Initial Project Plan for NIST UOCAVA Efforts
March 2009

Objective: To draft two documents on using electronic transmission methods to improve the UOCAVA voting process:

- *Best Practices on Electronic Transmission of Election Materials*: This document will provide best practices for using fax, e-mail and web sites to allow voters to request blank absentee ballots, and to delivery blank ballots to overseas voters. It will include election procedures aimed at handling and processing these materials, security controls for these systems, and best practices for configuring, operating and maintaining supporting IT systems.
- *Security Considerations for Remote Electronic UOCAVA Voting Systems:* This document will characterize systems which use telecommunications lines to return voted ballots to election officials, including Internet voting via web sites or e-mail. It will consider both at-home and kiosk-based systems, with a discussion of the security issues related to each type of system.

Timeline: February 2009 to December 2009
Note: The following dates are approximate and may change due to scheduling conflicts and complexity of collected material.

Plan Outline:

March 2009
- Deliver initial project plan for NIST UOCAVA efforts

April 2009
- Deliver draft outline of *Best Practices on Electronic Transmission of Election Materials*
- Deliver draft outline of *Security Considerations for Remote Electronic UOCAVA Voting Systems*
- Deliver draft outline of IT system security best practices
    Best Practices on Electronic Transmission of Election Materials will include a section which documents best practices for securing IT systems used in the UOCAVA voting process, such as web-servers, e-mail servers, firewalls, intrusion detection systems, etc. This section is in addition to security best practices for specific types of voting system equipment.
- Complete environmental scan of UOCAVA election procedures
    NIST will work with the EAC to collect documentation on state election processes for electronic distribute of election materials.

June 2009
- Document functional needs of remote electronic UOCAVA voting systems

July 2009
- Deliver draft best practices election procedures for electronic ballot request and blank ballot delivery
  NIST will work with the EAC to use state election procedures information as the basis to draft best practices for handling electronic ballot requests and delivering blank ballots to UOCAVA voters. Security controls will be added to these procedures in the next step of the project.
- Document security needs of remote electronic UOCAVA voting systems
  Based on the functional needs of remote electronic UOCAVA voting systems, NIST will draft a list of security needs of these systems that will form the foundation of *Security Considerations for Remote Electronic UOCAVA Voting Systems*.

September 2009
- Draft security requirements for electronic ballot request systems and electronic ballot delivery systems.
  NIST will add security requirements and controls to the ballot request and ballot delivery election procedures previously developed. This will include procedural security controls in the election process, and guidelines on supporting election equipment and software.
- Draft IT system security best practices
  NIST will apply existing NIST security documents and develop best practices for securing IT systems used in the UOCAVA voting process, such as web-servers, e-mail servers, firewalls, intrusion detection systems, etc. This document will be incorporated into *Best Practices on Electronic Transmission of Election Materials*.

November 2009
- Complete draft of *Best Practices on Electronic Transmission of Election Materials*
  NIST will harmonize the security guidelines that exist in election procedures, security consideration sections, and the best practices for securing IT systems. Conduct internal NIST document review.
- Complete draft of *Security Considerations for Remote Electronic UOCAVA Voting Systems*
  NIST will develop a document which discusses the security considerations and needs of remote electronic UOCAVA voting systems, including fax and e-mail return of ballots, and Internet voting. Conduct internal NIST document review.

December 2009
- Deliver to EAC, final draft of *Best Practices on Electronic Transmission of Election Materials*
- Deliver to EAC, final draft of *Security Considerations for Remote Electronic UOCAVA Voting Systems*