

# Deployment Tips

## For Voting Assistance Officers (VAOs)

### Wherever U.S. citizens go, FVAP ensures their voices are heard.

The Federal Voting Assistance Program (FVAP) works to ensure Service members, their eligible family members and overseas citizens are aware of their right to vote and have the tools and resources to successfully do so – from anywhere in the world.

### About to Deploy?

Keep these tips in mind to get yourself and others election ready!



October 2019

## Pre-Deployment:

- Have members submit a Federal Post Card Application (FPCA) prior to deployment to register, request an absentee ballot, and update contact info with their election office.
- If the deployment date is less than 60 days prior to an election, have them also submit a backup ballot, the Federal Write-In Absentee Ballot (FWAB) before leaving.
- Ensure the Installation Voting Assistance Officer (IVAO) participates in the pre-deployment brief (if you are the IVAO, get on the briefing schedule).
- Bring some hard copy materials to provide assistance in-country:



**TIP:** If you need hard copies of outreach materials, please contact your respective Service Voting Action Officer. If you need other materials such as the guide, posters, wallet cards, and brochures, please contact [vote@fvap.gov](mailto:vote@fvap.gov), although supplies will be limited.

- Installation Voter Assistance Offices should be on the pre-deployment checklist for all individuals who are deploying for more than six months.
- Assist family members who may be moving to another location during their spouse's deployment.

## During Deployment:

- If the member's deployment address is different from the one previously submitted to the election office, have them send in a new FPCA.
- Provide proactive assistance to all additional unit members (group or individual) while deployed.
- Check the recommended absentee ballot mailing date for your location. (Tip: You can also find it at [FVAP.gov](http://FVAP.gov) or email us at [vote@fvap.gov](mailto:vote@fvap.gov)!) If members haven't received their ballot by that date, tell them to use the backup ballot (FWAB) immediately.

## Post Deployment:

- Have members submit a new FPCA (with their updated mailing address).
- Installation Voter Assistance Offices should be on the post-deployment checklist for all individuals returning from a 6-month+ deployment.
- When a member returns from deployment to their residence, they should make sure to notify their election official if they plan to vote locally, as they may be on file for requesting an absentee ballot. It is also important for them to verify their voter registration status to avoid problems at their local polling place.



Monday-Friday, 7:30 a.m. to 4 p.m. ET | Go to [FVAP.gov](http://FVAP.gov) and click on "contact" to find where to send your election materials. Media inquiries: [media@fvap.gov](mailto:media@fvap.gov)



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