

**USAREC Regulation 608-1**

**Personnel Affairs**

# **National Voter Registration Act**

**Headquarters  
United States Army Recruiting Command  
1307 3rd Avenue  
Fort Knox, Kentucky 40121-2725  
28 June 2019**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

USAREC Reg 608-1  
National Voter Registration Act

This administrative update is dated 13 May 2020

- Replaces the term “voter registration applications” to National Mail Voter Registration Forms.
- Replaces the term “center” with station.
- Replaces the name of the directorate “Plans and Policy” with Programs.
- Added DOD Directive 1244.13 (Implementation of the National Voter Registration Act (NVRA)).
- Transferred section 1973gg of title 43, United States Code, National Voter Registration Act of 1993 to title 52, USC Chapter 205, National Voter Registration.

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28 June 2019

USAREC Regulation 608-1

Effective 28 June 2019

Personal Affairs

National Voter Registration Act

For the Commander:

BRAD P. LUEBBERT  
Colonel, GS  
Chief of Staff

Official:

*Ronnie L. Creech*  
Ronnie L. Creech  
Assistant Chief of Staff CIO/G6

**History.** This Administrative update publishes a revised regulation which is effective 28 June 2019.

**Summary.** This admin revision updates telephone numbers, websites, and changes the date.

**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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**Glossary**

## **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 section 20506 of USC Title 52 Chapter 205, National Voter Registration.

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

Required and related publications, prescribed and referenced forms are listed in Appendix A.

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

Abbreviations and terms are listed in the Glossary.

## **Chapter 2. Policy**

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

- a. All recruiting stations 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 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.

## **Responsibilities**

### **2-3. 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, Programs Division, will be the single point of contact for the command, questions are directed to HQ USAREC, Programs Division, Attn: NVRA by calling commercial (502) 626-0808 or DSN 536-0808.

### **2-4. 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).

## **2-5. Recruiting station commanders**

- a. Station commanders are primarily responsible for the implementation of this program.
- b. Ensure recruiters are trained to accomplish required tasks (<https://www.fvap.gov/vao/recruiter/recruiter-training>).
- 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.fvap.gov/vao/recruiter](http://www.fvap.gov/vao/recruiter). This site also contains the link to Voter Registration Information Form (DD 2645) and National Mail Voter Registration form and guide needed to register interested parties.
- e. Maintain local stock of National Mail Voter Registration Forms and DD Form 2645.
- f. Maintain USAREC Form 608-1.1.
- g. Ensure all completed National Mail Voter Registration forms are mailed to the designated state election official weekly.
- h. Ensure that all completed DD Form 2645's are forwarded to the Rctg Bn headquarters monthly.
- i. The option to register online at [www.eac.gov/voters/register-and-vote-in-your-state](http://www.eac.gov/voters/register-and-vote-in-your-state) is also available. Just pick your state and click on register to vote.
- j. 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 3. Procedures**

### **3-1. Prospects**

- a. All prospects, during the initial face-to-face interview, are asked to complete the DD Form 2645, which pertains to voter registration. It asks "If you are not registered to vote where you live now, would you like to apply to register to vote here today?"
- 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) and they are 18 years old by the date of the next federal General election the recruiter provides the National Mail Voter Registration form and guide from either [www.fvap.gov/vao/recruiter](http://www.fvap.gov/vao/recruiter) or [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 guide provided on either [www.fvap.gov/vao/recruiter](http://www.fvap.gov/vao/recruiter) or [www.eac.gov](http://www.eac.gov) must be used. Once the National Mail Voter Registration form is completed the recruiter will give the completed form to the station commander for mailing.
  - (2) If the prospect answers no on the DD Form 2645, 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. The completed DD Form 2645 will be given to the station commander to be kept on file at the Rctg Bn for 2 years.  
NOTE: Put the date the form can be destroyed in the upper right corner of the form.
- e. Sample prospect flow chart is provided (see Figure 4-2)
- f. Ensure proper data is compiled to complete USAREC Form 608-1.1 (see Figure 4-4).

### **3-2. 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 the National Mail Voter Registration form. These citizens may elect to take the National Mail Voter Registration form home or complete in the recruiting station 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. (see Figure 4-3)
- c. Ensure proper data is compiled to complete USAREC Form 608-1.1.

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

- a. The station 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 National Mail Voter Registration Forms, number of issued National Mail Voter Registration Forms 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 3-2d1-3 for timeline).

b. The station commander will safeguard completed National Mail Voter Registration Forms. 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.

Figure 4-1 Voter Registration Information

VOTER REGISTRATION INFORMATION		
<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><input type="checkbox"/> YES                      <input type="checkbox"/> NO</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 0;"><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 1155 Defense Pentagon Washington, DC 20301-1155</p><p style="text-align: center;">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 (YYYYMMDD)
<input type="text"/>	<input type="text"/>	<input type="text"/>
DD FORM 2645, NOV 2008	PREVIOUS EDITION IS OBSOLETE.	Reset <span style="float: right;">Adobe Professional 8.0</span>

Figure 4-1 Voter Registration Information



Figure 2-4. Sample prospect flow chart

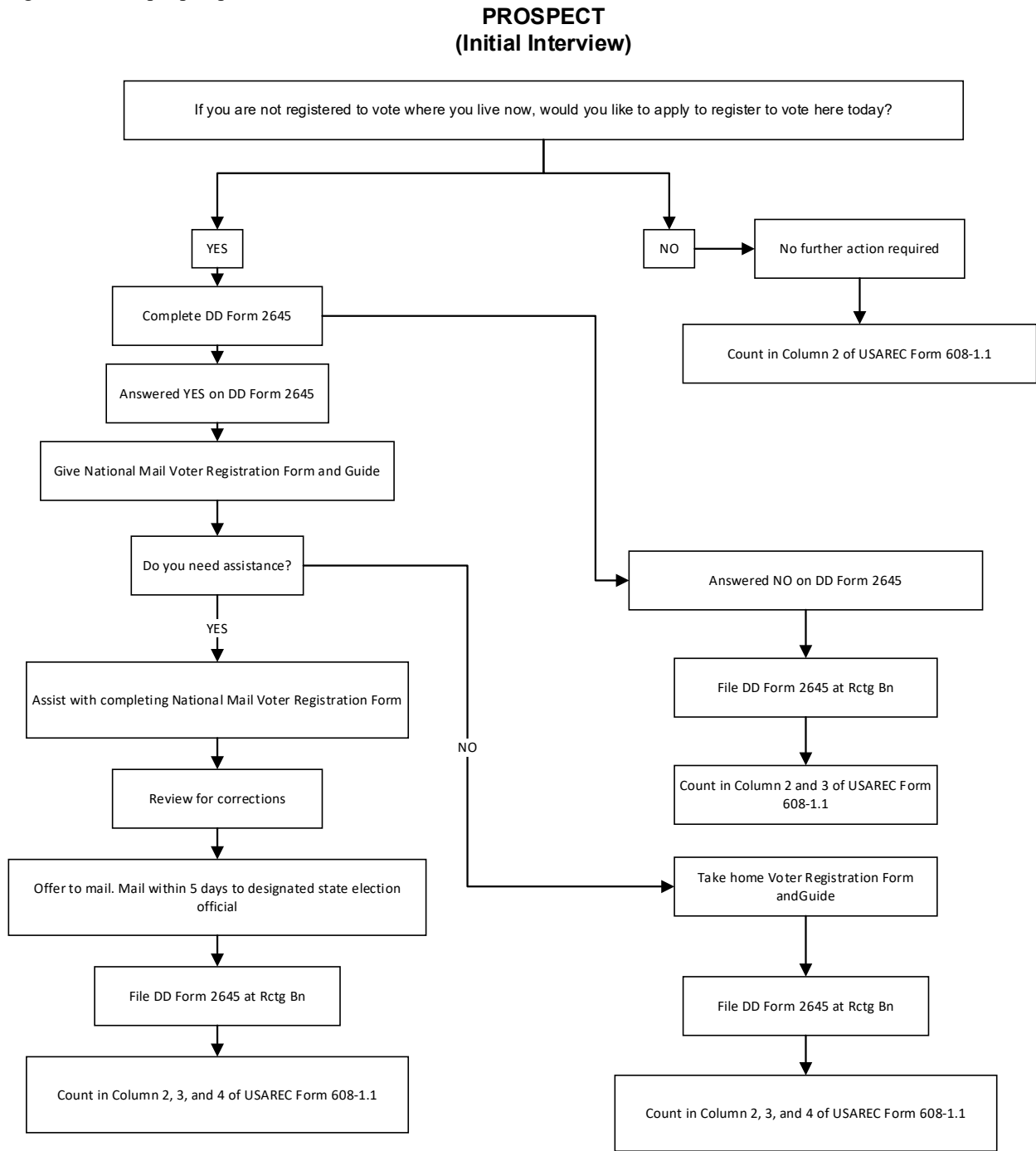


Figure 4-2 Sample prospect flow chart

Figure 4-3 Sample non prospect flow chart

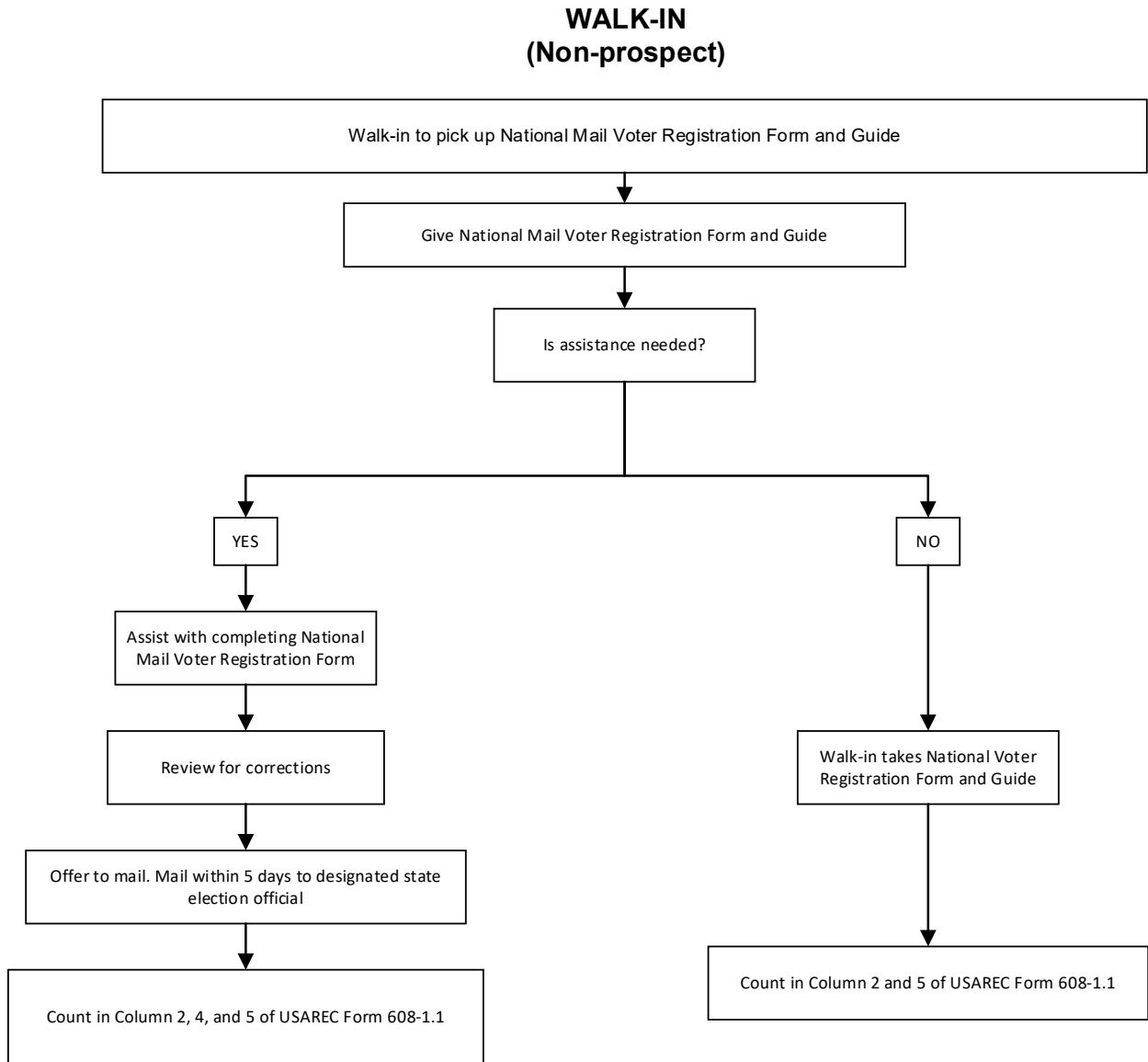


Figure 4-3 Sample non prospect flow chart

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

<b>REGISTRATION APPLICATION SUMMARY</b> (For use of this form see USAREC Reg 608-1)								
Check the level this form was completed and list the exact unit name:				<input type="checkbox"/> BDE	<input type="checkbox"/> BN	<input type="checkbox"/> CO	<input type="checkbox"/> RS	DATE: _____
UNIT: _____								
(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			
<small>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.</small>	<small>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.</small>	<small>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.</small>	<small>Enter the number of Voter Registration Applications completed. NOTE: Be sure individuals are 18 or older.</small>	<small>Enter the number of Voter Registration Applications picked up from the recruiting center by non-prospects. This number is independent of Column 4.</small>	<small>Enter the total mailing costs incurred by the Recruiting Service. (Individual stamps and/or consolidated package postage.)</small>			

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

## **Appendix A References**

### **Section I Required Publications**

United States Code Title 52, Section 20506, National Voter Registration  
DOD Directive 1000.4 (Federal Voting Assistance Program).  
DOD Directive 1344.13 (Implementation of the National Voter Registration Act (NVRA))  
Public Law 107-252. Help America Vote Act, 29 Oct. 2002.  
DOD Directive 5105.53 (Director of Administration and Management).  
DOD Directive 5124.2 (Under Secretary of Defense for Personnel and Readiness (USD (P&R))).  
United States Code Title 44, Section 3501

### **Section II Related Publications**

### **Section III Prescribed Forms**

**UF 608-1**  
Registration Application Summary

**DD Form 2645**  
Voter Registration Information

**National Mail Voter Registration Application.**

### **Session IV Referenced Forms**

This section contains no entries

## **Glossary**

### **Section I Abbreviations**

**USAREC HQ**  
United States Army Recruiting Command, Headquarters

**USAREC**  
United States Army Recruiting Command

**NVRA**  
National Voter Registration Act

**Rctg Bde**  
Recruiting brigade

**Rctg BN**  
Recruiting battalion

**RS**  
Recruiting station

# USAREC

## ELECTRONIC PUBLISHING SYSTEM

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