

**USAREC Regulation 608-1**

Personnel Affairs

# **National Voter Registration Act**

**Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, Kentucky 40121-2725  
1 May 2014**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

USAREC Reg 608-1

National Voter Registration Act

This minor revision, dated 1 May 2014—

- o Added new quarterly reporting timelines for company, battalion and brigade.
- o Changed USAREC Form 1079 to USAREC Form 608-1.1.
- o Changes the registration process from a paper process to an online format.
- o Makes administrative changes throughout.

Effective 1 May 2014

Personal Affairs

**National Voter Registration Act**

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For the Commander:

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**History.** This UPDATE printing publishes a revised regulation which is effective 1 May 2014.

**Summary.** This revision updates telephone numbers, websites, and the USAREC Form 608-1.1.

**Applicability.** This regulation is applicable to all recruiting personnel

assigned to this command.

**Proponent and exception authority.** The proponent of this regulation is the Director of Recruiting Operations. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-13.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Relation to USAREC Reg 10-1.** This publication establishes policies, procedures and

directs the operations in support of the National Voter Registration Act, as it relates to Recruiting Command according to UR 10-1 para 3-21c(7).

**Suggested improvements.** The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2725.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A.

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## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation implements the National Voter Registration Act of 1993. Recruitment offices are considered to be voter registration agencies designated under sub section (a)(2) of 1973gg-5, Voter Registration Act.

### **1-2. References**

- a. Related publications.
  - (1) Section 1973gg of title 42, United States Code, National Voter Registration Act of 1993.
  - (2) DOD Directive 5105.53 (Director of Administration and Management).
  - (3) DOD Directive 1000.4 (Federal Voting Assistance Program).
  - (4) DOD Directive 5124.2 (Under Secretary of Defense for Personnel and Readiness (USD(P&R))).
  - (5) Section 3501 of title 44, United States Code.
  - (6) Public Law 107-252. Help America Vote Act, 29 Oct 2002.
- b. Required forms.
  - (1) National Voter Registration Application.
  - (2) DD Form 2645 (Voter Registration Information).
  - (3) USAREC Form 608-1.1 (Registration Application Summary).

### **1-3. Explanation of abbreviations**

- a. HQ USAREC—Headquarters, United States Army Recruiting Command
- b. NVRA—National Voter Registration Act
- c. Rctg Bde—recruiting brigade
- d. Rctg Bn—recruiting battalion
- e. RC—recruiting center
- f. USAREC—United States Army Recruiting Command

## **Chapter 2 Policy**

### **2-1. General**

- a. All recruiting centers will comply with requirements of the National Voter Registration Act (NVRA). United States Army Recruiting Command (USAREC) components shall cooperate with the Director of Administration and Management, Office of Secretary of Defense and Under Secretary of Defense for Personnel and Readiness on the NVRA.
- b. The right of citizens of the United States to vote shall be protected as such; any discriminatory and/or unfair registration procedures shall be prohibited.
- c. The names of persons applying or declining to register to vote may be used only for voter registration purposes and may not be released for any other purpose.
- d. Provisions of the NVRA apply to all U.S. citizens.

### **2-2. Restrictions**

Military or civilian personnel employed in recruitment offices of the Armed Forces will not:

- a. Make any statement or take any action to discourage eligible citizens or prospective enlistees from registering to vote.
- b. Make any statement or take any action to lead eligible citizens or prospective enlistees to believe that a decision to register or not to register has any bearing on the availability of services or benefits.
- c. Seek to influence the political preference or party registration of an eligible citizen or prospective enlistee.
- d. Display any such political preference or party allegiance.
- e. Defraud or attempt to deprive the residents of a state of a fair and impartially conducted election process.

## **Chapter 3 Responsibilities**

### **3-1. Headquarters, United States Army Recruiting Command (HQ USAREC)**

Director of Recruiting Operations is responsible to ensure execution of this program with HQ USAREC and meet reporting timelines to Department of the Army. Recruiting Operations Directorate will coordinate with Department of the Army and recruiting brigade (Rctg Bde) headquarters to ensure requirements are met. Recruiting Operations Directorate, Plans and Policy Division, will be the single point of contact for the command, questions are directed to HQ USAREC, NVRA Program Office, by calling commercial (502) 626-0808 or DSN 536-0808.

### **3-2. Rctg Bde, Rctg Bn, and recruiting company commanders**

- a. Each command level will establish a single point of contact for all matters concerning the NVRA.
- b. Ensure subordinate elements are trained to accomplish required tasks.
- c. Ensure DD Form 2645 (Voter Registration Information) is maintained on file at Rctg Bn level for 2 years.
- d. Establish reporting requirements that will provide the Director of Recruiting Operations timely and accurate information. A quarterly report (CY) is submitted to HQ USAREC (RCRO- PP), Fort Knox, KY 40121-2726:
  - (1) From Rctg Co to Rctg Bn, end of calendar quarter + 5 days.
  - (2) From Rctg Bn to Rctg Bde, end of calendar quarter + 10 days.
  - (3) From Rctg Bde to HQ USAREC, end of calendar quarter + 15 days.

NOTE: The report will consist of a roll-up of the data required on USAREC Form 608-1.1 (Registration Application Summary).

### **3-3. Recruiting center commanders**

- a. Center commanders are primarily responsible for the implementation of this program.
- b. Ensure recruiters are trained to accomplish required tasks.
- c. Ensure assigned recruiters adhere to the policies and procedures outlined in this regulation.
- d. Ensure recruiting personnel are familiar with the procedures outlined at [www.eac.gov/](http://www.eac.gov/). This site contains the Voter Registration Application form and instruction booklet needed to register interested parties.
- e. Maintain USAREC Form 608-1.1.
- f. Ensure all completed Voter Registration Applications are mailed to the designated state election official weekly.
- g. Ensure that all completed DD Form 2645s are forwarded to the Rctg Bn headquarters monthly.
- h. Ensure all questions directed to recruiting personnel from state election officials are referred to the Federal Voter Assistance Program Office at 1-(800)-438-8683.

## **Chapter 4 Procedures**

### **4-1. Prospects**

- a. All prospects, during the initial face-to-face interview, are asked if they are registered to vote. If their answer is yes, no further action is required. In the case where a prospect's answer is no and they are 18 years of age or older, the recruiter will ask the prospect to complete DD Form 2645.
- b. Once the DD Form 2645 is completed and signed by the prospect, the recruiter will review the form and take one of the following courses of action:
  - (1) If the prospect answers yes on the DD Form 2645 (fig 4-1) the recruiter provides the Voter Registration Application and instruction booklet from [www.eac.gov/](http://www.eac.gov/) and assists, if required, the prospect in completing and mailing the form. Each state has slightly different instructions so the instruction booklet provided on [www.eac.gov/](http://www.eac.gov/) must be used. Once the Voter Registration Application is completed the recruiter will provide to the center commander for mailing.
  - (2) If the prospect answers no on the DD Form 2645, the recruiter provides the center commander with the completed DD Form 2645 and no further voter registration action is required.
- c. The prospect may elect not to complete the DD Form 2645, if this occurs no further action is required. The recruiter will not press the issue or try to convince the prospect to complete the form.
- d. Sample prospect flow chart is provided (fig 4-2).
- e. Ensure proper data is compiled to complete USAREC Form 608-1.1 (fig 4-4).

### **4-2. Non-prospects (U.S. citizens)**

- a. According to the NVRA, Armed Forces Recruitment Offices are locations where U.S. citizens may obtain and fill out voter registration applications. These citizens may elect to take the application home or complete in the recruiting center with assistance from recruiting personnel. In all cases, the citizen may request recruiting personnel

to mail the application to the designated state election officials.

- b. Sample non-prospect flow chart is provided at figure 4-3.
- c. Ensure proper data is compiled to complete USAREC Form 608-1.1.

#### **4-3. Reporting and forms management**

a. The center commander will maintain USAREC Form 608-1.1 for all voter registration activities. This form will include the total number of people assisted for recruiting services (both prospects and non-prospects), number of completed DD Form 2645, number of completed Voter Registration Applications, number of issued Voter Registration Applications and the associated mailing and postage expenses. This report is recorded by state, compiled on a quarterly basis and reported through the chain of command to the next higher headquarters (See paragraph 3-2e1-3 for timeline).

b. The center commander will safeguard completed Voter Registration Applications. Completed (but not mailed) applications are stored in a secure location. Completed applications are packaged and mailed to the designated state election officials no later than the Friday of the week of completion. Strict accountability of the completed applications must be maintained.

<b>VOTER REGISTRATION INFORMATION</b>		<b>INTERAGENCY REPORT CONTROL NUMBER</b>  0424-DOD-QU
<b>PRIVACY ACT STATEMENT</b>		
<p><b>AUTHORITY:</b> PL 103-31.  <b>PRINCIPAL PURPOSE:</b> Information is collected to assist Department of Defense participation in the National Voter Registration Act.  <b>ROUTINE USE:</b> Used by Department of Defense only.  <b>DISCLOSURE:</b> Voluntary. There will be no harm to you for not responding.</p>		
<p>1. If you are not registered to vote where you live now, would you like to apply to register to vote here today?          (X one)</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> <b>YES</b>                                              <input type="checkbox"/> <b>NO</b> </p> <p><b>IF YOU DO NOT MARK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.</b></p> <p>Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.</p> <p>If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with:</p> <p style="text-align: center;">Federal Voting Assistance            Program Office of the Secretary of Defense Room            1B457            Washington, DC 20301-155 Tele-            phone Number: 800-438-VOTE</p> </div> <p>If you decline to register to vote, that information will remain confidential and will only be used for voter registration purposes.</p> <p>If you register to vote, information regarding the office in which the application was submitted will remain confidential and only be used for voter registration purposes.</p>		
<b>2. PRINTED NAME</b>	<b>3. SIGNATURE</b>	<b>4. DATE</b>
JOHN P. DOE	/signed/	10 Jan 2000

**DD FORM 2645, NOV 94**

**Figure 4-1. Sample of a completed DD Form 2645 (yes response)**

# PROSPECT (Initial Interview)

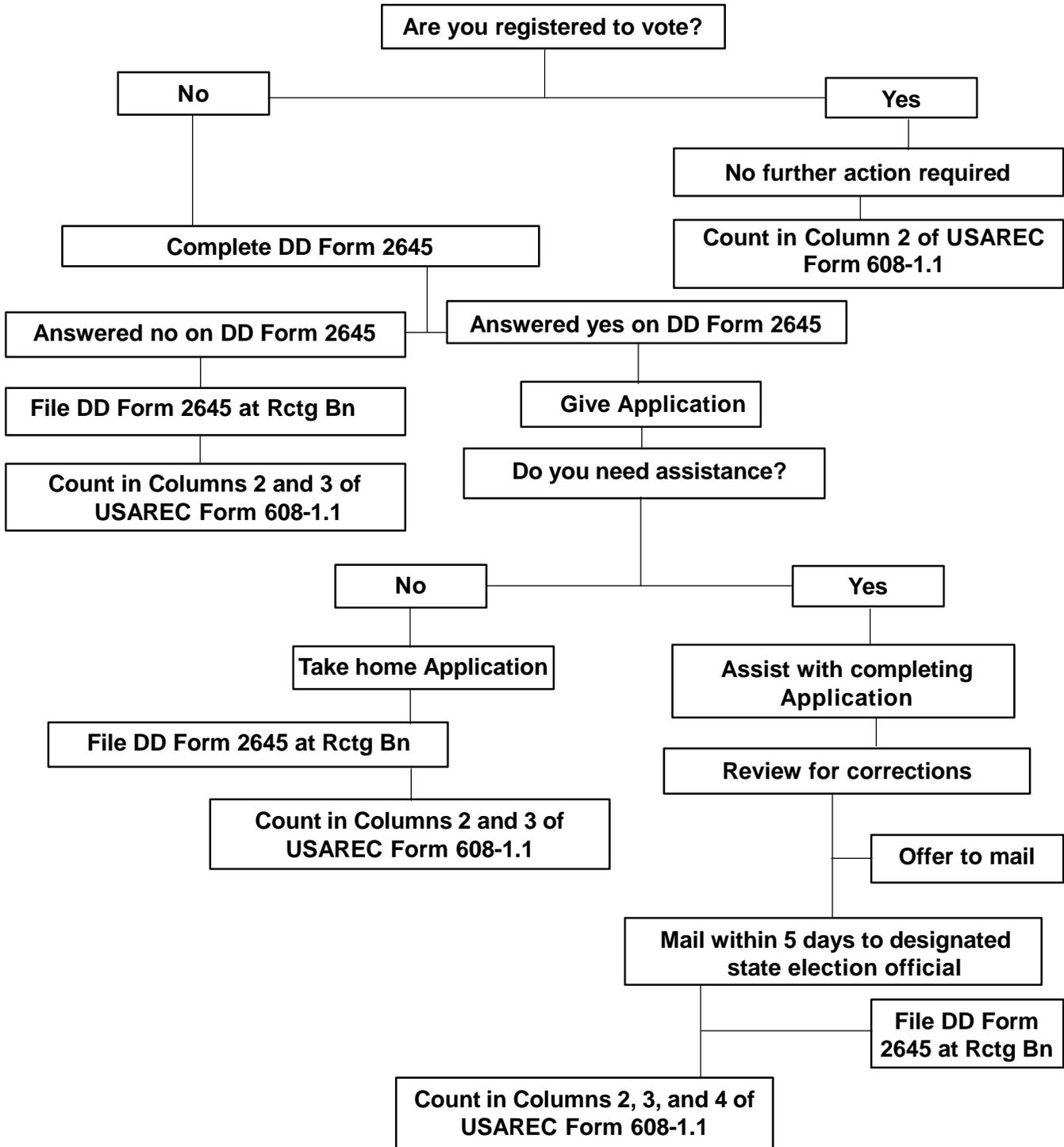


Figure 4-2. Sample prospect flow chart

# WALK-IN (Non-prospect)

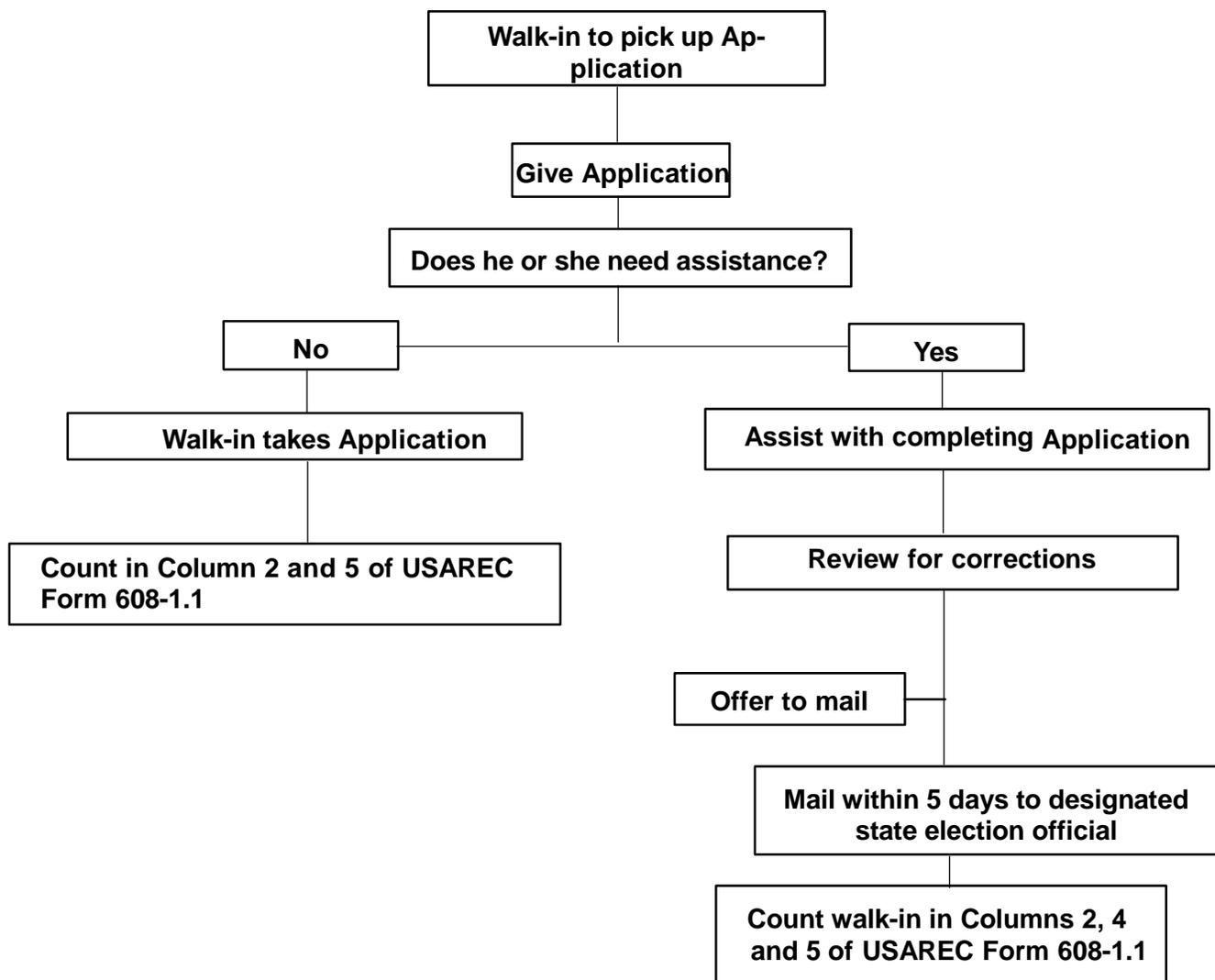


Figure 4-3. Sample non-prospect flow chart

**REGISTRATION APPLICATION SUMMARY**

(For use of this form see USAREC Reg 608-1)

Check the level this form was completed and list the exact unit name:

UNIT: U.S. Army 3rd Recruiting Brigade, Ft. Knox, KY 40121

BDE

BN

CO

RS

DATE: April 1, 2014

(1) States	(2) Number of Persons Assisted for Recruiting Services	(3) Completed DD Form 2645 (Yes or No)	(4) Completed Voter Registration (Applications)	(5) Number of Voter Registration Applications Issued to Non-Prospects	(6) Total Mailing Costs
<i>Enter the state(s) for which data is reported. If your recruiting area covers more than one state then data must be reported for each state.</i>	<i>Enter the number of people assisted for recruiting service, to include non-prospect walk-ins seeking application forms or voting information. NOTE: List everyone regardless of age.</i>	<i>Enter the number of DD Forms 2645 completed regardless of the answer (yes or no). NOTE: Only persons 18 or older will complete this form.</i>	<i>Enter the number of Voter Registration Applications completed. NOTE: Be sure individuals are 18 or older.</i>	<i>Enter the number of Voter Registration Applications picked up from the recruiting center by non-prospects. This number is independent of Column 4.</i>	<i>Enter the total mailing costs incurred by the Recruiting Service. (Individual stamps and/or consolidated package postage.)</i>
Ill	3,122	132	80	0	\$10.32
IN	1,036	129	72	0	\$5.42
KY	1303	150	94	0	\$11.20
OH	1131	120	76	0	\$14.50
MI	2713	290	59	0	\$11.40
MN	1940	275	110	0	\$5.40
*ND	0	0	0	0	0
SD	1,164	150	120	0	\$10.90
WI	1,218	180	126	0	\$11.40
* North Dakota	Does not participate in	Voter Registration.			

Figure 4-4. Sample of a completed USAREC Form 608-1.1

# USAREC

ELECTRONIC PUBLISHING SYSTEM

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