

For: State and County Offices

2003 County Committee (COC) Election Ballots

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

Changes have been effected for the COC election process. Reports for COC election results, nominee information, and voter turnout are being refined and developed.

B Purpose

The purpose of this notice is to provide additional guidance for the 2003 election process.

C Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact 1 of the following DAFO staff members:
 - Ken Nagel at 202-720-7890
 - Deborah Johnson at 202-720-0067
 - Zina Riley at 202-720-0258.

2 Action

A Update Database

All County Offices shall ensure that the RSNOD information in SCIMS has been updated if the information was entered on FSA-669A. See 1-CM for assistance. If the nominee did not complete this information, no action is required. Do **not** make any changes to SCIMS that were not provided by the nominee.

Disposal Date	Distribution
February 1, 2004	State Offices; State Offices relay to County Offices

2 Action (Continued)

A Update Database (Continued)

Two major changes to the 2003 election are:

- the mailing of the ballots by a contractor
- the earlier date for election reporting.

The contractor will be sending all ballots out based on the eligible voter information that County Offices maintain in the System 36 and that KC-ITSD carries in the mainframe. The voters, as in the past, will return ballots to County Offices. The procedures for counting the ballots remain unchanged. Media outreach and appeal reporting also remains unchanged. The revision of 15-AO continues.

B Sending Election Postcards

The instructions for this process have not changed. See 15-AO, subparagraph 122 C for generating names and addresses for follow-up postcards.

C Walk-ins and Special Election Procedures for County Offices

In the event that a special election needs to be held or voters request a manual ballot, the following instructions apply.

- For special elections, County Office employees shall use FSA-669A, available electronically on the FFAS employee forms site at <http://165.221.16.90/dam/ffasforms/forms.html>.

Modify the dates on FSA-669A for a special election, as they now specify that the election will be held on the first Monday in December, and that the nomination forms must be received or postmarked no later than September 5.

Note: Pen and ink corrections, initialed by the preparer, may be used to prepare FSA-669A for the special election. Correct the dates on FSA-669A as follows:

- on page 1, in the first paragraph and in item C
- on page 2, in the shaded area below item 7, and in the last sentence in the "Instructions for Completing this Form" area.

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2 Action (Continued)

C Walk-ins and Special Election Procedures for County Offices (Continued)

- For walk-in requests and special elections, use FSA-669B, available electronically at <http://165.221.16.90/dam/ffasforms/forms.html>.

Complete the ballots with the nominees' names and other ballot information. Make copies for the local administrative area (LAA) holding the election. County Offices shall mail the completed FSA-669B, FSA-73, and FSA-73E to eligible voters.

- If the County Office does not have a sufficient number of envelopes for LAA's holding an election, order FSA-73 and FSA-73E from the KC Warehouse. The envelopes will need to be addressed with labels, unless the County Office has a printer that can print on envelopes.

D WebCAAF ID's and Passwords

Part of the post-election reporting will be done on the COC website on the Internet. Employees once again will need to use their WebCAAF ID's and passwords. Contact the State Human Resource Office, the FSA Help Desk, or eAuth Help Desk for assistance to ensure that each employee who needs one has a working WebCAAF ID and password well in advance of the reporting period.

The reporting screens should be available on the FSA Intranet by the election date. County Offices must have the election report data entered not later than 20 calendar days after the election date. For 2003, that date is December 21.