



# U.S. Army

## 2024 Army Voting Action Plan

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

#### 2023

**Nov 01**

Army Voting Assistance Programs are up and running

All Army Voting Assistance Programs will be operational at all levels. UVAOs will be appointed and trained. POC information is provided to all eligible voters.

**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, 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:**



# U.S. Army



2024

<b>Jan 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 Email your Army Voting Action Officer if there is outdated contact information.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.
<b>Jan 03</b>	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.
<b>Jan 10</b>	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 2024 in-person workshops kickoff at TBD. Find your workshop at <a href="https://www.fvap.gov/vao/training">https://www.fvap.gov/vao/training</a>
<b>Jan 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 2024.
<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>



# U.S. Army



<b>Feb 11</b>	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 Army Voting Action Officer.
<b>Feb 28</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>
<b>Mar 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>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.



U.S. ARMY

# U.S. Army



<p><b>Apr 01</b></p>	<p>Inspection Checklist</p>	<p>UVAOs and IVAOs will check program compliance with the inspection checklists. (Checklists will be provided by Army Voting Action Officer).</p>
<p><b>Apr 30</b></p>	<p>Enter April metrics into the FVAP portal</p>	<p>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></p>
<p><b>May 01</b></p>	<p>IVA Office Outreach</p>	<p>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.</p> <p>AVAO will reach out to IVA Offices to confirm.</p>
<p><b>May 29</b></p>	<p>Enter May metrics into the FVAP portal</p>	<p>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></p>
<p><b>Jun 01</b></p>	<p>IVA Office Outreach</p>	<p>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.</p> <p>AVAO will reach out to IVA Offices to confirm</p>
<p><b>Jun 28</b></p>	<p>Armed Forces Voters Week and Overseas Citizens Voters Week</p>	<p>VAOs should plan and participate in Voting Emphasis Week (June 28-July 4, 2024) 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. Emphasize/Publicize Registration Deadlines</p>



U.S. ARMY

# U.S. Army



<p><b>Jun 30</b></p>	<p>Enter June metrics into FVAP portal</p>	<p>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></p>
<p><b>Jul 06</b></p>	<p>IVA Office Outreach</p>	<p>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.</p> <p>AVAO will reach out to IVA Offices to confirm.</p>
<p><b>Jul 15</b></p>	<p>Mandatory distributions of FPCA to UOCAVA voters</p>	<p>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 2024.</p>
<p><b>Jul 31</b></p>	<p>Enter July metrics into FVAP portal</p>	<p>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></p>
<p><b>Aug 01</b></p>	<p>IVA Office Outreach</p>	<p>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.</p>
<p><b>Aug 01</b></p>	<p>Military Spouse Voters Week</p>	<p>VAOs should encourage all absentee military spouse voters to register to vote and submit the FPCA. Military Spouse Voters Week runs from August 1-8, 2024.</p>
<p><b>Aug 31</b></p>	<p>Enter August metrics FVAP portal</p>	<p>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></p>



U.S. ARMY

# U.S. Army



Sep 01	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 updated contact information. AVAO will reach out to IVA Offices to confirm.
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 <a href="https://www.fvap.gov/portal/login/welcome.html">https://www.fvap.gov/portal/login/welcome.html</a>
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: <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

# U.S. Army



<b>Oct 06</b>	30 Days before Elections	VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB.
<b>Oct 21</b>	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.
<b>Oct 28</b>	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.
<b>Nov 05</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 31</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>		

**2025**



U.S. ARMY

# U.S. Army



**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	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 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 Army Voting Action Officer.

## 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> .





# U.S. Army



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@army.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>.