

Effective 31 July 2000

Personal Affairs

National Voter Registration Act

For the Commander:

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Official:

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History. This UPDATE printing publishes a revised regulation which is effective 31 July 2000.

Summary. This revision updates telephone numbers and the USAREC Form 1079.

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 regu-

lation is prohibited.

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 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Administration UPDATE.

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Chapter 1
Introduction

1-1. Purpose

This regulation implements reference in paragraph 1-2a(1), wherein the Secretary of Defense is designated to develop and implement, jointly with each state, procedures for persons to apply to register to vote at recruitment offices of the Armed Forces, and designates the Director of Administration and Management, Office of

Secretary of Defense, as the lead Department of Defense official to carry out this responsibility on behalf of the Secretary of Defense, consistent with the references in paragraphs 1-2a(2) and (3).

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) DOD Directive 1344.13 (Implementation of the National Voter Registration Act (NVRA)).
- b. Required forms.
 - (1) DD Form 2644 (Voter Registration Application).
 - (2) DD Form 2645 (Voter Registration Information).
 - (3) USAREC Form 1079 (Registration Application Summary).
- c. Related form. USAREC Form 200-C (Prospect Data Record).

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. RS—recruiting station

f. USAREC—United States Army Recruiting Command

Chapter 2
Policy

2-1. General

- a. It shall be the policy of all recruiting stations (RS) to comply with all 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. Provision of the NVRA applies to all U.S. citizens.

2-2. Restrictions

- Military or civilian personnel employed in recruitment offices of the Armed Forces shall 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.

*This regulation supersedes USAREC Regulation 608-1, 15 April 1996.

- 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)

- a. Director of Recruiting Operations has the responsibility of ensuring the successful execution of this program with HQ USAREC and ensures the reporting time lines to Department of the Army are followed. Recruiting Operations Directorate will interface with Department of the Army and recruiting brigade (Rctg Bde) headquarters to ensure all requirements are completed to standard. Recruiting Operations Directorate, Plans and Policy Division, will be the single point of contact for the command, all problems and questions should be directed to the HQ USAREC, NVRA Program Office, by calling commercial (502) 626-0436 or DSN 536-0436.
- b. Director of Resource Management will provide sufficient resources for the NVRA within the purview of USAREC.

3-2. Rctg Bde, recruiting battalion (Rctg Bn), and recruiting company commanders

- a. Establish a single point of contact who will interface with the next higher headquarters on all matters concerning the NVRA.
- b. Ensure all subordinate elements are properly trained to accomplish the requirements of this regulation.
- c. Ensure all subordinate elements adhere to the policies and procedures outlined in this regulation.
- d. Ensure that DD Form 2645 (Voter Registration Information) is maintained on file at Rctg Bn level for a period of 2 years.
- e. Establish reporting requirements that will provide the Director of Recruiting Operations timely and accurate information. A quarterly report will be submitted to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726, no later than 5 days after the end of each quarter. The report will consist of a roll-up of the data required on USAREC Form 1079 (Registration Application Summary).

3-3. RS commanders

- a. RS commanders are primarily responsible for this program.
- b. Ensure all recruiters are properly trained to accomplish the requirements of this regulation.
- c. Ensure all assigned recruiters adhere to the policies and procedures outlined in this regulation.
- d. Ensure a sufficient amount of forms and instruction booklets are on hand at all times.

- e. Maintain USAREC Form 1079.
- f. Ensure all completed DD Forms 2644 (Voter Registration Application) are mailed to the designated state election official no later than Friday of each week.
- g. Ensure that the completed DD Forms 2645 (Yes/No) are forwarded to the Rctg Bn headquarters on a monthly basis.
- h. Ensure all questions directed to RS 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 will be asked if they are registered to vote. At that time, block 7(a) of USAREC Form 200-C (Prospect Data Record) is properly annotated. 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, then the recruiter will ask the prospect to complete DD Form 2645 (Yes/No form).
- 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 DD Form 2644 (fig 4-2) and assists, if required, the prospect in completing and mailing the form. Each state has slightly different instructions so the instruction booklet for completing DD Form 2644 must be used. Once the DD Form 2644 is completed the recruiter will give it to the RS commander for processing. The recruiter will also provide the RS commander with the completed DD Form 2645.
 - (2) If the prospect answers no on the DD Form 2645 (fig 4-3) the recruiter provides the RS 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 by the recruiter 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 at figure 4-4.
- e. Ensure proper data is compiled to complete USAREC Form 1079.

4-2. Nonprospects (other U.S. citizens)

- a. According to the NVRA, Armed Forces RS will be locations where all U.S. citizens may obtain and fill out voter registration applications. These citizens may elect to take the application home to be filled out or accomplish the task in the RS with assistance from RS personnel. In all cases, the citizen may request RS personnel to mail the application to the appropriate state agency.
- b. Recruiters will provide the same courtesy

and assistance to all citizens who request assistance completing the voter registration application as they would if the citizen were a prospect.

- c. Sample nonprospect flow chart is provided at figure 4-5.
- d. Ensure proper data is compiled to complete USAREC Form 1079.

4-3. Reporting and forms management

- a. The RS commander will maintain USAREC Form 1079 for all voter registration activities. This form will include the total number of people assisted for recruiting services (both prospects and nonprospects), number of DD Forms 2644 and DD Forms 2645 completed, and the associated mailing and postage expenses. This report is compiled, by state, on a quarterly basis and reported through the chain of command to the next higher headquarters. This report is due to HQ USAREC (RCRO-PP) no later than 5 working days after the end of the fiscal quarter.
- b. The RS commander will safeguard all completed DD Forms 2644. These forms are required to be processed in a timely manner. All completed (but not mailed) DD Forms 2644 will be stored in the same manner as screening test materials and bus tickets. Completed DD Forms 2644 will be packaged and mailed to the designated state election officials no later than the Friday of the week of completion. Strict accountability of the completed forms must be maintained.
- c. The RS commander will forward the completed DD Forms 2645 to the Rctg Bn headquarters no later than 5 working days after each recruit ship month. DD Forms 2645 are required to be maintained on file at Rctg Bn level for a period of 2 years before destruction is authorized. DD Forms 2645 will be filed under the file number 608a (Personal Affairs Cases).

VOTER REGISTRATION INFORMATION		INTERAGENCY REPORT CONTROL NUMBER 0424-DOD-QU
PRIVACY ACT STATEMENT		
<p>AUTHORITY: PL 103-31. PRINCIPAL PURPOSE: Information is collected to assist Department of Defense participation in the National Voter Registration Act. ROUTINE USE: Used by Department of Defense only. DISCLOSURE: 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? <i>(X one)</i></p> <p style="text-align: center;"> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO </p> <p>IF YOU DO NOT MARK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.</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>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 20301-1155 Telephone 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>		
2. PRINTED NAME	3. SIGNATURE	4. DATE
JOHN P. DOE	/signed/	10 Jan 2000

DD FORM 2645, NOV 94

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

Voter Registration Application

For U.S. Citizens

Please read Privacy Act Statement below before completing this form.

You can use this form to: <input type="checkbox"/> register to vote <input type="checkbox"/> report that your name or address has changed <input type="checkbox"/> register with a party Please print in blue or black ink				This space for office use only.			
1	Mr. Mrs. Miss Ms.	Last Name WANTAVOTER	First Name WANDA	Middle Names(s) MOTOR	(Circle One) Jr Sr II III IV		
2	Address (see instructions) - Street (or route and box number) 1400 MAIN ST.		Apt. or Lot #	City/Town MURRAY	State KY	Zip Code 40271	
3	Address Where You Get Your Mail if Different From Above (see instructions)			City/Town	State	Zip Code	
4	Date of Birth 2/13/1977 <small>Month Day Year</small>	5	Telephone Number (optional)	6	ID Number (see item 6 in the instructions for your State)		
7	Choice of Party (see item 7 in the instructions for your State)			8	Race or Ethnic Group (see item 8 in the instructions for your State)		
9	I swear/affirm that: <input type="checkbox"/> I am a United States Citizen <input type="checkbox"/> I meet the eligibility requirements of my state and subscribe to any oath required. (See item 9 in the instructions for your state before you sign.) <input type="checkbox"/> The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under Federal or State laws.			Please sign full name (or put mark) ↓ <div style="border: 1px solid black; height: 60px; width: 100%; margin: 5px 0;"></div> Date: 2/17/2000 <small>Month Day Year</small>			
10	If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional). Recruiter's Name & Address (if applicable)						

PRIVACY ACT STATEMENT

AUTHORITY: PL 103-31. **PRINCIPAL PURPOSE:** Information is collected to assist voter registration.

ROUTINE USE: This form will be given only to your State election officials.

DISCLOSURE: Voluntary; however, failure to provide the requested information may invalidate your application.

Please fill out the sections below if they apply to you.

If this application is for a **change of name**, what was your name before you changed it?

A	Mr. Mrs. Miss Ms.	Last Name VOTER	First Name WANDA	Middle Names(s) MOTOR	(Circle One) Jr Sr II III IV
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If you were **registered before but this is the first time you are registering from the address in Box 2**, what was your address where you were registered before?

B	Street (or route and box number) 222 Southside Drive	Apt. or Lot #	City/Town Louisville	State KY	Zip Code 40214
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If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

C	<input type="checkbox"/> Write in the names of the crossroads (or streets) nearest to where you live. <input type="checkbox"/> Draw an X to show where you live. <input type="checkbox"/> Use a dot to show any schools, churches, stores or other landmarks near where you live, and write the name of the landmark.	NORTH ↑
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To Mail: 1. Address the back of this application (see address under your state).
2. Remove plastic strip below.

3. Fold form at middle and seal at top.
4. Put on a first-class stamp and mail.

Figure 4-2. Sample of a completed DD Form 2644

VOTER REGISTRATION INFORMATION		INTERAGENCY REPORT CONTROL NUMBER 0424-DOD-QU
PRIVACY ACT STATEMENT		
<p>AUTHORITY: PL 103-31. PRINCIPAL PURPOSE: Information is collected to assist Department of Defense participation in the National Voter Registration Act. ROUTINE USE: Used by Department of Defense only. DISCLOSURE: 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? <i>(X one)</i></p> <p style="text-align: center;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </p> <p>IF YOU DO NOT MARK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.</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>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 20301-1155 Telephone 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>		
2. PRINTED NAME	3. SIGNATURE	4. DATE
JOHN P. DOE	/signed/	10 Jan 2000

DD FORM 2645, NOV 94

Figure 4-3. Sample of a completed DD Form 2645 (no response)

PROSPECT (Initial Interview)

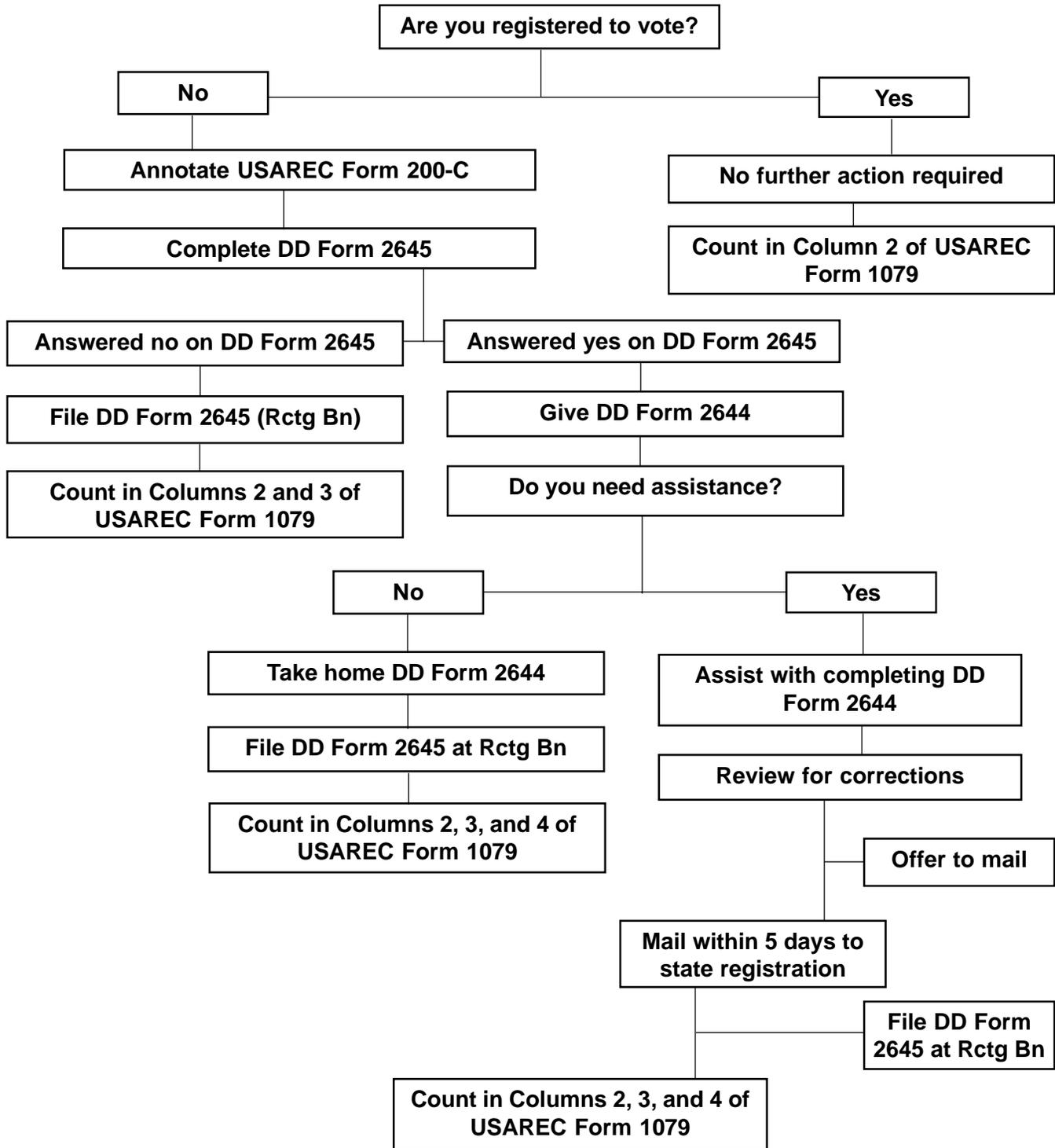


Figure 4-4. Sample prospect flow chart

WALK-IN (Nonprospect)

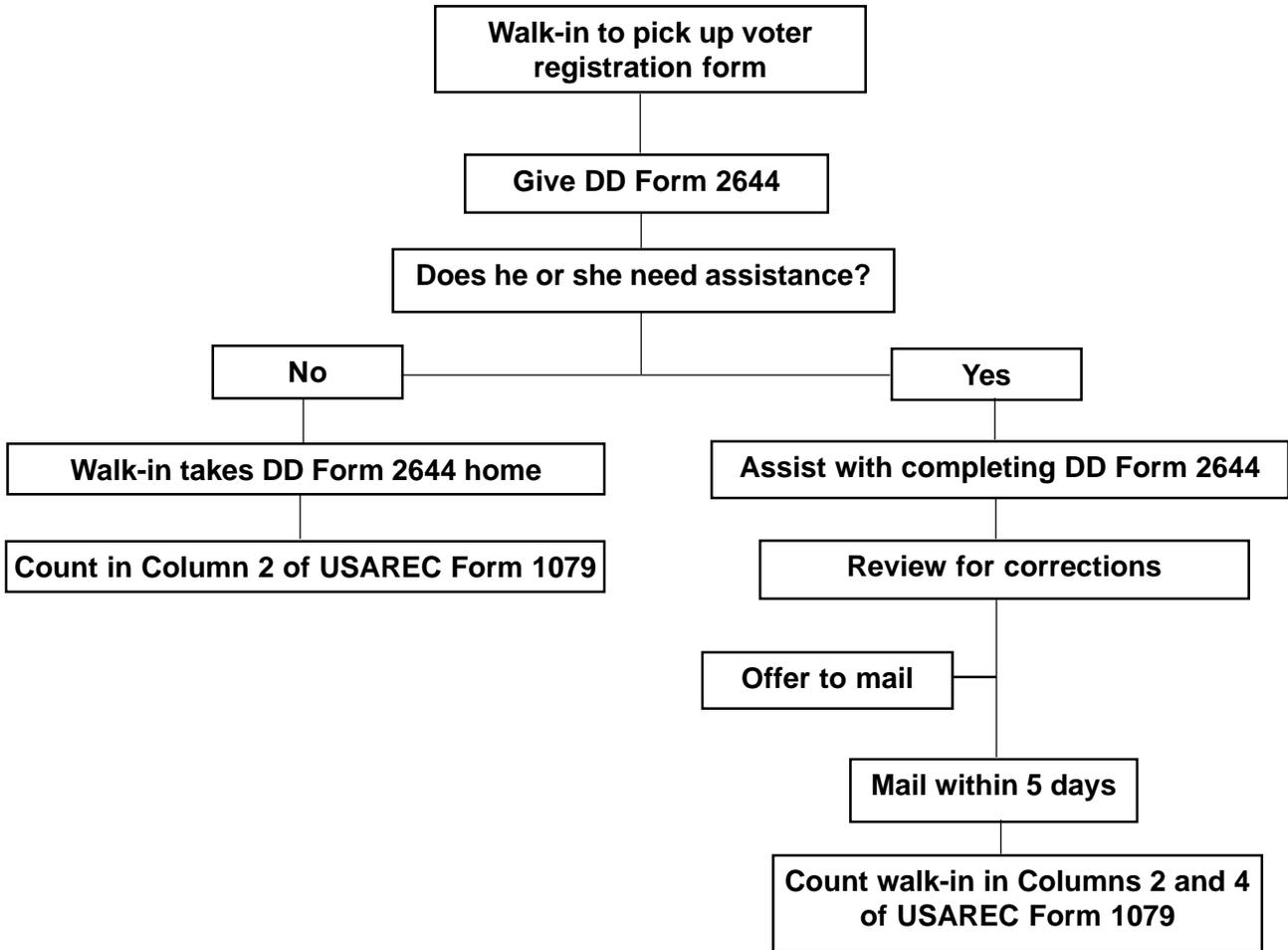


Figure 4-5. Sample nonprospect flow chart

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:

BDE

BN

CO

RS

DATE:

16 Jun 2000

UNIT: U.S. Army 3d Recruiting Brigade, Fort Knox, KY 40121

(1) States	(2) Number of Persons Assisted for Recruiting Services	(3) Completed DD Form 2645 (Yes or No)	(4) Completed DD Form 2644 (Application)	(5) Number DD Form 2644 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 DD Forms 2644 completed. NOTE: Be sure individuals are 18 or older.</i>	<i>Enter the number of DD Forms 2644 picked up from the recruiting station by non-prospects. This number is independent of Column 4.</i>	<i>Enter the total mailing costs incurred by the Recruiting Service in support of mailing DD Forms 2644 to state agencies. (Individual stamps and/or consolidated package postage.)</i>
IL	3,122	132	80	0	\$10.32
IN	1,036	129	72	0	\$5.42
KY	1,303	150	94	0	\$11.20
OH	1,131	120	76	0	\$14.50
MI	2,713	290	59	0	\$11.60
MN	1,940	275	110	1	\$5.40
*ND	0	0	0	0	\$0.00
SD	1,164	150	120	1	\$10.90
WI	1,218	180	126	0	\$11.40
*ND DOES NOT PARTICIPATE.					

Figure 4-6. Sample of a completed USAREC Form 1079