

2020-2021 Navy Voting Action Plan

25 February 2020



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Summary of Changes

1. Updated References (page 4) to reflect the new DoD Instruction 1000.04 of 12 November 2019.
2. Updated Training (paragraph 7, page 7), 2020 schedule for FVAP workshops.
3. Updated Essential Materials (paragraph 9, page 8), available 2020-2021 materials, resources and forms.
4. Updated Glossary and Definitions (Enclosure (1)) with glossary and definitions from DoD Instruction 1000.04 of 12 November 2019.
5. Updated 2020-2021 Navy Voting Action Plan, Plan of Action and Milestones (Enclosure (2)) to reflect current election cycle.
6. Updated Resources (Enclosure (3)) to reflect updated Navy SVAO, FVAP website and FVAP web portal information.
7. Updated Sample Designation Letter (Enclosure (4)) for designation of VAOs.
8. Updated Voting Assistance Officer of the Quarter Template (Enclosure (5)) to clarify submission requirements.
9. Updated 2020-2021 FVAP Voting Action Plan (Enclosure (7)) to reflect current election cycle.
10. Updated New Voting Assistance Officer “One Stop Shopping” (Enclosure (8)) to reflect the calendar year 2020 Inspector General assessment cycle.

References

- (a) OPNAVINST 1742.1C, Navy Voting Assistance Program
- (b) DoD Instruction 1000.04 of 12 November 2019, Federal Voting Assistance Program
- (c) Public Law 111-84 (FY10 NDAA), Subsection H, Military and Overseas Voter Empowerment Act (MOVE Act)
- (d) Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) 42 USC 1973ff; PL 99-410; PL 107-107; PL 107-253; PL 111-84 Subtitle H
- (e) Section 7(a)(2) of Public Law 103-31, — National Voter Registration Act (NVRA), 20 May 1993
- (f) Section 1566 (f)(1), Title 10, United States Code

1. Purpose. Per references (a) through (f), to issue the Navy Voting Action Plan. This action plan is meant to serve as an easy-to-use reference for Voting Assistance Officers (VAOs) and will be updated and revised as necessary. Enclosure (8) provides step-by-step instructions for new VAOs, as well as best practices to run an efficient program.

Note: DoD Instruction 1000.04 is the authoritative governing document for the Federal Voting Assistance Program and service-specific voting assistance programs. OPNAVINST 1742.1C is currently under revision to reflect the 12 November 2019 release of DoD Instruction 1000.04. When OPNAVINST 1742.1C and DoDI 1000.04 conflict, DoDI 1000.04 takes precedence.

2. Background. The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) protects the right to vote for members of the Uniformed Services, Merchant Marines, their spouses and dependents and United States citizens overseas. As the Presidential Designee for oversight of the Federal Voting Assistance Program (FVAP), the Secretary of Defense has directed commanders at all levels to support the FVAP and encourage maximum participation by Department of the Navy (DON) personnel and their dependents in exercising their right to vote. Every Navy command of 25+ members will designate a VAO. The goal of the VAO is to contact 100 percent of assigned Active Duty Navy personnel, Civilians assigned overseas, and their voting-age dependents. VAOs are the primary resource for assisting voters. VAOs manage the command voting program and offer assistance with voter registration and requesting ballots.
3. Objective. To ensure DON Sailors, Civilians and eligible family members are provided all necessary information to enable their participation in the election process to the maximum extent permitted by law.
4. Responsibilities
 - a. Navy Service Voting Action Officer (SVAO) will manage the Navy's Voting Assistance Program in accordance with references (a) through (c). The SVAO will also provide direction, training and assistance at all levels of the Voting Assistance Program, and maintain program policy, including the Navy Voting Action Plan.
 - b. VAOs will maintain a command-level Voting Assistance Program per references (a) and (b). Additionally, Echelon II, Navy Region, and senior-level command VAOs will oversee proper program execution by subordinate commands.
 - c. Installation VAOs (IVAOs) will execute specific duties outlined in references (a) through (b), and manage the Installation Voter Assistance (IVA) Office.
 - (1) Primary functions of IVAOs include acting as a designated voter registration agency to increase awareness throughout the installation, to be a central point

of contact at the installation, to submit quarterly reporting metrics on the FVAP portal, and to keep office information updated with the SVAO.

- (2) IVA Offices must be “functionally separate,” meaning they are not used for any purpose other than voting assistance. IVA Offices should also be in a location that is easily accessible for customers. The IVA Office does not have to be an entire office, but can be a desk/functionally separate space that is only used for voting assistance within a larger space that has other roles/responsibilities (e.g., a small desk with voting forms within an administration office).
 - (3) Per reference (b), all IVAOs are required to establish and maintain a voting specific email. The recommended format is to create a voting specific distribution list within the VAO’s command that includes both the VAO’s individual work email and vote@navy.mil.
 - (4) Per reference (e), due to the IVA Office’s functionality as a Voter Registration Agency, IVAOs are required to maintain printed copies of the National Mail Voter Registration Form (https://www.eac.gov/assets/1/6/Federal_Voter_Registration_6-25-14_ENG.pdf) on hand to provide to non-absentee voters, if requested,
- d. Navy Recruiters will complete training as VAOs and offer voting assistance services to customers. Per reference (e), Navy Recruiters will offer the Voter Registration Information Form (DD 2645) to each customer so they may receive voting assistance, if desired, and maintain all complete DD 2645s on file for two years. Per reference (e), Navy Recruiters will provide the National Mail Voter Registration form to each customer that requests voting assistance services. Recruiters will maintain an account on and provide metrics via the FVAP portal. Forms and additional guidance for Navy Recruiters can be accessed at <https://www.fvap.gov/vao/recruiter>.
5. Action. Per references (a) and (b), the Navy SVAO, VAOs and IVAOs will execute the actions outlined in this plan.
 6. Reporting
 - a. Submit all reports to the FVAP portal at <https://www.fvap.gov/portal/vao/metrics-report.html>. Quarterly reports will include the metrics outlined in Enclosure (6). Quarterly reports are due on the last day of each quarter – Jan-Mar (31 March); Apr-Jun (30 Jun); Jul-Sep (30 Sep); Oct-Dec (31 Dec) – and will be announced via email.
 - b. VAOs will maintain local records of the reported quarterly metrics, VAO designation letter, VAO training certificates, proof of completion for command-wide training, and

proof of distribution of absentee voter registration forms. These records will support program inspections and data calls as needed.

- c. VAOs will complete command assessments following elections on even-numbered years, and forward to their Commander/Commanding Officer/Officer-in-Charge for review and acknowledgement.

7. Training

- a. VAOs must complete the Voting Assistance Officer training on the FVAP website (<https://www.fvap.gov/portal/training/get-started.html>) prior to assuming duties and retain a record of completion on file.
- b. VAOs must complete in-person or online training workshops which are available every even election year. VAOs are encouraged to attend FVAP hosted training workshops in person and the 2020 workshop schedule is posted on the FVAP portal dashboard. In the event local area workshops are not available, online training is available on the FVAP website.
- c. IVAOs must complete IVAO-specific training, available on the FVAP website, before assuming duties and retain a record of completion on file.
- d. Navy Recruiters must complete Recruiter-specific training, available on the FVAP website, and retain a record of completion on file.
- e. VAOs will conduct annual all hands training which covers the absentee voting process and related resources. Training methodology can be determined by the command. Training materials are available on the FVAP website at <https://www.fvap.gov/vao/training/voter-training>. VAOs must maintain a record of completed annual command training.
- f. Recruit Training Command will ensure all recruits receive absentee voting training per reference (a).

- 8. Performance Evaluations. In accordance with U.S. Code (reference (f)), “Performance evaluation reports pertaining to a member who has been assigned to serve as a voting assistance officer will comment on the performance of the member as a voting assistance officer.” All VAOs will ensure their reporting seniors are aware of this requirement. Including “VAO” in the collateral duties block on performance reports satisfies this requirement and while comments on performance as VAO are permitted, they are not required.

9. Essential Materials

- a. All VAOs and IVAOs will maintain on file and be familiar with the Voting Assistance Guide (VAG), Federal Post Card Application (AKA: FPCA, SF-76) and the Federal Write-in Absentee Ballot (AKA: FWAB, SF-186). The FPCA and FWAB were both revised in 2019. Though older editions, **dated 2015 or newer**, may still be used, form revisions prior to 2013 cannot be accepted. The 2020-2021 VAG is based on 2019 forms and while the 2020 instructions can be used to complete the older forms, some data fields may not match.
- b. 2020-2021 Voting Assistance Guide (VAG) — this is the basic reference document of the Federal Voting Assistance Program. Hard copies have been mailed to each IVAO in limited quantities. VAOs that require hard copies should contact their IVAO. IVAO contact information can be found on the FVAP website at <http://www.fvap.gov/info/contact/iva-offices>. The VAG is updated continually throughout the year – it is a living, breathing document. Therefore, VAOs are recommended to use the always-current online version at <http://www.fvap.gov/vao/vag>. The VAG includes the following information:
 - (1) Explanation of current procedures for absentee registration and voting in each state, the District of Columbia, the Commonwealth of Puerto Rico, and the territories of American Samoa, Guam, and the Virgin Islands.
 - (2) Absentee registration and voting deadlines established by states, territories, and other jurisdictions, along with dates of primary and general elections.
 - (3) Addresses and contact information for local election officials in each state, territory and other jurisdictions.
- c. Federal Post Card Application (FPCA, SF-76) — because hard copies are very expensive, they should only be used when necessity dictates (i.e., ground or ship units without computer access). ***The most efficient method to complete the FPCA is by directing voters to utilize the online wizard at www.fvap.gov.*** The online wizard asks voters a series of questions to complete the form. Upon completion, forms can be printed along with postage-paid, addressed envelopes. Electronic versions of the FPCA are available online at <http://www.fvap.gov/eo/overview/materials/forms>. The electronic version can be completed in the same method as the hard copies. The following pertains to the FPCA:
 - (1) The FPCA, a postage-paid form, is authorized by law for use by persons covered by the Uniform and Overseas Citizens Absentee Voting Act. The FPCA informs local election officials of a voter's mailing address and registers them to vote absentee for the calendar year. It should be completed annually.

- (2) The FPCA was revised in 2019 to include more information and to make the form easier to use. Editions of the 2015 and newer revised form may also be used.
- (3) Because differences exist in how the FPCA is processed by various states and other jurisdictions, the VAG should always be reviewed to determine how the form should be completed.

Note: This step is not required if using the online FVAP wizard.

- (4) The FPCA must be distributed every year by 15 January and every even year by 15 July.

d. Federal Write-In Absentee Ballot (FWAB, SF-186) — because hard copies are very expensive, they should only be used when necessity dictates (i.e., ground or ship units without computer access). ***The most efficient method to complete the FWAB is by directing voters to utilize the online wizard at www.fvap.gov.*** The online wizard asks voters a series of questions to complete the form. Upon completion, forms can be printed along with postage-paid, addressed envelopes. Electronic versions of the FWAB are available online at <http://www.fvap.gov/eo/overview/materials/forms>. The electronic version can be completed in the same method as the hard copies. The following pertains to the FWAB.

- (1) The FWAB serves as an ‘emergency ballot’. If a voter has registered absentee by completing the FPCA and has not received his/her ballot by mail within 30 days of election, the voter should complete the FWAB. If the regular ballot is received after the FWAB is mailed, the ballot should also be voted and returned.
- (2) The FWAB may be submitted by uniformed services personnel and their family members when absent from their voting residence and located either inside or outside of the U.S., and by other U.S. citizens when located outside the United States. The United States is defined as the 50 states, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, and American Samoa.
- (3) The FWAB must be received by the local election official no later than the deadline for receipt of regular absentee ballots under state law.
- (4) See the VAG for specific details on FWAB use and completion.

e. FVAP marketing materials include posters, pocket reference cards, brochures, fact-sheets; limited quantities have been shipped to IVA Offices. Contact your IVAO to inquire about obtaining an allotment. Additionally, high-resolution, printable versions of all materials are posted on the FVAP website at

<http://www.fvap.gov/vao>. Digital copies can also be used as desktop backgrounds, screen savers, Facebook banners, etc., Hard copy materials can be ordered from Navy Logistics Library (<https://nll.navsup.navy.mil/default.cfm>) with the following stock numbers:

- (1) Voting Brochure: Send Your Vote Home ([0500LP1158857](#))
- (2) Voting Brochure: Your Job is Hard ([0500LP1159979](#))
- (3) Voting Poster: 16x22 inches ([0506LP1141921](#))
- (4) Voting Poster: Make it Count ([0500LP1158827](#))
- (5) Voting Poster: Send Your Vote Home ([0500LP1158861](#))
- (6) Voting Poster: Your Job is Hard ([0500LP1159981](#))
- (7) Federal Write-In Absentee Ballot ([0506LP1752400](#))
- (8) Federal Post Card Application ([0506LP1118885](#))
- (9) Voting Wallet Card: Your Job is Hard ([0500LP1159980](#))

- f. Navy Voting Toolkit is a comprehensive toolkit created to assist VAOs and IVAOs. Resources include Plan of the Day (POD) notes, FAQs, references and instructions, sample designation letters, training, marketing materials, etc. The toolkit is available for download at <http://www.fvap.gov/vao/continuity> under the “Good ideas and lessons learned” heading.

10. Marketing and Awareness

- a. One of the primary responsibilities of every IVAO and VAO is to increase awareness, ensuring Sailors and their family members, as well as DoD Contractors and Civilians overseas, are aware of the resources available to them in exercising their right to vote. Your goal is to help members of your command understand if they are eligible to vote absentee, how the process works, ways to register to vote, and how to update your command about key voting related events and dates.
- b. All VAOs are encouraged to increase awareness through the use of POD notes, posters, banners, informational booths in high-traffic areas, command ombudsman, advertising at local MWR facilities, etc. VAOs and IVAOs are also encouraged to coordinate with their Public Affairs Officers to include Navy Voting Facebook and Twitter posts on their installation/unit Facebook pages. There are an unlimited number of ideas; creativity and motivation are essential.
- c. Navy Voting Smartphone App — each Navy installation hosts an MWR smartphone app that is available in standard app stores. Local IVAO information is listed on these apps, including a link to FVAP resources such as the VAG, an online wizard, pre-deployment/separation checklists, and downloadable PDF versions of forms.
- d. Specific milestones for awareness/weekly campaigns are outlined in Enclosure (2).

This is a living document which will be updated by the SVAO, as the situation warrants, throughout the year. A revision number and summary of changes will be included in each update. For any questions related to the Navy Voting Assistance Program, email vote@navy.mil.

Glossary and Definitions (From DODI 1000.04)

ABBREVIATIONS AND ACRONYMS

| | |
|------------|---|
| ASD (M&RA) | Assistant Secretary of Defense for Manpower and Reserve Affairs |
| DASD (RI) | Deputy Assistant Secretary of Defense for Reserve Integration |
| DoDD | DoD Directive |
| DPFSC | Defense Personnel and Family Support Center |
| E.O. | Executive Order |
| FPCA | Federal Post Card Application |
| FVAP | Federal Voting Assistance Program |
| FWAB | Federal Write-In Absentee Ballot |
| IVAO | Installation Voting Assistance Officer |
| IVA | Installation Voter Assistance |
| NVRF | National Voter Registration Form |
| SF | Standard Form |
| SVAO | Service Voting Action Officer |
| UOCAVA | Uniformed and Overseas Citizens Absentee Voting Act |
| U.S.C. | United States Code |
| USD (P&R) | Undersecretary of Defense for Personnel and Readiness |
| VAO | Voting Assistance Officer |

DEFINITIONS: Unless otherwise noted, these terms and their definitions are for the purpose of this issuance. (i.e. DODI 1000.04).

Absentee Voting Week. A special day or days designated at each installation of the uniformed services to inform members of the uniformed services and their voting-age dependents of ballot return deadlines preceding general elections for federal offices.

Access. For the purposes of accessing an IVA Office, refers to the ability of unit personnel to visit an IVA Office without being required to exit a security perimeter and enter another security perimeter to access an IVA Office, whether or not considered the same installation.

Armed Forces Voters Week. A special day or days designated at each installation of the uniformed services to inform members of the uniformed services and their voting-age dependents of absentee registration and voting procedures and ballot request deadlines preceding general elections for federal offices.

Glossary and Definitions (From DODI 1000.04)

Eligible Voter. Any of the following:

Absent member of a uniformed service voter.

A member of the uniformed services on Active Duty who, by reason of such Active DSty, is absent from the place of residence where the member is otherwise qualified to vote.

A member of the Merchant Marines who, by reason of service in the Merchant Marines, is absent from the place of residence where the member is otherwise qualified to vote.

Eligible family member.

A spouse or dependent of an absent member of a uniformed service voter who, by reason of the Active Duty or service of the member, is absent from the place of residence where the eligible family member is otherwise qualified to vote.

Overseas Voter. An absent member of a uniformed service voter who, by reason of active duty or service, is absent from the United States on the date of the election involved;

A person who resides outside of the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States; or

A person who resides outside of the United States and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the United States.

Federal Office. The offices of the President or Vice President; Presidential Elector; or of a Senator or Representative in, or Delegate or Resident Commissioner to, Congress.

Federal Post Card Application. A form for Service members, their eligible family members, and overseas citizens to both register to vote and request absentee ballots.

Federal Voting Assistance Program. The DoD program responsible for executing the Secretary of Defense's functions as Presidential designee in accordance with UOCAVA, subject to the authority, direction and control of the USD (P&R).

Federal Write-in Absentee Ballot. A backup ballot for voters who do not receive their requested state absentee ballot in time to vote and return it.

Geographically separated units. Mission elements that are dispersed from a regular-type military installation and do not normally have the same level of support associated with a host-base configuration. Geographically separated units typically rely on additional administrative and operational support from a designated main installation and command component.

Installation Voting Assistance Office. The office designated by the installation commander to provide voter assistance to members of a uniformed service, voting-age military dependents,

Glossary and Definitions (From DODI 1000.04)

government employees, contractors, and other civilian U.S. citizens with access to the installation. IVA Offices also serve as voter registration agencies under Chapter 205 of Title 52, U.S.C.

Installation Voting Assistance Officer. A civilian, or a member of a uniformed service responsible for voting assistance coordination at the installation level.

Metrics. A systematic means of measuring essential management information for reporting, control, and process improvement.

Online Portals of Information. A customized website designated by FVAP that immerses information from a wide array of sources in a consistent and uniformed manner.

Presidential Designee. Designated head of an executive department to have primary responsibility for federal functions under UOCAVA. E.O. 12642 designates the Secretary of Defense as the Presidential designee for the federal functions under UOCAVA.

Recruitment Offices of the Armed Forces. Any Armed Forces offices open to the public and engaged in the recruitment of persons for appointment or enlistment in an Active Component of the Armed Forces. This does not include Army National Guard and Air National Guard recruiting offices.

State. Defined in Chapter 203 of Title 52, U.S.C.

State Election. Any non-federal election held solely, or in part, for selecting, nominating, or electing any candidate for any state office, such as Governor, Lieutenant Governor, state Attorney General, or state legislator, or on issues of statewide interest.

Service Voting Action Officer. Individual designated for his or her respective component responsible for the implementation of Voting Assistance operations.

Uniformed services. The Army, Navy, Air Force, Marine Corps, Coast Guard, commissioned corps of Public Health Service, and the commissioned corps of the National Oceanic and Atmospheric Administration as defined in Section 20310(7) of Title 52, U.S.C.

Unit. Defined by the DoD Dictionary of Military and Associated Terms.

Voting Assistance Officer. A member of a uniformed service or civilian appointed to support unit level voting assistance activities and support the broader execution of voting assistance responsibilities at an installation level.

Voter Registration Agency. An office designated under Chapter 205 of Title 52, U.S.C., to perform voter registration activities. A recruitment office of the Armed Services and IVA offices are designated as voter registration agencies under Chapter 205 of Title 52, U.S.C.

2020-2021 Navy Voting Action Plan

Plan of Actions & Milestones

| Action | Comments | Who | Date Due |
|---|---|-----------------|---------------------|
| Order and update supplies | VAOs can print/order all necessary material. Ordering information found at http://www.fvap.gov/vao/training/materials/us-m-order . | ALL VAOs | Ongoing |
| Attend Voting Workshop | All VAOs required to attend per DoDI 1000.04 and OPNAVINST 1742.1. Schedule found at http://www.fvap.gov/vao/training . | ALL VAOs | Spring 2020 |
| New Year LES Message | Posted in January and February Leave and Earnings Statement (LES); reminds voters to complete FPCA in New Year. | SVAO | 1 Jan 2020 |
| Distribute FPCAs to voters and conduct all-hands voter training | VAOs distribute FPCA to all voters within command (Service Members and dependents) to register for all 2020 elections. Can email and attach FPCA, annual training and link to www.fvap.gov with completion instructions to meet requirement. Track completion. | ALL VAOs | 15 Jan 2020 |
| Super Bowl Voter Registration Challenge | Host voter registration drive. Send photos to FVAP. | ALL VAOs | 2 Feb 2020 |
| Quarterly Report due on FVAP Portal | All VAOs submit via FVAP Portal Metrics. | ALL VAOs | 31 Mar 2020 |
| Increased Media Campaign | IVAOs increase installation-wide advertisement to include banners, posters, brochures and public service announcements (PSAs) at base movie theaters, information displays at MWR facilities, etc. Region VAOs ensure installations within region have plans in place for support of Voting Assistance Program. | RVAOs/ IVAOs | Jun-Aug 2020 |
| LES Message for Armed Forces Voter Week | Posted in June Leave and Earnings Statement (LES); encourages voter registration via FPCA at www.fvap.gov . | SVAO | 1 Jun 2020 |
| Armed Forces Voters Week and Overseas Citizens Voters Week | IVAOs and VAOs plan increased awareness activities to encourage voter registration during this targeted emphasis week. Region and upper echelon VAOs - oversee plans of voting programs under purview. | ALL VAOs | 28 Jun – 5 Jul 2020 |
| Quarterly Report due on FVAP Portal | All VAOs submit via FVAP Portal Metrics. | ALL VAOs | 30 Jun 2020 |

2020-2021 Navy Voting Action Plan

Plan of Actions & Milestones

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|---|--|----------|---------------------|
| Distribute FPCAs to voters and conduct all-hands voter training | VAOs distribute FPCA to all voters within command (Service Members and dependents) to register for all 2020 elections. Can email and attach FPCA, annual training and link to www.fvap.gov with completion instructions to meet requirement. Track completion. | ALL VAOs | 15 Jul 2020 |
| LES Message for Absentee Voting Week | Posted in September Leave and Earnings Statement (LES); reminds voters to vote and return their absentee ballot. | SVAO | 1 Sep 2020 |
| Ballot Mailing Deadline | Deadline for states to send ballots to UOCAVA voters. All VAOs remind voters to begin looking for their ballot, and upon receipt, vote and return. | ALL VAOs | 19 Sep 2020 |
| Absentee Voting Week | IVAOs and VAOs plan increased awareness activities to encourage voters to complete and return their absentee ballot. Region and upper echelon VAOs: oversee plans of voting programs under their purview. | ALL VAOs | 26 Sep – 3 Oct 2020 |
| Quarterly Report due on FVAP Portal | All VAOs submit via FVAP Portal Metrics. | ALL VAOs | 30 Sep 2020 |
| Recommended overseas ballot mailing date | Voters at overseas military installations with access to the military postal system should send voted ballots. | ALL VAOs | 28 Sep 2020 |
| 30 days before Election Day; recommended FWAB mailing | All VAOs recommend to voters who have not yet received their ballot to submit the FWAB. If absentee ballot received after FWAB sent, still send original ballot. | ALL VAOs | 2 Oct 2020 |
| Recommended forward area ballot mailing date | Voters in Iraq, Afghanistan, ships at sea, and other overseas locations without access to military postal system should send voted ballots. | ALL VAOs | 7 Oct 2020 |
| 15 days before Election Day | All VAOs recommend to voters to mail ballot and submit FWAB if ballot not yet received. | ALL VAOs | 19 Oct 2020 |
| Recommended stateside ballot mailing date | Stateside absentee voters should send voted ballots. | ALL VAOs | 27 Oct 2020 |
| Election Day | VAOs encourage local voters to cast vote at their local polling place. | ALL VAOs | 3 Nov 2020 |
| Quarterly Report due on FVAP Portal | All VAOs submit via FVAP Portal Metrics. | ALL VAOs | 31 Dec 2020 |

2020-2021 Navy Voting Action Plan

Plan of Actions & Milestones

| Action | Comments | Who | Date Due |
|---|---|----------|------------------------------|
| Order and update supplies | VAOs can print/order all necessary material. Ordering information found at http://www.fvap.gov/vao/training/materials/us-m-order . | ALL VAOs | Ongoing |
| Inspector General Voting Assistance Program reviews | Inspections as scheduled/required by local IG. Contact NVAO for pre-inspection consultation. | VAOs | Ongoing |
| Command Voting Assistance Program review | Required at the conclusion of every election year. VAOs can complete Enclosure (1) of OPNAVINST 1742.1 and route with memo to CO/OIC, detailing findings and corrective action to meet requirement. Maintain on file. | ALL VAOs | After conclusion of election |
| Obtain and review Voting Toolkit | Voting Toolkit provides all VAOs comprehensive resource for effective voting assistance program execution: POD notes, FAQs, sample designation letters, brochures, etc. See http://www.fvap.gov/vao/continuity | ALL VAOs | Spring 2021 |
| New Year LES Message | Posted in January and February Leave and Earnings Statement (LES); reminds voters to complete FPCA in New Year. | SVAO | 1 Jan 2021 |
| Distribute FPCAs to voters and conduct all-hands voter training | VAOs distribute FPCA to all voters within command (Service Members and dependents) to register for all 2019-2020 elections. Can email and attach FPCA, annual training and link to www.fvap.gov with completion instructions to meet requirement. Track Completion. | ALL VAOs | 15 Jan 2021 |
| After Action Reports | To be determined based upon FVAP requirements. All VAOs maintain record of activities in support of Voting Assistance Program throughout year. | ALL VAOs | 31 Jan 2021 |
| Quarterly Report due on FVAP Portal | All VAOs submit via FVAP Portal Metrics. | ALL VAOs | 31 Mar 2021 |
| Quarterly Report due on FVAP Portal | All VAOs submit via FVAP Portal Metrics. | ALL VAOs | 30 Jun 2021 |
| Quarterly Report due on FVAP Portal | All VAOs submit via FVAP Portal Metrics. | ALL VAOs | 30 Sep 2021 |
| Quarterly Report due on FVAP Portal | All VAOs submit via FVAP Portal Metrics. | ALL VAOs | 31 Dec 2021 |

Resources

- Federal Voting Assistance Program Website: <http://www.fvap.gov>
 - Primary resource for VAOs and Voters. VAOs use 'Voting Assistance Officer' tab on main page. Will link to training, requirements, posters, calendars, contact information, and other pertinent requirements.
 - Voters use home page wizard to complete FPCA/FWAB; easiest method to register to vote.
- FVAP VAO Portal: <https://www.fvap.gov/portal/login/welcome.html>
 - Used to log metrics and update contact information.
 - Link can be found on bottom right corner of main page labeled "Admin Portal."
- Navy Voting Assistance Program: <http://www.cniv.navy.mil/NavyVoting>
 - Navy-specific landing page.
- Navy Logistics Library: <https://nll.navsup.navy.mil/default.cfm>
 - Resource for ordering older FPCA/FWAB forms and Voting Toolkit CD. User registration and login account required. Command Supply Department should have access.
- GSA Advantage: <https://www.gsadvantage.gov>
 - Resource for ordering new FPCA/FWAB forms through GSA.
- Navy Voting Social Media: Search under 'Navy Voting' or www.facebook.com/navyvoting and www.twitter.com/navyvoting
 - Contains updates, poster templates and other news.
- FVAP News Alerts: <http://www.fvap.gov/vao/alerts>
 - Register for FVAP email updates about important voting related information.
- Installation Voting Assistance Officer Contact Information
 - <http://www.fvap.gov/info/contact/iva-offices>
- Navy Voting Action Officer: LT Coulter Lindeke-Heavenrich, Navy Installations Command.
 - Phone: (202) 433-4000, DSN 288-4000
 - Email: coulter.lindekeheave@navy.mil or vote@navy.mil



DEPARTMENT OF THE NAVY
YOUR COMMAND NAME HERE
YOUR COMMAND ADDRESS HERE

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From: Activity Title
To: LCDR John A. Doe, USN

Subj: DESIGNATION AS VOTING ASSISTANCE OFFICER

Ref: (a) DoD Instruction 1000.04 of 12 November 2019
(b) OPNAVINST 1742.1C

1. Per references (a) and (b), you are hereby designated as Voting Assistant Officer [Assistant Voting Assistant Officer] for [Command] and will administer and oversee the voting program and report all progress as required.
2. You are directed to become thoroughly familiar and comply with the provisions set forth in references (a) and (b) in the performance of your duties.

I. M. COMMANDER

Copy to:



Voting Assistance Officer (VAO) of the Quarter

Recognizes FVAP VAOs that provide services “above and beyond the call of duty.” FVAP wishes to recognize those for exceptional service to the program and its customers for a job well done. The “VAO of the Quarter” program is designed to reward VAOs for their exceptional service or achievement and to encourage consistent, professional service.

Who is Eligible?

The VAO of the Quarter Program is a quarterly reward system for FVAP staff. Nominations should be submitted using the form attached. Nominations must be submitted prior to the designated deadline as stipulated for each quarter. The final selection of the VAO of the Quarter will be made by the FVAP Director.

The VAO of the Quarter will receive a certificate of recognition for excellent service, and will be eligible for “Voting Assistance Officer of the Year.”

A VAO of the Quarter should strive to achieve and advance the goals and ideas as outlined below.

Qualities

A VAO of the Quarter should model many of the following qualities:

- Supports the Federal Voting Assistance Program Mission Statement and committed to quality service with PRIDE and PACE.
- Committed to quality customer service and exemplifies and supports the FVAP Values Statement; exceeds expectations.
- Demonstrates initiative to continuously promote new ideas, procedures and processes that result in a positive experience for voters and the FVAP.
- Displays a high level of commitment to FVAP’s vision, and mission standards.

Show your appreciation and acknowledge an outstanding VAO by nominating him/her for the VAO of the Quarter Award.



VAO of the Quarter Nomination Form

| | |
|--------------|--|
| Nominee | |
| Organization | |

Please identify specific examples of how the nominee achieved at least one of the criteria listed below. Use the **summary** area to highlight achievements not covered on the form. *Use additional sheets if necessary.*

| |
|---|
| 1. How has he/she demonstrated exceptional dedication and initiative to FVAP? |
| |
| 2. How well does the nominee foster collaboration, communication, and cooperation among peers, management, and local election officials? |
| |
| 3. What has been the “scope of the impact” on the organization and the FVAP Program as a direct reflection of the nominee? |
| |
| 4. How does/has nominee perform at levels above and beyond normal VAOs requirements? |
| |
| 5. Summary (<i>Additional Comments</i>) |
| |
| Name of Nominator (s): |
| Nominator’s Phone Number: |
| Work Relationship to Nominated VAO: |
| Today’s Date: |

Directions and Deadlines (VAO of the Quarter)

| Deadlines | |
|-------------|--|
| 1st Quarter | January through March; deadline is 1 April |
| 2nd Quarter | April through June; deadline is 1 July |
| 3rd Quarter | July through September; deadline is 1 October |
| 4th Quarter | October through December; deadline is 3 January |

How to Submit Your Forms

1. Completely fill out all sections of the form.
2. Turn in completed form to the Service Voting Assistance Officer.
3. Thank you for your participation!

If you have any inquiries you can contact FVAP directly.

Monday–Friday, 0730 to 1600 (EST)

Phone: 1-800-438-VOTE (8683)

DSN: 425-1584

Email: vote@fvap.gov

Required Reporting Metrics

Measures of Effects & Performance

Installation Voting Assistance Office

| <u>Metrics</u> | <u>Justification</u> |
|--|---|
| Number of Personnel Assisted: Categorize into the following: <ul style="list-style-type: none"> • Military • Spouses/Dependents • Other Civilians | To provide an accurate representation of the utilization of this resource for voting assistance. |
| Of the total number of personnel assisted, how many did you directly assist with completing the following forms: <ul style="list-style-type: none"> • Federal Post Card Application (FPCA) • Federal Write-In Absentee Ballot (FWAB) • National Voter Registration Form (NVRF) | To provide an accurate representation on the level and type of assistance provided to qualified voters through each IVA Office. “Directly assisting” refers to the assistance that instructs on the completion on one of the forms listed and/or responding to questions related to the completion of the form. |
| Of the total number of personnel assisted, how many did you provide general information: | To provide a distinguishing characteristic for the levels of assistance that is provided and provide context for the type of assistance sought through this resource |
| Total Number of FPCAs distributed: | To measure the extent of utilization for the use of the FPCA and potential penetration of the FPCA at an installation. |
| Of the total number of FPCAs distributed, describe the method of distribution: <ul style="list-style-type: none"> • Hard copy forms • Electronic (e.g. email, online) • Referred voter to FVAP.gov | To provide clarifying characteristics for the preferred method of distributing the FPCA. |
| Total number of FWABs distributed | To measure the extent of utilization for the use of the FWAB and potential penetration of the FWAB at an installation. |
| Of the total number of FWABs distributed, describe the method of distribution: <ul style="list-style-type: none"> • Hard copy forms • Electronic (e.g. email, online) • Referred voter to FVAP.gov | To provide clarifying characteristics for the preferred method of distributing the FWAB. |

Required Reporting Metrics

| <u>Metrics</u> | <u>Justification</u> |
|---|--|
| Total number of NVRFs distributed: | To measure the extent of utilization for the use of the NVRF and potential penetration of the NVRF at an installation. |
| Of the total number of NVRFs distributed, describe the method of distribution: <ul style="list-style-type: none"> • Hard copy forms • Electronic (e.g., email, online) • Referred voter to FVAP.gov | To provide clarifying characteristics for the preferred method of distributing the NVRF. |
| Total Number of NVRFs mailed on behalf of the voter | To measure the extent and volume of NVRFs transmitted from an IVA Office. |

Reporting Requirements and usage of the FVAP Portal located at FVAP.gov:

1. Date of appointment
2. Date of method of most recent training
3. Continuity Book created and available for inspection

Voting Assistance Officers

| <u>Metrics</u> | <u>Justification</u> |
|--|---|
| Number of personnel assisted: Categorize into the following: <ul style="list-style-type: none"> • Military • Spouses/Dependents • Other Civilians | To provide an accurate representation of the utilization of this resource for voting assistance. |
| Total number of personnel assisted, how many did you directly assist with completing the following forms: <ul style="list-style-type: none"> • Federal Post Card Application (FPCA) • Federal Write-In Absentee Ballot (FWAB) | To provide an accurate representation on the level and type of assistance provided to qualified voters through each Installation Voter Assistance Office. “Directly assisting” refers to the assistance that instructs on the completion on one of the forms listed and/or responding to questions related to the completion of the form. |
| Total number of personnel assisted, how many did you provide general information: | To provide a distinguishing characteristic for the levels of assistance that is provided and provide context for the type of assistance sought through this resource. |
| Total Number of FPCAs distributed: | To measure the extent of utilization for the use of the FPCA and potential penetration of the FPCA at an installation. |

Required Reporting Metrics

| Metrics | Justification |
|--|--|
| Of the total number of FPCAs distributed, describe the method of distribution: <ul style="list-style-type: none"> • Hard copy forms • Electronic (e.g. email, online) • Referred voter to FVAP.gov | To provide clarifying characteristics for the preferred method of distributing the FPCA. |
| Total number of FWABs distributed | To measure the extent of utilization for the use of the FWAB and potential penetration of the FWAB at an installation. |
| Of the total number of FWABs distributed, describe the method of distribution: <ul style="list-style-type: none"> • Hard copy forms • Electronic (e.g. email, online) • Referred voter to FVAP.gov | To provide clarifying characteristics for the preferred method of distributing the FWAB. |

Reporting Requirements and usage of the FVAP Portal located at FVAP.gov:

1. Date of appointment
2. Date of method of most recent training
3. Continuity Book created and available for inspection

Recruiting Offices

| Metrics | Justification |
|--|--|
| Number of personnel assisted for Recruiting services (total number of persons entering the Recruiting Office) | To provide an accurate representation of the utilization of this resource for voting assistance. |
| Number of DD Form 2645 (Yes/No) completed (must be citizen and 18 years old by date of election to complete form) | To provide an accurate representation of the utilization of this resource for voting assistance. |
| Number of Voter Registration Applications submitted by Recruiting Offices, by state | To provide an accurate representation of the utilization of this resource for voting assistance. |
| Number of Voter Registration Applications taken by citizens, but not submitted by Recruiting Offices | To provide an accurate representation of the utilization of this resource for voting assistance. |
| Total mailing costs to submit Voter Registration Application to states | To provide representation of the cost of this resource for voting assistance. |

2020-2021 FVAP Voting Action Plan

Important Dates for Voting Assistance Officers (VAOs)

2019



VAO of the Quarter

Deadline for SVAOs to submit nominations for the 3rd Quarter 2020 VAO of the Quarter



FVAP Email Blast

FVAP will send an email to all Uniformed Service Members with active email addresses from 13-15 November. This email will remind personnel of the upcoming primary elections and emphasize the need to fill out an FPCA, and will promote direct-to-voter training video.



Order Supplies

Order new Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters. This is an ongoing task for all VAOs. Order your 2020 FPCA/FWAB forms through proper channels, <https://www.fvap.gov/vao/materials/usm-order>.



FVAP Email Blast

FVAP will send an email to all Uniformed Service Members with active email addresses from 9-11 December. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA, and will promote direct-to-voter training video.



Measures of Effect and Performance

Deadline for VAOs and IVA Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by 15 January.

2020



VAO of the Quarter

Deadline for SVAOs to submit nominations for the 4th Quarter 2019 VAO of the Quarter



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 send an email to all Uniformed Service Members with active email addresses from 6-8 January. This email will remind personnel of the upcoming primary elections and emphasize the need to fill out an FPCA, and will promote direct-to-voter training video.







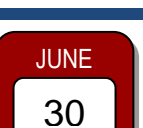
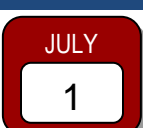

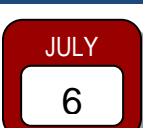
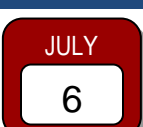
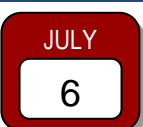
IVA Office Outreach

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.







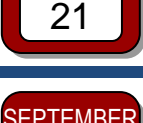
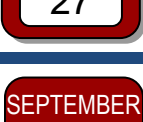


2020-2021 FVAP Voting Action Plan

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|---|---|--|
|  | VAO In-Person Workshops | DoD Instruction 1000.04, Enclosure 4.2.t., requires all VAOs to complete either an FVAP or service-provided workshop. 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 and request an absentee ballot for all elections in 2020. |
|  | 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 . |
|  | Super Bowl Challenge | FVAP will air public service announcements during the Super Bowl on Armed Forces Network. Host a voter registration drive or hang voting posters around your base Super Bowl Party. Send photos to FVAP. |
|  | FVAP Email Blast | FVAP will send an email to all Uniformed Service Members with active email addresses from 3-5 February. This email will remind personnel of the upcoming primary elections and emphasize the need to fill out an FPCA now, and will promote direct-to-voter training video. |
|  | FVAP Email Blast | FVAP will send an email to all Uniformed Service Members with active email addresses from 4-6 March. This email will remind personnel of the upcoming primary elections and emphasize the need to fill out an FPCA now, and will promote direct-to-voter training video. |
|  | Measures of Effect and Performance | Deadline for VAOs and IVA Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by 15 April. |
|  | VAO of the Quarter | Deadline for SVAOs to submit nominations for the 1 st Quarter 2020 VAO of the Quarter |
|  | 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. |
|  | FVAP Email Blast | FVAP will send an email to all Uniformed Service Members with active email addresses from 6-8 April. This email will remind personnel of the upcoming primary elections and emphasize the need to fill out an FPCA now, and will promote direct-to-voter training video. |










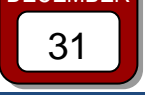
2020-2021 FVAP Voting Action Plan

| | | |
|---|---|--|
|  | FVAP Email Blast | FVAP will send an email to all Uniformed Service Members with active email addresses from 4-6 May. This email will remind personnel of the upcoming primary elections and emphasize the need to fill out an FPCA now, and will promote direct-to-voter training video. |
|  | FVAP Email Blast | FVAP will send an email to all Uniformed Service Members with active email addresses from 1-3 June. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA now, and will promote direct-to-voter training video. |
|  | 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 |
|  | Armed Forces Voters Week and Overseas Citizens Voters Week | VAOs should plan and participate in Voting Emphasis Week (28 June – 5 July) 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 and promote availability of new direct-to-voter training video! |
|  | Measures of Effect and Performance | Deadline for VAOs and IVA Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by 15 July. |
|  | VAO of the Quarter | Deadline for SVAOs to submit nominations for the 2 nd Quarter 2020 VAO of the Quarter |
|  | 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. |
|  | FVAP Email Blast | FVAP will send an email to all Uniformed Service Members with active email addresses from 6-8 July. This email will remind personnel of the upcoming primary elections and emphasize the need to fill out an FPCA now, and will promote direct-to-voter training video |
|  | LES Statement | FVAP will ensure that a voting message encouraging Active Duty members to register and request an absentee ballot be added to the Leave and Earnings Statement for all DoD personnel. |
|  | 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. SVAO will reach out to IVA Offices to confirm. |

2020-2021 FVAP Voting Action Plan





| | | |
|---|---|--|
|  | Distribute FPCAs to UOCAVA voters | Deadline for VAOs to distribute the FPCA (electronically or by hand) to UOCAVA voters assisted and encourage personnel to complete and submit to their local election official to apply to register and request an absentee ballot for the 2020 General Election. |
|  | FVAP Email Blast | FVAP will send an email to all Uniformed Service Members with active email addresses from 3-5 August. This email will remind personnel that the November election is 90 days away, and will promote direct-to-voter training video. |
|  | 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 send an email to all Uniformed Service Members with active email addresses from 2-4 September. This email will remind personnel that the November election is 60 days away, and will promote direct-to-voter training video. |
|  | 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 receipt. |
|  | 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. |
|  | LES Statement | FVAP will ensure that a voting message encouraging Active Duty members to register and request an absentee ballot be added to the Leave and Earnings Statement for all DoD personnel. |
|  | Absentee Voting Week | VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from 27 September 4 October 4. Share the FWAB video clip with voters. |
|  | Measures of Effect and Performance | Deadline for VAOs and IVA Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by 15 October. |
|  | VAO of the Quarter | Deadline for SVAOs to submit nominations for the 3 rd Quarter 2020 VAO of the Quarter. |

2020-2021 FVAP Voting Action Plan

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|---|---|--|
|  | 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. |
|  | 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 | FVAP will send an email to all Uniformed Service Members with active email addresses from 1-2 October. This email will remind personnel that the November election is 30 days away and to use the FWAB if they haven't received their requested ballot from election office. Will include link to FWAB-focused video. |
|  | 30 days before Election Day | VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB. |
|  | Recommended Mailing Dates | 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. |
|  | 15 days before Election Day | 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. |
|  | Recommended Mailing Dates | Stateside Uniformed Service Members and their families should send voted ballots in now so they arrive in time to be counted. |
|  | Election Day | 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). |
|  | Measures of Effect and Performance | Deadline for VAOs and IVA Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by 15 January. |

2020-2021 FVAP Voting Action Plan

2021

| | | |
|---|--|--|
|  | VAO of the Quarter | Deadline for SVAOs to submit nominations for the 4 th Quarter 2020 VAO of the Quarter. |
|  | Order Supplies | 2020-2021 Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters are available. If the prior VAO did not leave available materials, order materials through proper channels: http://www.fvap.gov/vao/materials . |
|  | Distribute FPCAs to UOCAVA voters | 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 2020. |
|  | 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 IVAOs 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 IVA Office and IVAOs 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.

2020-2021 FVAP Voting Action Plan

| 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>.

2020 Voting Assistance Officer (VAO) “One Stop Shopping”

1. **If you are a new VAO, welcome!** Voting Assistance Officer is an important collateral duty that can be very rewarding. It is very manageable and will not take much time at all. There are Recruiters, Unit VAOs and Installation VAOs. Every Recruiter must be trained as a VAO and offer assistance to every voting age customer that visits their office. VAOs are designated in every Navy command of 25 or more people; Installation VAOs (IVAOs) are specifically appointed by Installation COs and man the IVA Office. The Navy Voting Assistance Program Manager, located in Washington DC, can be reached for answers to questions by emailing vote@navy.mil.
 - a. **VAOs:** Bullets 1-16 apply
 - b. **IVAOs:** Bullets 1-17 apply
 - c. **Recruiters:** Bullets 6-8 and 18 apply
2. **The VAO’s primary responsibility** is to be an expert on all-things ‘voting’ for the command, including voter registration and the absentee voting process. VAOs assist absentee voters within the command. Keep reading to learn how!
3. **The Federal Voting Assistance Program (FVAP)** is the overall Department of Defense organization responsible for implementing legislation to help Service Members, family members, and civilians living overseas vote absentee. Think of FVAP as the parent company that maintains oversight over all of the services’ voting activities.
4. **What are your other major responsibilities?**
 - a. SUBMISSION OF QUARTERLY METRICS ON THE FVAP PORTAL (see bullets 6 & 7).
 - b. Email the FPCA by 15 January of every year and by 15 July of every even year.
 - c. Print and read the program instructions (see bullet 8).
 - d. BE PRESENT IN YOUR COMMAND, and give yearly training (see bullet 11).
 - e. Pass your command IG inspections by maintaining a continuity binder, containing:
 - (1) DoDI 1000.04
 - (2) OPNAVINST 1742.1C
 - (3) A copy of this “one stop shopping” memo
 - (4) The Navy Voting Action Plan
 - (5) Letter of designation (see bullet 9)
 - (6) Training certificate (see bullet 10)
 - (7) Records of command training (see bullet 11)
 - (8) Any emails that you send to your command, relating to voting
 - (9) PDF printouts of the metrics submitted in the FVAP portal (see bullet 7)
5. **What can you do to get your program started or refreshed?**
 - a. Complete your training, get designated, and get familiar with the FVAP website at www.fvap.gov. This is the primary resource where you can find all necessary information, guidance, training, and voting related resources to include posters and other downloadable

2020 Voting Assistance Officer (VAO) “One Stop Shopping”

items for your command. At the left center side of the FVAP homepage, you will see a link (button) for VAOs.

6. **Register for an account on www.FVAP.gov and report your metrics!** All VAOs across the military are required to maintain an account in the FVAP portal and submit a quarterly report. Don't worry, it only takes a few minutes of work, every 90 days. *The Navy and FVAP have the ability to track who does and who does not submit metrics. Even if you have zero assistance provided in a quarter, you must still log in and submit “0.”* Please register for an account – here's how:
 - a. From the website home screen at www.fvap.gov, scroll down and locate “Admin Portal” on the *very bottom* right hand corner of the screen.
 - b. Accept the privacy terms to get to the sign in page. From here, select “Register for an Account.”
 - c. **VAOs and IVAOs select “Installation Voting Assistance Officer.”** The portal was designed based on the Army, where every unit reports to the Installation CO. By selecting IVAO, you will be able to see and monitor your subordinate's accounts. **Recruiters select “Recruiter.”**
 - d. Fill out the rest of the information. In the “Service Unit” block, start typing your unit's name – as you do, the block will auto-fill with possible matches. Select your unit from the list of matches. If it doesn't come up, try your UIC. If you cannot locate your unit, simply type it in as you wish it to appear, and proceed with registration. The SVAO will have to approve your account and may ask for further information.
7. **Quarterly Reporting on the FVAP portal.** Once you've established an account, you'll be required to log on and submit a quarterly report (every 90 days, calendar year, as explained below). Submitting your report is easy. **Just log in to your account, click on the METRICS tab towards the top of the page, fill in the blocks, and click SAVE. Your report will be automatically submitted to FVAP when you hit SAVE.** The portal allows for rolling submissions, so you may choose to update your report whenever you provide voting assistance throughout the quarter. Otherwise, a few days before the quarter ends, submit your numbers. Please be as accurate as possible, but educated guesses are better than no information at all. *Please email vote@navy.mil if you have questions.* Deadlines are:
 - a. **Quarter 1 – Submit before 31 March**
 - b. **Quarter 2 – Submit before 30 June**
 - c. **Quarter 3 – Submit before 30 September**
 - d. **Quarter 4 – Submit before 31 December**

What counts as Metrics? Count all “active assistance.” This means emails, phone calls, in-person assistance, etc.. If you email the FPCA and the annual training to your command of 200 members, you will enter 200 in “Forms Distributed-Electronic FPCA” and 200 in “General Voting Information” in the military column. Passive forms that can't be measured such as a poster or a Plan of the week posted on your command's SharePoint don't count.

2020 Voting Assistance Officer (VAO) “One Stop Shopping”

IVAOs must log metrics under both the “Unit Metrics” tab AND the “Office Metrics” tab. Unit metrics is everything you did for your actual unit, while office metrics account for everything you did for individuals outside your unit that visited/emailed/called your office.

TIP: *Accounts expire every 45 days, even though the requirement is to submit metrics quarterly.*

Create a monthly calendar reminder in MSOutlook to log in to the FVAP portal. This will keep your account active. Update metrics each time, even if all you do is press “submit” again. This will ensure you absolutely have metrics logged for the quarter.

8. **Program instructions.** The Navy's Voting Assistance Program instruction is OPNAVINST 1742.1C and is based upon the overarching DoD Instruction 1000.04. Be sure to read through these instructions and keep a copy on hand for your voting program binder. All instructions can be found at www.fvap.gov.

9. **Designation letter.** You are required to be designated in writing by your CO/OIC. A sample letter can be found in the Navy Voting Action Plan and the Navy Voting Toolkit. Please keep this letter in your program binder.

10. **VAO training.** You are required to complete training before being officially assigned, otherwise you won't be prepared to assist voters. You may complete training online at <https://www.fvap.gov/portal/training/get-started.html>. Be sure to keep a copy of your training certificate in your program binder, which should be maintained at the command and passed down from VAO to VAO. IVAOs and Recruiters have specific training listed in that link.

11. **Command training.** You are required to administer annual, GMT style voting training and keep attendance records in your program binder. The method of training is up to you, but you can find slide decks and training materials online at <http://www.fvap.gov/vao/training/voter-training>.

TIP: Create outlook reminders to send an email out before 15 January and 15 July that has both the FPCA and the military voter training PowerPoint or PDF attached. Save a copy of the sent email in your MSOutlook and a print a copy with the email addresses included for your continuity folder. This will satisfy both the FPCA requirement and the annual training requirement, and ensure that you have records of both. Keep copies of these emails for 2 years.

12. **Voting alerts.** You can sign up for them on FVAP's website at <http://www.fvap.gov/vao/alerts>. FVAP will send you pertinent information about elections, workshop schedules, events, etc.

13. **Navy Voting Facebook Page.** You can find it at www.facebook.com/navyvoting. Updates and other information will be posted. Please be sure to click the ‘like’ button on the page to help spread the word. There is also a Navy VAO Facebook group to help one another with lessons learned: <https://www.facebook.com/groups/1699117943698409/>. It is not mandatory to join but is a resource.

14. **Navy Voting Smartphone App.** Every installation has an MWR smartphone app that is available in standard app stores. The local IVAO information for every installation is listed and each has a link to fvap.gov resources, such as the guide, the online wizard and downloadable PDF versions of the forms.

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- 15. VAO performance evaluation.** PER FEDERAL LAW, VAOs are required to have their performance commented on in an official military performance report. For Navy VAOs, listing that you are a VAO in the collateral duty block of your EVAL or FITREP will satisfy this requirement. Please do so.
- 16. VAO of the Quarter.** If you think you are or one of your subordinates is doing a particularly great job as a VAO, regardless of the size of the command/installation, submit an application for VAO of the Quarter to the SVAO at the end of the quarter. The template can be found in the Navy Voting Action Plan. The SVAO will submit Navy VAO of the Quarter packages to FVAP to be judged against the other services for FVAP VAO of the Quarter. All winners will be considered for the Navy/ FVAP VAO of the Year.
- 17. Installation VAOs.** If you are an IVAO, you have a few more requirements than the VAO
- a. **IVA Office:** The biggest difference between normal VAOs and IVAOs is that you must maintain a “functionally separate” office. This means that the space can’t be used for anything other than voting assistance. However, it does not need to be as elaborate as an actual office. It can be a separate desk within your work space that is only used for voting assistance. It has to have access to a computer, printer, phone and scanner. These don’t have to be assets used only for voting assistance. For example, if you are your command’s Admin Officer, a small desk within the Admin Office with voting forms, etc. is the actual “IVA Office,” possibly with access to the assets within the Admin Office (possibly your work computer and the office printer/scanner).
 - b. **IVAO Email:** IVAOs are required to establish/maintain a distro for their office that can be publicized on FVAP and other resources that includes at a minimum the IVAO and vote@navy.mil. Most installations already have one established. Contact the SVAO with questions.
 - c. **NVRF Form:** Because IVA Offices are Voter Registration Agencies, anyone can technically request assistance registering to vote there even if they aren’t Absentee Voters. To do this, they must complete a National Voter Registration Form. It is very rare that anyone asks for this, but you are required to have at least 1 printed copy on hand (<https://www.eac.gov/voters/national-mail-voter-registration-form/>).
 - d. **Outreach Weeks:** There are two outreach weeks per even year - the Armed Forces Voters Week at the end of June and the Absentee Voters Week in September. You are expected to increase outreach efforts during or around these weeks at your installation. See the Navy Voting Toolkit for ideas.
- 18. Recruiters.** By law (the National Voter Registration Act) every Recruiter must be trained as a VAO and offer assistance to every voting age customer that enters their office.
- a. **Forms.** Each customer who is a U.S. citizen and will be 18 years old or older by the date

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of the election must be offered the Voter Registration Information Form (DD 2645). While you can't force them to complete the form, every customer should indicate on the DD 2645 whether or not they would like assistance and sign. These forms must be kept for 2 years and can be completed digitally. If they indicate they would like assistance and are a civilian, give them the National Mail Voter Registration Form. Once they complete it, mail it in for them.

- i. **DD 2645:** <https://www.fvap.gov/uploads/FVAP/Forms/dd2645.pdf>
- ii. **National Voter Mail Registration Form:**
https://www.eac.gov/assets/1/6/Federal_Voter_Registration_ENG.pdf

TIP: Keep the DD 2645 digital if you can to reduce the burden of storing paper forms or scanning printed ones into the computer. Also keep only one printed copy for the National Voter Mail Registration Form on hand. Print new ones as they are used. The form is long and there is no requirement to have multiple printed copies on hand.

- b. **Metrics.** See bullet 6 and 7 on how to register for a FVAP portal account and how to keep your account active. Your metrics will look different than other VAOs and is listed by state. It is up to your region if they want you to put in your own metrics or for you to send them up to the region to be compiled and submitted. Use the Recruiter Registration Summary (<https://www.fvap.gov/uploads/FVAP/Forms/recruiter-registration-summary.pdf>) to keep track of assistance you provide.
- c. **Further Info.** See <https://www.fvap.gov/vao/recruiter> for specific guidance.

DoD Inspector General Voting Assistance Program (CY2020 Report Format)

The matrix below outlines DoD Inspector General Assessment criteria for voting assistance programs. This matrix was developed by DoD IG in collaboration with service IGs. Not all sections are applicable to all levels of the Voting Assistance Program and the matrix is meant to assess the service-wide voting program as a whole.

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DoD OIG CY2016 FVAP Report Metrics

| A. Staffing | | | |
|--------------------|--|------------------------------------|---|
| Item | Requirement | Authority | Guidance on Reporting This Metric |
| A.1 | Senior Service Representative at Flag Rank/Civilian equivalent appointed. Provide name, grade/rank & position | DoDI 1000.04, Encl 4, section 2.a. | Yes/No. Provide name, grade/rank & position (if not full-time duties). |
| A.2 | Designated Service Voting Action Officer | DoDI 1000.04, Encl 4, section 2.b. | Yes/No. Provide name, grade/rank & position (if not full-time duties). |
| A.3 | Designated VAOs, in writing, at all installations and major commands. | DoDI 1000.04, Encl 4, section 2.d. | Provide the total number of installations or commands inspected and the total number of installations or commands in compliance (e.g., 17 installations or Major Commands inspected. 16 installations or Major Commands in compliance). |
| A.4 | Designated in writing a Unit VAO within each unit of 25 or more permanently assigned members. | DoDI 1000.04, Encl 4, section 2.f. | Provide the total number of units inspected and the total number of units in compliance (e.g., 100 units inspected. 95 units in compliance). |

| B. Training | | | |
|--------------------|---|--|--|
| Item | Requirement | Authority | Guidance on Reporting This Metric |
| B.1 | VAOs received training no later than 30 days after assuming duties. | DoDI 1000.04, Encl 4, section 2.e.(1) and 2.f.(1) FVAP Memo Sept 29, 2014 | Provide the total number of VAOs inspected and the total number of VAOs in compliance (e.g., 200 VAOs inspected and 180 VAOs in compliance). |
| B.2 | Command, Installation and Unit VAOs attend FVAP workshop or participate in virtual or web-based training and collaboration during even numbered years with Federal elections. | DoDI 1000.04, Encl 4, section 2.f. | Provide the total number of VAOs inspected and the total number of VAOs in compliance (e.g., 200 VAOs inspected and 180 VAOs in compliance). |
| B.3 | Annually train all uniformed Service members on absentee registration and voting procedures. | DoDI 1000.04, Encl 4, section 2.s. | Yes/No. Describe the Service methodology for compliance and the Service IG method for verification. |
| B.4 | Basic training and command courses emphasize and advertise voting assistance programs. | DoDI 1000.04, Encl 4, section 2.s.(1). | Yes/No. Describe the Service methodology for compliance and the Service IG method for verification. |
| B.5 | Provide training and voting assistance for units (or personnel) preparing for deployment. | DoDI 1000.04, Encl 4, section 2.s.(2). | Yes/No. Describe the Service methodology for compliance and the Service IG method for verification. |
| B.6 | Recruitment personnel informed of policies and received training to carry out voter registration assistance. | DoDI 1000.04, Encl 4, section 2.ab. | Yes/No. Describe the Service methodology for compliance and the Service IG method for verification. |

| C. Material Distribution | | | |
|---------------------------------|--|--|---|
| Item | Requirement | Authority | Guidance on Reporting This Metric |
| C.1 | Describe the Service distribution system to directly-deliver SF 76s to all eligible voters by 15 January of each calendar year, by 15 July of even-numbered years, and before graduation and detachment from recruit training. | DoDI 1000.04, Encl 4, section 2. l. and m. | Yes/No. Describe the Service methodology for compliance and the Service IG method for verification. |
| C.2 | Recruitment offices provide prospective enlistees with the National Mail Voter Registration Form and DD Form 2645, "Voter Registration Information Form," or more recent replacement forms, such as the SF76 FPCA. | DoDI 1000.04, Encl 4, section 2. ab. (1) | Yes/No. Describe the Service methodology for compliance and the Service IG method for verification. |
| C.3 | Recruitment offices transmit all completed registration applications within 5 calendar days to the appropriate State election officials. | DoDI 1000.04, Encl 4, section 2. ab. (4) | Yes/No. Describe the Service methodology for compliance. |
| C.4 | Describe the Service methodology for ensuring that sufficient registration and ballot request materials are available to support all elections. | DoDI 1000.04, Encl 4, section 2. l. | Yes/No. Describe the Service methodology for compliance and the Service IG method for verification. |

DoD Inspector General Voting Assistance Program (CY2020 Report Format)

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DoD OIG CY2016 FVAP Report Metrics

| D. Communication and Information Network | | | |
|--|--|--|--|
| Item | Requirement | Authority | Guidance on Reporting This Metric |
| D.1 | Services provide VAO and voting assistance program information to FVAP Office for publication on FVAP website. | DoDI 1000.04, Encl 4, 2.c. | Yes/No. Describe the Service methodology for compliance and verification. |
| D.2 | Designated IVA office locations verified on installation where voting material and assistance is accessible and available. Include the number of sites confirmed by Inspector actually visiting the office during the calendar year. | DoDI 1000.04, Encl 4, 2.c. | Provide the number of installations inspected and the number of installations in compliance (e.g., 17 installations inspected and 16 installations in compliance). |
| D.3 | Established a VAO network and communications capability that can also distribute voting information and so that a Service member may contact a VAO. | DoDI 1000.04, Encl 4, 2.j. | Yes/No. Describe the Service methodology for compliance. |
| D.4 | Maintained a process to ensure voting assistance is provided at the appropriate level in response to email requests from service members, dependents, and other applicable individuals. | DoDI 1000.04, Encl 4, 2.r. and the September 29, 2014 FVAP Voting Assistance Guidelines Memo | Yes/No. Describe the Service methodology for compliance. |

| E. Commanders/Installation Level Involvement | | | |
|--|--|----------------------------|--|
| Item | Requirement | Authority | Guidance on Reporting This Metric |
| E.1 | Written policies to support eligible military members and their dependents. | DoDI 1000.04, Encl 4, 1.a. | Yes/No. Describe the Service methodology for compliance. |
| E.2 | Inspector General and Command level reviews/inspections. | DoDI 1000.04, Encl 4, 2.n. | Yes/No. Describe the Service methodology for compliance. |
| E.3 | Commands continually evaluate voting programs | DoDI 1000.04, Encl 4, 2.o. | Describe the Service methodology for continually evaluating command voting assistance programs. Also provide example(s) (e.g., commands are inspected annually and installations are inspected every 3 years). |
| E.4 | Command-wide voting awareness and assistance programs and activities are developed for Armed Forces Voters Week? | DoDI 1000.04, Encl 4, 2.q. | Provide examples (commander's website/call; flyers; emails, etc.). |
| E.5 | IVAO's performance is commented on, in their performance evaluation. | 10 U.S.C. § 1566f | Provide the total number of IVAOs inspected and the total number of IVAOs in compliance (e.g., 15 IVAOs inspected and 12 IVAOs in compliance). |
| E.6 | UVAO's performance is commented on, in their performance evaluation. | 10 U.S.C. § 1566f | Provide the total number of UVAOs inspected and the total number of UVAOs in compliance (e.g., 200 UVAOs inspected and 180 UVAOs in compliance). |

| F. Voting Assistance Program Compliance |
|---|
| In the Service IG Voting Assistance Program reports, provide a detailed description of any developments made toward establishing a standard definition of voting assistance program compliance. Additionally, if the Service IG is making a determination regarding compliance of their Services VAP, please provide a description of the methodology used to arrive at that determination that enables the reader to follow the process and logic. (e.g., Describe department standards, how they were developed, and how they sufficiently illustrate compliance. Also describe analysis for determining compliance (i.e., Were survey and interviews conducted? How were interviewees chosen?). |

| G. Voting Assistance Program Effectiveness |
|---|
| For the Service IG is determination on the "Effectiveness" of their Service's VAP, please provide a description of the methodology used to arrive at that determination in a manner that enables the reader to follow the process and logic. Also provide a detailed description of developments regarding use of the 2014 "Measures of Effect and Performance" and analysis of data collected. |