



U.S. Army

2023 Army Voting Action Plan

Important Dates for Voting Assistance Officers (VAOs)

2023

Jan 03, 2023	IVA Office Outreach	IVA Office Outreach/IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: http://www.fvap.gov/info/contact/iva-offices. Email your Army Voting Action Officer (AVAO) if there is outdated contact information. AVAO will reach out to IVA Offices to confirm.
15 Jan	Mandatory FPCA Delivery	Deadline for VAOs to distribute FPCAs (electronically or in hand) to all UOCAVA voters and encourage them to complete and submit to their local election official to apply to register and request an absentee ballot for all elections in 2022.
Jan 30	January Metrics	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of January. Portal is located at https://www.fvap.gov/portal/login/welcome.html
Feb 28	February Metrics	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of February. Portal is located at https://www.fvap.gov/portal/login/welcome.html
Mar 01	IVA Office Outreach	IVA Office Outreach/ IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: http://www.fvap.gov/info/contact/iva-offices.



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Email: your Army Voting Action Officer if there is outdated contact information. AVAO will reach out to IVA Offices to confirm. Emphasize /Publicize Registration Deadline cutoffs for even year elections in states like KY.

Mar 31

Enter March metrics into the FVAP portal

UVAOs and IVAOs will enter metrics into the FVAP portal for the month of March. Portal is located at

<https://www.fvap.gov/portal/login/welcome.html>

Apr 03

IVA Office Outreach

IVA Office Outreach. IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <http://www.fvap.gov/info/contact/iva-offices>. Email your Army Voting Action Officer if there is outdated contact information.

AVAO will reach out to IVA Offices to confirm.

Apr 03

Inspection Checklist

UVAOs and IVAOs will check program compliance with the inspection checklists. (Checklists will be provided by Army Voting Action Officer).

Apr 28

Enter April metrics into the FVAP portal

UVAOs and IVAOs will enter metrics into the FVAP portal for the month of April. Portal is located at

<https://www.fvap.gov/portal/login/welcome.html>

May 01

IVA Office Outreach

IVA Office Outreach/IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <http://www.fvap.gov/info/contact/iva-offices>. Email your Army Voting Action Officer if there is outdated contact information. AVAO will reach out to IVA Offices to confirm.





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May 29	Enter May metrics into the FVAP portal	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of May. Portal is located at https://www.fvap.gov/portal/login/welcome.html
Jun 01	IVA Office Outreach	IVA Office Outreach/IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: http://www.fvap.gov/info/contact/iva-offices . Email your Army Voting Action Officer if there is outdated contact information. AVAO will reach out to IVA Offices to confirm Emphasize/Publicize Registration Deadline cutoffs for even Year elections in states like KY.
Jun 26-30th	Armed Forces Voters Week and Overseas Citizens Voters Week	VAOs should plan and participate in Voting Emphasis Week (June 26-30, 2023) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs are encouraged to plan events around installation 4 th of July activities.
Jun 30	Enter June metrics into FVAP portal	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of June. Portal is located at https://www.fvap.gov/portal/login/welcome.html
Jul 31	Enter July metrics into FVAP portal	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of July. Portal is located at https://www.fvap.gov/portal/login/welcome.html
Aug 01	IVA Office Outreach	IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: http://www.fvap.gov/info/contact/iva-offices . Email Army Voting Action Officer with updated contact information. AVAO will reach out to IVA Offices to confirm.



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Aug 31	Enter August metrics FVAP portal	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of August. Portal is located at https://www.fvap.gov/portal/login/welcome.html
Sept 29	Enter September metrics into FVAP portal	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of September. Portal is located at https://www.fvap.gov/portal/login/welcome.html
Oct 02	IVA Office Outreach	IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: http://www.fvap.gov/info/contact/iva-offices . Email Army Voting Action Officer with updated contact information. AVAO will reach out to IVA Offices to confirm.
Nov 07	Election Day	VAOs should remind local voters to go to their polling place and vote. IVA Offices should ensure coverage to answer last minute questions and assist voters returning their ballots by fax or email (for States that allow these methods of ballot transmission).
Nov 30	Enter November metrics into FVAP portal	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of November. Portal is located at https://www.fvap.gov/portal/login/welcome.html
Dec 31	Enter December metrics into the FVAP portal.	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of December. Portal is located at https://www.fvap.gov/portal/login/welcome.html
Notes: Ensure that the performance evaluation reports for Service Members assigned as VAO comment on their performance in carrying out this duty in accordance with Section 1566(f) of Title 10, U.S.C.		



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After Election Survey When contacted, UVAOs and IVAOs are required to participate in the Federal Voting Assistance Program after election Survey.

Ongoing Tasks

Directory Information	The Major Command and Installation Voter 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 Voter 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	VAOs 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.
Portal Accounts	Portal Accounts should remain active to receive voting emails. Metrics are required monthly.
Continuity Binders	Continuity Binders are required and are property of the Unit.



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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	Rachel.r.gilman.civ@army.mil	Army Voting Action Officer
Telephone	1-502-613-8475	Call for voting assistance questions
Facebook	Facebook.com/DoDFVAP	FVAP and UOCAVA updates
Twitter	Twitter.com/USArmyVoting	FVAP and UOCAVA updates

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

Continued Below





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UVAO Checklist



- ☐ UVAO trained within 30 Days of Appt.
- ☐ UVAO has an active portal account
- ☐ UVAO will complete the 15 Jan, Mandatory FPCA delivery in hand or by electronic means
- ☐ Maintain submit monthly metrics
- ☐ Support IVAO as needed
- ☐ Provide adequate resources with assistance
- ☐ Participate in Armed Forces Voters Week for Absentee Voters Week

Continuity Binders

Recommend Items

- ☐ Absentee Voting Forms (pdf copy)
- ☐ VAO Appointment Memo
- ☐ VAO training certificate
- ☐ Army Voting Action Plan
- ☐ Distro List of Unit Members for easy dissemination
- ☐ IVAO information
- ☐ Metrics
- ☐ Election Date Calendars
- ☐ Monthly Voting News