

# 2013 USMC Voting Action Plan

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## Important Dates for USMC Voting Assistance Officers

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DECEMBER  
15

### Order Supplies

Ensure publication/form/poster quantities are accurate in MCPDS. This is an ongoing task for all VAOs. See your Units Publications Manager (typically your S-1) for more assistance. This will ensure you receive updates as they are published.

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JANUARY  
13

### Measures of Effect and Performance

VAOs and Installation Voter Assistance Offices must submit metrics covering the period from 1 Oct - 31 Dec 2012. VAO's and IVAO's submit via the USMC Voting SharePoint website. Instructions on submission and access are available at:  
[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MF/C\\_PERSONNEL/Voting](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/C_PERSONNEL/Voting)

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JANUARY  
13

### National Voter Registration Act Metrics

Recruiting Stations/Sub-Stations must submit NVRA voting assistance metrics covering the period from 1 Oct - 31 Dec 2012. ERR/WRR Reports are due to MCRC Headquarters, cc:ing the USMC Voting Assistance Officer at: [mra.voting.officer@usmc.mil](mailto:mra.voting.officer@usmc.mil)

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JANUARY  
15

### Distribute FPCAs to eligible voters

Deadline for VAOs to distribute FPCAs to all eligible. Forms should be sent to their local election official to apply to register or to update their absentee registration address. This is an annual requirement, and allows local election officials the ability to update their mailing lists. Online: <http://www.fvap.gov/FPCA/fpcachoice.html> or downloadable: <http://www.fvap.gov/resources/media/fpca.pdf>

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JANUARY  
16

### Measures of Effect and Performance

USMC submits Quarterly metrics to FVAP.

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FEBRUARY  
1

### Annual Voting Report

Annual USMC Voting report due to FVAP NLT 1 February 2012. Format of the Annual Report is determined by the Director, FVAP.

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APRIL  
13

### Measures of Effect and Performance

VAOs and Installation Voter Assistance Offices must submit metrics covering the period from 1 Jan - 31 Mar.

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APRIL  
13

### National Voter Registration Act Metrics

Recruiting Stations/Sub-Stations must submit NVRA voting assistance metrics covering the period from 1 Jan - 31 Mar.

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APRIL  
15

### Measures of Effect and Performance

USMC submits Quarterly metrics to FVAP.

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 <p>JUNE 1</p>	<b>SVAO Contact Calls to Installation Voting Offices</b>	SVAO verifies contact information for all USMC Installation Voting Assistance Offices, ensuring phone number, location, and point-of-contact information are current as listed on FVAP's website: <a href="http://www.fvap.gov/contact/ivaoffice/marines.html">http://www.fvap.gov/contact/ivaoffice/marines.html</a>
 <p>JULY 13</p>	<b>Measures of Effect and Performance</b>	VAOs and Installation Voter Assistance Offices must submit metrics covering the period from 1 Apr – 30 Jun.
 <p>JULY 13</p>	<b>National Voter Registration Act Metrics</b>	Recruiting Stations/Sub-Stations must submit NVRA voting assistance metrics covering the period from 1 Apr – 30 Jun.
 <p>JULY 15</p>	<b>Measures of Effect and Performance</b>	USMC submits Quarterly metrics to FVAP.
 <p>AUGUST 1</p>	<b>Recommended Voting Assistance Officer Training Day</b>	Utilizing the MarineNet courses, Voter Assistance Officers and their office personnel who assist voters, should complete the appropriate MarineNet course as an Installation VAO or Unit VAO.
 <p>OCTOBER 13</p>	<b>Measures of Effect and Performance</b>	VAOs, Recruiters, and Installation Voting Assistance Offices must submit metrics covering the period from 1 Jul - 30 Sep 2013.
 <p>OCTOBER 13</p>	<b>National Voter Registration Act Metrics</b>	Recruiting Stations/Sub-Stations must submit NVRA voting assistance metrics covering the period from 1 Jul – 30 Sep.
 <p>OCTOBER 15</p>	<b>Measures of Effect and Performance</b>	USMC submits Quarterly metrics to FVAP.
 <p>NOVEMBER 6</p>	<b>Recommended Voter Annual Training Day</b>	VAOs are encouraged to hold classes/workshops to educate service-members, Civilian Marines, and family members about voting. Online tools are available via FVAP: <a href="http://www.fvap.gov/reference/index.html">http://www.fvap.gov/reference/index.html</a> .
 <p>DECEMBER 1</p>	<b>SVAO Contact Calls to Installation Voting Offices</b>	SVAO verifies contact information for all USMC Installation Voter Assistance Offices, ensuring phone number, location, and point-of-contact information are current as listed on FVAP's website: <a href="http://www.fvap.gov/contact/ivaoffice/marines.html">http://www.fvap.gov/contact/ivaoffice/marines.html</a>

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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 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 the current contact information of Voting Assistance Officers/Offices on the organizations 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.
<b>Voting Alerts</b>	VAOs can sign up for voting alerts/RSS Feeds using FVAP.gov to receive tailored voting assistance updates and messages.
<b>Training</b>	Voting Assistance Officers must complete MarineNet VAO training prior to assuming the duties as the VAO.

Key FVAP Resources for VAOs		
<b>Website</b>	FVAP.gov	Up-to-date <i>Voting Assistance Guide</i> 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	
NAVMC 1174: "Voting Assistance Guide (VAG)"	Order PCN 10000662800 via MCPDS (typically through your S-1).
2012 Voting Posters	Order PCN 50100652000 via MCPDS (typically through your S-1).
2012 Voting Dates Poster	Order PCN 50100650000 via MCPDS (typically through your S-1).
SF 76: Federal Post Card Registration and Absentee Ballot Request (FPCA)	Order NSN 7540-00-634-5053 from your DSSC or download from FVAP website (fillable, printable PDF) @ <a href="http://www.fvap.gov/resources/media/fpca.pdf">http://www.fvap.gov/resources/media/fpca.pdf</a> .
Voting Banners	Requests for additional Voting Banners for your organization should be emailed to the Service Voting Action Officer at <a href="mailto:vote@usmc.mil">vote@usmc.mil</a> .
SF186: Federal Write-In Absentee Ballot (FWAB)	Order NSN 7540-01-218-4384 from your DSSC or download from FVAP website (fillable, printable PDF) @ <a href="http://www.fvap.gov/resources/media/fwab.pdf">http://www.fvap.gov/resources/media/fwab.pdf</a> .