



# U.S. Army

## 2026 Army Voting Action Plan

### Important Dates for Voting Assistance Officers (VAOs)

#### 2026

<b>Jan 02, 2026</b>	IVA Office Outreach	IVA Office Outreach/IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <a href="http://www.fvap.gov/info/contact/iva-offices">http://www.fvap.gov/info/contact/iva-offices</a> . Email your Army Voting Action Officer (AVAO) if there is outdated contact information.  AVAO will reach out to IVA Offices to confirm.
<b>15 Jan</b>	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 2026.
<b>Jan 30</b>	January Metrics	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of January. Portal is located at: <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>
<b>Feb 27</b>	February Metrics	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of February. Portal is located at: <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>



# U.S. Army



<b>Mar 02</b>	IVA Office Outreach	IVA Office Outreach/ IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <a href="http://www.fvap.gov/info/contact/iva-offices">http://www.fvap.gov/info/contact/iva-offices</a> . Email: your Army Voting Action Officer if there is outdated contact information.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.
<b>Mar 31</b>	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: <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>
<b>Apr 01</b>	IVA Office Outreach	IVA Office Outreach. IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <a href="http://www.fvap.gov/info/contact/iva-offices">http://www.fvap.gov/info/contact/iva-offices</a> . Email your Army Voting Action Officer if there is outdated contact information.  AVAO will reach out to IVA Offices to confirm.
<b>Apr 03</b>	Program Checklist	UVAOs will check program compliance with the UVAO checklist. (Refer to page 8 of this document).
<b>Apr 30</b>	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: <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>





# U.S. Army

<b>May 01</b>	IVA Office Outreach	IVA Office Outreach/IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <a href="http://www.fvap.gov/info/contact/iva-offices">http://www.fvap.gov/info/contact/iva-offices</a> . Email your Army Voting Action Officer if there is outdated contact information.  AVAO will reach out to IVA Offices to confirm.
<b>May 29</b>	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: <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>
<b>Jun 01</b>	IVA Office Outreach	IVA Office Outreach/IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <a href="http://www.fvap.gov/info/contact/iva-offices">http://www.fvap.gov/info/contact/iva-offices</a> . 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.
<b>Jun 29 - July 3</b>	Armed Forces Voters Week and Overseas Citizens Voters Week	VAOs should plan and participate in Voting Emphasis Week (29 June – 3 July) 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 <sup>th</sup> of July activities.
<b>Jun 30</b>	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: <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>





# U.S. Army



<b>Jul 15</b>	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 2026.
<b>Jul 31</b>	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: <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>
<b>Aug 03</b>	IVA Office Outreach	IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <a href="http://www.fvap.gov/info/contact/iva-offices">http://www.fvap.gov/info/contact/iva-offices</a> . Email Army Voting Action Officer with updated contact information. AVAO will reach out to IVA Offices to confirm.
<b>Aug 31</b>	Enter August metrics FVAP portal	UVAOs and IVAOs will enter metrics into the FVAP portal for the month of August. Portal is located at: <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>
<b>Sept 30</b>	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: <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>
<b>Oct 01</b>	IVA Office Outreach	IVA Office personnel should ensure the contact information for their office is correct as found on FVAP.gov: <a href="http://www.fvap.gov/info/contact/iva-offices">http://www.fvap.gov/info/contact/iva-offices</a> . Email Army Voting Action Officer with updated contact information. AVAO will reach out to IVA Offices to confirm.



# U.S. Army



<b>Nov 03</b>	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).
<b>Nov 30</b>	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: <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>
<b>Dec 30</b>	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: <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>
<b>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.</b>		
<b>After Election Survey When contacted, UVAOs and IVAOs are required to participate in the Federal Voting Assistance Program after election Survey.</b>		



# U.S. Army



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 <a href="http://www.fvap.gov/vao/training">http://www.fvap.gov/vao/training</a> .
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.

*VAOs should consult their service guidance for additional information on service-specific voting activities.*



# U.S. Army



Key FVAP Resources for VAOs		
Website	FVAP.gov	Up-to-date <i>Voting Assistance Guide</i> and FPCA and FWAB online assistants
Email	<a href="mailto:james.k.clawson.civ@army.mil">james.k.clawson.civ@army.mil</a> <a href="mailto:mark.a.hickernell.civ@army.mil">mark.a.hickernell.civ@army.mil</a>	Army Voting Action Officer
Telephone	Call us on TEAMS	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>.





# U.S. Army

## UVAO Checklist

- UVAO trained within 30 Days of Appt.
- UVAO has an active portal account
- UVAO will complete the 15 Jan + 15 July, 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

## 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