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SSS Directive 600-14 Registration Statistics Reporting System, June 1 1999,  
SSS Directive 500-33 Voluntary Service Program, January 6, 2005

Source of document: Freedom of Information Act Request  
Selective Service System  
Public and Intergovernmental Affairs  
Arlington, VA 22209-2425

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# Selective Service System

**National Headquarters / Arlington, Virginia 22209-2425**

<http://www.sss.gov>

January 13, 2014

This is in response to your Freedom of Information request dated December 26, 2013 and received in this office on January 9, 2014 seeking copies of SSS Directive 500-33 Voluntary Service Program, SSS Directive 600-31 Registration Improvement Plan FY 2014, and SSS Directive 600-14 Registration Statistics Reporting System. Copies of these documents are enclosed.

Thank you for your inquiry. If you have any further questions, please feel free to contact the Office of Public and Intergovernmental Affairs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard S. Flahavan', written over a horizontal line.

Richard S. Flahavan  
Chief FOIA Officer

Enclosures



# Selective Service System

National Headquarters / Arlington, Virginia 22209-2425

## Directive

**EFFECTIVE DATE:**

**RESPONSIBLE OFFICE: OP**

**NUMBER:** 600-31

**SUBJECT:** Registration Improvement Plan, FY 2014

### 1. **PURPOSE**

This Directive establishes the policies and procedures to be followed by the Selective Service System (SSS) in the administration of Registration Improvement Programs. This Registration Improvement Plan (RIP) Directive applies to National Headquarters (NHQ), Region Headquarters (RHQ), and field elements. It also provides general direction to the RHQ for working with State Directors (SDs) and Detachment Commanders in the development of more detailed plans applicable to individual states and territories. This Directive is in compliance with Headquarters Order 08-10 (Registration Improvement Plan), dated July 8, 2008, and is geared toward attaining the SSS Strategic Objective of ensuring acceptable registration compliance rates. Initiatives, resource allocations, and reporting requirements are targeted to specific objectives and annual performance goals as outlined in the SSS Performance Budget, FY 2014.

### 2. **BACKGROUND**

To ensure fairness and equity during an induction, the SSS must establish and maintain programs to encourage men to register on time and thereby achieve the highest possible draft-eligible compliance rate. RIP initiatives must be designed to accomplish this goal, and efforts are to be directed at males in the appropriate Registration-age groups. This Directive provides the direction and procedural information necessary to administer the Agency's Registration Improvement Programs effectively.

3. **INTRODUCTION**

- a. This Directive emphasizes the importance of planning, implementing, and evaluating registration improvement programs and initiatives. Registration Improvement Program goals and evaluations are focused on current and prior year-of-birth (YOB) groups (men who are 18 and 19 years old). The Agency's goal is to have the highest possible rate of compliance by the time a YOB group becomes age group 20. This Directive includes National RIP Initiatives, Region RIP Initiatives, Special RIP Directions, RIP Resource Allocations, Goals and Evaluations, and Reporting Requirements.
  
- b. This Directive supports the Agency strategy for improving on-time Registration. The strategy includes: 1) increased emphasis on driver's license legislation; 2) improving high school SSS Registrations nationwide; 3) increasing on-line Registration volume worldwide; and 4) targeting resources in states with the highest populations and lowest estimated Registration compliance. Methods of increasing compliance include: (1) distributing SSS registration forms and mailing SSS registration compliance letters; (2) emphasizing use of online registration through Selective Service's Web site, **www.sss.gov**; (3) soliciting Selective Service Volunteer Registrar Programs: High School, Workforce Investment Act, Federal Bureau of Prisons, State Correctional Institutions, and National Farm-worker Jobs Program; (4) sending mailings to those 19-year-old men who had not registered; (5) increasing liaison with U.S. Postal Service offices – the only universal source of availability of Selective Service registration forms; and, (6) focusing, cost-effective registration awareness initiatives and outreach efforts to educational and community leaders and groups – however these important registration awareness initiatives/efforts may be limited this FY because of funding constraints.

4. **NATIONAL RIP INITIATIVES** (Note: In states with mandatory, implemented Driver's License Legislation, Region Directors (RDs) have flexibility in the implementation of National RIP Initiatives after obtaining concurrence from the Associate Director for Operations through the Manager of the Preparedness Division).

National RIP initiatives consist of programs that are managed from NHQ with support and involvement by the RHQs and their field elements. These programs include:

- a. **LEGISLATIVE PROGRAM.** Region Directors are to strongly encourage progress toward achieving state or territorial legislation requiring SSS Registration as a requirement for obtaining a driver's license from all states and territories that do not have such legislation. Additionally, RDs are to monitor the passage of Solomon/Thurmond-type legislation and Thurmond-type city/county ordinances. The State Legislative Program Summary Sheet at Attachment 1 is to be used to help monitor this program. RDs are to provide updated status reports, as events warrant, to the Preparedness Division/Registration (OP/PREP/REG).

*Care must be taken to ensure SSS personnel are neither directly involved, nor perceived as being directly involved, in the pursuit of driver's license legislation, Solomon/Thurmond-type legislation, and city/county ordinances.*

(1) **Driver's License Legislation**

- (a) Priority will be given toward passage of automatic driver's license legislation in each state and territory. **Note:** *Unless specifically approved by the Director of Selective Service the Agency does not encourage, endorse, or support any driver's license legislation with opt-in or opt-out provisions.*
- (b) Attachment 2 is the Driver's License Legislation Package that includes an information paper, sample legislation, legislative intent language, and consent statement. The Public and Intergovernmental Affairs (PIA) Directorate's Fast Facts sheet, entitled "Laws Linking SSS Registration to State Driver's License Applications" is to be distributed to the field as part of the driver's license legislation package and can be downloaded from the SSS Web site. OP/PREP/REG provides PIA updates to the Fast Facts on the status of driver's license legislation in the individual states and territories.
- (c) The following is the standard operating procedure relating to State Driver's License Legislation in support of the Military Selective Service Act (50 U.S.C. App. 451 et seq.), which RDs are required to adhere to when processing driver's license legislation.
1. RDs/SDs/Detachment Commanders are to ensure the most current generic legislation is provided to state/territorial officials for use in drafting driver's license legislation.
  2. RDs are to thoroughly review all draft legislation to ensure it conforms to the requirements of operative

legislation. To be operative, legislation must include language that provides for: a consent statement on the application (or, as a minimum, as part of the application package), application age ("at least 18, but less than 26 years of age," or, preferable, "under age 26"), electronic transmission of data, with inclusion of the man's Social Security Account Number as part of the data (unless prohibited by state law), and the legislation's proposed effective date.

3. Coordination action is to be taken by the RHQ and the SD with the sponsor (drafter) of the bill to adjust/revise draft language to reflect SSS "sample language" to the extent possible.
4. The RHQ, upon receipt of the adjusted/revise language from the sponsor, is to provide to OP/PREP/REG "near final draft" legislation.
5. OP/PREP/REG is to serve as the "near final draft" clearinghouse. OP/PREP/REG will "log" and initiate any additional coordination with Office of the General Counsel (GC) and/or others at NHQ.
6. If there are no suggested OP/PREP/REG changes to the "near final draft" legislation, OP/PREP/REG will forward to GC for review/approval.
7. If OP/PREP/REG provide suggested changes to the "near final draft" legislation, the RHQ is to ensure OP/PREP/REG is provided a second final draft. This second final draft will then be provided to GC for review/approval.
8. Upon receipt of final review/approval at NHQ by OP/PREP/REG and GC, the RHQ is to advise the sponsor of the bill.
9. After passage of Driver's License Legislation and signature by the Governor, the RD is to (1) provide a signed copy of the legislation to Operations Directorate/Data Management Center (OP/DMC) and Preparedness (OP/PREP/REG), and (2) immediately begin working with the state's Department of Motor Vehicles (DMV) to ensure the consent statement is placed on all driver's license applications by the effective date.

10. Before SSS can begin processing registrations from a state via the driver's license application, RDs are to obtain a letter from the state DMV Director to the Manager, OP/DMC confirming the consent statement has been placed on all applications and advising the effective date the application was put into use; a copy of the application with the consent statement on it; and, a signed copy of the legislation and send these documents to OP/DMC for verification. OP/DMC, in turn, will verify the documents and forward an implementation package containing these documents to NHQ for the Director's approval to commence Registrations from the state.
11. RDs are to keep NHQ advised of actions on all draft bills regarding Selective Service Registration by email to OP/PREP/REG.

- (2) **Solomon/Thurmond-type Legislation.** RHQs are to monitor progress and provide informational assistance as needed toward the passage of Solomon and/or Thurmond-type legislation in those states that do not have such legislation, keeping in mind there is to be no direct involvement. Samples of Solomon/Thurmond-type legislation are at Attachment 3.
- (3) **City/County Ordinance.** RHQs will also monitor progress toward Thurmond-type city/county ordinances in the top 10 cities in the Nation, and the largest city in each state and territory. The top 10 cities, in order of population per the U.S. Census Bureau, are: New York (NY), Los Angeles (CA), *Chicago (IL)*, Houston [Harris Co.](TX), Philadelphia (PA), Phoenix (AZ), *San Antonio [Bexar Co.]*, San Jose (CA), and *Dallas-Fort Worth (TX)* (Cities in *italics* have ordinances.) Attachment 4 has wording for the City/County Ordinance.

b. **HIGH SCHOOL (HS) REGISTRAR PROGRAM**

- (1) A Selective Service HS Registrar is an uncompensated volunteer authorized to administer and receive registrations from young men. The HS Registrar Program educates male nationwide about the requirement to register with Selective Service and provides an alternative method for young men to register at the school for their convenience. Because Selective Service Registration is a

prerequisite for federal job opportunities and student financial aid assistance programs, this program reduces the delay and disqualification a young man could experience if his registration obligation was not fulfilled at the time he turned 18 years old.

- (2) OP/PREP/REG develops and implements program policies and procedures, prepares correspondence and information materials, and orders the necessary supplies for distribution to SSS Registrars. OP/DMC performs mailings, provides data entry support, and processes all supply requests, while the Regions mail supplies to the prisons. The involvement of RHQs is essential as they provide Registrars with one central point of contact. RDs are to provide status reports as part of their Quarterly RIP Report and as part of their on-going reports to OP/PREP/REG. Each state and territory must have an effective High School Registrar Program. Thus, RIP efforts during FY 2014 must emphasize urban and rural areas where there are non-participating high schools, *especially in those states and territories that have not implemented driver's license legislation in support of the SSS Registration requirement.* It is unsatisfactory for any state or territory to have a high school participation rate of 65% or less.
- (3) As much as is practical, contact is to be made once each fiscal year with each Registrar either by phone, person, and mail or email by a RHQ staff person, SD, Reserve Force Officer (RFO), volunteer Board Member (BM) or State Resource Volunteer (SRV), as determined by the RD in conjunction with the appropriate SD. RDs should stress the use of BMs and SRVs as force multipliers in this effort.
- (4) RDs are to continue the Adopt-A-High-School Program *if resources are available.* This initiative helps secure a Registrar in a high school where there is none, while strengthening a program where there is already a Registrar. It involves primarily BMs and SRVs, but also Agency full-time employees and RFOs, who volunteer to make contact with high schools to verify the high school has an appointed Registrar, and, if not, pursue recruitment of one. Having these volunteers contact local Registrars demonstrates our interest in, and appreciation of, the work being done by the Registrars. It also provides a great opportunity to increase on-time Registration, especially via the Internet, and awareness of the Registration requirement. Attachment 6 has Adopt-A-High School Instructions and Contact Reports to be used when contacting or visiting high schools. The Instructions/Contact Report to be used depends on



whether or not there is an appointed Registrar at the high school.  
(Note: If resources are available other Registrar programs can be included in the adoption process)

c. **ON-LINE INTERNET REGISTRATION PROGRAM**

Young men can register on-line at [www.sss.gov](http://www.sss.gov) by completing an on-line Registration form by filling in their name, date of birth (DOB), address, and Social Security Account Number (SSAN). OP/DMC then sends a Registration Acknowledgment card to the registrant, thereby completing the Registration process. If, for some reason, a young man's information is not accepted when he attempts to register on-line, an error message will advise him that he may download an SSS Form 1M (INT) <https://www.sss.gov/regver/pdfs/sssRegform.pdf> to complete and mail to OP/DMC. The young man should expect to wait approximately 30 days for his Registration Acknowledgment Card to be received in the mail. In addition to registering on-line, a young man can also use the Internet to verify his Registration, and update his address.

On-line Registration should be encouraged whenever possible, i.e., school visits, speaking to groups, or in public forums. Registering via the Internet provides SSS a mean of reaching a large number of Registration-age men. It is a convenient, cost effective, and efficient way of registering and improves customer service.

d. **UNITED STATES POSTAL SERVICE MAIL-BACK PROGRAM**

The United States Postal Service (USPS) Selective Service Registration Mail-back Program at classified post offices provides one way for a young man to fulfill his Registration obligation and allows the registrant to pick up a readily accessible SSS Registration Mail-back Form (SSS Form 1M [UPO]), fill it out, place a postage stamp on it, and mail it. The registrant should receive a Registration Acknowledgment card approximately 30 days after the OP/DMC receives the SSS Form 1M [UPO].

e. **POST OFFICE VISITS**

- (1) Post office visits are to ensure post offices have supplies of and are using only the privacy two-fold sealable SSS Form 1M (UPO). Post office visits are to be conducted at no-cost by Agency full-time employees, SDs, RFOs, BMs, and SRVs. Due to the reduction of RFOs, SSS BMs and SRVs should be encouraged to make these visits. ***It is imperative that SDs try to ensure at least 25 percent of their FY quota of visits for their state are met each quarter***

***and is reflected on the Region FY Quarterly RIP Report. The purpose of post office visits is to document the availability of registration materials at a given post office, especially since the Agency reimburses the USPS for stocking SSS Registration materials and having them available for prospective SSS Registrants. Post offices should display current Registration materials: the privacy two-fold sealable SSS Registration Mail-back Forms, SSS Form 1M (UPO); the SSS Form 2, Change of Information Form; and the "lobby" SSS Poster 46 ("Read It. Fill It. Mail It."). The USPS has agreed to stock, provide, and display SSS Registration forms and materials in all classified post offices, stations, and branches. It is important that adequate levels of supplies are maintained and service provided at each post office at all times. Private "contract" post offices, stations, and branches are not required to stock any SSS Registration materials.***

- (2) The Post Office Visit Report is to be used to evaluate a visited post office (see Attachment 6 under Registration Improvement Plan Forms). The blank report form can be located on the SSS Intranet under SSS Miscellaneous Forms under POVISIT (US Post Office Visit Report) link. The completed Post Office Visit Report is to be forwarded to the RHQ for consolidation. The RHQ is to review the reports, track the number of all post office visits in the Region, and provide a summary as part of the RHQ's Quarterly RIP Report. Post Office Visit Reports identifying specific problems in the narrative portion of the report that could not be addressed during the visit or are unable to be resolved by RHQ's staff are to be forwarded promptly to OP/PREP/REG for follow-up with USPS including Headquarters representatives. **Note:** As stated on the Post Office Visit Report, obtain SSS supplies through the USPS Material Distribution Center (MDC) at (1-800-273-1509).

**f. NATIONAL PUBLIC AWARENESS PROGRAM**

The National Public Awareness Program is conducted by the Public and Intergovernmental Affairs (PIA) Directorate in coordination with the RHQs to provide cost-effective campaigns on a national level to generate increased awareness, understanding, and acceptance of the federal legal registration requirement.

The following activities are planned, but are all contingent upon available funding:

- (1) PIA will distribute 45,000 high school registration awareness publicity kits to the Nation's high schools in November 2013, if funded. The kits contain posters, public address system scripts, ad slicks, and other registration awareness information.

- (2) Radio PSAs will be furnished to 5,000 radio outlets in January 2014 and 7,000 in June 2014.
- (3) Print articles to be distributed bi-monthly to more than 10,000 local and community newspapers, as well as periodic radio and TV “news” spots to several thousand TV and radio outlets.
- (4) PIA will continue to distribute registration messages and awareness materials to social media like Facebook, You Tube, My Space, Twitter, etc.
- (5) PIA will distribute internet registration banner ads to strategically placed sites throughout the Internet, depending on the level of funding.
- (6) PIA will continue its transit advertising in 18 priority markets with low registration compliance rates, usually Fall 2013 and Spring 2014.
- (7) With the annual development of detailed state ranking information or internal use only, OP will provide RDs the current NHQ guidance on the use of this information. Meanwhile, PIA will publish appropriate registration statistics and maps for external public release. (See <http://www.sss.gov/NEWSAND.HTM>.) Updates will be posted in May, following the release of the CY 2013 registration statistics.

**g. NATIONAL GUARD RECRUITMENT OFFICES REGISTRATION PROGRAM**

The National Guard Recruitment Offices Registration Program (RRP) promotes the Registration awareness message and facilitates Registrations. National Guard RFOs coordinate with National Guard Recruiters who assist young men in their Registration with the SSS, which is a prerequisite for benefits such as federal job training, student financial aid, and most federal employment. Registration may also be a prerequisite for state benefits (i.e., eligibility for state/county employment, state student financial aid/job training, or driver's licenses). The program also provides an opportunity for the recruiters to promote awareness of their state or territorial National Guard programs with any young men they assist with online registration at [www.sss.gov](http://www.sss.gov).

**5. REGION RIP INITIATIVES**

- a. The RHQs are directed to develop their own specialized RIP activities. These RIP initiatives should enhance the flexibility, planning, and control by the RDs in their Registration Improvement activities. Attachment 5 contains a list of Suggested Region RIP Initiatives (i.e., potential local

public registration awareness and interagency programs). The RHQs are also encouraged to develop their own innovative Registration Improvement initiatives that are low or no cost to the Agency.

- b. Funding that may be required for RIP initiatives are to be pre-approved by the Associate Director for Operations and OP/PREP/REG on a case-by-case basis. RDs are to ensure they have received approval of the Associate Director for Operations and OP/PREP/REG on proposed ideas for initiatives before (1) proceeding with development of a concept ("straw man"), and (2) proceeding with implementation of the Region Registration Improvement initiative. Also, Region RIP activities must be documented and provided to OP/PREP/REG in the RHQ's Quarterly RIP Report.

## 6. **SPECIAL RIP DIRECTIONS**

### a. **REGISTRARS**

- (1) A Selective Service Registrar is an uncompensated volunteer authorized to administer and receive Registrations from young men. All SSS Registrations collected must be forwarded to OP/DMC for processing. The appointment of Registrars will not routinely be made except in nationally approved programs. The Agency's Intranet site includes a fillable SSS Form 402 (Uncompensated Registrar Appointment), located at Forms Manager under SSS Standard Forms. Specifically, the forms available are: Form 402A (HS7) for high schools; Form 402B (UT1) for Workforce Investment Act; 402D (SBR) for Federal Bureau of Prisons; 402E (STC) for State Correctional Institutions; and, 402F (FOP) for National Farm-worker Jobs Program.
- (2) All Selective Service compensated employees, including RFOs assigned to the Selective Service System, are official Registrars. A Selective Service Registrar may accept a SSS Registration, but shall under no circumstances require someone to register.

### b. **RELEASE OF REGISTRATION COMPLIANCE STATISTICAL INFORMATION DATA**

Registration Compliance Statistical Information (RCSI) data is for internal use only, unless determined otherwise by the Director of Selective Service or the Deputy Director acting on behalf of the Director. RCSI is used to assist in the effective management of Registration Improvement activities. OP/PREP/REG is responsible for ensuring the accuracy and consistency of all statistics. No RCSI is to be released without OP/PREP/REG or the Associate Director for Operations approval. Only the estimated National Registration Compliance rates and actual registration numbers at any geographical level may be provided to the public. In addition, state

registration compliance rankings for “men turning 20” in the current calendar year will be prepared annually by OP/PREP/REG and provided to PIA for public release.

c. **PROMOTIONAL ITEMS**

If funded, promotional items will be limited to those items that encourage Registration awareness among a widespread audience and are of negligible monetary value. The purchase of promotional items must be approved in advance by OP/PREP/REG in consultation with the Agency Comptroller (Financial Management), the General Counsel, and PIA.

7. **RIP RESOURCE ALLOCATIONS**

Each RHQ is to schedule their RFOs the allotted Unit Training Assembly (UTA) time and Annual Training (AT) days to conduct RIP activities. RFOs should perform RIP activities in appropriate civilian attire. RFOs are to conduct activities in the state target areas assigned that RFO. Split Unit Training Assemblies are authorized to meet weekday requirements. The following resources are authorized for each RFO to perform Registration Improvement activities for FY 2014:

**AT Days\***

3

**UTA Time\***

12

**\*Note:** To provide RDs flexibility in states with low compliance, RDs may, after considering Readiness-Training requirements (see the Agency Directive on Readiness-Training: FY 2014 for these requirements), designate selected RFOs to have up to 5 AT Days and 16 UTAs to assist in mission accomplishment. As previously mentioned in this Directive, in those states/territories that implement automatic driver’s license legislation (or optional driver’s legislation where SSS receives data for those who consent to register and those who do not) and Registration compliance improves, RDs have flexibility in the implementation of National RIP Initiatives, with approval from the Associate Director for Operations.

8. **GOALS AND EVALUATIONS**

The Annual Performance Goals are: (1) Attain and maintain a registration compliance rate of 91 percent or above for 18-through 25-year-old men; (2) Attain and appoint Registrars in 87% of the Nation’s high schools. The following goals have been established to measure and evaluate the various Registration Improvement Program Initiatives outlined for FY 2014 in order to attain the Annual Performance Goals.

a. **REGISTRATION COMPLIANCE GOALS**

Progress in attaining national Registration goals will be evaluated through registration compliance statistics. Registration goals in any given calendar

year focus primarily on the current and prior YOB groups. The Agency strives to have the highest possible rate of compliance by the time a YOB group becomes age group 20, which is the first priority group for induction during any current calendar year (CY). Below is the year-end Registration goal for YOB group ages 18-25.

<u>YOB GROUP</u>	<u>CY 2013 COMPLIANCE % GOAL</u>
Ages 18-25	91%

b. **HIGH SCHOOL REGISTRAR GOALS**

<u>TOTAL HIGH SCHOOLS</u>	<u>FY 2014 PARTICIPATING HIGH SCHOOL % GOAL</u>
21,000	87%

c. **POST OFFICE VISIT GOALS**

<u>TOTAL POST OFFICES</u>	<u>FY 2014 VISIT % GOAL</u>
33,400	4% (States without driver's license legislation)
	2% (States with driver's license legislation)

d. **DRIVER'S LICENSE LEGISLATION GOALS**

<u>TOTAL STATES/ TERRITORIES PARTICIPATING</u>	<u>RECOMMENDED ADDITIONS</u>
Region I	2
Region II	N/A
Region III	2

9. **REPORTING REQUIREMENTS**

a. **REGION RIP PLAN** (Region Instruction)

FY-2014 Region Instructions re: Registration Improvement Plans must be submitted to OP/PREP/REG no later than September 1, 2013. Region Instructions are to include program initiatives proposed for FY-2014.

b. **QUARTERLY RIP REPORTS**

RHQs are to submit a Quarterly RIP Report summarizing the activities, including post office visits, conducted during the previous quarter. Reports are to be submitted to OP/PREP/REG no later than 15 days after the end of the previous reporting quarter. In addition, significant RIP activities are to be provided to OP/PREP/REG via email, as appropriate.

10. **DISPOSITION**

The implementation of this Directive is effective October 1, 2013, and the expiration date is September 30, 2014.



Mariano C. Campos, Jr.  
Associate Director for Operations

Attachments:

- 1 State Legislative Program - Summary Sheet
- 2 Information Paper
- 3 Sample Solomon/Thurmond Legislation
- 4 Sample City/County Employment Ordinance
- 5 Suggested "No-Cost" Region RIP Initiatives
- 6 Registration Improvement Plan Forms

Distribution: 1-4, 31

# Attachment 1

## Registration Improvement Plan, FY-2014

### STATE LEGISLATIVE PROGRAM - SUMMARY SHEET

The following is to be used to help monitor the State Legislative Program:

#### STATE:

1. Does Selective Service legislation currently exist?

YES      NO

Driver's License Requirement  
Solomon  
Thurmond

2. **If legislation exists:**

- A. Attach a copy of the state or territory's Selective Service legislation (one copy for each piece of legislation), if not previously provided to National Headquarters.
- B. Identify the agency or agencies responsible for implementing/enforcing the law.
- C. Identify the state/territorial official(s) serving as the point of contact for implementation/enforcement.

3. **If legislation does not exist:**

- A. Indicate the prospects of pursuing and prospects for passage of legislation at this time for each state/territory. Include any history that is pertinent to passage.
- B. Identify potential sponsors (present and future) of any legislation, and indicate whether the Governor is likely to support the legislation.
- C. Identify the proposed text of the legislation.
- D. Use sample legislation provided by NHQ to draft driver's license legislation and Solomon/Thurmond legislation.

#### **Critical criteria to be included in driver's license legislation:**

- Consent statement on the application;
- Electronic transmission of data;
- Applicability statement ("at least 18 years of age but less than 26 years of age," or preferably, "under age 26"); and,
- Proposed Effective Date.

- NOTE:** (1) Any legislation should be non-punitive and apply only to men under age 26.  
(2) Unless specifically approved by the Director, the Agency does not encourage, endorse, nor support any driver's license legislation with opt-in/opt-out provisions.



## Attachment 2

### Registration Improvement Plan, FY-2014

#### INFORMATION PAPER

#### SUBJECT: Driver's License Bill

This bill (samples attached) will provide the authority for Selective Service to register males as required by federal law. (*Note: Unless specifically approved by the Director, the Agency does not encourage, endorse or support any driver's license legislation with opt-in or opt-out provisions.*) Upon enactment, state law will require certain males be in compliance with the Military Selective Service Act (MSSA) to qualify for a driver's instruction permit, license, license renewal, or identification card. (See attached Legislative Intent.) Further, the applicant will be advised that his submission of the driver's license application constitutes his approval to be registered with the U.S. Selective Service. (See attached Driver's License Application Consent Statement.)

All young men are required to register with Selective Service, if they are at least 18 years of age but not yet 26. This law does not apply to men age 26 or older. Passage of this law will greatly enhance the awareness of and compliance for the federal registration requirement among young men, especially those out of the mainstream who are high school dropouts or immigrants.

In addition, by registering, males remain eligible for federal employment, federal job training, and federal student financial aid. ADD IF STATE HAS SOLOMON/THURMOND-TYPE LEGISLATION: *In the state of \_\_\_\_\_, which enacted (Solomon-type legislation, males who register with Selective Service are eligible for state Student Financial Aid.) (Thurmond-type legislation, males who register with Selective Service are eligible for state government employment.) (Solomon and Thurmond-type legislation, males who register with Selective Service are eligible for state Student Financial Aid, as well as state government employment.)* Male immigrants (both documented and undocumented) also must register with the Selective Service as a prerequisite for obtaining United States citizenship. Male immigrants residing in the United States, who do not register between the ages of 18 through 25, may be permanently denied these benefits. By law, the Selective Service System is prohibited from registering men age 26 years of age and over. Non-immigrants residing in the United States who possess a valid Temporary Visa, such as a tourist visa, student visa or temporary work visa, are not required to register.

Failure to register is a felony. When a young man registers with Selective Service he avoids the prospect of a maximum fine of \$250,000 and/or five years imprisonment.

#### Attachments:

Sample Driver's License Legislation - A  
Sample Driver's License Legislation - B  
Legislative Intent  
Driver's License Application SSS Consent Statement

**SAMPLE DRIVER'S LICENSE LEGISLATION - A**

**SAMPLE**

**A BILL FOR AN ACT**

**CONCERNING COMPLIANCE WITH UNITED STATES SELECTIVE SERVICE  
REQUIREMENTS PRIOR TO THE ISSUANCE OF DRIVERS' LICENSES.**

**Bill Summary**

Requires any male United States citizen or immigrant under age 26 to consent to his registration in compliance with United States Selective Service System requirements when applying to receive:

- An instruction permit;
- A driver's license;
- A provisional driver's license;
- A commercial driver's license;
- A license renewal; or
- An identification card, renewal, or duplicate.

Directs the Department of (Motor Vehicles or Public Safety) to forward to the United States Selective Service System information necessary for registration about such applicants in an electronic encrypted format. Specifies that an applicant's submission of the application serves to certify that the applicant either has complied with federal Selective Service requirements or is authorizing the Department to forward to the Selective Service System the necessary information for such registration. Requires the Department to notify the applicant on the application that his submission of the application will serve as his consent to registration with the Selective Service System, if so required by federal law.

*Be it enacted by the (General Assembly) of the State of \_\_\_\_\_:*

**1. SECTION** xx-x-xxx, State of \_\_\_\_\_ Revised Statutes, is amended by the addition of a new subsection to read:

(a) Any male United States citizen or immigrant who applies for an instruction permit or a driver's license or provisional driver's license or renewal of any such permit or license and who is under age twenty-six shall consent to his registration in

compliance with the requirements of Section 3 of the "Military Selective Service Act", 50 U.S.C. App. 453.

(b) The Department shall forward in an electronic encrypted format the necessary personal information of the applicants identified in paragraph (a) to the Selective Service System. The applicant's submission of the application shall serve as an indication that the applicant either has already registered with the Selective Service System or that he is authorizing the department to forward to the Selective Service System the necessary information for such registration. The Department shall notify the applicant on the application that his submission of the application will serve as his consent to registration with the Selective Service System, if so required by federal law.

**SECTION 2.** xx-x-xxx, State of \_\_\_\_\_ Revised Statutes, is amended by the addition of a new subsection to read:

**XX-X-XXX. Department may issue - limitations.** (a) Any male United States citizen or immigrant who applies for an identification card or a renewal or duplicate of any such card and who is under age twenty-six shall consent to his registration in compliance with the requirements of Section 3 of the "Military Selective Service Act", 50 U.S.C. App. 453.

(b) The Department shall forward in an electronic encrypted format the necessary personal information of the applicants identified in paragraph (a) to the Selective Service System. The applicant's submission of the application shall serve as an indication that the applicant has either already registered with the Selective Service System or that he is authorizing the Department to forward to the Selective Service System the necessary information for such registration. The Department shall notify the applicant on the application that his submission of the application will serve as his

consent to registration with the Selective Service System, if so required by federal law.

**SECTION 3.** xx-x-xxx, State of \_\_\_\_\_ Revised Statutes, is amended by the addition of a new subsection to read:

**XX-X-XXX. Department authority - rules and regulations - federal requirements.** (a) Any male United States citizen or immigrant who applies for a commercial driver's license, or a renewal of such license, and who is under age twenty-six shall consent to his registration in compliance with the requirements of Section 3 of the "Military Selective Service Act", 50 U.S.C. App. 453.

(b) The Department shall forward in an electronic encrypted format the necessary personal information of the applicants identified in paragraph (a) to the Selective Service System. The applicant's submission of the application shall serve as an indication that the applicant either has already registered with the Selective Service System or that he is authorizing the Department to forward to the Selective Service System the necessary information for such registration. The Department shall notify the applicant on the application that his submission of the application will serve as his consent to registration with the Selective Service System, if so required by federal law.

**SECTION 4. Applicability – Effective date.** (1) The provisions of this act shall apply to male United States citizens and immigrants under age 26 who are applying for issuance, renewal or duplicate of an instruction permit, a driver's license, a provisional driver's license, a commercial driver's license, or an identification card on or after the applicable effective date of this act. If under age 18, such applicants will be registered by the Selective Service System upon attaining age 18 as required by federal law.

(2) This act shall take effect within \_\_\_\_\_ days after its enactment into law.

## **SAMPLE DRIVER'S LICENSE LEGISLATION - B**

***For enactment by the State of \_\_\_\_\_:***

This Bill relates to compliance by male residents age 18 through 25 with the Selective Service System's registration requirements.

(a) Any male United States citizen or immigrant who is under age 26 shall consent to his registration in compliance with the requirements of section 3 of the "Military Selective Service Act", 50 U.S.C. App. 453, when applying to receive or renew a driver's license, or to receive or renew an identification card .

(b) The Department of (Motor Vehicles or Public Safety) shall forward in an electronic encrypted format the necessary personal information required for registration of the applicants identified in paragraph (a) to the Selective Service System. The applicant's submission of the application shall serve as an indication that the applicant has already registered with the Selective Service or that he is authorizing the Department to forward to the Selective Service the necessary information for such registration. The Department shall notify the applicant on the application that his submission of the application will serve as his consent to be registered with the Selective Service System, if so required by federal law.

(c) The provisions of this act shall apply to male United States citizens or immigrants under age 26 who are applying for issuance, renewal or duplicate of an instruction permit, a driver's license, a provisional driver's license, a commercial driver's license, or an identification card on or after the applicable effective date of this act. If under age 18, such applicants will be registered by the Selective Service System upon attaining age 18 as required by federal law.

(d) Effective Date - This act shall become effective within \_\_\_\_\_ days after its enactment into law.

## **LEGISLATIVE INTENT**

“It is the intent of this Legislature in enacting this act to protect state residents from the penalties associated with failing to register with the U.S. Selective Service System and to help ensure that any future draft is fair and equitable to all potential draftees.”

“The Legislature finds and declares that the penalties associated with non-compliance are severe, including, but not limited to a felony conviction and forfeiture of the ability to seek state employment from certain state agencies and departments. In addition, failure to register may permanently preclude the violator from acquiring many federal benefits, such as federal employment, including employment with the U.S. Postal Service, federal student financial assistance, participation in federally funded job training programs, and eligibility for U.S. citizenship for immigrants seeking citizenship.”

“Therefore, in recognition of the severe consequences of non-compliance and the importance of helping to ensure that any future draft is fair and equitable, it is the intent of the Legislature to notify state residents of their responsibility to register with Selective Service and to provide them the opportunity to register concurrent with applying for a driver’s license or identification card.”

**Driver's License Application SSS Consent Statement:**

"By submitting this application, I am consenting to registration with the Selective Service System, if so required by federal law. If under age 18, I understand that I will be registered as required by federal law when I attain age 18."

## Attachment 3

### Registration Improvement Plan, FY-2014

#### STATE LEGISLATIVE PROGRAM - "SOLOMON"-TYPE LEGISLATION

### SAMPLE

#### AN ACT

#### RELATING TO ENROLLMENT AND FINANCIAL ASSISTANCE IN A STATE POSTSECONDARY EDUCATIONAL INSTITUTION - SELECTIVE SERVICE REGISTRATION AWARENESS AND COMPLIANCE ACT

SECTION \_\_. Title \_\_ of the General Laws entitled " \_\_\_\_\_ " is hereby amended by adding thereto the following chapter:

#### CHAPTER \_\_\_\_\_ SELECTIVE SERVICE REGISTRATION AWARENESS AND COMPLIANCE ACT

\_\_\_\_\_-1. Title. - This act shall be known as the Selective Service Registration Awareness and Compliance Act.

\_\_\_\_\_-2. Findings. - The general assembly finds 50 U.S.C. App. 451 et seq. (Military Selective Service Act) requires all male citizens and every other male person residing in the United States except for lawfully admitted non-immigrants, upon reaching their eighteenth birthday to register with the Selective Service System. The general assembly further finds that federal statutes limit eligibility for federal student financial assistance and eligibility for employment within the executive branch of the federal government to persons who are in compliance with the requirements of the Military Selective Service Act.

\_\_\_\_\_-3. Definitions. - (A) "The Military Selective Service Act" means 50 U.S.C. App. 451 et seq.

\_\_\_\_\_-4. Compliance. - No male person age 18 through age 25 who fails to be in compliance with the Military Selective Service Act shall be permitted to enroll in a state-supported institution of postsecondary or higher education, nor be eligible to receive a loan, grant, scholarship or other financial assistance guaranteed by the state for postsecondary higher education that is supported by state revenue.

It shall be the duty of all officials having charge of and authority over state enrollment or the dispersal of financial assistance by the state or political subdivisions to assure themselves that applicants are in compliance with the Military Selective Service Act.



A person may not be denied a right, privilege, or benefit under this act by reason of failure to present himself for and submit to the requirement to register pursuant to the Military Selective Service Act if:

(1) Under eighteen years of age or over age twenty-five;

(2) In the Armed forces of the United States on active duty, other than in a reserve or National Guard unit or has already served in the armed forces or has a condition that would preclude acceptability for military service;

(3) Neither a United States citizen nor a resident immigrant;

(4) A permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands; or

(5) Excused from registration for some other reason provided by federal law and that reason is included in a written or oral statement.

\_\_\_\_\_-5. Severability. - If any provision of this chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the chapter, which can be given effect without the invalid provision or application, and to this end the provisions of this chapter are declared to be severable.

SECTION \_\_. This act shall take effect upon passage.

**STATE LEGISLATIVE PROGRAM - "THURMOND"-TYPE LEGISLATION**

**SAMPLE**

**AN ACT**

**RELATING TO PUBLIC OFFICERS AND EMPLOYEES - SELECTIVE SERVICE  
REGISTRATION AWARENESS AND COMPLIANCE ACT**

SECTION \_\_. Title \_\_ of the General Laws entitled " \_\_\_\_\_ " is hereby amended by adding thereto the following chapter:

CHAPTER \_\_\_\_\_  
SELECTIVE SERVICE REGISTRATION AWARENESS AND COMPLIANCE ACT

\_\_\_\_\_-1. Title. - This act shall be known as the Selective Service Registration Awareness and Compliance Act.

\_\_\_\_\_-2. Findings. - The general assembly finds 50 U.S.C. App. 451 et seq. (Military Selective Service Act) requires all male citizens and every other male person residing in the United States except for lawfully admitted non-immigrants, upon reaching their eighteenth birthday to register with the Selective Service System. The general assembly further finds that federal statutes limit eligibility for federal student financial assistance and eligibility for employment within the executive branch of the federal government to persons who are in compliance with the requirements of the Military Selective Service Act.

\_\_\_\_\_-3. Definitions. - (A) "The Military Selective Service Act" means 50 U.S.C. App. 451 et seq.

\_\_\_\_\_-4. Compliance. - No male person age 18 through age 25 who fails to be in compliance with the Military Selective Service Act shall be eligible for employment by or service for his state or a political subdivision of the state, including all boards and commissions, departments, agencies, institutions, and instrumentalities.

It shall be the duty of all officials having charge of and authority over the hiring of employees by the state or political subdivisions to assure themselves that applicants are in compliance with the Military Selective Service Act.

A person may not be denied a right, privilege, or benefit under this act by reason of failure to present himself for and submit to the requirement to register pursuant to the Military Selective Service Act if:

(1) Under eighteen years of age or over age twenty-five;

(2) In the Armed forces of the United States on active duty, other than in a reserve or National Guard unit or has already served in the armed forces or has a condition that would preclude acceptability for military service;

(3) Neither a United States citizen nor a resident immigrant;

(4) A permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands; or

(5) Excused from registration for some other reason provided by Federal law and that reason is included in a written or oral statement.

\_\_\_\_\_-5. Severability. - If any provision of this chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the chapter, which can be given effect without the invalid provision or application, and to this end the provisions of this chapter are declared to be severable.

SECTION \_\_. This act shall take effect upon passage.

## **Attachment 4**

### **Registration Improvement Plan, FY-2014**

## **SAMPLE**

### **CITY/COUNTY EMPLOYMENT ORDINANCE**

#### **2-152-115- Registration with Federal Selective Service System - Required**

Every male who is at least 18 years old but has not yet attained the age of 26 years old, seeking employment with the city/county of \_\_\_\_\_, shall submit documentation evidencing his registration with the Federal Selective Service System. A male in this age range offered employment with the city/county of \_\_\_\_\_ shall be prohibited from employment with the city/county of \_\_\_\_\_ until such time as he does submit the required documentation.

## **Attachment 5**

### **Registration Improvement Plan, FY-2014**

#### **SUGGESTED “No-Cost” REGION RIP INITIATIVES**

##### **Registration Awareness**

Registration message on football and baseball schedules  
Message banner from airplanes at summer beaches  
Posters in “7-Eleven” type convenience stores  
Ads in local papers, high school papers, and college and university papers  
Materials in technical and training schools  
Materials in fast food outlets  
Materials in barbershops  
Posters in theaters and sports facilities  
Posters near the school store  
Posters in the young male locker rooms  
Articles in church bulletins  
Fair/convention booths  
Sports event half-time announcements  
Co-sponsor, at no cost, athletic events  
Shopping mall registrations  
Vending machine ads  
Run registration message, at no cost, in movie theaters  
Ads, at no cost, on milk cartons  
Posters in public libraries  
Message included with/printed on high school report cards  
Mail fact sheets, composed in Spanish, to high school language arts teachers  
Materials posted on community bulletin boards in grocery stores, recreation centers, laundromats  
Agency Institutional Briefing/Registration Activities at high schools  
Radio/TV talk shows, interviews, cable TV community access interview programs  
Local speaker’s bureaus/forums  
Articles in local daily, weekly, and neighborhood “penny saver” newspapers

##### **Inter-Agency Registration Awareness Programs**

Presentations to USPS Regional Conferences  
Presentations to Local/State Secondary Principal, Student Financial Aid Officer, and High School Guidance Counselor Associations, etc.  
Probation and parole programs  
Youth organizations, clubs, societies, etc., which interact with young people  
Outreach to state/local educational and community-based organizations/associations

## **Attachment 6**

### **Registration Improvement Plan, FY-2014**

#### **REGISTRATION IMPROVEMENT PLAN FORMS**

1. Adopt-A-High School Program Instructions (No SSS HS Registrar)
2. Adopt-A-High School Program Instructions (Has SSS HS Registrar[s])
3. FY 2014 Adopt-A-High School Contact Report (No SSS HS Registrar)
4. FY 2014 Adopt-A-High School Contact Report (Has SSS HS Registrar[s])
5. U.S. Post Office Visit Report (dated Jun 2011), which is also located on the SSS intranet under Quick Links, and at Forms Manager, SSS Miscellaneous Forms.



## Adopt-A-High School Program Instructions

### (No SSS HS Registrar)

Thank you for volunteering to assist Selective Service in ensuring that there be a Selective Service High School Registrar in every high school. Our goal is to have a Registrar in a high school where there is none, while strengthening a program where there is already a Registrar.

Since the school you have adopted does not have a Selective Service Registrar appointed, please follow these instructions to help you have a productive visit/contact:

#### **PRIOR** TO THE VISIT/CONTACT:

1. Call the Region Headquarters prior to making coordination for:
  - school's address, phone number, and school principal contact information,
  - the SSS Form 402A (HS7) for Uncompensated Registrar Appointment,
  - Information for Registrars booklet or download from [www.sss.gov](http://www.sss.gov)
  - an FY 2014 Adopt-A-High School Contact Report: No SSS HS Registrar, and
  - instructions on how to access the SSS Web site ([www.sss.gov](http://www.sss.gov)) via the Internet.
2. Become familiar with instructions on how to access the SSS Web site.
3. Call the high school to make an appointment to meet with its principal or senior guidance counselor to discuss the High School Registrar program, demonstrate on-line registration via the Internet, and, if possible, register on-line an 18-year-old man who has not registered.
4. The day of the visit, call to confirm your appointment time and location.

#### **DURING** THE VISIT/CONTACT:

1. On behalf of Director of Selective Service, express appreciation to the principal and/or senior guidance counselor for taking the time to meet with you on the High School Registrar program.
2. Provide an SSS Form 402A and explain to the principal or the senior guidance counselor how the school can participate in the program, to include how to fill out the SSS Form 402. If SSS Form 402A has been completed before you leave, you should return it to the Region Headquarters. If it has not been completed, explain how it should be returned to the Region Headquarters.
3. Explain how to register a man on the SSS Web site ([www.sss.gov](http://www.sss.gov)) via the Internet. Explain on-line verification.
4. If possible, demonstrate to the principal, senior guidance counselor, or staff member how to enter the SSS Web site for on-line registration and verification.
5. If possible, register an 18-year-old man via the Internet at the school.
6. Express appreciation to the school principal for support of this important program that helps their male students to comply with the law and is required to keep them eligible for federal student financial aid, job training benefits, federal employment, and U.S. citizenship for male immigrants seeking citizenship.

#### **AFTER** THE VISIT/CONTACT:

1. Complete the FY 2014 Adopt-A-High School Contact Report: No SSS HS Registrar, and mail it to your Region Headquarters.
2. If an SSS Form 402A has been filled out, mail it to your Region Headquarters.
3. Make a note to contact the school in about six months to follow up on the appointment of a High School Registrar and use of the Internet for registration. During that contact, stress the importance Selective Service places on the High School Registrar Program and on-line registration.
4. Remember how appreciative Selective Service is to you for once again demonstrating your support of the Selective Service System mission

#### **THANK YOU!**

Questions? Please call your Region Headquarters:  
Region I (N. Chicago, IL) -- 847-688-4540  
Region II (Smyrna, GA) -- 770-319-6036  
Region III (Denver, CO) -- 720-941-1670



## Adopt-A-High School Program Instructions

### (Has SSS HS Registrar[s])

*Thank you* for volunteering to assist Selective Service in ensuring that there be a Selective Service High School Registrar in every high school. Our goal is to have a Registrar in a high school where there is none, while strengthening a program where there is already a Registrar.

Since the school you have adopted has a Registrar (and may have more than one), please follow these instructions to help you have a productive visit/contact:

#### **PRIOR** TO THE VISIT/CONTACT:

1. Call the Region Headquarters prior to making coordination for:
  - Registrar Certificate of Appointment with blue folder,
  - school address, phone number, and Registrar(s) information,
  - FY 2014 Adopt-A-High School Contact Report: Has SSS HS Registrar(s), and
  - instructions on how to access the SSS Web site ([www.sss.gov](http://www.sss.gov)) via the Internet
2. Become familiar with instructions on how to access the SSS Web site via the Internet. Practice accessing the SSS Web site to be able to explain and demonstrate how to verify a registration, and more importantly, how to register an 18-year-old man via the Internet to the Registrar(s).
3. Call the high school to make an appointment with the Selective Service High School Registrar(s) to meet them in their office. Let the Registrar(s) know you would like to explain and/or show him/her how to register one of their 18-year-old students via the Internet during the visit. Ask the Registrar(s) to select an 18-year-old man who has not registered to be registered "on-line."
4. The day of the visit, call to confirm your appointment time and location.

#### **DURING** THE VISIT/CONTACT:

1. On behalf of the Director of Selective Service express appreciation to the Registrar(s) for their support of and contributions to the High School Registrar Program.
2. Present the Certificate(s) of Appointment with blue folder.
3. Explain how to register a man on the SSS Web site ([www.sss.gov](http://www.sss.gov)) via the Internet.
4. Demonstrate to the Registrar(s) how to enter the SSS Web site for on-line registration.
5. Register an 18-year-old man via the Internet at the school.
6. Ask the Registrar(s) if they have a preprinted Supply Request Form to request more registration materials. (Note: Supply Request Forms come from the SSS DMC.)
7. Express appreciation to the Registrar(s) and the school principal for their support of this important program--which helps their male students to comply with the law, and is required to keep them eligible for federal student financial aid, job training benefits, federal employment and U.S. citizenship for male immigrants seeking citizenship.

#### **AFTER** THE VISIT/CONTACT:

1. Complete the FY 2014 Adopt-A-High School Contact Report: Has SSS HS Registrar(s), and mail it to your Region Headquarters.
2. Make a note to contact the Registrar(s) at the school at about the same time next year to demonstrate our interest in, and appreciation of, the work being done by the Registrar(s).
3. Remember how appreciative Selective Service is to you for once again demonstrating your support of the Selective Service System mission.

#### ***THANK YOU!***

Questions? Please call your Region Headquarters:  
Region I (N. Chicago, IL) -- 847-688-4540  
Region II (Smyrna, GA) -- 770-319-6036  
Region III (Denver, CO) -- 720-941-1670





**FY 2014 Adopt-A-High School Contact Report:  
No SSS HS Registrar**

Name of Person Making Contact		
Date of Contact		
Name and Title of Person Contacted		
Name of School		
School Address (Including ZIP Code)		
E-Mail Address		
Telephone Number (including Area Code)		
Fax Number (including Area Code)		
Mailing Address (if different than above)		
What grades are taught at the school?		
What is the total school population (all grades, both male and female)?		
	<b>YES</b>	<b>NO</b>
Was SSS Form 402A (HS7) provided to appoint a Selective Service Registrar?  If not, why not?		
Do students at the school have computer access to the Internet?		
Does the school know how to access the SSS Web site ( <a href="http://www.sss.gov">www.sss.gov</a> ) for student on-line registration?		
Does the high school have a Selective Service on-line registration "Hot Link" on its school's Web site? If no, go to <a href="http://www.sss.gov/regist.htm">http://www.sss.gov/regist.htm</a> to download the Hot Link.		
Was an on-line Internet registration completed during your visit?		
Does the Principal have an e-mail address? If YES, please enter here.		
<b>After completing this form, please mail to your Region Headquarters. THANK YOU.</b>		



**FY 2014 Adopt-A-High School Contact Report:  
Has SSS HS Registrar(s)**

Name of Person Making Contact		
Date of Contact		
Registrar(s) Contacted		
Name of School		
School Address (Including ZIP Code)		
E-Mail Address		
Telephone Number (including Area Code)		
Fax Number (including Area Code)		
Mailing Address (if different than above)		
What grades are taught at the school?		
What is the total school population ( <u>all grades, both male and female</u> )?		
Approximately how many registrations does the SSS Registrar(s) accept in a school year?		
	<b>YES</b>	<b>NO</b>
Was an Appointment Certificate presented to the High School Registrar?		
Does the Registrar(s) have a Supply Request Form to request more registration materials?		
Do students at the school have computer access to the Internet?		
Does the Registrar know how to access the SSS Web site ( <a href="http://www.sss.gov">www.sss.gov</a> ) for student on-line registration?		
Does the high school have a SSS on-line registration "Hot Link" on its school's Web site? If no, go to <a href="http://www.sss.gov/regist.htm">http://www.sss.gov/regist.htm</a> to download Hot Link.		
Was an on-line Internet registration completed during your visit?		

*After completing this form, please mail to your Region Headquarters.  
**THANK YOU***

# U.S. POST OFFICE VISIT REPORT

## IMPORTANT

In the agreement between the Selective Service System (SSS) and the U.S. Postal Service (USPS), USPS is required to stock, provide, and display SSS registration forms and materials at classified post offices. SSS reimburses USPS for these services.

**Purpose:** The purpose of this questionnaire is to document whether all post offices have the SSS Registration materials for the SSS/USPS Registration Mail-back Program and inform postal clerks how to obtain them.

## INSTRUCTIONS FOR U.S. POST OFFICE VISIT

The purpose of these instructions is to assist you in your evaluation of all classified post offices participating in the Selective Service System (SSS) Registration Program. YOUR INPUT IS CRITICAL TO THIS PROGRAM. (NOTE: Private "contract" post offices, stations, and branches are NOT required to stock any SSS Registration materials).

What to look for during your visit: To see if post offices have available the SSS Form 1M(UPO) and the Change of Information, SSS Form 2. These two forms are most important in the post offices.

**NOTE: WE ASK THAT REGIONS FIRST RESOLVE POST OFFICE CONCERNS; THEN IF THIS FAILS, CONTACT NATIONAL HEADQUARTERS WITH YOUR REPORT.**

## POST OFFICE INFORMATION

Post Office Name \_\_\_\_\_  
Address (City/State/ZIP Code) \_\_\_\_\_  
Supervisor/Postmaster Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
(In order to process must have full address)

**WHAT SSS MATERIALS ARE BEING DISPLAYED? (NOTE: Some Post Offices may not have materials on display because of its size or vandalism in post offices.)**

**(PLEASE PLACE A CHECK BESIDE THE MATERIALS DISPLAYED).**

SSS FORM 1M(UPO) REGISTRATION MAIL-BACK FORM       SSS LOBBY POSTER 46 ("Read it. Fill it. Mail it.")  
 SSS FORM 2 CHANGE OF INFORMATION FORM       SSS DISPLAY BOX 45 (For larger post offices only.)

Did postal clerk know where and how to order SSS materials?       Yes       No  
Were the SSS Forms in Display Box in the post office lobby?       Yes       No

## PROBLEMS/SOLUTIONS AT THIS POST OFFICE

Problems/Recommended Solutions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Visitor's Name \_\_\_\_\_ Date \_\_\_\_\_

Region Headquarters must receive this form. See back of form for your Region's address.

## REORDERING SSS SUPPLIES AT USPS TOPEKA, KS (MDC)

Different ways for post offices to order: **PHONE:** Touch Tone Order Entry (TTOE) 1-800-273-1509 follow prompt, use your access code. (Post office ten-digit phone no.), then follow instructions. **MAIL:** MDC Supply Requisitions, 500 SW Gary Ormsby Drive, Topeka, KS 66624-9702.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

See back of this form for more information from the Director of the Selective Service System.

**WHERE AND HOW USPS ORDER SSS REGISTRATION REQUIRED SUPPLIES?**

Different ways for post offices to order: **PHONE:** Touch Tone Order Entry (TTOE) 1-800-273-1509 follow prompt, USE your access code. (Post office ten-digit phone no.), then follow instructions. **MAIL:** MDC Supply Requisitions, 500 SW Gary Omsby Drive, Topeka, KS 66624-9702.

Once you have completed the Post Office Visit Report, please mail or fax to your Selective Service System Region Headquarters. The addresses are as follows:

Selective Service System  
Region I  
2834 Green Bay Road  
Building 3400, Suite 276  
North Chicago, IL 60064-9983  
Fax (847) 688-3433

Selective Service System  
Region II  
2400 Lake Park Drive, Suite 270  
Smyrna, GA 30080  
Fax (770) 319-5631

Selective Service System  
Region III  
3401 Quebec Street  
Stapleton Bldg., Suite 1014  
Denver, CO 80207-2323  
Fax (720) 941-1685

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

IF A REGISTRANT HAS QUESTIONS ABOUT HIS REGISTRATION, HE SHOULD CONTACT SSS AT 1-888-655-1825 OR 1-847-688-6888.



*Thank You  
for your Volunteer Service*

*As the Director of the Selective Service System, thank you for your Volunteer Service on your recent visit to a US Post Office in support of our SSS Registration Program.*

*Your commitment, time and effort put forth by you are most appreciated.*

*Lawrence G. Romo  
Director  
Selective Service System*





## Directive

DATE: June 1, 1999

RESPONSIBLE OFFICE: OP

NUMBER: 600-14

SUBJECT: Registration Statistics Reporting System (REGSTATS)

1. **PURPOSE.** This Directive supplements the REGSTATS Headquarters Order and prescribes REGSTATS definitions, methodology, and procedures.
2. **BACKGROUND.** Headquarters Order No. 92-17 is the authority for establishing the REGSTATS. The REGSTATS provides the Agency with statistical information for effective evaluation of the registration compliance program.
3. **SCOPE AND EFFECTIVE DATE.** This Directive is applicable Agencywide and is effective immediately.
4. **DEFINITIONS.**
  - a. **Actual Registrations** - The number of registrations currently in the Registrant Information and Management System (RIMS) data base for a specific area and time frame. This includes all registrations entered onto the RIMS data base through the period covered by the report. These figures are based on the state and ZIP Code the registrant entered for his address on his original registration. Registrations on the suspense file and deactivated RIMS registrations for reasons other than death are not included. Registrations which are deactivated on the RIMS file will be subtracted from the geographical entities where they were originally credited. Registrations received from 17 year old males are also excluded, unless within 30 days of age 18 and already on the RIMS database.
  - b. **Estimated Compliance Rate** - The ratio, expressed in percent, of the number of actual registrations to the estimated potential registrant population for a corresponding area and timeframe.
  - c. **Estimated Registrant Population** - The estimated number of men in a particular Year of Birth (YOB) Group that are required to register. The estimated registrant population may be estimated at several geographic levels, including national, region, state, and county.

- d. Estimated Shortfall - The number of men who should be registered but have not yet complied with the registration requirement. Shortfall is calculated subtracting the actual registrations from the estimated registrant population for a specific area and timeframe.
- e. Institutionalized Males - The estimated proportion of men in a particular YOB Group that are not required to register due to institutionalization (i.e., confined to a medical, mental or prison facility). This is calculated annually using data provided by the Bureau of the Census. The total estimated registrant population in a particular YOB Group is reduced to exclude institutionalized males.
- f. Group Quarters Population - Individuals living in military barracks, college dormitories, or any other institution housing a large body of individuals. Individuals living in group quarters situation are counted by the Bureau of the Census at the group quarters location. Group quarters data for the current year of birth group are obtained annually from a commercial population forecasting firm. When a man registers, his registration is attributed to his residence address.
- g. Year of Birth Group (YOB) - The year in which a group of registrants are born. Current and Prior (18 and 19 year old) YOB Groups are the primary focus in REGSTATS each year. For example, during 1998, the 18 year old falls into YOB 1980 and the 19 year old falls into YOB 1979. As of February 1 each year, the current YOB shifts to the next higher YOB.

## 5. METHODOLOGY.

- a. Using the state and national-level data provided by the U.S. Bureau of the Census and the county-level data provided by a commercial population forecasting firm, Selective Service develops the baseline estimated registrant population. The Bureau of the Census is considered the final authority on population estimates. Therefore, the county-level data is controlled against the state and national-level estimates provided by the Bureau of the Census.
- b. The estimated population for the territories of Puerto Rico, Virgin Islands, Guam, and the Northern Mariana Islands is added to the baseline estimated registrant population.
- c. The baseline estimated registrant population is reduced in each county to exclude the estimated number of institutionalized males.

- d. The data and adjustments described above yield the estimated potential registrant population, which is compared against actual registrations to determine the estimated compliance rate and the estimated shortfall.
- e. Annually, each Region will be provided with a list showing the educational and military group quarters population in each county under their jurisdiction. This information should be used as an additional management evaluation tool in conjunction with the REGSTATS data.
- f. The new YOB group is implemented each year starting with the reports ending in February. The month of February is used as the starting point of the new YOB Group to allow men born in January of the current YOB Group who may register 30 days after their 18<sup>th</sup> birthday to be accounted for in their YOB group. Therefore, the month of January is the end of the outgoing YOB group to allow those born in December who may register 30 days after their 18<sup>th</sup> birthday to be accounted for in their YOB group. February 22 (or the next work day if February 22 falls on a non work day) is the cut-off day for all registrations to be accounted for the outgoing YOB.
- g. For the Current YOB Group, the total estimated population is prorated by the total number of registration processing weeks. The cumulative, year-to-date population used in a particular month's report is calculated based on the number of weeks included through the reported month. Using YOB 1980 as an example, the year-to-date population for the reports as of February 28, 1998, would include four processing weeks and would be estimated at 160,677. Each succeeding month, a specified amount of the estimated population, based on the number of registration processing weeks, is added to the year to date population until the end of January when the full year estimated population is reached. Although the current YOB data calculated with the prorated population comprises the official Agency statistics, certain current YOB data will be available, for purposes of comparison, using the full YOB estimated population throughout the year.

6. **RECONCILIATION.** REGSTATS reconciliation is a process that adjusts the estimated registrant population at the lower geographic levels to more closely correspond to the reality of actual registrations. Reconciliation is a statistically valid and necessary technique employed in the discipline of demographics because of the difficulty in estimating population at the lower geographic levels (i.e., county).

When actual registrations exceed the initially estimated full year registrant population at any geographic level, the estimated population is raised accordingly and an offsetting reduction is made in the estimated population of other corresponding geographic levels (i.e., county, state, region). Because the



reconciliation process adjusts the initially estimated full year population and not the prorated population estimates in the monthly reports, it is possible for monthly compliance rates to exceed 100 percent.

- a. Initial Reconciliation Within the State. When a county has more registrations than its initially estimated total population, an offsetting reduction is made in the estimated population in other counties within the state.

The offsetting reduction equals the number by which a county exceeded 100 percent of its total population. For example, if the county's initially estimated population was 100 and there are 110 registrations, a reduction of 10 is made in the estimated population of other counties in the state which are below 100 percent of their initially estimated population.

The reduction in estimated population is prorated among the other under 100 percent counties based on their total estimated population. For example, if there are only two counties within the state below 100 percent and their initially estimated population was counted as 140 and 60, then the 10 reduction would be prorated between them as 7 and 3 respectively, and the estimated shortfall calculations would be based on the adjusted population counts of 133 and 57 for these counties.

- b. Subsequent Reconciliation within the State. When total registrations within a state exceed the initially estimated population for all counties in the state, reductions are prorated down to the county level, among the other states in the Region on the same basis as for counties within a state. That is, a state's "share" of the reduction is based on its "share" of the initially estimated population counts of all counties below 100 percent.

- c. Subsequent Reconciliation Between Regions. If total registrations within a Region exceed the initially estimated population for the Region, reductions will be made among the counties in other Regions in sequence. For example, registrations in Region I exceeding its initially estimated population would first result in reductions in the estimated population in Region II. Thereafter, if Region II registrations exceeded its initially estimated population, subsequent Region I registrations would then cause reductions in the estimated population within Region III.

7. STANDARD ROUNDING PROCEDURES. The following procedures for rounding numbers have been developed and are to be applied when preparing REGSTATS-related and other statistical data.

- a. Numbers are to be rounded upwards, beginning with the number five (5), as

shown in the following examples:

(1) 15.58 is rounded to 16 when stating whole numbers;

(2) 138,419 is rounded to 138,000 when stating numbers in thousands;

(3) 858,000 is rounded to .9 million when stating numbers in millions.

b. If a fixed decimal point is to be followed by a specified number of places, the number following the specified number of spaces is rounded as shown in the following examples:

(1) 1.44392 is rounded to 1.44 if the decimal point is to be followed by two digits (hundredth)

(2) 1.49 is rounded to 1.5 if the decimal point is to be followed by one digit (tenth)

**8. DISSEMINATION OF DATA.**

a. The REGSTATS is an operational reporting system designed for internal use only.

b. REGSTATS data are designed to assist in effectiveness in the management of registration activities.

c. All REGSTATS statistics are to be coordinated through the OPR Statistician. No REGSTATS statistics are to be released without the approval of OPR to PCA. REGSTATS data will be produced and distributed to Directors' Forum Members, Region Directors, and the Director, Data Management Center for official use only. Region Directors, at their discretion, may disseminate appropriate portions of REGSTATS to State Directors and/or Reserve Forces Commanders for official use only.

d. Current YOB REGSTATS data based on the prorated estimated population will be considered the "official" Agency statistics. Current YOB data based on the full year estimated population is provided for comparison purposes only.

e. Only national compliance rates and actual registration numbers at any geographic level may be provided to the public. Further public dissemination is not authorized, unless specifically approved by the Director of the Selective Service.

9. **REPORTS.** The Agency will utilize standard monthly reports and an on-line computer system to analyze the data elements set forth in this Directive and develop specialized reports at the county, state, region, and national levels required.

a. Monthly Report to Directors' Forum Members, Region Directors, and Director, Management Center.

Monthly Management Summary Report - This report contains the estimated potential population, actual registrations, shortfall, and estimated compliance rates at the national and state level for the current and prior YOB groups (See attachment A).

b. Monthly Reports to Regions:

Area Office - County Shortfall (REGSTATS -1). Contains county level shortfall data used to monitor county and Area Office shortfalls. It also contains state and national data at a total level.

Estimated State Registration Shortfall (REGSTATS -2). Contains state-level cumulative shortfalls data for the current and the prior YOB.

Estimated Compliance Rates (REGSTATS -4). Contains compliance rate data by state and region for the current and prior YOB.

Urban Area Site Summary (REGSTATS -6). Contains registration statistics for Urban Area Sites having low registration compliance and high shortfall rates. Urban Area Sites are defined by Metropolitan Statistical Areas (MSA) as identified by the Bureau of the Census.

c. Periodic Reports: Periodic or as required reports.

Counties Without Registration in current YOB (REGSTATS -3). This is a special report used by the Registration Division for REGSTATS quality control purposes.

Registration by Permanent Address ZIP code (REGSTATS -5). This extensive report is maintained by the Registration Division for reference purposes.

Metropolitan Statistical Area Office and Summary (REGSTATS -7). This report provides registration statistics for Metropolitan Statistical

areas as defined by the Bureau of the Census. This report was developed for use by the Registration Division.

Registration by Area Office and County (REGSTATS - 8). This report reflects actual registrations by YOB, with subtotals at the county level and totals at the Area Office level, for all Area Offices in the state (s)requested. This report is provided to the Regions, on an "as required" basis, upon request to the Registration Division.

Registrations by Area Office, County and ZIP Code - Metro Area REGSTATS - 9). This report contains actual registrations by YOB and ZIP code for only those counties set forth on the REGSTATS - 6 report having either an estimated compliance rate less than 85 percent or an estimated shortfall of over 1,000 in the current and/or prior YOB.

Registration by Area Office, County, and ZIP Code - Statewide (REGSTATS -10). This reports reflects the same data as the REGSTATS 9 report, but on a statewise basis.

Urban Area Site on-time Registration Report (REGSTATS - 11). This report contains statistics related to on-time registration rates for Urban Area Sites as defined in REGSTATS - 6.

On-time Registration Report (REGSTATS - 12). This report contains statistics on on-time registration rates by birth month at the national level.

#### 10. RESPONSIBILITIES.

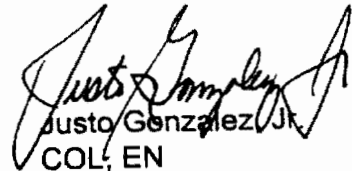
- a. Data Management Center: Will use February 22 (or the next work day if February 22 falls on a non work day) as the cut-off day to process registrations for the outgoing YOB.
- b. Registration Division: The Registration Division is responsible for ensuring the accuracy and consistency of all REGSTATS statistics.
- c. Office of Information Management.
  - (1) Shall provide access to the on-line REGSTATS database for use by the Agency.
  - (2) Will produce standard monthly REGSTATS Reports.

d. Office of Operations.

Will, via the Data Management Center, maintain and update the REGSTAT database and the on-line REGSTATS database on a monthly basis.

- (1) Will produce and distribute the monthly Registration Compliance Report to the Directors' Forum Members, Region Directors, and the Director, Data Management Center as specified by this Directive.
- (2) Will produce and distribute other specialized reports as required using the on-line REGSTATS database and the standard monthly reports.
- (3) Will utilize the reports produced by REGSTATS to monitor and evaluate the effectiveness of registration efforts.

11. **SUPERSESSION.** This Directive supersedes Directive No. 600-9, dated September 14, 1992.

  
Justo Gonzalez Jr.  
COL, EN  
Director of Operations

Distribution: 1-4

Attachment

REGISTRATION STATISTICS REPORTING SYSTEM (REGSTATS)  
MONTHLY MANAGEMENT SUMMARY  
REGISTRATIONS RECEIVED THROUGH XXXXXXXX, 199X

ATTACHMENT A

AREA	YOB 1988 19 YEAR OLD MALES						YOB 1979 19 YEAR OLD MALES					
	ESTIMATED POPULATION	ACTUAL REGISTRATIONS	MONTHLY** INCREASE	ESTIMATED SHORTFALL	ESTIMATED COMPLIANCE %	ESTIMATED YEAR AGO COMPLIANCE %	ESTIMATED POPULATION	ACTUAL REGISTRATIONS	MONTHLY** INCREASE	ESTIMATED SHORTFALL	ESTIMATED COMPLIANCE %	ESTIMATED YEAR AGO COMPLIANCE %
NATIONAL*	X,XXX,XXX	X,XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	X,XXX,XXX	X,XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
REGION 1	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
CONNECTICUT	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
DELAWARE	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
DISTRICT OF COLUMBIA	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
ILLINOIS	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
INDIANA	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
MAINE	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
MARYLAND	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
MASSACHUSETTS	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
MICHIGAN	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
NEW HAMPSHIRE	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
NEW JERSEY	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
NEW YORK	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
NEW YORK CITY	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
OHIO	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
PENNSYLVANIA	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
RHODE ISLAND	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
VERMONT	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
WISCONSIN	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
REGION 2	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
ALABAMA	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
ARKANSAS	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
FLORIDA	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
GEORGIA	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
KENTUCKY	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
LOUISIANA	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
MISSISSIPPI	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
NORTH CAROLINA	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
SOUTH CAROLINA	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
TENNESSEE	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
TEXAS	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
VIRGINIA	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
WEST VIRGINIA	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
PUERTO RICO	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX
VIRGIN ISLANDS	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX	XXX,XXX	XXX,XXX	XX,XXX	XX,XXX	XX.XX	XX.XX





# Selective Service System

National Headquarters / Arlington, VA 22209-2425

## Directive

**EFFECTIVE DATE:** January 6, 2005

**RESPONSIBLE OFFICE:** SPT

**NUMBER:** 500-33

**SUBJECT:** Volunteer Service Program

1. **PURPOSE**

This directive outlines the scope and coverage of the Selective Service System's (SSS) Volunteer Service Program (VSP). As allowed by regulation, the SSS selects students to participate in the VSP for the purpose of providing educational experience for the student through exposure to and participation in the daily operations of the Agency.

2. **AUTHORITY**

Public Law 95-454, Civil Service Reform Act of 1978, Section 301; 5 U.S.C. 3111; 5CFR308, Title 5 – Administrative Personnel, Chapter I – Office of Personnel Management, Part 308 – Volunteer Service. These cites authorize Federal departments and agencies to establish programs designed to provide educationally related work assignments for students in nonpay status.

3. **POLICY**

- a. Under the VSP, SSS may offer unpaid training opportunities to students in high school and college. These opportunities provide work experience related to the student's academic program, allowing them to explore career options, as well as develop personal and professional skills, and exposing them to the Federal work environment. This will enhance their knowledge about the missions and responsibilities of the Agency, as well as the wide range of public service occupations.
- b. Student volunteers will be involved in projects and activities such as policy and research development and may participate in non-sensitive human resources, finance, logistics, legal, registration and mobilization work.
- c. Student volunteers will typically work for three or four months, during the school year and/or during summer or school vacation




periods. The normal workday will be 8 a.m. to 4 p.m., but may be adjusted by supervisors.

- d. Volunteers are in a nonpay status and are not considered Federal employees for any purpose other than for Federal Tort Claims provisions and for purposes relating to compensatory injuries sustained during the performance of work assignments. Volunteer service does not lead to noncompetitive permanent employment (or replace the requirement for such) with the SSS or any other Federal agency.
- e. The selection of volunteers is at the discretion of the Agency. The SSS is an Equal Opportunity Employer and selection will be based on the principles thereof. Volunteers are provided a meaningful experience reflecting the academic requirements of the VSP participants in a manner that does not jeopardize other established personnel programs nor positions of other employees.
- f. A Statement of Understanding will be required with the volunteer's educational institution that delineates this policy. This document will address the anticipated period of work and may be terminated at an earlier date as agreed.
- g. Given the size and nature of the Agency, the VSP program should include exposure to several core mission areas and functions. Human Resources will act as the overall "sponsor" for student volunteers and will arrange for a variety of assignments as possible.

4. **ELIGIBILITY**

Eligibility is limited to students enrolled, at least half-time, in an accredited high school or trade school, a technical or vocational institution, a junior or community college, a four-year college or university, or any other accredited educational institution. Volunteers may submit a resume or OF 612, Optional Application for Federal Employment, directly to the Agency.

  
Edward A. Blackadar Jr.  
Associate Director for Support Services

Attachment:  
Statement of Understanding

Distribution: 1-4, 30

## SAMPLE STATEMENT OF UNDERSTANDING

{Name and address for academic institution}

Dear {Name of faculty or staff representative}:

This Statement of Understanding is for {name of student} who will be working at the Selective Service System as part of a Volunteer Service Program where students further their educational experience in the performance of work assignments related to their course of study. Volunteer service is to be uncompensated and must be required for academic credit or certified to be related to academic process by {name of academic institution and department}. Volunteer service participants are not considered Federal employees for any purpose other than for Federal Tort Claims provisions and for purposes relating to compensatory injuries sustained during the performance of work assignments. Volunteer service does not lead to noncompetitive permanent employment (or replace the requirement for such) with the Selective Service System or with any other Federal agency.

{name of academic institution and department} will refer those students interested in the Volunteer Service Program. Final selection is left to the Selective Service System. Institutional and agency responsibilities are attached. The Selective Service System is an Equal Opportunity Employer and selection will be based on the principles thereof.

The undersigned parties understand that the Volunteer Service Program will provide meaningful experience reflecting the academic requirements of the volunteer service participants in a manner so as not to jeopardize other established programs or positions of any other employee.

As agreed, this volunteer assignment is expected to commence on {date} and terminate on or about {date}, or at an earlier date if mutually agreeable. The normal workday is 8 a.m. to 4 p.m., but may be adjusted by the supervisor and {student's name}. The nature of the assignment is to gather increased knowledge and experience with the legal and operational aspects of a smaller Federal Government Agency. By its size and nature, the Selective Service System has limited statutory or regulatory work. However, this volunteer assignment provides the opportunity to analyze and offer recommendations regarding the Agency's business processes including legal, information technology, human resources, logistics, registration and mobilization.

The Agency will provide a summation of performance at the end of this assignment.

Edward A. Blackadar Jr.  
Associate Director for Support Services

{Name of faculty or staff representative}  
{title of faculty or staff representative}

Attachment:  
Institutional & Agency Responsibilities

Institutional and Agency Responsibilities:

1. {name of academic institution and department} will ensure that all students are given equal opportunity to apply for volunteer service by providing adequate notice.
2. The Selective Service System work supervisor will provide application (OF 612) for Volunteer Service (or students will provide a resume) for each student referred.
3. The Selective Service System work supervisor will provide structured, meaningful assignments, such as a list of duties and a regular work schedule.
4. {name of academic institution} will inform the Selective Service System of any changes in the student's status.