










2015 FVAP Voting Action Plan

Important Dates for Voting Assistance Officers

	Measures of Effect and Performance	Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the portal. SVAOs must submit metrics to FVAP by January 15 th .
	Order Supplies	2014-2015 Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters are available. If the prior VAO did not leave materials behind, order materials through proper channels: http://www.fvap.gov/vao/materials .
	After Action Reports	All After Action Reports highlighting the program accomplishments and efforts throughout the 2014 Election Cycle must be submitted to FVAP. VAOs should submit AARs in the format requested by their SVAO.
	Distribute FPCAs to UOCAVA voters	Deadline for VAOs to distribute FPCAs to all UOCAVA voters and encourage them to complete and submit to their local election official to apply to register or to request an absentee ballot for all elections in 2015.
	Measures of Effect and Performance	Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the portal. SVAOs must submit metrics to FVAP by April 15 th .
	Measures of Effect and Performance	Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the portal. SVAOs must submit metrics to FVAP by July 15 th .
	Measures of Effect and Performance	Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the portal. SVAOs must submit metrics to FVAP by October 15 th .
	Order Supplies	2016-2017 Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters are available. Prepare for early primaries and the busy 2016 Presidential election year. Materials should be ordered through proper channels: http://www.fvap.gov/vao/materials .
	Measures of Effect and Performance	Deadline for VAOs and Installation Voting Assistance Office staff to submit metrics in the portal. SVAOs must submit metrics to FVAP by January 15, 2016.

Ongoing Tasks	
Directory Information	The Major Command and Installation Voting Assistance Officers must maintain a directory of all local unit VAOs containing names, email addresses and office telephone numbers. This directory must be updated at least quarterly.
Website Information	Provide the name, mailing address, e-mail and office telephone number of Installation Voter Assistance Office and Installation Voting Assistance Officers on the installation website.
Public Affairs	VAOs must work with PAO to publicize primary elections 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 such as air shows and open houses.
Training	Voting Assistance Officers must attend a training workshop or complete online training. More information regarding in person and online training can be found at http://www.fvap.gov/vao/training .
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.
News Releases	Sign up for the FVAP listserv to receive election news. You can sign up by emailing vote@fvap.gov or by visiting www.fvap.gov .
VAO To-Do Lists	FVAP creates monthly to do lists with recommended tasks for all VAOs. These lists can be obtained by contacting FVAP, your SVAO or IVAO.

VAOs should consult their service guidance for additional information on service-specific voting activities.

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

For Service specific Voting Action Plans visit <http://www.fvap.gov/vao/directives>.