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Description of document:	Current Memoranda of Understanding and Memoranda of Agreement between the Selective Service System (SSS) and the Department of Defense (DoD), 1997, 2003, 2011
Requested date:	09-October-2013
Released date:	29-October-2013
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Source of document:	Freedom of Information Act Request Selective Service System Public and Intergovernmental Affairs Arlington, VA 22209-2425

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From: Information  
Date: Oct 29, 2013 4:07:43 PM  
Subject: FOIA Request

This is in response to your Freedom of Information request dated October 9, 2013, and received in this office on October 21, 2013, seeking a copy of each current Memorandum of Understanding and Memorandum of Agreement between the SSS and the Department of Defense and/or Department of Justice. Copies are attached.

Thank you for your inquiry.

Betty Lou  
FOIA Officer  
Public & Intergovernmental Affairs  
Selective Service System



DEPARTMENT OF DEFENSE  
DEFENSE HUMAN RESOURCES ACTIVITY  
DEFENSE MANPOWER DATA CENTER  
4800 MARK CENTER DRIVE, SUITE 04E25-01  
ALEXANDRIA, VA 22350-4000

**MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
DEFENSE MANPOWER DATA CENTER (DMDC)  
AND  
THE SELECTIVE SERVICE SYSTEM (SSS)**

- I. PURPOSE:** This Memorandum of Understanding (MOU) is between Defense Manpower Data Center (DMDC) and The Selective Service System (SSS), hence forth called the requesting agency. The objective of this MOU is to describe the roles and responsibilities of DMDC and the requesting agency with respect to DMDC providing the requesting agency data. The requesting agency requires the use of DMDC data to register men, update addresses, mark records as deceased to prevent mailings, and other activities in accordance with SSS' mission.

This agreement pertains to the release of the following DOD data elements from monthly extracts of the Active Duty Transaction File, Reserve Components Common Personnel Data System Transaction File, Reserve Mailing Address File, and the Unit Identification Code Address File.

Complete list of data elements requested:

**Reserve and Guard Home Mailing Address File**

Member Social Security Identifier  
Service Branch Classification Code  
Uniformed Service Organization Component Code  
Member Surname Text  
Member Forename Text  
Member Middle Name Text  
Member Cadency Name Text  
Member Birth Calendar Date  
Pay Plan Grade Identifier  
USPS Postal Address Text  
USPS Postal Address Secondary Text  
US Postal Region City Place Name  
Mailing Address US Postal Region State Code  
Mailing Address Postal Region Country Code  
Mailing Address Postal Region ZIP Identifier  
FIPS Code (Numeric State and County)  
Mailing Address US Congressional District Code  
File Calendar Date  
Mailing Address Last Reported Date  
Mailing Address Status Indicator

Reserve Category Code  
Reserve Subcategory Code  
**Active Duty, Reserve/Guard Transaction Files**  
Transaction Code (D01)  
Source (DMDC)  
File Source Code (derived Officer/Enlisted Gain/Loss)  
Member Birth Calendar Date  
Gender  
Member Social Security Identifier  
Disposition Code  
Service Branch Classification Code  
Transaction Effective Date  
Interservice Separation Code  
Member Surname Text  
Member Forename Text  
Member Middle Name Text  
Member Cadency Name Text  
Home of Record Country  
Home of Record State  
Home of Record ZIP  
Home of Record ZIP Extension  
Pay Entry Base Date  
Reserve Category Code  
UIC  
File Date  
**Unit Identification Code File**  
Unit Identification Code  
Address Line Count  
Unit Title/Name  
Mailing Address Line 2  
Mailing Address Line 3  
Mailing Address Line 4  
City/Installation/Base  
U.S. Postal Region State Code  
U.S. Postal Region Zip Identifier  
U.S. Postal Region Zip Extension  
Duty Location Country Code  
U.S. State County Code (from GEOLoc)  
U.S. State Congressional District Code (from GEOLoc)  
Continental United States Indicator (CONUS)  
DoD Service Code  
DoD Component Code  
File Date (YYYYMMDD)  
UIC (For Statistical Purposes Only)

Army Specific

Unit Descriptor Code (Active Army only)  
Home Geolocation Code (Active Army only)  
Present Geolocation Code (Active Army only)  
APO Code (Active Army only)  
ARGO (Army Reserve only)

Navy Specific

Geographic Homeport Location  
Activity Designator Code (Active Navy only)  
Sea/Shore Code (Active Navy only)  
Activity Mission Code (Active Navy only)

Marine Corps Specific

Monitored Command Code  
Data Processing Installation

Air Force Specific

Location Indicator (HOGEO)  
Unit Type Code  
Installation Type Code  
Military Personnel Flight Code  
Major Command Code

Coast Guard Specific

Coast Guard District Code

Country Zip Code (if submitted in Zip field)

**Currently on Duty File (DEERS Extract)**

Transaction Code (D01)  
Source Code (DMDC06, DMDC07, DMDC08, DMDC13, DMDC14, DMDC16)  
Last Name (first 10 bytes for Reserve and Guard Records and MEPCOM  
Accessions only)  
Member Birth Calendar Date (YYMMDD)  
Member Social Security Identifier  
Disposition Code  
Service Branch Classification Code  
Date of Transaction (Reserve, Guard, and Academy only)  
Accessions Date  
Full Name  
State (Active Duty, Reserve, Guard, and MEPCOM Accessions only)  
ZIP (Active Duty, Reserve, Guard, and MEPCOM Accessions only)  
Accessions Date  
Category Code (Reserve and Guard only)  
UIC (Academy only)

**II. BACKGROUND:**

The Director, SSS, and the Secretary of Defense have agreed that in order to facilitate the operation of the SSS in support of the manpower procurement needs of the DoD, we must continue to improve the coordination of our planning and post-mobilization manpower system development. In addition, it is appropriate that DoD, like other federal agencies,

provide support to the SSS during a national emergency. However, DoD should not in any way be involved in the process by which the SSS adjudicates claims for deferment or exemption.

**III. AUTHORITY:**

- A. DMDC 01, Defense Manpower Data Center Data Base, November 23, 2011, 76 FR 72391, RU#6
- B. Military Selective Service Act (MSSA), 50 U.S.C., App 451(b)

**IV. RESPONSIBILITIES:**

**Defense Manpower Data Center shall:**

Ensure that it is always DoDD 8500.01E, DODI 8500.2 and FISMA compliant.

Provide protection of the data in accordance with the Privacy Act of 1974 (PL 93-79) at all times.

Monthly, provide a file containing gain and loss records of all enlisted and officer personnel on active duty in a DoD military service or in a reserve component, a file of mailing addresses of reserve personnel, and a file of unit address of active duty personnel.

Quarterly, provide a "point in time" file including all enlisted and officer personnel currently on active duty in a DoD military service, in reserve component, or attending a service academy.

In the case of a general mobilization:

- A. Provide a one-time file of loss records of enlisted and officer personnel on active duty in a DoD military service or in a reserve component. This will include men under age 26.
- B. Provide a one-time file of all enlisted and officer personnel currently on active duty in a DoD military service, in a reserve component, or attending a service academy. This will include men under age 26.
- C. Provide, on a daily basis, a file of gain and loss records of male enlisted and officer personnel under age 26 on active duty in a DoD military service or in a reserve component.

In the case of a health care mobilization:

- A. Provide a one-time file of gain and loss records of enlisted and officer personnel with a medical specialty on active duty in a DoD military service or in a reserve component. This will include men and possibly women (depending on the Proclamation) under age 45 who have a medical specialty in primary, secondary, or duty occupation codes.

- B. Provide a one-time file of all enlisted and officer personnel with a medical specialty currently on active duty in a DoD military service, in a reserve component, or attending a service academy. This file will include men and possibly women (depending on the Proclamation) under age 45 with a medical specialty in primary, secondary, or duty occupation codes.
- C. Provide, on a daily basis, a file of gain and loss records of enlisted and officer personnel with a medical specialty on active duty in a DoD military service or in a reserve component. This will include men and possibly women (depending on the Proclamation) under age 45 who have a medical specialty in primary, secondary, or duty occupation codes.

**The Requesting Agency Shall:**

Delete or destroy data upon completion of the project covered by this agreement.

Ensure that the records transmitted to DMDC are sent in a secure manner as per the requirements of DoDD 8500.01E and DODI 8500.2 specifically, Enclosure 4, and the appropriate sections depending upon the agency's MAC level.

Ensure that all of their agents participating in the provisions of this MOU adhere to all of the security requirements for facility storing of Federal data, as directed by the Electronic Government Act Title III, also known as the Federal Information Security Management Act (FISMA). Evidence of compliance will be attachment 1 of this agreement. Evidence of compliance must be on record with DMDC at all times.

Ensure that if the data requested is to be used for human studies that the agency has gone through all the requirements for the Human Research Protection Program.

Provide protection of the data in accordance with the Privacy Act of 1974 (5 U.S.C. §552a) at all times. Ensure that if a contractor is handling the data they are aware of the Privacy Act restrictions. Data will not be shared with offshore contractors. The data shall not be disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of this agreement.

If the data is to be stored, evidence of a System Notice will be shown in the Authority section of this MOU.

**V. ACCESS AND DISPOSITION:**

Only the authorized Requesting Agency or its contractor and DMDC personnel will have access to these records. These personnel will be advised of the confidential nature of the information and the civil and criminal sanctions for noncompliance contained in the applicable Federal laws.

The records matched and any records provided by DMDC will be processed in a manner that unauthorized persons can not retrieve any such record by means of computer, remote terminal or other means.

Requesting Agency and DMDC shall ensure that information obtained from each other shall be used solely as provided in the Privacy Act, as amended; and the Freedom of Information Act, as amended.

Any files provided by the Requesting Agency for use by DMDC will not be used to extract information concerning individuals for any purpose not specified in this MOU. These files will not be duplicated or disseminated without the written consent of the agency that furnished the data.

**VI. COSTS:**  
NA

**VII. DURATION OF AGREEMENT:**

This MOU becomes effective upon final signature and will remain in force for the duration of the reporting requirement to the requesting agency. The agreement will be reviewed to ensure the provisions set forth are current and valid. The reviews will be based upon the expiration date of the requesting agency's FISMA compliance document. If a complete review package is not delivered on time, DMDC reserves the right to temporarily suspend services. If a party wishes to modify this Agreement, that party shall make the request in writing to the other party. Upon written concurrence of the other party the Amendment will become an attachment to this agreement. This agreement may be terminated by either party with a 60 day prior written notice to the other party. Upon final signature of this MOU, the MOU between DMDC and SSS dated 9 June 2003 will be deactivated.

**VIII. POINTS OF CONTACTS/COORDINATION:**

**Defense Manpower Data Center**

Name: Christina Schmunk  
Address: Defense Manpower Data Center  
400 Gigling Road  
Seaside, CA 93955-6771  
E-mail: [Christina.Schmunk@osd.pentagon.mil](mailto:Christina.Schmunk@osd.pentagon.mil)  
Phone: (831) 583-2400

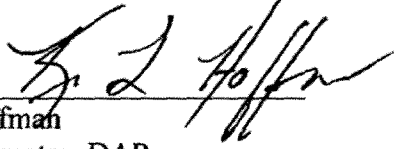
**Requesting Agency**

Name: Paula J. Adams  
Address: Selective Service System, DMC  
2834 Green Bay Rd. Ste. 222  
Great Lakes, IL 60088  
E-mail: [padams@sss.gov](mailto:padams@sss.gov)  
Phone: (847) 688-7904



**IX. REVIEW:**

The signature below signifies that the content of this MOU and any document(s) that accompany it have been reviewed and approved by a DMDC Division Director.

Signature:   
Kris L. Hoffman  
Division Director, DAP

Date: 4/27/2012

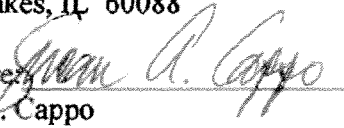
**X. APPROVAL**

**SIGNATURES OF THIS DOCUMENT ARE CONFIRMING THAT THE SIGNATORIES AGREE THAT ALL OF THE ABOVE IS TRUE AND THAT THEY ARE AUTHORIZED TO COMMIT THEIR AGENCY TO THIS AGREEMENT**

**Defense Manpower Data Center**  
4800 Mark Center Drive, Suite 04E25-01  
Alexandria, VA 22350-4000

**Selective Service System**  
Data Management Center  
2834 Green Bay Rd., Ste. 222  
Great Lakes, IL 60088

Signature: \_\_\_\_\_  
Mary Snavelly-Dixon  
Director

Signature:   
Susan A. Cappo  
Manager for the Data Management Center

Date: \_\_\_\_\_

Date: 5-16-12

Appendix:

- 1. References

**Appendix 1: References:**

- A. DoD Instruction 8500.2, "Information Assurance (IA) Implementation," February 6, 2003
- B. DoD Directive 5200.2, "DoD Personnel Security Program," April 9, 1999
- C. DoD Directive 8500.1, "Information Assurance (IA)," October 24, 2002
- D. Office of Management and Budget Circular A-130, "Management of Federal Information Resources," February 8, 1996
- E. Federal Information Security Management Act (FISMA)
- F. The Privacy Act of 1974, 5 USC 552a





## Selective Service System

### Authority to Operate

**TO:** Lawrence Romo, Director  
General Support Network (GSN)

**THRU:** Edward Allard III, Deputy Director  
General Support Network (GSN)

**FROM:** Rakesh Gupta, Authorizing Official  
General Support Network (GSN)

**SUBJECT:** Security Accreditation Decision for General Support Network

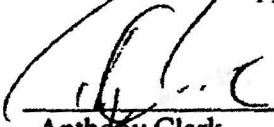
### Authority to Operate

After reviewing the results of the security certification of the Selective Service System General Support Network (GSN) and the supporting evidence provided in the security certification package, including the current security plan and plan of action and milestones (POA&M), I have determined that the risk to agency operations, assets, or individuals is acceptable. Accordingly, I am issuing a full authorization to operate in the existing operating environment. This security authorization is without significant restrictions or limitation, and is my formal declaration that adequate security is present.

The security authorization of GSN will remain in effect for three (3) years, or until significant change is made to the security controls or configuration warranting another review.

### Recommendation for Accreditation

As the Chief Information Security Officer, I recommend the accreditation of the General Support Network (GSN).

  
\_\_\_\_\_  
Anthony Clark  
Chief Information Security Officer  
General Support Network (GSN)

*5 Apr 2011*  
\_\_\_\_\_  
Date



## Selective Service System

### Accreditation Statement

As the Authorizing Official for the GSN, I authorize this system to operate.

*Rakesh Gupta*

\_\_\_\_\_  
Rakesh Gupta  
Authorizing Official  
General Support Network (GSN)

*4/6/2011*

\_\_\_\_\_  
Date



# Selective Service System

2003

0020

Data Management Center  
2834 Green Bay Road • Building 3400 • Suite 222  
Great Lakes, Illinois 60088-5522

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE SELECTIVE SERVICE SYSTEM AND THE DEPARTMENT OF DEFENSE  
FOR THE TRANSFER OF AUTOMATED DATA  
DURING PEACETIME AND MOBILIZATION

1. **PURPOSE.** To record the understanding between the Selective Service System (SSS) and the Department of Defense (DoD) concerning the transfer of automated data and to serve as the foundation for the development of procedures for use during both peacetime and mobilization.
  
2. **POLICY.** The Director, SSS, and the Secretary of Defense have agreed that in order to facilitate the operation of the SSS in support of the manpower procurement needs of the DoD, we must continue to improve the coordination of our planning and post-mobilization manpower system development. In addition, it is appropriate that DoD, like other federal agencies, provide support to the SSS during a national emergency. However, DoD should not in any way be involved in the process by which the SSS adjudicates claims for deferment or exemption.
  
3. **UNDERSTANDING.** The Defense Manpower Data Center (DMDC) will transfer data to the SSS on behalf of the DoD.
  - a. DMDC will provide data files as follows:
    - 1) Monthly a file containing gain and loss records of all enlisted and officer personnel on active duty in a DoD military service or in a reserve component, a file of mailing addresses of reserve personnel, and a file of unit addresses of active duty personnel.
    - 2) Quarterly a "point in time" file including all enlisted and officer personnel currently on active duty in a DoD military service, in a reserve component, or attending a service academy.
  
  - b. In addition, in case of mobilization DMDC will provide data files as follows:
    - 1) For a general mobilization a one-time file of loss records of enlisted and officer personnel on active duty in a DoD military service or in a reserve component. This will include men under age 26.

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- 2) For a health care mobilization a one-time file of gain and loss records of enlisted and officer personnel with a medical specialty on active duty in a DoD military service or in a reserve component. This will include men and possibly women (depending on the Proclamation) under age 45 who have a medical specialty in primary, secondary, or duty occupation codes.
  - 3) For a general induction, a one-time file of all enlisted and officer personnel currently on active duty in a DoD military service, in a reserve component, or attending a service academy. This will include men under age 26.
  - 4) For a health care mobilization a one-time file of all enlisted and officer personnel with a medical specialty currently on active duty in a DoD military service, in a reserve component, or attending a service academy. This file will include men and possibly women (depending on the Proclamation) under age 45 with a medical specialty in primary, secondary, or duty occupation codes.
  - 5) For a general mobilization, on a daily basis, a file of gain and loss records of male enlisted and officer personnel under age 26 on active duty in a DoD military service or in a reserve component.
  - 6) For a health care mobilization, on a daily basis, a file of gain and loss records of enlisted and officer personnel with a medical specialty on active duty in a DoD military service or in a reserve component. This will include men and possibly women (depending on the Proclamation) under age 45 who have a medical specialty in primary, secondary, or duty occupation codes.
  - 7) The files for a general mobilization and health care mobilization will be separate files.
- c. The existing telecommunication link between the Selective Service System/MEPCOM host computer and Naval Postgraduate School (NPS) will be used to support a greatly increased data exchange between SSS and DMDC.
  - d. Specific data elements to be provided will be established jointly by DMDC and SSS, and documented as operational addenda to this MOU.

#### 4. PRIVACY RESTRICTIONS

- a. Access to the information provided by both parties will be restricted to authorized personnel whose duties or responsibilities require access and to whom disclosure may be made which comply with the systems of records maintained by both Agencies.
- b. The information must be processed under the immediate supervision and control of authorized personnel in a manner which will protect the confidentiality of the information

and in such a way that unauthorized persons cannot retrieve the information by means of computer, remote terminal, or other means.

- c. All personnel who have access to the information are to be advised of the confidential nature of this material, the safeguards required, and the civil and criminal sanctions for noncompliance contained in the Privacy Act.
- d. The information must be made undisclosable after it is no longer needed by destroying any copies of tapes or disks, and reporting the manner of destruction to the other party.

OPERATIONAL ADDENDUM 1 TO

Memorandum of Understanding  
Between the Selective Service System and the Defense Manpower Data Center  
For the Transfer of Automated Data During Peacetime and Mobilization

DATA ELEMENTS

Gains and Losses File

Transaction Code ("D01")  
Source ("DMDC")  
Source Code  
Date of Birth  
Sex  
Social Security Number  
Disposition Code  
Service Code  
Accession/Separation Date (Active Duty and Reserve/Guard)  
Separation Code  
Last Name, First Name, Middle Name, Cadency  
Unit Identification Code (UIC)  
Date of Entry/Pay Entry Base Date  
Reserve Component Category Code  
Home of Record Country, State, ZIP Code, and ZIP Code Extension Identifier  
File Date  
Active Federal Military Service Months (loss records)  
Primary, Secondary, Duty Occupation Codes (gain records in case of Health Care Mobilization)

Currently on Duty File

Transaction Code ("D01")  
Source ("DMDC")  
Source Code  
Date of Birth  
Social Security Number  
Disposition Code  
Service Code  
Accession/Separation Date (Service Academy losses)  
Separation Code (Service Academy losses only)  
Last Name, First Name, Middle Name, Cadency  
Unit Identification Code (UIC)  
Date of Entry/Pay Entry Base Date  
Reserve Component Category Code  
Home of Record State and ZIP Code  
Primary, Secondary, Duty Occupation Codes (in case of Health Care Mobilization)



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Home Mailing Address File

Social Security Number

Service Code

Component Code

Last Name, First Name, Middle Name, Cadency

Date of Birth

Pay Grade

Address (Street, City, State, Country, ZIP Code, and ZIP Code Extension Identifier

FIPS Code (State and County)

US Congressional Code

File Date

Mailing Address Last Reported Date

Reserve Category Code

Reserve Subcategory Code

Unit Address File

Unit Identification Code (UIC)

Address (Street, City, State, ZIP Code, ZIP Code Extension Identifier, Country)

Service

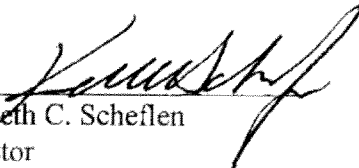
Component

US Congressional Code


CONUS Flag

Country Code for APO/FPO

File Date

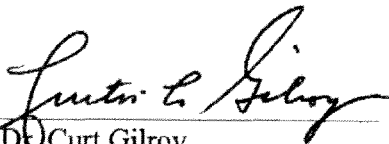
  
Kenneth C. Schefflen  
Director  
Defense Manpower Data Center

Date: May 27, 2003

  
William Delaney  
Director  
Data Management Center  
Selective Service System

Date: 5-22-03

**Coordination:**

  
Curt Gilroy  
Director  
Accession Policy

Date: June 9, 2003

MOU/PM 001

MEMORANDUM OF AGREEMENT  
BETWEEN  
OFFICE OF THE CHIEF, ARMY RESERVE (OCAR)  
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND (USARC)  
AND  
THE SELECTIVE SERVICE SYSTEM

SUBJECT: Provision of Space for the Selective Service System

1. Purpose. This agreement between the Office of the Chief, Army Reserve, U. S. Army Reserve Command, and the Selective Service System (SSS) sets forth policies and procedures for providing space to Army officers assigned to duty with the SSS.
2. Background. The Army Reserve has been providing space at no cost to units of the SSS on a space-available basis at individual Reserve Centers. The units of the SSS which are being accommodated consist of drilling members of the Army Reserve assigned for duty to the SSS. These reservists are counted against positions on the SSS Table of Distribution and Allowances (TDA) and are a part of the Army's overall strength. With the advent of the Army Stationing and Installation Plan (ASIP) and the need to account for all personnel located at USAR sites and installations, an MOA is necessary to enable the continuation of this relationship.
3. Policies and Procedures.
  - a. The Army Reserve will provide space at no cost for Army officers assigned to the SSS on a non-exclusive, space available basis.
  - b. The Army Reserve Regional Support Commands will forward requests for non-exclusive use of space by Army officers assigned to the SSS to the USARC for approval.
  - c. When space is available, the Army Reserve will provide space for two days a month and up to 15 days during the year for annual training required by the Army Reserve officers assigned to the SSS.
  - d. The Army Reserve will provide to the Army Reserve officers assigned to the SSS additional space for full-time use if a national emergency or activation is declared. This additional space requirement will be for at least a 60 day period. The SSS will determine space requirements at the onset of the national emergency or activation and provide these to the Army Reserve. The Army Reserve will provide space that is available within the time constraints of the national emergency or activation. The SSS understands that this space may be non-exclusive.

e. When space is provided, Army officers assigned to the SSS will be documented by the Army Reserve on the Army's ASIP.

f. The SSS will provide OCAR with copies of TDA documents along with a breakout, by strength, at each location. Changes and/or updates will be provided, as appropriate.


g. When space is provided by the Army Reserve for Army officers assigned to the SSS, the officers will agree to follow the standard operating procedures and established guidance of the Army Reserve Center where assigned, consistent with requirements which apply to all tenants of the facility. In addition, the drill schedule selected will comply with the drill schedule of the center to prevent creation of a physical security requirement.

4. Implementation.


a. This agreement becomes effective upon signature by all parties.

b. All parties will distribute this agreement to their respective subordinate commands.

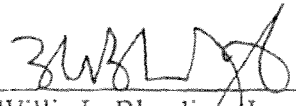
c. The agreement may be amended or terminated only by mutual agreement by all parties.

  
\_\_\_\_\_  
James R. Helmly  
Brigadier General, USA  
Deputy Chief, Army Reserve

(date)  
14 May 1997

  
\_\_\_\_\_  
Thomas J. Plewes  
Major General, USA  
Deputy Commanding General,  
U. S. Army Reserve Command

(date)  
1 July 1997

  
\_\_\_\_\_  
Willie L. Blanding, Jr.  
Executive Director  
Selective Service System

(date)  
9 July 1997

  
\_\_\_\_\_  
Gil Coronado

Director  
Selective Service System

(date)  
9 July '97