



**FVAP.gov**  
FEDERAL VOTING ASSISTANCE PROGRAM



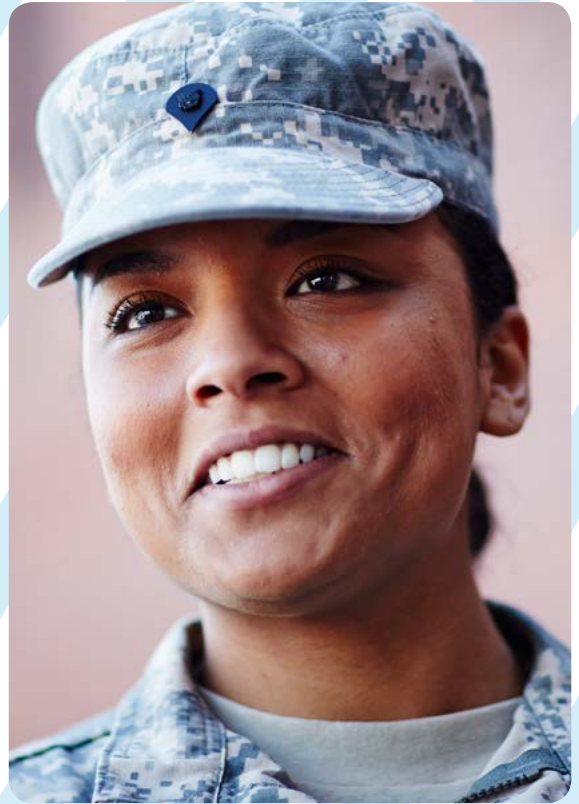
## Deployment Best Practices

Tips for Voting Assistance Officers

FACT SHEET

Wherever U.S. citizens go,  
FVAP ensures their voice is 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 best practices in mind to get yourself and others election ready!



### ★ Pre-Deployment:

- Have members submit a Federal Post Card Application (**FPCA**) prior to deployment to register, request 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*).

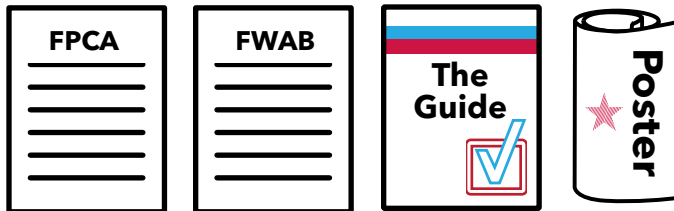


- Check the recommended absentee ballot mailing date for your location. (**Tip:** You can also find it at [FVAP.gov](http://FVAP.gov) or email us at [vote@fvap.gov](mailto:vote@fvap.gov)!) If members haven't received their ballot by that date - tell them to use the backup ballot (FWAB) immediately.

## ★ 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.

- Bring some hard copy materials to provide assistance in-country:



- 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 deployment address is different from the one previously submitted to the election office, send in a new FPCA.
- Provide proactive assistance to all additional unit members (*group or individual*) while deployed.



GO TO [FVAP.GOV](http://FVAP.GOV) FOR MORE INFORMATION

Monday–Friday, 7:30 a.m. to 4 p.m. ET Phone: 1-800-438-VOTE (8683) | DSN: 425-1584 | Email: [vote@fvap.gov](mailto:vote@fvap.gov)  
Facebook.com/DoDFVAP and Twitter @FVAP