

2024 Coast Guard Voting Action Plan



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Important Dates for Voting Assistance Officers (VAOs)

2023

Nov 01	Voting Assistance Programs are up and running	All Coast Guard Voting Assistance Programs will be operational at all levels. Unit Voting Assistance Officers (UVAO) and Installation Voter Assistance Offices (IVAO) will be appointed/designated and trained. POC information is provided to all eligible voters.
Nov 15	ALCGPSC Message	Coast Guard will post an ALCGPSC Reminding voters of the upcoming primary elections, emphasize the need to fill out a Federal Post Card Application (FPCA), and will promote direct-to-voter training video.
Nov 30	Enter November metrics into the FVAP portal.	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
Dec 31	Enter December metrics into the FVAP portal.	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

Notes:

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Jan 02	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 Email your Coast Guard Voting Action Officer if there is outdated contact information.
Jan 03	Command Emphasis Campaign	Release Voting Awareness/Emphasis messages via ALL HANDS, Command emails, etc.
Jan 10	VAO In-Person Workshops	DOD Instruction 1000.04, Enclosure 4.2.t., requires all VAOs to complete either an FVAP or Service-provided workshop. Find your workshop at https://www.fvap.gov/vao/training
Jan 15	Mandatory FPCA Delivery ALCGPSC Message	Coast Guard will post an ALCGPSC with link to distribute FPCAs (electronically) 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 2024.
Jan 30	January Metrics	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

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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 Coast Guard Voting Action Officer if there is outdated contact information.
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 Coast Guard Voting Action Officer if there is outdated contact information.
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

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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 Coast Guard Voting Action Officer if there is outdated contact information.
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 Coast Guard Voting Action Officer if there is outdated contact information.
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 06	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: Coast Guard Voting Action Officer with updated contact information.

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Jul 15	Mandatory FPCA delivery. ALCGPSC Message	Coast Guard will post an ALCGPSC with link to distribute FPCAs (electronically) 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 2024.
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: Coast Guard Voting Action Officer with updated contact information. AVAO will reach out to IVA Offices to confirm.
Aug 01	Military Spouse Voters Week and Coast Guard Day	VAOs should encourage all absentee military and spouses to register to vote and submit the FPCA. VAOs should man voting information booths/tables during Coast Guard Day and during Military Spouse Voters Week which runs from August 1-8, 2024.
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
Sep 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: Coast Guard Voting Action Officer updated contact information.



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Sep 21	State Ballot Mailing Deadline	Deadline for States to send absentee ballots to UOCAVA voters. Voters should begin checking their mailboxes and email for their ballot. Vote and return your ballot upon receiving it.
Sep 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
Sep 30	Recommended Mailing Deadlines for Overseas Voters	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 01	Absentee Voters Week	VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from October 1-8, 2024. Share the FWAB video clip with voters.
Oct 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 Coast Guard Voting Action Officer with updated contact information.
Oct 06	30 Days before Elections	VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB.
Oct 21	15 Days before the Elections	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.


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Oct 28	Recommended Mailing Deadlines for CONUS	Stateside Uniformed Service members and their families should send voted ballots in now so they arrive in time to be counted.
Nov 05	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.

2025

After Election Survey When contacted, UVAOs and IVAOs are required to participate in the Federal Voting Assistance Program after election Survey.

 Jan 15	Distribute FPCAs to UOCAVA Voters. ALCGPSC Message	Coast Guard will post an ALCGPSC with link to distribute FPCAs (electronically) 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 2025.
Jan TBA	Complete FVAP After Action Survey	IVAOs and UVAOs are required to complete the FVAP after action Survey. Information will be provided from the Coast Guard Voting Action Officer.

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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 command website.
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 Application. 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	Keirsten.E.Current2@uscg.mil	Coast Guard Service Voting Action Officer
Telephone	1-571-608-6450	Call for voting assistance questions
Facebook	Facebook.com/DoDFVAP	FVAP and UOCAVA updates

For Service specific Voting Action Plans visit <http://www.fvap.gov/vao/directives>.