

## 2013 FVAP Voting Action Plan

### Important Dates for Voting Assistance Officers

<b>JANUARY</b> 2	<b>Order Supplies</b>	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; <a href="http://www.fvap.gov/vao/order.html">http://www.fvap.gov/vao/order.html</a>
<b>JANUARY</b> 15	<b>Distribute FPCAs to UOCAVA voters</b>	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.
<b>JANUARY</b> 15	<b>Measures of Effect and Performance</b>	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.
<b>FEBRUARY</b> 5	<b>Super Bowl Challenge</b>	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.
<b>APRIL</b> 15	<b>Measures of Effect and Performance</b>	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.
<b>JULY</b> 15	<b>Measures of Effect and Performance</b>	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.
<b>OCTOBER</b> 15	<b>Measures of Effect and Performance</b>	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.

### Ongoing Tasks

<b>Directory Information</b>	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.
<b>Website Information</b>	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.
<b>Public Affairs</b>	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.

<b>Training</b>	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 <a href="http://www.fvap.gov/vao/training.html">http://www.fvap.gov/vao/training.html</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.
<b>News Releases</b>	Sign up for the FVAP listserv to receive election news. You can sign up by emailing <a href="mailto:vote@fvap.gov">vote@fvap.gov</a> or by visiting <a href="http://www.fvap.gov">www.fvap.gov</a> .

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

<b>Key FVAP Resources for VAOs</b>		
<b>Website</b>	FVAP.gov	Up-to-date <i>Voting Assistance Guide</i> and FPCA and FWAB online assistants
<b>Email</b>	vote@fvap.gov	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

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