

Attachment 3a: State/Local Election Officials – Postal Letters

Notification Letter

{DATE}

Dear {FILL with name of State Election Official or Local Election Official}

The Federal Voting Assistance Program (FVAP), in coordination with the Defense Manpower Data Center (DMDC), has selected your {state/jurisdiction} to participate in the *2012 Post-Election Voting Survey*. The data from the post-election survey is used to produce a Congressional report mandated by the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)* following each national election. The survey also helps FVAP improve the absentee voting process for uniformed service members, their families, and citizens overseas by identifying voting issues experienced by these groups and finding ways to address these issues in future elections. Survey participation is voluntary; your responses will be kept private to the extent permitted by law. The Post-Election Voting Survey is one of the only tools we at FVAP have to evaluate the *UOCAVA* absentee voting process.

The survey will be available online the day after the election, November, 7, 2012, at the Web site below. If you would like to update your mailing and/or e-mail address to receive notifications about the survey, you can do so by entering your **Ticket Number: XXXXXX** at

www.drctsurveys.com/PEVSurvey

If you cannot access the Web site or if you have questions pertaining to the survey, please call the Survey Processing Center toll-free at 1-800-881-5307, e-mail LEOSurvey@osd.pentagon.mil, or send a fax to 1-763-268-3002. If you do not wish to participate or to receive additional reminders about this survey, reply to this message. Be sure to include your Ticket Number and the words, "Please remove me from this survey's mailing list."

DMDC has set up a telephone line for anyone who wishes to verify the survey's legitimacy. Call 1-571-372-1034 for a list of current DMDC surveys.

Thank you for your participation in this survey.

Sincerely,

{Name}
Director, FVAP

Reminder 1

{DATE}

Dear {FILL with name of State Election Official or Local Election Official}

The Federal Voting Assistance Program (FVAP), in coordination with the Defense Manpower Data Center (DMDC), has selected your {state/jurisdiction} to participate in the *2012 Post-Election Voting Survey*. Following each national election, the data from the survey are used to produce a Congressional report mandated by the *Uniformed and Overseas Citizens Absentee Voting Act*. The survey also helps FVAP improve the absentee voting process for uniformed service members and merchant marines, their family members, and citizens overseas by identifying voting issues experienced by these groups and finding ways to address these issues in future elections.

The survey is now available online and, with input from many of you earlier this year, the survey has been re-designed to be as easy and clear as possible to complete. To access the Instruction Booklet and the Answer Form, please go to the following Web site:

www.drksurveys.com/PEVSurvey

You will be asked to enter your **Ticket Number**. Your number is: **XXXXXX**.

You can view and print your Booklet through Adobe Acrobat. The Booklet contains all the information you will need to complete the Answer Form.

If you cannot access the Web site or if you have questions pertaining to the survey, please call our Survey Processing Center toll-free at 1-800-881-5307, e-mail LEOSurvey@osd.pentagon.mil, or send a fax to 1-763-268-3002. DMDC has set up a telephone line for anyone who wishes to verify the survey's legitimacy. Call 1-571-372-1034 for a list of current DMDC surveys.

We at FVAP greatly appreciate your participation this year. However, if you do not to receive additional reminders about this survey, you can reply to this message. Be sure to include your Ticket Number and the words, "Please remove me from this survey's mailing list."

Thank you very much for your support and participation.

Sincerely,

{Name}
Director, FVAP

Reminder Letter 2

{DATE}

Dear {FILL with name of State Election Official or Local Election Official}

Recently, I contacted you regarding the *2012 Post-Election Voting Survey*. If you have already uploaded your Answer Form, thank you for taking the time to do so. Survey participation is voluntary and your input is greatly appreciated. Your participation is needed to improve the absentee voting process for both uniformed services and citizens overseas. Data collection is open until {DATE}.

If you have not uploaded your Answer Form, please take the time to complete today. To gain access to the questionnaire booklet and answer form, please go to the following Web site:

www.drksurveys.com/PEVSurvey

At the Web site you will need to enter the following **Ticket Number: KXXXXXXXXXX**

At the Web site you can download the Instruction Booklet and the Answer Form. The Booklet contains all the information you will need to complete and submit the Answer Form.

If you cannot access the Web site, you may contact the Survey Processing Center toll-free at 1-800-881-5307, send a fax to 1-763-268-3002, or send an e-mail to LEOSurvey@osd.pentagon.mil. If you do not wish to participate or to receive reminders about this survey, you may remove yourself from the mailing list by contacting the Survey Processing Center. Be sure to include your Ticket Number and the words, "Please remove me from this survey's mailing list."

On behalf of FVAP, I appreciate your participation.

Sincerely,

{Name}
Director, FVAP