

2021

**OCT. 1 VAO OF THE QUARTER**

Deadline for SVAOs to submit nominations for the 3rd Quarter 2021 VAO of the Quarter

**NOV. 15 FVAP EMAIL BLAST**

FVAP will send an email to all Uniformed Service members with active email addresses from November 15-17. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA, and will promote direct-to-voter training video.

**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; <https://www.fvap.gov/vao/materials/usm-order>.

**DEC. 6 FVAP EMAIL BLAST**

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

**DEC. 31 MEASURES OF EFFECT AND PERFORMANCE**

Deadline for VAOs and Installation Voter Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by January 15th.

2022

**JAN. 3 VAO OF THE QUARTER**

Deadline for SVAOs to submit nominations for the 4th Quarter 2021 VAO of the Quarter

**JAN. 3 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. 10 FVAP EMAIL BLAST**

FVAP will send an email to all Uniformed Service members with active email addresses from January 10-12. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA, and will promote direct-to-voter training video.

**JAN. 10 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: [vote@fvap.gov](mailto:vote@fvap.gov) with updated contact information. SVAOs will reach out to IVA Offices to confirm.

**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 2022.

**JAN. 24 PUBLIC SERVICE ANNOUNCEMENTS**

Create Service or base specific public service announcements with high ranking officials highlighting the importance of voting. Begin airing these PSAs at base theaters or on AFN. Examples can be found on <http://www.fvap.gov/info/outreach>.

## **FEB. 6 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 FVAP.

## **FEB. 7 FVAP EMAIL BLAST**

FVAP will send an email to all Uniformed Service members with active email addresses from February 7-9. 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.

## **MAR. 7 FVAP EMAIL BLAST**

FVAP will send an email to all Uniformed Service members with active email addresses from March 4-6. 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.

## **MAR. 31 MEASURES OF EFFECT AND PERFORMANCE**

Deadline for VAOs and Installation Voter Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by April 15th.

## **APR. 1 VAO OF THE QUARTER**

Deadline for SVAOs to submit nominations for the 1st Quarter 2022 VAO of the Quarter

## **APR. 4 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: [vote@fvap.gov](mailto:vote@fvap.gov) with updated contact information. SVAOs will reach out to IVA Offices to confirm.

## **APR. 4 FVAP EMAIL BLAST**

FVAP will send an email to all Uniformed Service members with active email addresses from April 4-6. 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.

## **MAY 2 FVAP EMAIL BLAST**

FVAP will send an email to all Uniformed Service members with active email addresses from May 2-4. 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. 6 FVAP EMAIL BLAST**

FVAP will send an email to all Uniformed Service members with active email addresses from June 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.

## **JUN. 13 PUBLIC SERVICE ANNOUNCEMENTS**

Run a Service or base specific public service announcement with high-ranking officials highlighting the importance of voting at base theaters or on AFN. Examples can be found on the FVAP Facebook page.

- JUN. 27 ARMED FORCES VOTERS WEEK AND OVERSEAS CITIZENS VOTERS WEEK** VAOs should plan and participate in Voting Emphasis Week (June 28-July 4, 2022) 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 MEASURES OF EFFECT AND PERFORMANCE** Deadline for VAOs and Installation Voter Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by July 15th. FVAP will send an email to all Uniformed Service members with active email addresses from March 4-6. 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. 1 VAO OF THE QUARTER** Deadline for SVAOs to submit nominations for the 2nd Quarter 2022 VAO of the Quarter
- JUL. 1 MEASURES OF EFFECT AND PERFORMANCE** 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. 5 FVAP EMAIL BLAST** FVAP will send an email to all Uniformed Service members with active email addresses from July 5-7. 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. 5 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. 5 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: [vote@fvap.gov](mailto:vote@fvap.gov) with updated contact information. SVAO will reach out to IVA Offices to confirm.
- JUL. 15 DISTRIBUTE FPCAS TO UOCAVA VOTERS** 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 request an absentee ballot for the 2022 General Election.
- AUG. 1 FVAP EMAIL BLAST** FVAP will send an email to all Uniformed Service members with active email addresses from August 1-3. This email will remind them that the November election is 90 days away, and will promote the direct-to-voter training video.

## SEP. 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): <http://www.fvap.gov/info/contact/iva-offices>. Email: [vote@fvap.gov](mailto:vote@fvap.gov) with updated contact information. FVAP/SVAO will reach out to IVA Offices to confirm.

## SEP. 6 FVAP EMAIL BLAST

FVAP will send an email to all Uniformed Service members with active email addresses from September 6-8. This email will remind them that the November election is 60 days away, and will promote direct-to-voter training video.

## SEP. 24 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.

## SEP. 26 PUBLIC SERVICE ANNOUNCEMENTS

Run Service or base specific public service announcements with high ranking officials highlighting the importance of voting at base theaters or on AFN. Examples can be found on the FVAP Facebook page.

## SEP. 26 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.

## SEP. 30 MEASURES OF EFFECT AND PERFORMANCE

Deadline for VAOs and Installation Voter Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by October 15th.

## OCT. 1 ABSENTEE VOTING WEEK

VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from October 1-8, 2022. Share the FWAB video clip with voters.

## OCT. 1 VAO OF THE QUARTER

Deadline for SVAOs to submit nominations for the 3rd Quarter 2022 VAO of the Quarter

## 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): <http://www.fvap.gov/info/contact/iva-offices>. Email: [vote@fvap.gov](mailto:vote@fvap.gov) with updated contact information. FVAP/SVAO will reach out to IVA Offices to confirm.

**OCT. 3 FVAP EMAIL BLAST**

FVAP will send an email to all Uniformed Service members with active email addresses from October 3-5. This email will remind them that the November election is 30 days away and to use the FWAB if they haven't received their requested ballot from election office. Will include link to FWAB-focused video.

**OCT. 9 30 DAYS BEFORE ELECTION**

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

**OCT. 24 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. 24 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. 31 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. 8 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 MEASURES OF EFFECT AND PERFORMANCE**

Deadline for VAOs and Installation Voter Assistance Office staff to submit metrics in the FVAP portal. SVAOs must submit metrics to FVAP by January 15th.

**JAN. 1 VAO OF THE QUARTER**

Deadline for SVAOs to submit nominations for the 4th Quarter 2022 VAO of the Quarter

**JAN. 2 ORDER SUPPLIES**

2022-2023 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 2023.

**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.

### NEWS RELEASES

Sign up for the FVAP email updates to receive election news. You can sign up by emailing [vote@fvap.gov](mailto:vote@fvap.gov) or by visiting <https://public.govdelivery.com/accounts/USFVAP/subscribers/new>.

### VAO TO-DO LISTS

FVAP creates monthly to-do lists with recommended tasks for all VAOs. These lists can be obtained by contacting FVAP, your SVAO or IVAO.

## KEY FVAP RESOURCES FOR VAOS

**WEBSITE** FVAP.GOV

Up-to-date Voting Assistance Guide and FPCA and FWAB online assistants

**EMAIL** VOTE@FVAP.GOV

Email FVAP with voting assistance questions

**TELEPHONE** 1-800-438-VOTE (8683)

Call FVAP with voting assistance questions

**FACEBOOK** FACEBOOK.COM/DODFVAP FVAP and UOCAVA updates

**TWITTER** TWITTER.COM/FVAP FVAP and UOCAVA updates

**INSTAGRAM** INSTAGRAM.COM/FVAPGOV FVAP and UOCAVA updates

FOR SERVICE-SPECIFIC VOTING ACTION PLANS VISIT [HTTP://WWW.FVAP.GOV/VAO/DIRECTIVES](http://www.fvap.gov/vao/directives).