



U.S. Army

2020-2021 Election Cycle Voting Action Plan

Important Dates for Voting Assistance Officers (VAOs)

2019

Nov 4 Army Voting Kickoff All Unit Voting Assistance Officers are appointed and trained. Ready to provide voting assistance.

Nov 13 Email Distribution list All UVAOs will send an email to all Service members in their unit to test distro lists. (Email will be provided by Army Voting Action Officer).

Nov 15 Order Supplies Order new Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters. This is an ongoing task for all VAOs. Order your 2019 FPCA/FWAB forms through proper channels; (See attached materials ordering form).

 **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 November. Portal is located at <https://www.fvap.gov/portal/login/welcome.html>

2020

Jan 6 Command Emphasis Campaign Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP.

Jan 6 FVAP Email Blast  FVAP will send an email to all Uniformed Service members with active email addresses from January 6-8. IVAOs and UVAOs should check with their Service Member for assistance. Provide FPCA if needed.

Jan 6 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 Email: your Army Voting Action Officer if there is outdated contact information. SVAOs will reach out to IVA Offices to confirm.



U.S. Army



Jan 7	VAO In-Person Workshops	DoD Instruction 1000.04, Enclosure 4.2.t., requires all VAOs to complete either an FVAP or Service-provided workshop. Our 2020 in-person workshops kickoff at TBD. Find your workshop at http://www.fvap.gov/vao/training .
Jan 15	Distribute FPCAs to UOCAVA voters	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 2020.
Jan 31	Enter January metrics into the 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
Feb 2	Super Bowl Challenge	FVAP will air public service announcements during the Super Bowl on Armed Forces Network. Host a voter registration drive or hang voting posters around your base Super Bowl Party. (Send photos to your Army Voting Action Officer).
Feb 3	Train the Voter Training	All UVAOs will conduct Voter training to their Service Members. The direct-to-voter training video is the link listed below. https://www.fvap.gov/militaryhowto
Feb 28	Enter February metrics into the 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
Mar 31	Enter March metrics into the 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
Apr 1	Inspection Checklist	UVAOs and IVAOs will check program compliance with the inspection checklists. (Checklists will be provided by Army Voting Action Officer).
Apr 6	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. SVAOs will reach out to IVA Offices to confirm.
Apr 30	Enter April metrics into the 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



U.S. Army



May 29 Enter May metrics into the 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>

Jun 1 FVAP Email Blast

FVAP will send an email to all Uniformed Service members with active email addresses from June 1-3. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA now, and will promote direct-to-voter training video.

Jun 15 Media: Social, and PSA

Create Media Messages to inform voters of State registration deadlines. Use social media to create voting awareness. Run Public Service Announcements on MWR and banner signs



Jun 28 Armed Forces Voters Week and Overseas Citizens Voters Week

VAOs should plan and participate in Voting Emphasis Week (June 28-July 5, 2020) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs are encouraged to plan events around installation 4th of July activities. Invite military Families and promote availability of new direct-to-voter training video!

Jun 30 Enter June 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>

Jul 6 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. SVAOs will reach out to IVA Offices to confirm.

Jul 6 Command Emphasis Campaign

Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week.

Jul 6 FVAP Email Blast

FVAP will send an email to all Uniformed Service members with active email addresses from July 6-8. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA now, and will promote direct-to-voter training video.

Jul 6 LES Statement

FVAP will ensure that a voting message encouraging Active Duty members to register and request an absentee ballot be added to the Leave and Earnings Statement for all DoD personnel.

Jul 6 Distribute FPCAs to UOCAVA voters. NLT 15 July.

Deadline for VAOs to distribute the FPCA (electronically or by hand) to UOCAVA voters they assist and encourage them to complete and submit to their local election official to apply to register and



U.S. Army



request an absentee ballot for the 2020 General Election.



Jul 31

Enter July 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>

Aug 31

Enter August metrics 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>

Sept 1

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 updated contact information. FVAP/SVAO will reach out to IVA Offices to confirm.

Sept 2

FVAP Email Blast

FVAP will send an email to all Uniformed Service members with active email addresses from September 2-4. This email will remind them that the November election is 60 days away, and will promote direct-to-voter training video.

Sept 19

Ballot Mailing Deadline

Deadline for States to send absentee ballots to UOCAVA voters. Voters should begin checking their mail boxes and email for their ballot. Vote and return your ballot upon receiving it.

Sept 21

UVAO plan for Absentee Voting Week

UVAOs will create a plan for Absentee Voters Week. Army Voting Action Officer will provide guidance.

Sept 21

LES Statement

FVAP will ensure that a voting message encouraging Active Duty members to register and request an absentee ballot be added to the Leave and Earnings Statement for all DoD personnel.

Sept 27

Absentee Voting Week

VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from September 27-October 4, 2020. Share the FWAB video clip with voters.



Sept 30

Enter September 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>



U.S. Army



Oct 1 Command Emphasis Campaign

Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week.

Oct 1 Recommended Mailing Dates

Voters in Iraq, Afghanistan, ships at sea and other overseas locations without access to the military postal system should send voted ballots in now so they arrive in time to be counted.

Oct 1 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. FVAP/SVAO will reach out to IVA Offices to confirm.

Oct 4 30 days before Election Day

VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB.



Oct 19 Recommended Mailing Dates

Voters in overseas military installations with access to the military postal system should send voted ballots in now so they arrive in time to be counted. – Use the 11-DOD Label to expedite the mail.

Oct 19 15 days before Election Day

VAOs should stress to voters to complete and return their absentee ballot. If voters have not received their requested absentee ballots, VAOs should encourage them to complete and submit the FWAB.

Oct 23 Recommended Mailing Dates

Stateside Uniformed Service members and their families should send voted ballots in now so they arrive in time to be counted.

Nov 3 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).

Dec 31 Enter December metrics into the 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>



U.S. Army



2021



Jan 1

VAO of the Quarter

Deadline for SVAOs to submit nominations for the 4th Quarter 2020 VAO of the Quarter

Jan 2

Order Supplies

2020-2021 Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters are available. If the prior VAO did not leave materials behind, order materials through proper channels: <http://www.fvap.gov/vao/materials>.

Jan 15


Distribute FPCAs to UOCAVA voters

Deadline for VAOs to distribute FPCAs to all UOCAVA voters and encourage them to complete and submit to their local election official to apply to register or to request an absentee ballot for all elections in 2019.

Jan 31

After Action Reports

All After Action Reports must be submitted to FVAP. VAOs should submit AARs in the format and timeline requested by their SVAO.

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.



U.S. Army



Portal Accounts	Portal Accounts should remain active to receive voting emails.
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.

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@mail.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>.

