



FEDERAL VOTING ASSISTANCE PROGRAM

Department of Defense
Rosslyn Plaza North
1777 North Kent Street
14th Floor, Suite 14003
Arlington, VA 22209-2162

MEMORANDUM

September 23, 2010

FOR: STATE AND LOCAL ELECTION OFFICIALS

FROM: Bob Carey, Director, Federal Voting Assistance Program

SUBJECT: Updated Procedures for Election Officials Using the U.S. Postal Service's Express Mail for Absentee Ballot Delivery

This communication is to:

- update you on a temporary change the Postal Service has agreed to for the next six weeks to better support UOCAVA voters, particularly those military voters in the most challenging postal delivery locations, and
• Provide guidance on how best to package the ballot for fastest service to the voters.

The U.S. Postal Service will make Express Mail service available to all APO/FPO ZIP Codes starting Saturday, September 25, 2010 through Monday, November 1, 2010 to expedite delivery of absentee ballots to military voters.

If you are sending absentee ballots on an expedited basis, Express Mail is the Postal Service's fastest mail service for time-sensitive balloting materials. Previously, outgoing mail to certain APO/FPO ZIP Codes, including most locations in Iraq, Afghanistan and to ships at sea, would not qualify to receive the Express Mail classification because delivery time can not be guaranteed to these destinations.

Effective Saturday, September 25th the Postal Service has agreed to temporarily accept absentee ballots sent by Express Mail to all APO/FPO ZIP Codes following these procedures:

- 1. Election officials using the Express Mail service should place the outgoing absentee ballot in an Express Mail Flat Rate Envelope with Label 11-B affixed (available at your local Post Office (sample pictured below):

Additionally, the outside of the Express Mail **envelope should be marked “Balloting Materials,” preferably handwritten in permanent marker.**

2. Election officials should **check** with their local Post Office **to determine the Express Mail acceptance deadline** for the day(s) when they plan to send such mail. **This deadline varies** between weekdays and weekends and among local Post Offices. **It can be as early as 10 a.m.**
3. The election jurisdiction is responsible for the full **payment of postage** for each ballot sent via Express Mail from the election official to the voter. The method of sending ballots without postage bearing the “U.S. Postage Paid, 39 USC 3406” indicia is not authorized with Express Mail service.
4. Neither the Postal Service, nor DOD’s Military Postal Service Agency (MPSA) guarantees a delivery date to ZIP Codes outside the normal Express Mail network, and no refunds of postage will be issued for items sent to these locations.