Federal Voting Assistance Program (FVAP)
Department of Defense

Military Voter Training
If you wish to complete your Voter Registration and Absentee Ballot request form, [Click Here](https://www.fvap.gov).

If you wish to receive complete voter training, please continue with this presentation.
Welcome to the self-paced **Military Voter** training. This training provides information to help you successfully register to vote, request your absentee ballot and successfully cast your ballot.

This training covers two areas:

1. Background information on **UOCAVA**
2. Available resources for military voters
During the 2016 election cycle, a number of important offices will be decided by voters, including:

☑ President and Vice President
☑ 34 seats in the U.S. Senate
☑ 435 seats in the U.S. House of Representatives
☑ Governorships in 12 States and 3 U.S. territories
☑ State and local offices
☑ Ballot questions and referenda
Absentee Voting

MYTH: Absentee ballots are not counted unless it is a close race.

FACT: All valid absentee ballots are counted regardless of the closeness of the race.

• States differ as to when they count absentee ballots.

• Many States require absentee ballots to be received by Election Day so that they can be counted along with the in-person votes.

• Some States accept absentee ballots after Election Day.

• The election is not certified until all absentee ballots received by the State’s deadline are counted.
• Voters are encouraged to exercise their right to vote. Every vote counts.

• Recent elections have been decided by a margin of victory of less than 0.1%.

<table>
<thead>
<tr>
<th>Election</th>
<th>Margin of Victory</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008 – Minnesota U.S. Senate</td>
<td>312 votes</td>
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<tr>
<td>2006 – Oklahoma State House of Representatives</td>
<td>2 votes</td>
</tr>
<tr>
<td>2005 – Virginia Attorney General</td>
<td>323 votes</td>
</tr>
<tr>
<td>2004 – Washington Governor</td>
<td>133 votes</td>
</tr>
<tr>
<td>2000 – Florida Electoral Votes (U.S. Presidential election)</td>
<td>537 votes</td>
</tr>
</tbody>
</table>
Background Information
The *Uniformed and Overseas Citizens Absentee Voting Act* of 1986, or *UOCAVA*, allows certain U.S. citizens to apply to register and vote absentee in elections for Federal office.

Citizens covered under *UOCAVA* include:

1. Members of the Uniformed Services or Merchant Marine who are absent from their voting jurisdiction due to their service.
2. Dependents of members of the Uniformed Services or Merchant Marine who are absent from their voting jurisdiction with the member.

**Note:** Uniformed Service members and their eligible family members residing in their voting jurisdictions are not covered under *UOCAVA*.

*UOCAVA covers more than six million potential voters worldwide.*
The Federal Voting Assistance Program, or FVAP, is charged with providing assistance and outreach to U.S. citizens covered under UOCAVA.

**FVAP’s purpose** is 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.
The Absentee Voting Process
As a voter, you should be familiar with two forms unique to UOCAVA voters:

- The Federal Post Card Application (FPCA)
- The Federal Write-In Absentee Ballot (FWAB)

The following slides will outline how these forms are used in the UOCAVA absentee voting process.
How Do UOCAVA Citizens Vote?

Step 1: A UOCAVA citizen completes the Federal Post Card Application (FPCA) to apply to register to vote and request an absentee ballot. The completed FPCA is submitted to the applicant’s local election official.

Step 2: The local election official reviews the submitted FPCA. After verifying eligibility, the local election official sends the applicant an absentee ballot.

Step 3: The applicant receives the absentee ballot, votes the ballot and returns it to the local election official to be counted.

Note: If applicants have not received an absentee ballot 30 days before the election, they should complete and submit the Federal Write-In Absentee Ballot (FWAB) to ensure that their vote is received in time to be counted.
By filling out the FPCA, **UOCAVA** voters can:

1. Apply to register to vote.
2. Request an absentee ballot.
3. Update a mailing address and/or other contact information.

**UOCAVA** citizens should submit an FPCA:

1. Once a year.
2. Any time they need to update their contact information.
The FWAB can be used:

As a backup ballot when a voter has not yet received their State absentee ballot and may not have time to return the State ballot before the deadline.

**UOCAVA** citizens should submit a FWAB:

1. If they have not received their State ballot 30 days prior.
2. Any time after submitting their FPCA if mail delivery isn’t guaranteed.
The instructions for completing the FPCA and FWAB differ across States -- refer applicants to the Voting Assistance Guide for complete instructions.

- Some States may require a full Social Security Number, while other States may require a driver’s license or State identification number.

- The Voting Assistance Guide also includes State-specific deadlines for voter registration, absentee ballot requests and ballot returns.

Service members who live in their current voting jurisdiction and can vote in person.

Service members and their voting-age family members who live in their voting jurisdiction are not covered under UOCAVA.

These citizens should use the National Mail Voter Registration Form (NVRF) to:

1. Register to vote.
2. Update their name and mailing address.
3. Register with a political party.
<table>
<thead>
<tr>
<th>Voting Material</th>
<th>Should be completed by:</th>
<th>Allows voters to:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Post Card Application</strong></td>
<td>All UOCAVA voters once a year and any time they need to update their contact information.</td>
<td>Apply to register to vote, request an absentee ballot and update their contact information.</td>
</tr>
<tr>
<td><strong>Federal Write-In Absentee Ballot</strong></td>
<td>All UOCAVA voters as an emergency write-in absentee ballot should they not receive their ballot 30 days before the election.</td>
<td>Vote in all Federal elections. Some States allow the FWAB to be used for State and local elections or as a simultaneous application for voter registration and write-in absentee ballot.</td>
</tr>
<tr>
<td><strong>National Mail Voter Registration</strong></td>
<td>Local voters (citizens currently residing within their voting jurisdiction).</td>
<td>Apply to register to vote, register with a political party and update their name and mailing address.</td>
</tr>
</tbody>
</table>
FVAP has created Online Assistants that automate and simplify the process of filling out the FPCA and FWAB.

- The Online Assistant offers point-and-click assistance and produces printable forms that eliminate legibility errors.

- The Online Assistant also produces a postage-paid template that then may be printed onto an envelope and mailed.
Completing the FPCA/FWAB Online

Benefits of the Online Assistants:

1. Generate only fields required by the applicant’s State, decreasing confusion over voter information requirements.

2. Provide up-to-date State information such as important State voting deadlines.

3. Provide an output package that includes applicant’s completed FPCA or FWAB, instructions for submitting and envelope template.
Block 1 on the FPCA asks applicants to indicate their UOCAVA voter classification. This classification determines in which contests their election jurisdiction will allow them to vote.

- Applicants should select the classification that best represents their current situation. Uniformed Service members and their eligible family members who are overseas should select one of the boxes on the first line.

- Members of the National Guard or State militia in a “called-up” status by the State for disaster relief, riot control or similar State functions should select the second box.
In order to participate in partisan primary elections, most States require voters to indicate a political party preference. Voters should refer to the *Voting Assistance Guide* for their State’s specific requirements.

- Applicants who do not want to be affiliated with a political party should write “no party” in Block 2.

- Note that if applicants enter “no party,” they will still receive the November General Election ballot.
Completing the FPCA: Voter Information

Requirements for voter identification differ by State; refer to the *Voting Assistance Guide* for the applicant’s State-specific guidelines.

### Legal name

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td>Jones</td>
</tr>
<tr>
<td>First name</td>
<td>James</td>
</tr>
<tr>
<td>Middle name</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td>Larry</td>
</tr>
</tbody>
</table>

### Identification

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Driver’s License or ID</td>
<td>A 1 3 1 5 6 7 4 9 3 9 4</td>
</tr>
<tr>
<td>OR Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Birth date</td>
<td>1/12/985</td>
</tr>
<tr>
<td>Sex</td>
<td>M</td>
</tr>
<tr>
<td>Race</td>
<td></td>
</tr>
</tbody>
</table>

### Contact information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>0 1 1 4 4 2 0 1 4 0 3 5 4 7 7 7</td>
</tr>
<tr>
<td>Fax</td>
<td>0 1 1 4 4 2 0 1 4 0 3 5 4 7 0 0</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:j.l.jones85@hawkstooth.com">j.l.jones85@hawkstooth.com</a></td>
</tr>
</tbody>
</table>
States’ laws differ as to how blank ballots can be delivered to voters. All States will send ballots via mail; however, States differ as to which electronic methods can be used: email, online download and fax.

Applicants should rank order their preferences for receiving their blank ballot.

Refer to the Voting Assistance Guide to see what methods are permitted by an applicant’s State.

If an applicant wants to receive a ballot via email or fax, he or she must provide appropriate contact information in Block 5 (email address or fax number).
A local election official needs an applicant’s voting residence address in order to confirm the applicant’s voting precinct. The address must be for a residence (i.e., not a P.O. box).

<table>
<thead>
<tr>
<th>Street Address (not P.O. Box)</th>
<th>122 Maple Terrace</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/Town/Village</td>
<td>Mayville</td>
</tr>
<tr>
<td>County</td>
<td>Orange</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>Zip Code</td>
<td>95551</td>
</tr>
</tbody>
</table>

For **Uniformed Service members**, their voting residence should be where they last resided prior to entering military service OR the address they have since claimed as their legal residence. The State on the Service member’s Leave and Earnings Statement is often his or her State of residence.

**Spouses of Uniformed Service members** do not assume the residency of the active duty spouse upon marriage. However, if they meet the residency requirements, they can opt to update their State of residency.
Voters should enter their current mailing address.

<table>
<thead>
<tr>
<th>Where to send my ballot</th>
<th>PSC 100, Box 150</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.</td>
<td>APO AE 09421</td>
</tr>
</tbody>
</table>

✓ Remind applicants to notify their local election official if their address changes before the election to ensure their local election office has the correct contact information.
In Block 9, applicants should include any additional information required by their State. For example, some States require applicants to include information such as the length of time they resided in that State or where they were last registered to vote.

<table>
<thead>
<tr>
<th>Additional requirements for your State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Such as: mail forwarding address, additional email address/phone number, or other State required information. See Voting Assistance Guide.</td>
</tr>
</tbody>
</table>

- Applicants may also include additional information that would assist the local election official in accepting the application or sending their ballot, such as a forwarding address.
- Refer to the *Voting Assistance Guide* for State-specific requirements.
After applicants read the affirmation, they should sign and date their form.

You should remind applicants that by signing the FPCA, they are verifying their information under the penalty of perjury.

Refer to the Voting Assistance Guide to see if an applicant’s State requires a witness signature.
VAOs are required to offer to submit a completed FPCA for the applicant. Completed FPCAs should be submitted to the applicant’s local election official for processing.

- All States and territories accept the FPCA via mail.
  - Mailing addresses for local election officials are available in the Voting Assistance Guide.
  - The FPCA can be mailed postage paid through the U.S. Postal Service, Military Postal Service or State Department pouch mail. The postage-paid envelope template is produced by the Online Assistant and is also available at http://www.fvap.gov/uploads/FVAP/Forms/returnenvelope.pdf.
Some States and territories will accept the FPCA via email and/or fax.

- Check the Voting Assistance Guide to see if the applicant’s State will accept the form by email or fax.
- The Online Assistant will produce an email and/or fax cover sheet if online or faxed submissions are allowed by the applicant’s State.
Before submitting your FPCA, make sure have you:

- Completed the forms completely and legibly
- Applied to the correct jurisdiction
- Indicated your party preference for a primary election
- Signed their FPCA

*Incomplete or illegible FPCAs may result in your being unable to receive or cast your ballot.*
After receiving an FPCA, a local election official will process the form and verify the applicant’s eligibility.

You are encouraged to call, fax or email your local election official to verify that your application has been received.

You should receive your regular State absentee ballot from the local election official in time for you to vote and return the ballot by the State’s deadline.

Voters who have submitted an FPCA and have not received their absentee ballot 30 days before the election should submit the FWAB.
The Federal Write-In Absentee Ballot (FWAB) allows UOCAVA voters who have not yet received their absentee ballot to vote in elections for Federal offices.

The instructions for completing the FWAB and uses of the FWAB differ across States. Refer to the Voting Assistance Guide to ensure you complete it correctly.
Completed FWABs should be submitted to the applicant’s local election official for processing. All States and territories will accept the FWAB via mail. Some allow it to be faxed or emailed.

To mail the FWAB, the voter should insert the voted ballot (1) into the security envelope (2). Then, the sealed security envelope (2) and the declaration/affirmation (3) should be placed in the pre-paid mailing envelope (4).

- Mailing addresses for local election officials are available in the Voting Assistance Guide.
- The FWAB can be mailed postage paid through the U.S. Postal Service, Military Postal Service or State Department pouch mail. The postage-paid envelope template is produced by the Online Assistant and is also available at FVAP.gov.
FVAP provides an Electronic Transmission Service (ETS) that allows UOCAVA balloting materials (including the FPCA and FWAB) to be faxed at no cost.

If a voter does not have a fax machine, the voter may email his or her materials to FVAP and FVAP will fax the materials to the local election official, if allowed by the voter’s State.

Here’s how it works:

**Voter sends to FVAP**
The voter completes a ballot and emails or toll-free faxes it to FVAP.

**FVAP faxes to Election Official**
The ballot is faxed to the election official, at no cost to the voter.

**Election Official processes**
The election official receives the ballot and stores for counting.

**ETS Resources:**
- ETS Email: ETS@FVAP.gov
- ETS Fax: http://www.fvap.gov/vao/vag/appendix/toll-free

Note: Not all States allow absentee ballots to be delivered or returned via fax. Check the applicant’s State’s guidelines.
What if you receive your State ballot after voting the FWAB?

✓ Voters in this situation should *always* complete their State absentee ballot and return it to their local election official. If the absentee ballot is received by the State’s deadline, it will be counted instead of the FWAB.

✓ Some States allow absentee ballots from UOCAVA voters to be counted even if they are received after Election Day.

*Answers to additional FAQs may be found at FVAP.gov*
If you have questions or concerns about voting, you can contact FVAP:

<table>
<thead>
<tr>
<th>Questions? Contact FVAP!</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><strong>Commercial</strong></td>
</tr>
<tr>
<td><strong>Toll-Free</strong></td>
</tr>
<tr>
<td><strong>DSN</strong></td>
</tr>
<tr>
<td><strong>Facebook</strong></td>
</tr>
<tr>
<td><strong>Twitter</strong></td>
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</table>