2012 Navy Voting Action Plan

Revision 3

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Summary of Changes

Revision made to reflect release of DoD Instruction 1000.04 'Federal Voting Assistance Program' of 13 September 2012 that supersedes DoD Directive 1000.04.

References

A. OPNAVINST 1742.1B, Navy Voting Assistance Program
B. CNICINST 1742.1, Establishment of Installation Voter Assistance Offices
C. DoDI 1000.4, Federal Voting Assistance Program of 13 September 2012
D. USD (P&R) Directive-Type Memorandum (DTM) 10-021 – Guidance Implementing Installation Voter Assistance Offices (IVAOs), Nov 15, 2010
E. Public Law 111-84 (FY10 NDAA) Subsection H, Military and Overseas Voter Empowerment Act (MOVE Act)
F. 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
G. Section 7(a)(2) of Public Law 103-31, ―National Voter Registration Act‖ (NVRA), May 20, 1993

1. Purpose. To issue the Navy Voting Action Plan per the Federal Voting Action Plan and references (a) through (g). Note, DoDI 1000.04 is the authoritative governing document for the Federal Voting Assistance Program. OPNAVINST 1742.1B is currently under revision to reflect DoDI 1000.04 which superseded DoDD 1000.04. When OPNAVINST 1742.1B and DoDI 1000.04 conflict, DoDI 1000.04 shall take precedent.

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. 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 personnel and their dependents in exercising their right to vote. For the 2011-2012 Voting Season, the goal is to contact 100% of Navy personnel (all active duty personnel, along with civilians/contractors assigned overseas) and their voting age dependents, and to offer assistance with voting registration and requesting a ballot. Increased emphasis will be placed on 18 to 24 year-old Sailors and their dependents as well as emphasizing voter registration via FVAPs online wizard. Key Terms and Definitions: See Enclosure 1.

3. Objective. To ensure that Navy personnel, their family members, and Navy civilians are provided all necessary information so that they are able to participate in the election process to the maximum extent permitted by law.

4. Responsibilities.

    a. Regional VAOs shall ensure proper execution by subordinate commands of OPNAVINST 1742.1B, reference (a), and CNICINST 1742.1, reference (b), as well as this Voting Action Plan. Installation VAOs shall ensure proper execution of OPNAVINST 1742.1B and CNICINST 1742.1 as well as this Voting Action Plan. Of particular importance is CNICINST 1742.1 which outlines responsibilities of IVAOs in maintaining Installation Voter Assistance Offices (IVA Offices). Additionally, IVAOs will be responsible to maintain liaison with the Navy Voting Action Officer when hosting FVAP Workshops.

    b. The Navy Voting Action Officer (NVAO) shall carry out the provisions of OPNAVINST 1742.1B and CNICINST 1742.1 by providing direction, training and assistance to Voting Assistance Officers (VAOs) throughout the Navy.

    c. Command/Unit VAOs shall ensure compliance with OPNAVINST 1742.1B and CNICINST 1742.1 as well as this Voting Action Plan. Of particular importance is OPNAVINST 1742.1B which clearly outlines responsibilities of command/unit level voting assistance programs.

5. Action. The NVAO, VAOs and IVAOs are responsible for the execution of actions outlined in Enclosure (2), Plan of Action and Milestones, in support of a successful voting assistance program.

6. Reporting.

   a. IVAOs shall submit quarterly reports to the NVAO via their Regional VAOs. Quarterly reports will be due to the NVAO as follows: Quarter 1 (Jan-Mar) due Apr 5th, Quarter 2 (Apr-Jun) due Jul 5th, Quarter 3 (Jul-Sep) due Oct 5th, Quarter 4 (Oct-Dec) due Jan 5th. Quarterly reports shall include the metrics outlined in Enclosure 5 and shall be disseminated via Excel template.

   b. All VAOs are responsible for collecting data as required in support of periodic FVAP surveys and post-election After Action Reports which will be submitted by the NVAO.

7. Training.

   a. VAOs are required to complete training (and retain on file their proof of training) before assuming duties as Voting Assistance Officer. Training may be completed online (http://www.fvap.gov/vao/vao-training.html) or at an FVAP Workshop. Once finalized, the 2012 workshop schedule will be posted at www.fvap.gov. Assistant VAOs are also required to complete training.

   b. IVAOs are required to complete IVAO specific training (and retain on file their proof of training) before assuming duties as Installation Voting Assistance Officer. Training may be completed online (http://www.fvap.gov/vao/office-training.html) or at an FVAP Workshop. Once finalized, the 2012 workshop schedule will be posted at www.fvap.gov.

   c. VAOs shall ensure that all members of their command receive yearly training covering the absentee voting process and related resources. The training methodology will be decided by the command.

   d. Recruit Training Command shall ensure that all recruits receive absentee voting training per OPNAVINST 1742.1B.

8. Essential Materials.

   a. All VAOs and IVAOs should maintain on file and be familiar with the following materials in order to be able to effectively assist voters: The Voting Assistance Guide (VAG), Federal Post Card Application (FPCA, SF-76), and Federal Write-in Absentee Ballot (FWAB, SF-186)which were all revised in 2011 for greater ease of use. Editions dated 2005 or newer may still be used; however, the 2011-2012 VAG was based on 2011 forms.

b. 2011-2012 Voting Assistance Guide (VAG)—two copies have been mailed to each command. The VAG is available online (http://www.fvap.gov/vao/guide.html). This is the basic reference document of the Federal Voting Assistance Program and provides all Voting Assistance Officers with necessary information to provide voters the following assistance:

(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 the states, territories, and other jurisdictions, along with dates of primary and general elections.

(3) Addresses and contact information of local election officials in each state, territory and other jurisdictions.

c. Federal Post Card Application (FPCA, SF-76)—Limited quantities will be stocked in the Navy Logistics Library and available for individual VAO order. However, hard copies are very expensive and should only be used when necessity dictates (ie: ground 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***. Alternatively, electronic versions of the FPCA are available online (http://www.fvap.gov/vao/index.html). The electronic version can be complete in the same method as the hard copies (print, complete, mail).

(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 was revised in 2011 to include more information and to make the form easier to use. Editions of the form 2005 and newer may continue to be used until existing stocks are exhausted. Electronic versions are also acceptable.

(2) Because there are differences in how the FPCA is processed by the various states and other jurisdictions, the Voting Assistance Guide should be reviewed to determine how the form should be completed. **Note: This step is non-applicable if using the online FVAP wizard.**

d. Federal Write-In Absentee Ballot (FWAB, SF-186)—Limited quantities will be stocked in the Navy Logistics Library and available for individual VAO order. However, hard copies are very expensive and should only be used when necessity dictates (ie: ground 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***. Alternatively, electronic versions of the FWAB are available online (http://www.fvap.gov/vao/index.html). The electronic version can be complete in the same way as the hard copies (print, complete, mail). For those who wish to use the FWAB the following criteria must be met:

(1) The request for a regular absentee ballot must have been received by the local election official at least 30 days before the general election or the state deadline

for registration/ballot request, whichever is later. (Some states may allow its use in primary and run-off elections. See the Voting Assistance Guide for details.)

(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.

e. FVAP Motivational and Election Calendar Posters—will be shipped to every command once printed (early 2012). Posters are also available electronically at www.fvap.gov and can easily be used to print hard copies via base services. Electronic copies also make great computer desktop background and screen savers.

f. Navy Voting Toolkit (and CD)—A comprehensive toolkit has been created to assist VAOs and IVAOs. Resources include: POD Notes, FAQ's, references and instructions, sample designation letter, training, marketing materials, etcetera. The toolkit is available for download at www.fvap.gov. Additionally, commands with limited bandwidth can order the toolkit on CD via Navy Logistics Library burn-on-demand service.

9. Marketing and Awareness.

a. One of the primary responsibilities of every IVAO and VAO is to spread the word and make sure that our Sailors and their family members, as well as DoD contractors and civilians overseas are aware of resources available to them in exercising their right to vote. Namely: **you are their centralized point of contact within the command or installation and FVAP makes registering to vote quick and easy through the use of their online wizard.**

b. All VAOs are encouraged to increase awareness through the use of Plan of the Day (POD) notes, posters, banners, setting up informational booths in high-traffic areas, engaging ombudsman, local MWR facilities, etc. FVAP provides online copies of posters and the Navy Voting Facebook page has 30+ poster designs for use. There are an unlimited number of ideas; creativity and motivation are key.

c. Specific awareness weeks and milestones are outlined in Enclosure (2).

Glossary and Definitions (from DoDI 1000.4)

ABBREVIATIONS AND ACRONYMS

DoDD	DoD Directive
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
NVAO	Navy Voting Action Officer
NVRA	National Voter Registration Act
P.L.	Public Law
RVAO	Regional voting assistance officer
SF	Standard Form
SSVR	senior service voting representative
SVAO	service voting action officer
UOCAVA	Uniformed and Overseas Citizens Absentee Voting Act
U.S.C.	United States Code
UVAO	unit voting assistance officer
VAO	voting assistance officer

DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

Eligible Voter. Any of the following:

Absent Uniformed Services Voter

A member of a uniformed service 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 marine who, by reason of service in the merchant marine, is absent from the place of residence where the member is otherwise qualified to vote.

A spouse or dependent of a member referred to in the first two sentences of this definition who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

Overseas Voter

An absent uniformed services 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 President or Vice President; Presidential Elector; or of Senator or Representative in or Delegate or Resident Commissioner to, Congress..

IVAO. An individual responsible for voting assistance coordination at the installation level.

IVA office. The office designated by the installation commander to provide voter assistance to military personnel, voting-age military dependents, Government employees, contractors, and other civilian U.S. citizens with access to the installation.

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

Recruitment offices of the Military Services. Any office of a military service open to the public and engaged in the recruitment of persons for appointment or enlistment in an Active Component of the Military Services. This does not include Army National Guard and Air National Guard recruiting offices.

SSVR. A uniformed member at the O-7 grade, or higher, or a member of the Senior Executive Service responsible for implementing the FVAP in his or her respective component.

State. As defined in section 1973ff-6, Reference (d).

State election. Any 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.

SVAO. An individual at a uniformed service headquarters level responsible for voting assistance operations for his or her respective component.

UVAO. An individual responsible for voting assistance at the unit level.

Voter Registration Agency. An office designated pursuant to Reference (f) to perform voter registration activities. A recruitment office of the Military Services is considered to be a voter registration agency of the State in which the office is located.

Enclosure (1)

Plan of Action and Milestones

Action	Comments	Responsibility	Date Due
2012 Action Plan	Develop and disseminate	NVAO	Dec-11
Order and update supplies: FPCA, FWAB, VAG, posters	See essential materials section (above) for details	ALL VAOs	Nov 11 -Ongoing
Fall NAVADMIN	To raise awareness and increase VIMS registration	NVAO	Nov -11
LES Messages	To run in Nov and Dec LES's, raise awareness	NVAO	Nov-Jan
Distribute FPCAs to UOCAVA voters	VAOs distribute to all UOCAVA voters to register for all 2012 elections, encourage use of online wizard at www.fvap.gov vice hard copy	ALL VAOs	15-Jan-12
IVAO Quarterly Report Due to NVAO	All IVAOs submit via RVAO, will be posted in Taskers and via email	IVAOs	5-Jan-12
IVAO Quarterly Report Due to FVAP	NVAO submit to FVAP	NVAO	15-Jan-12
Update and refresh supplies in NLL		NVAO	15-Jan-12
Quarterly review and VIMS contact information update	All ensure current command contact information, review IG program checklist, review and refresh stock of supplies	ALL VAOs	15-Jan-12
Finalize and publish Voting Toolkit CD	Stock in NLL and post online	NVAO	1-Mar-12
IVAO Quarterly Report Due to NVAO	All IVAOs submit via RVAO, will be posted in Taskers and via email	IVAOs	5-Apr-12
IVAO Quarterly Report Due to FVAP	NVAO submit to FVAP	NVAO	15-Apr-12
Update and refresh supplies in NLL		NVAO	15-Apr-12
Quarterly review and VIMS contact information update	All ensure current command contact information, review IG program checklist, review and refresh stock of supplies	ALL VAOs	15-Apr-12

Increased Media Campaign	NVAO/IVAOs increase installation-wide advertisement to include: banners, posters, brochures and PSA's at base galleys, MWR facilities, etc	NVAO/IVAOs	June-Aug 2012
Conduct all-hands voter training	All VAOs conduct annual all-hands voter training	ALL VAOs	1-Jun-12
LES Message for Armed Forces Voter Week	To be printed in June LES	NVAO	1-Jun-12
Release Armed Forces Voter Week message	NVAO to draft and route; deadline for routing TBD	NVAO	15-Jun-12
Armed Forces Voters Week and Overseas Citizens Voters Week	IVAOs and VAOs plan increased awareness activities to encourage voter registration the week of June 28-July 7	ALL VAOs	June 28-July 7
IVAO Quarterly Report Due to NVAO	All IVAOs submit via RVAO, will be posted in Taskers and via email	IVAOs	5-Jul-12
IVAO Quarterly Report Due to FVAP	NVAO submit to FVAP	NVAO	15-Jul-12
Update and refresh supplies in NLL		NVAO	15-Jul-12
Quarterly review and VIMS contact information update	All ensure current command contact information, review IG program checklist, review and refresh stock of supplies	ALL VAOs	15-Jul-12
Distribute FPCAs to UOCAVA voters	VAOs distribute to all UOCAVA voters to register for 2012 general elections	ALL VAOs	15-Jul-12
LES Message for Absentee Voting Week	To be printed in September LES	NVAO	1-Sep-12
Release Absentee Voting Week message	NVAO to draft and route; deadline for routing TBD	NVAO	15-Sep-12
Ballot Mailing Deadline	Deadline for states to send ballots to UOCAVA voters. All VAOs remind voters to begin looking for their ballot, upon receipt, vote and return it.	ALL VAOs	22-Sep-12

Enclosure (2)

Absentee Voting Week	IVAOs and VAOs plan increased awareness activities to encourage voters to complete and return their absentee ballot; Sep 27-Oct 4	ALL VAOs	Sep 27-Oct 4
Recommended forward area ballot mailing date	All VAOs recommend to voters on deployment and in remote locations to mail ballots to ensure they arrive in time to be counted	ALL VAOs	6-Oct-12
30 days before Election Day, recommended FWAB mailing	All VAOs recommend to voters who have not yet received their ballot to submit the FWAB. If absentee ballot received after FWAB sent, still vote and send original absentee ballot.	ALL VAOs	7-Oct-12
IVAO Quarterly Report Due to NVAO	All IVAOs submit via RVAO, will be posted in Taskers and via email	IVAOs	5-Oct-12
Recommended overseas ballot mailing date	All VAOs recommend to voters at overseas installations to mail ballots to ensure they arrive in time to be counted	ALL VAOs	13-Oct-12
IVAO Quarterly Report Due to FVAP	NVAO submit to FVAP	NVAO	15-Oct-12
Update and refresh supplies in NLL		NVAO	15-Oct-12
Quarterly review and VIMS contact information update	All ensure current command contact information, review IG program checklist, review and refresh stock of supplies	ALL VAOs	15-Oct-12
15 days before Election Day	All VAOs recommend to voters to mail ballot and submit FWAB if ballot not yet received.	ALL VAOs	22-Oct-12

Enclosure (2)

Election Day	VAOs encourage local voters to cast vote at their local polling place	ALL VAOs	6-Nov-12
Post-election Surveys	All participate and support as required	ALL	7-Nov-12
After Action Report due to NVAO	All participate and support as required	ALL VAOs	5-Jan-13
After Action Report due to FVAP	NVAO submit to FVAP	NVAO	15-Jan-13
Quarterly review and VIMS contact information update	All ensure current command contact information, review IG program checklist	ALL VAOs	15-Jan-13
Voting Workshops	All VAOs to attend local workshops	ALL	Ongoing, Spring 2012
Inspector General Voting Assistance Program reviews	Inspections as scheduled/required. Contact NVAO for pre-inspection consultation	VAOs	Ongoing
Maintain online presence	Email, social media, website	NVAO	Ongoing

Enclosure (2)

Resources

- Federal Voting Assistance Program Website: http://www.fvap.gov
    - Primary resource for VAOs and Voters. VAOs, use 'For VAO' link in upper right corner of 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.
- Navy Voting Assistance Program: http://www.cnic.navy.mil/NavyVoting
    - Navy specific resources and guidance.
- Navy Logistics Library: https://nll1.ahf.nmci.navy.mil/
    - Resource for ordering voting materials (posters, forms, toolkit CD).
- Navy Voting Facebook Page: Search under 'Navy Voting' or www.facebook.com/navyvoting
    - Contains important updates, poster templates, and other news.
- FVAP News Alerts: Register for them at www.fvap.gov. Will send email alerts with important news.
- Navy Voter Information Management System: https://qol.navyaims.net/voting/
    - All VAOs must register and maintain active accounts.
- Installation Voting Assistance Officer Contact Information:
    - http://www.fvap.gov/contact/ivaoffice/index.html
- Navy Voting Action Officer: LT Andrew Bousky
    - Phone: (202) 433-4000 DSN 288-4000
    - Email: Andrew.bousky@navy.mil or vote@navy.mil

Sample Designation Letter

From: _____

To: _____

Subj: DESIGNATION AS VOTING ASSISTANCE OFFICER (VAO)

Ref: (a) DODI 1000.4 OF 13 Sep 12

(b) OPNAVINST 1742.1B

(c) 42 U.S.C. 1973ff

(d) 10 U.S.C. 1566

1. Per references (a) & (b), you have been designated as the Voting Action Officer for _____. You will administer and oversee the voting program and report all progress as required. This appointment is effective immediately.

2. You are required to become thoroughly familiar and comply with the provisions set forth in references (a) through (d) in the performance of your duties.

Required Reporting Metrics (from FVAP memo of 18 May 2011)

Measures of Effect & Performance

Installation Voter Assistance Office

Metrics	Justification
• **Number of Military Personnel Assisted** ○ **Voter registration and absentee ballot requests. subcategorized by career milestone requiring the assistance:** ▪ **PCS** ▪ **Pre-deployment** ▪ **Post-deployment** ▪ **Change of Address notifications** ▪ **On-demand** ○ **FWAB requests** ○ **General voting information**	To provide an accurate representation of the frequency of the types of services provided to active duty military members at IVA Offices
• **Number of Military Dependents Assisted** ○ **Voter registration and absentee ballot requests. subcategorized by career milestone requiring the assistance:** ▪ **PCS** ▪ **Pre-deployment** ▪ **Post-deployment** ▪ **Change of Address notifications** ▪ **On-demand** ○ **FWAB requests** ○ **General voting information**	To provide an accurate representation of the frequency and types of services provided to military dependents at IVA Offices
• **Number of Federal Employees Assisted** ○ **Voter registration and absentee ballot requests. subcategorized by career milestone requiring the assistance:** ▪ **PCS** ▪ **Pre-deployment** ▪ **Post-deployment** ▪ **Change of Address notifications** ▪ **On-demand** ○ **FWAB requests** ○ **General voting information**	To provide an accurate representation of the frequency and types of services provided to civilians at IVA Offices

• Metrics	Justification
• **Number of Civilians/Contractors Assisted** ○ **Registration request, further subcategorized by career milestone requiring the assistance:** ▪ **Change of place of federal contract employment** ▪ **Pre-deployment** ▪ **Post-deployment** ▪ **Change of Address** ▪ **On-demand** ○ ○ **General voting information**	To provide an accurate representation of the frequency and types of services provided to civilians at IVA Offices
• **Number of non-Federal Civilian Employees & Contractors (public) Assisted** ○ **Registration request** ○ **General voting information**	To provide an accurate representation of the frequency and types of services provided to civilians at IVA Offices
• **Number of Forms Mailed on Behalf of the Voter** ○ **NVRFs mailed** ○ **FPCAs mailed** ○ **FWABs mailed**	To measure the extent that mailing forms for voters burden office personnel. Need to verify whether the state forms are being used.
• **Number of Total Persons Assigned to IVA Office** ○ **Full-Time IVA Office employee** ○ **Part-time and temporary IVA Office employee, and hours worked per month**	This only needs to be reported annually with the fourth quarter report. It is used to account for all staffing of IVA Offices and to provide an accurate number of staff hours spent staffing IVA Office services, and determine the desirability of continuing this level of installation voting assistance.
• **Number Reporting Being Trained within 90 days of assignment to IVA Office** ○ **Number trained by formal FVAP workshop** ○ **Number trained by Service provided workshop** ○ **Number trained online** ○ **Number untrained within 90 days of assignment and how many days since assignment**	DoD Directive 1000.04, paragraph 5.2.1.15 requires that all Voting Assistance Officers shall attend an FVAP Voting Assistance Workshop. Online and Service-provided training is a viable alternative to attendance at FVAP workshops.
Quarterly Operating Cost to Run Office	This only needs to be reported annually with the fourth quarter report. It is used to provide an accurate cost to the installation as to the upkeep of the IVA Office, and determine the desirability of continuing this level of installation voting assistance.

Unit Voting Assistance Officers

Metrics	Justification
○ **Number of Service Members Assisted** ○ **Registration and absentee ballot requests** ○ **FWAB request** • **General voting information**	To provide an accurate representation of the services provided to active duty military members by UVAOs
• **Number of Military Dependents Assisted** ○ **Registration and absentee ballot requests** ○ **FWAB request** ○ **General voting information**	To provide an accurate representation of the services provided to military dependents by UVAOs
• **Number Reporting Being Trained within 90 days of assignment as VAO** ○ **Number trained by formal FVAP workshop** ○ **Number trained by Service provided workshop** ○ **Number trained online** ○ **Number untrained within 90 days of assignment and how many days since assignment**	DoD Directive 1000.04, paragraph 5.2.1.15 requires that all Voting Assistance Officers shall attend an FVAP Voting Assistance Workshop. Online and Service-provided training is a viable alternative to attendance at FVAP workshops.
• **UVAOs certify distribution of FVAP's 30,60, 90 day prior voting assistance availability messages to all unit personnel**	MOVE Act, Sec 103B requires FVAP to use the military Global Network to notify absent uniformed services voters of the foregoing 90, 60, and 30 days prior to each election for Federal office.

2012 FVAP Voting Action Plan (from www.fvap.gov)

Important Dates for Voting Assistance Officers

NOVEMBER 15	**Order Supplies**	New Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters are available through GSA. This is an ongoing task for all VAOs. Order your forms through proper channels; http://www.fvap.gov/vao/order.html
JANUARY 2	**Command Emphasis Campaign**	Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP.
JANUARY 6	**DMDC Email Blast**	DMDC will be sending an email to all Uniformed Service members with active email addresses. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA.
JANUARY 15	**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 2012.
JANUARY 16	**Measures of Effect and Performance**	Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voting Assistance Office staff should submit metrics in the format and by the deadline requested by their SVAO.
FEBRUARY 5	**Super Bowl Challenge**	FVAP will be airing public service announcements during the Super Bowl on AFN. Host a voter registration drive or hang voting posters around your base Super Bowl Party. Send photos to FVAP.
APRIL 16	**Measures of Effect and Performance**	Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voting Assistance Office staff should submit metrics in the format and by the deadline requested by their SVAO.
JUNE 28	**Armed Forces Voters Week and Overseas Citizens Voters Week**	VAOs should plan and participate in Voting Emphasis Week (June 28-July 7, 2012) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs are encouraged to plan events around installation 4th of July activities. Invite Families!
JULY 2	**Command Emphasis Campaign**	Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week.

JULY 13	**DMDC Email Blast**	DMDC will be sending an email to all Uniformed Service members with active email addresses. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA now.
JULY 15	**Distribute FPCAs to UOCAVA voters**	Deadline for VAOs to distribute the FPCA to UOCAVA voters they assist and encourage them to complete and submit to their local election official to apply to register and/or request an absentee ballot for the 2012 General Election.
JULY 16	**Measures of Effect and Performance**	Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voting Assistance Office staff should submit metrics in the format and by the deadline requested by their SVAO.
AUGUST 8	**DMDC Email Blast**	DMDC will be sending an email to all Uniformed Service members with active email addresses. This email will remind them that the November election is 90 days away.
SEPTEMBER 7	**DMDC Email Blast**	DMDC will be sending an email to all Uniformed Service members with active email addresses. This email will remind them that the November election is 60 days away.
SEPTEMBER 22	**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.
SEPTEMBER 27	**Absentee Voting Week**	VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from September 27- October 4, 2012.
OCTOBER 1	**Command Emphasis Campaign**	Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week.
OCTOBER 5	**DMDC Email Blast**	DMDC will be sending an email to all Uniformed Service members with active email addresses. This email will remind them that the November election is 30 days away.
OCTOBER 6	**Recommended Mailing Dates**	Voters in Iraq, Afghanistan, ships at sea, and other overseas locations without access to the military postal system should send voted ballots in now so they arrive in time to be counted.

Enclosure (6)

OCTOBER 7	**30 days before Election Day**	VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB.
OCTOBER 13	**Recommended Mailing Dates**	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.
OCTOBER 15	**Measures of Effect and Performance**	Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voting Assistance Office staff should submit metrics in the format and by the deadline requested by their SVAO.
OCTOBER 22	**15 days before Election Day**	VAOs should stress to voters to complete and return their absentee ballot. If voters have not received their requested absentee ballots, VAOs should encourage them to complete and submit the FWAB.
OCTOBER 29	**Recommended Mailing Dates**	Stateside Uniformed Service members and their families should send voted ballots in now so they arrive in time to be counted.
NOVEMBER 6	**Election Day**	VAOs should encourage local voters to go to their polling place and vote.
NOVEMBER 7	**Post-Election Surveys**	Participate in and support the surveys as required by the Director, FVAP.
JANUARY 15	**After Action Reports**	All After Action Reports must be submitted to FVAP. VAOs should submit AARs in the format requested by their SVAO.

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 Voting 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.

Enclosure (6)

Training	Voting Assistance Officers must attend a training workshop or complete online training prior to assuming the duties as the VAO. More information regarding in person and online training can be found at http://www.fvap.gov/vao/training.html.
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.

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 *Voting Assistance Guide* 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

Service Voting Action Officer Contact Information		
Air Force	Mr. William A. D'Avanzo	tel: (210) 565-2591, DSN: 665-2591, Option 5 fax: (210) 565-2543, DSN fax: 665-2543 email: dpsoof.votingfund@randolph.af.mil
Army	Mrs. Rachel Gilman	tel: (502)613-8475, DSN 312-983-8475 email: voting.questions@conus.army.mil
Coast Guard	CWO Charles "Al" Thompson, Jr.	tel: (202) 493-1922 fax: (202) 493-1939 email: Charles.A.Thompson2@uscg.mil
Marine Corps	Mr. Bob Wagner	tel: (703) 784-9513, DSN: 278-9513 fax: (703) 784-9823, DSN: 278-9823 email: mra.voting.officer@usmc.mil
Navy	LT Andrew Bousky	tel: (202) 433-4000, DSN: 288-4000 email: VOTE@navy.mil
State	Mr. Jack Markey	tel: (202)736-4937 fax: (202) 647-6201 email: votinginfo@state.gov

2012 Primary Elections by Month (from www.fvap.gov)

Primary Election Dates are subject to change pursuant to State legislative changes. Check www.fvap.gov for changes and updates

Legend

P- Presidential Preference Primary
S- State Primary
R- Runoff Primary

January

New Hampshire- TBD (P)
South Carolina- January 21 (P)
Florida- January 31 (P)

February

Missouri- February 7 (P)
New Hampshire- February 7 (P)
Wisconsin- February 21 (P)
Arizona- February 28 (P)
Michigan- February 28 (P)

March

Georgia- March 6 (P)
Masschusetts- March 6 (P)
Ohio- March 6 (P, S)
Oklahoma- March 6 (P)
Tennessee- March 6 (P)
Texas- March 6 (P, S)
Vermont- March 6 (P)
Virginia- March 6 (P)
Alabama- March 13 (P, S)
Mississippi- March 13 (P, S)
Puerto Rico- March 18 (S)
Illinois- March 20 (P, S)
Louisiana- March 24 (P, S)

April

District of Columbia- April 3 (P, S)
Maryland- April 3 (P, S)
Mississippi- April 3 (R)

Alabama- April 24 (R)
Connecticut- April 24 (P)
Delaware- April 24 (P)
New York- April 24 (P)
Pennsylvania - April 24 (P, S)
Rhode Island - April 24 (P)

May

Indiana - May 8 (P, S)
North Carolina - May 8 (P, S)
West Virginia - May 8 (P, S)
Idaho - May 15 (P, S)
Nebraska - May 15 (P, S)
Oregon - May 15 (P, S)
Arkansas - May 22(P, S)
Kentucky - May 22 (P, S)
Texas - May 22 (R)

June

California - June 5 (S)
Iowa - June 5 (S)
Montana - June 5 (P, S)
New Jersey - June 5 (P, S)
New Mexico - June 5 (P,S)
South Dakota - June 5 (P, S)
Arkansas - June 12(R)
Maine - June 12 (S)
Nevada - June 12 (S)
North Dakota - June 12 (S)
South Carolina - June 12 (S)
Virginia - June 12 (S)
South Dakota - June 19(R)
Colorado- June 26 (S)
Oklahoma- June 26 (S)
South Carolina - June 26 (R)
Utah - June 26 (S)

July

North Carolina - July 17 (R)
Georgia - July 31 (S)

August

Tennessee - August 2 (S)
Kansas - August 7 (S)
Michigan - August 7 (S)
Missouri - August 7 (S)
Washington - August 7 (S)
Hawaii - August 11 (S)
Connecticut - August 14 (S)
Florida - August 14 (S)
Minnesota - August 14 (S)
Georgia- August 21 (P)
Wyoming - August 21 (S)
Alaska - August 28 (S)
Arizona - August 28 (S)
Oklahoma- August 28 (R)
Vermont - August 28 (S)

September

Guam - September 4 (S)
Delaware - September 11 (S)
New Hampshire - September 11 (S)
New York - September 11 (S)
Rhode Island - September 11 (S)
Virgin Islands - September 11 (S)
Wisconsin - September 11 (S)
Massachusetts - September 18 (S)

New Voting Assistance Officer (VAO) Primer

Congratulations on your new assignment as your command's VAO! It is an important collateral duty that can be very rewarding. Don't worry, it is very manageable and won't take too much time. What follows is a 'primer' for new VAOs in order to provide a brief overview of your responsibilities and it will also outline some steps to get your voting program up and running.

What is a VAO? Navy requires all Echelon-rated commands of 25 or more mustering personnel to have a Voting Assistance Program. Each program is managed and administered by a Voting Assistance Officer (VAO) at each level in the chain of command: Unit, installation, region and headquarters. A VAO's primary responsibility is to be an expert on all things voting for their command, to include—voter registration, election dates, ballot submission, general awareness, etc. The Navy Voting Action Officer (NVAO) is assigned to oversee the Navy's Voting Assistance Program on behalf of the Navy's Senior Service Voting Representative—Commander, Navy Installations Command (CNIC).

For now, let's take care of a few things to get your program started and/or refreshed:

1. The Navy has the Voting Information Management System (VIMS) which is an online database and resource for VAOs. An account has been established for ach echelon-rated unit listed in the Standard Naval Distribution List (SNDL). It is imperative to keep it up-to-date in order to receive important emails, mailings of posters and other election materials, etc. Be sure to update it when you turnover your duties with your relief. Note: Your Immediate Superior In Command (ISIC) has read-only access to your VIMS account and is most likely to review it on a regular basis.

Here is the URL for VIMS : https://qol.navyaims.net/voting/

The login is as follows:

Login: your command Unit Identification Code (UIC) (example: 12345)

10-character case-sensitive Password: Uic-(your UIC)$ (example: Uic-12345$)

If you experience trouble logging in, email the NVAO at vote@navy.mil and be sure to include your UIC

Along with contact information VIMS also includes a self-assessment checklist for you to use in assessing your voting program. The checklist closely follows the one used by the Inspector General. Don't worry if you answer 'no' to some questions. It will give you guidance and how to correct the deficiency If you can answer 'yes' to all of those questions, your program will be 100% compliant.

When you get to the top portion of the form it will ask for your 'command email'. That needs to be a group email account which is always active, doesn't change, and can be accessed by more than one person. This is to ensure continuity and good contact information in case you transfer unexpectedly, are

on leave, TAD, etc. Once you have established or identified your group email address send an email to vote@navy.mil so that your VIMS account can be updated. (Be sure to include your UIC in the email.)

2. The FVAP website (www.fvap.gov) is a great resource where you can find all of the necessary information, guidance, training, etc. Things aren't too busy between primary election years so it's a great time for admin/program updates. At the top right corner of the webpage you will see a link that says 'For Voting Assistance Officers'.

3. Be sure to read through the Navy Voting Assistance Program Instruction, reference (a), and keep a copy on hand for your voting program binder.

4. VAO training. You are required to complete training before being officially assigned. You can find it as a PDF or Power Point document on the FVAP website (http://www.fvap.gov/vao/vao-training.html). FVAP will also have workshops during election years at several installations that you can attend in-person. The schedule will be promulgated separately when it becomes available.

5. Designation letter. You are required to be designated in writing by your CO/OIC. A sample letter is included.

6. Voting alerts. You can sign up for them on FVAP's website (http://www.fvap.gov/vao/vin.html). They will send you pertinent information about elections, release of workshop schedules, events, etc.

7. Navy Voting Facebook Page. You can find it on Facebook by searching for 'Navy Voting'; updates and other important information will be posted. Please make sure to click the 'like' button on the page to help spread the word.

This should be more than enough to get you started. After completing this checklist, including the FVAP VAO training (#4, above) you will have a fully compliant voting program and have an excellent understanding of your duties and the absentee voting process. All that remains after that is training your command, spreading the word, and helping your shipmates or shoremates ensure that their vote counts.