



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

AUG 11 2004

MEMORANDUM FOR DISTRIBUTION

Subj: OPPORTUNITY TO VOTE DURING THE 2004 ELECTIONS

I encourage all Department of the Navy (DON) employees to exercise their right to vote in the national, state and local elections. It is our civic and patriotic duty to exercise the right to vote.

If you are a U.S. citizen overseas you are covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). For those employees overseas the Federal Voting Assistance Program provides information on voting at www.fvap.gov. If you are a citizen stateside and wish to register or vote absentee as a regular state voter, you can find county and state information at <http://www.persnet/nvap/>. This site will provide you with voter eligibility requirements, registration dates, times and locations.

DON employees are entitled to excused absence for voting. Employees may be granted excused absence permitting them to report to work 3 hours after the polls open or leave work 3 hours before the polls close, whichever involves less time away from work. For example, if the polls open at 6:00 a.m. to 7:00 p.m. and an employee's duty hours are 8:00 a.m. to 4:30 p.m., the employee may leave work at 4:00 p.m. The 30-minutes of excused absence would permit the employee to leave work 3 hours before the polls close.

The Secretary of the Navy has set a DON objective that every service member and civilian have an opportunity to vote this November. Please help us meet that objective.


William A. Navas Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution:
VAOs
Echelons I & II