send absentee ballots to UOCAVA voters. Voters should begin checking their mail boxes and email for their ballot. Vote and return your ballot upon receiving it.



Public Service Announcements

Run Service or base specific public service announcements with high ranking officials highlighting the importance of voting at base theaters or on AFN. Examples can be found on the FVAP Facebook page.



Absentee Voting Week

VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from September 26 - October 3, 2016.



Measures of Effect and Performance

Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by October 15th.



Recommended Mailing Dates

Voters in Iraq, Afghanistan, ships at sea and other overseas locations without access to the military postal system should send voted ballots in now so they arrive in time to be counted.



IVA Office Outreach

IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <http://www.fvap.gov/info/contact/iva-offices>. Email: vote@fvap.gov with updated contact information. FVAP/SVAO will reach out to IVA Offices to confirm.

	FVAP Email Blast	<p>FVAP will be sending an email to all Uniformed Service members with active email addresses from October 4-6. This email will remind them that the November election is 30 days away.</p>
	Command Emphasis Campaign	<p>Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week.</p>
	30 days before Election Day	<p>VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB.</p>
	15 days before Election Day	<p>VAOs should stress to voters to complete and return their absentee ballot. If voters have not received their requested absentee ballots, VAOs should encourage them to complete and submit the FWAB.</p>
	Recommended Mailing Dates	<p>Voters in overseas military installations with access to the military postal system should send voted ballots in now so they arrive in time to be counted. – Use the 11-DOD Label to expedite the mail.</p>
	Recommended Mailing Dates	<p>Stateside Uniformed Service members and their families should send voted ballots in now so they arrive in time to be counted.</p>
	Election Day	<p>VAOs should remind local voters to go to their polling place and vote. IVA Offices should ensure coverage to answer last minute questions and assist voters returning their ballots by fax or email (for States that allow these methods of ballot transmission).</p>
	Measures of Effect and Performance	<p>Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by January 15th.</p>

2017

	Order Supplies	<p>2016-2017 Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters are available. If the prior VAO did not leave materials behind, order materials through proper channels: http://www.fvap.gov/vao/materials.</p>
	Distribute FPCAs to UOCAVA voters	<p>Deadline for VAOs to distribute FPCAs to all UOCAVA voters and encourage them to complete and submit to their local election official to apply to register or to request an absentee ballot for all elections in 2017.</p>



After Action Reports

All After Action Reports must be submitted to FVAP. VAOs should submit AARs in the format and timeline requested by their SVAO.

Ongoing Tasks	
Directory Information	The Major Command and Installation Voting Assistance Officers must maintain a directory of all local unit VAOs containing names, email addresses and office telephone numbers. This directory must be updated at least quarterly.
Website Information	Provide the name, mailing address, e-mail and office telephone number of Installation Voter Assistance Office and Installation Voting Assistance Officers on the installation website.
Public Affairs	VAOs must work with PAO to publicize primary elections 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 such as air shows and open houses.
Training	VAOs must attend a training workshop or complete online training. More information regarding in person and online training can be found at http://www.fvap.gov/vao/training .
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.
News Releases	Sign up for the FVAP listserv to receive election news. You can sign up by emailing vote@fvap.gov or by visiting https://public.govdelivery.com/accounts/USFVAP/subscribers/new .
VAO To-Do Lists	FVAP creates monthly to-do lists with recommended tasks for all VAOs. These lists can be obtained by contacting FVAP, your SVAO or IVAO.

VAOs should consult their service guidance for additional information on service-specific voting activities.

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

For Service specific Voting Action Plans visit <http://www.fvap.gov/vao/directives>.