



FVAP.gov
FEDERAL VOTING ASSISTANCE PROGRAM



Voting Assistance Officer (VAO)

Overview of VAO Responsibilities.

FACT SHEET



Wherever U.S. citizens go, FVAP ensures their voice is 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.

FVAP

Think of FVAP as the parent organization that provides policy, tools and standards to guide the Services' voting assistance activities.

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.

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.

Primary Responsibilities

VAOs provide assistance for the command through an understanding of voter registration, the absentee voting processes, and the resources provided by FVAP.

Other Major Responsibilities

- Submission of quarterly metrics on FVAP's portal
- Be present in your command
- Pass your command IG inspections by maintaining an electronic or hardcopy continuity folder containing:
 - Letter of designation
 - Training certificate
 - Records of command training
 - DoDI 1000.04
 - Voting emails to your command
 - Service Guidance
 - Your Service Voting Action Plan

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. Keep this letter in your continuity folder.

Evaluations

Voting Assistance Officers are required to have their performance assessed in an official military evaluation report.

Voting Alerts

Sign up for voter alerts at FVAP.gov. FVAP will send pertinent 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, 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 the account type that applies to you.
4. Fill out the other information. In the “Service Unit” block, select your unit from the list of matches. If you cannot locate your unit, type it in as it should appear, and proceed with registration.
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.



▶▶▶ 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.



★ VAO Training

You are required to complete training before being officially assigned. Find training online at FVAP.gov. Keep a copy of your training certificate in your continuity folder. The folder should be maintained at the command and passed along from VAO to VAO. If you don't have one, go to FVAP.gov and build one!

★ 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.

★ Refreshing Your Program

Complete your training and become familiar with 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.

CONTACT FVAP

Monday–Friday, 7:30 a.m. to 4 p.m. ET Phone: 1-800-438-VOTE (8683) | DSN: 425-1584 | Email: vote@fvap.gov
Facebook.com/DoDFVAP and Twitter @FVAP