



U.S. Army



2021 Election Cycle Voting Action Plan

Important Dates for Voting Assistance Officers (VAOs)

2021

Jan 06	IVA Office Outreach	<p>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 Email: your Army Voting Action Officer if there is outdated contact information.</p> <p>AVAO will reach out to IVA Offices to confirm.</p>
Jan 15	Distribute FPCAs to eligible voters	<p>Deadline for VAOs to distribute FPCAs (electronically or in hand) to all eligible voters and encourage them to complete and submit to their local election official to apply to update addresses from 2020 PCS moves. Emphasize / Publicize Registration Deadline cutoffs for Odd Year elections in states like KY.</p>
Jan 31	Enter January metrics into the FVAP portal.	<p>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</p>
Feb 01	IVA Office Outreach	<p>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 Email: your Army Voting Action Officer if there is outdated contact information.</p> <p>AVAO will reach out to IVA Offices to confirm.</p>



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Feb 28	Enter February metrics into the FVAP portal.	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 . Email: your Army Voting Action Officer if there is outdated contact information.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 Odd 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 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 Email: your Army Voting Action Officer if there is outdated contact information.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.
Apr 01	Inspection Checklist	UVAOs and IVAOs will check program compliance with the inspection checklists. (Checklists will be provided by Army Voting Action Officer).





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Apr 30	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.
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 Odd Year elections in states like KY.
Jun 28	Armed Forces Voters Week and Overseas Citizens Voters Week	VAOs should plan and participate in Voting Emphasis Week (June 28-July 5, 2021) 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.





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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 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. AVAO will reach out to IVA Offices to confirm.
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.
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 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. AVAO will reach out to IVA Offices to confirm. Emphasize / Publicize Registration Deadline cutoffs for Odd Year elections in states like KY.



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Sept 30	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 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. AVAO will reach out to IVA Offices to confirm.
Nov 2	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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2022

Jan 2

Order Supplies

2022 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 2022.



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.



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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.

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>.

