2021 USCG Voting Action Plan

Date	Item	Note	Responsible Party
6-Dec-20	Publish CG Voting Action Plan	Post to CGVAP Portal Site, email to Regional Senior Voting Assistance Officers (RSVAO's)	SVAO
15-Dec-20	RSVAO's contact VAO's in AOR	Provide Voting Action Plan, remind of 15 Jan deadline to distribute FPCA	RSVAO
15-Dec-20	Order supplies	Order posters, handouts, banners, forms, etc. for the 2021 elections.	VAO
15-Jan	Release Voting ALCGPSC		SVAO
15-Jan	Distribute FPCA's	If not distributing paper forms, use email template with link on the CGVAP Portal site. Encourage voters to register and request an absentee ballot.	VAO
31-Jan	Look for area VAO workshop	Check FVAP.gov for in person workshop opportunities coming up in your area	VAO
15-Jul	Mid-year check-in with VAO's in AOR	Determine newly reported VAO's, provide info on training, FVAP registration & designation letter. Discuss upcoming Voting Awareness activities	RSVAO
3-Aug	Make a pre-patrol/pre-deployment plan	If your unit will be getting underway or deploying ensure you have a plan in place	VAO
4-Aug	CG Day - Voting Awareness	Set up a small table at your unit's CG Day event with information about voting awareness. Take a picture with you and a voter and send to Keirsten.E.Current@uscg.mil	VAO
30-Sep	Recommended mailing date for underway cutters		Voter
14-Oct	Recommended mailing date for those outside the US		Voter
26-Oct	Recommended mailing date for those ashore, inside the US		Voter
2-Nov	Election Day	Remind local voters to go to their polling place	VAO
TBD	Submit compliance memo to RSVAO	Check CGVAP Portal site for template	VAO
TBD	Submit combined compliance memo to SVAO		RSVAO
31-Dec	Log your metrics	Log your metrics in the FVAP.gov Admin Portal	VAO
15-Jan-22	Nominate someone for VAO of the year	Nomination form at FVAP.gov. Submit to the Keirsten.E.Current2@uscg.mil	RSVAO
31-Jan-22	Submit AAR to FVAP		SVAO
Ongoing	Provide voting information during PCS check in/out	VAO's make sure you're listed on your unit's PCS check in/out worksheets. Provide information and answer questions with everyone as they check in or out.	VAO
Ongoing	Sign up for alerts	Sign up at FVAP.gov	VAO
Ongoing	Check CGVAP announcements	https://cg.portal.uscg.mil/units/psc/FS/cgvap/	VAO
Ongoing	Get trained	Check FVAP.gov for in person workshops or do the online training available there	VAO
Ongoing	Provide direct support to voters	Support voters at your unit as directed in the Unit VAO training	VAO
Ongoing	Provide direct support to Unit VAO's	Please contact Keirsten.E.Current2@uscg.mil if you have any questions as a Unit VAO	SVAO

Key Resources	
CG VAP Portal Site	https://cg.portal.uscg.mil/units/psc/FS/cgvap
FVAP Website	www.fvap.gov
CGVAP Email	Keirsten.E.Current2@uscg.mil
FVAP Email	vote@FVAP.gov