

2016 USCG Voting Action Plan

Important Dates for USCG Voting Assistance Officers

2015



Order Supplies

Ensure publication/form/poster quantities are accurate with SVAO. This is an ongoing task for all VAOs and will ensure updates are received as they are published.



Measures of Effect and Performance

Deadline for VAOs, Installation Voting Assistance Office Staff and Recruiting Offices to submit metrics covering the period from 1 October - 31 December in the FVAP Admin Portal.

2016



Distribute FPCAs to eligible voters

Deadline for VAOs to distribute FPCAs to all eligible Voters. Completed Forms should be sent to the voters local election official, and allow members to register or update their absentee mailing address. This provides local election officials the ability to update their mailing lists. Online: <http://www.fvap.gov/election-materials>.



Voting Assistance Officer Workshops

DoD Instruction 1000.04 requires all VAOs to complete either an FVAP/Service-provided workshop or online training. Find workshop and training opportunities at <http://www.fvap.gov/vao/training>.



Super Bowl Challenge

FVAP will be airing public service announcements during the Super Bowl on AFN. VAO's should consider hosting Voter Registration Drives and advertisements around their Unit Super Bowl Party. Send photos to the SVAO.



Measures of Effect and Performance

Deadline for VAOs, Installation Voter Assistance Offices and Recruiting Offices to submit metrics covering the period from 1 January - 31 March in the FVAP Admin Portal.



SVAO contacts Installation Voting Offices

SVAO verifies contact information for all USCG Installation Voting Assistance Offices, ensuring phone number, location, and point-of-contact information is current on FVAP's website: <http://www.fvap.gov/info/contact/iva-offices?serviceld=4>.



Armed Forces Voters Week & Overseas Citizens Voters Week

VAOs should plan & 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 should plan events around their Unit 4th of July activities.

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Measures of Effect and Performance

Deadline for VAOs, Installation Voter Assistance Offices and Recruiting Offices to submit metrics covering the period from 1 April - 30 June in the FVAP Admin Portal.



Distribute FPCAs to UOCAVA voters

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.



Recommended Voting Assistance Officer Training Day

Voter Assistance Officers and their office personnel who assist voters should complete the appropriate training course as an Installation VAO or Unit VAO. Find workshop and training information at <http://www.fvap.gov/vao/training>.



Absentee Ballot Mailing by States

Voters should begin checking their mail and email for their ballot. Everyone should be encouraged to Vote and return their ballot upon receiving it!



Absentee Voting Week

VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from September 26 - October 3, 2016.



Measures of Effect and Performance

Deadline for VAOs, Installation Voter Assistance Offices and Recruiting Offices to submit metrics covering the period from 1 July - 30 September in the FVAP Admin Portal.



Overseas Recommended Mailing Date

Voters at overseas military installations and on ships at sea should send voted ballots in so they arrive in time to be counted.



Stateside Recommended Mailing Date

Uniformed Service members and their families at stateside military installations 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 Officers should ensure office coverage to answer last minute questions and assist voters returning their ballots by fax or mail.

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Measures of Effect and Performance

Deadline for VAOs, Installation Voter Assistance Offices and Recruiting Stations to submit metrics covering the period from 1 October - 31 December in the FVAP Admin Portal.

Ongoing Tasks

Check-Ins	VAOs should provide an opportunity for all voters to complete an FPCA to update their address for their local election official to ensure proper mailing of voting materials. VAO's should be on the unit's check-in sheet to ensure this opportunity is provided to all personnel during their check-in at a new unit.
Directory Information	The Major Command and Installation Voting Assistance Officers must maintain a directory of all subordinate VAOs email addresses and office telephone numbers. This directory must be updated at least quarterly.
Website Information	Provide the current contact information of Voting Assistance Officers/Offices on the organization's website.
Public Affairs	VAOs must work with PAO to publicize any special elections or ballot measures, 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, and pre-deployment briefs.
Voting Alerts	VAOs can sign up for voting alerts/RSS Feeds by emailing vote@fvap.gov to receive tailored voting assistance updates and messages.
Training	Voting Assistance Officers must complete VAO training prior to assuming the duties as the VAO. Training can be found at FVAP.Gov.
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.

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

