



Voting Assistance Officer (VAO)

Overview of VAO Responsibilities

Wherever U.S. citizens go, FVAP ensures their voices are heard.

The Federal Voting Assistance Program (FVAP) works to ensure Service members, their eligible family members and overseas citizens are aware of their right to vote and have the tools and resources to successfully do so – from anywhere in the world.

What is a continuity folder?

Keeping a continuity folder ensures you, your assistant, your organization, and your successor understand the role and responsibilities of a VAO. It should provide basic details on the absentee voting procedures and a quick orientation of VAO responsibilities, and can be in the form of a notebook, file folder, or an online community folder. The folder should contain:

- Letter of designation
- Training certificate
- Records of command training
- DoDI 1000.04
- Voting emails to your command
- Service guidance
- Your Service Voting Action Plan

IVAO vs UVAO

There are Installation VAOs and Unit VAOs. IVAOs are appointed by Installation COs and typically man the Installation Voter Assistance Office. Unit VAOs provide voting assistance within a Unit to further assist the Installation VAO.

As a VAO, You Are Responsible For...

- Completing FVAP training before being officially assigned.
- Submission of quarterly metrics on FVAP's portal.
- Being present in your command.
- Passing your command IG inspections by maintaining an electronic or hardcopy continuity folder.

Evaluations

VAOs are required to have their performance assessed in an official military evaluation report.

Designation Letter

You are required to be designated in writing by your CO/OIC. A sample letter can be found in the Voting Toolkit at www.fvap.gov/vao/continuity.

Voting Alerts

Sign up for voter alerts at FVAP.gov. FVAP will send relevant information about elections, workshop schedules, events, etc.



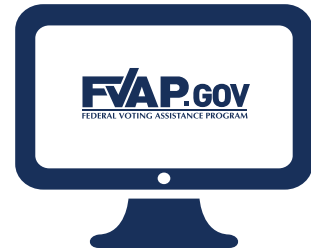
FVAP Account and Metrics

VAOs are required to maintain an account in the FVAP portal and submit metrics reports. (Check your Service guidance for frequency.) Your Service Voting Action Officer (SVAO) and FVAP track metrics for use in policy and resource decisions. To register for an account:

1. Go to [FVAP.gov](https://fvap.gov), scroll down and locate "Admin Portal" on the very bottom of the screen.
2. Accept the privacy terms and select "Register for an Account."
3. Select your Service. In the "Service Unit" block, select your unit from the list of options. If you cannot locate your unit, type it in as it should appear, and proceed with registration.
4. Select the account type that applies to you.
5. If you have a .gov or .mil email address and your unit is in the selection list, your account will automatically be approved. If not, then your SVAO will need to approve your request.

Action Plans

Review your Service Voting Action Plan and FVAP's Voting Action Plan. These are based on DoD Instruction 1000.04. Read through the plans and keep a copy for reference in your continuity folder. Examples can be found at [FVAP.gov](https://fvap.gov).



Command Training

You are required to administer annual voting training and keep records of those trained in your continuity folder. The method of training is up to you, but you can find slide decks and training materials at [FVAP.gov](https://fvap.gov).

Submitting Metrics

You are required to log on and submit metrics in your FVAP portal account. Log in, find the metrics tab, fill in the blocks, and click save to submit your report. Submit metrics even if you haven't assisted anyone, so that data records will be correct. The portal allows for rolling submissions, so you can update metrics whenever you provide voting assistance. Submit metrics according to your Service guidance.

Refreshing Your Program

Complete your training and become familiar with [FVAP.gov](https://fvap.gov). This is your primary resource for information, training, and voting assistance tools. This includes downloadable items for your command, such as posters, brochures, and forms. Make sure to check back often since FVAP updates outreach materials several times every election cycle.

Monday-Friday, 7:30 a.m. to 4 p.m. ET | Go to [FVAP.gov](https://fvap.gov) and click on "contact" to find where to send your election materials. Media inquiries: media@fvap.gov



VISIT
[FVAP.gov](https://fvap.gov)



CALL
800-438-VOTE (8683)
DSN: 425-1584



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vote@fvap.gov

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