

Navy Procedures Guide for Absentee Ballot Processing (2012 Primary & General Election Season)

NAVSUP will maintain the Navy's 2012 Procedures Guide as a "living" document to clearly define responsibilities for both afloat and ashore post offices. This guide will not duplicate information received from MPSA or other voting authorities.

TELCONS: As needed, to ensure key information is being distributed. Will focus on lessons learned and solicit comments and concerns.

COMMUNICATIONS AND OUTREACH: NAVSUP 454, NAVSUP GLS, and Fleet representatives will continuously inform and educate Fleet/Mobile Unit/OCONUS shore Absentee Voters via their MPO/MAO units about key postal information and ensure their ballots are handled and processed in accordance with all laws and regulations. MPO/MAO units will advise customers via POW/POD announcements and bulletin board postings.

BALLOT PROCESSING AND PTS SCANNING EQUIPMENT:

- NAVSUP GLS will ensure that NAVSUP FLC locations have sufficient ballot mailing material to cover for both local and fleet customer needs, to include: Tags, Label 11DoD and MTE. Fleet Postal Officers will forward supply needs to NAVSUP GLS for action.
- NAVSUP GLS will submit equipment needs to JMPA with CC copy to NAVSUP 454.
- NAVSUP GLS and Fleet Postal Officers will ensure that each Navy Post Office has required APDS Stamps and Cancellation Stamps that are capable of making a CLEAR and LEGIBLE postmark.

TRAINING / CERTIFICATION: NAVSUP GLS and Fleet Postal Officers will ensure at least two personnel at each MPO are trained and certified in AMPS.

BALLOT HANDLING PROCEDURES:

- Retrograde (Dispatched):
 1. OCONUS shore post offices will: adhere to all guidance and direction posted by MPSA for ballot handling for local customers and will complete ballot processing requirements for all ballots received from afloat and mobile units that they serve to include appropriate scanning and transmittal to AMPS.
 2. All deployed Afloat/mobile units/OCONUS shore post offices will: Postmark all Ballots, ensure that Label 11DoD is affixed to the Ballot, give the Label 11-DOD retainer portion to the voter, enter the Label 11-DOD barcode into AMPS as **accepted** on the day of acceptance by the MPO, by either scanning the barcode or manually entering the barcode, and ensure that MTE containing balloting material is properly marked and manifested for a serving FLC or JMPA. Copies of manifests for afloat/mobile units will be retained in the post office.

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3. Ballots for afloat MAOs such as MSC ships, Mine Sweepers, and SUBs will be processed as follows:
 - a. Mail clerk delivers outgoing absentee ballots from the crew directly to the serving FLC post office while in port .
 - b. FLC post office will postmark the ballot, affix the 11D, give the receipt back to the purser, and scan the ballot as "accepted" and enter the barcode into AMPS.
 - c. Mail clerk will then deliver the receipts to the crew members and inform them that they will be able to track their ballot on line at www.USPS.GOV
4. If absentee ballots are discovered in mail collection boxes, post offices WILL apply Label 11DoD to the envelope. One "attempt" will be made to return the retainer copy of Label 11DoD to the customer.
5. Redirected ballots for transferred personnel will not receive EMMS Service and NO Label 11DoD will be affixed to the envelope. Information regarding the dispatch of redirected ballots will be covered in the AMPS reporting procedures.

QUALITY ASSURANCE MONITORING: Begin use of EMMS Label 11

Retrograde Ballots received from Afloat Units : Servicing FLCs that receive Absentee Ballots from afloat units will QA all ballots and MTE to ensure compliance with all MPSA/NAVSUP guidance. Afloat Absentee Ballots will be scanned as **in transit** (see para 3 above for afloat MAOs) by FLCs. Discrepancies will be forwarded to NAVSUP via Postal Chain of Command for engagement with the appropriate Fleet Postal Officer. Fleet Postal Officers will engage afloat units to correct discrepancies.

INTERNAL VOTING INSPECTIONS: NAVSUP GLS and Fleet Postal Officers will ensure that at least 1 inspection is conducted and successfully passed at each designated reporting MPO/MAO to ensure compliance with regulations. Inspections may be completed by the installation Postal Officer. Afloat units will have their inspection completed prior to deployment. Results will be forwarded to GLS and Fleet Postal Officers upon completion. Inspection criteria will include a minimum of:

- Postmark legibility of Cancellation and APDS Stamps
- Designation of at least 2 voting representatives
- 100% training completion of all designated voting representatives
- Knowledge of required reports to be submitted and frequencies
- Knowledge of ballot and MTE marking procedures
- Adequate stock of supplies required for election period
- Knowledge of ballot acceptance regulations for Non-DoD personnel

ABSENTEE BALLOT TRANSFERS: To ensure that a positive trail of custody exists for all ballot transfers from the ship to the shore activities, ships will maintain records of all express mail dispatches containing absentee ballots. This will be used as proof of transfer in the event that a ballots transport from the voter to the voting precinct comes into question. Fleet Units will also ensure that all manifests will clearly annotate who the

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dispatch is “TO” i.e. RAS/COD/VOD/Inport hand to hand. Manifests will list number of ballots dispatched and not total weight of ballots.

- Example 1: if the dispatch is via a RAS ship, then state the Shore Activity in the “TO” Line, and state the RAS Ship name in the Via Line of the OPNAV 5110/9 manifest.
- Example 2: if the dispatch is via a COD or VOD flight, then state the Shore Activity in the “TO” Line, and state the COD or VOD name and det number along with the plane or helicopter Tail # in the Via Line of the OPNAV 5110/9 Manifest.
- Example 3: if the dispatch is via hand to hand while inport, then state the Shore Activity in the “TO” Line, and state “import hand to hand” in the Via Line of the OPNAV 5110/9 Manifest.

RETROGRADE MAILING CUTOFF DATES: The cutoff for mailing of Absentee Ballots from most OCONUS locations is 27 October 2012 and 22 Oct 2012 for Diego Garcia (96595), Guantanamo Bay Cuba (09593), and Djibouti (09363). Afloat/mobile units being served by one of the above FLC DETS must ensure retrograde ballots arrive at the FLC DET NLT the above dates. Afloat/mobile units not being serviced by a FLC DET and OCONUS FLC dets must ensure ballots are dispatched in order to reach a Gateway NLT 29 Oct 2010. Afloat/mobile units in home port will subscribe to the 29 October cutoff.

- Fleet Postal Officers will engage all deployed units directly to ensure that all ballots are dispatched in time to meet final COD, VOD, RAS movements and FFT via serving FLC Locations. FLC Postal Advisors and Fleet Postal Officers will ensure that absentee ballot mailing cutoff planning is addressed during pre-deployment briefings and that leadership is aware of the requirements. Earlier cutoff dates imposed on afloat and mobile units by Fleet Postal Officers will be forwarded FSA to NAVSUP/GLS.