



Information and Technology for Better Decision Making

2008 Post-Election Survey of Department of State Voting Assistance Officers

Administration, Datasets, and Codebook

**2008 POST-ELECTION SURVEY OF DEPARTMENT
OF STATE VOTING ASSISTANCE OFFICERS:
ADMINISTRATION, DATASETS, AND CODEBOOK**

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DMDC's Survey Technology Branch, under the guidance of Frederick Licari, Branch Chief, is responsible for the distribution of datasets outside of DMDC and maintaining records on compliance with the Privacy Act and 32 CFR 219.

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2008 POST-ELECTION SURVEY OF DEPARTMENT OF STATE VOTING ASSISTANCE OFFICERS: ADMINISTRATION, DATASETS, AND CODEBOOK

Introduction

The *Human Resources Strategic Assessment Program* (HRSAP), Defense Manpower Data Center (DMDC), conducts surveys to support the personnel information needs of the Under Secretary of Defense for Personnel and Readiness [USD(P&R)]. These surveys assess the attitudes and opinions of the entire Department of Defense (DoD) community. While the primary source of information for HRSAP are *Status of Forces Surveys* (SOFS), DMDC developed *QuickCompass* polls in 2007. *QuickCompass* polls are being developed as a method for obtaining targeted answers to a small number of questions primarily from individuals expected to be able to be reached by e-mail and to have Internet access to complete the data collection.

The Uniformed and Overseas Citizens Absentee Voting Act of 1986 (UOCAVA), 42 USC 1973ff, permits members of the Uniformed Services and Merchant Marine, and their eligible family members and all citizens residing outside the United States who are absent from the United States and its territories to vote in the general election for federal offices. These groups include:

- Members of the Uniformed Services (including Army, Navy, Air Force, Marine Corps, Coast Guard)
- U.S. citizens employed by the Federal Government residing outside the U.S., and
- All other private U.S. citizens residing outside the U.S.

The Federal Voting Assistance Program (FVAP), under the guidance of USD(P&R), is charged with implementing the UOCAVA and evaluating the effectiveness of its programs. The FVAP Office asked DMDC to design, administer, and analyze post-election surveys on Uniformed Services voter participation, overseas nonmilitary voter participation, and local election officials. Without such surveys, the Department will not be able to assess and improve voter access. In addition, such surveys fulfill 1988 Executive Order 12642 that names the Secretary of Defense as the “Presidential designee” for administering the UOCAVA and requires surveys to evaluate the effectiveness of the program in presidential election years.

The objectives of the 2008 post-election surveys are: (1) to gauge participation in the electoral process by citizens covered by UOCAVA, (2) to assess the impact of the FVAP’s efforts to simplify and ease the process of voting absentee, (3) to evaluate other progress made to facilitate voting participation, and (4) to identify any remaining obstacles to voting by these citizens. Surveys were done of military members, federal civilian employees overseas, other U.S. citizens overseas, voting assistance personnel, and local election officials in the U.S.

The *2008 Post-Election Survey of Department of State Voting Assistance Officers* (2008 DOSVAO) was designed to assess the attitudes and opinions of Department of State (DoS)

Voting Assistance Officers (VAO) on voting assistance, electronic transmission of election materials, voting assistance guide, voting information newsletter, Federal Voting Assistance Program (FVAP) Web site, toll-free telephone service, and sources of voting information and resources. Data were collected through a Web instrument, between November 7, 2008 and January 8, 2009¹. The population consisted of a total of 239 DoS VAOs. The sample, a census, took all in the population². A total of 201 eligible members returned usable surveys, which represents an adjusted weighted response rate of 84%.

Overview of Report

This report also documents the procedures used to develop the instrument, design the sample, conduct the survey, process the data and prepare analysis weights. Along with the survey instrument and communications to the sample members (Appendices A and B, respectively), the methods section includes details on how the survey was conducted. DMDC (2009a) provides details on sampling and weighting for 2008 DOSVAO. Tabulated results of the survey are reported by DMDC (2009b). Riemer and Kroeger (2002) provide an overview of sampling and weighting for HRSAP.

Following the summary of the survey methodology is a description of the survey analysis file layout and key variables. Appendices C through I address key concepts required for the analysis of complex survey data, and the structure of records in the survey analysis files are introduced in this section. The appendices in this report include:

- A – Web survey instrument.
- B – Samples of all possible communications sent to sample members during the survey administration: emails.
- Conventions for variable naming and construction are provided in C (annotated questionnaire) and D (coding scheme).
- E, F, and G list the names and values of all variables in the basic-survey dataset and the Privacy-Act confidential variables.
 - E lists the variables in alphabetic order and flags the Privacy-Act confidential variables with an asterisk (*).
 - F lists the variables in the order that they appear in the dataset. Variables with the same function are grouped together (i.e., all variables used for weighting are located together).

¹The Web survey instrument allows us to have a soft opening and closing for the survey. The survey instrument was open and available to take survey responses between November 7, 2008 and January 9, 2008.

² For the ease of documentation, while this survey was a census, we will use the sample terminology and remind the readers that this was a sample from which we took all in the population with equal likelihood for selection.

- G provides a frequency for each variable with the SAS³ values, OS flat file⁴ values and SAS labels in the order that the variables appear in the dataset. In addition to the variables available on the basic-survey file, G contains details for the confidential variables that had to be suppressed to preserve the privacy of survey respondents and nonrespondents.
- H provides the record layout for the basic-survey flat file.
- The SAS code used to construct the analytic variables are included in I.

Method

Post-Election Voting Surveys of military members, overseas federal civilian employees, overseas U.S. citizens, voting assistance officers, and local election officials in the U.S. have been conducted by FVAP in 2000 and 2004 as part of the UOCAVA mandate. However, poor sampling methodology and low survey response rates for these surveys raised concerns about FVAP's ability to generalize the views and voting experiences of survey respondents to all UOCAVA citizens.⁵ In addition, cognitive issues with the questionnaires themselves may have affected the accuracy of the data collected by each of the post-election surveys.⁶

In coordination with FVAP, the Defense Manpower Data Center (DMDC) developed methodologies for the 2008 Post-Election Voting Surveys that addressed the weaknesses of previous survey administrations.⁷ The following sections describe the methodology used in the *2008 DOSVAO*.

Survey Instrument

The topics covered in the *2008 DOSVAO* are voting assistance, electronic transmission of election materials, voting assistance guide, voting information newsletter, Federal Voting Assistance Program (FVAP) Web site, toll-free telephone service, and sources of voting information and resources. The survey was subdivided into the following eight topic areas:

1. *Background Information*— Geographic location, time overseas, age, current job, duration Voting Assistance Officer (VAO) assignment, and prior VAO service.
2. *Voting Assistance*— Number of citizens in consular district, receipt and usefulness of training, number of people assisted with voting, number of Federal Post Card Applications (FPCA) and Federal Write-In Absentee Ballot (FWAB) provided, hours worked as VAO, type of activities and assistance provided as VAOs, satisfaction with VAO duties, complaints by citizens on the voting process, and states or territories that presented most problems to absentee voters.

³ SAS® is a registered trademark of SAS Institute Inc., Cary, NC, USA.

⁴ The OS flat file is a text version of the dataset. The variables are in the columns and the records are in the rows. This data can be loaded into any statistical software package with the use of the record layout (Appendix H).

⁵ Details of sampling issues for each survey are reported by Westat (2007a).

⁶ Questionnaire design issues are described by Westat (2007b).

⁷ The planned methodology is summarized by DMDC (2008).

3. *Electronic Transmission of Election Materials*— types of voting materials sent and/or received by e-mail or fax.
4. *Voting Assistance Guide*— Use of the Department of Defense 2008-09 Voting Assistance Guide (VAG), month received VAG, usefulness of VAG, and rating of VAG features.
5. *Voting Information News Newsletter*— Receipt of Voting Information News (VIN) newsletter, use of VIN, usefulness of VIN, and rating of VIN features.
6. *Federal Voting Assistance Program (FVAP) Web Site*— Use of the FVAP Web site, satisfaction with FVAP Web site, and reasons for not using Web site.
7. *Toll-Free Telephone Service*— Use of FVAP toll-free telephone service, satisfaction with FVAP telephone services, reasons for not using the toll-free telephone service.
8. *Sources of Voting Information and Resources*— Usefulness of sources of voting information in performing VAO duties (e.g., voting news releases, public service ad campaigns) and adequacy of supply of election materials.

Sample

The target population for the *2008 DOSVAO* consisted of all the posts where Department of State Voting Assistance Officers are assigned to U.S. embassies and consulates throughout the world. Statistical methods are reported in greater detail by DMDC (2009a).

A census was selected from the eligible population of 239 DoS VAOs. Usable questionnaires were returned by 201.

Constructing the Frame and Drawing the Sample

Since *2008 DOSVAO* is more precisely a survey of an office or activity and several persons at an embassy or consulate can be assigned VAO duties, it was important to have the survey completed by the most appropriate person. In consultation with the DoS, it was decided that this would most often be the senior American VAO. Therefore, materials were directed to the senior VAO at each embassy or consulate.

It was also realized that, at the time of the survey, the senior VAO could be new to the post and not aware of VAO activities before the presidential election. Therefore, in communications with the Department of State Voting Assistance Officers at the 239 embassies and consulates world-wide, DoS e-mails and other communications, while directed toward the senior VAO, made clear that the most experienced and appropriate person should collaborate in the completion of the survey.

Classification Variables

While the survey was a census, the frame was classified (divided into mutually exclusive population groups) by region. This accounts for the likelihood that the non-response is systematic, rather than random. Classification dimensions and levels are listed in Table 1.

Table 1.
Classification Variables

Dimension of Stratification		Levels
Region		Africa
		East Asia/Pacific
		Europe
		Near East and South Central Asia
		Western Hemisphere

Table 2 gives counts for strata cells.

Table 2.
Sample Allocation for the 2008 Post-Election Survey of Department of State Voting Assistance Officers

Sample	Total
<i>Total</i>	239
<i>Region</i>	
Africa	46
East Asia/Pacific	41
Europe	63
Near East and South Central Asia	38
Western Hemisphere	51

Respondents

Sample Losses

The original sample file contained 239 records. Losses to the sample are listed in Table 3. Sample members were lost for three main reasons: (1) self- or proxy-reported ineligibility, (2) nonlocatability, (3) refusal to participate in the survey or other nonresponse.

Table 3.
Final Sample Relative to Drawn Sample

	Sample Size n	% of Drawn Sample	Weighted n	% of Weighted Sample
<i>Drawn sample</i>	239		239	
Ineligible on master files	0	0.00%	0	0.00%
Self-reported ineligible	-0	0.00%	-0	0.00%
Total: Ineligible	-0	0.00%	-0	0.00%
<i>Eligible sample</i>	239	100%	239	100%
Not located (estimated ineligible)	-0	0.00%	-0	0.00%
Not located (estimated eligible)	-0	0.00%	-0	0.00%
Total not located	-0	0.00%	-0	0.00%
<i>Located sample</i>	239	100%	239	100%
Requested removal from survey mailings	-0	0.00%	-0	0.00%
Returned blank	-0	0.00%	-0	0.00%
Skipped key questions	-14	5.86%	-14	5.86%
Did not return a survey (estimated ineligible)	-0	0.00%	-0	0.00%
Did not return a survey (estimated eligible)	-24	10.04%	-24	10.04%
Total: Non-response	-38	15.90%	-38	15.90%
<i>Usable responses</i>	201	84.10%	201	84.10%

Among these remaining individuals, the following groups were classified as nonrespondents: Sample members who returned incomplete surveys (14), and those who did not return a survey (24).

Respondents included all sample members who completed 50% of applicable questions.⁸ At the conclusion of the survey, 201 eligible, locatable sample members had returned usable surveys.

Location, Response and Completion Rates

Beginning in 1995, DMDC standardized its methods for calculating response rates and completion rates using procedures patterned after those advocated by the Council of American Survey Research Organizations (CASRO). CASRO noted that varying operational definitions of response rates can lead to problems or confusion (e.g., when awarding contracts requiring pre-specified response rates or when interpreting the results of a survey). As a result, CASRO formed a task force to recommend guidelines for standardizing the operational definitions of response rates. The new DMDC procedures closely follow CASRO's Sample Type II design (see Council of American Survey Research Organizations, 1982). This definition corresponds to The American Association for Public Opinion Research (AAPOR) RR3 (AAPOR, 2008), which estimates the proportion of eligible cases among cases of unknown eligibility.

Table 4 provides location, response, and completion rate information. The location rate is defined as the proportion of eligible sample members that were located. The completion rate is defined as the proportion of the located sample that returned usable surveys. The response rate is defined as the proportion of eligible sample members that returned usable surveys.

Table 4.
Location Rates, Response Rates, and Completion Rates for Eligible Sample Members
(Weighted Operational Rates)

	Total
Location rate	100%
Completion rate	84%
Response rate	84%

Survey Development and Administration

The survey was hosted on the operations contractor's secure Web site. Sample members saw a welcome page, which gave them access to the frequently asked questions (FAQ) and the

⁸ Applicable questions are those to be completed by all respondents and exclude items that could be skipped depending on prior answers.

Privacy Act Statement & Informed Consent Information. This site invited sample members to enter their personal ticket number and click “continue.”

Each survey question was displayed on a Web page. For each question, the survey allowed respondents to return to the previous page, move forward to the next page, or save and exit the survey. Respondents answered questions by clicking on radio buttons, checking boxes, choosing from a drop-down list, or by text entry. If the respondent chose to save and return to the survey later, upon returning to the survey, the respondent was required to enter their ticket number and brought back to the item from which they exited. The final page of the survey had a “Submit Survey” button and a “Previous Page” button. In addition to the navigation features, the survey featured smart skips. Based on previous answers, the respondents would only be shown questions for which they were applicable (see Appendix D for skip information).

Survey Administration

The Web poll administration process began on October 31, 2008, with an e-mail of pre-notification sent to all sample members. This notification explained why the poll was being conducted, how the poll information would be used, and why participation was important. A e-mail survey invitation was sent on November 7, 2008, which indicated how to participate in the survey. Through the administration period, four e-mail reminders were sent to encourage survey participation (see Appendix B to see the communication text). All pre-notification, survey invitation, and thank you/reminder emails were sent by the DoS. All completed web surveys were received by Westat.

Survey Materials and Their Distribution

E-mail was used to communicate with sample members. Sample members received at most six e-mails: a pre-notification, an invitation, and four reminders. A sample of the e-mail communications is provided in Appendix B.

Ticket Numbers for Web Survey Access

Prior to the first mailing, a list of ticket numbers for Web survey access was randomly generated. One secure ticket number was assigned to each sample member and remained linked to that member for the duration of the project. The member’s unique ticket number was stated (along with the survey URL) in every e-mail. A member could not access the Web survey without using his or her ticket number.

Description of Communications

DMDC provided the operations contractor with the e-mail text. The communications explained why the survey was being conducted, how the survey information would be used, and why participation was important (see Appendix B for copies of the communications.) All pre-notification, survey invitation, and thank you/reminder emails were sent by the DoS. DoS emails were sent under the signature of Janice L. Jacobs, Assistant Secretary of State for Consular Affairs.

At the start of the survey, sample members received a pre-notification, which explained the purpose of the survey, and an announcement, which informed them the survey was active and ready for completion. An additional four e-mail reminders were sent throughout the survey field period. During the last few days of the survey administration, the DoS placed reminder telephone calls to some VAOs who had not yet submitted a completed survey. Table 5 lists the e-mail dates and the frequency of e-mails sent and bounced. E-mail addresses characterized as “bounced,” identifies addresses that were invalid at the time contact was attempted. This is analogous to a postal non-deliverable (PND). An e-mail that is not bounced but for which no response is received is analogous to the non-PND return experienced with a survey with mailed communications. In this case, an e-mail sent is not the same as an e-mail received. It is not known whether these e-mails were delivered to the intended individual, only that these emails were neither bounced nor returned.

Table 5.
E-mail Communication Timeline

E-mail Numbers	E-mail Drop Date	Number Sent	Number Bounced
Pre-notification	10/31/08	239	5
Invitation	11/7/08	239	0
Reminder 1	11/14/08	239	0
Reminder 2	12/5/08	239	0
Reminder 3	12/15/08	*	*
Reminder 4	1/5/09	*	*

*Note:** Exact number unknown

Processing Returned Surveys

Once a respondent completes an online survey, data are stored in an indexed file on the Web (data) server. The validation program reads and loads the data to the dataset.

DMDC Coding Scheme

To convert the raw data into the item scores that appear in the basic survey data file, DMDC provided the operations contractor with the coding notes (contained in Appendix D) and an annotated copy of the questionnaire (Appendix C). Every attempt is made to capture all information from completed surveys and preserve the data so that secondary analysts can later create variables that were not anticipated by DMDC researchers. To accomplish these goals, DMDC subscribes to a variety of coding conventions for all of its surveys. See Appendix D for in-depth coverage of these coding conventions.

DMDC uses “forward” coding when coding inconsistent answers in items with skip patterns. Data on the starting question accepted as marked and data for the items within the skip pattern are edited to be consistent with the starting question. However, an unedited version of

each item is preserved in a full survey dataset. By preserving the unedited data, recoding can be done if ever required.

Fifty-record Check

After receiving the first 50 returned records, the operations contractor ran a “50-record check.” DMDC checked the resulting data to determine if there were any unanticipated problems in the coding procedures (e.g., respondents were consistently answering in an unexpected manner). Minor corrections to these procedures were necessary as a result of this check and were reviewed by DMDC prior to production of the initial SAS® dataset. At the completion of the 50-record check, the operations contractor compiled the full set of returned surveys. The data were then cleaned and edited.

Survey Analysis Files

This section (a) provides an overview of requirements for analysis of the data, (b) documents the structure of survey analysis files created for the 2008 survey, (c) describes the assembly of the analysis files, and (d) provides an overview of the variables in the survey analysis files.

Estimation

Data were weighted using the industry standard two-stage process. This form of weighting produces survey estimates of population totals, proportions, and means (as well as other statistics) that are representative of their respective populations. Unweighted survey data, in contrast, are likely to produce biased estimates of population statistics. The two-stage process of weighting consists of the following steps:

- Adjustment for selection probability—This was a census of DoS VAOs, in other words, a sample for which every member of the population has 100% chance of selection. The base weight used to adjust the sample is the reciprocal of the selection probability. Since there was a 100% chance of being selected, the base weight for all members of the sample was 1. For example, if a subgroup contained 100 individuals then all 100 individuals were sampled and each would have a base weight of 1.
- Adjustments for nonresponse—Since all sample members are eligible, nonresponse adjustment was limited to receiving a completed survey vs. not receiving a completed survey. Weights are needed to project the sample up to the subgroup population total. To adjust for nonresponse, the base weights (in this case 1) are multiplied by the reciprocal of the nonresponse rate causing the weighted sample to sum to the subgroup population. For 2008 DOSVAO, the nonresponse adjustment was computed in weighting classes defined by geographic region. For example, the population count for Africa is 46 and the respondent count is 39, the adjustment for the Africa cell is $46/39$ or a final weight of 1.179.

Analyzing the dataset with the proper use of the appropriate eligibility indicator (ELIGFLGW) and analysis weight (FINALWGT) in standard statistical programs will result in

accurate point estimates but will not result in accurate variance estimates. Wolter (2007) provides a detailed discussion on methods used for variance estimation from sample surveys including replication, Taylor series approximation, and analytic methods.

Data Structure

Care was taken in the preparation of the survey analysis files to provide access to privileged data from the survey with sufficient information for accurate estimations, while meeting requirements for participant and non-participant anonymity. As described below, some detailed variables have been deleted from the basic survey files either because (a) they are typically needed only to analyze survey methods and not needed to analyze the survey data or (b) they provide too great a chance of identifying an individual. For the latter reason, some demographic variables are available on public files only in a collapsed version.

In addition to a basic survey file, a full survey file (containing a more complete set of variables than the basic survey file) has been prepared for internal DMDC use. Files were prepared as SAS and SPSS system files. An ASCII (Operating System or OS) flat file was prepared from the basic survey SAS system file. File names are indicated in Table 6.

Table 6.
Analysis File Names

Type of File	File Name
Basic-release File – SAS	DOSVAO08P.7BDAT
Confidential File – SAS	DOSVAO08C.7BDAT
Basic-release File – SPSS	DOSVAO08P.POR
Basic-release File – OS	DOSVAO08P.DAT

The structure of the full survey file is shown in Figure 1. The full survey file contains the basic survey file plus additional full survey variables.

All variables in the full survey file are documented in this report. Appendix E and F list all variables with a notation to indicate which variables are confidential, and show where each variable is documented. Intermediate weighting variables that appear only in the full survey file are documented by Riemer and Kroeger (2002). Variables that appear in collapsed form in the basic survey part of the file and in a fuller version only in the full survey file are discussed later.

Analyses

Both the full survey file and basic survey file contain 239 records, one for every sampled individual.

As depicted in Figure 1, these records can be divided into 3 subgroups. The *Non-response unweighted* subgroup includes all records where no usable Web response was received or no information was received to indicate ineligibility (n=38).

Individuals assigned to the *Ineligible weighted* subgroup either contacted the survey operations contractor or indicated on the survey that they were ineligible to take the survey. Sample members who returned a completed survey were assigned to the *Eligible weighted* subgroup.

To analyze the Web responses, use the analytic weight, FINALWGT, with the file subset by ELIGFLGW.

Figure 1.
The Structure of the Full Survey File

Subgroups	Basic Survey File	Confidential and Detailed Methodological Variables	Web Eligibility Flag Value and Number of Records
Non-response unweighted			ELIGFLGW=3 n=38
Ineligible weighted			ELIGFLGW=2 n=0
Eligible weighted			ELIGFLGW=1 n=201

Note. The shaded portion represents the subset of the data typically required for analysis.

Variables in the Survey Analysis Files

Basic Survey File

The variables in the basic survey file fall into five categories: (1) derived from survey responses, (2) created by DMDC for analysis, (3) created by the operations contractor to document survey operations, (4) extracted from administrative personnel records, and (5) created to analyze the weighted dataset. Variables are grouped in these categories in Appendix F.

Information gathered on the survey. These variables came directly from the survey or were constructed using only information from the survey. There is at least one variable for every item in the survey except for a few items that had to be removed to preserve confidentiality. The annotated questionnaire (see Appendix C) contains the item names, the values used to code the pre-specified alternatives, and references to applicable coding notes in Appendix D.

Although the first part of Appendix D extensively documents the conventions that DMDC uses to name survey variables, a brief overview of the naming convention is also given here. In general, the survey-derived variables can be classified as variables that begin with either “PEV,” “SR,” or “X.”

For the *2008 Post-Election Voting Survey of Department of State Voting Assistance Officers*, variable names begin with “PEV” to denote the survey type (Post-Election Voting) and the version of survey (first PEV DoS VAO web survey) in this series. The ending three items or letters correspond to the questionnaire sub item. When possible, “X” is reserved to create special crossing (marginal) variables for key analyses. “X” variables typically involve imputation for missing data and, like “SR” variables, are intended to be consistent across DMDC surveys.

The “SR” variables are a set of primarily demographic items that are identically named across all DMDC surveys. The “SR” serves as a mnemonic for self-report with the remainder of the name indicating the data being collected. For example, “SRAGEGP” is the variable name for the item that asks sample members their age. Although all survey data are self-reported, the “SR” is used to distinguish survey-reported information from administrative record information (e.g., “SRAGEGP” from the survey versus “AGE” from administrative databases).

Variables constructed for analysis. Certain demographic variables, including some information collected on the survey, had to be censored to preserve the anonymity promised to survey respondents and nonrespondents. For example, TRAININGAR is a recoding of TRAININGA. An “R” as the last letter of a variable listed in Appendix E and Appendix F is an indication that the variables may have been recoded to create special analysis variables and that the original variable is available only on the confidential analysis file.

Certain key demographic variables were constructed for DMDC analyses. These analytic variables, starting with “X,” are based primarily on self-reported information from the survey. Typically, where the self-reported information was missing on important demographics (e.g., Service, paygrade) data were imputed from respondent’s administrative record.

Appendix I documents many of the decisions made in the analyses reported by DMDC (2009b). For a large number of survey items, analysts must make decisions on the treatment of

special codes used to indicate inconsistencies in the survey data, especially on respondent failures to follow skip pattern directions.

Information on operations. The DMDC-provided identification number, UNIQUEID, is unique and is used to identify responses as they are processed. Other variables are created by the operations contractor but are too detailed to be in the basic survey file.

Information from sampling and record data. Most of the variables used in sample design and selection are too detailed to be in the basic survey file (see the later section on confidential variables).

Information on weighting. Derivation of weights is discussed in detail in DMDC (2009a) and Riemer and Kroeger (2002).

ELIGFLGW	Eligibility Flag
FINALWGT	Final Weight with Non-response and Postratification Adjustments
TOTAL	Weighting Class Strata Totals Based on Sampling Frame Counts

Full Survey File

In addition to variables on the basic survey file, the full survey file also has five additional categories of variables: (1) the uncensored version of survey items that appear in a collapsed form in the basic survey section, (2) the uncensored version of key demographic variables used in analyses that appear in a collapsed form in the basic survey section, (3) detailed variables created by the operations contractor to document operations, (4) detailed variables used in sampling, and (5) detailed variables used in weighting. Variables are grouped in these categories in Appendix F.

Confidential variables—survey data. This section of the full survey file contains the original full version of survey variables that had to be recoded for the basic survey file to preserve confidentiality. To the extent possible, recoded versions of these variables are in the basic survey file section for variables constructed for analysis.

Confidential variables—analysis data. This section of the full survey file contains the original full version of analytic variables constructed by DMDC. To the extent possible, recoded versions of these variables are in the basic survey file section for variables constructed for analysis.

Confidential variables—operations data. This section of the full survey file contains operational variables created by the operations contractor. These variables are useful for methodological studies and/or were used in determining eligibility and response status.

The identifying variables describe how the record was processed once a survey was returned. The classification variables describe how individual sample member's records were grouped and indexed. FLAG_FIN indicates the final disposition status of a sample member (i.e., survey returned, blank survey returned, not locatable, or no return.)

Confidential variables —sampling and record data. This section of the full survey file contains administrative file variables and constructed variables used in determining the sampling design. It also includes the sampling strata identifiers and counts.

Confidential variables—weighting. This section of the full survey file contains variables used in analysis of non-response and in the construction of the weights.

Using Appendix G

Regardless of whether analysts use all or only portions of the database, all analysts should replicate the results found in the tables in Appendix G. It is only by replicating these results that analysts can be sure that they are reading the data correctly. An annotated example of a G table is listed in Figure 2. (However, table does not reflect actual results.)

Figure 2.

Annotated Example of a Table from Appendix G

¹2008 DOSVAO Post-Election Voting Survey of Department of State Voting Assistance Officers

Which of the following best describes the majority of your work in your duty position? Mark one.

² PEV010 ³Getting my VAO questions answered.

⁴ OS DATA		⁵ SAS DATA			
COLS	LENGTH	FORMAT NAME	TYPE	LENGTH	INFORMAT
0013-0014	2	QC042_	NUM	3	STDOS2

⁶ FREQ	⁷ PERCENT	⁸ OS VALUE	⁹ SAS VALUE	¹⁰ MEANING
3143	4.0	-9	.	No response
42324	53.3	-1	.B	No survey return
1979	2.5	1	1	Very difficult
6802	8.6	2	2	Difficult
10854	13.7	3	3	Neither easy nor difficult
10590	13.3	4	4	Easy
3703	4.7	5	5	Very easy
79395	100.1	¹¹ Totals		

¹²PERCENT TOTAL DOES NOT = 100 DUE TO ROUNDING ERROR.

¹³G-7

1. **Codebook title and item text.** The codebook title is the same for every table in Appendix G of this codebook. It lists both the general study and the specific questionnaire being summarized. If applicable, the indented text under the title presents the verbatim question or instructions that accompany a specific item in the survey.
2. **Variable name.** The variable name for a survey item is up to eight characters in length and corresponds to the variable name that is used in the SAS[®]-based, basic survey data file. The conventions for naming survey-derived variables are documented in Appendix D. Appendix F contains a full listing of the basic survey file variables, as well as short descriptions of what the variables document.
3. **Survey item text.** For survey items, this text is the verbatim item wording. For other variables, this text provides a verbal description of the variable.
4. **Location of the item on the OS data file.** This block provides the location of the variable on the OS (ASCII) data file. The OS data block documents (a) the starting and ending column numbers where the data are stored and (b) the number of columns that the data occupy.
5. **SAS[®] data file information.** This block indicates format name, variable type, length and informat of the data in the SAS[®] data file. The last block indicates the informat appropriate for reading the data from the OS data file.
6. **Counts of item value responses.** This column indicates the number of sample members who fall into the category corresponding to each value for the variable. The count provided for each variable value should correspond exactly to those that analysts would obtain when running unweighted frequencies on all 239 records in the accompanying database. Before running complex statistical analyses, analysts are encouraged to re-create these frequency tables. Re-creating the counts minimally ensures that the data are being correctly read by the analysts' computers and programs.
7. **Respondent percentages for each value.** This column indicates the percentage of sample members who marked each variable value. The percentages are calculated by dividing the row value in the "FREQ" column by the total listed at the bottom of the "FREQ" column. The percentages provided for each variable value should correspond exactly to those that analysts would obtain when running unweighted frequencies on all 239 records in the accompanying database.
8. **Response OS values.** This column presents the OS (ASCII) code for the actual or re-coded response values for each survey item. Further details on the values in this column are found in either the annotated questionnaire or in Appendix D. For example, all negative values are found in Appendix D.
9. **Response SAS[®] values.** This column presents the SAS[®] code for the actual or re-coded response values for each survey item. Further details on the values in this

column are found in either the annotated questionnaire or in Appendix D. Negative values are found in Appendix D.

10. **Explanation of the item value codes.** This column presents brief verbal explanations of the OS and SAS[®] coding for each survey item. If the coded information corresponds to survey response alternatives, the text in the table is the verbatim response from the survey instrument. More detailed explanations are found in either the annotated questionnaire or in Appendix D.
11. **Total of response frequencies and percents.** The number appearing at the bottom of the “FREQ” column is the total number of sample members in the basic survey file. This number is the same for every table in this codebook. That is, every sample member in the database is accounted for on every variable even if the variable indicates only that the information was missing for that sample member. The number appearing at the bottom of the “PERCENT” column is typically 100.0. Rounding error, however, occasionally causes the total percentage to be slightly above or below 100.0.
12. **Messages to analysts.** The messages alert analysts to situations specific to a variable including (a) rounding errors resulting in a total percentage other than 100 percent; (b) the variable having values that are “too numerous to list;” (c) extraction of the variable from another specified database; (d) creation of the variable from two or more variables specified in the message; and (e) further clarification of the survey item corresponding to the variable.
13. **Codebook page number.** This is the Appendix G page number corresponding to a specific variable. Appendix F identifies the page number in Appendix G where the variable can be found.

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Appendix A.
2008 Post-Election Voting Survey of
Department of State Voting Assistance
Officers

**PEV060801 State Voting Assistance Officers
BACKGROUND INFORMATION**

1. On November 4, 2008, in which country were you stationed? *Please enter the name of the country in the box below.*

|

***** Page Break *****

BACKGROUND INFORMATION

2. As of November 4, 2008, how long had you been stationed in this country?

- ☐ Less than 6 months
- ☐ 6 months to less than 1 year
- ☐ 1 year to less than 2 years
- ☐ 2 years to less than 3 years
- ☐ 3 years or more

***** Page Break *****

BACKGROUND INFORMATION

3. What was your age on November 4, 2008?

- ☐ 24 years old or younger
- ☐ 25 to 29 years old
- ☐ 30 to 34 years old
- ☐ 35 to 44 years old
- ☐ 45 years old or older

***** Page Break *****

BACKGROUND INFORMATION

4. Is your current job the same as your job on November 4, 2008?

- ☐ Yes
- ☐ No

***** Page Break *****

BACKGROUND INFORMATION

5. How long had you been a Voting Assistance Officer (VAO) in the assignment you held on November 4, 2008?

- ☐ Less than 3 months

- ☐ 3 months to less than 6 months
- ☐ 6 months to less than 1 year
- ☐ 1 year or more

***** Page Break *****

BACKGROUND INFORMATION

6. Have you ever served as a Voting Assistance Officer (VAO) before your most recent VAO assignment?

- ☐ Yes, once before
- ☐ Yes, more than once before
- ☐ No

***** Page Break *****

BACKGROUND INFORMATION

7. As of November 4, 2008, how long have you served as a Voting Assistance Officer (VAO), including previous service?

- ☐ Less than 6 months
- ☐ 6 months to less than 1 year
- ☐ 1 year to less than 2 years
- ☐ 2 years to less than 3 years
- ☐ 3 years or more

***** Page Break *****

VOTING ASSISTANCE

8. As of November 4, 2008, how many U.S. citizens (official and non-official) resided in your consular district?

- ☐ Less than 5,000
- ☐ 5,001 to 20,000
- ☐ 20,001 to 50,000
- ☐ More than 50,000

***** Page Break *****

VOTING ASSISTANCE

9. During the Voting Assistance Officer (VAO) assignment period that includes November 4, 2008, did you receive any training to prepare you for performing your VAO duties?

- ☐ Yes

☐ No

***** Page Break *****

VOTING ASSISTANCE

10. If you received any of the following types of training, how useful was each one in preparing you for performing your Voting Assistance Officer (VAO) duties? *Mark one answer for each item.*

	Very useful	Useful	Somewhat useful	Not very useful	Not at all useful	Did not receive this training
a. Federal Voting Assistance Program (FVAP) onsite VAO training workshop	☐	☐	☐	☐	☐	☐
b. Other workshop/seminar	☐	☐	☐	☐	☐	☐
c. FVAP online/CD ROM training for VAOs	☐	☐	☐	☐	☐	☐
d. Classroom instruction at the Foreign Service Institute	☐	☐	☐	☐	☐	☐
e. Informal briefing(s)	☐	☐	☐	☐	☐	☐
f. Materials left by previous VAOs	☐	☐	☐	☐	☐	☐
g. Instructions from the Department of State	☐	☐	☐	☐	☐	☐
h. Materials on the Consular Affairs Intranet site	☐	☐	☐	☐	☐	☐

***** Page Break *****

VOTING ASSISTANCE

11. During 2008, about how many people did you and your staff provide with voting assistance in the primaries and the November 4 general election?

- ☐ None
☐ 1 to 100
☐ 101 to 500
☐ 501 to 1000
☐ 1001 to 2000
☐ 2001 or more

***** Page Break *****

VOTING ASSISTANCE

12. During 2008, about how many people did you and your staff provide with Federal Post Card

Applications (FPCAs) for the primaries and November 4 general election?

- ☐ None
☐ 1 to 50
☐ 51 to 100
☐ 101 to 200
☐ 201 to 500
☐ 501 or more

***** Page Break *****

VOTING ASSISTANCE

13. During 2008, about how many people did you and your staff provide with Federal Write-In Absentee Ballots (FWABs) for the primaries and November 4 general election?

- ☐ None
☐ 1 to 50
☐ 51 to 100
☐ 101 to 200
☐ 201 to 500
☐ 501 or more

***** Page Break *****

VOTING ASSISTANCE

14. During 2008, about many hours per week have you spent on Voting Assistance Officer (VAO) activities?

- ☐ 10 hours or less per week
☐ 11 to 20 hours per week
☐ 21 to 30 hours per week
☐ 31 to 40 hours per week
☐ 41 or more hours per week

***** Page Break *****

VOTING ASSISTANCE

15. During your most recent assignment as a Voting Assistance Officer (VAO), did you do the following activities? Mark "Yes" or "No" for each item.

- | | Yes | No |
|---|-----------------------|-----------------------|
| a. Conduct workshops/briefings on voting for overseas citizens/post staff members | ☐ | ☐ |
| b. Distribute Federal Post Card Applications (FPCAs) | ☐ | ☐ |

- | | | |
|--|-----------------------|-----------------------|
| c. Regularly report on voting activities to your Department's Chief Voting Officer | ☐ | ☐ |
| d. Regularly report on voting activities to senior embassy officials | ☐ | ☐ |
| e. Answer overseas citizens voting questions | ☐ | ☐ |
| f. Display voting information materials | ☐ | ☐ |
| g. Involve overseas citizens organizations in voting program | ☐ | ☐ |

***** Page Break *****

VOTING ASSISTANCE

16. During 2008, were you and your staff asked to provide the following kinds of voting assistance?
Mark "Yes" or "No" for each item.

- | | Yes | No |
|---|-----------------------|-----------------------|
| a. Provide Federal Post Card Applications (FPCAs) to voters | ☐ | ☐ |
| b. Help voters fill out FPCAs | ☐ | ☐ |
| c. Provide Federal Write-In Absentee Ballots (FWABs) to voters | ☐ | ☐ |
| d. Help voters fill out FWABs | ☐ | ☐ |
| e. Act as a notary/witness to FPCAs and/or ballots | ☐ | ☐ |
| f. Electronically transmit or receive election materials by fax | ☐ | ☐ |
| g. Electronically transmit or receive election materials by e-mail | ☐ | ☐ |
| h. Help voters determine voting jurisdictions | ☐ | ☐ |
| i. Provide addresses of local election officials | ☐ | ☐ |
| j. Explain specifics of state voting procedures to voters | ☐ | ☐ |
| k. Help voters determine the need to register or how to register | ☐ | ☐ |
| l. Provide information on changing legal residence to voters | ☐ | ☐ |
| m. Explain deadlines for necessary forms and/or submitting ballots | ☐ | ☐ |
| n. Provide dates of elections | ☐ | ☐ |
| o. Answer questions about the impact of voting on federal tax liability | ☐ | ☐ |

- | | | |
|---|-----------------------|-----------------------|
| p. Explain the importance of voting | ☐ | ☐ |
| q. Provide information on candidates/issues | ☐ | ☐ |

***** Page Break *****

VOTING ASSISTANCE

17. During your most recent Voting Assistance Officer (VAO) assignment, how satisfied or dissatisfied were you with each of the following as you performed your duties? *Mark one answer for each item.*

	Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Very dissatisfied
a. Amount of time available for performing VAO duties	☐	☐	☐	☐	☐
b. Embassy support for the voting program	☐	☐	☐	☐	☐
c. Department of State support for the voting program	☐	☐	☐	☐	☐
d. Quantity of voting materials available	☐	☐	☐	☐	☐
e. Timeliness of distribution of voting materials within the Department of State	☐	☐	☐	☐	☐
f. Method of requesting voting materials	☐	☐	☐	☐	☐

***** Page Break *****

VOTING ASSISTANCE

18. During 2008, did overseas citizens make the following complaints about registering to vote, obtaining an absentee ballot, or preparing to vote? *Mark "Yes" or "No" for each item.*

	Yes	No
a. Complicated voting procedures	☐	☐
b. Difficulty filling out Federal Post Card Application (FPCA)	☐	☐
c. Delayed or no response to the FPCA	☐	☐
d. Returned FPCA because it was not accepted by election officials	☐	☐
e. Difficulty having FPCA or ballot notarized	☐	☐
f. Confusing absentee ballot	☐	☐

- | | | |
|--|-----------------------|-----------------------|
| g. Difficulty using Federal Write-In Absentee Ballot (FWAB) | ☐ | ☐ |
| h. Confusing residency qualifications/laws | ☐ | ☐ |
| i. Not enough information on candidates/issues | ☐ | ☐ |
| j. Difficulty with maintaining current mailing address with local election officials | ☐ | ☐ |
| k. Other complaint(s) | ☐ | ☐ |

***** Page Break *****

VOTING ASSISTANCE

Please specify the other complaint(s).

***** Page Break *****

VOTING ASSISTANCE

- 19. Based on your experience as a Voting Assistance Officer (VAO) during the 2008 elections, the absentee voting procedures of which three states or territories presented the most problems to absentee voters at your post? *Please specify 3 states or territories.***

***** Page Break *****

ELECTRONIC TRANSMISSION OF ELECTION MATERIALS

- 20. During 2008, did you assist voters by sending and/or receiving any of the following voting materials by fax? *Mark "Yes" or "No" for each item.***

- | | Yes | No |
|--|-----------------------|-----------------------|
| a. Sent Federal Post Card Applications (FPCAs) | ☐ | ☐ |
| b. Received FPCAs | ☐ | ☐ |
| c. Sent blank absentee ballots | ☐ | ☐ |
| d. Received blank absentee ballots | ☐ | ☐ |

- | | | |
|------------------------------------|-----------------------|-----------------------|
| e. Sent voted ballots | ☐ | ☐ |
| f. Received voted ballots | ☐ | ☐ |
| g. Sent other voting materials | ☐ | ☐ |
| h. Received other voting materials | ☐ | ☐ |

***** Page Break *****

ELECTRONIC TRANSMISSION OF ELECTION MATERIALS

21. During 2008, did you assist voters by sending and/or receiving any of the following voting materials by e-mail? Mark "Yes" or "No" for each item.

- | | Yes | No |
|--|-----------------------|-----------------------|
| a. Sent Federal Post Card Applications (FPCAs) | ☐ | ☐ |
| b. Received FPCAs | ☐ | ☐ |
| c. Sent blank absentee ballots | ☐ | ☐ |
| d. Received blank absentee ballots | ☐ | ☐ |
| e. Sent voted ballots | ☐ | ☐ |
| f. Received voted ballots | ☐ | ☐ |
| g. Sent other voting materials | ☐ | ☐ |
| h. Received other voting materials | ☐ | ☐ |

***** Page Break *****

VOTING ASSISTANCE GUIDE

22. The Department of Defense 2008-09 Voting Assistance Guide (VAG) provides state-by-state information about registering to vote and requesting an absentee ballot. Did you receive the 2008-09 VAG?

- ☐ Yes
☐ No

***** Page Break *****

VOTING ASSISTANCE GUIDE

23. During 2008, in what month did you receive the 2008-09 Voting Assistance Guide (VAG)?

- ☐ January
☐ February
☐ March
☐ April
☐ May
☐ June

- ☐
- ☐ July
- ☐ August
- ☐ September
- ☐ October
- ☐ November
- ☐ Prior to January 2008
- ☐ Do not recall

***** Page Break *****

VOTING ASSISTANCE GUIDE

24. During 2008, how useful was the 2008-09 Voting Assistance Guide (VAG) in helping you perform your Voting Assistance Officer (VAO) duties?

- ☐ Very useful
- ☐ Useful
- ☐ Somewhat useful
- ☐ Not very useful
- ☐ Not at all useful

***** Page Break *****

VOTING ASSISTANCE GUIDE

25. Did you like the following features of the 2008-09 Voting Assistance Guide (VAG)? Mark "Yes" or "No" for each item.

	Yes	No
a. State-by-state information on registering and voting absentee	☐	☐
b. Dates of elections and deadlines	☐	☐
c. Information on how to fill out the Federal Post Card Application (FPCA)	☐	☐
d. Mailing addresses for FPCAs or ballots	☐	☐
e. Information on electronically transmitting FPCAs or ballots by fax	☐	☐
f. Information on electronically transmitting FPCAs or ballots by e-mail	☐	☐
g. The overall layout and design	☐	☐
h. Some other feature	☐	☐

***** Page Break *****

VOTING ASSISTANCE GUIDE

Please specify the other feature.

***** Page Break *****

VOTING INFORMATION NEWS NEWSLETTER

26. The Voting Information News (VIN) newsletter is a monthly publication containing timely information for Voting Assistance Officers (VAO). During 2008, did you receive the VIN newsletter?

- ☐ Yes, both electronically and hard copy
- ☐ Yes, electronically only
- ☐ Yes, hard copy only
- ☐ No

***** Page Break *****

VOTING INFORMATION NEWS NEWSLETTER

27. During 2008, did you use the Voting Information News (VIN) newsletter?

- ☐ Yes
- ☐ No

***** Page Break *****

VOTING INFORMATION NEWS NEWSLETTER

28. During 2008, did you use the Voting Information News (VIN) newsletter in the following ways?
Mark "Yes" or "No" for each item.

	Yes	No
a. Forwarded it by e-mail	☐	☐
b. Photocopied the newsletter and distributed it	☐	☐
c. Extracted selected information and distributed it	☐	☐
d. Kept it for reference	☐	☐
e. Used it in some other way	☐	☐

***** Page Break *****

VOTING INFORMATION NEWS NEWSLETTER

Please specify the other way you used the VIN newsletter.

***** Page Break *****

VOTING INFORMATION NEWS NEWSLETTER

29. Overall, how useful was the Voting Information News (VIN) newsletter in helping you carry out your Voting Assistance Officer (VAO) duties?

- ☐ Very useful
- ☐ Useful
- ☐ Somewhat useful
- ☐ Not very useful
- ☐ Not at all useful

***** Page Break *****

VOTING INFORMATION NEWS NEWSLETTER

30. During 2008, when you used the Voting Information News (VIN) newsletter, did you like the following features? Mark "Yes" or "No" for each item.

	Yes	No
a. The overall layout and design	☐	☐
b. The information it contained	☐	☐
c. Ease of use	☐	☐
d. Frequency of the newsletter	☐	☐
e. Timeliness of the information in the newsletter	☐	☐
f. "To Do" checklist	☐	☐
g. Some other feature	☐	☐

***** Page Break *****

VOTING INFORMATION NEWS NEWSLETTER

Please specify the other feature you liked about the VIN newsletter.



***** Page Break *****

FEDERAL VOTING ASSISTANCE PROGRAM (FVAP) WEB SITE

31. The Federal Voting Assistance Program (FVAP) Web site, www.fvap.gov, provides voting-related information and resources. During 2008, did you visit this Web site?

- ☐ Yes
- ☐ No

***** Page Break *****

FEDERAL VOTING ASSISTANCE PROGRAM (FVAP) WEB SITE

32. How many times did you visit the Federal Voting Assistance Program (FVAP) Web site during 2008?

- ☐ Every day
- ☐ At least once a week, but not every day
- ☐ At least once a month, but not every week
- ☐ At least once in 2008, but not every month
- ☐ Do not recall

***** Page Break *****

FEDERAL VOTING ASSISTANCE PROGRAM (FVAP) WEB SITE

33. During 2008, did you visit the Federal Voting Assistance Program (FVAP) Web site for any of the following reasons? Mark "Yes" or "No" for each item.

	Yes	No
a. To access the online 2008-09 Voting Assistance Guide (VAG)	☐	☐
b. To access Voting Information News (VIN) newsletters	☐	☐
c. To access other FVAP publications	☐	☐
d. To access the Voting Calendar	☐	☐
e. To access the online Federal Post Card Application (FPCA)	☐	☐
f. To link to other election-related Web sites	☐	☐
g. To obtain Voter Assistance Officer (VAO) training	☐	☐

- | | | |
|--|-----------------------|-----------------------|
| h. To find a U.S. Representative or U.S. Senator | ☐ | ☐ |
| i. To obtain toll-free telephone numbers | ☐ | ☐ |
| j. To send e-mail to FVAP | ☐ | ☐ |
| k. To obtain information for your own publications | ☐ | ☐ |
| l. Some other reason | ☐ | ☐ |

***** Page Break *****

FEDERAL VOTING ASSISTANCE PROGRAM (FVAP) WEB SITE

Please specify the other reason for visiting the FVAP Web site.

***** Page Break *****

FEDERAL VOTING ASSISTANCE PROGRAM (FVAP) WEB SITE

34. Overall, how satisfied or dissatisfied were you with the Federal Voting Assistance Program (FVAP) Web site when you visited it in 2008?

- ☐ Very satisfied
☐ Satisfied
☐ Neither satisfied nor dissatisfied
☐ Dissatisfied
☐ Very dissatisfied

***** Page Break *****

FEDERAL VOTING ASSISTANCE PROGRAM (FVAP) WEB SITE

35. What were your reasons for not visiting the Federal Voting Assistance Program (FVAP) Web site in 2008? Mark "Yes" or "No" for each item.

- | | Yes | No |
|---|-----------------------|-----------------------|
| a. I did not know about it. | ☐ | ☐ |
| b. I did not know what it was for | ☐ | ☐ |
| c. I knew about it, but did not know the Web site address | ☐ | ☐ |
| d. I got all the information I needed from other sources | ☐ | ☐ |

e. I did not think it would be useful

☐☐

f. Some other reason

☐☐

***** Page Break *****

FEDERAL VOTING ASSISTANCE PROGRAM (FVAP) WEB SITE

Please specify the other reason for not visiting the FVAP Web site.

--

***** Page Break *****

TOLL-FREE TELEPHONE SERVICE

36. The Federal Voting Assistance Program (FVAP) provides a toll-free telephone service from many countries that allows a caller to talk to FVAP staff for voting assistance. During 2008, did you use or refer anyone to the FVAP toll-free telephone service?

☐ Yes

☐ No

***** Page Break *****

TOLL-FREE TELEPHONE SERVICE

37. Based on your experience in 2008 with the Federal Voting Assistance Program (FVAP) toll-free telephone service, how satisfied or dissatisfied were you with the assistance you received?

☐ Very satisfied

☐ Satisfied

☐ Neither satisfied nor dissatisfied

☐ Dissatisfied

☐ Very dissatisfied

***** Page Break *****

TOLL-FREE TELEPHONE SERVICE

38. Based on what you know of the experiences of those whom you referred in 2008 to the Federal Voting Assistance Program (FVAP) toll-free telephone service, how satisfied or dissatisfied were they with the assistance they received?

☐ Very satisfied

☐ Satisfied

☐ Neither satisfied nor dissatisfied

- ☐ Dissatisfied
- ☐ Very dissatisfied
- ☐ Don't know

***** Page Break *****

TOLL-FREE TELEPHONE SERVICE

39. During 2008, did you not use, or refer anyone to, the Federal Voting Assistance Program (FVAP) toll-free telephone service for any of the following reasons? Mark "Yes" or "No" for each item.

	Yes	No
a. I got all of the voting assistance I needed from other sources	☐	☐
b. No one asked to be referred	☐	☐
c. I did not know about it	☐	☐
d. Some other reason	☐	☐

***** Page Break *****

TOLL-FREE TELEPHONE SERVICE

Please specify the other reason.

***** Page Break *****

OTHER SOURCES OF VOTING INFORMATION

40. During 2008, how useful was each of the following sources in helping you perform your Voting Assistance Officer (VAO) duties? Mark one answer for each item.

	Very useful	Useful	Somewhat useful	Not very useful	Not at all useful	Did not use
a. Voting news releases	☐	☐	☐	☐	☐	☐
b. Motivational posters	☐	☐	☐	☐	☐	☐
c. Election Dates Posters	☐	☐	☐	☐	☐	☐
d. How To Do It! Frequently Asked Questions about absentee voting	☐	☐	☐	☐	☐	☐
e. Public service ad campaign	☐	☐	☐	☐	☐	☐

***** Page Break *****

OTHER SOURCES OF VOTING INFORMATION

41. During 2008, did you have enough of the following election materials to carry out your Voting Assistance Officer (VAO) duties? *Mark one answer for each item.*

	Yes	No	Did not use
a. 2008-09 Voting Assistance Guides (VAG)	☐	☐	☐
b. Federal Post Card Applications (FPCAs)	☐	☐	☐
c. Federal Write-In Absentee Ballots (FWABs)	☐	☐	☐
d. Election Dates Posters	☐	☐	☐
e. Motivational posters	☐	☐	☐

***** Page Break *****

COMMENTS

42. In the space below, please provide any comments you have about this questionnaire, the Federal Voting Assistance Program (FVAP), or your most recent assignment as a Voting Assistance Officer (VAO).

***** Page Break *****

Appendix B.

Survey Communications

Dear Voting Assistance Officer:

The Federal Voting Assistance Program is preparing to conduct the 2008 Post-Election Survey. This survey measures the experiences of Voting Assistance Officers in facilitating voting by U.S. citizens living overseas during the 2008 Federal election process. The survey results will be reported, as required by the *Uniformed and Overseas Citizens Absentee Voting Act*, to the President and Congress, and the findings will be used to improve Federal Voting Assistance Program services to Voting Assistance Officers and overseas citizens.

Although the survey is voluntary, your assistance is very important to us as we try to improve the voting process for overseas citizens. Your responses will be kept strictly confidential and will be used to report only group-level findings.

We will send you a link to the Web-based version of the Post-Election Survey by e-mail shortly after the November 4, 2008 General Election.

If you have any questions about the survey, you may contact Ms. Erin St Pierre with the Federal Voting Assistance Program (FVAP) toll-free at 1-800-438-VOTE (or from your current country by using the toll-free numbers on the FVAP Web site www.fvap.gov). You may also e-mail the FVAP at vote@fvap.ncr.gov.

We appreciate your willingness to assist us with this important effort.

Sincerely,

Janice L. Jacobs
Assistant Secretary of State for Consular Affairs

Dear Voting Assistance Officer:

I would like to invite you to participate in the Federal Voting Assistance Program's 2008 Post-Election Survey. This survey collects information on the experiences of Department of State (DoS) Voting Assistance Officers in facilitating voting for citizens living overseas during the 2008 Federal election process. The survey results will be presented to the President and Congress, and the findings will be used to improve the Federal Voting Assistance Program (FVAP) and the voting process for overseas citizens.

Although participation in this survey is voluntary, we encourage you to complete the survey so the results are representative of the experiences of DoS Voting Assistance Officers. Survey responses will be kept strictly confidential, and only group-level findings will be reported.

Westat, a survey research organization in Rockville, Maryland, is managing the secure survey Web site. To access and complete the Web-based survey, enter the following Ticket Number on the survey's "Welcome" page. To go to the survey's secure Web site, you can either click on the link below or copy and paste the URL directly into your browser.

Ticket Number:

Link to secure survey Web site: <https://www.FVAP.org/VAOPostElection>

If you need technical assistance to access the Web survey, contact the Survey Support Center: 2008PostElectionSurvey@westat.com

If you have any questions about the survey, you may contact Ms. Erin St Pierre with the FVAP toll-free at 1-800-438-VOTE (or from your current country by using the toll-free numbers on the FVAP Web site www.fvap.gov). You may also email the FVAP at vote@fvap.ncr.gov.

We appreciate your willingness to take the survey and provide us with your comments and recommendations on the absentee voting process.

Sincerely,

Janice L. Jacobs
Assistant Secretary of State for Consular Affairs

Dear Voting Assistance Officer:

We recently contacted you requesting your participation in the Federal Voting Assistance Program's 2008 Post-Election Survey about overseas voting. If you have completed and submitted your survey, thank you. Your participation is greatly appreciated. If you have not responded to the survey, please take a few minutes now to do so. To complete the survey, enter the following Ticket Number on the survey's "Welcome" page. To go to the survey's secure Web site, you can either click on the link below or copy and paste the URL directly into your browser.

Ticket Number:

Link to secure survey Web site: <https://www.FVAP.org/VAOPostElection>

If you need technical assistance to access the Web survey, contact the Survey Support Center: 2008PostElectionSurvey@westat.com

If you have any questions about the survey, please contact Ms. Erin St. Pierre with the Federal Voting Assistance Program (FVAP) toll-free at 1-800-438-VOTE (or from your current country by using the toll-free numbers on the FVAP Web site www.fvap.gov). You may also email the FVAP at vote@fvap.ncr.gov.

The survey is authorized by the *Uniformed and Overseas Citizens Absentee Voting Act* and helps FVAP identify any problems overseas citizens may have experienced with voting and the effectiveness of services provided by FVAP to Voting Assistance Officers like yourself. Participation is voluntary and responses are confidential. Your comments and recommendations are important and are needed to improve the Federal Voting Assistance Program and the overseas voting process.

Thank you for your help with this survey.

Sincerely,

Janice L. Jacobs
Assistant Secretary of State for Consular Affairs

Subject Line: Your opinion matters! Please Complete the 2008 Post-Election Survey

Dear [NAME]:

About 2 weeks we ago, we invited you to participate in the Federal Voting Assistance Program's 2008 Post-Election Survey about absentee voting. If you have completed and returned the survey, thank you! If not, we hope you will take 10 to 15 minutes to do so. Your opinions and experiences will help us to improve the absentee voting process.

To take the survey, enter the following individual Ticket Number after you link to the survey:

Ticket Number:

Link to secure survey Web site (click on link, or copy and paste the URL into your browser but do not copy any extra spaces before or after the URL):

<https://www.FVAP.org/VAOPostElection>

If you encounter any problems in accessing the Web survey, please contact the Survey Support Center: 2008PostElectionSurvey@westat.com They will be happy to help you. Please include your Ticket Number in your e-mail.

If you prefer, you may request a hard-copy booklet version of the survey. Please include your Ticket Number and postal address with your request. Along with your booklet, you will receive a pre-addressed return envelope and instructions for delivering the completed survey. Send your request to 2008PostElectionSurvey@westat.com.

If you have any questions about the legitimacy or content of the survey, please contact Ms. Erin St. Pierre with the Federal Voting Assistance Program (FVAP) toll-free at 1-800-438-VOTE, or from your current country by using the toll-free numbers on the FVAP Web site www.fvap.gov. You may also email the FVAP at vote@fvap.ncr.gov.

Thank you for your help with this survey.

Sincerely,

Janice L. Jacobs
Assistant Secretary of State for Consular Affairs

Subject line: Your Response Is Needed for the 2008 Post-Election Survey

Dear Voting Assistance Officer:

Several weeks ago, you were invited to participate in the Federal Voting Assistance Program's 2008 Post-Election Survey about absentee voting. **If you have not yet completed the survey, I strongly urge you to do so.** If you have already completed and returned the survey, thank you.

The survey results will be reported to Congress and used to improve the absentee voting process. Your responses are crucial to collecting survey data that are representative of the experiences of Voting Assistance Officers in the 2008 General Election cycle.

To take the survey, enter the following individual Ticket Number after you link to the survey:

Ticket Number:

Link to secure survey Web site (click on link, or copy and paste the URL into your browser but do not copy any extra spaces before or after the URL):

<https://www.FVAP.org/VAOPostElection>

If you encounter any problems in accessing the Web survey, please contact the Survey Support Center: 2008PostElectionSurvey@westat.com They will be happy to assist you. Please include your Ticket Number in your e-mail.

If you have any questions about the legitimacy or content of the survey, please contact Ms. Erin St. Pierre with the Federal Voting Assistance Program (FVAP) toll-free at 1-800-438-VOTE, or from your current country by using the toll-free numbers on the FVAP Web site www.fvap.gov. You may also email the FVAP at vote@fvap.ncr.gov.

Thank you for helping to make this important survey a success.

Sincerely,

Janice L. Jacobs
Assistant Secretary of State for Consular Affairs

Subject line: Your Response Is Needed for the 2008 Post-Election Survey

Dear Voting Assistance Officer:

Several weeks ago, you were invited to participate in the Federal Voting Assistance Program's 2008 Post-Election Survey about absentee voting. **If you have not yet completed the survey, I strongly urge you to do so.** If you have already completed and returned the survey, thank you.

The survey results will be reported to Congress and used to improve the absentee voting process. Your responses are crucial to collecting survey data that are representative of the experiences of Voting Assistance Officers in the 2008 General Election cycle.

To take the survey, enter the following individual Ticket Number after you link to the survey:

Ticket Number:

Link to secure survey Web site (click on link, or copy and paste the URL into your browser but do not copy any extra spaces before or after the URL):

<https://www.FVAP.org/VAOPostElection>

If you encounter any problems in accessing the Web survey, please contact the Survey Support Center: 2008PostElectionSurvey@westat.com They will be happy to assist you. Please include your Ticket Number in your e-mail.

If you have any questions about the legitimacy or content of the survey, please contact Ms. Erin St. Pierre with the Federal Voting Assistance Program (FVAP) toll-free at 1-800-438-VOTE, or from your current country by using the toll-free numbers on the FVAP Web site www.fvap.gov. You may also email the FVAP at vote@fvap.ncr.gov.

Thank you for helping to make this important survey a success.

Sincerely,

Janice L. Jacobs
Assistant Secretary of State for Consular Affairs

Appendix C.

Annotated Questionnaire

BACKGROUND INFORMATION

COUNTRY

1. On November 4, 2008, in which country were you stationed? *Please enter the name of the country in the box below.*

HOWLONG

2. As of November 4, 2008, how long had you been stationed in this country?

- 1 ☒ Less than 6 months
 2 ☒ 6 months to less than 1 year
 3 ☒ 1 year to less than 2 years
 4 ☒ 2 years to less than 3 years
 5 ☒ 3 years or more

SRAGEGP

3. What was your age on November 4, 2008?

- 1 ☒ 24 years old or younger
 2 ☒ 25 to 29 years old
 3 ☒ 30 to 34 years old
 4 ☒ 35 to 44 years old
 5 ☒ 45 years old or older

CURRASGN

4. Is your current job the same as your job on November 4, 2008?

- 2 ☒ Yes
 1 ☒ No

NCURRASGN

5. How long had you been a Voting Assistance Officer (VAO) in the assignment you held on November 4, 2008?

- 1 ☒ Less than 3 months
 2 ☒ 3 months to less than 6 months
 3 ☒ 6 months to less than 1 year
 4 ☒ 1 year or more

VAOSERV

6. Have you ever served as a Voting Assistance Officer (VAO) before your most recent VAO assignment?

- 3 ☒ Yes, once before
 2 ☒ Yes, more than once before
 1 ☒ No

TIMEVAO

7. As of November 4, 2008, how long have you served as a Voting Assistance Officer (VAO), including previous service?

- 1 ☒ Less than 6 months
 2 ☒ 6 months to less than 1 year
 3 ☒ 1 year to less than 2 years
 4 ☒ 2 years to less than 3 years
 5 ☒ 3 years or more

VOTING ASSISTANCE

NUMCITIZEN

8. As of November 4, 2008, how many U.S. citizens (official and non-official) resided in your consular district?

- 1 ☒ Less than 5,000
 2 ☒ 5,001 to 20,000
 3 ☒ 20,001 to 50,000
 4 ☒ More than 50,000

TRAINING

9. During the Voting Assistance Officer (VAO) assignment period that includes November 4, 2008, did you receive any training to prepare you for performing your VAO duties?

- 2 ☒ Yes
 1 ☒ No

10. [Ask if Q9 = 'Yes'] If you received any of the following types of training, how useful was each one in preparing you for performing your Voting Assistance Officer (VAO) duties? *Mark one answer for each item.*

	60 Did not receive this training	1 Not at all useful	2 Not very useful	3 Somewhat useful	4 Useful	5 Very useful
a. Federal Voting Assistance Program (FVAP) onsite VAO training workshop	☒	☒	☒	☒	☒	☒
b. Other workshop/seminar	☒	☒	☒	☒	☒	☒
c. FVAP online/CD ROM training for VAOs	☒	☒	☒	☒	☒	☒
d. Classroom instruction at the Foreign Service Institute	☒	☒	☒	☒	☒	☒
e. Informal briefing(s)	☒	☒	☒	☒	☒	☒
f. Materials left by previous VAOs	☒	☒	☒	☒	☒	☒
g. Instructions from the Department of State	☒	☒	☒	☒	☒	☒
h. Materials on the Consular Affairs Intranet site	☒	☒	☒	☒	☒	☒

NUMASST

11. During 2008, about how many people did you and your staff provide with voting assistance in the primaries and the November 4 general election?

- 0 ☒ None
1 ☒ 1 to 100
2 ☒ 101 to 500
3 ☒ 501 to 1000
4 ☒ 1001 to 2000
5 ☒ 2001 or more

NUMFPCAS

12. During 2008, about how many people did you and your staff provide with Federal Post Card Applications (FPCAs) for the primaries and November 4 general election?

- 0 ☒ None
1 ☒ 1 to 50
2 ☒ 51 to 100
3 ☒ 101 to 200
4 ☒ 201 to 500
5 ☒ 501 or more

NUMFWABS

13. During 2008, about how many people did you and your staff provide with Federal Write-In Absentee Ballots (FWABs) for the primaries and November 4 general election?

- 0 ☒ None
1 ☒ 1 to 50
2 ☒ 51 to 100
3 ☒ 101 to 200
4 ☒ 201 to 500
5 ☒ 501 or more

HOURS

14. During 2008, about many hours per week have you spent on Voting Assistance Officer (VAO) activities?

- 1 ☒ 10 hours or less per week
2 ☒ 11 to 20 hours per week
3 ☒ 21 to 30 hours per week
4 ☒ 31 to 40 hours per week
5 ☒ 41 or more hours per week

ACTIVITYA ACTIVITYB ACTIVITYC ACTIVITYD ACTIVITYE
ACTIVITYF ACTIVITYG

15. During your most recent assignment as a Voting Assistance Officer (VAO), did you do the following activities? *Mark "Yes" or "No" for each item.*

	1 No	2 Yes
a. Conduct workshops/briefings on voting for overseas citizens/post staff members	☒	☒
b. Distribute Federal Post Card Applications (FPCAs)	☒	☒
c. Regularly report on voting activities to your Department's Chief Voting Officer	☒	☒

	1 No	2 Yes
d. Regularly report on voting activities to senior embassy officials.....	☐	☐
e. Answer overseas citizens voting questions....	☐	☐
f. Display voting information materials	☐	☐
g. Involve overseas citizens organizations in voting program.....	☐	☐

ASSTA ASSTB ASSTC ASSTD ASSTE ASSTF ASSTG ASSTH
ASSTI ASSTJ ASSTK ASSTL ASSTM ASSTN ASSTO ASSTP
ASSTQ

16. During 2008, were you and your staff asked to provide the following kinds of voting assistance? Mark "Yes" or "No" for each item.

	1 No	2 Yes
a. Provide Federal Post Card Applications (FPCAs) to voters	☐	☐
b. Help voters fill out FPCAs	☐	☐
c. Provide Federal Write-In Absentee Ballots (FWABs) to voters	☐	☐
d. Help voters fill out FWABs	☐	☐
e. Act as a notary/witness to FPCAs and/or ballots	☐	☐
f. Electronically transmit or receive election materials by fax.....	☐	☐
g. Electronically transmit or receive election materials by e-mail.....	☐	☐
h. Help voters determine voting jurisdictions.....	☐	☐
i. Provide addresses of local election officials.....	☐	☐
j. Explain specifics of state voting procedures to voters	☐	☐
k. Help voters determine the need to register or how to register	☐	☐
l. Provide information on changing legal residence to voters	☐	☐
m. Explain deadlines for necessary forms and/or submitting ballots	☐	☐
n. Provide dates of elections.....	☐	☐
o. Answer questions about the impact of voting on federal tax liability.....	☐	☐
p. Explain the importance of voting	☐	☐
q. Provide information on candidates/issues.....	☐	☐

DUTIESA DUTIESB DUTIESC DUTIESD DUTIESE DUTIESF

17. During your most recent Voting Assistance Officer (VAO) assignment, how satisfied or dissatisfied were you with each of the following as you performed your duties? Mark one answer for each item.

	1 Very dissatisfied	2 Dissatisfied	3 Neither satisfied nor dissatisfied	4 Satisfied	5 Very satisfied
a. Amount of time available for performing VAO duties.....	☐	☐	☐	☐	☐
b. Embassy support for the voting program	☐	☐	☐	☐	☐
c. Department of State support for the voting program	☐	☐	☐	☐	☐
d. Quantity of voting materials available	☐	☐	☐	☐	☐
e. Timeliness of distribution of voting materials within the Department of State	☐	☐	☐	☐	☐
f. Method of requesting voting materials.....	☐	☐	☐	☐	☐

COMPSPA COMPSB COMpsc COMPSD COMPSE COMPSF
COMPSG COMPSH COMPSI COMPSJ COMPSK

18. During 2008, did overseas citizens make the following complaints about registering to vote, obtaining an absentee ballot, or preparing to vote? Mark "Yes" or "No" for each item.

	1 No	2 Yes
a. Complicated voting procedures.....	☐	☐
b. Difficulty filling out Federal Post Card Application (FPCA)	☐	☐
c. Delayed or no response to the FPCA	☐	☐
d. Returned FPCA because it was not accepted by election officials	☐	☐
e. Difficulty having FPCA or ballot notarized.....	☐	☐
f. Confusing absentee ballot	☐	☐
g. Difficulty using Federal Write-In Absentee Ballot (FWAB)	☐	☐
h. Confusing residency qualifications/laws.....	☐	☐
i. Not enough information on candidates/ issues.....	☐	☐
j. Difficulty with maintaining current mailing address with local election officials	☐	☐
k. Other complaint(s)	☐	☐

COMPSSP

[Ask if Q18 k = 'Yes'] Please specify the other complaint(s).

STATESPROC

19. Based on your experience as a Voting Assistance Officer (VAO) during the 2008 elections, the absentee voting procedures of which three states or territories presented the most problems to absentee voters at your post? Please specify 3 states or territories.

ELECTRONIC TRANSMISSION OF ELECTION MATERIALS

FAXA FAXB FAXC FAXD FAXE FAXF FAXG FAXH

20. During 2008, did you assist voters by sending and/or receiving any of the following voting materials by fax? Mark "Yes" or "No" for each item.

	1 No	2 Yes
a. Sent Federal Post Card Applications (FPCAs)	☐	☐
b. Received FPCAs	☐	☐
c. Sent blank absentee ballots	☐	☐
d. Received blank absentee ballots	☐	☐
e. Sent voted ballots	☐	☐
f. Received voted ballots	☐	☐
g. Sent other voting materials	☐	☐
h. Received other voting materials	☐	☐

EMAILA EMAILB EMAILC EMAILD EMAILF EMAILG EMAILH

21. During 2008, did you assist voters by sending and/or receiving any of the following voting materials by e-mail? Mark "Yes" or "No" for each item.

	1 No	2 Yes
a. Sent Federal Post Card Applications (FPCAs)	☐	☐
b. Received FPCAs	☐	☐
c. Sent blank absentee ballots	☐	☐
d. Received blank absentee ballots	☐	☐

1 No

2 Yes

e. Sent voted ballots	☐	☐
f. Received voted ballots	☐	☐
g. Sent other voting materials	☐	☐
h. Received other voting materials	☐	☐

VOTING ASSISTANCE GUIDE

VAG

22. The Department of Defense 2008-09 Voting Assistance Guide (VAG) provides state-by-state information about registering to vote and requesting an absentee ballot. Did you receive the 2008-09 VAG?

2 ☐ Yes1 ☐ No

VAGMONTH

23. [Ask if Q22 = 'Yes'] During 2008, in what month did you receive the 2008-09 Voting Assistance Guide (VAG)?

1 ☐ January2 ☐ February3 ☐ March4 ☐ April5 ☐ May6 ☐ June7 ☐ July8 ☐ August9 ☐ September10 ☐ October11 ☐ November12 ☐ Prior to January 200860 ☐ Do not recall

VAGUSEFUL

24. [Ask if Q22 = 'Yes'] During 2008, how useful was the 2008-09 Voting Assistance Guide (VAG) in helping you perform your Voting Assistance Officer (VAO) duties?

- 5 ☒ Very useful
 4 ☒ Useful
 3 ☒ Somewhat useful
 2 ☒ Not very useful
 1 ☒ Not at all useful

LIKEVAGA LIKEVAGB LIKEVAGC LIKEVAGD LIKEVAGE
 LIKEVAGF LIKEVAGG LIKEVAGH

25. [Ask if Q22 = 'Yes'] Did you like the following features of the 2008-09 Voting Assistance Guide (VAG)? Mark "Yes" or "No" for each item.

	1 No	
	2 Yes	
a. State-by-state information on registering and voting absentee	☒	☒
b. Dates of elections and deadlines	☒	☒
c. Information on how to fill out the Federal Post Card Application (FPCA)	☒	☒
d. Mailing addresses for FPCAs or ballots	☒	☒
e. Information on electronically transmitting FPCAs or ballots by fax	☒	☒
f. Information on electronically transmitting FPCAs or ballots by e-mail	☒	☒
g. The overall layout and design	☒	☒
h. Some other feature	☒	☒

LIKEVAGSP

[Ask if Q25 h = 'Yes'] Please specify the other feature.

VOTING INFORMATION NEWS NEWSLETTER

VIN

26. The Voting Information News (VIN) newsletter is a monthly publication containing timely information for Voting Assistance Officers (VAO). During 2008, did you receive the VIN newsletter?

- 4 ☒ Yes, both electronically and hard copy
 3 ☒ Yes, electronically only
 2 ☒ Yes, hard copy only
 1 ☒ No

VINUSE

27. [Ask if Q26 = 'Yes'] During 2008, did you use the Voting Information News (VIN) newsletter?

- 2 ☒ Yes
 1 ☒ No

VINUSEA VINUSEB VINUSEC VINUSED VINUSEE

28. [Ask if Q26 = 'Yes' and Q27 = 'Yes'] During 2008, did you use the Voting Information News (VIN) newsletter in the following ways? Mark "Yes" or "No" for each item.

	1 No	
	2 Yes	
a. Forwarded it by e-mail	☒	☒
b. Photocopied the newsletter and distributed it	☒	☒
c. Extracted selected information and distributed it	☒	☒
d. Kept it for reference	☒	☒
e. Used it in some other way	☒	☒

VINUSESP

[Ask if Q28 e = 'Yes'] Please specify the other way you used the VIN newsletter.

VINUSEFUL

29. [Ask if Q26 = 'Yes' and Q27 = 'Yes'] Overall, how useful was the Voting Information News (VIN) newsletter in helping you carry out your Voting Assistance Officer (VAO) duties?

- 5 ☒ Very useful
4 ☒ Useful
3 ☒ Somewhat useful
2 ☒ Not very useful
1 ☒ Not at all useful

LIKEVINA LIKEVINB LIKEVINC LIKEVIND LIKEVINE LIKEVINI LIKEVINJ LIKEVINL

30. [Ask if Q26 = 'Yes' and Q27 = 'Yes'] During 2008, when you used the Voting Information News (VIN) newsletter, did you like the following features? Mark "Yes" or "No" for each item.

	1 No	2 Yes
a. The overall layout and design	☒	☒
b. The information it contained	☒	☒
c. Ease of use	☒	☒
d. Frequency of the newsletter	☒	☒
e. Timeliness of the information in the newsletter	☒	☒
f. "To Do" checklist	☒	☒
g. Some other feature	☒	☒

LIKEVINSP

[Ask if Q30 g = 'Yes'] Please specify the other feature you liked about the VIN newsletter.

FEDERAL VOTING ASSISTANCE PROGRAM (FVAP) WEB SITE

WEBSITE

31. The Federal Voting Assistance Program (FVAP) Web site, www.fvap.gov, provides voting-related information and resources. During 2008, did you visit this Web site?

- 2 ☒ Yes
1 ☒ No

WEBTIMES

32. [Ask if Q31 = 'Yes'] How many times did you visit the Federal Voting Assistance Program (FVAP) Web site during 2008?

- 1 ☒ Every day
2 ☒ At least once a week, but not every day
3 ☒ At least once a month, but not every week
4 ☒ At least once in 2008, but not every month
60 ☒ Do not recall

VISFVAPA VISFVAPB VISFVAPC VISFVAPD VISFVAPE VISFVAPF VISFVAPG VISFVAPH VISFVAPI VISFVAPJ VISFVAPK VISFVAPL

33. [Ask if Q31 = 'Yes'] During 2008, did you visit the Federal Voting Assistance Program (FVAP) Web site for any of the following reasons? Mark "Yes" or "No" for each item.

	1 No	2 Yes
a. To access the online 2008-09 Voting Assistance Guide (VAG)	☒	☒
b. To access Voting Information News (VIN) newsletters	☒	☒
c. To access other FVAP publications	☒	☒
d. To access the Voting Calendar	☒	☒
e. To access the online Federal Post Card Application (FPCA)	☒	☒
f. To link to other election-related Web sites	☒	☒
g. To obtain Voter Assistance Officer (VAO) training	☒	☒
h. To find a U.S. Representative or U.S. Senator	☒	☒
i. To obtain toll-free telephone numbers	☒	☒
j. To send e-mail to FVAP	☒	☒
k. To obtain information for your own publications	☒	☒
l. Some other reason	☒	☒

VISFVAPSP

[Ask if Q33 l = 'Yes'] Please specify the other reason for visiting the FVAP Web site.

FVAPWEBSAT

34. [Ask if Q31 = 'Yes'] Overall, how satisfied or dissatisfied were you with the Federal Voting Assistance Program (FVAP) Web site when you visited it in 2008?

- 5 ☒ Very satisfied
4 ☒ Satisfied
3 ☒ Neither satisfied nor dissatisfied
2 ☒ Dissatisfied
1 ☒ Very dissatisfied

NOFWEB A NOFWEB B NOFWEB C NOFWEB D NOFWEB E NOFWEB F

35. [Ask if Q31 = 'No'] What were your reasons for not visiting the Federal Voting Assistance Program (FVAP) Web site in 2008? Mark "Yes" or "No" for each item.

	1 No	2 Yes
a. I did not know about it	☒	☒
b. I did not know what it was for	☒	☒
c. I knew about it, but did not know the Web site address	☒	☒
d. I got all the information I needed from other sources	☒	☒
e. I did not think it would be useful	☒	☒
f. Some other reason	☒	☒

NOFWEBSP

[Ask if Q35 f = 'Yes'] Please specify the other reason for not visiting the FVAP Web site.

TOLL-FREE TELEPHONE SERVICE

TOLLFREE

36. The Federal Voting Assistance Program (FVAP) provides a toll-free telephone service from many countries that allows a caller to talk to FVAP staff for voting assistance. During 2008, did you use or refer anyone to the FVAP toll-free telephone service?

- 2 ☒ Yes
1 ☒ No

TLFRSATIS

37. [Ask if Q36 = 'Yes'] Based on your experience in 2008 with the Federal Voting Assistance Program (FVAP) toll-free telephone service, how satisfied or dissatisfied were you with the assistance you received?

- 5 ☒ Very satisfied
4 ☒ Satisfied
3 ☒ Neither satisfied nor dissatisfied
2 ☒ Dissatisfied
1 ☒ Very dissatisfied

TLFRSATISO

38. [Ask if Q36 = 'Yes'] Based on what you know of the experiences of those whom you referred in 2008 to the Federal Voting Assistance Program (FVAP) toll-free telephone service, how satisfied or dissatisfied were they with the assistance they received?

- 5 ☒ Very satisfied
4 ☒ Satisfied
3 ☒ Neither satisfied nor dissatisfied
2 ☒ Dissatisfied
1 ☒ Very dissatisfied
60 ☒ Don't know

NOTOLLFRA NOTOLLFRB NOTOLLFRC NOTOLLFRD

39. [Ask if Q36 = 'No'] During 2008, did you not use, or refer anyone to, the Federal Voting Assistance Program (FVAP) toll-free telephone service for any of the following reasons? Mark "Yes" or "No" for each item.

	1 No	2 Yes
a. I got all of the voting assistance I needed from other sources	☒	☒
b. No one asked to be referred	☒	☒
c. I did not know about it	☒	☒
d. Some other reason	☒	☒

NOTOLLFRSP

[Ask if Q39 d = 'Yes'] Please specify the other reason.

OTHER SOURCES OF VOTING INFORMATION

SRCEINFOA SRCEINFOB SRCEINFOC SRCEINFOD SRCEINFOE

40. During 2008, how useful was each of the following sources in helping you perform your Voting Assistance Officer (VAO) duties? *Mark one answer for each item.*

	60	5	4	3	2	1
	Did not use	Very useful	Useful	Somewhat useful	Not very useful	Not at all useful
a. Voting news releases	☐	☐	☐	☐	☐	☐
b. Motivational posters	☐	☐	☐	☐	☐	☐
c. Election Dates Posters	☐	☐	☐	☐	☐	☐
d. How To Do It! Frequently Asked Questions about absentee voting	☐	☐	☐	☐	☐	☐
e. Public service ad campaign	☐	☐	☐	☐	☐	☐

VOTEMATATA VOTEMATB VOTEMATC VOTEMATD VOTEMATE

41. During 2008, did you have enough of the following election materials to carry out your Voting Assistance Officer (VAO) duties? *Mark one answer for each item.*

	60	2	1
	Did not use	Yes	No
a. 2008-09 Voting Assistance Guides (VAG)	☐	☐	☐
b. Federal Post Card Applications (FPCAs)	☐	☐	☐
c. Federal Write-In Absentee Ballots (FWABs)	☐	☐	☐
d. Election Dates Posters	☐	☐	☐
e. Motivational posters	☐	☐	☐

COMMENTS

FVAPCMT

42. In the space below, please provide any comments you have about this questionnaire, the Federal Voting Assistance Program (FVAP), or your most recent assignment as a Voting Assistance Officer (VAO).

Appendix D. Coding Scheme

APPENDIX D: Coding Scheme for the 2008 Post Election Voting Survey of Department of State Voting Assistance Officers

The guiding premise of DMDC surveys are that the analysts creating the dataset will not be the only ones analyzing the data. DMDC rarely collects data only for immediate use or to answer one question. Different people, both at DMDC and other organizations, analyze DMDC datasets over time. Every care is taken in organizing and documenting DMDC surveys so secondary analysts can be reasonably certain they understand both how data were coded and the limitations of the data. This appendix describes (1) conventions for naming variables, (2) methods for capturing data from the survey instrument, and (3) the process of editing survey response variables created for the analysis file.

Variable Naming

In responding to a customer's request for information, DMDC often uses multiple data sources. Information on a particular topic may need to be obtained from different surveys or from a survey that has been repeated over a number of years. For example, a customer might be interested in organizational commitment items included in a survey of active duty members in 1999 and in an exit survey in 2000. Conventions discussed below are being used as a means for facilitating such analyses.

Survey Variables

Standard survey response and operational variables. Variables common to DMDC surveys are assigned identical names and values across surveys. The prefix "SR" is used for self-reported demographic survey items: SRGRADE, and SRMARST are examples. Examples of common operational variables are CMTFLAG (indicates whether the respondent entered a comment) and DARVDATE (date the survey was submitted)

Nonstandard survey response variables. Survey item variables are named according to the following conventions (illustrated for the *2008 Post Election Voting Survey of Department of State Voting Assistance Officers*):

- The first, second, and third positions of the variable name are "PEV", which indicates the survey type and population.
- The fourth position indicates the number of times this survey has fielded. Since this is the first fielding of PEVS, the letter "A" was used.
- The fifth, sixth, and seventh positions are the survey item numbers 001 through 042.
- Positions eight and nine usually represent sub-items for multi-part survey items. The exceptions, skip pattern flags ("SK") and specify flags ("SP"), are explained later in the section Standard Flag Variables.

- The last position may be “U” (indicating that the values have not been edited to enforce skip pattern consistency) or “R” (indicating that the original values have been recoded).

Crossing (domain) variables. Beginning a variable name with “X” indicates it has been recoded to define crosstabulation categories for reports or analyses. Crossing variables typically use record data to impute values for missing data in survey items. These variables may also collapse or recode data to missing in order to preserve confidentiality of respondents. (See Appendix I for the SAS code that defines these variables.)

Administrative Record Variables

When administrative record data are used unchanged in the analysis file, the original variable name, values, and value labels are identical to those from an official DMDC personnel data file. For example, REGION identifies the region where the Voting Assistance Officer was located in the analysis file exactly as it does in the Department of State records.

Raw-Data Encoding Process

When a respondent completes an online survey, data are stored in an indexed file on the Web (data) server. This file is copied to the operations contractor’s internal network and the data are matched to the sample file, attaching each member’s survey responses to the sample record.

The data are then cleaned in an iterative multi-step process. First, values are assigned to valid responses (see Appendix C for the annotated form) and item nonresponse is coded (-9). Second, the process creates flag variables for respondent-specified items, flags, validates, and codes skip pattern variables, and codes the content of text entries.

The Web survey’s “other specify” and open-ended comments are collected in a comment file and linked to the Web survey data by ticket number. All text entries are cleaned and edited to remove identifying information and expletives. The long comment item at the end of the questionnaire is keyed in a separate process. The comments data are confidential and are not merged into the returns dataset.

The next sections discuss the assignment of missing value codes, the special treatment of data variables, and the editing of skip patterns.

Value Coding and Formats

Datasets are prepared as SAS¹ system files. An OS or flat file version of the basic survey release file is then prepared from the SAS system file. This section describes how values are treated in creating the SAS system files and notes any differences in the flat file.

In the SAS system files, variables are declared as numeric unless they contain true alphabetic characters. Although numeric variables can take more storage space, many statistical and logical operations can be done only with variables that are declared as numeric. Values for

¹ SAS is a trademark of the SAS Institute, Inc.

alphabetic variables are input with \$CHARww. formats to preserve leading, embedded, and trailing blanks.

Missing Data Codes

The instructions used to assign missing data codes and other special codes are shown in Table D-1 and Table D-2. The labels associated with each assigned value are shown in italicized text. These are the SAS format labels used in the SAS dataset.

- Table D-1 contains basic SAS and flat file missing data values.
- Table D-2 contains SAS and flat file missing data values for dates.

The values presented in Table D-1 are general missing data values that have been adopted in recent years for use on DMDC surveys. Standards for date variables are in Table D-2. Both tables have separate columns for values used for SAS system files and flat files. The biggest difference between the flat files and SAS system files is in the treatment of missing values. The flat file values differ from the SAS values because SAS implements special missing values and formats that may not be compatible with other statistical analysis software such as SPSS².

Table D-1.
Basic SAS® and Flat Missing Data Values

SAS® File		Flat File		Description
Numeric	Alpha	Numeric	Alpha	
.	.	-9	.	<i>No response or missing skip</i>
.A	.A	-8	.A	<i>Multiple response error</i>
.O	.O	-7	.O	<i>Out-of-range</i>
.N	.N	-6	.N	<i>Not applicable or Valid skip</i>
.F	.F	-5	.F	<i>Variable not on survey form.</i> This value is reserved for multiple-form surveys
.I	.I	-4	.I	<i>Incomplete grid error</i>
99	DK	99	DK	<i>Don't know or don't remember</i>
.B	.B	-1	.B	<i>No survey returned.</i> Filler values for survey variables when either a blank survey is returned or no survey is returned. Control system variables retain assigned values.

Note: Use of 'Don't know' or 'Not sure' as a response is not missing data. It is, however, given special treatment because it lacks precision and is sometimes excluded when calculating percentages. If an analyst decides to exclude this response when calculating percentages, it should be recoded as missing; in SAS datasets the value .Z is suggested for use. Also, it is often useful to sum (across items) the number of times 'Don't know' is used as a response by a respondent.

² SPSS is a trademark of SPSS Inc.

Table D-2.
SAS® and Flat File Missing Data Values for Dates

SAS® File		Flat File		Description
Re-coded value	Value read from input	YYYYMMDD	MMYYYY	
.	-54908	18090901	SEP1809	No response (invalid skip)
.A	-55304	18080801	AUG1808	Multiple response error
.O	-55701	18070701	JUL1807	Out-of-range error
.N	-56096	18060601	JUN1806	Not applicable (valid skip)
.I	-56887	18040401	APR1804	Incomplete grid error
.B	-58073	18010101	JAN1801	Blank/no survey. Filler value for survey variables when either a blank survey is returned or no survey is returned. Control system variables retain assigned values.

Note: This conversion has already been done in DMDC SAS® files.

SAS can represent up to 27 missing data values for numeric variables as either a period or a period-letter combination. While SAS can read alpha characters representing missing data in a raw data field declared to be numeric, other programs such as SPSS do not accept these characters in numeric fields. Missing numeric data are represented in the flat files by negative numbers that can be declared as missing values. For example, a multiple response error in flat files is coded as a “-8”, which can be declared as a missing value when the data are input in SPSS—in the SAS file, the value “.A” is used to represent a multiple response error.

Data requirements of SUDAAN³ are also considered in coding. Primarily this means avoiding in coding the use of a zero, which has a special use for certain procedures in SUDAAN, for a variable that will be used as a categorical independent variable.

Many types of missing data are common to scanned surveys and are self explanatory. In general, missing data are coded as “-9” (SAS: .) for item nonresponse; multiple response errors are coded as “-8” (SAS: .A).⁴ Incomplete responses in grids that could not be resolved by visual inspection are coded as “-4” (SAS: .I). Out-of-Range responses in grids (e.g., number of days or weeks in a year larger than 365 or 52, respectively) are coded as “-7” (SAS: .O). For a single item that contains a response alternative of “Not applicable,” a missing data code of “-6” (SAS: .N) is typically used. When multiple items can be affected by a skip pattern or when item(s) have multiple ways to be not applicable, other specific codes are used. This type of coding is discussed later in the section entitled “Skip Pattern Coding.”

³ SUDAAN is a trademark of the Research Triangle Institute.

⁴ Multiple response errors can only occur for users of the paper form. Web instrument, through the use of radio buttons, does not allow multiple responses for one item.

Multiple survey forms or modes (e.g., paper and web) are sometimes used in a single effort, and the data from all the related forms combined into a single dataset for analysis. Questions may appear in one form or mode but not in another. In a combined dataset, a code of “-5” (SAS: .F) indicates missing data for variables not on the form completed by a respondent.

Records are included in the files for sampled members regardless of whether or not they returned a survey. If a member did not return a survey or returned a blank survey, every survey variable is assigned a value of “-1” (SAS: .B).

Standard Flag Variables

Skip pattern flags indicate whether one or more questions were or were not to be asked of respondents. For example, if respondents to this survey indicated on Question 22 (VAG= 2) that they received the 2008-09 VAG, then only these respondents saw Question 23 (“During 2008, in what month did you receive the 2008-09 Voting Assistance Guide (VAG)?”). VAGMONTHSK is a flag variable indicating whether Question 23 (VAGMONTH) was answered consistently with the skip pattern. The skip flag is then used to remove incongruent data. Skip flags are useful for evaluating the effectiveness of the skip pattern and for screening out ambiguous response patterns during analysis.

Specify flags are set during data editing in accordance with Table D-2. Skip flags are set in the manner discussed in Table D-3; however, the specifics for each skip flag are detailed in the next section. Note that the value -9 (SAS: .) is used to represent missing data in flag variables in a slightly different way than they are used for standard survey variables.

Special Codes for Skip Patterns

Discrepancies in skip patterns are resolved during data editing. First, skip flags are created. Table D-1 introduced the general outline of the skip flags, but the specific flags for each skip pattern are specified in Table D-3.⁵ After the creation of all the skip flags, variables within the skip patterns are forward coded to make them consistent with the variables that start the skip patterns. To preserve all data, the variables within skip patterns are first copied to a set of confidential variables. The convention for naming these “raw” variables is to end the name with “U” for Unedited. Table D-3 specifies how to assign the special values to variables within the skip patterns. While Table D-3 is organized to show all the edits for a skip pattern, all skip flags are set prior to undertaking any forward coding. The remainder of this section describes the logic behind coding of skip patterns.

While an analyst can ignore discrepancies between a respondent’s answer on an item containing a conditional direction to skip items and answers to those items, it is generally better to resolve the discrepancies. Two ways of resolving the discrepancies can be termed backward and forward coding. Backward coding involves correcting the discrepancy by editing back from the skip pattern items to make the initial question conform. Forward coding involves correcting the discrepancy by editing forward from the initial question to make the skip pattern items conform. Data for this survey are forward coded with data on the starting question accepted as

⁵ Table D-3 also provides special coding notes for other non-obvious codings.

marked and data for the items within the skip pattern edited to be consistent with the starting question.

If a starting item is marked in such a way that the respondent should skip, items within the skip pattern have the not applicable value (.N) assigned regardless of what the respondent marked on the items within the skip pattern. These values differentiate items with data missing because the item should have been skipped from items where data are missing because the respondent should have answered them but did not.

Table D-3.
Standard Coding Notes For Flag Variables

1. **TRAININGSK, TRAININGAU, TRAININGBU, TRAININGCU, TRAININGDU, TRAININGEU, TRAININGFU, TRAININGGU, TRAININGHU.** The following explains how to create the flag variable -- the codebook page should contain this information:

"**TRAININGSK** is an indicator of whether **TRAININGA, TRAININGB, TRAININGC, TRAININGD, TRAININGE, TRAININGF, TRAININGG, TRAININGH** were or were not to be asked of a respondent and its initial value is 1 (Not asked). If **TRAINING** = 2 then **TRAININGSK** = 2 (Asked)."

The following explains how the flag variable is used in editing -- the codebook page for the edited variable should contain this information:

"**TRAININGAU = TRAININGA, TRAININGBU = TRAININGB, TRAININGCU = TRAININGC, TRAININGDU = TRAININGD, TRAININGEU = TRAININGE, TRAININGFU = TRAININGF, TRAININGGU = TRAININGG, TRAININGHU = TRAININGH**, but are unedited for forward coding of non-applicable or missing response values."

Here is how they are edited:

If **TRAININGSK** = 1 then do;

TRAININGA = .N;
TRAININGB = .N;
TRAININGC = .N;
TRAININGD = .N;
TRAININGE = .N;
TRAININGF = .N;
TRAININGG = .N;
TRAININGH = .N;

end;

.N = (Not Applicable)

2. **VAGMONTHSK, VAGMONTHU, VAGUSEFULU, LIKEVAGAU, LIKEVAGBU, LIKEVAGCU, LIKEVAGDU, LIKEVAGEU, LIKEVAGFU, LIKEVAGGU, LIKEVAGHU.** The following explains how to create the flag variable -- the codebook page should contain this information:

"**VAGMONTHSK** is an indicator of whether **VAGMONTH, VAGUSEFUL, LIKEVAGA, LIKEVAGB, LIKEVAGC, LIKEVAGD, LIKEVAGE, LIKEVAGF, LIKEVAGG, LIKEVAGH**, were or were not to be asked of a respondent and its initial

If VAGMONTHSK = 1 then do;

VAGMONTH = .N;
VAGUSEFUL = .N;
LIKEVAGA = .N;
LIKEVAGB = .N;
LIKEVAGC = .N;
LIKEVAGD = .N;
LIKEVAGE = .N;
LIKEVAGF = .N;
LIKEVAGG = .N;
LIKEVAGH = .N;

end;

.N = (Not Applicable)

3. **VINUSESK, VINUSEU. The following explains how to create the flag variable -- the codebook page should contain this information:**

"**VINUSESK** is an indicator of whether **VINUSE** was or was not to be asked of a respondent and its initial value is 1 (Not asked). If VIN = 2, 3, 4 then **VINUSESK** = 2 (Asked)."

The following explains how the flag variable is used in editing -- the codebook page for the edited variable should contain this information:

"**VINUSEU** = **VINUSE**, but are unedited for forward coding of non-applicable or missing response values."

Here is how they are edited:

If VINUSESK = 1 then do;

VINUSE = .N;

end;

.N = (Not Applicable)

4. **VINUSEASK, LIKEVINAU, LIKEVINBU, LIKEVINC, LIKEVINDU, LIKEVINEU, LIKEVINFU, LIKEVINGU, VINUSEFULU, VINUSEAU, VINUSEBU, VINUSECU, VINUSEDU, VINUSEEU. The following explains how to create the flag variable -- the codebook page should contain this information:**

"VINUSEASK is an indicator of whether **LIKEVINA, LIKEVINB, LIKEVINC, LIKEVIND, LIKEVINE, LIKEVINF, LIKEVING, VINUSEFUL, VINUSEA, VINUSEB, VINUSEC, VINUSED, VINUSEE** were or were not to be asked of a respondent and its initial value is 1 (Not asked). If (VIN = 2 AND VINUSE = 2) then **VINUSEASK = 2 (Asked).**"

The following explains how the flag variable is used in editing -- the codebook page for the edited variable should contain this information:

" **LIKEVINAU = LIKEVINA, LIKEVINBU = LIKEVINB, LIKEVINC = LIKEVINC, LIKEVINDU = LIKEVIND, LIKEVINEU = LIKEVINE, LIKEVINFU = LIKEVINF, LIKEVINGU = LIKEVING, VINUSEFULU= VINUSEFUL, VINUSEAU = VINUSEA, VINUSEBU = VINUSEB, VINUSECU = VINUSEC, VINUSEDU = VINUSED, VINUSEEU = VINUSEE**, but are unedited for forward coding of non-applicable or missing response values."

Here is how they are edited:

If VINUSEASK = 1 then do;

LIKEVINA = .N;
LIKEVINB = .N;
LIKEVINC = .N;
LIKEVIND = .N;
LIKEVINE = .N;
LIKEVINF = .N;
LIKEVING = .N;
VINUSEFUL = .N;
VINUSEA = .N;
VINUSEB = .N;
VINUSEC = .N;
VINUSED = .N;
VINUSEE = .N;

end;

.N = (Not Applicable)

5. **WEBTIMESSK, FVAPWEBSATU, VISFVAPAU, VISFVAPBU, VISFVAPCU, VISFVAPDU, VISFVAPEU, VISFVAPFU, VISFVAPGU, VISFVAPHU, VISFVAPIU, VISFVAPJU, VISFVAPKU, VISFVAPLU, WEBTIMESU.** The following explains how to create the flag variable -- the codebook page should contain this information:

"**WEBTIMESSK** is an indicator of whether, **FVAPWEBSAT, VISFVAPA, VISFVAPB, VISFVAPC, VISFVAPD, VISFVAPE, VISFVAPF, VISFVAPG, VISFVAPH, VISFVAPI, VISFVAPJ, VISFVAPK, VISFVAPL, WEBTIMES** were or were not to be asked of a respondent and its initial value is 1 (Not asked). If **WEBSITE** = 2 then **WEBTIMESSK** = 2 (Asked)."

The following explains how the flag variable is used in editing -- the codebook page for the edited variable should contain this information:

"**FVAPWEBSATU = FVAPWEBSAT, VISFVAPAU = VISFVAPA, VISFVAPBU = VISFVAPB, VISFVAPCU = VISFVAPC, VISFVAPDU = VISFVAPD, VISFVAPEU = VISFVAPE, VISFVAPFU = VISFVAPF, VISFVAPGU = VISFVAPG, VISFVAPHU = VISFVAPH, VISFVAPIU = VISFVAPI, VISFVAPJU = VISFVAPJ, VISFVAPKU = VISFVAPK, VISFVAPLU = VISFVAPL, WEBTIMESU = WEBTIMES**, but are unedited for forward coding of non-applicable or missing response values."

Here is how they are edited:

If **WEBTIMESSK** = 1 then do;

FVAPWEBSAT= .N;
VISFVAPA = .N;
VISFVAPB = .N;
VISFVAPC = .N;
VISFVAPD = .N;
VISFVAPE = .N;
VISFVAPF= .N;
VISFVAPG = .N;
VISFVAPH = .N;
VISFVAPI = .N;
VISFVAPJ = .N;
VISFVAPK= .N;
VISFVAPL = .N;
WEBTIMES = .N;

end;

.N = (Not Applicable)

6. **NOFWEBSK, NOFWEBAU, NOFWEBBU, NOFWEBCU, NOFWEBDU, NOFWEBEU, NOFWEBFU. The following explains how to create the flag variable -- the codebook page should contain this information:**

"NOFWEBSK is an indicator of whether NOFWEBA, NOFWEBB, NOFWEBC, NOFWEBD, NOFWEBE, NOFWEBF were or were not to be asked of a respondent and its initial value is 1 (Not asked). If WEBSITE = 1 then NOFWEBSK = 2 (Asked)."

The following explains how the flag variable is used in editing -- the codebook page for the edited variable should contain this information:

"NOFWEBAU = NOFWEBA, NOFWEBBU = NOFWEBB, NOFWEBCU = NOFWEBC, NOFWEBDU = NOFWEBD, NOFWEBEU = NOFWEBE, NOFWEBFU = NOFWEBF, but are unedited for forward coding of non-applicable or missing response values."

Here is how they are edited:

If NOFWEBSK = 1 then do;

NOFWEBA = .N;
NOFWEBB = .N;
NOFWEBC = .N;
NOFWEBD = .N;
NOFWEBE = .N;
NOFWEBF = .N;

end;

.N = (Not Applicable)

7. **TLFRSATISSK, TLFRSATISOU, TLFRSATISU. The following explains how to create the flag variable -- the codebook page should contain this information:**

"TLFRSATISSK is an indicator of whether TLFRSATISO, TLFRSATIS were or were not to be asked of a respondent and its initial value is 1 (Not asked). If TOLLFREE = 2 then TLFRSATISSK = 2 (Asked)."

The following explains how the flag variable is used in editing -- the codebook page for the edited variable should contain this information:

" TLFRSATISOU = TLFRSATISO, TLFRSATISU = TLFRSATIS, but are unedited

for forward coding of non-applicable or missing response values."
Here is how they are edited:

If TLFRSATISSK = 1 then do;

TLFRSATISO = .N;

TLFRSATIS = .N;

end;

.N = (Not Applicable)

8. **NOTOLLFRSK, NOTOLLFRAU, NOTOLLFRBU, NOTOLLFRCU, NOTOLLFRDU. The following explains how to create the flag variable -- the codebook page should contain this information:**

"**NOTOLLFRSK** is an indicator of whether **NOTOLLFRA, NOTOLLFRB, NOTOLLFRC, NOTOLLFRD** were or were not to be asked of a respondent and its initial value is 1 (Not asked). If TOLLFREE = 1 then **NOTOLLFRSK** = 2 (Asked)."

The following explains how the flag variable is used in editing -- the codebook page for the edited variable should contain this information:

"**NOTOLLFRAU = NOTOLLFRA, NOTOLLFRBU = NOTOLLFRB, NOTOLLFRCU = NOTOLLFRC, NOTOLLFRDU = NOTOLLFRD**, but are unedited for forward coding of non-applicable or missing response values."
Here is how they are edited:

If NOTOLLFRSK = 1 then do;

NOTOLLFRA = .N;

NOTOLLFRB = .N;

NOTOLLFRC = .N;

NOTOLLFRD = .N;

end;

.N = (Not Applicable)

Appendix E.
Alphabetical Variable List for the Survey
Analysis Files

2008 DOSVAO Post-Election Survey of Department of State Voting Assistance
Officers

Alphabetical Table of Contents

VARIABLE NAME	ITEM NUMBER	LABEL	PAGE
ACTIVITYA*	15a.	[15a] Activity: Workshops/brief on vtng	175
ACTIVITYAR		Recode- Activity: Workshops/brief on vtn	38
ACTIVITYB*	15b.	[15b] Activity: Distribute FPCAs	176
ACTIVITYBR		Recode- Activity: Distribute FPCAs	39
ACTIVITYC*	15c.	[15c] Activity: Report Chief Voting Off	177
ACTIVITYCR		Recode- Activity: Report Chief Voting O	40
ACTIVITYD*	15d.	[15d] Activity: Report senior embassy of	178
ACTIVITYDR		Recode- Activity: Report senior embassy	41
ACTIVITYE*	15e.	[15e] Activity: Answer citzn voting ques	179
ACTIVITYER		Recode- Activity: Answer citzn voting q	42
ACTIVITYF*	15f.	[15f] Activity: Display voting info mat	180
ACTIVITYFR		Recode- Activity: Display voting info	43
ACTIVITYG*	15g.	[15g] Activity: Invlv orgnztns vtng pr	181
ACTIVITYGR		Recode- Activity: Invlv orgnztns vtng pr	44
ASSTA*	16a.	[16a] Assist: Provide FPCAs to voters	182
ASSTAR		Recode- Assist: Provide FPCAs to voters	45
ASSTB*	16b.	[16b] Assist: Help fill out FPCAs	183
ASSTBR		Recode- Assist: Help fill out FPCAs	46
ASSTC*	16c.	[16c] Assist: Provide FWABs to voters	184
ASSTCR		Recode- Assist: Provide FWABs to voters	47
ASSTD*	16d.	[16d] Assist: Help fill out FWABs	185
ASSTD*		Recode- Assist: Help fill out FWABs	48
ASSTE*	16e.	[16e] Assist: Act notary/wtnss FPCA	186
ASSTER		Recode- Assist: Act as notary/wtnss FPCA	49
ASSTF*	16f.	[16f] Assist: Elctrncly trnsmt fax	187
ASSTFR		Recode- Assist: Elctrncly trnsmt fax	50
ASSTG*	16g.	[16g] Assist: Elctrncly trnsmt email	188
ASSTGR		Recode- Assist: Elctrncly trnsmt email	51
ASSTH*	16h.	[16h] Assist: Hlp dtrmn vtng jrsdctns	189
ASSTHR		Recode- Assist: Hlp dtrmn vtng jrsdctns	52
ASSTI*	16i.	[16i] Assist: Prvd addrsss elctn offcl	190
ASSTIR		Recode- Assist: Prvd addrsss elctn offcl	53
ASSTJ*	16j.	[16j] Assist: Expln spcfcs stt prcdrs	191
ASSTJR		Recode- Assist: Expln spcfcs stt prcdrs	54
ASSTK*	16k.	[16k] Assist: Hlp vtrs dtrmn rgstr	192
ASSTKR		Recode- Assist: Hlp vtrs dtrmn rgstr	55
ASSTL*	16l.	[16l] Assist: Infrmtn chng lgl rsdnc	193
ASSTLR		Recode- Assist: Infrmtn chng lgl rsdnc	56
ASSTM*	16m.	[16m] Assist: Expln ddlns fr frms/bll	194
ASSTMR		Recode- Assist: Expln ddlns fr frms/bll	57
ASSTN*	16n.	[16n] Assist: Provd dates of elections	195
ASSTNR		Recode- Assist: Provd dates of elections	58
ASSTO*	16o.	[16o] Assist: Answr qstns on tx lblty	196
ASSTOR		Recode- Assist: Answr qstns on tx lblty	59
ASSTP*	16p.	[16p] Assist: Explain imprtnc voting	197
ASSTPR		Recode- Assist: Explain imprtnc voting	60
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VISFVAPGU*		Uned-[33g] Web site: Obtain VAO training	290
VISFVAPH*	33h.	[33h] Web site: Find US Rprsnttv/Sntr	291
VISFVAPHR		Recode- Web site: Find US Rprsnttv/Sntr	119
VISFVAPHU*		Uned-[33h] Web site: Find US Rprsnttv/Sn	292
VISFVAPI*	33i.	[33i] Web site: Obtain toll-free nmbrs	293
VISFVAPIR		Recode- Web site: Obtain toll-free nmbrs	120
VISFVAPIU*		Uned-[33i] Web site: Obtain toll-free nm	294
VISFVAPJ*	33j.	[33j] Web site: Send e-mail to FVAP	295
VISFVAPJR		Recode- Web site: Send e-mail to FVAP	121
VISFVAPJU*		Uned-[33j] Web site: Send e-mail to FVAP	296
VISFVAPK*	33k.	[33k] Web site: Obtain info fr pblctns	297
VISFVAPKR		Recode- Web site: Obtain info fr pblctns	122
VISFVAPKU*		Uned-[33k] Web site: Obtain info fr pblc	298
VISFVAPL*	33l.	[33l] Web site: Some other reason	299
VISFVAPLR		Recode- Web site: Some other reason	123
VISFVAPLU*		Uned-[33l] Web site: Some other reason	300
VOTEMATA*	41a.	[41a] Materials: 2008-09 VAG	332
VOTEMATAR		Recode- Materials: 2008-09 VAG	139
VOTEMATB*	41b.	[41b] Materials: FPCAs	333
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* Confidential Variable

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VOTEMATDR		Recode- Materials: Election Dates Poster	142
VOTEMATE*	41e.	[41e] Materials: Motivational posters	336
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* Confidential Variable

Appendix F.
Positional Variable List for the Survey
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Information Gathered on the Survey

VARIABLE NAME	ITEM NUMBER	LABEL	PAGE
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CURRASGN	4.	[4] Is cur assign same as Nov 4, 2008	3
NCURRASGN	5.	[5] How long VAO in assignment held	4
TIMEVAO	7.	[7] How long in total served as VAO	5
NUMCITIZEN	8.	[8] How many citizens in district	6
TRAINING	9.	[9] Any training for VAO duties	7
NUMASST	11.	[11] Num of people prov w/vot assistance	8
NUMFPCAS	12.	[12] Num of people provided FPCAs	9
NUMFWABS	13.	[13] Num of people provided FWABs	10
HOURS	14.	[14] Hrs/wk spent on VAO activities	11
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DUTIESB	17b.	[17b] Sat: Embassy support for program	13
DUTIESC	17c.	[17c] Sat: DoS support for voting progra	14
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DUTIESE	17e.	[17e] Sat: Tmlnss dstrbtn vtng mtrls	16
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VAG	22.	[22] Did you receive 2008-09 VAG	18
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WEBSITE	31.	[31] Did you visit FVAP Web site	22
WEBTIMES	32.	[32] Times visited FVAP Web site	23
FVAPWEBSAT	34.	[34] Satisfied with FVAP Web site	24
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TLFRSATIS	37.	[37] Sat toll-free service assistance	26
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VAOSERV		Recode- Dichotomous served as VAO	29
TRAININGAR		Recode- Training: FVAP onsite VAO trnng	30
TRAININGBR		Recode- Training: Other workshop/seminar	31
TRAININGCR		Recode- Training: FVAP online/CD ROM	32
TRAININGDR		Recode- Training: Clssrm Frgn Srvs Ins	33
TRAININGER		Recode- Training: Informal briefing(s)	34
TRAININGFR		Recode- Training: Materials lft prvs VAO	35
TRAININGGR		Recode- Training: Instructions from DoS	36
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ACTIVITYBR		Recode- Activity: Distribute FPCAs	39
ACTIVITYCR		Recode- Activity: Report Chief Voting O	40
ACTIVITYDR		Recode- Activity: Report senior embassy	41
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ACTIVITYFR		Recode- Activity: Display voting info	43
ACTIVITYGR		Recode- Activity: Invlv orgnztns vtng pr	44
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ASSTBR		Recode- Assist: Help fill out FPCAs	46
ASSTCR		Recode- Assist: Provide FWABs to voters	47
ASSTDR		Recode- Assist: Help fill out FWABs	48
ASSTER		Recode- Assist: Act as notary/wtnss FPCA	49
ASSTFR		Recode- Assist: Elctrncly trnsmt fax	50
ASSTGR		Recode- Assist: Elctrncly trnsmt email	51
ASSTHR		Recode- Assist: Hlp dtrmn vtng jrsdctns	52
ASSTIR		Recode- Assist: Prvd addrsss elctn offcl	53
ASSTJR		Recode- Assist: Expln spcfcs stt prcdrs	54
ASSTKR		Recode- Assist: Hlp vtrs dtrmn rgstr	55
ASSTLR		Recode- Assist: Infrmtn chng lgl rsdnc	56
ASSTMR		Recode- Assist: Expln ddlns fr frms/bll	57
ASSTNR		Recode- Assist: Provd dates of elections	58
ASSTOR		Recode- Assist: Answr qstns on tx lblty	59
ASSTPR		Recode- Assist: Explain imprtnc voting	60
ASSTQR		Recode- Assist: Prvd info cnddts/issues	61
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COMPSBR		Recode- Complaint: Dffclty flng FPCA	63
COMPSCR		Recode- Complaint: Dlyd no rspsn FPCA	64
COMPSDR		Recode- Complaint: Returned FPCA	65
COMPSER		Recode- Complaint: Dffclty FPCA ntrzd	66
COMPSFR		Recode- Complaint: Cnfsng absntee ballot	67
COMPSGR		Recode- Complaint: Dffclty usng FWAB	68
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EMAILFR		Recode- Email: Received voted ballots	86
EMAILGR		Recode- Email: Sent other voting mtrls	87
EMAILHR		Recode- Email: Rcvd othr vtng mtrls	88
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VAGMONTR2		Recode- Month received VAG	90
LIKEVAGAR		Recode- VAG: Infrmtn on rgstrng vtng abs	91
LIKEVAGBR		Recode- VAG: Dates elections/deadlines	92
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LIKEVAGDR		Recode- VAG: Mlmg addrsss FPCAs/ballots	94
LIKEVAGER		Recode- VAG: Inf elctrnc trnsmtt FPCA fx	95
LIKEVAGFR		Recode- VAG: Inf elctrnc trnsmtt FPCA em	96
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LIKEVAGHR		Recode- VAG: Some other feature	98
VINR		Recode- Create dichotomous receive VIN	99
VINUSEAR		Recode- VIN use: Forwarded it by e-mail	100
VINUSEBR		Recode- VIN use: Phtcpd nwsltrtr dstrbtd	101
VINUSECR		Recode- VIN use: Extrctd slctd infrmtn	102
VINUSEDR		Recode- VIN use: Kept it for reference	103
VINUSEER		Recode- VIN use: Used it some other way	104
LIKEVINAR		Recode- VIN feature: Overall layout/dsgn	105
LIKEVINBR		Recode- VIN feature: Information contain	106
LIKEVINCR		Recode- VIN feature: Ease of use	107
LIKEVINDR		Recode- VIN feature: Frqncy of nwsltrtr	108
LIKEVINER		Recode- VIN feature: Tmlnss of infrm	109
LIKEVINFR		Recode- VIN feature: "To Do" checklist	110
LIKEVINGR		Recode- VIN feature: Some other feature	111
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VISFVAPBR		Recode- Web site: Access VIN newsletters	113
VISFVAPCR		Recode- Web site: Access other FVAP pblc	114
VISFVAPDR		Recode- Web site: Access Voting Calendar	115
VISFVAPER		Recode- Web site: Access online FPCA	116
VISFVAPFR		Recode- Web site: Lnk other elctn Wb sts	117
VISFVAPGR		Recode- Web site: Obtain VAO training	118
VISFVAPHR		Recode- Web site: Find US Rprsnttv/Sntr	119
VISFVAPIR		Recode- Web site: Obtain toll-free nmbrs	120
VISFVAPJR		Recode- Web site: Send e-mail to FVAP	121
VISFVAPKR		Recode- Web site: Obtain info fr pblctns	122
VISFVAPLR		Recode- Web site: Some other reason	123
NOFWEBAR		Recode- Not visit: I did not know about	124
NOFWEBBR		Recode- Not visit: Did not know what for	125
NOFWEBCR		Recode- Not visit: Didnt knw site addrss	126
NOFWEBDR		Recode- Not visit: Gt all info frm othr	127
NOFWEBER		Recode- Not visit: Ddnt thnk wld usfl	128
NOFWEBFR		Recode- Not visit: Some other reason	129
NOTOLLFRAR		Recode- Phone: Gt vtng assstnc frm othr	130
NOTOLLFRBR		Recode- Phone: No one asked to be rfrd	131
NOTOLLFRCR		Recode- Phone: Did not know about it	132
NOTOLLFRDR		Recode- Phone: Some other reason	133
SRCEINFOAR		Recode- Source: Voting news releases	134
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VOTEMATBR		Recode- Materials: FPCAs	140
VOTEMATCR		Recode- Materials: FWABs	141
VOTEMATDR		Recode- Materials: Election Dates Poster	142
VOTEMATER		Recode- Materials: Motivational posters	143
XAGER		Crossing: Age	144
XCITIZENR		Crossing: Number of citizens	145
XCOUNTRYR		Crossing: Region	146
XDURVAOR		Crossing: Duration VAO assignment	147
XTIMER		Crossing: Time in country	148
XTRAININGR		Crossing: Training	149
XVAOSERV		Crossing: Prior VAO service	150

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TRAININGB	10b.	[10b] Training: Other workshop/seminar	160
TRAININGBU		Uned-[10b] Training: Other workshop/semi	161
TRAININGC	10c.	[10c] Training: FVAP online/CD ROM	162
TRAININGCU		Uned-[10c] Training: FVAP online/CD ROM	163
TRAININGD	10d.	[10d] Training: Clssrm Frgn Srvs Instt	164
TRAININGDU		Uned-[10d] Training: Clssrm Frgn Srvs In	165
TRAININGE	10e.	[10e] Training: Informal briefing(s)	166
TRAININGEU		Uned-[10e] Training: Informal briefing(s)	167
TRAININGF	10f.	[10f] Training: Materials lft prvs VAO	168
TRAININGFU		Uned-[10f] Training: Materials lft prvs	169
TRAININGG	10g.	[10g] Training: Instructions from DoS	170
TRAININGGU		Uned-[10g] Training: Instructions from D	171
TRAININGH	10h.	[10h] Training: Mtrls Cnslr Affrs site	172
TRAININGHU		Uned-[10h] Training: Mtrls Cnslr Affrs s	173
TRAININGSK		Skip variable for Q10	174
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ACTIVITYB	15b.	[15b] Activity: Distribute FPCAs	176
ACTIVITYC	15c.	[15c] Activity: Report Chief Voting Off	177
ACTIVITYD	15d.	[15d] Activity: Report senior embassy of	178
ACTIVITYE	15e.	[15e] Activity: Answer citzn voting ques	179
ACTIVITYF	15f.	[15f] Activity: Display voting info mat	180
ACTIVITYG	15g.	[15g] Activity: Invlv orgnztns vtng pr	181
ASSTA	16a.	[16a] Assist: Provide FPCAs to voters	182
ASSTB	16b.	[16b] Assist: Help fill out FPCAs	183
ASSTC	16c.	[16c] Assist: Provide FWABs to voters	184
ASSTD	16d.	[16d] Assist: Help fill out FWABs	185
ASSTE	16e.	[16e] Assist: Act notary/wtnss FPCA	186
ASSTF	16f.	[16f] Assist: Elctrncly trnsmt fax	187
ASSTG	16g.	[16g] Assist: Elctrncly trnsmt email	188
ASSTH	16h.	[16h] Assist: Hlp dtrmn vtng jrsdctns	189
ASSTI	16i.	[16i] Assist: Prvd addrsss elctn offcl	190
ASSTJ	16j.	[16j] Assist: Expln spcfcs stt prcdrs	191
ASSTK	16k.	[16k] Assist: Hlp vtrs dtrmn rgstr	192
ASSTL	16l.	[16l] Assist: Infrmtn chng lgl rsdnc	193
ASSTM	16m.	[16m] Assist: Expln ddlns fr frms/bll	194
ASSTN	16n.	[16n] Assist: Provd dates of elections	195
ASSTO	16o.	[16o] Assist: Answr qstns on tx lblty	196
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ASSTQ	16q.	[16q] Assist: Prvd info cnddts/issues	198
COMPSA	18a.	[18a] Complaint: Cmplctd vtng prcdrs	199
COMPSB	18b.	[18b] Complaint: Dffclty flng FPCA	200
COMPSC	18c.	[18c] Complaint: Dlyd no rspsn FPCA	201
COMPSD	18d.	[18d] Complaint: Returned FPCA	202
COMPSE	18e.	[18e] Complaint: Dffclty FPCA ntrzd	203
COMPSE	18f.	[18f] Complaint: Cnfsng absntee ballot	204
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COMPSE	18h.	[18h] Complaint: Cnfsng rsdncy qlfctn	206
COMPSE	18i.	[18i] Complaint: Nt engh info cnddts	207
COMPSE	18j.	[18j] Complaint: Dffclty mntnng addr	208
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FAXD	20d.	[20d] Fax: Received blank ballots	213
FAXE	20e.	[20e] Fax: Sent voted ballots	214
FAXF	20f.	[20f] Fax: Received voted ballots	215
FAXG	20g.	[20g] Fax: Sent other voting materials	216
FAXH	20h.	[20h] Fax: Received other voting mtrls	217
EMAILA	21a.	[21a] Email: Sent FPCAs	218
EMAILB	21b.	[21b] Email: Received FPCAs	219
EMAILC	21c.	[21c] Email: Sent blank ballots	220
EMAILD	21d.	[21d] Email: Received blank ballots	221
EMAILE	21e.	[21e] Email: Sent voted ballots	222
EMAILF	21f.	[21f] Email: Received voted ballots	223
EMAILG	21g.	[21g] Email: Sent other voting mtrls	224
EMAILH	21h.	[21h] Email: Rcvd othr vtng mtrls	225
VAGMONTH	23.	[23] Month VAG was received	226
VAGMONTHU		Uned-[23] Month VAG was received	227
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VAGUSEFULU		Uned-[24] VAG useful in perform VAO duti	229
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VINUSEA	28a.	[28a] VIN use: Forwarded it by e-mail	249
VINUSEAU		Uned-[28a] VIN use: Forwarded it by e-ma	250
VINUSEB	28b.	[28b] VIN use: Phtcpd nwslttr dstrbtd	251
VINUSEBU		Uned-[28b] VIN use: Phtcpd nwslttr dstrb	252
VINUSEC	28c.	[28c] VIN use: Extrctd slctd infrmtn	253
VINUSECU		Uned-[28c] VIN use: Extrctd slctd infrmt	254
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VISFVAPD	33d.	[33d] Web site: Access Voting Calendar	283
VISFVAPDU		Uned-[33d] Web site: Access Voting Calen	284
VISFVAPE	33e.	[33e] Web site: Access online FPCA	285
VISFVAPEU		Uned-[33e] Web site: Access online FPCA	286
VISFVAPF	33f.	[33f] Web site: Lnk other elctn Wb sts	287
VISFVAPFU		Uned-[33f] Web site: Lnk other elctn Wb	288
VISFVAPG	33g.	[33g] Web site: Obtain VAO training	289
VISFVAPGU		Uned-[33g] Web site: Obtain VAO training	290
VISFVAPH	33h.	[33h] Web site: Find US Rprsnttv/Sntr	291
VISFVAPHU		Uned-[33h] Web site: Find US Rprsnttv/Sn	292
VISFVAPI	33i.	[33i] Web site: Obtain toll-free nmbrs	293
VISFVAPIU		Uned-[33i] Web site: Obtain toll-free nm	294
VISFVAPJ	33j.	[33j] Web site: Send e-mail to FVAP	295
VISFVAPJU		Uned-[33j] Web site: Send e-mail to FVAP	296
VISFVAPK	33k.	[33k] Web site: Obtain info fr pblctns	297
VISFVAPKU		Uned-[33k] Web site: Obtain info fr pblc	298
VISFVAPL	33l.	[33l] Web site: Some other reason	299
VISFVAPLU		Uned-[33l] Web site: Some other reason	300
FVAPWEBSATU		Uned-[34] Satisfied with FVAP Web site	301
NOFWIBA	35a.	[35a] Not visit: I did not know about	302
NOFWIBAU		Uned-[35a] Not visit: I did not know abo	303
NOFWIBB	35b.	[35b] Not visit: Did not know what for	304
NOFWIBBU		Uned-[35b] Not visit: Did not know what	305
NOFWIBC	35c.	[35c] Not visit: Didnt knw site addrss	306
NOFWIBCU		Uned-[35c] Not visit: Didnt knw site add	307
NOFWIBD	35d.	[35d] Not visit: Gt all info frm othr	308
NOFWIBDU		Uned-[35d] Not visit: Gt all info frm ot	309
NOFWIBE	35e.	[35e] Not visit: Ddnt thnk wld usfl	310
NOFWIBEU		Uned-[35e] Not visit: Ddnt thnk wld usfl	311
NOFWIBF	35f.	[35f] Not visit: Some other reason	312
NOFWIBFU		Uned-[35f] Not visit: Some other reason	313
NOFWIBSK		Skip variable for Q35 (NOFWIBA-NOFWIBF)	314
TLFRSATISU		Uned-[37] Sat toll-free service assistan	315
TLFRSATISSK		Skip variable for Q37 and Q39	316
TLFRSATISOU		Uned-[38] Sat other toll-free service as	317
NOTOLLFRA	39a.	[39a] Phone: Gt vtng asstnc frm othr	318
NOTOLLFRAU		Uned-[39a] Phone: Gt vtng asstnc frm ot	319
NOTOLLFRB	39b.	[39b] Phone: No one asked to be rfrrd	320

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Information Gathered on the Survey- Confidential Variables

VARIABLE NAME	ITEM NUMBER	LABEL	PAGE
NOTOLLFRBU		Uned-[39b] Phone: No one asked to be rfr	321
NOTOLLFRC	39c.	[39c] Phone: Did not know about it	322
NOTOLLFRCU		Uned-[39c] Phone: Did not know about it	323
NOTOLLFRD	39d.	[39d] Phone: Some other reason	324
NOTOLLFRDU		Uned-[39d] Phone: Some other reason	325
NOTOLLFRSK		Skip variable for Q39	326
SRCEINFOA	40a.	[40a] Source: Voting news releases	327
SRCEINFOB	40b.	[40b] Source: Motivational posters	328
SRCEINFOC	40c.	[40c] Source: Election Dates Posters	329
SRCEINFOD	40d.	[40d] Source: How To Do It! FAQ	330
SRCEINFOE	40e.	[40e] Source: Public service ad cmpgn	331
VOTEMATA	41a.	[41a] Materials: 2008-09 VAG	332
VOTEMATB	41b.	[41b] Materials: FPCAs	333
VOTEMATC	41c.	[41c] Materials: FWABs	334
VOTEMATD	41d.	[41d] Materials: Election Dates Poster	335
VOTEMATE	41e.	[41e] Materials: Motivational posters	336

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Variables for Analysis- Confidential Variables

VARIABLE NAME	ITEM NUMBER	LABEL	PAGE
DUTIESAR		Briefing- Sat: Time avail for VAO duties	337
DUTIESBR		Briefing- Sat: Embassy support for prgrm	338
DUTIESCR		Briefing- Sat: DoS support fr vtng prgrm	339
DUTIESDR		Briefing- Sat: Qntiy of vtng mtrls avlbl	340
DUTIESER		Briefing- Sat: Tmlnss dstrbtn vtng mtrls	341
DUTIESFR		Briefing- Sat: Mthd rqstng vtng mtrls	342
FVAPWEBSATR		Briefing- Satisfied with FVAP Web site	343
NUMASST1		Briefing- Num ppl asstd: None	344
NUMASST2		Briefing- Num ppl asstd: 1 to 100	345
NUMASST3		Briefing- Num ppl asstd: 101 to 500	346
NUMASST4		Briefing- Num ppl asstd: 501 to 1000	347
NUMASST5		Briefing- Num ppl asstd: 1001 to 2000	348
NUMASST6		Briefing- Num ppl asstd: 2001 or more	349
NUMFPCAS1		Briefing- Ppl prvdd FPCAs: None	350
NUMFPCAS2		Briefing- Ppl prvdd FPCAs: 1 to 50	351
NUMFPCAS3		Briefing- Ppl prvdd FPCAs: 51 to 100	352
NUMFPCAS4		Briefing- Ppl prvdd FPCAs: 101 to 200	353
NUMFPCAS5		Briefing- Ppl prvdd FPCAs: 201 to 500	354
NUMFPCAS6		Briefing- Ppl prvdd FPCAs: 501 or more	355
NUMFWABS1		Briefing- Ppl prvdd FWABs: None	356
NUMFWABS2		Briefing- Ppl prvdd FWABs: 1 to 50	357
NUMFWABS3		Briefing- Ppl prvdd FWABs: 51 to 100	358
NUMFWABS4		Briefing- Ppl prvdd FWABs: 101 to 200	359
NUMFWABS5		Briefing- Ppl prvdd FWABs: 201 to 500	360
NUMFWABS6		Briefing- Ppl prvdd FWABs: 501 or more	361
SAMPLE		Crossing: Total	362
SRCEINFOAR2		Briefing- Source: Voting news release	363
SRCEINFOBR2		Briefing- Source: Motivational posters	364
SRCEINFOCR2		Briefing- Source: Election Dates Posters	365
SRCEINFODR2		Briefing- Source: How To Do It! FAQ	366
SRCEINFOER2		Briefing- Source: Public srvc ad cmpgn	367
TLFRSATISOR		Briefing- Sat othr toll-free srvc asstnc	368
TLFRSATISR		Briefing- Sat toll-free telephone srvc	369
TRAININGAR2		Briefing- Training: FVAP onst VAO trnng	370
TRAININGBR2		Briefing- Training: Other workshop/smnr	371
TRAININGCR2		Briefing- Training: FVAP online/CD ROM	372
TRAININGDR2		Briefing- Training: Clssrm Frgn Svc Ins	373
TRAININGER2		Briefing- Training: Informal briefing(s)	374
TRAININGFR2		Briefing- Training: Mtrls lft prvs VAO	375
TRAININGGR2		Briefing- Training: Instructions frm DoS	376
TRAININGHR2		Briefing- Training: Mtrls Cnslr Affrs st	377
VAGMONA		Briefing- Received 2008-09 VAG: January	378
VAGMONB		Briefing- Received 2008-09 VAG: February	379
VAGMONC		Briefing- Received 2008-09 VAG: March	380
VAGMOND		Briefing- Received 2008-09 VAG: April	381
VAGMONE		Briefing- Received 2008-09 VAG: May	382
VAGMONF		Briefing- Received 2008-09 VAG: June	383
VAGMONG		Briefing- Received 2008-09 VAG: July	384
VAGMONH		Briefing- Received 2008-09 VAG: August	385
VAGMONI		Briefing- Received 2008-09 VAG: Sept	386
VAGMONJ		Briefing- Received 2008-09 VAG: October	387
VAGMONK		Briefing- Received 2008-09 VAG: November	388
VAGMONL		Briefing- Received 2008-09 VAG: Prr Jnry	389
VAGMONM		Briefing- Received 2008-09 VAG: Dnt rcll	390
VAGUSEFULR		Briefing- VAG useful in perform VAO dts	391

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Variables for Analysis- Confidential Variables

VARIABLE NAME	ITEM NUMBER	LABEL	PAGE
VINUSEFULR		Briefing- VIN useful for VAO duties	392
XAGE		Crossing: Age	393
XCITIZEN		Crossing: Number of citizens	394
XCOUNTRY		Crossing: Region	395
XDURVAO		Crossing: Duration VAO assignment	396
XTIME		Crossing: Time in country	397
XTRAINING		Crossing: Training	398
XVAOSERV		Crossing: Prior VAO service	399

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Information on Operations- Confidential Variables

VARIABLE NAME	ITEM NUMBER	LABEL	PAGE
FLAG_FIN		Final Disposition	400
INRECNO		Master SCS ID number	401
LITHO		Litho code	402
QCOMPF		Questionnaire Complete Number Flag	403
QCOMPN		[QCOMPN] Questions completed count	404
QCOMPP		[QCOMPP] Questions completed proportion	405
RESULT_CODE		Result code from Westat receipt cntrl db	406
SAMP_DC		Sample Disposition Code	407

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Information on Sample and Record Data- Confidential Variables

VARIABLE NAME	ITEM NUMBER	LABEL	PAGE
REGION		Geographic region	408

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Information on Weighting- Confidential Variables

VARIABLE NAME	ITEM NUMBER	LABEL	PAGE
FINALWEIGHT		Case Weight	409
SSRINEL		Survey Self-Report Ineligible	410
STATUS		WEIGHTING DISPOSITION	411

Appendix G.
Frequency and Percentage Distributions for
Variables in the Survey Analysis Files

Appendix H.
Flat File Layout for the Basic survey Data
File

Variable	Type	Start	Stop	Length	Label
HOWLONG	Num	0001	0002	002	As of November 4, 2008, how long had you been stationed in this country?
SRAGEGP	Num	0003	0004	002	What was your age on November 4, 2008?
CURRASGN	Num	0005	0006	002	Is your current job the same as your job on November 4, 2008?
NCURRASGN	Num	0007	0008	002	How long had you been a Voting Assistance Officer (VAO) in the assignment you held on November 4, 2008?
TIMEVAO	Num	0009	0010	002	As of November 4, 2008, how long have you served as a Voting Assistance Officer (VAO), including previous service?
NUMCITIZEN	Num	0011	0012	002	As of November 4, 2008, how many U.S. citizens (official and non-official) resided in your consular district?
TRAINING	Num	0013	0014	002	During the Voting Assistance Officer (VAO) assignment period that includes November 4, 2008, did you receive any training to prepare you for performing your VAO duties?
NUMASST	Num	0015	0016	002	During 2008, about how many people did you and your staff provide with voting assistance in the primaries and the November 4 general election?
NUMFPCAS	Num	0017	0018	002	During 2008, about how many people did you and your staff provide with Federal Post Card Applications (FPCAs) for the primaries and November 4 general election?
NUMFWABS	Num	0019	0020	002	During 2008, about how many people did you and your staff provide with Federal Write-In Absentee Ballots (FWABs) for the primaries and November 4 general election?
HOURS	Num	0021	0022	002	During 2008, about many hours per week have you spent on Voting Assistance Officer (VAO) activities?
DUTIESA	Num	0023	0024	002	During your most recent Voting Assistance Officer (VAO) assignment, how satisfied or dissatisfied were you with each of the following as you performed your duties? Mark one answer for each item. Amount of time available for performing VAO duties

Variable	Type	Start	Stop	Length	Label
DUTIESB	Num	0025	0026	002	During your most recent Voting Assistance Officer (VAO) assignment, how satisfied or dissatisfied were you with each of the following as you performed your duties? Mark one answer for each item. Embassy support for the voting program
DUTIESC	Num	0027	0028	002	During your most recent Voting Assistance Officer (VAO) assignment, how satisfied or dissatisfied were you with each of the following as you performed your duties? Mark one answer for each item. Department of State support for the voting program
DUTIESD	Num	0029	0030	002	During your most recent Voting Assistance Officer (VAO) assignment, how satisfied or dissatisfied were you with each of the following as you performed your duties? Mark one answer for each item. Quantity of voting materials available
DUTIESE	Num	0031	0032	002	During your most recent Voting Assistance Officer (VAO) assignment, how satisfied or dissatisfied were you with each of the following as you performed your duties? Mark one answer for each item. Timeliness of distribution of voting materials within the De
DUTIESF	Num	0033	0034	002	During your most recent Voting Assistance Officer (VAO) assignment, how satisfied or dissatisfied were you with each of the following as you performed your duties? Mark one answer for each item. Method of requesting voting materials
VAG	Num	0035	0036	002	The Department of Defense 2008-09 Voting Assistance Guide (VAG) provides state-by-state information about registering to vote and requesting an absentee ballot. Did you receive the 2008-09 VAG?
VAGUSEFUL	Num	0037	0038	002	During 2008, how useful was the 2008-09 Voting Assistance Guide (VAG) in helping you perform your Voting Assistance Officer (VAO) duties?
VINUSE	Num	0039	0040	002	During 2008, did you use the Voting Information News (VIN) newsletter?

Variable	Type	Start	Stop	Length	Label
VINUSEFUL	Num	0041	0042	002	Overall, how useful was the Voting Information News (VIN) newsletter in helping you carry out your Voting Assistance Officer (VAO) duties?
WEBSITE	Num	0043	0044	002	The Federal Voting Assistance Program (FVAP) Web site, www.fvap.gov , provides voting-related information and resources. During 2008, did you visit this Web site?
WEBTIMES	Num	0045	0046	002	How many times did you visit the Federal Voting Assistance Program (FVAP) Web site during 2008?
FVAPWEBSAT	Num	0047	0048	002	Overall, how satisfied or dissatisfied were you with the Federal Voting Assistance Program (FVAP) Web site when you visited it in 2008?
TOLLFREE	Num	0049	0050	002	The Federal Voting Assistance Program (FVAP) provides a toll-free telephone service from many countries that allows a caller to talk to FVAP staff for voting assistance. During 2008, did you use or refer anyone to the FVAP toll-free telephone service?
TLFRSATIS	Num	0051	0052	002	Based on your experience in 2008 with the Federal Voting Assistance Program (FVAP) toll-free telephone service, how satisfied or dissatisfied were you with the assistance you received?
TLFRSATISO	Num	0053	0054	002	Based on what you know of the experiences of those whom you referred in 2008 to the Federal Voting Assistance Program (FVAP) toll-free telephone service, how satisfied or dissatisfied were they with the assistance they received?
REGIONR	Num	0055	0056	002	Recode- Geographic location
VAOSERV	Num	0057	0058	002	Recode- Dichotomous served as VAO
TRAININGAR	Num	0059	0060	002	Recode- Training: Federal Voting Assistance Program (FVAP) onsite VAO training workshop
TRAININGBR	Num	0061	0062	002	Recode- Training: Other workshop/seminar
TRAININGCR	Num	0063	0064	002	Recode- Training: FVAP online/CD ROM training for VAOs
TRAININGDR	Num	0065	0066	002	Recode- Training: Classroom instruction at the Foreign Service Institute
TRAININGER	Num	0067	0068	002	Recode- Training: Informal briefing(s)
TRAININGFR	Num	0069	0070	002	Recode- Training: Materials left by previous VAOs
TRAININGGR	Num	0071	0072	002	Recode- Training: Instructions from the Department of State
TRAININGHR	Num	0073	0074	002	Recode- Training: Materials on the Consular Affairs Intranet site

Variable	Type	Start	Stop	Length	Label
ACTIVITYAR	Num	0075	0076	002	Recode- Activity: Conduct workshops/briefings on voting for overseas citizens/post staff members
ACTIVITYBR	Num	0077	0078	002	Recode- Activity: Distribute Federal Post Card Applications (FPCAs)
ACTIVITYCR	Num	0079	0080	002	Recode- Activity: Regularly report on voting activities to your Department's Chief Voting Officer
ACTIVITYDR	Num	0081	0082	002	Recode- Activity: Regularly report on voting activities to senior embassy officials
ACTIVITYER	Num	0083	0084	002	Recode- Activity: Answer overseas citizens voting questions
ACTIVITYFR	Num	0085	0086	002	Recode- Activity: Display voting information materials
ACTIVITYGR	Num	0087	0088	002	Recode- Activity: Involve overseas citizens organizations in voting program
ASSTAR	Num	0089	0090	002	Recode- Assist: Provide Federal Post Card Applications (FPCAs) to voters
ASSTBR	Num	0091	0092	002	Recode- Assist: Help voters fill out FPCAs
ASSTCR	Num	0093	0094	002	Recode- Assist: Provide Federal Write-In Absentee Ballots (FWABs) to voters
ASSTDR	Num	0095	0096	002	Recode- Assist: Help voters fill out FWABs
ASSTER	Num	0097	0098	002	Recode- Assist: Act as a notary/witness to FPCAs and/or ballots
ASSTFR	Num	0099	0100	002	Recode- Assist: Electronically transmit or receive election materials by fax
ASSTGR	Num	0101	0102	002	Recode- Assist: Electronically transmit or receive election materials by e-mail
ASSTHR	Num	0103	0104	002	Recode- Assist: Help voters determine voting jurisdictions
ASSTIR	Num	0105	0106	002	Recode- Assist: Provide addresses of local election officials
ASSTJR	Num	0107	0108	002	Recode- Assist: Explain specifics of state voting procedures to voters
ASSTKR	Num	0109	0110	002	Recode- Assist: Help voters determine the need to register or how to register
ASSTLR	Num	0111	0112	002	Recode- Assist: Provide information on changing legal residence to voters
ASSTMR	Num	0113	0114	002	Recode- Assist: Explain deadlines for necessary forms and/or submitting ballots
ASSTNR	Num	0115	0116	002	Recode- Assist: Provide dates of elections
ASSTOR	Num	0117	0118	002	Recode- Assist: Answer questions about the impact of voting on federal tax liability
ASSTPR	Num	0119	0120	002	Recode- Assist: Explain the importance of voting

Variable	Type	Start	Stop	Length	Label
ASSTQR	Num	0121	0122	002	Recode- Assist: Provide information on candidates/issues
COMPSAR	Num	0123	0124	002	Recode- Complaint: Complicated voting procedures
COMPSBR	Num	0125	0126	002	Recode- Complaint: Difficulty filling out Federal Post Card Application (FPCA)
COMPSCR	Num	0127	0128	002	Recode- Complaint: Delayed or no response to the FPCA
COMPSDR	Num	0129	0130	002	Recode- Complaint: Returned FPCA because it was not accepted by election officials
COMPSER	Num	0131	0132	002	Recode- Complaints: Difficulty having FPCA or ballot notarized
COMPSFR	Num	0133	0134	002	Recode- Complaint: Confusing absentee ballot
COMPSGR	Num	0135	0136	002	Recode- Complaint: Difficulty using Federal Write-In Absentee Ballot (FWAB)
COMPSHR	Num	0137	0138	002	Recode- Complaint: Confusing residency qualifications/laws
COMPSIR	Num	0139	0140	002	Recode- Complaint: Not enough information on candidates/issues
COMPSJR	Num	0141	0142	002	Recode- Complaint: Difficulty with maintaining current mailing address with local election officials
COMPSKR	Num	0143	0144	002	Recode- Complaint: Other complaint(s)
FAXAR	Num	0145	0146	002	Recode- Fax: Sent Federal Post Card Applications (FPCAs)
FAXBR	Num	0147	0148	002	Recode- Fax: Received FPCAs
FAXCR	Num	0149	0150	002	Recode- Fax: Sent blank absentee ballots
FAXDR	Num	0151	0152	002	Recode- Fax: Received blank absentee ballots
FAXER	Num	0153	0154	002	Recode- Fax: Sent voted ballots
FAXFR	Num	0155	0156	002	Recode- Fax: Received voted ballots
FAXGR	Num	0157	0158	002	Recode- Fax: Sent other voting materials
FAXHR	Num	0159	0160	002	Recode- Fax: Received other voting materials
EMAILAR	Num	0161	0162	002	Recode- Email: Sent Federal Post Card Applications (FPCAs)
EMAILBR	Num	0163	0164	002	Recode- Email: Received FPCAs
EMAILCR	Num	0165	0166	002	Recode- Email: Sent blank absentee ballots
EMAILDR	Num	0167	0168	002	Recode- Email: Received blank absentee ballots
EMAILER	Num	0169	0170	002	Recode- Email: Sent voted ballots
EMAILFR	Num	0171	0172	002	Recode- Email: Received voted ballots
EMAILGR	Num	0173	0174	002	Recode- Email: Sent other voting materials
EMAILHR	Num	0175	0176	002	Recode- Email: Received other voting materials

Variable	Type	Start	Stop	Length	Label
VAGMONTR1	Num	0177	0178	002	Recode- Month received VAG
VAGMONTR2	Num	0179	0180	002	Recode- Month received VAG
LIKEVAGAR	Num	0181	0182	002	Recode- VAG: State-by-state information on registering and voting absentee
LIKEVAGBR	Num	0183	0184	002	Recode- VAG: Dates of elections and deadlines
LIKEVAGCR	Num	0185	0186	002	Recode- VAG: Information on how to fill out the Federal Post Card Application (FPCA)
LIKEVAGDR	Num	0187	0188	002	Recode- VAG: Mailing addresses for FPCAs or ballots
LIKEVAGER	Num	0189	0190	002	Recode- VAG: Information on electronically transmitting FPCAs or ballots by fax
LIKEVAGFR	Num	0191	0192	002	Recode- VAG: Information on electronically transmitting FPCAs or ballots by e-mail
LIKEVAGGR	Num	0193	0194	002	Recode- VAG: The overall layout and design
LIKEVAGHR	Num	0195	0196	002	Recode- VAG: Some other feature
VINR	Num	0197	0198	002	Recode- Create dichotomous receive VIN
VINUSEAR	Num	0199	0200	002	Recode- VIN use: Forwarded it by e-mail
VINUSEBR	Num	0201	0202	002	Recode- VIN use: Photocopied the newsletter and distributed it
VINUSECR	Num	0203	0204	002	Recode- VIN use: Extracted selected information and distributed it
VINUSEDR	Num	0205	0206	002	Recode- VIN use: Kept it for reference
VINUSEER	Num	0207	0208	002	Recode- VIN use: Used it in some other way
LIKEVINAR	Num	0209	0210	002	Recode- VIN feature: The overall layout and design
LIKEVINBR	Num	0211	0212	002	Recode- VIN feature: The information it contained
LIKEVINCR	Num	0213	0214	002	Recode- VIN feature: Ease of use
LIKEVINDR	Num	0215	0216	002	Recode- VIN feature: Frequency of the newsletter
LIKEVINER	Num	0217	0218	002	Recode- VIN feature: Timeliness of the information in the newsletter
LIKEVINFR	Num	0219	0220	002	Recode- VIN feature: "To Do" checklist
LIKEVINGR	Num	0221	0222	002	Recode- VIN feature: Some other feature
VISFVAPAR	Num	0223	0224	002	Recode- Web site: To access the online 2008-09 Voting Assistance Guide (VAG)
VISFVAPBR	Num	0225	0226	002	Recode- Web site: To access Voting Information News (VIN) newsletters
VISFVAPCR	Num	0227	0228	002	Recode- Web site: To access other FVAP publications
VISFVAPDR	Num	0229	0230	002	Recode- Web site: To access the Voting Calendar
VISFVAPER	Num	0231	0232	002	Recode- Web site: To access the online Federal Post Card Application (FPCA)

Variable	Type	Start	Stop	Length	Label
VISFVAPFR	Num	0233	0234	002	Recode- Web site: To link to other election-related Web sites
VISFVAPGR	Num	0235	0236	002	Recode- Web site: To obtain Voter Assistance Officer (VAO) training
VISFVAPHR	Num	0237	0238	002	Recode- Web site: To find a U.S. Representative or U.S. Senator
VISFVAPIR	Num	0239	0240	002	Recode- Web site: To obtain toll-free telephone numbers
VISFVAPJR	Num	0241	0242	002	Recode- Web site: To send e-mail to FVAP
VISFVAPKR	Num	0243	0244	002	Recode- Web site: To obtain information for your own publications
VISFVAPLR	Num	0245	0246	002	Recode- Web site: Some other reason
NOFWEBAR	Num	0247	0248	002	Recode- Not visit: I did not know about it
NOFWEBBR	Num	0249	0250	002	Recode- Not visit: I did not know what it was for
NOFWEBCR	Num	0251	0252	002	Recode- Not visit: I knew about it, but did not know the Web site address
NOFWEBDR	Num	0253	0254	002	Recode- Not visit: I got all the information I needed from other sources
NOFWEBER	Num	0255	0256	002	Recode- Not visit: I did not think it would be useful
NOFWEBFR	Num	0257	0258	002	Recode- Not visit: Some other reason
NOTOLLFRAR	Num	0259	0260	002	Recode- Phone: I got all of the voting assistance I needed from other sources
NOTOLLFRBR	Num	0261	0262	002	Recode- Phone: No one asked to be referred
NOTOLLFRCR	Num	0263	0264	002	Recode- Phone: I did not know about it
NOTOLLFRDR	Num	0265	0266	002	Recode- Phone: Some other reason
SRCEINFOAR	Num	0267	0268	002	Recode- Source: Voting news releases
SRCEINFOBR	Num	0269	0270	002	Recode- Source: Motivational posters
SRCEINFOCR	Num	0271	0272	002	Recode- Source: Election Dates Posters
SRCEINFODR	Num	0273	0274	002	Recode- Source: How To Do It! Frequently Asked Questions about absentee voting
SRCEINFOER	Num	0275	0276	002	Recode- Source: Public service ad campaign
VOTEMATAR	Num	0277	0278	002	Recode- Materials: 2008-09 Voting Assistance Guides (VAG)
VOTEMATBR	Num	0279	0280	002	Recode- Materials: Federal Post Card Applications (FPCAs)
VOTEMATCR	Num	0281	0282	002	Recode- Materials: Federal Write-In Absentee Ballots (FWABs)
VOTEMATDR	Num	0283	0284	002	Recode- Materials: Election Dates Posters
VOTEMATER	Num	0285	0286	002	Recode- Materials: Motivational posters
XAGER	Num	0287	0288	002	Crossing: Age
XCITIZENR	Num	0289	0290	002	Crossing: Number of citizens
XCOUNTRYR	Num	0291	0292	002	Crossing: Region
XDURVAOR	Num	0293	0294	002	Crossing: Duration VAO assignment
XTIMER	Num	0295	0296	002	Crossing: Time in country

Variable	Type	Start	Stop	Length	Label
XTRAININGR	Num	0297	0298	002	Crossing: Training
XVAOSERVER	Num	0299	0300	002	Crossing: Prior VAO service
UNIQUEID	Char	0301	0309	009	Case Identification Value
TOTAL	Num	0310	0324	015	Variance Estimation Strata Totals Based On Sampling Frame Counts
ELIGFLGW	Num	0325	0326	002	Eligibility Flag
FINALWGT	Num	0327	0346	020	Final Weight with non-response and poststratification adjustments
V_STRAT	Num	0347	0350	004	Variance estimation strata

Appendix I.
Notes on Analysis of the 2008 DOSVAO
Dataset

```

/* coding for ACTIVITYAR variable */
/*****
ACTIVITYAR-GR: Recode- Most recent VAO assignment
Standardize denominators.
*****/
array hapa(*) ACTIVITYA ACTIVITYB ACTIVITYC ACTIVITYD ACTIVITYE
        ACTIVITYF ACTIVITYG;
array hapb(*) ACTIVITYAR ACTIVITYBR ACTIVITYCR ACTIVITYDR
        ACTIVITYER ACTIVITYFR ACTIVITYGR;

do I = 1 to dim(hapa);
    hapb(i)=hapa(i);
end;

*Standardize denominator for group variable;
if N(of ACTIVITYA ACTIVITYB ACTIVITYC ACTIVITYD ACTIVITYE
    ACTIVITYF ACTIVITYG) > 0 then do;
    do i = 1 to dim(hapa);
        if hapb(i)=. then hapb(i)=1;  /**No**/
    end;
end;
Drop i;

/* coding for ASSTAR variable */
/*****
ASSTAR-QR: Recode- Asked for voting assistance
Standardize denominators.
*****/
array bapa(*) ASSTA ASSTB ASSTC ASSTD ASSTE ASSTF ASSTG ASSTH
        ASSTI ASSTJ ASSTK ASSTL ASSTM ASSTN ASSTO ASSTP ASSTQ;
array bapb(*) ASSTAR ASSTBR ASSTCR ASSTDR ASSTER ASSTFR ASSTGR
        ASSTHR ASSTIR ASSTJR ASSTKR ASSTLR ASSTMR ASSTNR ASSTOR
        ASSTPR ASSTQR;

do I = 1 to dim(bapa);
    bapb(i)=bapa(i);
end;

*Standardize denominator for group variable;
if N(of ASSTA ASSTB ASSTC ASSTD ASSTE ASSTF ASSTG ASSTH ASSTI
    ASSTJ ASSTK ASSTL ASSTM ASSTN ASSTO ASSTP ASSTQ) > 0 then do;
    do i = 1 to dim(bapa);
        if bapb(i)=. then bapb(i)=1;  /**No**/
    end;
end;
Drop i;

```

```

/* coding for COMPSAR variable */
/*****
COMPSAR-KR: Recode- Complaints about registering to vote
Standardize denominators.
*****/
array capa(*) COMPSA COMPSB COMPSC COMPSD COMPSE COMPSF
COMPSG COMPSH COMPSI COMPSJ COMPSK;
array capb(*) COMPSAR COMPSBR COMPSCR COMPSDR COMPSE COMPSFR
COMPSGR COMPSHR COMPSIR COMPSJR COMPSKR;

do I = 1 to dim(capa);
    capb(i)=capa(i);
end;

*Standardize denominator for group variable;
if N(of COMPSA COMPSB COMPSC COMPSD COMPSE COMPSF COMPSG
COMPSH COMPSI COMPSJ COMPSK ) > 0 then do;
    do i = 1 to dim(capa);
        if capb(i)=. then capb(i)=1; /**No**/
    end;
end;

Drop i;

/* coding for EMAILAR variable */
/*****
EMAILAR-HR: Voting materials by e-mail
Standardize denominators.
*****/
array gapa(*) EMAILA EMAILB EMAILC EMAILD EMAILE EMAILF EMAILG
EMAILH;
array gapb(*) EMAILAR EMAILBR EMAILCR EMAILDR EMAILER EMAILFR
EMAILGR EMAILHR;

do I = 1 to dim(gapa);
    gapb(i)=gapa(i);
end;

*Standardize denominator for group variable;
if N(of EMAILA EMAILB EMAILC EMAILD EMAILE EMAILF EMAILG
EMAILH ) > 0 then do;
    do i = 1 to dim(gapa);
        if gapb(i)=. then gapb(i)=1; /**No**/
    end;
end;
Drop i;

```

```

/* coding for FAXAR variable */
/*****
FAXAR-HR: Voting materials by fax
Standardize denominators.
*****/
array fapa(*) FAXA FAXB FAXC FAXD FAXE FAXF FAXG FAXH;
array fapb(*) FAXAR FAXBR FAXCR FAXDR FAXER FAXFR FAXGR FAXHR;

do I = 1 to dim(fapa);
  fapb(i)=fapa(i);
end;

```

```

*Standardize denominator for group variable;
if N(of FAXA FAXB FAXC FAXD FAXE FAXF FAXG FAXH ) > 0
then do;
  do i = 1 to dim(fapa);
    if fapb(i)=. then fapb(i)=1;  /**No**/
  end;
end;

```

Drop i;

```

/* coding for LIKEVAGAR variable */
/*****
LIKEVAGAR-GR: Recode: Like features of VAG
Standardize denominators.
*****/
array japa(*) LIKEVAGA LIKEVAGB LIKEVAGC LIKEVAGD LIKEVAGE
      LIKEVAGF LIKEVAGG LIKEVAGH;
array japb(*) LIKEVAGAR LIKEVAGBR LIKEVAGCR LIKEVAGDR LIKEVAGER
      LIKEVAGFR LIKEVAGGR LIKEVAGHR;

```

```

do I = 1 to dim(japa);
  japb(i)=japa(i);
end;

```

```

*Standardize denominator for group variable;
if N(of LIKEVAGA LIKEVAGB LIKEVAGC LIKEVAGD LIKEVAGE
      LIKEVAGF LIKEVAGG LIKEVAGH ) > 0 then do;
  do i = 1 to dim(japa);
    if japb(i)=. then japb(i)=1;  /**No**/
  end;
end;

```

Drop i;

```

/* coding for LIKEVINAR variable */
/*****
LIKEVINAR-GR: Recode- VIN features
Standardize denominators.
*****/
array lapa(*) LIKEVINA LIKEVINB LIKEVINC LIKEVIND LIKEVINE
        LIKEVINI LIKEVING;
array lapb(*) LIKEVINAR LIKEVINBR LIKEVINCR LIKEVINDR LIKEVINER
        LIKEVINFR LIKEVINGR;

do I = 1 to dim(lapa);
    lapb(i)=lapa(i);
end;

*Standardize denominator for group variable;
if N(of LIKEVINA LIKEVINB LIKEVINC LIKEVIND LIKEVINE LIKEVINI
LIKEVING ) > 0 then do;
    do i = 1 to dim(lapa);
        if lapb(i)=. then lapb(i)=1;  /**No**/
    end;
end;

Drop i;

/* coding for NOFWEBAR variable */
/*****
NOFWEBAR-FR: Recode- Reason not visit FVAP Web site
Standardize denominators.
*****/
array para(*) NOFWEBA NOFWEBB NOFWEBC NOFWEBD NOFWEBE
        NOFWEBF;
array parb(*) NOFWEBAR NOFWEBBR NOFWEBCR NOFWEBDR NOFWEBER
        NOFWEBFR;

do I = 1 to dim(para);
    parb(i)=para(i);
end;

*Standardize denominator for group variable;
if N(of NOFWEBA NOFWEBB NOFWEBC NOFWEBD NOFWEBE
        NOFWEBF) > 0 then do;
    do i = 1 to dim(para);
        if parb(i)=. then parb(i)=1;  /**No**/
    end;
end;
Drop i;

```

```

/* coding for NOTOLLFRAR variable */
/*****
NOTOLLFRAR-DR: Recode- Reason not use FVAP phone service
Standardize denominators.
*****/
array nara(*) NOTOLLFRA NOTOLLFRB NOTOLLFRC NOTOLLFRD;
array narb(*) NOTOLLFRAR NOTOLLFRBR NOTOLLFRCR NOTOLLFRDR;

do I = 1 to dim(nara);
    narb(i)=nara(i);
end;

*Standardize denominator for group variable;
if N(of NOTOLLFRA NOTOLLFRB NOTOLLFRC NOTOLLFRD ) > 0 then do;
    do i = 1 to dim(nara);
        if narb(i)=. then narb(i)=1;  /**No**/
    end;
end;

Drop i;

/* coding for REGIONR variable */
/*****
REGIONR: Overseas location
*****/
IF UPCASE (SUBSTR (REGION, 1, 2)) = 'AF' THEN REGIONR = 1; /*Africa*/
ELSE IF UPCASE (SUBSTR (REGION, 1, 2)) = 'EA' THEN REGIONR = 2; /*East
Asia/Pacific*/
ELSE IF UPCASE (SUBSTR (REGION, 1, 2)) = 'EU' THEN REGIONR = 3; /*Europe*/
ELSE IF UPCASE (SUBSTR (REGION, 1, 2)) = 'NO' THEN REGIONR = 4; /*Near
East & South Central Asia*/
ELSE IF UPCASE (SUBSTR (REGION, 1, 2)) = 'WE' THEN REGIONR = 5; /*Western
Hempisphere*/

/* coding for VAGMONTR1 variable */
/*****
VAGMONTR1-R2: Recode- Month received VAG
*****/
IF VAGMONTH IN (7 8 9 10 11 12 60) THEN VAGMONTR1 = 99;
ELSE VAGMONTR1 = VAGMONTH;

IF VAGMONTH IN (1 2 3 4 5 6) THEN VAGMONTR2 = 99;
ELSE VAGMONTR2 = VAGMONTH;

```

```

/* coding for VAOSERV variable */
/*****
VAOSERV2: Recode- Dichotomous served as VAO
*****/
IF VAOSERV IN (2 3) THEN VAOSERV = 2;
Else VAOSERV=VAOSERV;

/* coding for VINR variable */
/*****
VINR: Recode- Create dichotomous receive VIN
*****/
IF VIN IN (2 3 4) THEN VINR = 2; /*YES*/
ELSE IF VIN = 1 THEN VINR = 1; /*NO*/
Else VINR=VIN;

/* coding for VINUSEAR variable */
/*****
VINUSEAR-ER: Recode- Use VIN
Standardize denominators.
*****/
array kapa(*) VINUSEA VINUSEB VINUSEC VINUSED VINUSEE;
array kapb(*) VINUSEAR VINUSEBR VINUSECR VINUSEDR VINUSEER;

do I = 1 to dim(kapa);
  kapb(i)=kapa(i);
end;

*Standardize denominator for group variable;
if N(of VINUSEA VINUSEB VINUSEC VINUSED VINUSEE) > 0 then do;
  do i = 1 to dim(kapa);
    if kapb(i)=. then kapb(i)=1; /**No**/
  end;
end;

Drop i;

```

```

/* coding for VISFVAPAR variable */
/*****
VISFVAPAR-LR: Recode- Visit FVAP Web site
Standardize denominators.
*****/
array mapa(*) VISFVAPA VISFVAPB VISFVAPC VISFVAPD VISFVAPE
        VISFVAPF VISFVAPG VISFVAPH VISFVAPI VISFVAPJ
        VISFVAPK VISFVAPL;
array mapb(*) VISFVAPAR VISFVAPBR VISFVAPCR VISFVAPDR VISFVAPER
        VISFVAPFR VISFVAPGR VISFVAPHR VISFVAPIR VISFVAPJR
        VISFVAPKR VISFVAPLR;

do I = 1 to dim(mapa);
    mapb(i)=mapa(i);
end;

*Standardize denominator for group variable;
if N(of VISFVAPA VISFVAPB VISFVAPC VISFVAPD VISFVAPE VISFVAPF
VISFVAPG VISFVAPH VISFVAPI VISFVAPJ VISFVAPK VISFVAPL) > 0 then
do;
    do i = 1 to dim(mapa);
        if mapb(i)=. then mapb(i)=1;  /**No**/
    end;
end;

Drop i;

/* coding for VOTEMATAR variable */
/*****
VOTEMATAR-ER: Recode- Election materials dichotomous
*****/
array vara(*) VOTEMATA VOTEMATB VOTEMATC VOTEMATD VOTEMATE;
array varb(*) VOTEMATAR VOTEMATBR VOTEMATCR VOTEMATDR
VOTEMATER;

do I = 1 to dim(vara);
    varb(i)=vara(i);
    if vara(i) = 60 then varb(i) = .;
    else vara(i) = varb(i);
end;

Drop i;

```

```

/* coding for SAMPLE variable */
*****
Total
*****
SAMPLE=1;

```

```

/* coding for XCOUNTRY variable */
*****
Region
Constructed from record data
XCOUNTRY: Region
*****
XCOUNTRY = REGIONR;

```

```

/* coding for XCITIZEN variable */
*****
XCITIZEN: Number of citizens
Constructed from survey data NUMCITIZEN
Coding for XCITIZEN variable
*****
XCITIZEN=NUMCITIZEN;

```

```

/* coding for XTIME variable */
*****
XTIME: Time in country
Constructed from survey data HOWLONG
Coding for XTIME variable
*****
IF HOWLONG IN (1 2) THEN XTIME = 1; /*LESS THAN 1 YEAR*/
ELSE IF HOWLONG IN (3 4) THEN XTIME = 2; /*1 YEAR TO 3 YEARS*/
ELSE IF HOWLONG = 5 THEN XTIME = 3; /*3 YEARS OR MORE*/
ELSE XTIME=HOWLONG;

```

```

/* coding for XDURVAO variable */
*****
XDURVAO: Duration VAO assignment
Constructed from survey data NCURRASGN
Coding for XDURVAO
*****
XDURVAO=NCURRASGN;

```

```

/* coding for XVAOSERV variable */
*****
XVAOSERV: Prior VAO service
Constructed from survey data VAOserv
Coding for XVAOSERV variable
*****
IF VAOserv IN (2 3) THEN XVAOSERV = 2;
ELSE XVAOSERV=VAOSERV;

```

```

/* coding for XTRAINING variable */
*****
XTRAINING: Training
Constructed from survey data TRAINING
Coding for XTRAINING variable
*****
XTRAINING=TRAINING;

```

```

/* coding for XAGE variable */
*****
XAGE: Age
Constructed from survey data SRAGEGP
Coding for XAGE variable
*****
XAGE=SRAGEGP;

```

```

/* coding for TRAININGAR variable */
*****
TRAININGAR-HR: Recode- Training materials
SRCEINFOAR-ER: Recode- Source useful
*****/
array zara(*) TRAININGA TRAININGB TRAININGC TRAININGD TRAININGE
TRAININGF TRAININGG TRAININGH SRCEINFOA SRCEINFOB SRCEINFOC
SRCEINFOD SRCEINFOE;
array zarb(*) TRAININGAR TRAININGBR TRAININGCR TRAININGDR
TRAININGER TRAININGFR TRAININGGR TRAININGHR SRCEINFOAR
SRCEINFOBR SRCEINFOCR SRCEINFODR SRCEINFOER;

do I = 1 to dim(Zara);
  Zarb(i)=Zara(i);
  if Zara(i) = 60 then Zarb(i) = .;
  else Zara(i) = Zarb(i);
end;
Drop i;

```

```

/* coding for TRAININGAR2 variable */
/*****
TRAININGAR2-HR2: VAO Training
VAGUSEFULR: Useful VAG perform duties
VINUSEFULR: Use VIN
SRCEINFOAR2-DR2: Useful sources perform duties
*****/
ARRAY CBAPA(*) TRAININGAR TRAININGBR TRAININGCR TRAININGDR
TRAININGER TRAININGFR TRAININGGR TRAININGHR VAGUSEFUL
VINUSEFUL SRCEINFOAR SRCEINFOBR SRCEINFOCR SRCEINFODR
SRCEINFOER;
ARRAY CBAPB(*) TRAININGAR2 TRAININGBR2 TRAININGCR2 TRAININGDR2
TRAININGER2 TRAININGFR2 TRAININGGR2 TRAININGHR2 VAGUSEFULR
VINUSEFULR SRCEINFOAR2 SRCEINFOBR2 SRCEINFOCR2 SRCEINFODR2
SRCEINFOER2;

DO I = 1 TO DIM (CBAPA);
  CBAPB(I)=CBAPA(I);
  IF CBAPA(I) IN (1 2) THEN CBAPB(I) = 1;
  ELSE IF CBAPA(I) = 3 THEN CBAPB(I) = 2;
  ELSE IF CBAPA(I) IN (4 5) THEN CBAPB(I) = 3;
END;

DROP I;

/* coding for DUTIESAR variable */
/*****
DUTIESAR-FR: VAO duties
*****/
ARRAY DBAPA(*) DUTIESA DUTIESB DUTIESC DUTIESD DUTIESE
DUTIESF FVAPWEBSAT TLFRSATIS TLFRSATISO;
ARRAY DBAPB(*) DUTIESAR DUTIESBR DUTIESCR DUTIESDR DUTIESER
DUTIESFR FVAPWEBSATR TLFRSATISR TLFRSATISOR;

DO I = 1 TO DIM (DBAPA);
  DBAPB(I)=DBAPA(I);
  IF DBAPA(I) IN (1 2) THEN DBAPB(I) = 1;
  ELSE IF DBAPA(I) = 3 THEN DBAPB(I) = 2;
  ELSE IF DBAPA(I) IN (4 5) THEN DBAPB(I) = 3;
  ELSE IF DBAPA(I) = 60 THEN DBAPB(I) = .;
END;

DROP I;

```

```

/* coding for VAGMONA variable */
/*****
VAGMONA-M: Month received VAG
*****/
ARRAY Q23BR {13} VAGMONA VAGMONB VAGMONC VAGMOND
VAGMONE VAGMONF VAGMONG VAGMONH VAGMONI VAGMONJ
VAGMONK VAGMONL VAGMONM;
DO I = 1 TO 13;
  IF VAGMONTH GT .Z THEN DO;
    Q23BR{I} = 1;
    IF VAGMONTH = I THEN Q23BR{I} = 2;
    IF I = 13 then do;
      IF VAGMONTH = 60 THEN Q23BR{I} = 2;
    END;
  END;
  IF VAGMONTH = .B THEN Q23BR{I} = .B;
  IF VAGMONTH = .N THEN Q23BR{I} = .N;
END;

/* coding for NUMASST1 variable */
/*****
NUMASST1-6: Number people assisted
*****/
ARRAY Q11BR {6} NUMASST1 NUMASST2 NUMASST3 NUMASST4
NUMASST5 NUMASST6;

DO I = 1 TO 6;
  IF NUMASST GT .Z THEN DO;
    Q11BR{I} = 1;
    IF NUMASST = I-1 THEN Q11BR{I} = 2;
  END;
  IF NUMASST = .B THEN Q11BR{I} = .B;
  IF NUMASST = .N THEN Q11BR{I} = .N;
END;

```

```

/* coding for NUMFPCAS1 variable */
/*****
NUMFPCAS1-6: Number people FPCA
*****/
ARRAY Q12BR {6} NUMFPCAS1 NUMFPCAS2 NUMFPCAS3 NUMFPCAS4
NUMFPCAS5 NUMFPCAS6;

DO I = 1 TO 6;
  IF NUMFPCAS GT .Z THEN DO;
    Q12BR{I} = 1;
    IF NUMFPCAS = I-1 THEN Q12BR{I} = 2;
  END;
  IF NUMFPCAS = .B THEN Q12BR{I} = .B;
  IF NUMFPCAS = .N THEN Q12BR{I} = .N;
END;

/* coding for NUMFWABS1 variable */
/*****
NUMFWABS1-6: Number people FWAB
*****/
ARRAY Q13BR {6} NUMFWABS1 NUMFWABS2 NUMFWABS3 NUMFWABS4
NUMFWABS5 NUMFWABS6;

DO I = 1 TO 6;
  IF NUMFWABS GT .Z THEN DO;
    Q13BR{I} = 1;
    IF NUMFWABS = I-1 THEN Q13BR{I} = 2;
  END;
  IF NUMFWABS = .B THEN Q13BR{I} = .B;
  IF NUMFWABS = .N THEN Q13BR{I} = .N;
END;

```

REPORT DOCUMENTATION PAGE				<i>Form Approved OMB No. 0704-0188</i>	
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14. ABSTRACT This report describes the procedures used to develop the instrument, design the sample, conduct the survey, process the data, and prepare analysis weights for the 2008 Post-Election Voting Survey of Department of State Voting Assistance Officers. It also provides a description of the survey analysis file layout and key variables, and addresses key concepts required for the analysis of complex survey data.					
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14.

