

# 2023-2024 Navy Voting Action Plan

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September 2023



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References

- (a) OPNAVINST 1742.1C, Navy Voting Assistance Program
- (b) DoD Instruction 1000.04 of 12 November 2019, Federal Voting Assistance Program
- (c) Public Law 111-84 (FY10 NDAA), Subsection H, Military and Overseas Voter Empowerment Act (MOVE Act)
- (d) 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
- (e) Section 7(a)(2) of Public Law 103-31, — National Voter Registration Act (NVRA), 20 May 1993
- (f) Section 1566 (f)(1), Title 10, United States Code

1. Purpose. Per references (a) through (f), to issue the Navy Voting Action Plan. This action plan is meant to serve as an easy-to-use reference for Voting Assistance Officers (VAOs) and will be updated and revised as necessary. Enclosure (8) provides step-by-step instructions for new VAOs, as well as best practices to run an efficient program.

**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 the 12 November 2019 release of DoD Instruction 1000.04. When OPNAVINST 1742.1C and DoDI 1000.04 conflict, DoDI 1000.04 takes 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 (DON) personnel and their dependents in exercising their right to vote. Every Navy command of 25+ members will designate a VAO. The goal of the VAO is to contact 100 percent of assigned Active Duty Navy personnel, Civilians assigned overseas, and their voting-age dependents. VAOs are the primary resource for assisting voters. VAOs manage the command voting program and offer assistance with voter registration and requesting ballots.
3. Objective. To ensure DON Sailors, Civilians and eligible family members are provided all necessary information to enable their participation in the election process to the maximum extent permitted by law.

4. Responsibilities

- a. Navy Service Voting Action Officer (SVAO) will manage the Navy's Voting Assistance Program in accordance with references (a) through (c). The SVAO will also provide direction, training and assistance at all levels of the Voting Assistance Program, and maintain program policy, including the Navy Voting Action Plan.
- b. VAOs will maintain a command-level Voting Assistance Program per references (a) and (b). Additionally, Echelon II, Navy Region, and senior-level command VAOs will oversee proper program execution by subordinate commands.
- c. Installation VAOs (IVAOs) will execute specific duties outlined in references (a) through (b), and manage the Installation Voter Assistance (IVA) Office.

- (1) Primary functions of IVAOs include acting as a designated voter registration agency to increase awareness throughout the installation, to be a central point of contact at the installation, to submit quarterly reporting metrics on the FVAP portal, and to keep office information updated with the SVAO.

- (2) IVA Offices must be “functionally separate,” meaning they are not used for any purpose other than voting assistance. IVA Offices should also be in a location that is easily accessible for customers. The IVA Office does not have to be an entire office, but can be a desk/functionally separate space that is only used for voting assistance within a larger space that has other roles/responsibilities (e.g., a small desk with voting forms within an administration office).
  - (3) Per reference (b), all IVAOs are required to establish and maintain a voting specific email. The recommended format is to create a voting specific distribution list within the VAO’s command that includes both the VAO’s individual work email and [vote@navy.mil](mailto:vote@navy.mil).
  - (4) Per reference (e), due to the IVA Office’s functionality as a Voter Registration Agency, IVAOs are required to maintain printed copies of the National Mail Voter Registration Form ([https://www.eac.gov/assets/1/6/Federal\\_Voter\\_Registration\\_6-2514\\_ENG.pdf](https://www.eac.gov/assets/1/6/Federal_Voter_Registration_6-2514_ENG.pdf)) on hand to provide to non-absentee voters, if requested,
- d. Navy Recruiters will complete training as VAOs and offer voting assistance services to customers. Per reference (e), Navy Recruiters will offer the Voter Registration Information Form (DD 2645) to each customer so they may receive voting assistance, if desired, and maintain all complete DD 2645s on file for two years. Per reference (e), Navy Recruiters will provide the National Mail Voter Registration form to each customer that requests voting assistance services. Recruiters will maintain an account on and provide metrics via the FVAP portal. Forms and additional guidance for Navy Recruiters can be accessed at <https://www.fvap.gov/vao/recruiter>.
5. Action. Per references (a) and (b), the Navy SVAO, VAOs and IVAOs will execute the actions outlined in this plan.
6. Reporting
  - a. Submit all reports to the FVAP portal at <https://www.fvap.gov/portal/vao/metricsreport.html>. Quarterly reports will include the metrics outlined in Enclosure (6).  
Quarterly reports are due on the last day of each quarter – Jan-Mar (31 March); Apr-Jun (30 Jun); Jul-Sep (30 Sep); Oct-Dec (31 Dec) – and will be announced via email.
  - b. VAOs will maintain local records of the reported quarterly metrics, VAO designation letter, VAO training certificates, proof of completion for command-wide training, and proof of distribution of absentee voter registration forms. These records will support program inspections and data calls as needed.

- c. VAOs will complete command assessments following elections on even-numbered years, and forward to their Commander/Commanding Officer/Officer-in-Charge for review and acknowledgement.

7. Training

- a. VAOs must complete the Voting Assistance Officer training on the FVAP website (<https://www.fvap.gov/portal/training/get-started.html>) prior to assuming duties and retain a record of completion on file.
- b. VAOs must complete in-person or online training workshops which are available every even election year. VAOs are encouraged to attend FVAP hosted training workshops in person and the 2020 workshop schedule is posted on the FVAP portal dashboard. In the event local area workshops are not available, online training is available on the FVAP website.
- c. IVAOs must complete IVAO-specific training, available on the FVAP website, before assuming duties and retain a record of completion on file.
- d. Navy Recruiters must complete Recruiter-specific training, available on the FVAP website, and retain a record of completion on file.
- e. VAOs will conduct annual all hands training which covers the absentee voting process and related resources. Training methodology can be determined by the command. Training materials are available on the FVAP website at <https://www.fvap.gov/vao/training/voter-training>. VAOs must maintain a record of completed annual command training.
- f. Recruit Training Command will ensure all recruits receive absentee voting training per reference (a).

8. Performance Evaluations. In accordance with U.S. Code (reference (f)), “Performance evaluation reports pertaining to a member who has been assigned to serve as a voting assistance officer will comment on the performance of the member as a voting assistance officer.” All VAOs will ensure their reporting seniors are aware of this requirement. Including “VAO” in the collateral duties block on performance reports satisfies this requirement and while comments on performance as VAO are permitted, they are not required.

9. Essential Materials

- a. All VAOs and IVAOs will maintain on file and be familiar with the Voting Assistance Guide (VAG), Federal Post Card Application (AKA: FPCA, SF-76) and the Federal Write-in Absentee Ballot (AKA: FWAB, SF-186). The FPCA and FWAB were both revised in 2019. Though older editions, **dated 2015 or newer**, may still be used, form revisions prior to 2013 cannot be accepted. The 2022-2023 VAG is based on 2019

forms and while the 2020 instructions can be used to complete the older forms, some data fields may not match.

- b. 2022-2023 Voting Assistance Guide (VAG) — this is the basic reference document of the Federal Voting Assistance Program. Hard copies have been mailed to each IVAO in limited quantities. VAOs that require hard copies should contact their IVAO. IVAO contact information can be found on the FVAP website at <http://www.fvap.gov/info/contact/iva-offices>. The VAG is updated continually throughout the year – it is a living, breathing document. Therefore, VAOs are recommended to use the always-current online version 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 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 or ship 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 complete the form. Upon completion, forms can be printed along with postage-paid, addressed envelopes. Electronic versions of the FPCA are available online at <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 voter's mailing address and registers them to vote absentee for the calendar year. It should be completed annually.
  - (2) The FPCA was revised in 2019 to include more information and to make the form easier to use. Editions of the 2015 and newer revised form may also be used.
  - (3) Because differences exist in how the FPCA is processed by various states and other jurisdictions, the VAG should always be reviewed to determine how the form should be completed.

**Note:** This step is not required if using the online FVAP wizard.

- (4) The FPCA must be distributed every year by 15 January and every even year by 15 July.
- 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 complete the form. Upon completion, forms can be printed along with postage-paid, addressed envelopes. Electronic versions of the FWAB are available online at <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 FWAB.
- (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 VAG for specific details on FWAB use and completion.
- e. FVAP marketing materials include 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, printable versions of all materials are posted on the FVAP website at <http://www.fvap.gov/vao>. Digital copies can also be used as desktop backgrounds, screen savers, Facebook banners, etc., Hard copy materials can be ordered from Navy Logistics Library (<https://nll.navsup.navy.mil/default.cfm>) with the following stock numbers:
- (1) Voting Brochure: Send Your Vote Home ([0500LP1158857](https://www.fvap.gov/vao))



- (2) Voting Brochure: Your Job is Hard ([0500LP1159979](#))
- (3) Voting Poster: 16x22 inches ([0506LP1141921](#))
- (4) Voting Poster: Make it Count ([0500LP1158827](#))
- (5) Voting Poster: Send Your Vote Home ([0500LP1158861](#))
- (6) Voting Poster: Your Job is Hard ([0500LP1159981](#))
- (7) Federal Write-In Absentee Ballot ([0506LP1752400](#))
- (8) Federal Post Card Application ([0506LP1118885](#))
- (9) Voting Wallet Card: Your Job is Hard ([0500LP1159980](#))

#### 10. Marketing and Awareness

- a. One of the primary responsibilities of every IVAO and VAO is to increase awareness, ensuring 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, ways to register to vote, and how to update your command about key voting related events and dates.
- b. All VAOs are encouraged to increase awareness through the use of POD notes, posters, banners, informational booths in high-traffic areas, command ombudsman, advertising at local MWR facilities, etc. VAOs and IVAOs 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. Navy Voting Smartphone App — each Navy installation hosts an MWR smartphone app that is available in standard app stores. Local IVAO information is listed on these apps, including a link to FVAP resources such as the VAG, an online wizard, predeployment/separation checklists, and downloadable PDF versions of forms.
- d. Specific milestones for awareness/weekly campaigns are outlined in Enclosure (2).

This is a living document which will be updated by the SVAO, as the situation warrants, throughout the year. A revision number and summary of changes will be included in each update. For any questions related to the Navy Voting Assistance Program, email [vote@navy.mil](mailto:vote@navy.mil).

ABBREVIATIONS AND ACRONYMS

ASD (M&RA) Assistant Secretary of Defense for Manpower and Reserve Affairs

DASD (RI) Deputy Assistant Secretary of Defense for Reserve Integration

DoDD DoD Directive

DPFSC Defense Personnel and Family Support Center

E.O. Executive Order

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

NVRF National Voter Registration Form

SF Standard Form

SVAO Service Voting Action Officer

UOCAVA Uniformed and Overseas Citizens Absentee Voting Act

U.S.C. United States Code

USD (P&R) Undersecretary of Defense for Personnel and Readiness

VAO Voting Assistance Officer

DEFINITIONS: Unless otherwise noted, these terms and their definitions are for the purpose of this issuance. (i.e. DODI 1000.04).

**Absentee Voting Week.** A special day or days designated at each installation of the uniformed services to inform members of the uniformed services and their voting-age dependents of ballot return deadlines preceding general elections for federal offices.

**Access.** For the purposes of accessing an IVA Office, refers to the ability of unit personnel to visit an IVA Office without being required to exit a security perimeter and enter another security perimeter to access an IVA Office, whether or not considered the same installation.

**Armed Forces Voters Week.** A special day or days designated at each installation of the uniformed services to inform members of the uniformed services and their voting-age dependents of absentee registration and voting procedures and ballot request deadlines preceding general elections for federal offices.

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

Absent member of a uniformed service voter.

A member of the uniformed services 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 Marines who, by reason of service in the Merchant Marines, is absent from the place of residence where the member is otherwise qualified to vote.

Eligible family member.

A spouse or dependent of an absent member of a uniformed service voter who, by reason of the Active Duty or service of the member, is absent from the place of residence where the eligible family member is otherwise qualified to vote.

**Overseas Voter.** An absent member of a uniformed service 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 the President or Vice President; Presidential Elector; or of a Senator or Representative in, or Delegate or Resident Commissioner to, Congress.

**Federal Post Card Application.** A form for Service members, their eligible family members, and overseas citizens to both register to vote and request absentee ballots.

**Federal Voting Assistance Program.** The DoD program responsible for executing the Secretary of Defense's functions as Presidential designee in accordance with UOCAVA, subject to the authority, direction and control of the USD (P&R).

**Federal Write-in Absentee Ballot.** A backup ballot for voters who do not receive their requested state absentee ballot in time to vote and return it.

**Geographically separated units.** Mission elements that are dispersed from a regular-type military installation and do not normally have the same level of support associated with a hostbase configuration. Geographically separated units typically rely on additional

administrative and operational support from a designated main installation and command component.

**Installation Voting Assistance Office.** The office designated by the installation commander to provide voter assistance to members of a uniformed service, voting-age military dependents, government employees, contractors, and other civilian U.S. citizens with access to the installation. IVA Offices also serve as voter registration agencies under Chapter 205 of Title 52, U.S.C.

**Installation Voting Assistance Officer.** A civilian, or a member of a uniformed service responsible for voting assistance coordination at the installation level.

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

**Online Portals of Information.** A customized website designated by FVAP that immerses information from a wide array of sources in a consistent and uniformed manner.

**Presidential Designee.** Designated head of an executive department to have primary responsibility for federal functions under UOCAVA. E.O. 12642 designates the Secretary of Defense as the Presidential designee for the federal functions under UOCAVA.

**Recruitment Offices of the Armed Forces.** Any Armed Forces offices open to the public and engaged in the recruitment of persons for appointment or enlistment in an Active Component of the Armed Forces. This does not include Army National Guard and Air National Guard recruiting offices.

**State.** Defined in Chapter 203 of Title 52, U.S.C.

**State Election.** Any non-federal 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.

**Service Voting Action Officer.** Individual designated for his or her respective component responsible for the implementation of Voting Assistance operations.

**Uniformed services.** The Army, Navy, Air Force, Marine Corps, Coast Guard, commissioned corps of Public Health Service, and the commissioned corps of the National Oceanic and Atmospheric Administration as defined in Section 20310(7) of Title 52, U.S.C.

**Unit.** Defined by the DoD Dictionary of Military and Associated Terms.

**Voting Assistance Officer.** A member of a uniformed service or civilian appointed to support unit level voting assistance activities and support the broader execution of voting assistance responsibilities at an installation level.

**Voter Registration Agency.** An office designated under Chapter 205 of Title 52, U.S.C., to perform voter registration activities. A recruitment office of the Armed Services and IVA offices are designated as voter registration agencies under Chapter 205 of Title 52, U.S.C.

# Plan of Action & Milestones

## 2023

**Sep 30**

3<sup>rd</sup> QTR Metrics Due  
VAO of the Quarter

Deadline for VAOs and Installation Voter Assistance Office staff to submit metrics in the FVAP portal.

Deadline for SVAOs to submit nominations for the 3<sup>rd</sup> Quarter 2023 VAO of the Quarter

**Dec 31**

4<sup>th</sup> QTR Metrics Due  
VAO of the Quarter

Deadline for VAOs and Installation Voter Assistance Office staff to submit metrics in the FVAP portal.

Deadline for SVAOs to submit nominations for the 4<sup>th</sup> Quarter 2023 VAO of the Quarter

## 2024

**Jan 10**

VAO In-Person Workshop

DoD Instruction 1000.04, Enclosure 4.2.t., requires all VAOs to complete either an FVAP or Service provided workshop. FVAP 2024 in-person workshops kickoff at TBD. Find your workshop at <http://www.fvap.gov/vao/training>.

**Jan 15**

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 and request an absentee ballot for all elections in 2024.

**Mar 31**

1<sup>st</sup> QTR Metrics Due  
VAO of the Quarter

Deadline for VAOs and Installation Voter Assistance Office staff to submit metrics in the FVAP portal.

Deadline for SVAOs to submit nominations for the 1<sup>st</sup> Quarter 2024 VAO of the Quarter

**Jun 28**

Armed Forces voters Week  
& Overseas Citizens Voters Week

VAOs should plan and participate in Voting Emphasis Week (June 28- July 2023) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot.

<b>Jul 15</b>	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 and request an absentee ballot for all elections in 2024.
<b>Aug 1-8</b>	Military Spouse Voters Week	VAOs should encourage all absentee military spouse voters to register to vote and submit and FPCA. Absentee Voting Week runs from August 1-8, 2024. Share the FWAB video clip with voters.
<b>Sep 21</b>	Ballot Mailing Deadline	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.
<b>Sep 30</b>	3rd QTR Metrics Due VAO of the Quarter	Deadline for VAOs and Installation Voter Assistance Office staff to submit metrics in the FVAP portal.  Deadline for SVAOs to submit nominations for the 3rd Quarter 2024 VAO of the Quarter
<b>Oct 1</b>	Absentee Voting Week	VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from October 1-8, 2024. Share the FWAB video clip with voters.
<b>Oct 20</b>	Absentee Voting Week	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>Mar 7</b>	FVAP Email Blast	FVAP will send an email to all Uniformed Service members with active email addresses from March 46. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA now, and will promote direct-to-voter training video.
<b>Nov 5</b>	Election Day	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).

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<b>Dec 31</b>	4th QTR Metrics Due VAO of the Quarter	<b>Deadline for VAOs and Installation Voter Assistance Office staff to submit metrics in the FVAP portal.</b>
		<b>Deadline for SVAOs to submit nominations for the 4th Quarter 2024 VAO of the Quarter</b>

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## Resources

- Federal Voting Assistance Program Website: <http://www.fvap.gov>
  - Primary resource for VAOs and Voters. VAOs use ‘Voting Assistance Officer’ tab on 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.
- FVAP VAO Portal: <https://www.fvap.gov/portal/login/welcome.html> ○ Used to log metrics and update contact information.
  - Link can be found on bottom right corner of main page labeled “Admin Portal.”
- Navy Logistics Library: <https://nll.navsup.navy.mil/default.cfm>
  - 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 Social Media: Search under ‘Navy Voting’ or [www.facebook.com/navyvoting](http://www.facebook.com/navyvoting) and [www.twitter.com/navyvoting](http://www.twitter.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.
- Installation Voting Assistance Officer Contact Information ○ <http://www.fvap.gov/info/contact/iva-offices>
- Navy Voting Action Officer: Ms. Ciara Johnson, Commander, Navy Installations Command.
  - Phone: (202) 433-3892, DSN 288-3892 Email: [ciara.j.johnson2.civ@us.navy.mil](mailto:ciara.j.johnson2.civ@us.navy.mil) or [vote@navy.mil](mailto:vote@navy.mil)



**DEPARTMENT OF THE NAVY**  
YOUR COMMAND NAME HERE  
YOUR COMMAND ADDRESS HERE

1742  
Ser 00/  
DD Mmm YYYY

From: Activity Title  
To: LCDR John A. Doe, USN

Subj: DESIGNATION AS VOTING ASSISTANCE OFFICER

Ref: (a) DoD Instruction 1000.04 of 12 November 2019  
(b) OPNAVINST 1742.1C

1. Per references (a) and (b), you are hereby designated as Voting Assistant Officer [Assistant Voting Assistant Officer] for [Command] and will administer and oversee the voting program and report all progress as required.
2. You are directed to become thoroughly familiar and comply with the provisions set forth in references (a) and (b) in the performance of your duties.

I. M. COMMANDER

Copy to:



### **Voting Assistance Officer (VAO) of the Quarter**

Recognizes FVAP VAOs that provide services “above and beyond the call of duty.” FVAP wishes to recognize those for exceptional service to the program and its customers for a job well done. The “VAO of the Quarter” program is designed to reward VAOs for their exceptional service or achievement and to encourage consistent, professional service.

### **Who is Eligible?**

The VAO of the Quarter Program is a quarterly reward system for FVAP staff. Nominations should be submitted using the form attached. Nominations must be submitted prior to the designated deadline as stipulated for each quarter. The final selection of the VAO of the Quarter will be made by the FVAP Director.

The VAO of the Quarter will receive a certificate of recognition for excellent service, and will be eligible for “Voting Assistance Officer of the Year.”

A VAO of the Quarter should strive to achieve and advance the goals and ideas as outlined below.

### **Qualities**

A VAO of the Quarter should model many of the following qualities:

- Supports the Federal Voting Assistance Program Mission Statement and committed to quality service with PRIDE and PACE.
- Committed to quality customer service and exemplifies and supports the FVAP Values Statement; exceeds expectations.
- Demonstrates initiative to continuously promote new ideas, procedures and processes that result in a positive experience for voters and the FVAP.
- Displays a high level of commitment to FVAP’s vision, and mission standards.

**Show your appreciation and acknowledge an outstanding VAO by nominating him/her for the VAO of the Quarter Award.**



# VAO of the Quarter Nomination Form

Nominee	
Organization	

Please identify specific examples of how the nominee achieved at least one of the criteria listed below. Use the **summary** area to highlight achievements not covered on the form. *Use additional sheets if necessary.*

<b>1. How has he/she demonstrated exceptional dedication and initiative to FVAP?</b>
<b>2. How well does the nominee foster collaboration, communication, and cooperation among peers, management, and local election officials?</b>
<b>3. What has been the “scope of the impact” on the organization and the FVAP Program as a direct reflection of the nominee?</b>
<b>4. How does/has nominee perform at levels above and beyond normal VAOs requirements?</b>
<b>5. Summary (<i>Additional Comments</i>)</b>
Name of Nominator (s):
Nominator’s Phone Number:

Work Relationship to Nominated VAO:
Today's Date:

## Directions and Deadlines (VAO of the Quarter)

Deadlines	
<b>1st Quarter</b>	January through March; <b>deadline is 31 March</b>
<b>2nd Quarter</b>	April through June; <b>deadline is 30 June</b>
<b>3rd Quarter</b>	July through September; <b>deadline is 30 September</b>
<b>4th Quarter</b>	October through December; <b>deadline is 31 December</b>

### How to Submit Your Forms

1. Completely fill out all sections of the form.
2. Turn in completed form to the Service Voting Assistance Officer. 3.

Thank you for your participation!

**If you have any inquires you can contact FVAP directly.**

Monday–Friday, 0730 to 1600 (EST)

**Phone:** 1-800-438-VOTE (8683)

**DSN:** 425-1584

**Email:** [vote@fvap.gov](mailto:vote@fvap.gov)

# Required Reporting Metrics

## Measures of Effects & Performance

### Installation Voting 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 IVA 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.

<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**

**Voting Assistance Officers**

<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>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.
<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>Metrics</b>	<b>Justification</b>
<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:**

1. Date of appointment 2. Date of method of most recent training 3. 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.
<b>Number of Voter Registration Applications 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.