

# 2020 USMC Voting Action Plan

## Important Dates for USMC Voting Assistance Officers

### 2019

**Dec 15**      **Order Supplies**

Ensure sufficient quantities of posters, handouts, banners, FPCAs and FWABs are ordered in preparation for the 2020 elections. This is an ongoing task for all VAOs. Voting supplies are ordered via the Marine Corps Publications Distribution System (MCPDS).

### 2020

**Jan 7**      **Voting Assistance Officer Workshops**

DoD Instruction 1000.04, Enclosure 4.2.t requires all VAOs to complete either a FVAP or Service-provided workshop. Our 2020 in-person VAO workshops begins at MCB Quantico. Contact SVAO for 2020 VAO workshop schedule.

**Jan 15**      **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>.

**Feb 2**      **Super Bowl Challenge**

FVAP will be airing public service announcements during the Super Bowl on AFN. VAOs should consider hosting Voter Registration Drives and voter activities around their Base/Unit Super Bowl Party. Send photos to the SVAO.

**Mar 31**      **Measures of Effect and Performance**

Deadline for VAOs, Installation Voter Assistance Offices and Recruiting Stations to submit metrics covering the period from 1 January - 31 March in the FVAP Admin Portal. Metrics can be submitted any time before 31 March.

**Apr 6**      **IVA Office Outreach**

IVAOs should verify the contact information for their IVA Offices is correct on the FVAP's website: <http://www.fvap.gov/info/contact/iva-offices>.  
**Contact the SVAO if corrections are required.**

**Jun 28**      **Armed Forces Voters Week & Overseas Citizens Voters Week**

VAOs should plan and participate in Voting Emphasis Week (28 June – 5 July 2020) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs should plan events around their Installation's or unit's 4th of July activities.

# 2020 USMC Voting Action Plan

---

<b>Jun 30</b>	<b>Measures of Effect and Performance</b>	Deadline for VAOs, Installation Voter Assistance Offices and Recruiting Stations to submit metrics covering the period from 1 April - 30 June in the FVAP Admin Portal. Metrics can be submitted any time before 30 June.
<b>Jul 15</b>	<b>Distribute FPCAs to UOCAVA Voters</b>	Deadline for VAOs to distribute the FPCA (electronically or in hand) to eligible voters they assist and encourage them to complete and submit to their local election official to register and/or request an absentee ballot for the 2020 General Election.
<b>Sep 1</b>	<b>IVA Office Outreach</b>	IVAOs should again verify the contact information for their IVA Offices (phone number, location, POC, and E-mail address) is correct on the FVAP's website: <a href="http://www.fvap.gov/info/contact/iva-offices?serviceId=4">http://www.fvap.gov/info/contact/iva-offices?serviceId=4</a> . <b>FVAP/SVAO will reach out to IVA Offices to confirm.</b>
<b>Sep 19</b>	<b>Absentee Ballot Mailing Deadline</b>	Deadline for States to send absentee ballots to registered voters. Voters should begin checking their mail and email for their ballot. Everyone should be encouraged to vote and return their ballot upon receiving it.
<b>Sep 27</b>	<b>Absentee Voting Week</b>	VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from 27 September – 4 October 2020.
<b>Sep 30</b>	<b>Measures of Effect and Performance</b>	Deadline for VAOs, Installation Voter Assistance Offices and Recruiting Stations to submit metrics covering the period from 1 July - 30 September in the FVAP Admin Portal. Metrics can be submitted any time before 30 September.
<b>Oct 1</b>	<b>Recommended Mailing Date</b>	Voters at overseas military installations, Iraq, Afghanistan and on ships at sea should send voted ballots in now so they will arrive in time to be counted.
<b>Oct 4</b>	<b>30 Days before Election</b>	VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB.

---

# 2020 USMC Voting Action Plan

<b>Oct 19</b>	<b>Overseas Recommended Mailing Date</b>	Uniformed Service members and their families at overseas military installations with access to the military post office should send voted ballots in now so they arrive in time to be counted. Use 11-DoD Label to expedite the mail.
<b>Oct 19</b>	<b>15 Days before Election Day</b>	VAOs should stress to voters to complete and return their absentee ballots. Voters who have not received their requested absentee ballots to complete and submit the FWAB.
<b>Oct 23</b>	<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>Nov 3</b>	<b><u>Election Day</u></b>	VAOs should remind local voters to go to their polling place and vote. IVA Officers should ensure office coverage to answer any last minute questions and assist voters returning their ballots by fax or email (for States that allow these methods of transmission).
<b>Dec 31</b>	<b>Measures of Effect and Performance</b>	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. Metrics can be submitted any time before 31 December.

## Ongoing Tasks

<b>Check-Ins</b>	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.
<b>Directory Information</b>	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.
<b>Website Information</b>	Provide current contact information of Voting Assistance Officers and Installation Voting Assistance Offices on the organization's website.
<b>Public Affairs</b>	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.
<b>Voting Alerts</b>	VAOs can sign up for voting alerts/RSS Feeds by emailing <a href="mailto:vote@fvap.gov">vote@fvap.gov</a> to receive tailored voting assistance updates and messages.

# 2020 USMC Voting Action Plan

<b>Training</b>	Voting Assistance Officers must complete VAO training prior to assuming the duties as the VAO. All training can be found at <a href="http://FVAP.Gov">FVAP.Gov</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.

## Key FVAP Resources for VAOs

<b>Website</b>	<a href="http://FVAP.gov">FVAP.gov</a>	Up-to-date Voting Assistance Guide and FPCA and FWAB online assistants
<b>Email</b>	<a href="mailto:vote@fvap.gov">vote@fvap.gov</a>	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

## Ordering Voting Materials

<b>Voting Banner</b>	Order PCN 50100652100 via MCPDS (typically through your S-1).
<b>Voting Poster</b>	Order PCN 50100652000 via MCPDS (typically through your S-1).
<b>SF 76: Federal Post Card Registration and Absentee Ballot Request (FPCA)</b>	Order NSN 7540-00-634-5053 from your DSSC (Servmart) or download from FVAP website (fillable, printable PDF) at: <a href="http://www.fvap.gov/election-materials">http://www.fvap.gov/election-materials</a> .
<b>SF186: Federal Write-In Absentee Ballot (FWAB)</b>	Order NSN 7540-01-218-4384 from your DSSC (Servmart) or download from FVAP website (fillable, printable PDF) at: <a href="http://www.fvap.gov/election-materials">http://www.fvap.gov/election-materials</a> .
<b>NAVMC 1174: "Voting Assistance Guide (VAG)"</b>	Order PCN 10000662800 via MCPDS (typically through your S-1).
<b>Voting Tri-Fold Brochure</b>	Order PCN 50100652200 via MCPDS (typically through your S-1).
<b>Voting Wallet Card</b>	Order PCN 50100652400 via MCPDS (typically through your S-1).