VAO Metrics

Thank you for serving as a Voting Assistance Officer.

Your job is important to ensure others are aware of their right to vote and receive assistance in doing so.

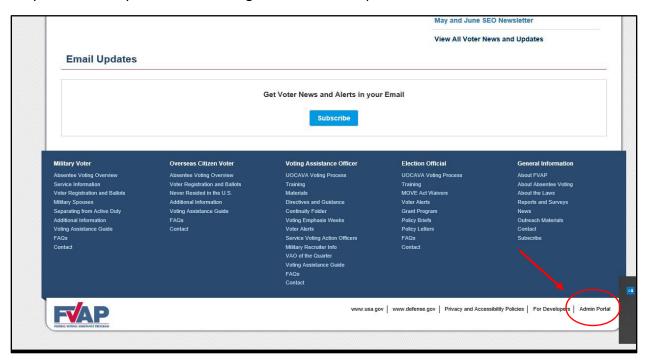
To assist your Service Branch in demonstrating that assistance is being provided according to federal law, DoD policy, and Service policy, an easy-to-use Administration Portal has been created for you to enter your metrics.

Please follow the below instructions to input your metrics successfully.

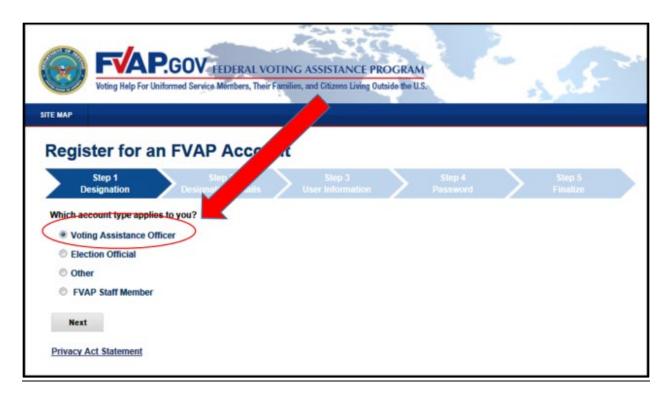
A quick video is also available here: <u>VAO Metrics Webinar</u>-fvap.gov/metrics-training-webinar

Registering for an Account / Logging In:

On your first visit you will need to register for an FVAP portal account to submit metrics.



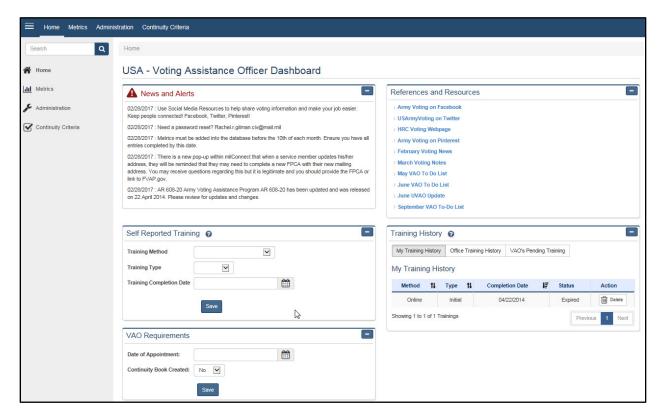
You can do this from any page on fvap.gov and scroll down to the bottom. On the right you will see the "Admin Portal" link.



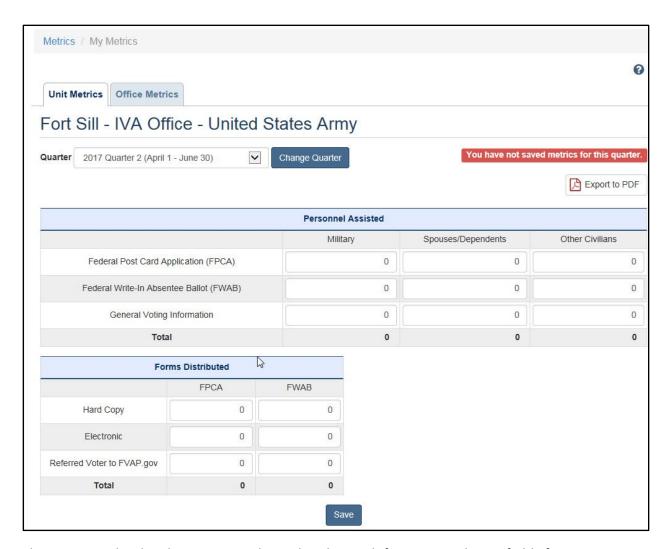
Click the Admin Portal link and you will have the option to sign in or to create an account. Click "Create Account", and the Portal will walk you through the process of creating an account. Your account will be automatically approved if you have a .mil or a .gov email address and provide the name of your unit. If you do not have a .mil or .gov email address, or you cannot locate your unit in the portal, your Service Voting Action Officer will approve your account.

If you have visited the Portal before, you can login using your DoD Common Access Card.

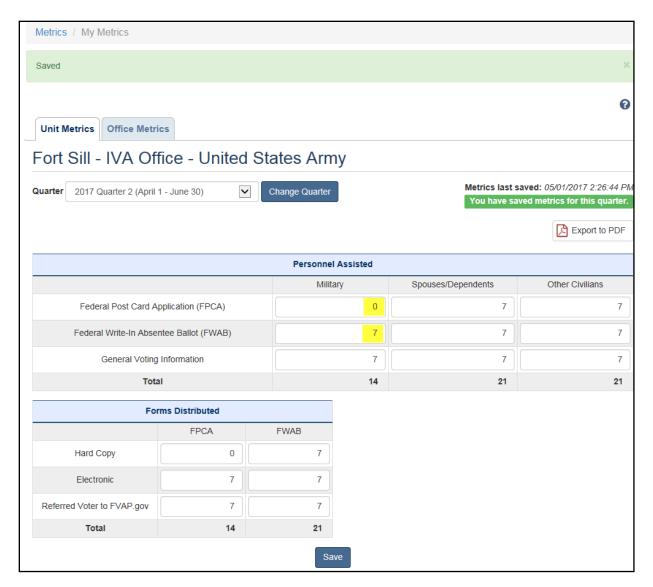
Entering Data:



Once you log in you will see this view. Click the metrics tab along the left sidebar.



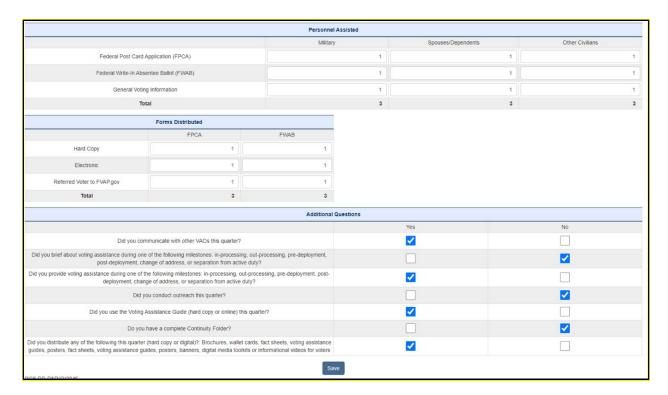
The current calendrical quarter is indicated in the top left corner with text fields for entering your metrics. All your metrics are stored here. You also have the ability to view past metrics and export them into a PDF. In the example above, the metrics haven't been saved for the current quarter yet, this is indicated by the red box in the top right corner.



These yellow boxes in the example above indicate example spaces where you can enter data. (The yellow does not appear in the actual portal.)

Note: metrics do not automatically aggregate. For example, if you enter on February 1st that you have assisted 5 military members with their FPCAs, and you come back March 1st because you have assisted 6 more military members, you will need to input 11 on March 1st in the total number of personnel assisted with the FPCA and continue to make those additions manually throughout the quarter.

Make sure to *hit the save button* every time you enter any new numbers! Once metrics are saved, you will then see the green box above the export to PDF button.



Under the metrics tables you will see some additional questions.

Respond by checking "Yes" or "No" to each of these questions by the end of each quarter. You also have the option to change your response anytime during the quarter, provided that the changes are saved by 2400hrs on the last day of the quarter. Each question relates to the entire quarter just like the rest of the metric fields. If you report metrics monthly, please note that any changes made to answers already submitted will be updated and reflect your response for the entire quarter.

The additional questions on the metrics page are:

- Did you communicate with other VAOs this quarter?
- Did you brief about voting assistance during one of the following milestones this quarter: in-processing, out-processing, pre-deployment, post-deployment, change of address, or separation of active duty?
- Did you provide voting assistance during one of the following milestones this quarter: in-processing, out-processing, pre-deployment, post-deployment, change of address, or separation of active duty?
- Did you conduct outreach this quarter?
- Did you use the Voting Assistance Guide (hard copy or online) this quarter?
- Do you have a complete Continuity Folder?

 Did you distribute any of the following outreach materials this quarter (hard copy or digital)?: Brochures, wallet cards, fact sheets, voting assistance guides, posters, voting assistance guides, posters, banners, digital media toolkits or informational videos for voters

Again, make sure to hit the save button!

Thank you again for assistance to others with their absentee voting process and providing metrics for your Service Branch's documentation.

If you have any technical questions, please contact tech@fvap.gov.

Service specific questions can be addressed by your Service Voting Action Officer here: https://www.fvap.gov/vao/svao