<u>U.S. NAVY VOTING ASSISTANCE PROGRAM BEST PRACTICES</u>

1. The following is a list of the Navy's best practices:

    a. Administers a clear and concise web page (http://www.persnet.navy.mil/nvap). The site is easily accessible and offers 24/7 access to all voting related references, instructions and supply/forms information, and the most current voting information.

    b. Multiple contact avenues for NVAP Action Officer. A website, toll free number, DSN number, and E-mail address for Voting Assistance Officers (VAOs) to contact the NVAP Action Officer covers virtually every method a Fleet unit needs to contact the appropriate subject matter experts. Since this is also an "informal" method of communication, the VAO is less likely to fear retribution for contacting someone outside the chain of command to ask a "dumb" question.

    c. Streamlined the supply process. Field sites contact Mechanicsburg distribution depot directly to get forms. This saves not only time but also reduces shipping and storage costs by eliminating the extra stop between supplier and customer.

    d. Voting Instruction reflects current guidance. OPNAVINST 1742.1, Navy Voting Assistance Program (NVAP), has been recently updated to reflect the most current guidance in the DODI 1000.4, Federal Voting Assistance Program (FVAP). Additionally, NVAP is drafting a revision to OPNAVINST 1742.1 to clarify the guidance based on feedback from the fleet.

    e. Marketing Plan. NVAP utilizes the communication avenues listed in paragraph 2b to "sell" the program to Fleet with a continuous, coherent message. NVAP is developing a plan that leverages several message delivery avenues to reach the Commissary and NEX, Lifelines website, base-papers, Navy News, and Stay Navy website. This will supplement NAVADMINs that do not get the information out to family members.

3. If you have any questions or would like further clarification on the above mentioned items, please contact: **tel:** 1-866-U-ASK-NPC (827-5672); **fax:** (901) 874-2785, **DSN fax:** 882-2689; **E-mail:** MILL_navyvote@navy.mil, **https:**//www.persnet.navy.mil/nvap