

# 2016-2017 Navy Voting Action Plan

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May 2016



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Summary of Changes

Revision 1: Updated Quarterly Metrics reporting to align with FVAP Portal Updates

Revision 2: Removed the requirement of Voting Information Management System registration

Revision 3: Added Navy Logistics Library link and serial numbers of available materials.

Revision 4: Corrected the dates for quarterly metric submission to include all VAOs

References

- A. OPNAVINST 1742.1C, Navy Voting Assistance Program
- B. CNICINST 1742.1, Establishment of Installation Voter Assistance Offices
- C. DoDI 1000.4, Federal Voting Assistance Program of 13 September 2012
- D. Public Law 111-84 (FY10 NDAA) Subsection H, Military and Overseas Voter Empowerment Act (MOVE Act)
- E. 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
- F. Section 7(a)(2) of Public Law 103-31, —National Voter Registration Act|| (NVRA), May 20, 1993
- G. Section 1566 (f)(1), Title 10, United States Code

1. Purpose. To issue the Navy Voting Action Plan per the Federal Voting Assistance Program (FVAP) Action Plan and references A through F. This Action Plan is meant to serve as an easy-to-use reference for Voting Assistance Officers and will be updated and revised as-necessary.
  - a. **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 OPNAVINST 1742.1C is currently under revision to reflect DoD Instruction 1000.04, which superseded DoD Directive 1000.04. When OPNAVINST 1742.1C and DoDI 1000.04 conflict, DoDI 1000.04 shall take 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 personnel and their dependents in exercising their right to vote. The goal is to contact 100% of Navy personnel (all active duty personnel, including civilians assigned overseas) and their voting age dependents. The main resource for assisting voters is the Voting Assistance Officer (VAO). There is one VAO at every Navy command of 25+ members. Each command should have an additional VAO for every 50 members over the original 25 members. VAOs offer assistance with voter registration, requesting a ballot, and they manage the command voting program. The easiest way for citizens to register to vote absentee is via the FVAP online website: [www.fvap.gov](http://www.fvap.gov). For key terms and definitions, see Enclosure (1).
3. Objective. To ensure that Navy personnel and their eligible family members are provided all necessary information so that they are able to participate in the election process to the maximum extent permitted by law.
4. Responsibilities.
  - a. The Navy Voting Action Officer (NVAO) manages the Navy's voting assistance program in accordance with reference A and C. The NVAO provides direction, training and assistance to all levels of the voting assistance program and maintains program policy, including this action plan.
  - b. All VAOs are responsible for maintaining a command-level voting assistance program IAW references A and C. In addition, Echelon II VAOs, Region VAOs, and VAOs of senior commands are responsible for overseeing proper program execution by subordinate commands IAW references A and C.
  - c. Installation Voting Assistance Officers (IVAOs) are responsible for the specific duties outlined in references A through C and for managing the Installation Voter Assistance Office (IVA Office). Specific responsibilities of IVAOs and IVA Offices are outlined in reference B.

- d. Primary functions of IVAOs are to act as a designated voter registration agency, to increase awareness throughout the installation, to be a central point of contact at the installation, and to submit quarterly reporting metrics to the NVAO.
  - e. Per reference A all VAOs are required to have a voting specific email. The recommended format for this email is to create a voting specific distribution list within the VAO's command that includes both the VAO's email and [vote@navy.mil](mailto:vote@navy.mil).
5. Action. The NVAO, VAOs and IVAOs are responsible for the execution of actions outlined in this action plan, the Plan of Action and Milestones at Enclosure (2), and references A through C.
6. Reporting.
- a. Reporting shall be conducted via the FVAP portal at <https://www.fvap.gov/portal/vao/metrics-report.html>. Quarterly reports will be on the FVAP Portal as follows: Quarter 1 (Jan-Mar) due Mar 31<sup>st</sup>; Quarter 2 (Apr-Jun) due Jun 30<sup>th</sup>; Quarter 3 (Jul-Sep) due Sept 30<sup>th</sup>; Quarter 4 (Oct-Dec) due Dec 31<sup>st</sup>. Quarterly reports shall include the metrics outlined in Enclosure (5) and are announced via the Navy Taskers system and email along with the proper reporting template.
  - b. In addition to reporting, all VAOs should maintain records on-file of: metrics outlined in Enclosure (5); VAO designation; VAO training certificates; command-wide training; distribution of absentee voter registration forms, as required by reference C; and assistance provided to voters. These records will support program inspections and data calls that may be required by FVAP. Additionally, VAOs are required to complete command assessments after elections on even-numbered years and forward these assessments to CO/OIC for review, as required by reference A.
7. Training.
- a. VAOs are required to complete training and retain on file their proof of training before assuming duties as VAO. Training may be completed online via FVAP's website (<http://www.fvap.gov/vao/training>). Assistant VAOs are also required to complete training.
  - b. Additionally, during election years (even-numbered), VAOs are required to attend in-person FVAP hosted training workshops. The 2016 schedule is posted at <http://www.fvap.gov/vao/training>. In the event that a workshop is not being held locally for the VAO, online training may be completed as a substitute.
  - c. IVAOs are required to complete IVAO-specific training and retain on file their proof of training, before assuming duties as Installation Voting Assistance Officer. Training may be completed online (<http://www.fvap.gov/vao/training>).

- d. VAOs shall ensure that all members of their command receive yearly training covering the absentee voting process and related resources. The training methodology will be decided by the command. Training materials are available online at (<http://www.fvap.gov/vao/training>). VAOs must maintain a record of training completed.
  - e. Recruit Training Command shall ensure that all recruits receive absentee voting training IAW reference A.
8. Performance Evaluations. In accordance with US Code (law), reference F: “Performance evaluation reports pertaining to a member who has been assigned to serve as a voting assistance officer shall comment on the performance of the member as a voting assistance officer.” All VAOs shall ensure their respective Commanding Officers are aware of this requirement. Including “VAO” in the collateral duties on fitness reports and evaluations satisfies this requirement.
9. Essential Materials.
- a. All VAOs and IVAOs should maintain on file and be familiar with the following materials: The Voting Assistance Guide (VAG), Federal Post Card Application (AKA: FPCA, SF-76) and the Federal Write-in Absentee Ballot (AKA: FWAB, SF-186), both of which were revised in 2013 for greater ease-of-use. Older editions, **dated 2005 or newer**, may still be used. The 1995 revision of the form cannot be accepted. The 2016-2017 VAG is based on 2013 forms. This means that the 2016 guide can be used to complete the older forms but not every data field may match up exactly.
  - b. 2016-2017 Voting Assistance Guide (VAG) — this is the basic reference document of the Federal Voting Assistance Program. Hard copies have been mailed to each Installation Voter Assistance Office in limited quantities. VAOs that require hard copies should contact their IVAO. IVAO contact information can be found at: <http://www.fvap.gov/info/contact/iva-offices>.
- The VAG is updated continually over the year. Therefore, it is recommended that VAOs use the online version that is always current 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 the 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 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](http://www.fvap.gov).** The online wizard asks voters a series of questions to fill-in the form. At the end, forms can be printed along with postage-paid and addressed envelopes that can then be mailed. Lastly, electronic versions of the FPCA are available online: <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 voters mailing address and registers them to vote absentee for the calendar year. It should be completed yearly.
  - (2) The FPCA was revised in 2013 to include more information and to make the form easier to use. Editions of the form 2005 and newer may continue to be used.
  - (3) Because there are differences in how the FPCA is processed by various states and other jurisdictions, the Voting Assistance Guide should be reviewed to determine how the form should be completed. Note: This step is not required if using the online FVAP wizard.
- 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](http://www.fvap.gov).** The online wizard asks voters a series of questions to fill-in the form. At the end, forms can be printed along with postage-paid and addressed envelopes that can then be mailed. Lastly, electronic versions of the FWAB are available online: <http://www.fvap.gov/eo/overview/materials/forms>. The electronic version can be completed in the same method as the hard copies. For those who wish to use the FWAB, the following criteria must be met:
- (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 Voting Assistance Guide for specific details on FWAB use and completion.
- e. FVAP marketing materials—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 versions of all materials are posted on FVAP’s website that can be printed (<http://www.fvap.gov/vao>). Digital copies can also be used as desktop backgrounds, screen savers, Facebook banners, etc. Hard copy materials can also be ordered from Navy Logistics Library (<https://nll2.ahf.nmci.navy.mil/>) with the following stock numbers:
- (1) Voting Brochure: Send Your Vote Home ([0500LP1158857](#))
  - (2) Voting Brochure: Whenever They Are ([0500LP1159148](#))
  - (3) Voting Brochure: Your Job is Hard ([0500LP1159979](#))
  - (4) Voting Poster: 16x22 inches ([0506LP1141921](#))
  - (5) Voting Poster: Make it Count ([0500LP1158827](#))
  - (6) Voting Poster: Send Your Vote Home ([0500LP1158861](#))
  - (7) Voting Poster: Wherever They Are ([0500LP1159149](#))
  - (8) Voting Poster: Your Job is Hard ([0500LP1159981](#))
  - (9) Federal Write-In Absentee Ballot ([0506LP1752400](#))
  - (10) Federal Post Card Application ([0506LP1118885](#))
  - (11) Voting Wallet Card: Your Job is Hard ([0500LP1159980](#))
- f. Navy Voting Toolkit (and CD)—A comprehensive toolkit has been created to assist VAOs and IVAOs. Resources include: POD Notes, FAQ’s, references and instructions, sample designation letter, training, marketing materials, etc. The toolkit is available for download at <http://www.fvap.gov/vao/continuity/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, making sure that 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, the ways to register to vote, and to update your command about key voting related events and dates.
- b. All VAOs are encouraged to increase awareness through the use of Plan of the Day (POD) notes, posters, banners, informational booths in high-traffic areas, command ombudsman, advertising at local MWR facilities, etc. All IVAOs and UVAOs 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. Specific awareness weeks and milestones are outlined in Enclosure (2).

This document is meant to be 'living and breathing'. Therefore, it will be continually updated as the situation warrants throughout the year. The revision number and summary of changes will be kept current. For any questions related to the Navy Voting Assistance Program, email [vote@navy.mil](mailto:vote@navy.mil)

# **Glossary and Definitions (from DoDI 1000.4)**

## **ABBREVIATIONS AND ACRONYMS**

DoDD	DoD Directive
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
NVAO	Navy Voting Action Officer
NVRA	National Voter Registration Act
P.L.	Public Law
RVAO	Regional Voting Assistance Officer
SF	Standard Form
SSVR	Senior Service Voting Representative
SVAO	Service Voting Action Officer
UOCAVA	Uniformed and Overseas Citizens Absentee Voting Act
U.S.C.	United States Code
UVAO	Unit Voting Assistance Officer
VAO	Voting Assistance Officer

# **Glossary and Definitions (from DoDI 1000.4)**

## **DEFINITIONS**

These terms and their definitions are for the purposes of this Instruction:

**Eligible Voter.** Any of the following:

### **Absent Uniformed Services Voter**

A member of a uniformed service on active duty who, by reason of such active duty, is absent from the place of residence where the member is otherwise qualified to vote.

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

A spouse or dependent of a member referred to in the first two sentences of this definition who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

**Overseas Voter.** Any of the following:

An absent uniformed services 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 President or Vice President; Presidential Elector; or Senator or Representative; Delegate or Resident Commissioner to Congress.

**IVAO.** An individual responsible for voting assistance coordination at the installation level.

**IVA office.** The office designated by the installation commander to provide voter assistance to military personnel, voting-age military dependents, Government employees, contractors, and other civilian U.S. citizens with access to the installation.

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

**Recruitment offices of the Military Services.** Any office of a military service open to the public and engaged in the recruitment of persons for appointment or enlistment in an Active Component of the Military Services. This does not include Army National Guard and Air National Guard recruiting offices.

## **Glossary and Definitions (from DoDI 1000.4)**

SSVR. A uniformed member at the O-7 grade, or higher, or a member of the Senior Executive Service responsible for implementing the FVAP in his or her respective component.

State. As defined in section 1973ff-6, reference (D).

State election. Any 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.

SVAO. An individual at a uniformed service headquarters level responsible for voting assistance operations for his or her respective component.

UVAO. An individual responsible for voting assistance at the unit level.

Voter Registration Agency. An office designated, pursuant to reference F, to perform voter registration activities. A recruitment office of the Military Services is considered to be a voter registration agency of the State in which the office is located.

## 2016-2017 Navy Voting Action Plan POA&M

Action	Comments	Who	Date Due
Order and update supplies	VAOs can print/order all necessary material. Ordering information at: <a href="http://www.fvap.gov/vao/training/materials/asm-order">http://www.fvap.gov/vao/training/materials/asm-order</a> .	ALL VAOs	Ongoing
Attend Voting Workshop	All VAOs required to attend IAW DoDI 1000.04 and OPNAVINST 1742.1. Schedule at: <a href="http://www.fvap.gov/vao/training">http://www.fvap.gov/vao/training</a> .	ALL VAOs	Ongoing, Spring 2016
New Year LES Message	To run in January and February LES; remind voters to complete FPCA in New Year.	NVAO	1-Jan-16
New Year NAVADMIN	Targeted January release to remind voters to complete FPCA in New Year and encourage command support.	NVAO	1-Jan-16
Distribute FPCAs to voters	VAOs distribute FPCA to all voters within command (service members and dependents) to register for all 2016 elections. Can email and attach FPCA and link to <a href="http://www.fvap.gov">www.fvap.gov</a> with completion instructions to meet requirement.	ALL VAOs	15-Jan-2016
Super Bowl Voter Registration Challenge	Host voter registration drive. Send photos to FVAP.	ALL VAOs	8-Feb-2016
Obtain and review Voting Toolkit	Voting Toolkit (downloadable and via CD) provides all VAOs comprehensive resource for effective voting assistance program execution: POD notes, FAQs, sample designation letters, brochures, etc. See: <a href="http://www.fvap.gov/vao/continuity">http://www.fvap.gov/vao/continuity</a>	ALL VAOs	1-Mar-2016
Quarterly Report Due on FVAP Portal	All VAOs submit via FVAP Portal Metrics.	ALL VAOs	31-Mar-2016
Increased Media Campaign	I/VAOs: increase installation-wide advertisement to include banners, posters, brochures and 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/I/VAOs	June-Aug 2016
Conduct all-hands voter training	All VAOs conduct and document annual all-hands voter training. Required IAW DoDI and OPNAVINST. Training material available at <a href="http://www.fvap.gov">www.fvap.gov</a> . Record training completion on FLTMPs.	ALL VAOs	1-Jun-2016

## 2016-2017 Navy Voting Action Plan POA&M

Action	Comments	Who	Date Due
LES Message for Armed Forces Voter Week	To run in June LES; encourage voter registration via FPCA at <a href="http://www.fvap.gov">www.fvap.gov</a> .	NVAO	1-Jun-2016
Armed Forces Voter Week NAVADMIN	To encourage voter registration via FPCA at <a href="http://www.fvap.gov">www.fvap.gov</a> .	NVAO	15-Jun-2016
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 VAOs and ISIC VAOs: oversee plans of voting programs under purview.	ALL VAOs	June 27-July 4, 2016
Quarterly Report Due on FVAP Portal	All VAOs submit via FVAP Portal Metrics.	IVAOs	30-Jun-2016
Distribute FPCAs to UOCAVA voters	VAOs distribute FPCA to all voters within command (service members and dependents) to register for all 2016 elections. Can email and attach FPCA and link to <a href="http://www.fvap.gov">www.fvap.gov</a> with completion instructions to meet requirement.	ALL VAOs	15-Jul-2016
LES Message for Absentee Voting Week	To run in September LES; remind voters to vote and return their absentee ballot.	NVAO	1-Sep-2016
Absentee Voting Week NAVADMIN	To encourage voter participation and remind VAOs of requirements and Absentee Voting Week emphasis.	NVAO	12-Sep-2016
Ballot Mailing Deadline	Deadline for states to send ballots to UOCAVA voters. All VAOs remind voters to begin looking for their ballot, upon receipt, vote and return it.	ALL VAOs	24-Sep-2016
Absentee Voting Week	IVAOs and VAOs plan increased awareness activities to encourage voters to complete and return their absentee ballot. Region VAOs and ISIC VAOs: oversee plans of voting programs under their purview.	ALL VAOs	Sep 26-Oct 3, 2016
Quarterly Report Due on FVAP Portal	All VAOs submit via FVAP Portal Metrics.	ALL VAOs	30-Sept-2016
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	9-Oct-2016
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	11-Oct-2016

## 2016-2017 Navy Voting Action Plan POA&M

<b>Action</b>	<b>Comments</b>	<b>Who</b>	<b>Date Due</b>
Recommended overseas ballot mailing date	Voters at overseas military installations with access to the military postal system should send voted ballots.	ALL VAOs	17-Oct-2016
15 days before Election Day	All VAOs recommend to voters to mail ballot and submit FWAB if ballot not yet received.	ALL VAOs	24-Oct-2016
Recommended stateside ballot mailing date	Stateside absentee voters should send voted ballots.	ALL VAOs	1-Nov-2016
Election Day	VAOs encourage local voters to cast vote at their local polling place.	ALL VAOs	8-Nov-2016
Quarterly Report Due on FVAP Portal	All VAOs submit via FVAP Portal Metrics.	ALL VAOs	31-Dec-2016
Distribute FPCAs to voters	VAOs distribute FPCA to all voters within command (service members and dependents) to register for all 2015 special elections. Can email and attach FPCA and link to <a href="http://www.fvap.gov">www.fvap.gov</a> with completion instructions to meet requirement.	ALL VAOs	15-Jan-2017
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-17
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
Quarterly Report Due on FVAP Portal	All VAOs submit via FVAP Portal Metrics.	ALL VAOs	31-Mar-2017
Conduct all-hands voter training	All VAOs conduct and document annual all-hands voter training. Required IAW DoDI and OPNAVINST. Training material available at <a href="http://www.fvap.gov">www.fvap.gov</a> .	ALL VAOs	1-Jun-2017
Quarterly Report Due on FVAP Portal	All VAOs submit via FVAP Portal Metrics.	ALL VAOs	30-Jun-2017
Quarterly Report Due on FVAP Portal	All VAOs submit via FVAP Portal Metrics.	ALL VAOs	30-Sept-2017
Quarterly Report Due on FVAP Portal	All VAOs submit via FVAP Portal Metrics.	ALL VAOs	31-Dec-2017

# Resources

## Resources

- Federal Voting Assistance Program Website: <http://www.fvap.gov>
  - Primary resource for VAOs and Voters. VAOs, use 'VAO' link on lower right corner of 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.
- Navy Voting Assistance Program: <http://www.cnvc.navy.mil/NavyVoting>
  - Navy-specific landing page.
- Navy Logistics Library: <https://nll1.ahf.nmci.navy.mil/>
  - 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.gsaadvantage.gov>
  - Resource for ordering new FPCA/FWAB forms through GSA.
- Navy Voting Facebook Page: Search under 'Navy Voting' or [www.facebook.com/navyvoting](http://www.facebook.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.
- Navy Voter Information Management System: <https://qol.navyaims.net/voting/>
  - All VAOs must register and maintain active accounts. The login is your command UIC (e.g.: 12345) and password is in the format Uic-(your UIC)\$ (e.g.: Uic-12345\$). Contact [vote@navy.mil](mailto:vote@navy.mil) with questions.
- Installation Voting Assistance Officer Contact Information:
  - <http://www.fvap.gov/info/contact/iva-offices>
- Navy Voting Action Officer: LT Kristin Hope
  - Phone: (202) 433-4000 DSN 288-4000
  - Email: [kristin.hope@navy.mil](mailto:kristin.hope@navy.mil) or [vote@navy.mil](mailto:vote@navy.mil)

# Sample Designation Letter

From: \_\_\_\_\_

To: \_\_\_\_\_

Subj: DESIGNATION AS VOTING ASSISTANCE OFFICER (VAO)

Ref: (a) DoDI 1000.4 OF 13 Sep 12

(b) OPNAVINST 1742.1B

(c) 42 U.S.C. 1973ff

(d) 10 U.S.C. 1566

1. Per references (a) and (b), you have been designated as the Voting Assistance Officer for **COMMAND NAME**. You will administer and oversee the voting program and report all progress as required. This appointment is effective immediately.

2. You are required to become thoroughly familiar with and comply with the provisions set forth in references (a) through (d) in the performance of your duties.

# Required Reporting Metrics (from FVAP memo of 15 Oct 2014)

## Measures of Effects & Performance

### Installation Voter Assistance Office

<u>Metrics</u>	<u>Justification</u>
<b>Number of Personnel Assisted:</b> <b>Categorize into the following:</b> <ul style="list-style-type: none"> <li>• Military</li> <li>• Spouses/Dependents</li> <li>• Other Civilians</li> </ul>	To provide an accurate representation of the utilization of this resource for voting assistance.
<b>Of the total number of Personnel Assisted, how many did you directly assist with completing the following forms:</b> <ul style="list-style-type: none"> <li>• Federal Post Card Application (FPCA)</li> <li>• Federal Write-In Absentee Ballot (FWAB)</li> <li>• National Voter Registration Form (NVRF)</li> </ul>	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.
<b>Of the total Number of Personnel Assisted, how many did you provide general information:</b>	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
<b>Total Number of FPCAs distributed:</b>	To measure the extent of utilization for the use of the FPCA and potential penetration of the FPCA at an installation.
<b>Of the total number of FPCAs distributed, describe the method of distribution:</b> <ul style="list-style-type: none"> <li>• Hard Copy forms</li> <li>• Electronic (e.g. email, online)</li> <li>• Referred voter to FVAP.gov</li> </ul>	To provide clarifying characteristics for the preferred method of distributing the FPCA.
<b>Total Number of FWABs Distributed</b>	To measure the extent of utilization for the use of the FWAB and potential penetration of the FWAB at an installation.
<b>Of the total number of FWABs distributed, describe the method of distribution:</b> <ul style="list-style-type: none"> <li>• Hard Copy forms</li> <li>• Electronic (e.g. email, online)</li> <li>• Referred voter to FVAP.gov</li> </ul>	To provide clarifying characteristics for the preferred method of distributing the FWAB.

## Required Reporting Metrics (from FVAP memo of 15 Oct 2014)

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

### Unit Voter Assistance Officers

<u>Metrics</u>	<u>Justification</u>
<b>Number of Personnel Assisted:</b> Categorize into the following: <ul style="list-style-type: none"> <li>• Military</li> <li>• Spouses/Dependents</li> <li>• Other Civilians</li> </ul>	To provide an accurate representation of the utilization of this resource for voting assistance.
<b>Total number of Personnel Assisted, how many did you directly assist with completing the following forms:</b> <ul style="list-style-type: none"> <li>• Federal Post Card Application (FPCA)</li> <li>• Federal Write-In Absentee Ballot (FWAB)</li> </ul>	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.

## Required Reporting Metrics (from FVAP memo of 15 Oct 2014)

<b>Metrics</b>	<b>Justification</b>
<b>Total Number of Personnel Assisted, how many did you provide general information:</b>	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.
<b>Total Number of FPCAs distributed:</b>	To measure the extent of utilization for the use of the FPCA and potential penetration of the FPCA at an installation.
<b>Of the total number of FPCAs distributed, describe the method of distribution:</b> <ul style="list-style-type: none"> <li>• Hard Copy forms</li> <li>• Electronic (e.g. email, online)</li> <li>• Referred voter to FVAP.gov</li> </ul>	To provide clarifying characteristics for the preferred method of distributing the FPCA.
<b>Total Number of FWABs Distributed</b>	To measure the extent of utilization for the use of the FWAB and potential penetration of the FWAB at an installation.
<b>Of the total number of FWABs distributed, describe the method of distribution:</b> <ul style="list-style-type: none"> <li>• Hard Copy forms</li> <li>• Electronic (e.g. email, online)</li> <li>• Referred voter to FVAP.gov</li> </ul>	To provide clarifying characteristics for the preferred method of distributing the FWAB.

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

4. Date of appointment
5. Date of method of most recent training
6. Continuity Book created and available for inspection

### Recruiting Offices

<b><u>Metrics</u></b>	<b><u>Justification</u></b>
<b>Number of Personnel Assisted for Recruiting Services (Total Number of Persons Entering the Recruiting Office)</b>	To provide an accurate representation of the utilization of this resource for voting assistance.
<b>Number of DD Form 2645 (Yes/No) Completed (Must be Citizen and 18 Years Old by Date of Election to Complete Form)</b>	To provide an accurate representation of the utilization of this resource for voting assistance.
<b>Number of Voter Registration Applications Submitted by Recruiting Offices, By State</b>	To provide an accurate representation of the utilization of this resource for voting assistance.

## Required Reporting Metrics (from FVAP memo of 15 Oct 2014)

<u>Metrics</u>	<u>Justification</u>
<b>Number of Voter Registration Application Taken by Citizens, but Not Submitted by Recruiting Offices</b>	To provide an accurate representation of the utilization of this resource for voting assistance.
<b>Total Mailing Costs to Submit Voter Registration Application to States</b>	To provide representation of the cost of this resource for voting assistance.

# 2016-2017 FVAP Voting Action Plan

## Important Dates for Voting Assistance Officers (VAOs)

### 2015



**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 FPCA/FWAB forms through proper channels; <http://www.fvap.gov/vao/training/materials/usm-order>.



**Measures of Effect and Performance**

Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by January 15<sup>th</sup>.

### 2016



**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 5-7. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA.



**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](mailto:vote@fvap.gov) with updated contact information. SVAOs will reach out to IVA Offices to confirm.



**VAO In-Person Workshops**

DoD Instruction 1000.04, Enclosure 4.2.t., requires all VAOs to complete either a FVAP/Service-provided workshop. Our 2016 in-person workshops kickoff at Andrews AFB. 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 or to request an absentee ballot for all elections in 2016.



**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>.

# 2016-2017 FVAP Voting Action Plan

	<b>Measures of Effect and Performance</b>	<p>Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by April 15<sup>th</sup>.</p>
	<b>IVA Office Outreach</b>	<p>IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <a href="http://www.fvap.gov/info/contact/iva-offices">http://www.fvap.gov/info/contact/iva-offices</a>. Email: <a href="mailto:vote@fvap.gov">vote@fvap.gov</a> with updated contact information. SVAOs will reach out to IVA Offices to confirm.</p>
	<b>FVAP Email Blast</b>	<p>FVAP will be sending an email to all Uniformed Service members with active email addresses from June 7-9. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA now.</p>
	<b>Public Service Announcements</b>	<p>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.</p>
	<b>Armed Forces Voters Week and Overseas Citizens Voters Week</b>	<p>VAOs should plan and participate in Voting Emphasis Week (June 27-July 5, 2016) 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<sup>th</sup> of July activities. Invite military Families!</p>
	<b>Measures of Effect and Performance</b>	<p>Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by July 15<sup>th</sup>.</p>
	<b>Command Emphasis Campaign</b>	<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>
	<b>IVA Office Outreach</b>	<p>IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <a href="http://www.fvap.gov/info/contact/iva-offices">http://www.fvap.gov/info/contact/iva-offices</a>. Email: <a href="mailto:vote@fvap.gov">vote@fvap.gov</a> with updated contact information. SVAO will reach out to IVA Offices to confirm.</p>
	<b>Distribute FPCAs to UOCAVA voters</b>	<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 2016 General Election.</p>
	<b>FVAP Email Blast</b>	<p>FVAP will be sending an email to all Uniformed Service members with active email addresses from August 9-11. This email will remind them that the November election is 90 days away.</p>

## 2016-2017 FVAP Voting Action Plan

 <p>SEPTEMBER 7</p>	<p><b>IVA Office Outreach</b></p>	<p>IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <a href="http://www.fvap.gov/info/contact/iva-offices">http://www.fvap.gov/info/contact/iva-offices</a>. Email: <a href="mailto:vote@fvap.gov">vote@fvap.gov</a> with updated contact information. FVAP/SVAO will reach out to IVA Offices to confirm.</p>
 <p>SEPTEMBER 9</p>	<p><b>FVAP Email Blast</b></p>	<p>FVAP will be sending an email to all Uniformed Service members with active email addresses from September 7-9. This email will remind them that the November election is 60 days away.</p>
 <p>SEPTEMBER 24</p>	<p><b>Ballot Mailing Deadline</b></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>SEPTEMBER 26</p>	<p><b>Public Service Announcements</b></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 26</p>	<p><b>Absentee Voting Week</b></p>	<p>VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from September 26 - October 3, 2016.</p>
 <p>SEPTEMBER 30</p>	<p><b>Measures of Effect and Performance</b></p>	<p>Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by October 15<sup>th</sup>.</p>
 <p>OCTOBER 4</p>	<p><b>Recommended Mailing Dates</b></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 5</p>	<p><b>IVA Office Outreach</b></p>	<p>IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <a href="http://www.fvap.gov/info/contact/iva-offices">http://www.fvap.gov/info/contact/iva-offices</a>. Email: <a href="mailto:vote@fvap.gov">vote@fvap.gov</a> with updated contact information. FVAP/SVAO will reach out to IVA Offices to confirm.</p>
 <p>OCTOBER 7</p>	<p><b>FVAP Email Blast</b></p>	<p>FVAP will be sending an email to all Uniformed Service members with active email addresses from October 4-6. This email will remind them that the November election is 30 days away.</p>
 <p>OCTOBER 7</p>	<p><b>Command Emphasis Campaign</b></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>

# 2016-2017 FVAP Voting Action Plan

	<b>30 days before Election Day</b>	VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB.
	<b>15 days before Election Day</b>	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.
	<b>Recommended Mailing Dates</b>	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.
	<b>Recommended Mailing Dates</b>	Stateside Uniformed Service members and their families should send voted ballots in now so they arrive in time to be counted.
	<b>Election Day</b>	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).
	<b>Measures of Effect and Performance</b>	Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by January 15 <sup>th</sup> .
<h2>2017</h2>		
	<b>Order Supplies</b>	2016-2017 Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters are available. If the prior VAO did not leave materials behind, order materials through proper channels: <a href="http://www.fvap.gov/vao/materials">http://www.fvap.gov/vao/materials</a> .
	<b>Distribute FPCAs to UOCAVA voters</b>	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 2017.
	<b>After Action Reports</b>	All After Action Reports must be submitted to FVAP. VAOs should submit AARs in the format and timeline requested by their SVAO.

## 2016-2017 FVAP Voting Action Plan

Ongoing Tasks	
<b>Directory Information</b>	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.
<b>Website Information</b>	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.
<b>Public Affairs</b>	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.
<b>Training</b>	VAOs must attend a training workshop or complete online training. More information regarding in person and online training can be found at <a href="http://www.fvap.gov/vao/training">http://www.fvap.gov/vao/training</a> .
<b>Voter Support</b>	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.
<b>News Releases</b>	Sign up for the FVAP listserv to receive election news. You can sign up by emailing <a href="mailto:vote@fvap.gov">vote@fvap.gov</a> or by visiting <a href="https://public.govdelivery.com/accounts/USFVAP/subscribers/new">https://public.govdelivery.com/accounts/USFVAP/subscribers/new</a> .
<b>VAO To-Do Lists</b>	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		
<b>Website</b>	FVAP.gov	Up-to-date <i>Voting Assistance Guide</i> and FPCA and FWAB online assistants
<b>Email</b>	vote@fvap.gov	Email FVAP with voting assistance questions
<b>Telephone</b>	1-800-438-VOTE (8683)	Call FVAP with voting assistance questions
<b>Facebook</b>	Facebook.com/DoDFVAP	FVAP and UOCAVA updates
<b>Twitter</b>	Twitter.com/FVAP	FVAP and UOCAVA updates

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

# **2016 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 won't take too much time. There are Unit VAOs and Installation VAOs. Unit VAOs are in every Navy command of 25 or more people; Installation VAOs 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](mailto:vote@navy.mil)
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. Print and read the OPNAVINST program instruction (see bullet 9)
  - c. BE PRESENT IN YOUR COMMAND (and give yearly training, see bullet 12)
  - d. 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, available online at <https://www.fvap.gov/uploads/FVAP/VAO/navyvotingactionplan.pdf>
    - (5) Letter of designation (see bullet 10)
    - (6) Training certificate (see bullet 11)
    - (7) Records of command training (see bullet 12)
    - (8) Any emails that you send to your command, relating to voting
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](http://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 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](http://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 every 90 days. *The Navy and FVAP now have the ability to track who does and who does not submit metrics; scrutiny will increase as the 2016 election approaches.* Please register for an account – here's how:
  - a. From the website home screen at [www.fvap.gov](http://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

# **2016 Voting Assistance Officer (VAO) “One Stop Shopping”**

Account.”

- c. Select the account type that applies to you. In the vast majority of cases, you will select “Unit Voting Assistance Officer,” unless you’ve specifically been designated as an Installation Voting Assistance Officer.
  - 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. Try to locate your unit from the possible selections and if you cannot locate your unit, simply type it in as you wish it to appear, and proceed with registration.
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. 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](mailto:vote@navy.mil) if you have questions. Deadlines follow:
- 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**
8. **Program instructions.** The Navy's Voting Assistance Program instruction is OPNAVINST 1742.1C; There is an additional instruction for IVAOs, CNICINST 1742.1. Both instructions are 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](http://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 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: <http://www.fvap.gov/vao/training>. 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. If you don't have a program binder, use the gouge above (bullet 4.e) along with the FVAP website's VAO resources , under the “continuity folder” tab, and build one!
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>
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](http://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.

## **2016 Voting Assistance Officer (VAO) “One Stop Shopping”**

14. **PER FEDERAL LAW**, Voting Assistance Officers are required to have their performance commented on in an official military evaluation 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.

## DoD Inspector General Voting Assistance Program CY2016 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

<b>A. Staffing</b>			
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>B. Training</b>			
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.i.	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.

<b>C. Material Distribution</b>			
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 CY2016 Report Format

For Official Use Only  
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.