

2014 Election Cycle Voting Action Plan

Important Dates for Voting Assistance Officers

	VAO In-Person Workshops	DoD Instruction 1000.04, Enclosure 4.2.t., requires all VAOs to complete either a FVAP/Service-provided workshop. Our 2014 in-person workshops kickoff at Andrews AFB. Find your workshop at http://www.fvap.gov/vao/training.html .
	Order Supplies	New Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters are available through GSA. This is an ongoing task for all VAOs. Order your 2013 edition forms through proper channels; http://www.fvap.gov/vao/order.html
	Command Emphasis Campaign	Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP.
	FVAP Email Blast	FVAP will be sending an email to all Uniformed Service members with active email addresses from January 7-9. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA.
	Distribute FPCAs to UOCAVA voters	Deadline for VAOs to distribute FPCAs (electronically or in hand) to all UOCAVA voters and encourage them to complete and submit to their local election official to apply to register or to request an absentee ballot for all elections in 2014.
	Measures of Effect and Performance	Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voter Assistance Office staff should submit metrics by the deadline requested by their SVAO through the FVAP.gov database.
	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 the FVAP Facebook page.
	Super Bowl Challenge	FVAP will be airing public service announcements during the Super Bowl on AFN. Host a voter registration drive or hang voting posters around your base Super Bowl Party. Send photos to FVAP.
	FVAP Email Blast	FVAP will be sending an email to all Uniformed Service members with active email addresses from February 4-6. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA.
	Measures of Effect and Performance	Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voter Assistance Office staff should submit metrics by the deadline requested by their SVAO through the FVAP.gov database.

	<p>FVAP Email Blast</p>	<p>FVAP will be sending an email to all Uniformed Service members with active email addresses from June 17-19. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA now.</p>
	<p>Public Service Announcements</p>	<p>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.</p>
	<p>Armed Forces Voters Week and Overseas Citizens Voters Week</p>	<p>VAOs should plan and participate in Voting Emphasis Week (June 30-July 7, 2014) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs are encouraged to plan events around installation 4th of July activities. Invite Families!</p>
	<p>Command Emphasis Campaign</p>	<p>Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week.</p>
	<p>Distribute FPCAs to UOCAVA voters</p>	<p>Deadline for VAOs to distribute the FPCA(electronically or in hand) to UOCAVA voters they assist and encourage them to complete and submit to their local election official to apply to register and/or request an absentee ballot for the 2014 General Election.</p>
	<p>Measures of Effect and Performance</p>	<p>Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voter Assistance Office staff should submit metrics by the deadline requested by their SVAO through the FVAP.gov database.</p>
	<p>FVAP Email Blast</p>	<p>FVAP will be sending an email to all Uniformed Service members with active email addresses from August 5-7. This email will remind them that the November election is 90 days away.</p>
	<p>FVAP Email Blast</p>	<p>FVAP will be sending an email to all Uniformed Service members with active email addresses from September 3-5. This email will remind them that the November election is 60 days away.</p>
	<p>Ballot Mailing Deadline</p>	<p>Deadline for States to send absentee ballots to UOCAVA voters. Voters should begin checking their mail boxes and email for their ballot. Vote and return your ballot upon receiving it.</p>
	<p>Public Service Announcements</p>	<p>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.</p>

<p>SEPTEMBER 29</p>	<p>Absentee Voting Week</p>	<p>VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from September 29- October 6, 2014.</p>
<p>OCTOBER 1</p>	<p>FVAP Email Blast</p>	<p>FVAP will be sending an email to all Uniformed Service members with active email addresses from October 1-3. This email will remind them that the November election is 30 days away.</p>
<p>OCTOBER 1</p>	<p>Command Emphasis Campaign</p>	<p>Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week.</p>
<p>OCTOBER 5</p>	<p>30 days before Election Day</p>	<p>VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB.</p>
<p>OCTOBER 7</p>	<p>Recommended Mailing Dates</p>	<p>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.</p>
<p>OCTOBER 14</p>	<p>Recommended Mailing Dates</p>	<p>Voters in overseas military installations with access to the military postal system should send voted ballots in now so they arrive in time to be counted.</p>
<p>OCTOBER 15</p>	<p>Measures of Effect and Performance</p>	<p>Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voter Assistance Office staff should submit metrics by the deadline requested by their SVAO through the FVAP.gov database.</p>
<p>OCTOBER 20</p>	<p>15 days before Election Day</p>	<p>VAOs should stress to voters to complete and return their absentee ballot. If voters have not received their requested absentee ballots, VAOs should encourage them to complete and submit the FWAB.</p>
<p>OCTOBER 28</p>	<p>Recommended Mailing Dates</p>	<p>Stateside Uniformed Service members and their families should send voted ballots in now so they arrive in time to be counted.</p>
<p>NOVEMBER 4</p>	<p>Election Day</p>	<p>VAOs should remind local voters to go to their polling place and vote. IVA Offices should ensure coverage to answer last minute questions and assist voters returning their ballots by fax or email.</p>
<p>JANUARY 15</p>	<p>After Action Reports</p>	<p>All After Action Reports must be submitted to FVAP. VAOs should submit AARs in the format requested by their SVAO.</p>

Ongoing Tasks	
Directory Information	The Major Command and Installation Voting Assistance Officers must maintain a directory of all local unit VAOs containing names, email addresses and office telephone numbers. This directory must be updated at least quarterly.
Website Information	Provide the name, mailing address, e-mail and office telephone number of Installation Voter Assistance Office and Installation Voting Assistance Officers on the installation website.
Public Affairs	VAOs must work with PAO to publicize primary elections and inform military personnel and their family members of their right to vote. Voting outreach efforts should be incorporated into military and family appreciation events such as air shows and open houses.
Training	Voting Assistance Officers 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.html .
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 www.fvap.gov .
VAO To-Do Lists	FVAP creates monthly to do lists with recommended tasks for all VAOs. These lists can be obtained by contacting FVAP, your SVAO or IVAO.

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

Key FVAP Resources for VAOs		
Website	FVAP.gov	Up-to-date <i>Voting Assistance Guide</i> and FPCA and FWAB online assistants
Email	vote@fvap.gov	Email FVAP with voting assistance questions
Telephone	1-800-438-VOTE (8683)	Call FVAP with voting assistance questions
Facebook	Facebook.com/DoDFVAP	FVAP and UOCAVA updates
Twitter	Twitter.com/FVAP	FVAP and UOCAVA updates

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