

Attachment 3c: Qualitative Survey of Local Election Officials – Postal Letters

Notification Letter

{DATE}

Dear {name of Local Election Official}:

The Federal Voting Assistance Program (FVAP), in coordination with the Defense Manpower Data Center (DMDC), has selected your jurisdiction to participate in the *2012 Post-Election Voting Survey of Local Election Officials*. The data derived 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.

Your information and opinions are crucially important to the continued improvement of the FVAP and the absentee voting process for uniformed service members and their families as well as for our US citizens overseas. Your responses will be kept private to the extent permitted by law. Survey participation is voluntary; but because the Post-Election Voting Survey is one of the only tools we have to evaluate the *UOCAVA* absentee voting process, we strongly encourage your participation.

The survey will be available to take online the day after the election, November, 7, 2012, at the Web site below. Currently you can update your mailing and/or e-mail address to receive notifications about the survey, read FAQs and the Agency Disclosure Notice you can do so at the following Web site:

www.drksurveys.com/LEOSurvey

Once at the Web site, you will be asked to enter your **Ticket Number**. Your number is: **XXXXXX**.

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. 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 Letter 1

{DATE}

Dear {name of Local Election Official}:

Recently, we contacted you about the *2012 Post-Election Voting Survey of Local Election Officials*. If you have already completed the survey, thank you very much. We appreciate your timely participation. If you have not completed the survey, please take the time to complete the survey via the Internet at:

www.drcsurveys.com/LEOSurvey

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

The survey is authorized by the *Uniformed and Overseas Citizens Absentee Voting Act* and helps evaluate voting participation and the absentee voting process experienced by our uniformed services and citizens overseas in the 2012 election cycle. The survey is voluntary, but your comments are very important to the continued improvement of the FVAP and the absentee voting process for both uniformed services and citizens overseas.

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."

Thank you for your participation in this survey.

Sincerely,

{Name}
Director, FVAP

Reminder Letter 2

{DATE}

Dear {name of Local Election Official}:

Recently, the Federal Voting Assistance Program (FVAP), in coordination with the Defense Manpower Data Center (DMDC), contacted you regarding the *2012 Post-Election Voting Survey of Local Election Officials*. If you have already completed the survey, thank you for taking the time to do so. Survey participation is voluntary; your comments are important and will help FVAP to improve the absentee voting process for both uniformed services and citizens overseas. Data collection is open until {DATE}.

If you have not completed the survey, please take the time today to complete the survey. The survey is available at the following Web site:

www.drksurveys.com/LEOSurvey

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

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."

Thank you for your participation in this survey.

Sincerely,

{Name}
Director, FVAP