

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
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. 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 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, 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 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 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.
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. Updates and other information will be posted. Please be sure to click the 'like' button on the page to help spread the word.
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.

-In all cases, feel free to contact me at vote@navy.mil with any questions you have on being a VAO!

-Thanks for your support of this program.

Very Respectfully,

LT Kristin Hope

Navy Voting Action Officer & Program Manager