

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: [VAO Metrics Webinar](https://fvap.gov/metrics-training-webinar)-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.

The screenshot shows the footer of the FVAP website. At the top right, there are links for "May and June SEO Newsletter" and "View All Voter News and Updates". Below these is an "Email Updates" section with a "Subscribe" button. The main footer is a dark blue bar with a grid of links categorized by user type: Military Voter, Overseas Citizen Voter, Voting Assistance Officer, Election Official, and General Information. At the bottom right of this bar, the "Admin Portal" link is circled in red, with a red arrow pointing to it. Below the footer bar is the FVAP logo and a row of links: "www.usa.gov", "www.defense.gov", "Privacy and Accessibility Policies", "For Developers", and "Admin Portal".

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.

FVAP.GOV FEDERAL VOTING ASSISTANCE PROGRAM
Voting Help For Uniformed Service Members, Their Families, and Citizens Living Outside the U.S.

SITE MAP

Register for an FVAP Account

Step 1 Designation | Step 2 Designation Details | Step 3 User Information | Step 4 Password | Step 5 Finalize

Which account type applies to you?

- Voting Assistance Officer
- Election Official
- Other
- FVAP Staff Member

Next

[Privacy Act Statement](#)

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:

The screenshot displays the 'USA - Voting Assistance Officer Dashboard' with a navigation sidebar on the left containing 'Home', 'Metrics', 'Administration', and 'Continuity Criteria'. The main content area is divided into several sections:

- News and Alerts:** Contains four news items with dates (02/28/2017) and brief descriptions regarding social media resources, password resets, metrics database updates, and FPCA updates.
- Self Reported Training:** A form with fields for 'Training Method', 'Training Type', and 'Training Completion Date', each with a dropdown or date picker, and a 'Save' button.
- VAO Requirements:** A form with fields for 'Date of Appointment' (with a date picker) and 'Continuity Book Created' (with a dropdown set to 'No'), and a 'Save' button.
- References and Resources:** A list of links including 'Army Voting on Facebook', 'USArmyVoting on Twitter', 'HRC Voting Webpage', 'Army Voting on Pinterest', 'February Voting News', 'March Voting Notes', 'May VAO To Do List', 'June VAO To Do List', 'June UVAO Update', and 'September VAO To-Do List'.
- Training History:** A section with tabs for 'My Training History', 'Office Training History', and 'VAO's Pending Training'. Below the tabs is a table titled 'My Training History' with columns for Method, Type, Completion Date, Status, and Action. One entry is shown: Online, Initial, 04/22/2014, Expired, with a Delete button. Below the table is a pagination control showing 'Showing 1 to 1 of 1 Trainings' and 'Previous 1 Next'.

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

Metrics / My Metrics ?

Unit Metrics **Office Metrics**

Fort Sill - IVA Office - United States Army

Quarter: 2017 Quarter 2 (April 1 - June 30) You have not saved metrics for this quarter.

Export to PDF

Personnel Assisted			
	Military	Spouses/Dependents	Other Civilians
Federal Post Card Application (FPCA)	0	0	0
Federal Write-In Absentee Ballot (FWAB)	0	0	0
General Voting Information	0	0	0
Total	0	0	0

Forms Distributed		
	FPCA	FWAB
Hard Copy	0	0
Electronic	0	0
Referred Voter to FVAP.gov	0	0
Total	0	0

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.

Metrics / My Metrics

Saved

Unit Metrics Office Metrics

Fort Sill - IVA Office - United States Army

Quarter: 2017 Quarter 2 (April 1 - June 30) Change Quarter

Metrics last saved: 05/01/2017 2:26:44 PM
 You have saved metrics for this quarter.

Export to PDF

Personnel Assisted			
	Military	Spouses/Dependents	Other Civilians
Federal Post Card Application (FPCA)	0	7	7
Federal Write-In Absentee Ballot (FWAB)	7	7	7
General Voting Information	7	7	7
Total	14	21	21

Forms Distributed		
	FPCA	FWAB
Hard Copy	0	7
Electronic	7	7
Referred Voter to FVAP.gov	7	7
Total	14	21

Save

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.

Personnel Assisted			
	Military	Spouses/Dependents	Other Civilians
Federal Post Card Application (FPCA)	1	1	1
Federal Write-In Absentee Ballot (FWAB)	1	1	1
General Voting Information	1	1	1
Total	3	3	3

Forms Distributed		
	FPCA	FWAB
Hard Copy	1	1
Electronic	1	1
Referred Voter to FVAP.gov	1	1
Total	3	3

Additional Questions		
	Yes	No
Did you communicate with other VAOs this quarter?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you brief about voting assistance during one of the following milestones: in-processing, out-processing, pre-deployment, post-deployment, change of address, or separation from active duty?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did you provide voting assistance during one of the following milestones: in-processing, out-processing, pre-deployment, post-deployment, change of address, or separation from active duty?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you conduct outreach this quarter?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did you use the Voting Assistance Guide (hard copy or online) this quarter?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you have a complete Continuity Folder?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did you distribute any of the following this quarter (hard copy or digital)? Brochures, wallet cards, fact sheets, voting assistance guides, posters, fact sheets, voting assistance guides, posters, banners, digital media toolkits or informational videos for voters	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Save](#)

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>