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January 31, 2017

This is in response to your Freedom of Information email request dated January, 2017 requesting a digital/electronic copy of the Selective Service System's following records:

- 1 Agency National Readiness Plan
- 2 Call and Deliver Plan
- 3 Reclassify Plan
- 4 Alternative Service Plan
- 5 Lottery Standard Operating Procedures/Plan
- 6 SSS Fiscal Manual

Please note that rather than a Reclassify "Plan" we have a Reclassify "Standard Operating Procedure". Because of the size of the files the information will be sent to you in five separate emails.

If you consider this response to be a denial of your request, you may file an appeal. Your appeal must be received within 90 calendar days of the date of the initial denial letter by the Director of the Selective Service. Please address your appeal to the following office:

Mr. Adam J. Copp
Interim Director
Selective Service System
1515 Wilson Blvd.
Arlington, VA 22209

Your appeal must include a copy of the original request, the response to your request, and a statement of the reason the withheld records should be made available and why the denial of the records was in error. The submission is not complete without the required attachments. The appeal letter and the envelope, should be clearly marked "Freedom of Information Act Appeal.";

If you choose not to appeal, but have any questions about the way we handled your request, or about our FOIA regulations or procedures, please contact the Office of Public & Intergovernmental Affairs at 703-605-4100 . Thank you for your inquiry. If you have any further questions, please feel free to contact the Office of Public and Intergovernmental Affairs.

Sincerely,

Richard S. Flahavan
Chief FOIA Officer

SELECTIVE SERVICE SYSTEM

NATIONAL HEADQUARTERS READINESS PLAN (RP)



FOR INTERNAL SELECTIVE SERVICE USE ONLY

DO NOT RELEASE

NATIONAL HEADQUARTERS

SELECTIVE SERVICE SYSTEM

READINESS PLAN

The Selective Service System Readiness Plan (RP) provides basic planning guidance for activation and/or expansion of the Selective Service System upon a mobilization, including the Region and State Headquarters, Area/Alternative Service Offices, Local and Appeal Boards. The RP includes action items relating to Peacetime, Pre-Expansion, and upon Mobilization requirements in checklist form in Annex O. This plan and all related plans are For Official Use Only.

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SELECTIVE SERVICE SYSTEM
READINESS PLAN (RP)

1. BACKGROUND.

- A. **Purpose.** To provide the necessary direction for readiness planning, training and execution of National Headquarters Mobilization (NHQ) time-phased response procedures.

- B. **Scope.** This RP provides assumptions and guidance for operation of the SSS upon mobilization. Supplemental modules to this plan will reference specific Agency manuals, processes, and operating procedures, as well as field plans to provide personnel with comprehensive and functional knowledge of the Agency mobilization process. Standard terminology used in this plan is at Annex A.

- C. **World Situation.** Based upon a threat to the national security of the United States, the President would seek a Congressional authorization to induct personnel into the Armed Forces. Upon authorization, the Selective Service System (SSS) would commence mobilization to provide trained and/or untrained personnel for induction into the Armed Forces. Additionally, it will operate an Alternative Service Program (ASP) for those individuals classified as conscientious objectors.

- D. **Agency Elements.** During peacetime, the SSS consists of full-time National and Region Headquarters staffs and a part-time or inactive structure of State Directors, Selective Service Reserve and National Guard Detachments, and standby Local Boards (LB), and Appeal Boards. Upon mobilization, LBs, Appeal Boards, State Headquarters (SHQ), Alternative Service Offices (ASO), and Area Offices (AO) are activated and fully staffed. During activation, the SSS interacts with Federal, military, and civilian organizations.

- E. **General.**
 - (1) State Directors and SSS Reserve Force Officers (RFOs) will be called to active service following the authorized return to induction, with instructions to proceed to their pre-designated locations and begin operations.

 - (2) Administrative actions, which may be required to support entry of RFOs on active duty, will be accomplished prior to these individuals reporting to their pre-designated locations.

- (3) The Department of the Army (DA) will provide Area Office Augmentees (AOAs), as outlined in the SSS/Department of Defense (DoD) and SSS/DA Memorandas of Understanding, to assist the SSS with administrative functions in establishing Area Offices (AO) upon activation.
- (4) SSS will not consider registrant claims for deferment, exemption, or postponement prior to an authorized return to induction.
- (5) SSS will have a 193-day lead-time to provide the first registrants to the Military Entrance Processing Station (MEPS) and will, thereafter, provide a daily flow of registrants in sufficient quantities to meet DoD requirements.

F. **Assumptions.** Warning for national security emergencies will be available sufficiently in advance of a crisis to permit advance planning.

2. **MISSION.**

To furnish trained and/or untrained personnel to the DoD and operate an ASP for those individuals classified as conscientious objectors.

3. **EXECUTION.**

A. **Requirement.**

- (1) The basis for force planning is that manpower requirements for contingency situations will exceed the capabilities of the Armed Forces. There will be a gradual build-up of the System to full operational status by Day 193 after receipt of authorization to commence the induction process. It will be necessary to implement a pre-induction processing, classification, and induction system. The ASP will also be implemented for placement of men who, by virtue of religious, moral, or ethical beliefs are classified as conscientious objectors opposed to any form of military service, and who will perform alternative civilian service in lieu of induction into the Armed Forces.
- (2) Establish the field structure consisting of Area Offices, Local Boards, District Appeal Boards, Alternative Service Offices, and State Headquarters in accordance with the requirements contained in the associated readiness plans.

- (3) The Agency will recruit, hire and train civilian personnel under the guidance of SSS/NHQ/Support (SPT)/Human Resources (HR) policies and procedures and in accordance with Office of Personnel Management regulations.
- (4) Employ the "task force" concept of operations utilizing all available RFOs supplemented, if necessary, with State and Region Headquarters (RHQ) personnel.

B. Concept.

Time-Phased Response (TPR) planning defines the procedures necessary to comply with DoD requirements to have the first inductees to the MEPS within six months plus 13 days from the date the SSS receives authority to resume induction (Day 193), and to have 100,000 registrants inducted by six months plus 30 days (Day 210). To accomplish the reconstitution, SSS will utilize State Directors, RFOs on active duty, uncompensated personnel, Area Office Augmentees (AOAs) and full-time personnel.

This RP defines the actions and procedures necessary to comply with DoD requirements to have the first inductees to the MEPS at M+193 days once the SSS receives authority to resume conscription. Simultaneously, the Agency will have operational its ASP for those individuals classified as conscientious objectors.

C. Authority.

The SSS operates under the provisions of the Military Selective Service Act (MSSA), 50 U.S.C. App. 451 et seq; and Code of Federal Regulations (CFR), Title 32, Chapter XVI, Part 1600-1699. The RP builds upon these authorities and is designed to operate in accordance with Headquarters Orders, Directives, and procedures promulgated by the SSS, as well as other Federal statutes, regulations, and Memoranda of Understanding or agreements between the SSS and Federal, State, and civilian agencies.

D. Procedures.

- (1) During mobilization, all Agency elements will continue to perform their peacetime tasks in addition to their mobilization functions. Refer to Annex O for checklists of SSS peacetime and mobilization tasks.
- (2) RFOs, managed by State Directors and assisted by permanent employees, will establish SHQs, ASOs, and AOs and coordinate with NHQ/SPT/HR for additional staffing as required.

- (3) In accordance with CFR, Title 32, Part 1624 – Inductions, the SSS will conduct a lottery and assign a Random Sequence Number (RSN) to each registrant within the primary selection year group. Subsequent lotteries will be held annually or as needed.
- (4) The SSS will implement and utilize the Central Registrant Processing Portal (CRPP) software to issue pre-induction and induction orders as needed via United States Postal Service in accordance with System procedures.
- (5) The SSS shall deliver registrants to the MEPS for determination of acceptability for training and service prior to induction or assignment to the ASP. Registrants whose RSNs have been reached will be sent an order of Pre-induction Processing to a location identified by AO personnel for transport to and from MEPS using charter and contract buses or other approved modes of appropriate transportation.
- (6) Once the MEPS has determined their physical, mental, and moral status, registrants who have been classified as available for unrestricted military service will be classified 1-A. Those who have been found not qualified will be classified 4-F (Registrant Not Acceptable for Military Service). To change the 1-A classification a registrant must submit a claim and be placed in another classification by the SSS.
- (7) Registrants who apply for deferment, exemption, or postponement will be notified by the appropriate SSS AO to document their claims, and will have claims acted upon by an AO and/or LB.
- (8) If a registrant's qualification for service cannot be determined by the MEPS within three (3) working days, the registrant will be considered temporarily unacceptable for service. A Re-examination Believed Justified (RBJ) status will be reported by MEPS to the SSS and the date the registrant is to be rescheduled for examination will be included.
- (9) Registrants deemed acceptable for service in the Armed Forces, and for whom no claim for deferment, exemption, or postponement is pending, will be sent an order to report to MEPS for immediate induction. Selection for induction will be made in the same manner as selection for examination. An RSN cut-off for induction will be determined based on DoD calls. Registrants will be scheduled in groups by their LB and AO and, if possible, combined with the pre-induction examination schedule; i.e., the induction call for a particular Area Office will be scheduled for the same day as the pre-induction call.

- (10) Registrants who receive SSS classification 1-A-O (Conscientious Objector Available for Noncombatant Military Service) will be inducted into the Armed Forces as noncombatants.
- (11) Registrants who receive SSS classification 1-O (Conscientious Objector) will remain the responsibility of the SSS under the auspices of the ASP.
- (12) SSS daily manpower procurement requirements for the period Day 193 through Day 209 will be provided by DoD prior to Day 75. All procurement requirements following that will be provided to the SSS from DoD on a monthly basis or timeline determined by DoD.
- (13) Individual travel warrants will not be used for registrant travel under a TPR. Travel for registrants will be arranged by the State Headquarters using charter and contract buses.
- (14) RFOs will return to their previous SSS detachments NLT Day 270 unless otherwise directed by their parent service. Exceptions will be made on a case-by-case basis by the Director of Selective Service upon the recommendation of the Region Director.

E. **Funding.**

- (1) SSS elements will use existing funding authorizations to finance anticipated post activation requirements pending release of additional funds by NHQ. Such actions deemed necessary to obtain funds to carry out the NHQ, Region, State, AO, and ASO Readiness Plans will be implemented upon activation. Normal fund control procedures will remain in effect.
- (2) SSS will utilize Transportation Logistical Services (TLS) for all nationwide transportation of registrants to and from MEPS under Memorandum of Understanding Number 0019 between the SSS and TLS. The SSS will provide TLS advance notice, travel dates, location, and numbers of registrants to be transported to MEPS. TLS will provide the SSS with charter bus transportation, itineraries and work statements for each travel event. The SSS will be responsible for reimbursement of transportation fees to TLS in accordance with NHQ Financial Management (FM) directives. The MEPS will be responsible for cost of meals and lodging of registrants until they depart to their points of origin or reception station.

F. **Priorities.**

- (1) Activate State Headquarters, open State Headquarters and recruit civilian personnel in accordance with readiness time schedules. (Annex C).
- (2) Establish field structure: Expand Region Headquarters; activate SHQs, AOs, ASOs; and Local and District Appeal Boards; coordinate through NHQ/SPT for additional staffing, leased space, and equipment to set up and expand offices as required. A listing of Agencies interacting with the SSS can be found in Annex B as well as the Agency Intranet.
- (3) Train civilian staffs for each SHQ, AO/ASO.
- (4) Conduct the lottery and implement the Central Registrant Processing Portal (CRPP) software for issuance of pre-induction processing and induction orders in accordance with established time schedules.
- (5) Begin pre-induction examination process to build a pool of qualified registrants large enough to meet DoD manpower requirements.
- (6) Be prepared to meet manpower delivery schedules established by the Principal Deputy Undersecretary of Defense for Personnel and Readiness to deliver first inductees to the MEPS no later than Day 193; and to meet the DoD requirement for at least 17 consecutive days (Day 193 through Day 209, excluding Sundays).
- (7) Adjust delivery schedules beyond Day 209, as required.
- (8) Oversee the ASP.

G. **SSS Element Tasks.**

- (1) **National Headquarters will:**
 - (a) **In Peacetime:**
 - 1 Anticipate requirements and develop plans, policies, procedures, and regulations for peacetime and readiness operations of the SSS.
 - 2 Based upon requirements, recruit, appoint, and train the military and compensated and uncompensated civilian personnel necessary for operations of the SSS during peacetime or upon activation.

- 3 Prepare MOUs with DoD and other federal and non-federal agencies or organizations to provide for: peacetime registration of eligible men; post activation notification, processing, examination and induction of men into the ASP; and logistical support.
- 4 Maintain liaison with DoD, the various military departments, the National Guard Bureau, United States Military Entry Processing Command (USMEPCOM), and the various Armed Forces Recruiting Services.
- 5 Develop and implement programs relating to registration, registration compliance, and registration improvement.
- 6 Ensure completion of more peacetime activities as outlined at Annex O.

(b) **Upon Mobilization:**

- 1 If requested by the White House, NHQ Public and Intergovernmental Affairs will request amendment of Section 17(c) of the MSSA [50 U.S.C. App. 467(c)] to authorize the President to induct trained and/or untrained personnel into the Armed Forces, request an amendment to the existing appropriation language, and any necessary statutory changes and funding as appropriate and implement Agency response plans.
- 2 Once SSS notifies the military parent services to issue orders for RFOs to be placed on active duty, NHQ will activate the SSS RFOs and direct expansion of the NHQ and the SSS field structure. (Actions are at Annex D).
- 3 NHQ/SPT will acquire the additional personnel, space, property and equipment necessary to support expanded operations.
- 4 Provide for the augmentation of Army retirees assigned to the SSS as AOAs if provided.
- 5 Conduct the lottery and establish the order-of-call in accordance with established procedures and based on the RSN. Establish cutoff numbers for pre-induction

examinations based on RSN and requirements for a pool of qualified registrants. (See Lottery SOP).

- 6 Notify US Postal Service of increased SSS operation and intention to activate appropriate MOUs.
- 7 Initiate the issuance of pre-induction processing and induction orders based upon DoD personnel requirements, in accordance with the timetable at Annex C.
- 8 Coordinate the flow of registrants to MEPS through the USMEPCOM/SSS Joint Flow Control Operations Group.
- 9 Implement the ASP to accommodate conscientious objectors (CO) classified 1-W (CO ordered to perform alternative service in lieu of induction) who are issued Orders to Report for Alternative Service.
- 10 Monitor daily:
 - a Activation and staffing of subordinate elements.
 - b Issuance of pre-induction processing and induction orders.
 - c Percentage of orders returned undelivered.
 - d Registrant arrival rates at MEPS.
 - e Registrant acceptance and rejection rates at MEPS.
 - f Claims applications by category.
 - g Resource expenditures supporting activation.
11. Ensure completion of pre-expansion and mobilization activities as outlined at Annex O.

(2) **Region Headquarters will:**

(a) **In Peacetime:**

- 1 Organize and manage the RHQ in preparation for a smooth transition to activation operations. Annually, or as needed, review the Region Readiness Plan (RRP) and submit changes to NHQ, Attn: Operations Directorate, Planning/Reclassify/Training Division (OP/PRT). Annually, or as needed, review State and AO/ASO readiness time-phased response plans and update, as required.
- 2 Manage Selective Service System activities within the Region boundaries to include supervision of the State Directors.
- 3 Maintain Reserve Forces and compensated and uncompensated civilian personnel strengths at authorized ceilings, reporting changes, as they occur.
- 4 Schedule, administer, and manage readiness training for SSS military and civilian personnel; LB and DAB appointees; and AOAs (if provided). Process appointments for prospective LB and DAB members.
- 5 Conduct readiness exercises in accordance with guidelines established by NHQ and submit after action reports with a view toward identifying improvements needed in readiness plans and procedures.
- 6 Conduct the Registration Improvement Program (RIP) activities within the Region. Participate as necessary in special projects for registration improvement, as authorized by National Headquarters.

(b) **Upon Mobilization:**

- 1 Execute the RRP and maintain a smooth transition from pre-activation to activation of all Selective Service elements within the Region.
- 2 Continue the peacetime functions cited above, as appropriate.
- 3 Provide all administrative, personnel, and logistical support to the State Headquarters, Area Offices, and Alternative Service Offices.

- 4 Assume direct supervision of RFOs assigned to the RHQ –Task Force (TF), and through the RHQ -TF, provide immediate consolidated training for military and/or civilian Augmentees as necessary.
- 5 Expand existing RHQ, oversee the possible expansion of additional RHQ sites, and oversee activation of State Headquarters and monitor activation of AO/ASOs.
- 6 Coordinate with NHQ/SPT/Logistics (LO) for additional SHQ space and equipment requisitions. (See Annex E).
- 7 Develop and transmit to the State Headquarters mobilization requirement information consisting of the detailed list of space, personnel, and equipment requirements Automated Mobilization Planning System (AMPS)/CRPP reports for the SHQ, AO, and ASO locations in that state for distribution to the task force teams.
- 8 Coordinate with NHQ/SPT/ Human Resources (HR) for staffing a civilian work force to expand the RHQs, SHQs, AOs, and ASOs (See Annex L).
- 9 Monitor and report the progress of the SHQ and AO/ASOs mobilization to NHQ.
- 10 Provide liaison for the MEPS within the Region as soon as practicable.
- 11 Provide legal and inspector general services and support to those states within the Region.
- 12 Assure consistency of classification actions pertaining to registrants.
- 13 Initiate appeals on behalf of a registrant or on behalf of the Selective Service System when appropriate.
- 14 Direct and manage Alternative Service activities within the Region.
- 15 Delegate authority, when appropriate, to the State Directors for direct coordination with neighboring State Directors.

(3) **RHQ Task Force**

(a) **During Peacetime:**

- 1 Maintain proficiency as primary trainers by completing, preparing to teach, and teaching, as designated by the RHQ, one or a combination of the following: the Professional Development Course (PDC), Initial Board Member Training (IBMT), Board Member Continuation Training (CT), or any other Agency courses of instruction deemed appropriate for maintaining training proficiency.
- 2 As directed by the RHQ, develop and prepare additional training plans for newly-assigned RFOs and/or civilian new hires.
- 3 Perform other duties, and/or execute other special assignments, planning and/or training tasks as directed by the RHQ.

(b) **Upon Mobilization:**

- 1 Designated RFOs report to appropriate RHQ.
- 2 Plan and coordinate training sites, equipment, and materials to train military reservist or retiree Augmentees and/or civilian new hires.
- 3 Conduct training for military Augmentees and/or civilian new hires and certify their readiness to assume responsibility as either Area Office Managers or members of the RHQ or SHQ staffs.
- 4 Be prepared to conduct initial and/or refresher training for Board Members.
- 5 As required, assist the RHQ staff in the tasks outlined in paragraph 3. E. (2) (b) above.
- 6 Perform other duties as assigned by the Director of the responsible Region.

(4) **State Headquarters will:**

(a) **In Peacetime:**

- 1 Provide point of contact between SSS and the governor or comparable Executive official.
- 2 Recruit and assist in the selection, nomination, and appointment of Local Board and District Appeal Board members.
- 3 Conduct the Registration Improvement Program activities with the state and participate in other designated registration program activities, as authorized by National Headquarters.
- 4 Conduct public affairs programs within the state in coordination with the Region Director and within the scope and intent of the national programs.
- 5 Assist in and/or conduct, when requested by the Region Director, in appropriate training for uncompensated employees and members of the Selective Service Reserve Forces in the state.
- 6 Provide liaison between Selective Service and the State government, and with congressional representatives when appropriate.
- 7 Prepare for mobilization operations and other contingencies as directed.

(b) **Upon Mobilization:**

- 1 Activate State Headquarters at the provisional locations and execute state, Area Office and Alternative Service Office Readiness Plans.
- 2 Release designated RFOs to join the RHQ-TF.
- 3 Initiate tasks required to open AO/ASOs within the state.

- a Designate the geographical boundaries of the territory to be covered by each activation task force team based upon the number of available RFOs, and, in accordance with existing state plans.
 - b Advise RHQ of reporting locations for RFOs.
 - c Formulate teams and prepare mobilization information for Area Office locations.
 - d Monitor the activities of the activation teams and report progress to RHQ in accordance with Annex H, Reports, or as requested.
 - e Coordinate through NHQ/SPT/LO to acquire suitable permanent space for the expanded State Headquarters. (See Annex E).
 - f Coordinate through NHQ/SPT/HR to recruit, hire, and train the permanent civilian work force for State Headquarters.
 - g Establish central training seminars for newly hired civilian AO/ASO personnel.
- 4 Implement a statewide public affairs program to publicize and support continuing registration/induction programs. (See Annex G).
- 5 Maintain liaison with the MEPS serving the state.
- 6 Oversee the claims process to ensure uniformity of decisions by AOs and LBs. Monitor classifications on a statistical basis, refer individual cases for consideration by an Appeal Board when appropriate, and settle problems of jurisdiction among local boards within the state in accordance with SSS regulations. Initiate appeals on behalf of a registrant or on behalf of SSS when appropriate.
- 7 Manage all state operational and administrative activities. Direct and supervise assigned Area Offices and Area/Alternative Service Offices.

(5) **State Headquarters Task Force:**

(a) **In Peacetime:**

Prior to activation the State Headquarters Task Force consists of all Reserve Force Officers assigned to Detachments within the state.

- 1 Recruit, interview, and train Local and District Appeal Board Members.
- 2 Train Area Office Augmentees, if available, to reconstitute and assist with activation of Area Offices.
- 3 Refine Readiness Plans for Area Offices/Alternative Service Offices to ensure space, equipment, and supplies are available.
- 4 Identify sources for civilian new-hires.
- 5 Participate in special planning and research tasks to enhance mission capability and readiness.
- 6 Implement the registration program activities.

(b) **Upon Mobilization:**

Upon activation designated RFOs in each state will be temporarily assigned to the RHQ-TF. The remaining RFOs in each state will constitute the SHQ-TF.

- 1 RFOs report to pre-designated assignment locations at the State Headquarters.
- 2 Prepare mobilization information for each Area Office and Area/Alternative Service Office using the detailed space, equipment and personnel lists Automated Mobilization Planning System (AMPS) (Sub-System of the Central Registrant Processing Portal (CRPP software) furnished by RHQ or available on the SSS Intranet to include:

- Area Office Equipment List
- Newspaper, Radio, and TV Contacts
- Area Office Profile
 - ASO/DAB Collocated Indices
 - City/State Location
 - Workload Estimates
 - Manpower Requirements
 - Space Requirements
 - Jurisdictional Boundaries
- Alternative Service Office Profile
- Tables of Distribution and Allowance
- Area Office Personnel Requirements
- Alternative Service/District Appeal Board support, if applicable
- CRPP (AMPS) Board Member Reports
- Position Descriptions

3 Assign specific duties to team members commensurate with previous training:

- Travel and accommodations for team
- Office location and space acquisition
- Equipment/supply leasing/purchase
- Personnel recruiting/hiring

4 Establish an itinerary, timetable, milestones and communication procedures with State Headquarters.

5 Coordinate with NHQ/SPT/LO to locate sites, furniture, equipment and supplies for the Area Offices. (See Annex E.)

6 Assume operational control of Area Office Augmentees, if required.

7 Locate and purchase Agency compatible personal computer(s) to access the mobilization processing information system CRPP. (See Annex F for details.)

8 Train civilian personnel grades GS-1 through GS-9 for Area and Alternative Service Offices, as appropriate.

9 Contact board members and provide refresher training.

10 Assist and train the civilian new hires as necessary in the initial operation of the AO and ASO.

(6) **Area Offices - Upon Mobilization**

- (a) Activate AOs and execute Area Office Readiness Plans.
- (b) Ensure civilian personnel are trained as appropriate.
- (c) Contact primary and alternate Board Members and provide refresher training.
- (d) Administer actions resulting from the start of pre-induction processing orders.
- (e) Receive and process administrative and judgmental claims for deferment and exemptions. Process appeals of non-judgmental claims.
- (f) Notify LB and DAB members of times and locations for their first meetings.
- (g) Provide administrative support and guidance to LBs.
- (h) Notify registrants of board meeting dates, administrative requirements, and claim decisions.
- (i) Process appeals.
- (j) Manage operational and administrative activities within the AO.

(7) **Alternative Service Office - Upon Mobilization**

- (a) Civilian new hires assume control of the Alternative Service Office.
- (b) Contact organizations and agencies to expand Alternative Service Employer Network (ASEN) and acquire job commitments.
- (c) In conjunction with the start of inductions and completion of the appeal processes, process COs into the ASP by RSN and make job placements.

- (d) Monitor Alternative Service Worker (ASW) performance and respond to problems and requests for changes and adjustments as they occur.
 - (e) Alert DAB to ASW reassignment requests.
 - (f) See Annex N for additional information.
- (8) **Data Management Center (OP/DMC) and National Headquarters]**
- (a) **In Peacetime:**
 - 1 Develop automated systems, establish and maintain data bases, and provide automated services for the Agency.
 - 2 Interact with USMEPCOM to plan and prepare for operation of the Joint Computer Center (JCC) and the CRPP under peacetime and activation conditions.
 - 3 Receive registrations from all sources and process them into the Registrant Master File.
 - 4 Provide original and replacement registration acknowledgments.
 - 5 Support the authorized registration program activities.
 - 6 Provide management reports.
 - 7 Respond to routine inquiries from registrants and the general public concerning registration.
 - 8 Maintain a registration compliance program.
 - (b) **Upon Mobilization:**
 - 1 Implement Agency time-phased response plans and applicable portions of the USMEPCOM Mobilization Plan.
 - 2 Activate CRPP pre-induction, induction, claims, and appeals (ICA) sub-systems.
 - 3 Activate CRPP.

- 4 Support automation requirements as developed.
- 5 Establish a Technical Support Section at the DMC or NHQ to assist in resolving potential problems with the CRPP network.
- 6 Establish an Automated Registrant Integrated Processing System Control Section to support the proper execution of CRPP software.

4. **ADMINISTRATIVE SUPPORT AND PROCEDURES.**

- A. The Agency will recruit, hire and train civilian personnel under the guidance of SSS/NHQ/Support (SPT)/Human Resources (HR) policies and procedures and in accordance with Office of Personnel Management regulations
- B. See Annexes E, F, and Q, and other annexes to this Plan for administrative references and instructions.

5. **CONTROL AND COMMUNICATIONS.**

A. **Control.**

- (1) When the SSS Director has determined a limited emergency exists, the SSS NHQ and field structure is expected to continue to function at a heightened level of activity at its regular operating site with little or no disruption of established procedures.
- (2) In the event a more serious emergency, such as an attack on the nation, disrupting normal operation of the SSS, the Agency will employ provisions of the Continuity of Operations Plan (COOP). COOP provides for field reconstitution and continuation of essential functions. Further instructions on Continuity of Operations requirements can be found in Annex J.
- (3) Alternate and emergency command sites are identified in the NHQ COOP to facilitate a rapid and responsive relocation of the SSS. Agency staff will be prepared to relocate with or without orders or telework if operating sites become untenable.
- (4) Region, SHQs, and AO/ASOs alternative locations will be identified. Staffs will be prepared to relocate with or without orders or telework if existing locations become untenable.
- (5) Alternate sites for DMC operations are included in the COOP. The

JCC/USMEPCOM COOP covers DMC computer and data communication support.

B. **Communications.**

- (1) Maximum use will be made of existing mail, e-mail and instant messaging communications systems.
- (2) Implementation of readiness time-phased response plans will include initiation of the Central Registrant Processing Portal (CRPP). Use of CRPP will be governed by provisions of Annex F.
- (3) Should an attack on this nation result in disruption of normal communications, emergency procedures as provided in the COOP will be implemented.

C. **Reports.**

See Annex H.

William A. Chatfield
Director

ANNEX A

STANDARD TERMINOLOGY

This Annex explains standard terminology used by this Agency.

Activation

The process used by Selective Service to implement Readiness Plans to bring its organization field structure to full operation during a mobilization.

Area Office (AO)

A Selective Service System office that provides administrative and operational support for the Local Boards within its jurisdiction.

Area Office Augmentee (AOA)

An enlisted member of the Army Retiree Program who will be brought on Active Duty to assist the Task Force RFOs in the establishment of Area/Alternative Service Offices.

Alternative Service (AS)

Civilian work performed in lieu of military service by a registrant who has been ordered to perform in the Alternative Service Program (ASP).

Alternative Service Employer Network (ASEN)

A list of organizations and associations which would, upon activation, direct or encourage their constituent members to cooperate with Selective Service in the placement of Alternative Service Workers.

Alternative Service Office (ASO)

An office that administers the Alternative Service Program in a specified geographical area.

Alternative Service Office Manager (ASOM)

A compensated employee responsible for the administration and operations of an ASO.

Alternative Service Technician (AST)

A compensated employee of the Selective Service System responsible at the local level for the oversight of civilian work performed in lieu of induction.

Alternative Service Worker (ASW)

A registrant who has been ordered to perform Alternative Service in lieu of induction (Class 1-W).

Area Office/Alternative Service Office (A/ASO)

A collocated office providing services of an Area Office and an Alternative Service Office.

Area Office Supervisor (AOS)

A compensated employee at the Area Office with primary responsibility for all actions within that office's jurisdiction.

Automated Mobilization Planning System (AMPS)

The automated planning system which maintains current data for ready access by National/Regional planners, and produces variable information in the form of updated appendices for the AO/ASO and the State Headquarters Readiness Plans. It is a subsystem of the CRPP.

Compensated Personnel (CP)

Salaried Selective Service System employees.

Central Registrant Processing Portal) Central (CRPP) Registrant Processing Portal – a single central Web-based application that supports and consolidates all mobilization registrant processes.

Data Management Center (DMC)

The SSS facility which is responsible for operating all computer automated production systems; and which provides programming support of the registration system; provides data entry, research and error correction; provides mail processing services for all centralized applications; and, provides Agency responses to inquiries concerning registrants.

District Appeal Board (DAB)

A board of five uncompensated civilian members appointed by the Director to classify registrants whose cases have been appealed to it from a Local Board decision. Also determines ASW job reassignment requests and appeals.

Emergency Operations Center (EOC)

A central command and control point for SSS during a period of emergency activation or mobilization of the System.

Enterprise Data Center (EDC)

The automated data processing facility shared by USMEPCOM and SSS to process records of SSS registrants and Armed Forces enlistees and to receive and transmit MEPS processing dispositions. (It was formerly known as the Joint Computer Center – JCC.)

Federal Emergency Management Agency (FEMA)

The Agency which provides support for all federal time-phased (graduated) emergency preparedness, and response resources at the federal, state and local levels of government.

Health Care Personnel Delivery System (HCPDS).

The HCPDS is a SSS program, and an automated on-the-shelf system, to obtain trained and qualified civilian health care professionals for military service in the event of war or national emergency.

Integrated Mobilization Information System (IMIS)

A microcomputer-based configuration which consolidates previously separate planning systems, including the Automated Mobilization Planning System (AMPS), the Board Member Information Subsystem (BMIS), and the Reserve Forces Automated Personnel System (RFAPS), into a multi-user, rapid access, online planning capability. IMIS is a subsystem of the CRPP.

Local Board (LB)

A group of five uncompensated civilian members appointed by the Director, upon recommendation of a Governor, to act at the local level on registrant claims presented to it.

Local Board Technician (LBT)

A compensated employee of the Selective Service System at the Area Office level responsible for providing administrative and operational support to voluntary Boards within his/her jurisdiction.

Lottery

An early step in the resumption of the inductions process that would establish by random drawing the priority of call based upon the dates of birth of registrants. For a conventional draft of “untrained” manpower, a man is in the first priority group for a possible draft during the calendar year of his 20th birthday.

Military Entrance Processing Station (MEPS)

A military installation to which registrants are ordered to report for pre-induction processing to determine their acceptability for military service and for induction processing into the Armed Forces.

MEPS Liaison Personnel (MLP)

A Selective Service System representative, employed at a SSS office located in the same city as the MEPS, who is responsible for assisting with SSS-related inquiries at the MEPS.

Mobilization (MOB)

The act of assembling and organizing Selective Service resources to support national objectives in time of war or other emergencies through expansion of the U.S. Armed Forces resulting from action by the Congress and the President to stand up the Agency to conduct national conscription

National Appeal Board (NAB)

A group of three uncompensated civilian members appointed by the President to act on cases appealed to it after a District Appeal Board’s non-unanimous decision.

National Command Authority (NCA)

The civilian authority consisting of the President, the Secretary of Defense, and other key officials.

National Emergency

A condition declared by the President or the Congress by virtue of powers previously vested in them that authorize certain emergency actions to be undertaken in the national interest. Action to be taken may include partial, full, or total mobilization of national resources.

Pre-Expansion Activities (PEA)

Indicates the period of time when the President instructs SSS to begin preparing for a resumption of conscription.

Public Affairs (PA)

The sum of all planning, producing, executing, reviewing and evaluating public affairs policies, campaigns, and information programs to communicate Selective Service history, missions, roles, and requirements to audiences which include the news media, associations, organizations, industries, government agencies, legislators, the general public, and the Agency's compensated and uncompensated employees. PA includes the coordination of legislative and intergovernmental matters with Congress, and other organizations within the Executive Branch, as well as State Governments.

Random Sequence Number (RSN)

A number established by a lottery for each date of birth to determine the sequence in which registrants within an age selection group are to be selected for examination and induction.

Region Director (RD)

A SSS official responsible for administration and operations within one of the SSS Regions.

Registrant

A person registered under the Military Selective Service Act.

Registrant Information Bank (RIB)

The automated file of registrant records.

Registrant Integrated Processing System (RIPS) Manual

The processing manual containing the policies and procedures that govern the two-step, non-emergency induction system that responds to the concept of providing the first registrants to MEPS by day 193 following a return to conscription.

State Director (SD)

A person appointed by the Director on behalf of the President, upon the recommendation of a Governor or comparable executive official, to represent the Governor in all SSS matters in his/her state, territory, or possession. Upon activation, the State Director has operational control of specified SSS activities in his/her state and reports to the Region Director.

The Adjutant General (TAG)

The senior military commander of the Army and Air National Guard in each of the 50 States, District of Columbia, and Territories (Puerto Rico, Guam, and the U.S. Virgin Islands) who is responsible for ensuring the readiness, efficiency and availability of his military units and personnel for state or national needs.

Time-Phased Response (TPR)

A system for integrating readiness actions designed to respond to ambiguous and/or specific warnings. These actions are taken in the early stages of a threat to national security and are designed to maintain an adequate margin of safety and provide time for expansion of the Selective Service System in order to provide manpower as required by the Department of Defense.

“Two-Step” Registrant Processing.

Step One: SSS delivers a fixed number of registrants to each MEPS daily for processing to have their aptitude, medical, moral, and administrative qualifications determined; then all the registrants return to their home (which completes step one). Step Two: Qualified registrants will return to the MEPS for induction at a later date as determined by the SSS and the respective services.

Uncompensated Personnel (UP)

SSS employees, such as Local Board members who do not receive compensation for their services.

United States Military Entrance Processing Command (USMEPCOM)

The military organization located near the Great Lakes Naval Training Center, IL, responsible for command of MEPCOM sectors and Military Entrance Processing Stations (MEPS).

ANNEX B

INTERACTING AGENCIES

This Annex lists the interacting agencies that provide support to the SSS during mobilization.

Upon mobilization, certain government agencies and commercial organizations may be able to provide assistance the SSS. Additionally, the SSS is required to contact and notify certain federal agencies. In addition to the listing below, there is also a listing of agencies and their contact information maintained at the SDs Portal located at <https://mobilize.sss.gov/InfoCollect/>. The below list includes federal agency contact information primarily for the Washington D.C. metropolitan area

Headquarters Department of Army
(HQDA) Army Operations Center
(703) 695-5505

Department of the Interior
Deputy Secretary
(202) 208-4203

Dept of Agriculture
Office of Secretary
(202) 720-3631

Department of Justice
Office for Domestic Preparedness
(800) 368-6498

Department of Education
Office of the Under Secretary
(202) 205-29694

Department of Labor
Emergency Coordinator
(202) 219-8581x103

Army Corps of Engineers
Emergency
Response Division
(202) 761-1001

Department of State
Office of Under Secretary
(202) 647-1500

Department of Health and Human
Services Office of Preparedness and
Emergency Operations
(202) 205-8387

Department of Transportation Office of
Assistance Secretary for Administration
(202) 366-2332

Department of Housing and Urban
Development Office of Security and
Emergency Planning
(202) 708-4022

Government Printing Office
(202) 512-0000

UNICOR (FCI -Federal Printing)
Federal Prison Industries
1100 River Rd, Hopewell, VA 23860
(804) 733-7881

Federal Bureau of Investigation
Facilities and Logistics Services Division
(202) 324-2875

Federal Emergency Management
Agency Emergency Coordinator
(202) 646-4006

General Services Administration
Emergency Coordinator
(202) 501-0012

Federal Technology Service
(800) 488-3111

GSA Regulatory Information Service
Center 202) 482-7340

Office of Mgmt and Budget
(202) 395-3080

Office of Personnel Management
Emergency Actions Group
(202) 606-1969

Social Security Administration
Emergency Coordinator
(800) 772-1213

Internal Revenue Service
HCPDS Coordinator
(800) 829-4933

United States
Postal Service
Delivery and Retail Services
(202) 268-6500

United States
Postal Service
Emergency Preparedness
(202) 268-5394

United States Postal Service
Materials Distribution Center (MDC)
Supply Management Operations
500 SW Gary Ormsby Dr.
Topeka, KS 66624-9998
(785) 861-2811

U.S. Postal Service
International Business
(202) 292-3834

Office of Veterans Affairs
Office of Management
(202) 273-5588

U.S. Coast Guard
Crisis Action Center
(202) 267-2101

National Archives
and Records Administration
(301) 837-3050

Army

Military District of Washington
Deputy Officer
(202) 695-6828

Commander, Personnel Services
Division
(703) 696-8791

U.S. Army Reserve
Personnel Center Mobilization
(314) 592-0407

National Guard Bureau

Command Center
(703) 607-9350

DC Only
(202) 433-7320

Chief, Analysis Branch
(703) 607-7505

Navy
(703) 695-0231

Director of Naval Reserve (703) 695-
5353

Naval Readiness Command VI
(202) 433-7594

Duty Phone
(202) 433-3822

Commander, Naval Reserve Center
(301) 394-5800
Adelphi, Maryland
(301) 394-5821

Marine Corps
Command Center (703) 695-7366

Deputy Chief of Staff for Reserve Affairs
(703) 614-8003

U.S. Marine Corps Reserve Personnel
Center (816) 843-3022

Air Force

Command Center (703) 695-2279

Office of Air Force Reserve
(703) 697-6375

Air Reserve
Personnel Center
(303) 676-6319
or 1-800-525-0102

Coast Guard

Command Center
(202) 267-2100

Headquarters
Coast Guard
(202) 267-0570

ANNEX C

READINESS TIMETABLE CALENDAR OF EVENTS

This Annex establishes the timing and sequence of events upon mobilization. The times and precise sequences are subject to change. This Annex includes a mobilization timeline plus a timing and sequence listing of events for the claims and appeals process.

<u>Day</u>	<u>Events</u>
PEA*	The President asks Congress for the authority to induct.
PEA	Congress amends Section 17(c) of the Military Selective Service Act (MSSA) to authorize the President to induct personnel into the Armed Forces.
PEA	Congress amends the existing appropriations language to permit use of existing funds for activation and induction purposes and provide additional funds.
PEA	SSS alerts parent services of those RFOs to be called to active duty with SSS upon mobilization.
1-5	RFOs upon receipt of parent service orders begin to report to RHQs or SHQs. State Directors are activated. Selective Service State Headquarters (SHQ) are opened under an established agreement with the Department of Defense to make available selected National Guard Armory facilities and equipment. ADP linkup process commences in accordance with Annex F of the appropriate Readiness Plan. State Headquarters submit reports to Region Headquarters (RHQ) as outlined in Annex H of the appropriate readiness plan. Central Registrant Processing Portal (CRPP) available on Internet. Selective Service RFOs augment staffs of National and Region Headquarters.

6-45

Area Office Augmentees (AOAs) are contacted to report for duty, if required and available.

Board Members are activated from standby status.

RFO Task Forces at each State Headquarters (SHQ) coordinate with National Headquarters Support/Logistics Division (NHQ/SPT/LO) to locate sites for Area Offices identified in Annex I of the Area /Alternative Service Office Readiness Plan (ARP).

RFO Task Forces at each SHQ coordinate with NHQ/SPT/Human Resources Division (HR) to begin process to staff Area/Alternative Service Offices and to augment State Headquarters.

RFO Task Forces coordinate with NHQ/SPT/LO to acquire furniture, equipment and supplies as identified in Annex E of the appropriate Readiness Plan.

RFO Task Force at each RHQ coordinates with NHQ/SPT/HR to begin process to expand RHQ staff, and with NHQ/SPT/LO to acquire additional space, furniture, equipment and supplies to expand, or if necessary, relocate the RHQ.

RFO Task Force at each RHQ prepares to conduct consolidated training for prospective Area Office Supervisors acquired through the military services, emergency hiring authority, or through temporary employment agencies.

Lottery held and results are entered into the Agency's data base.

ADP capability is available at AOs/ASOs (Coordinate w/SPT/LO).

46-85

Training for Civilian New Hires initiated.

Initial/Refresher training for Board Members initiated.

Preparations for issuance of pre-induction examination orders begin.

Area Offices become operational.

Local Boards become operational.

AOAs return to Department of Army control (if utilized by SSS).

- First notices for pre-induction
- 85-100 First registrants report to MEPS where they are given physical, mental, and moral evaluations and results are returned to the Selective Service System.
- First registrant claims are received at Area Offices.
- CRPP Implemented.
- First Local Board meetings are held.
- District Appeal Boards are activated.
- National Appeal Board is activated.
- Alternative Service Offices become operational.
- 101-150 First District Appeal Board meetings held.
- First National Appeal Board meetings held.
- 151-193 Pre-induction processing and claim and appeal actions continue.
- First induction notices mailed by day 183.
- The first inductees report to military reception centers not later than day 193 for processing and subsequent assignment to military training bases.
- Operations will continue until the President or Congress mandates changes.
- 270 RFOs return to their previous SSS detachment, unless otherwise directed by their parent service.

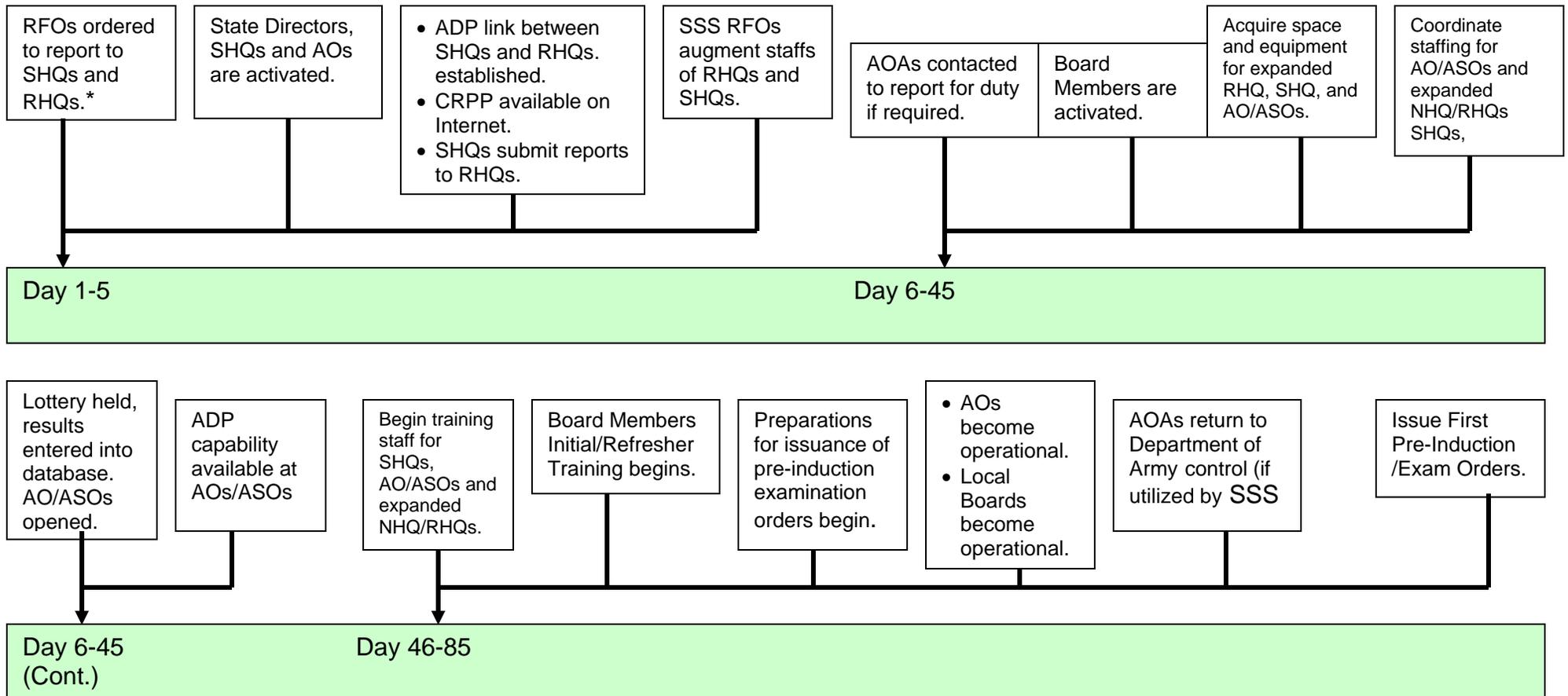
*Pre-Expansion Activities

Pre-Expansion Activities

- President asks Congress for authority to induct.
- SSS activates SSS Crisis Action Package to assist Congress to amend Section 17(c) of MSSA.
- Congress amends the existing appropriations language to permit use of existing funds for activation and induction purposes and provides additional funds.
- SSS coordinates with RFOs' parent service to ensure active duty orders for mobilization.
- A more extensive listing of PEA can be found in Annex O – Checklists.

Mobilization Timeline

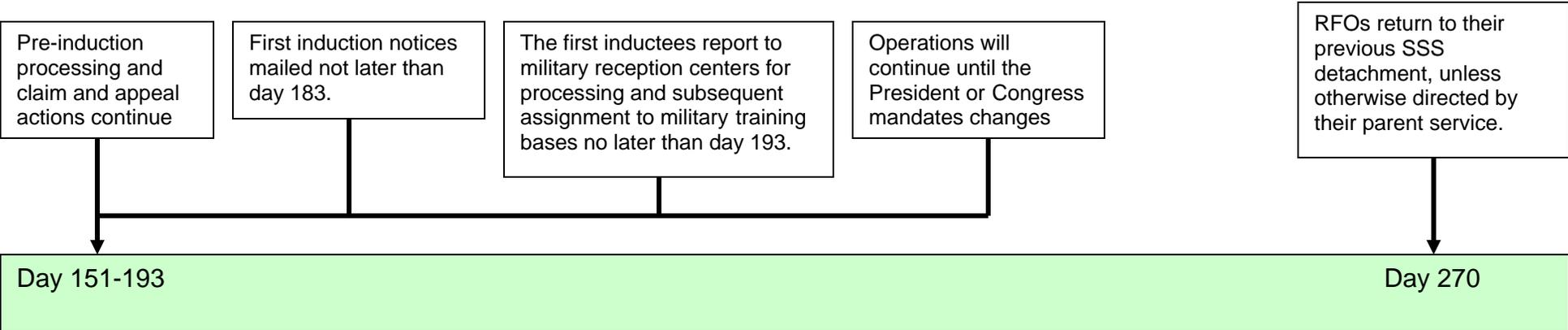
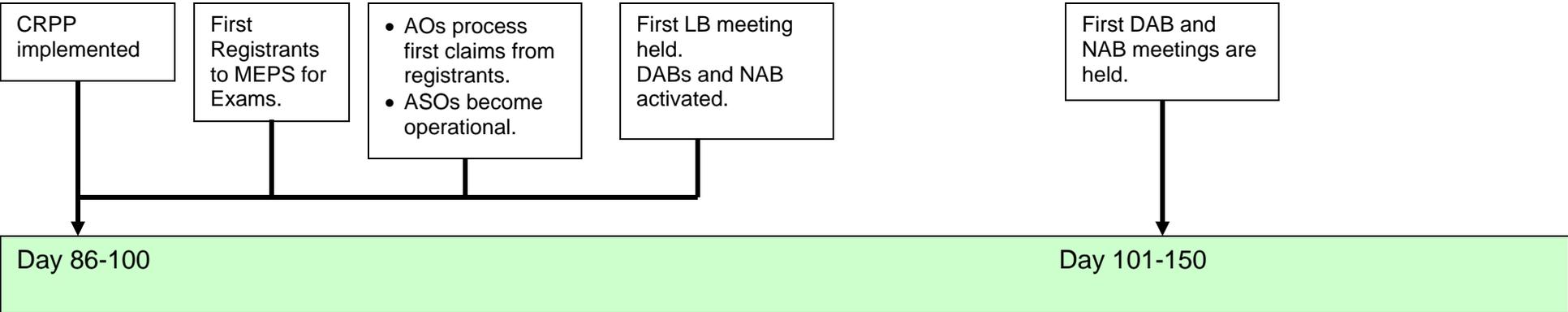
This is a general timeline for mobilization based on first registrants reporting to MEPS not later than 193 days from start of mobilization. Times are subject to change according to DoD requirements. The sequence of events will remain as displayed.



* = Contingent on RFOs first receiving active duty orders from their parent service.

Mobilization Timeline (Continued)

This is a general timeline for mobilization based on first registrants reporting to MEPS not later than 193 days from start of mobilization. Times are subject to change according to DoD requirements. The sequence of events will remain as displayed.



TIME PHASED RESPONSE
Count Down of Days

For Class 1-O Claimants Only: (Assumption is registrants file claims electronically or by mail).

<u>Day</u>	<u>Activity</u>
95-85	<p>Pre-induction examination orders listing designated Military Entrance Processing Station (MEPS) mailed to registrants.</p> <p>Orders received and possibility of requests coming into Area Offices from Conscientious Objectors (COs) requesting waiver of examination and 1-O claim.</p> <p>Claim Documentation Form mailed to registrant or received electronically.</p> <p>Form received by registrants. Documentation returned electronically or by mail to Area Offices.</p> <p>10-day notice of personal appearance and meeting sent to registrants.</p>
104-114	<p>First meeting of Local Boards to determine 1-O claims</p> <p>Notice of decision sent to registrants by the Area Office.</p> <p>Notice received by registrants; if claims denied, could request appeal.</p> <p>Registrant File Folders for appellants electronically available for District Appeal Boards (DABs).</p> <p>Notice of personal appearance and meeting sent to registrants.</p>
114-119	<p>First DAB meetings held.</p> <p>Decision sent to registrants by Area Office.</p> <p>Decision received by registrants. If denied and non-unanimous vote, could request appeal to the National Appeal Board (NAB).</p> <p>Registrant File Folders for appellants electronically available for NAB.</p>

TIME-PHASED RESPONSE
Count Down of Days

For all claimants other than Class 1-O:

<u>Day</u>	<u>Activity</u>
76-88	<p>Pre-induction examination orders listing designated MEPS mailed to registrants.</p> <p>Registrants report to MEPS.</p> <p>MEPS reports to SSS on qualification of registrants.</p> <p>Results of examination mailed to registrants.</p> <p>Registrant receives notice, and if qualified, could request reclassification.</p> <p>Claim Documentation Forms mailed (10 days allowed to respond).</p>
93-103	<p>Registrants receive form(s).</p> <p>Registrants could return documentation electronically or by mail to Area Office.</p> <p>Area Office would make decision on administrative claims and refer judgmental claims to Local Board.</p> <p>Administrative claim results sent to registrants from Area Office.</p>
104-114	<p>If denied an administrative claim, registrants could request appeal to Local Board.</p> <p>If Local Board denies a judgmental claim or renders a non-unanimous denial of an administrative claim, registrants could appeal to the DAB.</p> <p>Registrant File Folders for appellants electronically available for DAB.</p>

ANNEX D

READINESS PROCEDURES

This Annex specifies National Headquarters (NHQ) staff responsibilities for each priority action. A list of acronyms used in this Annex appears following the list of priority actions. The following actions are not listed in priority order:

<u>PRIORITY ACTIONS</u>	<u>STAFF ACTIONS</u>	<u>LEAD</u>
Submit induction and funding legislation	GC, PIA, SPT/FM	GC
Track legislation in Congress	PIA	PIA
Coordinate liaison with Congress, the Executive Branch and Intergovernmental Agencies, and keep the general public informed of SSS mobilization activities	PIA	PIA
Issue alert notification system-wide	OP/PRT	OP/PRT
Direct and oversee Agency mobilization	D, OP	OP
Request Military Services Issue Order to Report for Active Duty to Reserve Force Officers (RFOs)	SPT/HR	SPT/HR
Activate procurement of personnel/ payroll/accounting/budget ADP equipment	OP/IT, SPT/FM, SPT/HR, SPT/LO	OP/IT
Procure needed space, equipment, furniture, and supplies	SPT/LO	SPT/LO
Monitor hiring process	RDs, SPT/HR	SPT/HR
Mail GSA credit cards to State Headquarters (SHQ)	SPT/LO, RDs	SPT/LO
Expand DMC operations	OP/DMC, SPT/LO SPT/HR	OP/DMC

<u>PRIORITY ACTIONS</u>	<u>STAFF ACTIONS</u>	<u>LEAD</u>
Conduct lottery	OP/REG, PIA	OP/REG
Enter results of lottery into SSS DMC database	OP/IT	OP/IT
Submit regulations	ALL	GC
Set up operations center to provide: - mobilization status reports - monitor activities system-wide - provide daily briefing for Director	ALL	OP
Activate Central Registrant Processing Portal	OP/IT, OP/DMC	OP/IT
Setup Area Offices (AO)/Alternative Service Offices (ASO)	SPT/LO, OP/IT RDs, SDs, OP/PRT	RDs
Develop Alternative Service Employment Network (ASEN)	OP/AS	OP/AS
Monitor employment of Alternative Service Workers (ASWs)	OP/AS	OP/AS
Issue pre-induction processing orders	OP/DMC, OP/IT	OP/DMC
Activate Boards (Local, Appeal)	OP/PRT, RDs	OP/PRT
Issue induction orders	OP/DMC, OP/IT	OP/DMC
Submit supplemental budget	ALL	SPT/FM
Review COOP procedures	ALL	OP/PRT
Note: Per Annex K, HCPDS will be activated only after legislation has been enacted. Once enacted, the following are included as priority actions:		
Activate HCPDS Internet Registration	OP/DMC, OP/IT PIA	PIA, OP/DMC

PRIORITY ACTIONS

STAFF ACTIONS

LEAD

Negotiate agreements for backup support during mass HCPDS registration

SPT/LO, OP/REG, OP/IT, OP/DMC, GC

OP/REG

ACRONYMS

ADP	Automated Data Processing
COOP	Continuity of Operations
D	Director of the Selective Service System
HCPDS	Health Care Personnel Delivery System
GC	General Counsel
OP	Operations Directorate
OP/PRT	Operations Directorate/Planning, Reclassify and Training Division
OP/REG	Operations Directorate/Registration Division
OP/AS	Operations Directorate/Alternative Service Division
OP/IT	Operations Directorate/Information Technology Division
OP/DMC`	Operations Directorate/Data Management Center
PIA	Public and Intergovernmental Affairs Directorate
RDs	Region Directors
SDs	State Directors
SPT/FM	Support Directorate/Financial Management Division
SPT/LO	Support Directorate/Logistics Division

ANNEX E

ADMINISTRATION

This Annex provides guidance and information on the logistical procedures for mobilization of the Agency’s field elements. The proponent for this Annex is the Support Services Directorate, Logistics Division (SPT/LO).

Upon authorization by Congress and the President, the Selective Service System (SSS) is responsible for furnishing trained and untrained personnel for induction into the U.S. Armed Forces as determined by the Department of Defense (DoD). This will require the acquisition of additional facilities, equipment, supplies, and other logistical and administrative services.

SPT/LO will notify the General Services Administration (GSA) to request general purpose space needed for operation during a mobilization.

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ADMINISTRATION

1. GENERAL.

- a. Upon mobilization, the SSS will expand to fulfill the Agency's mission. The Region Headquarters (RHQ) will expand, State Headquarters (SHQ) will begin temporary operations in National Guard Armories in their state, and Area Office (AOs) and Alternative Service Offices (ASOs) will be established.
- b. Local law enforcement officials and the Federal Protective Services (FPS) are to be notified of increased SSS operations.
- c. SSS staff at all levels are to become and remain familiar with Agency Directive series 700 (Administrative Services).

2. SPACE.

- a. SPT/LO will notify the General Services Administration (GSA) to request general purpose space need for operation under and activation scenario. Space assignments are defined in the in the Code of Federal Regulations. Region and State Headquarters have computed space requirements for full operations.
- b. Utilization of leased space must comply with all applicable laws and regulations, including, but not limited to the Competition in Contracting Act, Federal Property Management Regulations, FPMR Executive Orders 12072, 13006, Davis Bacon Act, and the GSA Acquisition Regulations.
- c. SPT/LO Point of Contact

General Services Administration
Emergency Coordinator
(202) 501-0012

3. EQUIPMENT, FURNITURE, AND SUPPLIES.

- a. To accommodate the Agency's expansion during mobilization SPT/LO will direct procurement actions according to Federal Acquisition Regulations (FAR). Existing and additional property/equipment will be used as well as

additional required supplies. Furniture and equipment lists will remain on file at National Headquarters (NHQs), Region Headquarters (RHQs), and provisional State Headquarters (SHQs).

- b. During the early stages of mobilization, all elements of the Selective Service System (SSS) must function with the property and equipment on hand, thus peacetime planning for space and equipment must consider readiness strength and expanded hours of operation.
 - (1) National and Region Headquarters readiness plans will identify furniture and equipment required for mobilization based upon anticipated expanded operations.
 - (2) State Headquarters readiness plans will consider locations at various armories or drill sites and equipment available upon mobilization, and will determine furniture and equipment requirements for permanent State Headquarters operations.
 - (3) Area Office readiness plans will identify items of furniture and equipment necessary for full operation at permanent Area Office locations.
- c. Readiness plans at each level will include planning guidance, equipment requirements, on-hand assets, and additional items, which will be needed upon mobilization. When possible, a schematic or drawing showing space and equipment layout will be included, as will a list of possible sources for supply.
- d. Procurement of furniture and equipment for expanded Headquarters operations is essential. All procurement actions will be made in accordance with Federal Acquisition Regulations (FAR).
- e. Equipment and supplies will be procured from available government stocks or through existing government contracts from the following sources listed in descending order of priority:
 - (1) Excess personal property, and Agency and other federal agencies excess inventories.
 - (2) Federal Prison Industries - UNICOR products that are made by Federal Prisons.
 - (3) Schedule of blind-made products - from a qualified nonprofit organization for the blind or other severely handicapped persons.

- (4) Wholesale supply sources, such as General Services Administration (GSA) stored stock, and the Defense Logistics Agency (sole manager for selected items).
- (5) Mandatory Federal Supply Schedules.
- (6) Federal Supply Schedule contracts (procurement).
- (7) Optional commercial sources.

4. **PHYSICAL SECURITY.**

- a. Arranging for increased physical security in Agency locations is a matter of priority during mobilization. Local law enforcement officials and the nearest office of the Federal Protection Services (FPS) should be notified of increased Agency operations.
- b. RDs must ensure security plans are available for RHQs, SHQs, and AOs. RDs must remain in constant communication with NHQ personnel for instructions, and plan to operate at alternate locations if hostile actions or security concerns require location.
- c. RDs must be aware of any events, demonstrations, or other disruptive actions at SHQ, AO, and AO, and ASO locations. Reinstatement of the draft may cause resistance by groups or individuals to include.
 - Vocal opponents of registration (Anti-war and religious groups etc).
 - Coalitions of “professional activists.”
 - Conscientious objectors.
 - Marches or obstructing entrances (sit down, pray-in, human chair, etc).
 - Chaining or handcuffing to immobile fixtures.
 - Burning SSS letters or documents or other facsimiles
 - Ordinary violence.
- d. Increased physical security in Agency locations is imperative during activation to protect personnel and property. Special emphasis will be placed upon security for ADP equipment, including terminals and software, to protect against theft, deliberate destruction, or penetration of data systems.

5. **POSTAL SERVICES.**

- a. During mobilization or sudden return to induction, postal service requirements will increase significantly. Each location will advise local Postal authorities to anticipate a significant increase in mail. SPT/LO will expand express mailing service.
- b. The United States Postal Service (USPS), Merrifield, Virginia Headquarters, will be notified by National Headquarters (NHQ) of SSS mobilization and advised that throughout the country SSS mail volume and types will increase significantly. USPS, Merrifield, Virginia will alert their Supply Centers of increased forms mailings.
- c. Postal authorities supporting each Agency level should be notified of the SSS mobilization, and advised that changes can be anticipated in mail volume and types over the next several months, to include mailings of forms and official Agency mail.
- d. Region Headquarters and the Data Management Center (DMC) should arrange for high volume mail receipts where indicated. Streamlined handling and sorting procedures should be developed in checklist format. The ZIP + 4 Code for dedicated delivery will be incorporated wherever possible.
- e. Once activated, Area Offices (AO) will establish contact with local post offices to advise them of hours of operation and volume of mail anticipated. The amount of mail to be received can be predicted based on the workload projections contained in Annex I to the various readiness plans.
- f. Some form of express mail service for field offices will be immediately established to send mail to Region and State Headquarters, the DMC, and to National Headquarters. Three categories of USPS Express Mail Service may be available in State Headquarters and/or Area Office cities. These categories are:
 - ◆ Express Mail Same Day Airport Service
 - ◆ Express Mail Next Day Service
 - ◆ Express Mail Custom Designed Service
 - (1) Forms and mailing instructions differ for each category. Local Postal authorities can advise if express mail services are available. Forms and mailing instructions for each express mail category should be obtained from local postal authorities.
 - (2) Express Mail Custom Designed Service will not be used without prior approval from National Headquarters.

- g. If USPS Express Mail Service is not available, a commercial express mail service should be used (e.g., Federal Express) after approval has been granted by National Headquarters.

6. EXPENDABLE SUPPLIES.

- a. National and Region Headquarters (RHQ) will operate with accelerated supply procedures. On-hand supplies should suffice for an initial 30-day period.
- b. State Headquarters will initially operate with the on-hand supplies of the SSS Army National Guard (ARNG) Detachment until an SHQ Government wide commercial purchase card is obtained and resupply procedures from NHQ are implemented.
- c. GSA Customer Supply Centers (CSC)
 - (1) SPT/LO supply procedures will be accelerated. GSA Customer Supply Centers will purchase office equipment through various formats (i.e. catalog, telephone, walk-ins, etc). Pre-determined purchase lists will be developed for immediate mobilization and initial office set-up.
 - (2) The Federal Property Management Regulations (FPMR) require that acquisition of general supply items for mission needs be limited to the lowest cost item, which will adequately serve the functional end-use purpose. GSA has established a network of CSCs to provide cost-effective retail supply support for common use items in all areas of the continental U.S., as well as Alaska, Hawaii, and Puerto Rico.
 - (3) CSC customers are supported through use of a catalog, simplified telephone ordering and quick shipment of supplies to the ordering activity. Agencies can place orders by phone, in person, or by mail using a simplified order form. Phone and walk-in customers receive immediate information on item availability. If an item is temporarily out-of-stock, the customer is informed of available substitute items. The order is processed and the merchandise selected, packed, and sent on its way via mail or small parcel carrier by the next business day. In emergency situations, the customer may pick up an order at the CSC.
- d. Additional expendable supplies may be purchased locally at Region, State, and Area Office levels as necessary with the GSA purchase card.

7. ACQUISITION OF VEHICLES.

- a. Upon mobilization, SPT/LO will identify vehicles needed for transportation at field locations, and develop a Memorandum of Understanding (MOU) with GSA to address additional Agency needs. If necessary, vehicles can be obtained from commercial sources.
- b. State Headquarters are not normally authorized vehicles during peacetime; therefore, readiness planning should include procedures for procuring a GSA vehicle or rental car using the purchase smart pay order card.
- c. Transportation requirements at the Area Office level should be met in the most expedient way possible within the following guidelines:

Use of Privately-Owned Vehicles (POV) is authorized. The owner/operator will be reimbursed. In those instances where the Area Office Supervisor does not have a POV at his or her disposal, if long-term leasing of a vehicle is considered necessary, requests will be forwarded to Region Headquarters for action.

8. FORMS AND STATIONERY.

- a. During mobilization, administrative forms/stationery supplements will be distributed in small quantities to the SHQs by their RHQs. Most forms/stationery supplements are available on the SSS Intranet.
- b. Required SSS stationery will be available in small quantities from Region Headquarters. Administrative forms supplemental packets will be distributed to Detachments to be held for activation. Most forms and stationery can be reproduced on an office copier. Local print shops may be used to print copies from the initial supply if the total value of the printing requirement does not exceed \$1,000. Accountable forms may not be reproduced. <http://online2/online/forms/regional%20forms>.
- c. Supplies of standard and optional forms should be procured from GSA Sales Stores, or downloaded for local printing from <http://www.gsa.gov/forms>.
- d. The listing of required forms will be reviewed annually. Region Headquarters will request additional forms from NHQ and will redistribute new or revised forms to the Area Office Readiness Plan (ARP) and State Headquarters Readiness Plan (SRP) packets. Claim for reclassification (SSS Form 9) will be acquired and distributed to post offices by NHQ as well as on the SSS

Web site www.sss.gov .

- e. State Headquarters personnel will ensure that the packets of administrative forms are maintained current at all times.

9. **IDENTIFICATION CARDS.**

Upon mobilization, ID cards will be distributed to new personnel, both General Schedule and Contractors. The current ID card provider will be advised of Agency increased need by SPT/LO. Directors are authorized to sign forms for these cards.

10. **PROCUREMENT ACTIONS.**

- a. Request for a procurement action must begin by the completion of a request form to be input into the Oracle Federal Financial (OFF) system. An authorized SSS employee with knowledge of services, equipment, or supplies may initiate a requisition. Authorized dollar thresholds will be set and purchases will comply with the Federal Acquisition Regulation (FAR).
 - (1) The budget code information must be in accordance with the current Fiscal Year Budget Guidance.

b. Procurement Dollar Authorizations.

- (1) Region Headquarters. If a request for supplies, equipment, or services requires a procurement document in excess of \$100,000.00 the request must be forwarded to National Headquarters for action.

Should the request require a procurement document equal to or less than this amount, the Region Headquarters Procurement Officer will follow established Federal Acquisition Regulation (FAR) procedures to procure the item(s).

- (2) State Headquarters or Area Office. If a request for supplies, equipment, or services exceeds the authorized dollar threshold (currently \$3,000.00) the State Director, Area Office Supervisor, or Alternative Service Manager must forward the request to Region Headquarters for action.

If the request is equal to or less than the authorized dollar threshold (currently \$3,000.00), the State Director, Area Office Supervisor or Alternative Service Office Manager is authorized to use the GSA Smart Pay purchase card to make an open market commercial purchase.

NOTE: The Agency Contracting Officer has the authority to raise the authorized dollar threshold on GSA Smart Pay purchase card.

- c. The purchase card is specifically designed for Government use. It is for over-the-counter and telephone transactions in the same manner as personal credit cards. When merchants accept the cards for a Government purchase, they collect payment through channels already established by the contractor/bank in turn, collects payment directly from the government.
 - (1) Purchases made with the purchase card are subject to the Federal Acquisition Regulations (FAR), including the requirement to provide accompanying documentation. The FAR is the primary regulatory system used for all Federal Government Procurement Actions. The FAR supplemented by civilian and defense FAR supplement (DFARS), which contains congressional mandates specific to the Department of Defense. In addition to the FAR and agency supplements, there are other statutes, executive orders, comptroller general decisions, and judicial precedents and decision that impact the contracting process. Relevant parts of the Treasury Financial Manual are also applicable.
 - (2) A Smart Pay purchase card will be issued to all authorized employees within three days of mobilization/
- d. U.S. Tax Exemption Certificates (SF-1094) are only to be used in conjunction with the Smart Pay Card when the amount of tax exceeds \$1.00. These certificates are stocked in the National Headquarters Financial Management Division (SPT/FM).

NATIONAL HEADQUARTERS (SAMPLE) EQUIPMENT LIST

RG	ST	OFC	DESCRIPTION OF PROPERTY	CURR	REQ'D	DIFF
				QTY	QTY	QTY
1	VA	D	AUTOPEN MODEL 80	1	1	0
1	VA	D	BOOKCASE	4	4	0
1	VA	D	CABINET/CHEST STORAGE	3	3	0
1	VA	D	CHAIRS	43	43	0
1	VA	D	CHAIR, STACKABLE PLASTIC & METAL	12	12	0
1	VA	D	COAT RACK/TREE WOOD	2	2	0
1	VA	D	COPIER/KONICA MODEL 7823	1	1	0
1	VA	D	COPIER/CANON MODEL J00560	1	1	0
1	VA	D	COUCH FABRIC	1	1	0
1	VA	D	CPU	5	5	0
1	VA	D	CREDENZA WITH HUTCH	5	5	0
1	VA	D	DESK EXECUTIVE DOUBLE PEDASTAL	3	3	0
1	VA	D	WOOD 40X6			
1	VA	D	EASEL METAL	1	1	0
1	VA	D	FAX MACHINE	1	1	0
1	VA	D	FILE CABINET	2	2	0
1	VA	D	FLAG STAND	7	7	0
1	VA	D	FLAG (AIR FORCE)	6	6	0
1	VA	D	FLAG (ALABAMA)	1	1	0
1	VA	D	FLAG (ALASKA)	1	1	0
1	VA	D	FLAG (ARIZONA)	1	1	0
1	VA	D	FLAG (ARKANSAS)	1	1	0
1	VA	D	FLAG (ARMY)	1	1	0
1	VA	D	FLAG (CALIFORNIA)	1	1	0
1	VA	D	FLAG (CANAL ZONE)	1	1	0
1	VA	D	FLAG (COAST GUARD)	1	1	0
1	VA	D	FLAG (COLORADO)	1	1	0
1	VA	D	FLAG (CONNECTICUT)	1	1	0
1	VA	D	FLAG (DELAWARE)	1	1	0
1	VA	D	FLAG (DISTRICT OF COLUUMBIA)	1	1	0
1	VA	D	FLAG (FLORIDA)	1	1	0
1	VA	D	FLAG (GEORGIA)	1	1	0
1	VA	D	FLAG (GUAM)	1	1	0
1	VA	D	FLAG (HAWAII)	1	1	0
1	VA	D	FLAG (IDAHO)	1	1	0
1	VA	D	FLAG (ILLINOIS)	1	1	0
1	VA	D	FLAG (INDIANA)	1	1	0
1	VA	D	FLAG (IOWA)	1	1	0
1	VA	D	FLAG (KANSAS)	1	1	0
1	VA	D	FLAG (KENTUCKY)	1	1	0
				1	1	0

ANNEX F

INFORMATION TECHNOLOGY

This Annex presents an overview of the current automated data processing capability and requirements, and provides readiness planning guidance for subordinate plans. The proponent for this Annex is the Operations Directorate Information Technology Division.

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INFORMATION TECHNOLOGY

1. SITUATION.

a. General.

- (1) In peacetime, the primary methods of communication between the National Headquarters (NHQ) and the field elements are telecommunications and the postal services. During mobilization, more automated means with a higher degree of reliability are required.
- (2) There are three categories of information processing systems:
 - Document preparation, correspondence management, and statistical analysis.
 - Processing and support related to registration, induction, claims, appeals, alternative service, and compliance.
 - Administrative programs for payroll, financial accounting, property accounting, procurement and personnel (compensated civilians, Reserve Force Officers [RFOs], and uncompensated civilians), and for news releases.

b. Purpose.

- (1) To define the Information Technology (IT) and communications systems in use.
- (2) To provide planning guidance and operational concepts for integration of IT support systems during activation.

c. Scope.

Applicable to managers of IT resources currently in use, under development, or planned.

d. Assumption.

Warning for national security emergencies will be available sufficiently in advance of a crisis to permit advance planning.

2. **MISSION.**

To provide integrated IT support for current Agency operations and plan for expanded registrant processing functions, document and correspondence preparation, and administrative processing.

3. **EXECUTION.**

a. **Concept of Operations.**

- (1) The Agency will activate its field structure through execution of subordinate readiness plans.
- (2) The process of furnishing manpower to the Department of Defense (DoD) will begin with a lottery and issuance of induction orders.
- (3) Area Offices (AOs) and Alternative Service Offices (ASOs) space will be located in pre-designated cities and equipped and staffed to begin processing claims and postponements.
- (4) Manpower, consisting of RFOs and Area Office Augmentees, will begin transition to a largely civilian workforce.
- (5) The NHQ will continue to expand to full operational status with full networking capability.

b. **Requirements.**

- (1) Readiness Planning. Maintain a readiness planning system able to support activation requirements. The Central Registrant Processing Portal (CRPP)/ IMIS (Integrated Mobilization Information System) will encompass the following functionality, described separately herein for clarity.

- **CRPP/IMIS (AMPS):** Automated Mobilization Planning System
- **CRPP/IMIS (RFAPS):** Reserve Forces Automated Personnel System
- **CRPP/IMIS (BMIS):** Board Member Information System

- (2) Registrant Management. Provide a registrant processing system which includes peacetime registration and data maintenance; registration compliance; readiness support including examination processing, induction, claims and appeal processing; alternative service support; and health care personnel processing. Systems are:
- **Lottery:** Automated Lottery System
 - **RIMS:** Registrant Information Management System
 - **CRPP:** Central Registrant Processing Portal (includes Health Care Personnel Delivery System -HCPDS)
- (3) Area/Alternative Service Office Operations. Provide an automated transaction system to support the AOs and ASOs with the capability to interface with the Enterprise Server systems: RIMS, ARIPS, HCPDS, and the Joint Computer Center (JCC). The CRPP/IMIS will encompass the following functionality, described separately herein for clarity.
- **CRPP (TIRMS):** Central Registrant Processing Portal – Reclassification Functionality
 - **CRPP (ASPS):** Central Registrant Processing Portal -Alternative Service Processing Functionality.
- (4) Payroll and Personnel. Maintain a system able to support payroll and personnel programs during peacetime and able to expand to support conversion to a civilian workforce. Primary system is:
- **FPPS:** Federal Payroll and Personnel System
- (5) Fiscal Operations. Provide automated financial, procurement, and property accounting systems to support readiness requirements. Primary system is:
- **Oracle Financial Management System**
- (6) Public Affairs (Press Release Support). Provide automated support for Public Affairs. Primary system is:
- **CRPP/IMIS (APRS):** Automated Press Release System

c. **Procedures.**

(1) Ensure that all planning data are consistent across the interrelational data bases and maintained in a high state of readiness.

(a) **CRPP/IMIS (AMPS)**. The Automated Mobilization Planning System maintains the readiness planning data and produces automated annexes and appendices from variable data for Area Office, Alternative Service Office and State Headquarters plans. This variable data is maintained in the AMPS location table, and to be available on the Agency Intranet, where all office locations, including their types and codes reside, defining the Agency structure. Directors' personnel information also resides in AMPS.

AMPS interfaces with other CRPP/IMIS functionality, BMIS and RFAPS, maintaining Local and Appeal Board locations for Board Members, and Mobilization and post-mobilization assignments for RFOs; as well as linking RFO, AO and ASO Supervisors with the Local and District Appeal Boards they oversee. AMPS is managed by the NHQ Operations Directorate's Planning/Reclassify/Training Division.

- **Peacetime:**

- Maintained on a Windows-based Web Server system.
- Input via Web Browser interface to application.
- Output may be directed to NHQ or Region Headquarters (RHQ).
- Generates Readiness Plan Annexes (to be developed) and Assignment Letters for Area Office Augmentees.
- Data entered by NHQ/RHQ users. Operations Staff (OP/PRT & OP/IT) updates the ZIP Code Table and the Location Table, and all AO/ASO data.

- **Mobilization:**

- Produce updated annexes (to be developed), and post on the Agency Intranet, for subordinate

plans.

- Expand CRPP/IMIS system to accommodate State Headquarters (SHQ) users.
- Produce management reports for SHQ Staff.
- Utilize electronic mail for Command, Control, and Communications (C³).
- Maintain Area Office Augmentees data until Day 76, or as directed.
- NHQ/Operations Staff (OP/PRT & OP/IT) continues to update the Location tables and the Zip Code Tables, and all AO/ASO data.

- (b) **CRPP/IMIS (RFAPS)**. Reserve Forces Automated Personnel System (RFAPS) maintains the personnel records for RFO's assigned to the Agency. RFAPS is managed by the NHQ Support Services Directorate.

RFAPS is sub-system within CRPP/IMIS that interfaces with other sub-systems BMIS (which has the Local and District Appeal Boards overseen by RFO AO and ASO Supervisors) and AMPS (which has the mobilization and post-mobilization assignments of the RFO AO and ASO Supervisors).

• **Peacetime:**

- Maintained on a Windows-based Web Server system.
- Input via Web Browser interface to application.
- Output to Browser Pages, laser printers at RHQ or NHQ.
- Data maintained by RHQ users. NHQ Planning/Reclassify/raining Division activates the RFOs on the SSS data base, once orders are received at NHQ from the Parent Service.
- Generates training orders in cooperation with the military members' parent service, tracks historical data and training costs, advises the

parent services on military member reimbursements, and maintains status and address information required for mobilization.

- Drill Pay Accounting System (DPAS), a sub-system within CRPP/IMIS is used to capture/manage the cost of Inactive Duty Training (IDT) drills. Data input by RHQ. Managed by the Support Services Directorate, Financial Management Division.
- Produces Mobilization Assignment Letters for RFOs.

- **Mobilization:**

- RFOs are mobilized by parent services.
- RFAPS continues to be used as the Agency's database/information system for assigned officers.

(c) **CRPP/IMIS (BMIS).** Board Member Information System (BMIS) is a sub-system with in the CRPP/IMIS system that serves as the automated repository for data on the volunteer civilian forces which comprise the Local and Appeal Boards.

BMIS interfaces with the other CRPP/IMIS sub-systems: RFAPS (which has the RFO AO and ASO Supervisors who oversee the BMIS Local Boards and Appeal Boards) and AMPS (which have the location codes of all the Local and District Appeal Boards).

- **Peacetime:**

- Maintained on a Windows-based Web Server system.
- Input via Web Browser interface to application.
- Output to Browser Pages, laser printers at RHQ or NHQ.
- Data maintained by RHQ users.
- Tracks travel costs for board member training,

and passes this travel reimbursement claim data to the Voucher Payment System (VPS), a sub-system within CRPP/IMIS, which generates payment transactions for the Department of Treasury, and interfaces with DOI –based Federal Financial System (FFS) for management reporting.

- Links boards with the RFO detachments that recruit and train board members.
- Generates mailing labels; produces reports on board membership strength, readiness statistics, training schedules, accomplishments, and travel.
- Assists in qualification and appointment of Local and District Appeal Boards, as well as the National Appeal Board.
- Used as input data for AMPS.

- **Mobilization:**

- Primary data base for board members continues.
- Anticipate increase in initial training activity due to board member turnover. As a result, expect more transactions of travel voucher posting in BMIS and payment generation in VPS.
- Extensive travel voucher preparation for board members begins.
- Anticipate an increase in appointment activity due to board member turnover.

(2) Continue active registration of draft eligible men while developing, testing, and exercising systems to provide manpower required by DoD.

(a) **Lottery** is an automated system which records the order in which capsules are placed in drums, records the results of the drawing, provides a series of reports, and produces the results file which is used to select registrants for induction.

- **Peacetime:**
 - Maintained on laptops at National Headquarters.
 - Managed by Operations Directorate (Registration Division) and maintained by Operations Directorate (Information Technology Division).
 - Input via Microsoft Window operating system running a Visual Basic 6.0 program.
 - Output displayed to computer screen and projected to a screen viewable by audience observing lottery exercise. Reports printed to laser printer on demand.
 - Records results of drawing and produces final results file for transmission to the DMC for selecting registrants.

- **Mobilization:**
 - Upon mobilization Registrants are selected to report for induction according to the results of the lottery conducted for their year of birth (YOB) group.

(b) **RIMS** - is the Registrant Information Management System supporting registrant processing and letter generation.

- **Peacetime:**
 - Maintained on an IBM Enterprise Server at the Military Entrance Processing Command (MEPCOM), North Chicago, IL, with whom the SSS shares resources.
 - Output to laser printer, video displays, high speed printers at the DMC and NHQ.
 - Managed by the Operations Directorate (Information Technology Division).
 - Data maintained by DMC.
 - Programs maintained by Operations Directorate

(Information Technology Division).

- Produces computer-generated correspondence and a large range of statistical and management reports.
- Compiles lottery exercise results.
- Processes data from preparedness exercises and produces results for evaluation.

- **Mobilization:**

- Registration and compliance processing and monitoring continue.
- Results of national lottery are input to the system.
- Will interface with CRPP system in order to maintain data integrity between RIMS and CRPP functionality and processing.

(c) **CRPP** - is the Central Registrant Processing Portal System supporting pre-induction, examinations/inductions, and claims and appeals processing, forms and letter generation for all mobilization scenarios (One Step, Two-Step and HCPDS)

- **Peacetime:**

- Will be developed and maintained on a Windows-Based Web Server/Database Server located at DMC.
- Output to laser printer, browser screens, high speed printers at the DMC and NHQ.
- Managed by the Operations Directorate (Information Technology Division) and DMC Computer Support Staff.
- Data maintained by Operations, Region Staff and/or DMC Staff.
- Programs maintained by Operations Directorate (Information Technology Division).

- Produces computer-generated correspondence and a large range of statistical and management reports.
- Compiles lottery exercise results.
- Processes data from preparedness exercises and produces results for evaluation.
- **Mobilization:**
 - Will interface with RIMS system in order to maintain data integrity between RIMS and CRPP functionality and processing.
 - Daily order-of-call established.
 - Induction orders are created at the DMC and mailed by USPS.
 - Delivery lists for inductions are transmitted to USMEPCOM. Inductions files are downloaded to the appropriate Area Offices.
 - Transactions from Area Offices are processed for postponements, claims, and appeals. DMC provides backup data entry.
 - Military Entrance Processing Station (MEPS) transactions are processed against registrant database.
 - Induction call results are updated and follow-up generated.
 - Examination results are updated and follow-up generated.
 - Establish order of call by specialty.
 - Begin induction processing. Healthcare induction processing orders are created at the DMC and mailed by USPS.
 - Files of ordered registrants are transmitted to the assigned AOs and to the MEPCOM.

- Backup data entry to be provided by DMC.
- Produces management reports.
- Reports produced for management processes.

(d) **ASPS (subsystem of CRPP)** provides automated support for the placement and management of Conscientious Objectors (CO) assigned as Alternative Service Workers (ASW) in appropriate civilian work.

- **Peacetime:**

- Process data for preparedness exercises and produces results for evaluation.
- Will be developed and maintained on a Windows-Based Web Server/Database Server located at DMC.
- Software developed for input of worker and employer data.

- **Mobilization:**

- Data Base includes employer data and ASW data.
- ASW tracking for assignments and service monitoring.
- Produces management reports.
- Managed by OP/IT.

(e) **CRPP (HCPDS)** is an automated subsystem of CRPP that will be used for processing health care registrants.

- **Peacetime:**

- Maintained on an IBM Enterprise server at the DMC, North Chicago, Illinois.
- Output to laser printer, video display, high speed printers at the DMC and NHQ.

- Managed by Operations Directorate Information Technology Division.
- Data Maintained by DMC.
- Programs maintained by DMC.
- Produces computer-generated correspondence and a large range of statistical and management reports.

- **Mobilization:**

- Activated upon authorization of Congress and the President.
- System will be subsystem of interface with CRPP.
- Registration and other HCPDS forms will be forwarded to pre-selected decentralized support sites.
- Support sites will forward completed registration forms to keying centers for microfilming and data entry.
- Input results of national lottery to the HCPDS.

(f) **CRPP (TIRMS) (subsystem of CRPP)** is the browser based software to be used in Area Office operations upon activation. During peacetime, uses include testing, exercise, and training.

- **Peacetime:**

- Software developed for input of claims and appeals data.
- Hardware acquired and software developed for AO, NHQ server, DMC networking; AO initiates entry and processing of transactions.
- View reports to AOs for processing

- Designed for use on Windows-Based Web Servers/Database Servers to be accessed by Web Browsers located in AOs.
 - Generates forms and letters.
 - **Mobilization:**
 - RFO task force will acquire a Microsoft Windows based microcomputer with Web Browser
 - AO, District Appeal Board (DAB), State, Region, and National Headquarters will connect to the SSS network. to access TIRMS subsystem with CRPP system.
 - ASOs and DABs support will come online as determined by NHQ.
 - A Technical Support Section is established at the DMC or NHQ to assist in resolving potential problems with CRPP (TIRMS) functionality.
- (3) Current procedures for payroll and personnel management must be modified to permit assimilation of large numbers of newly-hired employees after activation.

FPPS is an integrated system which provides payroll and personnel files maintenance, information extracts, and report generation for the Agency's active military and compensated civilian workforce.

- **Peacetime:**
 - Maintained by the Department of the Interior (DOI) on their IBM mainframe computer in Denver, Colorado.
 - Input time and attendance data on the IBM mainframe via PCs at NHQ and DMC.
 - Data maintained by NHQ, Human Resources Division.
- **Mobilization:**
 - Initial surge of new hires will be processed through expanded hours and shift operations.

- As hardware becomes available, PCs will be established at RHQ for decentralized keying of time and attendance data on DOI's IBM mainframe.
 - Further readiness analysis may indicate a need for State level payroll processing.
- (4) Provisions must be made to expand the Agency to the full operational status, including financial accounting, procurement, and requisition, space, and equipment acquisition.
- (a) **Oracle** provides the capability to process obligations, disbursements, and accounting transactions.
- **Peacetime:**
 - Maintained on the DOI, Administration Service Center's mainframe computer in Denver, Colorado.
 - Input via PCs at NHQ.
 - Output at NHQ for reports and queries.
 - Managed by the Support Services Directorate Financial Management Division.
 - Statistical, budget, and accounting summaries.
 - **Mobilization:**
 - Process expanded workload consisting of vouchers, invoices, interagency transfers, and Local Board travel.
 - Initial workload surge will be managed by expanded hours and shift operations.
 - New hires will necessitate the acquisition of approximately 75 Microcomputers using Microsoft Windows operating systems.
 - Decentralize transaction input to the extent practicable.
- (b) **Oracle** provides for the requisition process and an automated contracting system which generates purchase and delivery orders and maintains records of awards for reporting purposes.

- **Peacetime:**
 - Maintained on an Oracle server.
 - Input via microcomputers using Microsoft Windows operating systems and Oracle client software.
 - Output to NHQ and RHQ laser printers, required for forms printing.
 - Managed by the Information Technology Division and Logistics Division.
 - Decentralized processing to Region level.
- **Mobilization:**
 - Gradual increase expected.
 - Regions continue to maintain their Oracle activities.

(5) **CRPP/IMIS (APRS)** Automated Press Release System (APRS) is the automated system used to disseminate important news events to any or all media types within the United States. The data base includes names and addresses for all newspapers, radio and television stations, and schools in the country. APRS is managed by the Public and Intergovernmental Affairs Directorate.

- **Peacetime:**
 - Maintained on the CRPP/IMIS Information System.
 - Data input via Browser Based CRPP/IMIS Information System.
 - Data maintenance by RHQ and NHQ, PIA, and DMC.
 - Produces new releases at DMC using a high speed laser printer and automated letter inserting equipment.
 - Interfaces with the High School Registrars' System (REGS) to validate registrars' assignments.

- Produces mailing labels and statistical reports.

- **Mobilization:**

- Administration of the system continues.
- Refer to Annex G, Public Affairs.

4. SECURITY

a. Purpose.

- (1) To establish security procedures for computer equipment, software and data.

b. Responsibility.

- (1) The user and manager should be aware of the security requirements for microcomputer equipment, software and data. Selective Service Directives 800 series contain security procedures for equipment, software, and data.

c. Security Levels.

- (1) Based on assessed risks there are different types of security levels to safeguard against loss of equipment, software and data. The end-user manager is responsible for implementing security features and procedures.
 - (a) Physical Security. Microcomputers are to be placed in areas of limited access by outside personnel.
 - (b) Personnel Security. Depending on the needs of the individual office, managers will establish rules to determine who may access which systems and data. Users are to be made aware of the sensitivity of data being used. Rules of behavior will be established and acknowledged by each user.
 - (c) Environmental Security. Microcomputers will be protected against environmental hazards such as electrical power quality, heat and humidity, static electricity, fire and water and other environmental hazards.
 - (d) Data Security. Access to the microcomputer itself must be prevented to protect data on the hard disk. There are several commercial hardware and software-based mechanisms

available which can limit or prevent user access. Equipment should be turned off, disks removed and stored in a secure place. Hard copy security of data will be controlled by the end-user manager.

5. VOICE COMMUNICATIONS.

a. NHQ, the RHQ, and the DMC use the FTS 2001 Bridge Contract and WITS 2001 contract for telecommunication services and long-distance voice communication.

(1) The provisions are specified in the Information Technology Management Reform Act of 1996, PART 101-35 Telecommunications Management Policy, Subpart 101-35.5 National Security and Emergency Preparedness (NSEP) provides for the survivability and restoration priorities of Federally-owned telecommunications facilities in times of National emergency.

(2) NHQ and RHQs relocation sites are to have Civil Emergency Preparedness radio communication capability.

(3) SHQs may be provided alternative voice communications through the SSS Liaison at the State Command Center.

b. Telephone Systems.

(1) Readiness planning for telecommunications will consider the number and type of lines and instruments required for each element.

(2) Upon notification of activation, actions will be initiated to install telephone lines for SSS use for those elements not so structured during peacetime.

(3) Subordinate readiness plans will indicate the requirements and points of contact, such as the local telephone company for commercial lines and the Regional Office of the GSA Office of Information Resource Management (OIRM) for local government telephone service

(4) National Headquarters telecommunications requirements are as follows:

	<u>PEACETIME</u>		<u>MOBILIZATION</u>	
	NHQ	DMC	NHQ	DMC
Lines:				
FTS\Commercial	120	10	340	10
Facsimile	6	4	10	5
PRIs	1	3	3	5
DTS	2	2	2	2

	<u>PEACETIME</u>		<u>MOBILIZATION</u>	
	NHQ	DMC	NHQ	DMC
Instruments:				
Handsets	120	193	340	103
IVR	0	1	0	1
Facsimile	6	4	10	5
Secure Facsimile	1	1	1	1
STU III	3		3	
TDD	1	1	1	1
Modems	0	4	0	4
External Music	N/A	1	N/A	1
Overflow Monitor		1		1
Phone Mail Server	N/A	8 Channels	N/A	16 Channels

- (5) Secure Telephone Unit for Director's Office.
Two Secure Telephone Units (STU's) are rated at TOP SECRET and can support the highest level of encryption.

Upon or before activation, the Secure Telephone Unit (STU-III) in the Director's office should be cleared and keyed for the security classification of the Director. Matters of national security will be discussed by the Director and will require a **TOP SECRET** clearance. The Director's and the Deputy Director's STU-III are currently keyed **TOP SECRET**; the Associate Director for Operations is keyed as **UNCLASSIFIED**. They are assigned to the Selective Service Operations Directorate under Communications Security (COMSEC)

Material Report. The following steps were taken to activate the STU-III:

- (a) Contacted the General Service Administration, Information Security Management Division, Services Coordination (KVIPC) at (202)708-7551 and requested that the STU-III be keyed for **TOP SECRET**. A copy of the Director's, Deputy Director's and the Associate Director for Operation's security clearance authorizations were required. KVIPC verified the security clearances and coordinated the work request with the appropriate maintenance group. This process was completed within seven days. This service is inclusive of an established maintenance agreement with KVIPC.
 - (b) Upon mobilization, distribute the Agency's STU-III telephone number to all parties with a "need to know" action.
 - (c) Upon mobilization, necessary training will be provided.
- (6) National Headquarters points of contact:
- Verizon Customer Service Center
800-381-3444
- FBI - To report harassing or prank phone calls to interstate lines.
202-252-7801
- (7) Data Management Center points of contact:
- Ameritech (PRI trouble)
1-800-884-2550
1-800-844-5455 (HICAP)
- Great Lakes Base Communications Office
(Analog line trouble)
1800-688-2091/2071
- Siemens (Call accounting trouble)
DMC (PBX, IVR, Phone Mail)
800-628-7656
- To report harassing or prank phone calls - Naval Investigation Services (1-847-688-2933), also contact FBI (1-847-431-1333).

6. **DATA COMMUNICATIONS.**

The Selective Service System Network (SSS Net) is a communications system that interconnects the Agency's local and wide area networks, host computers, application systems, and the Internet as required.

(a) **Peacetime:**

- (1) SSSNet provides dedicated access to Agency host computer resources, local and wide area networking facilities, and the internet.
 - Provides for the interactive terminal sessions accessing character-based applications on Intranet host computers.
 - Provides file transfer and conversion facilities between Intranet host and client computer systems.
 - Provides high-speed printing facilities for Intranet host and client printing applications.
 - Provides access to common hosted Internet Gateway services E-mail, WWW, and FTP.

(b) **Mobilization:**

Provide additional capacity on the Agency's Intranet as required including SHQ access.

(1) **SSSNet**

- Expand communications channel capacity on the Agency's Intranet and Internet gateway systems to accommodate the readiness level requirements.

ANNEX G

PUBLIC AFFAIRS

This Annex provides the Selective Service System (SSS), the Public and Intergovernmental Affairs (PIA) Directorate’s guidance for the timely dissemination of information to the media and the public. Following enactment of statutory authorization for inductions and a decision by the President to resume inductions, an announcement concerning the resumption of an active classification and induction system will be made by the Director, SSS, or by The White House or its designated agency. The proponent for this Annex is the Public and Intergovernmental Affairs Directorate.

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PUBLIC AFFAIRS

1. GENERAL.

a. Policy.

- (1) The basic policy of the Selective Service System Public and Intergovernmental Affairs Directorate (PIA) is "Maximum Disclosure with Minimum Delay". The media and the public will be informed about Agency activities within the bounds of the law, privacy considerations, and security concerns.
- (2) Selective Service will be responsive to media and provide timely answers to questions. "Bad news" as well as "good news" will be shared without hesitation. All spokespersons will be honest and stick to the facts as known.

b. Situation.

- (1) Following enactment of statutory authorization for inductions and a decision by the president to resume inductions, an announcement concerning the resumption of an active classification and induction system will be made by the Director, SSS (or by The White House or its designated agency).
- (2) During the time leading up to reinstatement of classification and inductions, media and public interest in SSS operations will substantially increase. "Spokespersons" throughout SSS will be sought by reporters seeking information for a story during this period. Until Area Offices, Alternative Service Offices and Board Members are activated, National (NHQ), Region (RHQ), and State Headquarters (SHQ) may expect receipt of these calls. Once mobilization occurs, media interest will peak and, once activated, Area Offices, Alternative Service Offices and Board Members will also become a focal point for local media attention.

c. Release Authority.

- (1) Initial liaison with representatives of national media (including network television, wire service, and nationally distributed print media representatives), will be the responsibility of the Associate Director, PIA or individuals he/she designates. Any Region local contacts from media representatives or their bureaus will be referred to NHQ.
- (2) Region and State Directors (or their designees) are authorized to provide policy information to region and local media after its initial

release from NHQ. Area Office Supervisors, Alternative Service Office Managers and Board Members are also authorized to handle media inquiries and release information on matters which are wholly within their purview at any time. However, if a local story has potential for receiving national publicity (i.e. a threatened demonstration, unusual legal challenge, or a unique human interest story), PIA, NHQ, is to be advised, through channels, immediately.

2. **HANDLING INQUIRIES.**

a. **General.**

In any national crisis, inquiries from media and the general public may be expected on any free telephone line, anywhere within the SSS. After mobilization, they may be received by Area Offices, Alternative Service Offices or Board Members. All personnel should refrain from answering other than routine, basic questions. They should refer calls from the media immediately to the Public Affairs representative serving that RHQ or SHQ. In Arlington, VA these calls are to be forwarded to PIA.

b. **Official Response to Inquiries.**

- (1) Public Affairs representatives in the field locations will answer only general questions not specifically related to SSS actions and procedures until detailed information about SSS is released from NHQ. Specific questions about the decision to mobilize will be answered with the statement:

“Information concerning SSS actions in response to the decision to mobilize will be, when appropriate, released from our NHQ. This (State, Region) is prepared to implement its readiness plans at that time. We will be able to provide you with more information if this occurs.”

- (2) PIA will disseminate to all RHQs and SHQs a comprehensive statement for media, along with extensive Questions and Answers (Q's & A's) to be used as a reference. This will be done immediately following any national announcement from NHQ.
- (3) It is important that all SSS elements be consistent in responding to those seeking information. The Agency must speak with “one voice” to preclude conflicting information from being given out by different offices. Consistency will increase public confidence in the work accomplished by the Agency. All elements must adhere to the written material provided when sharing policy information with the

media and the public. Refrain from speculation or opinion. Stick to the facts. Any request for information that relates to national policies or actions, not provided in the written material, should be referred directly to PIA, NHQ.

- (4) Area Offices, Alternative Service Offices and Board Members may expect to receive media inquiries. The same rules apply - questions of a local nature pertaining to the activities of that office or board should be answered locally. Be sure to adhere to all other rules of disclosure and be mindful of information that may not be releasable under terms of the Privacy Act.

3. **RESPONSIBILITIES.**

a. **National Headquarters (PIA).**

- (1) Prepare and release initial announcement. Coordinate with appropriate Federal agencies, committees and offices, including the Federal Emergency Management Agency (FEMA) and the White House.
- (2) Provide detailed information and guidance to RHQs and SHQs as quickly as possible.
- (3) Arrange for media coverage of lottery drawing.
- (4) Handle all inquiries and requests for interviews from national media.
- (5) If the position of the Agency is sought on particular proposed legislation, the response will be prepared by PIA. Employees will not comment outside the Agency on proposed legislation except in accordance with guidance received from PIA, NHQ.

b. **Region Headquarters.**

- (1) Handle all region and local media inquiries. Refer national media to PIA, NHQ. When in doubt, refer inquirer to PIA, NHQ.
- (2) Assist State Directors, Area Office Supervisors, Alternative Service Office Managers and Board Members with media contacts. Coordinate response to inquiries within their Region.
- (3) Alert NHQ of any developments within the Region that might eventually attract national attention.

c. **State Headquarters.**

- (1) Directly respond to media inquiries regarding matters within their State.
- (2) Stick to policy statements and Q's and A's provided when responding to other questions. When in doubt, refer inquirer to Region Headquarters or PIA, NHQ.
- (3) Refer national media to PIA, NHQ.
- (4) Keep Region Directors informed about media contacts.

d. **Area Office Supervisors, Alternative Service Office Managers and Board Members.**

- (1) Answer questions from local media about your basic responsibilities. Refer national media to PIA, NHQ. (Let the State and Region Director know you have done this.)
- (2) Refer other inquiries or requests for interviews that you are not qualified to handle (or do not want to handle) to the State or Region Director.
- (3) Immediately inform State and Region Directors of any developing "negative publicity."

4. **INTERVIEWS.**

Media representatives will seek to interview SSS personnel at all levels. Some general advice to keep in mind:

- a. Keep the SSS Public Affairs representative at your next higher headquarters informed and ask for any new guidance.
- b. You do not have to grant interviews, especially if you believe the reporter is "hostile" and the interview would be detrimental to the accomplishment of your mission. But be equitable -- if you grant one interview, it is good practice to make yourself available to other reporters.
- c. You are encouraged to grant an interview if it will help convey information to the public and support your mission. This is an opportunity to get correct information out to the public.
- d. When talking to reporters, assume that everything you say will be "on the record". Do not provide "off the record" comments, or "not for attribution"

remarks. And never answer questions which call for you to speculate about a future event or situation.

- e. Stay away from giving personal opinions. Stick to pre-approved policy statements, or matters that relate to your training, responsibilities, and experience, and you won't go wrong.
- f. If on camera, relax and smile. Be friendly. Exude confidence and a sense of authority. You are expected to know your business, so be prepared. If you don't know the answer to a questions, say so, and promise to get the answer. Don't guess or speculate. If a question is beyond your authority to answer, say so.
- g. SSS employees (compensated or uncompensated, full-time or part-time) should not engage in public debates or other forums with known alleged violators who are under indictment or known alleged violators who have not been indicted. Such appearances could prejudice the government's case. However, an SSS employee could appear on the same program with an alleged violator if advance approval is obtained from the SSS General Counsel or it there would be no direct debate between the employee and the alleged violator. Preferably, the individuals would appear at different times and the host would direct all the questions. Privacy Act requirements always preclude a SSS employee from discussing any information concerning a specific alleged violator.

5. **NEWS RELEASES.**

a. **General.**

The rules of "Release Authority" cited in paragraph 1.c. above apply. For national, region, and state-wide releases, the preparation, printing and distribution will follow the same procedures as in peacetime -- they will be written at any level, edited and approved by NHQ, and printed/distributed by the SSS Data Management Center (DMC) or as indicated.

b. **Procedures.**

The DMC Automated Press Release System is the system of choice for distribution of all news releases (national, region, state or local); however, mailing may be made locally once proper staffing has occurred, and approvals obtained.

- (1) National releases will be prepared by PIA, NHQ, coordinated with the senior staff and other Federal agencies as appropriate, and approved by the Director, SSS. For releases about subjects that might spark controversy or stimulate additional discussion, PIA will

develop companion “Q and As” for use by SSS spokespersons in response to media inquiries received at NHQ, RHQ or SHQ.

- (2) Region Directors may prepare region or state news releases. These will be cleared through PIA, NHQ, as indicated on the DMC Request for Information Services (RIS) form. Region Directors will also indicate in which state or states the release is to be distributed.
- (3) State Directors may issue state-wide news releases using the DMC news release system. Draft releases will be cleared through the RHQ and the PIA, NHQ. Independent mailing of state-wide releases is not authorized.
- (4) State Directors, Area Office Supervisors, Alternative Service Office Managers and other local Selective Service officials may issue local releases on routine matters which are wholly within their purview (board appointments, board training, inductions numbers, etc.). Clearance procedures will follow those established during peacetime. Such releases will be limited in distribution to local media in specific cities, counties, or communities within a state. The DMC Automated Press Release System is the system of choice for distribution of these releases; however, mailings may be made locally, once proper clearance procedures have been followed.

SSS news release letterhead will be used and proper format and style observed regardless of the choice of distribution method.

6. **NEWS CONFERENCES.**

This communications tool is to be used sparingly, and only when sharing important new information at one time and in one place with reporters will it conserve time and energy. Again, all the rules of “Release Authority” cited above apply. The following procedures in arranging a news conference also apply.

- a. Select a site that is well known, easy to reach, and presents a good official-looking backdrop for TV coverage. Make sure it is a technically acceptable site for media, with sufficient electrical outlets, seats, telephones, and parking for vehicles and TV vans. Arrange for simple refreshments or soft drinks. Make sure there are signs and/or people on site to guide attendees to the designated building or room.
- b. Alert the media with a Media Advisory, followed up by telephone. Be sure the date, time, place and purpose are clearly understood. An example can be found at Appendix 1.
- c. Make necessary arrangements for chairs, podiums, flags, and PA system.

- d. Have news kits containing fact sheets, biography of speaker(s), news releases, and photos, in sufficient quantities to give as handout to attendees.
- e. Rehearse. Go over statements and possible Q's & A's prior to the event.

7. **SERIOUS INCIDENTS.**

See Appendix 2, "Public Affairs Considerations During Disruptive Events".

8. **REFERENCES TO HAVE ON HAND**

- a. The appropriate Readiness Plan for the location that you are assigned.
- b. Basic SSS Q's & A's.
- c. Policy statements and copies of news releases.
- d. Training packets, packages, and handbooks.
- e. SSS rules and regulations.
 - (1) Headquarters Order 86-5: Responding to Telephonic Inquiries from Organizations
 - (2) Headquarters Order 86-4: Policy Guidance on Media Appearances with Alleged Violators of the Military Selective Service Act
 - (3) Agency Directive 100-3: News Releases
 - (4) Agency Directives 100 series

MEDIA ADVISORY EXAMPLE

**FOR IMMEDIATE RELEASE
DATE**

SELECTIVE SERVICE REGISTRATION AT ALL-TIME HIGH

(Washington, DC) - Release of recent registration statistics shows that the State of _____ has reached the _____ thousand mark of young men who have registered with the Selective Service System.

Young men are required by law to register with Selective Service within 30 days of their 18th birthday. In addition to satisfying Federal law and accepting an important responsibility of citizenship, these men are guaranteeing their eligibility for many important federal benefits, such as student financial aid, job training, government employment, drivers licensing, and U.S. citizenship for immigrants.

(SSS State Director, Local Board Chair, Area Office Supervisor) states that these _____ of the State of _____ have joined more than 15 million men across the country who are contributing to the defense preparedness of the United States. Nationwide that adds up to a ____ percent compliance rate for Selective Service registration.

_____ further stated that “Although we don’t need a draft today, we do need the ability to promptly initiate a fair and equitable system of conscription should the nation be forced to respond to an emergency. Thanks to the civic responsibility of _____’s young men, and their brothers across the country, we have that capability.”

Men of the State of _____ who are required to register with Selective Service and have not already done so, may register online at www.sss.gov, by completing a card at any local post office, or by checking the register me box on various government applications.

###

CONTACT: Name
Title
Phone #

PUBLIC AFFAIRS CONSIDERATIONS DURING DISRUPTIVE EVENTS

1. PURPOSE.

This appendix outlines conceivable actions which may be taken by various individuals or groups in an attempt to disrupt work at SSS offices. It further provides public affairs guidance which should be followed in these instances.

2. BACKGROUND AND ASSUMPTIONS.

- a. Because reinstatement of the draft will be resisted by some groups or individuals, SSS offices at all levels are susceptible to demonstrations and other disruptive actions by these groups or individuals.
- b. Organizations that have been vocal opponents of registration in peacetime will gain followers if classifications and inductions resume. Alliances will add to their strength. Coalitions of "professional activists," conscientious objectors, anti-war and religious groups will form, labeling "the draft" as sinister.
- c. Once organized, these groups will launch (or intensify) a concerted public relations effort. There will be a proliferation of underground newspapers, flyers, "counselor" services, workshops, and rallies. They will make special efforts to meet and befriend the media, seeking broad platforms for their causes and complaints.
- d. Past experience indicates picketing and demonstrations will probably take the form of disruptions affecting SSS offices and personnel. Although such demonstrations are usually "peaceful", it is conceivable that "worst case" situations could include purposeful destruction of equipment and/or files. Violence would most likely result from "outside" radical groups joining anti-war demonstrators. Since the goal of their actions is to call public and media attention to anti-draft points of view, the demonstrators will behave in a way likely to obtain attention from photographers and TV cameramen:
 - (1) Marching.
 - (2) Obstructing entrances (sit down, pray-in, human chain, etc.)
 - (3) Chaining or handcuffing to immobile fixtures.

3. OBJECTIVES.

Selective Service must conduct business as usual despite attempted disruptions by hostile groups, and we must continue to accomplish our vital missions. At the same time, visible opposing efforts will automatically

APPENDIX 2 TO ANNEX G

generate media and public interest. It is important to serve the public interest, and to be prepared to satisfy the public's right to know what is going on. We must disseminate timely and accurate information. And we must be cohesive in our approach to adversity -we must "speak with one voice".

PRESS ACCREDITATION AND PROCEDURES

A. Sign In:

- 1) Media Sign-In Table outside the entrance, clearly marked, with badges and press packets (see below).
- 2) Diagram prepared designating access areas for photographers/cameramen.
- 3) Press either seated at tables along side wall, 90 degrees to main seating, or in section of main seating reserved for them.
- 4) Media allowed to set up tripods, lighting, microphones, etc. in advance.
- 5) Media representatives will sign in as their badges are being prepared (Name printed legibly, outlet, phone, fax number and email address).

B. Badges:

- (1) SSS personnel to create badges for the Press.
- (2) For media outlets certain to attend, badges prepared in advance

C. Press Packets - Format: Folder with pockets

Contents:

- (1) Precise schedule of events
- (2) Instructions on press availabilities – who, when & where
- (3) Biographies of participants (w/mug shots if available)
- (4) History of the Selective Service
- (5) Background on conscription
- (6) Fact Sheets:
 - a. Registration, Lottery
 - b. Time granted to resolve personal matters, medical practice, etc.
 - c. Terms and length of service
 - d. Impact on medical services in communities
 - e. Other relevant Fact Sheets

(1) PIA Contact Information:

Associate Director for Public & Intergovernmental Affairs
Dick Flahavan
rflahavan@sss.gov
(B) 703-605-4017
(FAX) 703-605-4106

APPENDIX 3 TO ANNEX G

Public Affairs Specialists

Pat Schuback
pschuback@sss.gov
(B) 703-605-4105
(FAX) 703-605-4106

Jennifer Burke
jburke@sss.gov
(B) 703-605-4102
(FAX) 703-605-4106

Congressional/Organizational

Dan Amon
damon@sss.gov
(B) 703-605-4103
(FAX) 703-605-4106

Records Manager

Paula Sweeney
psweeney@sss.gov
(B) 703-605-4046
(FAX) 703-605-4071

LOTTERY EVENT PRESS PLAN

1. Identify key internal/external stakeholders contact list for lottery event.
2. Review media event plan requirements.
3. Finalize press pool coverage plan, reporter feed, and interview requirements.
4. Review lottery event logistics with Operations Directorate.
5. Perform site visit for lottery event venue.
6. Review and amend lottery media event plan as required.
7. Develop draft press release and media advisory.
8. Draft SSS internal communications instruction memorandum.
9. Coordinate with White House, Congress, and National Security Council on event planning, coordination, and participation.
10. Finalize internal communications memorandum.
11. Distribute communications memorandum to NHQ, RHQ, State Directors, detachments (Reserve Force Officers), and board members.
12. Begin developing press kit and collateral materials (radio, TV, print and Internet).
13. Subcontract video news release production and distribution.
14. Draft production plan for video news release with satellite release to every designated market area, highlighting key message points to be conveyed at the lottery event.
15. In addition to news outlets, confirm C-SPAN as backup source for historic news documentation.
16. Arrange for still photo and backup video documentation.
17. Review and confirm media list of special invitees/press pool for lottery event.
18. Begin filming/editing video news release, B-roll (background footage with and without audio).
19. Begin production of visual aids, if required.
20. Confirm all logistics for executing media pool plan.
21. Develop list of VIPs/SSS technical spokespersons, military commentators and organizations.
22. Develop selective talking points.
23. Develop Qs & As for the Director.
24. Finalize press release.
25. Finalize media advisory.
26. Finalize media list.
27. Finalize assembled media kits.
28. Draft lottery news event itinerary.
29. Finalize run of show and talking points.
30. Reconfirm site arrangements and participants.
31. Notify all internal and external stakeholders of impending draft.
32. Notify all governors' press secretaries.
33. Distribute the press advisory (include satellite downlink instructions).
34. Execute the lottery event. (Distribute the press release).
35. Conduct selected interviews (in plan pre-arranged with accredited media).
36. Post-production work on the video news release.

APPENDIX 4 TO ANNEX G

37. Put photos of day on SSS web site for download by newspapers and TV.
38. Distribute the video news release (uplink by satellite).

APPENDIX 5 TO ANNEX G

KEY MEDIA

TV and radio stations are on the Automatic Press Release System (APRS) within the Selective Service System Integrated Management Information System. Program codes for TV and radio are **gb_tv** and **gb_lbl**. POC is OP/IT.

News Clipping Service:

***Universal Information Services, Inc.**

1625 Farnam Street #550

Omaha, NE

402-342-3178

Reference books for additional contacts include

***Gebbie Press 2009**

Gebbie Press

Burrelles Luce Media Contacts

Burrelle Luce

News Media Yellow Book

Leadership Directories

The Capital Source

National Journal

The Drudge Report

***Reference books and news clipping service are subscription services requiring annual fees paid upon mobilization.**

EXECUTIVE AND LEGISLATIVE ROSTER

Executive Office of the President
Office of Management and Budget
National Security Programs
Force Structure and Investment Branch
Mr. William McQuaid (Program Examiner)
Eisenhower Executive Bldg, 1650 Pennsylvania Ave., NW
Washington, DC 20503
(202) 395-3657

Executive Office of the President
National Security Council
Defense Policy and Strategy
Mr. William J. Luti
(Special Assistant to the President and Senior Director
for Defense Policy and Strategy)
Eisenhower Executive Bldg, 1650 Pennsylvania Ave., NW
Washington, DC 20503
(202) 456-9191

Department of Defense
Under Secretary for Personnel and Readiness and Chief Human Capital Officer
Dr. David S. C. Chu
1000 Defense Pentagon, Room 3E621
Washington, DC 20301
(703) 695-5254

Department of Defense
Assistant Secretary of Health Affairs
William Winkenwerder, Jr., MD
1000 Defense Pentagon, Room 3E1082
Washington, DC 20301
(703) 697-2111

Department of Defense
Office of the Assistant Secretary of Defense for Public Affairs
1400 Defense Pentagon
Washington, DC 20301-1400
(703) 697-9312

APPENDIX 6 TO ANNEX G

House Appropriations Subcommittee on Transportation,
Treasury, and Housing and Urban Development, Judiciary, District of Columbia
2358 Rayburn House Office Building
Washington, DC 20515
(202) 225-2141

House Armed Services Subcommittee on Military Personnel
2120 Rayburn House Office Building
Washington, DC 20515
(202) 225-4151

Senate Appropriations Subcommittee on Transportation,
Treasury, the Judiciary, and Housing and Urban Development
SD-130 Dirksen Senate Office Building
Washington, DC 20510
(202) 224-5310

Senate Armed Services Subcommittee on Personnel
SR-228 Russell Senate Office Building
Washington, DC 20510
(202) 224-3871

Reference Books for additional contacts:

The Capital Source
National Journal

Congressional Staff Directory
CQ Press

Federal Yellow Book
Leadership Directories

Congressional Yellow Book
Leadership Directories

State Yellow Book

Leadership Directories

APPENDIX 7 TO ANNEX G

STATE GOVERNOR LISTING

Alabama

Office of the Governor
State Capitol
600 Dexter Ave
Montgomery, AL 36130-2751
Phone: 334/242-7100
Fax: 334/242-0937

Alaska

Office of the Governor
State Capitol
Juneau, AK 99811-0001
Phone: 907/465-3500
Fax: 907/465-3532

American Samoa

Office of the Governor
Executive Office Building
Pago Pago, AS96799
Phone: 684-633-4116
Fax: 684-633-2269

Arizona

Office of Governor
1700 West Washington
Phoenix, AZ 85007
Phone: 602/542-4331
Fax: 602/542-7601

Arkansas

Office of Governor
State Capitol
Little Rock, AR 72201
Phone: 501/682-2345
Fax: 501/682-1382

California

Office of the Governor
State Capitol
Sacramento, CA 95814
Phone: 916/445-2841
Fax: 916/445-4633

Colorado

Office of the Governor
136 State Capitol
Denver, CO 80203
Phone: 303 866-2471
Fax: 303-866-2003

Connecticut

Office of the Governor
210 Capitol Avenue
Hartford, CT 06106
Phone: 800/406-1527
Fax: 860/524-7395

Delaware

Office of the Governor
Tatnall Building
Dover, DE 19901
Phone: 302/744-4101
Fax: 302/739-2775

Florida

Office of the Governor
The Capitol
Tallahassee, FL 32399-0001
Phone: 850/488-2272
Fax: 850/922-4292

Georgia

Office of the Governor
142 State Capitol
Atlanta, GA 30334
Phone: 404/656-1776
Fax: 404/656-5947

Guam

Office of the Governor
Executive Chamber
P.O. Box 2950
Hagatna, GU 96932
Phone: 671/472-8931
Fax: 671/477-4826

Hawaii

Office of the Governor
State Capitol
Executive Chambers
Honolulu, HI 96813
Phone: 808/586-0034
Fax: 808/586-0006

Idaho

Office of the Governor
PO Box 83720
Boise, ID 83720-0034
Phone: 208/334-2100
Fax: 208/334-2175

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Illinois

Office of the Governor
State Capitol
207 Statehouse
Springfield, IL 27061
Phone: 217/782-6830
Fax: 217/524-4049

Indiana

Office of the Governor
State House
Indianapolis, IN 46204-2797
Phone: 317/232-4567
Fax: 317/232-3443

Iowa

Office of the Governor
State Capitol
Des Moines, IA 50319-0001
Phone: 515/281-5211
Fax: 515/281-6611

Kansas

Office of the Governor
State Capitol
Topeka, KS 66612-1590
Phone: 785/296-3232
Fax: 785/296-7973

Kentucky

Office of the Governor
The Capitol Building
700 Capitol Avenue, Suite 100
Frankfort, KY 40601
Phone: 502/564-2611
Fax: 502/564-0437
Phone: 503/378-3111
Fax: 503/378-8970

Louisiana

Office of the Governor
Baton Rouge, LA 70804-9004
Phone: 225/342-7015
Fax: 225/342-7099

Maine

Office of the Governor
1 State House Station
Augusta, ME 04333
Phone: 207/287-3531
Fax: 207/287-1034

Maryland

Office of the Governor
State House
Annapolis, MD 21401
Phone: 410/974-3901
Fax: 410/974-3275

Massachusetts

Office of the Governor
State House
Room 360
Boston, MA 02133
Phone: 617/725-4000
Fax: 617/727-9725

Michigan

Office of the Governor
P.O. Box 30013
Lansing, MI 48909
Phone: 517/373-3400
Fax: 517/335-6863

Minnesota

Office of the Governor
75 Dr Martin Luther King, Jr. Blvd.
St. Paul, MN 55155
Phone: 651/296-3391
Fax: 651/296-2089

Mississippi

Office of the Governor
P.O. Box 139
Jackson, MS 39205
Phone: 601/359-3150
Phone: 512/463-2000
Fax: 512/463-5571

Missouri

Office of the Governor
Missouri Capitol Building
Room 216
Jefferson City, MO 65101
Phone: 573/751-3222
Fax: 573/526-3291

Montana

Office of the Governor
PO Box 200801
State Capitol
Helena, MT 59620-0801
Phone: 406/444-3111
Fax: 406/444-5529

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Nebraska

Office of the Governor
P.O. Box 94848
Lincoln, NE 8509-4848
Phone: 402/471-2244
Fax: 402/471-6031

Nevada

Office of the Governor
State Capitol
101 North Carson Street
Carson City, NV 89701
Phone: 775/684-5670
Fax: 775/684-5683

New Hampshire

Office of the Governor
State House, Room 208
107 N. Main Street
Concord, NH 03301
Phone: 603/271-2121
Fax: 603/271-7680

New Jersey

Office of the Governor
125 West State Street
Trenton, NJ 08625
Phone: 609/292-6000
Fax: 609/777-2922

New Mexico

Office of the Governor
State Capitol
Fourth Floor
Santa Fe, NM 87501
Phone: 505/476-2200
Fax: 505/476-2226

New York

Office of the Governor
State Capitol
Albany, NY 12224
Phone: 518/474-7516

North Carolina

Office of the Governor
20301 Mail Service Center
Raleigh, NC 27699-0301
Phone: 919/733-5811
Fax: 919/733-2120

North Dakota

Office of the Governor
State Capitol
600 East Boulevard Avenue,
Bismarck, ND 58505-0001
Phone: 701/328-2200
Fax: 701/328-2205

Northern Mariana Islands

Office of the Governor
Caller Box 10007
Capitol Hill
Saipan, MP 96950
Phone: 670/664-2280
Fax: 670/664-2211

Ohio

Office of the Governor
77 South High Street
30th Floor
Columbus, OH 43215-6117
Phone: 614/466-3555
Fax: 614/466-9354

Oklahoma

Office of the Governor
State Capitol Building
2300 Lincoln Blvd., Suite 212
Oklahoma City, OK 73105
Phone: 405/521-2342
Fax: 405/521-3353

Oregon

Office of the Governor
900 Court Street NE
Salem, OR 97301-4047
Phone: 503/378-4582
Fax: 503/378-6827

Pennsylvania

Office of the Governor
Main Capitol Building
Harrisburg, PA 17120
Phone: 717/787-2500
Fax: 717/772-8284

Puerto Rico

Office of the Governor
P.O. Box 9020082
San Juan, PR 00902-0082
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Fax: 787/721-5072

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Rhode Island

Office of the Governor
State House
Providence, RI 02903-1196
Phone: 401/222-2080
Fax: 401/273-5729

South Carolina

Office of the Governor
P.O. Box 12267
Columbia, SC 29211
Phone: 803/734-2100
Fax: 803/734-5167

South Dakota

Office of the Governor
500 East Capitol Avenue
Pierre, SD 57501
Phone: 605/773-3212
Fax: 605/773-5844

Tennessee

Office of the Governor
State Capitol
Nashville, TN 37243-0001
Phone: 615/741-2001
Fax: 615/532-9711

Texas

Office of the Governor
P.O. Box 12428
Camp Babry
Austin, TX 78711-5218
Phone: 512-782-5006
Fax: 512-782-5578

Utah

Office of the Governor
E. Office Building, Ste E-220
Salt Lake City, UT 84114
Phone: 801/538-1000
Fax: 801/538-1528

Vermont

Office of the Governor
109 State Street
Montpelier, VT 05609
Phone: 802/828-3333
Fax: 802/828-3339

Virgin Islands

Office of the Governor
21-22 Kongens Gade
Charlotte Amalie
St. Thomas, VI 00802
Phone: 340/774-0001
Fax: 340/693-4374

Virginia

Office of the Governor
Patrick Henry Building
1111 E. Broad Street
Richmond, VA 23219
Phone: 804/786-2211
Fax: 804/371-6353

Washington, DC

Executive Office of the Mayor
1350 Pennsylvania Avenue, NW
Suite 316
Washington, DC 20004
Phone: 202/727-2980
Fax: 202/727-0505

Washington

Office of the Governor
P.O. Box 40002
Olympia, WA 98504-0002
Phone: 360/902-4111
Fax: 360/753-4110

West Virginia

Office of the Governor
State Capitol Complex
Charleston, WV 25305-0370
Phone: 304/558-2000
Fax: 304/342-7025

Wisconsin

Office of the Governor
115 East State Capitol
P.O. Box 7863
Madison, WI 53707
Phone: 608/266-1212
Fax: 608/267-8983

Wyoming

Office of the Governor
State Capitol Building
Room 124
Cheyenne, WY 82002
Phone: 307/777-7434
Fax: 307/632-390

APPENDIX 8 TO ANNEX G

ADJUTANTS GENERAL LISTING

ALABAMA

The Adjutant General of Alabama
State Military Department
P.O. Box 3711
Montgomery, AL 36109-0711
@us.army.mil Tel: 334-271-7200
FAX: 334-271-7366

ALASKA

The Adjutant General of Alaska
P.O. Box 5800
Fort Richardson, AK 99505-5800
Tel: 907-428-6003
FAX: 907-428-6019

ARIZONA

The Adjutant General of Arizona
5636 East McDowell Road
Phoenix, AZ 85008-3495
Tel: 602-267-2710
FAX: 602-267-2715

ARKANSAS

The Adjutant General of Arkansas
Camp Robinson
North Little Rock, AR 72199-9600
Tel: 501-212-5001
FAX: 501-212-5009

CALIFORNIA

The Adjutant General of California
P. O. Box 269101
9800 S. Goethe Road
Sacramento, CA 95826-9101
Tel: 916-854-3500
FAX: 916-854-3671

COLORADO

The Adjutant General of Colorado
6848 South Revere Parkway
Englewood, CO 80112-6703
Tel: 720-250-1500
FAX: 720-250-1509

CONNECTICUT

The Adjutant General of Connecticut
National Guard Armory
360 Broad Street
Hartford, CT 06105-3795
Tel: 860-524-4953
FAX: 860-524-4898

DELAWARE

The Adjutant General of Delaware
First Regiment Road
Wilmington, DE 19808-2191
Tel: 302-326-7001
FAX: 302-326-7196

DISTRICT OF COLUMBIA

Commanding General,
District of Columbia National Guard
National Guard Armory
Washington, DC 20003-1719
Tel: 202-685-9798
FAX: 202-685-9794

FLORIDA

The Adjutant General of Florida
St. Augustine, FL 32085-1008
Tel: 904-823-0100
FAX: 904-823-0125

GEORGIA

The Adjutant General of Georgia
Georgia Department of Defense
Atlanta, GA 30316-0965
Tel: 678-569-6001
FAX: 678-569-6097

GUAM

The Adjutant General of Guam
430 Army Drive, Bldg. 300
Barrigada, GU 96913-4421
Tel: 671-735-0406*0400
FAX: 671-734-4081

HAWAII

The Adjutant General of Hawaii
3949 Diamond Head Road
Honolulu, HI 96816-4495
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IDAHO

The Adjutant General of Idaho
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FAX: 208-422-6179

ILLINOIS

The Adjutant General of Illinois
1301 North MacArthur Boulevard
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Tel: 217-761-3500
FAX: 217-761-3736

INDIANA

The Adjutant General of Indiana
ATTN: MDI-AG
2002 South Holt Road
Indianapolis, IN 46241-4839
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FAX: 317-247-3540

IOWA

The Adjutant General of Iowa
Camp Dodge
7700 NW Beaver Drive
Johnston, IA 50131-1902
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FAX: 515-252-4787

KANSAS

The Adjutant General of Kansas
2800 SW Topeka Boulevard
Topeka, KS 66611-1287
Tel: 785-274-1001
FAX: 785-274-1682

KENTUCKY

The Adjutant General of Kentucky
100 Minuteman Parkway
Frankfort, KY 40601-6168
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FAX: 502-607-6271

LOUISIANA

The Adjutant General of Louisiana
304 'F' Street
Camp Beauregard
Pineville, LA 71360
Tel: 318-641-3858
FAX: 318-641-3865

MAINE

The Adjutant General of Maine
Military Bureau, Camp Keyes
Augusta, ME 04333-0033
Tel: 207-626-4271
FAX: 207-626-4509

MARYLAND

The Adjutant General of Maryland
5th Regiment Armory
Baltimore, MD 21201-2288
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FAX: 410-576-6079

MASSACHUSETTS

The Adjutant General of Massachusetts
50 Maple Street
Milford, MA 01757
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FAX: 508-233-6554

MICHIGAN

The Adjutant General of Michigan
3411 North Martin Luther King Blvd.
Lansing, MI 48906-2934
Tel: 517-481-8083
FAX: 517-481-8125

MINNESOTA

The Adjutant General of Minnesota
4th Floor Veterans Services Building
20 West 12th Street
St. Paul, MN 55155-2098
Tel: 651-282-4666
FAX: 651-282-4541

MISSISSIPPI

The Adjutant General of Mississippi
1410 Riverside Dr.
Jackson, MS 39202
Tel: 601-313-6232
FAX: 601-313-6251

MISSOURI

The Adjutant General of Missouri
2302 Militia Drive
Jefferson City, MO 65101-1203
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FAX: 573-638-9722

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MONTANA

The Adjutant General of Montana
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Fort Harrison, MT 59636-4789
Tel: 406-324-3010
FAX: 406-324-3011

NEBRASKA

The Adjutant General of Nebraska
1300 Military Road
Lincoln, NE 68508-1090
Tel: 402-309-7100
FAX: 402-309-7147

NEVADA

The Adjutant General of Nevada
Nevada Military Department
2460 Fairview Dr.
Carson City, NV 89701
Tel: 775-887-7302
FAX: 775-887-7322

NEW HAMPSHIRE

The Adjutant General of New Hampshire
4 Pembroke Road
Concord, NH 03301-5353
Tel: 603-225-1200
FAX: 603-225-1257

NEW JERSEY

The Adjutant General of New Jersey
101 Eggert Crossing Road
Lawrenceville, NJ 08648-2805
Tel: 609-530-6957
FAX: 609-530-7191

NEW MEXICO

The Adjutant General of New Mexico
47 Bataan Boulevard
Santa Fe, NM 87505-4695
Tel: 505-474-1202
FAX: 505-474-1355

NEW YORK

The Adjutant General of New York
330 Old Niskayuna Road
Latham, NY 12110-2224
Tel: 518-786-4502
FAX: 518-786-4325

NORTH CAROLINA

The Adjutant General of North Carolina
4105 Reedy Creek Road
Raleigh, NC 27607-6410
Tel: 919-664-6101
FAX: 919-664-6400

NORTH DAKOTA

The Adjutant General of North Dakota
Fraire Barracks
Bismarck, ND 58506-5511
Tel: 701-333-2001
FAX: 701-333-2017

OHIO

The Adjutant General of Ohio
2825 West Dublin Granville Road
Columbus, OH 43235-2789
Tel: 614-336-7070
DSN: 346-7070
FAX: 614-336-7074

OKLAHOMA

The Adjutant General of Oklahoma
3501 Military Circle
Oklahoma City, OK 73111-4398
Tel: 405-228-5201
FAX: 405-228-5524

OREGON

The Adjutant General of Oregon
Oregon Military Department
Salem, OR 97309-5047
Tel: 503-584-3991
FAX: 503-584-3987

PENNSYLVANIA

The Adjutant General of Pennsylvania
Fort Indiantown Gap
Building SO47 Fisher Avenue
Annville, PA 17003-5002
Tel: 717-861-8500
FAX: 717-861-8481

PUERTO RICO

The Adjutant General of Puerto Rico
P.O. Box 9023786
San Juan, PR 00902-3786
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FAX: 787-723-6360

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RHODE ISLAND

The Adjutant General of Rhode Island
Command Readiness Center
645 New London Avenue
Cranston, RI 02920-3097
Tel: 401-275-4102
FAX: 401-275-4338

SOUTH CAROLINA

The Adjutant General of South Carolina
1 National Guard Road
Columbia, SC 29201-4766
Tel: 803-806-4217
FAX: 803-806-4468

SOUTH DAKOTA

The Adjutant General of South Dakota
2823 West Main St.
Rapid City, SD 57702-8186
Tel: 605-737-6702
FAX: 605-737-6677

TENNESSEE

The Adjutant General of Tennessee
P.O. Box 41502
Nashville, TN 37204-1501
Tel: 615-313-3001
FAX: 615-313-3100

TEXAS

The Adjutant General of Texas
P.O. Box 5218
Camp Mabry
Austin, TX 78763-5218
Tel: 512-782-5006
FAX: 512-782-5578

UTAH

The Adjutant General of Utah
12953 S. Minuteman Drive
Draper, UT 84020-1776
Tel: 801-523-4401
FAX: 801-523-4677

VERMONT

The Adjutant General of Vermont
789 Vermont National Guard
Colchester, VT 05446-3099
Tel: 802-338-3124
FAX: 802-338-3425

VIRGIN ISLANDS

The Adjutant General of the Virgin Islands
4031 LaGrande Princess, Lot 1B
Christiansted, VI 00820-4353
Tel: 340-712-7710
FAX: 340-712-7709

VIRGINIA

The Adjutant General of Virginia
Virginia National Guard
Richmond, VA 23219
Tel: 804-786-4400
FAX: 804-371-0073

WASHINGTON

The Adjutant General of Washington
Camp Murray, Building 1
Tacoma, WA 98430-5000
Tel: 253-512-8201
FAX: 253-512-8497

WEST VIRGINIA

The Adjutant General of West Virginia
1703 Coonskin Drive
Charleston, WV 25311-1085
Tel: 304-561-6316
FAX: 304-561-6327

WISCONSIN

The Adjutant General of Wisconsin
Department of Military Affairs
PO Box 8111
Madison, WI 53708-8111
Tel: 608-242-3001
FAX: 608-242-3111

WYOMING

The Adjutant General of Wyoming
5500 Bishop Boulevard
Cheyenne, WY 82009-3220
Tel: 307-772-5234
FAX: 307-772-5010

HEALTH CARE CONTACTS AND MEDICAL ASSOCIATIONS:

Department of Defense
Assistant Secretary of Health Affairs
1000 Defense Pentagon, Room 3E1082
Washington, DC 20301
(703) 697-2111

Department of Health and Human Services
Surgeon General
Park Lawn Bldg., 5600 Fishers Lane
Room 18-67
Rockville, MD 20857
(301) 443-4000

Department of Health and Human Services
Office of Public Health Emergency Preparedness
Assistant Secretary
Hubert Humphrey Building
200 Independence Ave, SW
(202) 205-2882

American Medical Association
515 N. State Street
Chicago, IL 60610
(312) 464-5000

American Nurses Association
600 Maryland Av., SW Ste. 100 W.
Washington, DC 20024
(202) 651-7000

American Dental Association
211 E. Chicago Ave.
Chicago, IL 60611-2678
(312) 440-2500

Additional Medical Specialty Associations are included in:

Encyclopedia of Associations
Gale Group

Associations Yellowbook
Leadership Directories

State Government Yellow Book
Leadership Directories
State Accrediting and Licensing Officials (for medical specialties)

ANNEX H

REPORTS

This Annex establishes procedures and time frames for reports submitted during the transition of the Selective Service System from an active standby status to a fully activated status upon mobilization capable of delivering untrained and trained personnel to the military services.

1. **GENERAL.**

Upon mobilization, or earlier, if ordered by the Director of Selective Service, an operations center will be established at National Headquarters to provide the capability to monitor the status of the Agency during the first 193 days of an anticipated return to conscription.

Summary Situation Reports (SITREPS) will be available electronically via the Central Registrant Processing Portal (CRPP)/ Integrated Mobilization Information System (IMIS) for daily briefings for the Director and staff during at least the first 15 days after M-Day and weekly thereafter.

2. **READINESS STATUS REPORTS.**

The following electronic reports will be available in real time (via CRPP) starting on Day 1 an authorized return to conscription. The reports from each Region will include data through close of business the previous week. Once a Region Headquarters reports that readiness elements are fully manned and operational, further reporting will be available in the CRPP on an exception basis as situations change. Related CRPP (IMIS) "Band Aid" information is identified in parenthesis below. Note that the information available in the "Legacy Web IMIS" is for authorizations only in most cases. (See Appendix 1 to this Annex for reporting format.)

a. **Regions.** Region Headquarters will report the following information to the Operations Directorate, National Headquarters, weekly or as required.

- (1) Number of State Headquarters (SHQ) authorized/operational.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp_l04)
- (2) Number of State Directors authorized/present for duty.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Directors) (CRPP: TBD, IMIS: amp_m02)

- (3) Number of Reserve Forces Officers (RFOs) authorized/present for duty.
("Legacy Web IMIS" Reserve Forces Automated Personnel System, Query, Personnel) (CRPP: TBD, IMIS: amp_m06; amp_m08)
 - (4) Number of Area Offices (AO) authorized/operational.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp_l01; amp_l01b; amp_m21; amp_m21a)
 - (5) Number of Area Office Augmentees authorized/present for duty, if required.
(There are no "Legacy Web IMIS" reports, exports or queries available.) (CRPP: TBD, IMIS: amp_m01; amp_m05)
 - (6) Number of collocated AO/ASOs (Alternative Service Office) authorized/operational.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp_m42)
 - (7) Number of Military Entrance Processing Stations (MEPS) contacted.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data, Extended Data) (CRPP: TBD, IMIS: amp_l05; amp_m40)
 - (8) Number of RHQ, DAB, SHQ, AO/ASO civilian personnel authorized, trained, and present for duty.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data, Extended Data; partial authorization data only) (CRPP: TBD, IMIS: amp_m10)
 - (9) Number of operational boards (LB, DAB) activated per Readiness Timetable.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data, Local Board or District Appeal Board as applicable) (CRPP: TBD, IMIS: amp_l02; amp_m06; amp_m07a)
- b. State Headquarters. State Headquarters will make sure the following information is updated in CRPP (IMIS) so that it is available to the Operations Division and their Region Headquarters weekly, or as required, at a time to be determined by NHQ-OP following an authorized return to conscription. The reports will include data through close of business the previous week.
- (1) State Headquarters Offices authorized/operational.
("Legacy Web IMIS" Automated Mobilization Planning System, Export,

Location Data) (CRPP: TBD, IMIS: amp_l04)

- (2) Number of State Directors authorized/present for duty.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Directors) (CRPP: TBD, IMIS: amp_m02)
- (3) Number of total Reserve Forces Officers (RFOs) present for duty.
("Legacy Web IMIS" Reserve Forces Automated Personnel System, Query, Personnel) (CRPP: TBD, IMIS: amp_m06; amp_m08)
- (4) Number of Area Office Augmentees authorized/present for duty, if required.
(There are no "Legacy Web IMIS" reports, exports, or queries available for this data.) (CRPP: TBD, IMIS: amp_m01; amp_m05)
- (5) Number of AOs/total authorized/operational.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp_l01)
- (6) Number of ASOs/total authorized/operational.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp_l08)
- (7) Number of SHQ/AO/ASO/DAB civilian personnel authorized, trained, and present for duty.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data, Extended Data; partial authorization information only) (CRPP: TBD, IMIS: amp_m10)
- (8) Number of operational boards (LB, DAB) activated per Readiness Timetable.
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data, Local Board or District Appeal Board, as applicable) (CRPP: TBD, IMIS: amp_l02, amp_l06)

c. IMIS Reports.

File Address	Report
	Location
amp_l01	Area Office TPR/MOB Location Report
amp_l02	Local Board (LB) Location Report
amp_l03	Region Headquarters (RHQ) Location Report
amp_l04	State Headquarters (SHQ) Location Report

amp_I05 Military Entrance Processing Station (MEPS)
amp_I06 District Appeal Board (DAB) Location Report
amp_I08 Alternate Service Office (ASO) Location Report

Personnel

amp_m01 Area Office Augmentee Personnel Report
amp_m02 State Directors Personnel Report
amp_m03 Region Directors Personnel Report
amp_m04 Board Members Personnel Report
amp_m08 Reserve Force Officers Personnel Report

Strength

amp_m05 Area Office Augmentee Strength Report
amp_m06 Reserve Force Officers Strength Report
amp_m07a Board Members Strength Report
amp_m10 Civilian Manpower Strength Report

Plan Appendices

amp_m20 AMP, Annex I, Appendix 1 (AO Staffing Guide)
amp_m21 AMP, Annex I, Appendix 3 (AO Profile) by Location
amp_m21a AMP, Annex I, Appendix 3 (AO Profile) by Detachment
amp_m22 AMP, Annex I, Appendix 4-6 (AO TDAs)
amp_m23 AMP, Annex I, Appendix 7-9 (AO Personnel)
amp_m30 SMP, Annex I, Appendix 3 (SHQ Profile)
amp_m30a SMP, Annex I, Appendix 3 (STO Profile)
amp_m31 SRP, Annex I, Appendix 4 (SHQ TDAs)
amp_m32 SMP, Annex I, Appendix 5-6 (SHQ Personnel)
amp_m33 SMP, Annex I, Appendix 7 (SHQ Staffing Guide)
amp_m35 SRP, Annex E, Appendix 2 (SHQ Equipment List)
amp_m40 RMP, Annex M, Appendix 1 (MEPS Profile)
amp_m42 AMP, Annex I, Appendix 3 (ASO Profile)

APPENDIX 1 TO ANNEX H

SELECTIVE SERVICE SYSTEM OPERATIONS DIRECTORATE						OPERATIONAL STATUS FIELD ELEMENTS BY REGION						
DATE:						DAY:						
RG	STATE HQS		STATE DIRECTORS		RFOs		AREA OFFICES		ALT. SVC. OFFICES		MEPS	
	Auth	Oper	Auth	Oper	Auth	Oper	Auth	Oper	Auth	Oper	Auth	Oper
I	18		18				142		22		18	
II	15		15				142		11		24	
III	23		23				152		15		23	
Tot	56		56				436		48		65	

APPENDIX 1 TO ANNEX H

SELECTIVE SERVICE SYSTEM OPERATIONS DIRECTORATE						OPERATIONAL STATUS FIELD ELEMENTS BY REGION				
DATE:						DAY:				
RG	LOCAL BOARDS		DABS		AO AUG		AO/ASO CIV PERS		DAB CIV PERS	
	Auth	Oper	Auth	Oper	Auth	Oper	Auth	Train	Auth	Train
I	724		30							
II	682		35							
III	663		31							
Total	2069		96							

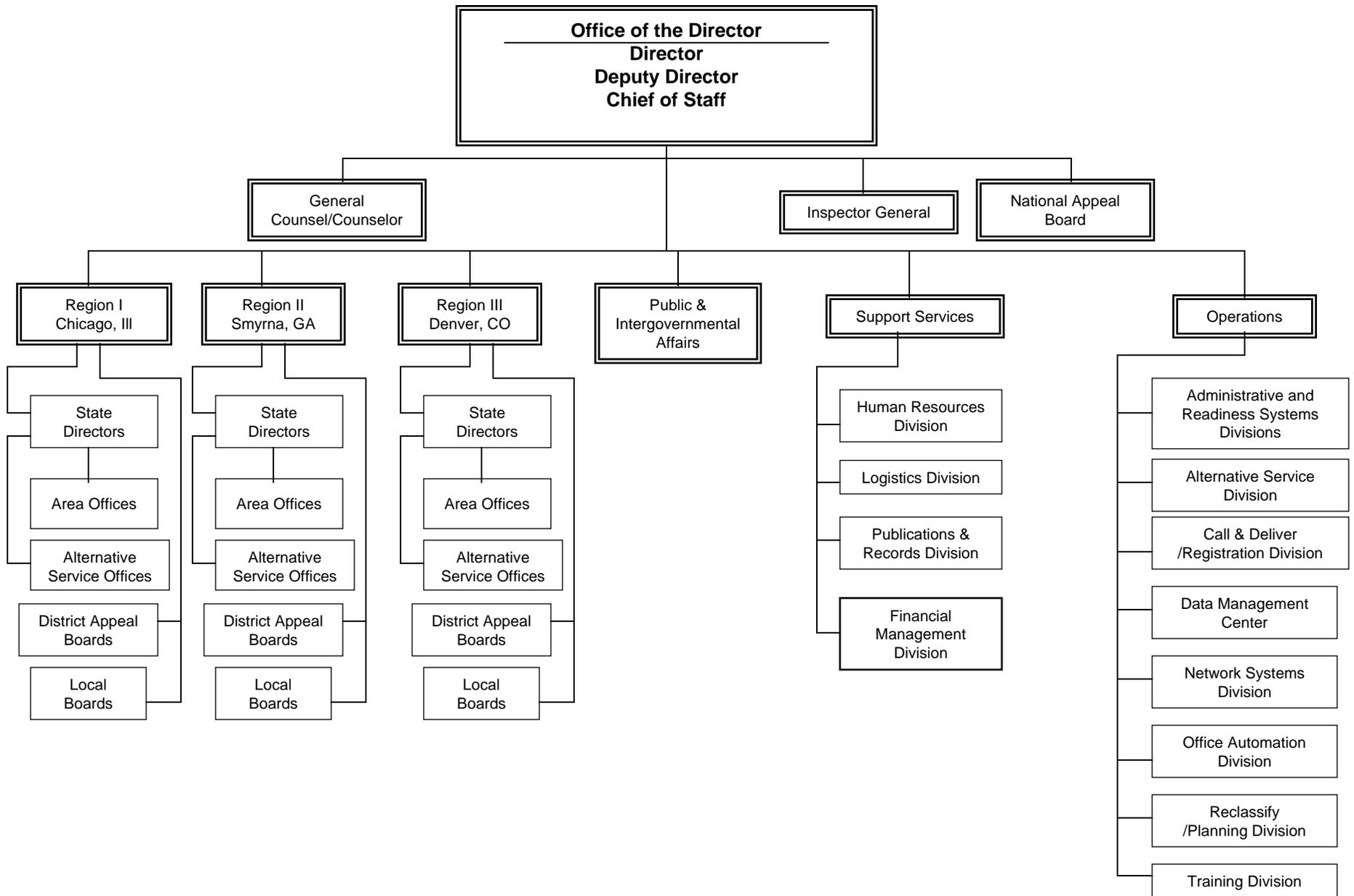
ANNEX I

SELECTIVE SERVICE SYSTEM MOBILIZATION ORGANIZATION

This Annex establishes guidelines for the Organizational structure of the Selective Service System National Headquarters during mobilization. These guidelines are described in the three appendices listed below:

1. Appendix 1 Selective Service System Mobilization Organization
2. Appendix 2 Selective Service System Mobilization Functions
3. Appendix 3 Mobilization Manpower Requirements (National Headquarters TDA)

Selective Service System Mobilization Organizational Structure



APPENDIX 2 TO ANNEX I

SELECTIVE SERVICE SYSTEM MOBILIZATION FUNCTIONS

This Appendix outlines Selective Service System (SSS) functions by element during mobilization.

1. NATIONAL HEADQUARTERS ELEMENTS.

- a. **The Director (D)** leads and supervises the operation and administration of the Agency in accordance with law and the policies of the President.
- b. **The Deputy Director (DD)** performs duties and functions prescribed by the Director and the duties and functions of the Director when the Director is absent or when the position of Director is vacant.
- c. **The Chief of Staff (CS)** is responsible for exercising senior level oversight of the daily operations of the Executive Office of the Director and the Region Directors; responsible for protocol duties and tasks that directly involve the Director; oversees daily appointments, schedules briefings, and coordinates presentations for the Director and Deputy Director, and is responsible for all special projects administered by the Office of the Director. In addition, the Chief of Staff has oversight responsibility for the Agency's Strategic Planning Process plus the Agency's responses to and compliance with the Government Performance and Results Act and the President's Management Agenda.
- d. **The General Counsel/Counselor (GC)** is the legal adviser to the Director and is the Chief Legal Officer for the Agency. The GC provides legal opinions, advice and services; handles litigation of interest to the Agency; prepares, coordinates and assures the legality of Agency regulations; and manages the passive litigation of interest to the Agency; assures the legality of Agency regulations and manages the passive compliance program. The GC serves at the discretion of the Director as Counselor and confidential advisor on all matters relating to Agency mission and activities, particularly concerning questions requiring their personal attention.
- e. **The Inspector General (IG)** protects the integrity of the Agency's programs as well as the health and welfare of the beneficiaries of those programs. The IG conducts and supervises audits and investigations of SSS programs and operations; and provides leadership, coordination and

recommends policies for activities designed to (a) promote economy, efficiency, and effectiveness in the administration of the Agency's programs and operations, and (b) prevent and detect fraud, waste, and abuse in SSS programs and operations.

- f. **National Appeal Board (NAB)** adjudicates DAB cases appealed to the President by the registrants or Selective Service officials. The Agency board structure consists of LBs, DABs, and the National Appeal Board (NAB) with the NAB being the final adjudication authority.

- g. **The Public and Intergovernmental Affairs Directorate (PIA)** is responsible for planning, producing, executing, reviewing and evaluating public affairs policies, campaigns, and information programs to communicate Selective Service history, missions, roles, and requirements to a variety of external and internal audiences and for coordinating legislative and intergovernmental matters with Congress, and other organizations within the Executive Branch. It also serves as liaison between the Agency and State and local government offices that do business with SSS. Additionally, the Directorate serves as primary speechwriter for the Director and Deputy Director, and designs, drafts, edits, and publishes the Annual Report to the Congress. Audiences include the news media, associations, organizations, industries, government agencies, legislators, the general public, and the Agency's compensated and uncompensated employees. PIA maintains dialogue with patriotic, military, and defense-related public interest groups and organizations on matters of mutual concern. It conducts programs of national awareness publicity to facilitate public understanding of, and compliance with, the provisions of the Military Selective Service Act. It also responds to inquiries from the Legislative Branch and other government agencies, corporate America, and the public. PIA prepares testimony for the Director, monitors and analyzes legislative activity for impact on SSS. The Directorate also monitors news and public opinion regarding Agency programs and provides public affairs counsel in all Agency policy decisions.

- h. **Operations Directorate (OP)** is responsible for the formulation and implementation of mobilization and information technology plans, policies, procedures and programs that outline guidance for the operation of registrant processing and Board Member programs designed by the SSS to conduct a conventional or health care draft to meet personnel requirements of the Department of Defense (DoD) during the resumption of a draft. The Directorate also administers the Alternative Service Program (ASP) for conscientious objectors (COs) to perform alternative civilian service in lieu of military service. The Directorate manages the

Random Selection Lottery Program, Health Care Personnel Delivery System (HCPDS), Continuity of Operations Plan (COOP), and the Alert Notification Roster.

- (1) **Administrative and Readiness Systems Division (OP/AR).** This Division is responsible for developing, testing and supporting interactive and server-based applications in a networked environment. The automated systems include applications supporting the administrative processing involving Agency civilian employees, military personnel and Local and Appeal Board personnel nationwide. Also, the Division provides assistance access to payroll, personnel and accounting system users.

The Division is also responsible for system development and maintenance of all mobilization readiness systems. This division is mainly responsible for developing, testing and supporting systems that would be put into production mode upon mobilization to support the automated induction process, claims and appeals process for both general registrants and health care personnel, along with providing support for the ASP processes.

- (2) **Alternative Service (OP/AS) Division.** The Alternative Service Division will supervise the ASP to include overseeing the alternative civilian service of registrants who oppose noncombatant service in the military and are reclassified as COs. The Division ensures that Alternative Service Workers (ASWs), the COs, will be managed fairly, effectively and equitably in a mobilization.

- (3) **Call and Deliver (OP/CD)/Registration (OP/REG) Division.** The Post-Mobilization purpose of this Division is the Call and Deliver function within the Readiness Plan. The Division will develop and manage an Agency infrastructure to provide trained and untrained personnel to and from Military Entrance Processing Stations (MEPS) throughout the United States.

The mobilization function of the Registration Division's personnel and fiscal resources focuses on the Agency's Registration Program; policy and program administration for the Registration Process; interagency liaison, to include: Social Security Administration (SSA), Office of Personnel Management (OPM), DoD, Department of Justice (DoJ), Department of Education (DoED), Department of Labor (DoL), U.S. Postal Service (USPS), and state Departments of Motor Vehicles (DMVs); statistical analysis and reporting; and, monitoring registration activities in the

Regions is a daily process that helps to ensure the highest number of valid registrations possible. Also, the Division oversees the various SSS Registrar Programs that promote registration awareness and facilitate registration compliance.

- (4) **Data Management Center (OP/DMC).** In support of the Registration and Registration Compliance Processes, the DMC is responsible for the receipt, control, and processing of all data related to the Agency's registration and compliance systems for young men between the ages of 18 through 25. This includes coordinating with other Directorates for all production systems, data entry, computer programming and processing, error correction, registration documentation and change form processing, postcard, letter and news release production, and electronic storage; providing mail processing services for all centralized applications; and, providing Agency responses to inquiries concerning registrants and administrative support functions
- (5) **Network Systems Division (OP/NS).** The Network Systems Division is responsible for local- and wide-area network administration to include infrastructure and configuration management of all SSS file server related equipment. The Division develops strategic and contingency plans, applications and procedures for the operation and maintenance of the server infrastructure. It monitors LAN/WAN utilization, implements and maintains security systems, protocols, and procedures. It also develops, coordinates and implements WAN policies, procedures, standards and guidelines. This Division maintains all telecommunications systems and connection points, pre- and post-mobilization. The Manager of OP/NS is also designated the Agency's Information Technology Security Officer (ITSO) and reports directly to the CIO on IT security issues.
- (6) **Office Automation Division (OP/OA).** The Office Automation Division provides front-line microcomputer and office automation support to customers, including troubleshooting and assistance in software and hardware operations; evaluates, tests, and implements solutions; develops, coordinates and implements policies, standards, and guidelines, user training, help-desk, equipment installation, forms automation, records management automation, computer security training, and maintenance of internal tracking applications for information technology. This Division also provides training for Agency personnel to meet current and future needs for technical knowledge and facilitates the development of

individual abilities, and support for all microcomputer users throughout the Agency.

- (7) **Reclassify (OP/REC) / Planning (OP/PLN) Division.** The post-Mobilization purpose of the Reclassify Division includes establishing and maintaining close coordination with other Federal Agencies including DoD, the Department of Homeland Security (DHS), and the Federal Emergency Management Agency (FEMA) to ensure that the SSS is postured to meet mobilization requirements as directed by the President and Congress.

Responsible for developing all Agency plans and policies for establishing and maintaining the Reclassification Process to include a structure to settle claims filed by men seeking postponements, exemptions, and deferments from military service in the event of a conscription.

Upon mobilization, the Reclassify Division will include the following branches: Programs Branch for oversight and maintenance of programs; Health Care Registrants Branch to be activated during a Health Care Draft; and, Case and Inquiry Branch to act on registrant claims and appeals and monitor the registrant claims and appeals process.

- (8) **Training (OP/TRN) Division.** The Training Division's mission is the creation, maintenance, management, and distribution of all Agency registration and mobilization training materials nationwide for both civilian and military staff members. OP/TRN is responsible for tracking of annual training requirements, new training material creation, and the deployment of new training programs.

- i. **Support Services Directorate (SPT)** is responsible for the formulation of Agency policies, standards, procedures, and contingency plans in the areas of civilian human resources management; purchasing and contracts; administrative support; and real and personal property management. The Directorate is also responsible for facility and lease management, and procurement and contract administration. In addition, the Office provides a full range of civilian personnel services in peacetime and upon mobilization for the Agency. It also serves as liaison with OPM and GSA for facility and procurement matters. SPT monitors the Agency's civilian compensated personnel, logistics, procurement, contracting, and publications administration functions to ensure conformity with laws, regulations, and the policies of the Office of the Director.

- (1) **Logistics Division (SPT/LO)** develops and manages administrative and logistical policy and support activities for Agency programs, and is the single point of reference for the areas of procurement and contract administration; supply and equipment management; facility and lease management; physical security; transportation of people and things; accountable property management; and printing and graphics. The Division represents the Agency's interests with the Office of Federal Procurement Policy and with the General Services Administration.
- (2) **Human Resources Division (SPT/HR)** administers all civilian-compensated and military personnel programs as well as Tables of Distribution and Allowances (TDAs), ensuring compliance with governing statutes, regulations, policies and principles, and is the single point of reference for all elements of the Agency. The full range of civilian and military personnel services include staffing, position management as required by the Operations Directorate, employee relations and benefits; and employee health and assistance programs. It also administers the civilian payroll system, the civilian training program, and serves as the Agency's point of responsible for approving security clearances for Agency personnel. The Division is also responsible for the development, implementation, and oversight of Agency matters relating to all civilian personnel policy and procedures, including compensated Board Technicians upon mobilization. Upon mobilization, the Division will include an Uncompensated Personnel Branch for management of the Board Member program.
- (3) **Publications Division (SPT/PR)** is responsible for developing plans, policies, and procedures for the management and control of programs associated with the organization, maintenance, reference, re-supply, and disposition of Agency publications, forms, reports, files, correspondence, and mail management programs. The Division, as the single point of reference for all publications, monitors the coordination, publication, and maintenance of Agency Headquarters Orders and Directives.
- (4) **Financial Management Division (FM)** provides the full range of financial staff services; develops financial policy, systems, and implementing procedures; supports the Director's appropriation requests to the Congress; manages the operation of the financial plan, assures availability and allocation of resources to approved programs; prepares internal and external reports on financial conditions; recommends reprogramming actions and performs

financial analyses of special projects emanating from extraordinary mission requirements; maintains the fiscal ledger accounts and records; disburses funds; and serves as primary liaison with the Office of Management and Budget (OMB), General Accounting Office (GAO), Congressional Budget Office (CBO), the Department of Treasury, and Congressional Appropriations Subcommittees on financial matters. The following divisions play a strategic role in the performance of the above stated functions:

- (a) **Budget Branch** – The Budget Branch is responsible for the planning, programming and budgeting of all required funding support. The Budget Branch will oversee the execution of the mobilization budget and monitor processes through Region Headquarters who will in turn monitor the budget functions of the State Headquarters. All budget transactions and funding requests will be prepared and processed in accordance with law, regulations, and guidance received from the OMB.

- (b) **Accounting Branch** - The Accounting Branch is responsible for accurate and timely payments to all customers, including reimbursement for travel and per diem to all employees traveling on behalf of the Agency. It is also responsible for receiving and processing all vendor invoices and ensuring the accuracy of each payment made on behalf of the SSS, and includes Elements: Accounting, Accounting Control; and Travel.

2. **REGION HEADQUARTERS ELEMENTS.**

- a. Region Headquarters - See Basic Plan, para 3.g. (2) and (3) and the Region Headquarters Readiness Plan (RRP).

- b. District Appeal Boards - See Headquarters Order 04-03.

3. **STATE HEADQUARTERS ELEMENTS.**

- a. State Headquarters - See Basic Plan, para 3.g. (4) and (5) and the State Headquarters Readiness Plan (SRP).

- b. Area Offices - See Basic Plan, para 3.g. (6) and the Area/Alternative Service Office Readiness Plan (ARP).

- c. Alternative Service Offices - See Basic Plan, para 3.g. (7) and the Area/Alternative Service Office Readiness Plan (ARP).
- d. Local Boards - See Headquarters Order 03-02.

APPENDIX 3 TO ANNEX I

NHQ MOBILIZATION MANPOWER REQUIREMENTS

NHQ PERSONNEL REQUIREMENTS (TABLE OF DISTRIBUTION AND ALLOWANCES)

1. The mobilization Tables of Distribution and Allowances (TDAs) contained in the following pages reflect the manpower required to expand the National Headquarters, including the Data Management Center, to full operational status. This document is intended for **planning purposes only**, and is based on current estimated workload factors and concept.
2. Personnel Requirements by Grade (with finalization TBD by SPT/HR):

EX	1
SES	8
GS-15	26
GS-14	37
GS-13	45
GS-12	91
GS-11	14
GS-10	14
GS-9	29
GS-8	11
GS-7	69
GS-6	62
GS-5	22
GS-4	22
WG-06	3
WG-03	1
WG-02	1
<u>TOTAL</u>	<u>456</u>

APPENDIX 3 TO ANNEX I

SELECTIVE SERVICE SYSTEM NATIONAL HEADQUARTERS READINESS POSITION DESCRIPTIONS

- Reserved for Readiness Position Descriptions (PDs) for civilian new hires at National Headquarters.
- The following PDs are required:

	POSITION TITLE	GRADE LEVEL	# REQUIRED
	Office of the Director (OD)		[9]
-	Director	EX-4	1
-	Deputy Director	SES	1
-	Senior Advisor	SES	1
-	Chief of Staff	GS-15	1
-	Strategic Planning Officer	GS-15	1
-	Program Analyst (Strat Plans)	GS-14	1
-	Staff Assistant	GS-12	1
-	Secretary (OA)	GS-10	1
-	Driver	GS-7	1
	Office of the General Counsel (GC)		[10]
-	General Counsel	SES	1
-	Assistant General Counsel	GS-15	3
-	General Attorney	GS-14	3
-	Paralegal Specialist	GS-12	1
-	Legal Secretary	GS-10	1
-	Secretary (OA)	GS-10	1
	Office of the Inspector General (IG)		[8]
-	Inspector General	GS-15	1
-	Deputy Inspector General	GS-14	1
-	Inspections & Audits Supervisor	GS-14	1
-	Inspector	GS-13	1
-	Auditor	GS-12	2
-	Secretary (OA)	GS-07	1
-	Clerk-Typist	GS-04	1

National Appeal Board (NAB)			[10]
-	Executive Director	GS-15	1
-	Appeal Review Board Specialist	GS-09	2
-	Appeal Board Technician	GS-07	5
-	Secretary (OA)	GS-07	1
-	Program Assistant (OA)	GS-06	1

**PUBLIC AND INTERGOVERNMENTAL AFFAIRS (PIA)
DIRECTORATE**

			[20]
-	Associate Director	SES	1
-	Deputy Associate Director	GS-15	1
-	Chief, Governmental Affairs	GS-15	1
-	Public Affairs Officer/ Historian	GS-14	1
-	Public Affairs Specialist	GS-13	3
-	Public Affairs Specialist	GS-12	1
-	Supervisory Mgmt /Program Analyst	GS-14	1
-	Public Affairs Program Assistant	GS-10	2
-	Dep Chief, Governmental Affairs	GS-14	1
-	Legislative Assistant	GS-12	2
-	Secretary (OA)	GS-10	1
-	Program Assistant (OA)	GS-07	3
-	Supervisory Mgmt Analyst	GS-13	1
-	Management Analyst	GS-12	1

OPERATIONS DIRECTORATE (OP) [5] [OP:MOB-61/IT-48/DMC-155] [269]

-	Associate Director	SES	1
-	Deputy Associate Director	GS-15	1
-	Special Asst. for EEO	GS-15	1
-	Secretary (OA)	GS-10	1
-	Program Assistant (OA)/EEO	GS-07	1

Administrative & Readiness Systems Division [20]

-	Division Manager (IT)	GS-15	1
-	Deputy Division Manager (IT)	GS-14	1
-	IT Specialist	GS-13	3
-	IT Specialist	GS-12	6
-	IT Specialist	GS-11	6
-	IT Specialist	GS-09	3

Alternative Service Division [12]

-	Division Manager	GS-15	1
-	Deputy Division Manager	GS-14	1
-	Program Analyst	GS-13	3

-	Program Analyst	GS-12	6	
-	Program Assistant (OA)	GS-07	1	
	Call and Deliver Division			[12]
-	Division Manager	GS-15	1	
-	Deputy Division Manager	GS-14	1	
-	Mgmt Analyst (Registrant Mgmt)	GS-13	3	
-	Mgmt Analyst (Registrant Mgmt)	GS-12	6	
-	Program Assistant (OA)	GS-07	1	
	Data Management Center (DMC)			[8] [155]
-	Manager for DMC	SES	1	
-	Assistant Manager	GS-15	1	
-	Shift Manager	GS-12	3	
-	Secretary (Office Automation)	GS-08	1	
-	Program Assistant (OA)	GS-07	2	
	Administrative Branch			[13]
-	Supervisory Mgmt. Analyst	GS-14	1	
-	Management Analyst	GS-12	3	
-	Administrative Officer	GS-11	1	
-	Computer Specialist (LAN)	GS-12	3	
-	Management Assistant	GS-08	1	
-	Management Services Assist	GS-08	2	
-	Mgmt. Services Assist (OA)	GS-06	2	
	Computer Support Branch			[9]
-	Supervisory Comp. Specialist	GS-14	1	
-	Computer Specialist	GS-13	2	
-	Computer Specialist	GS-12	5	
-	Computer Specialist (M. Doc.)	GS-11	1	
	Data Entry Branch			[30]
-	Supervisory Data Transcriber	GS-07	3	
-	Lead Data Transcriber	GS-05	6	
-	Data Transcriber	GS-04	21	
	Mail Logistics Branch			[46]
-	Mail Logistics Supervisor	GS-10	1	
-	Mail Supervisor	GS-08	3	
-	Lead Mail Processing Assist	GS-07	3	
-	Mail Processing Assistant	GS-06	30	
-	Computer Operator	GS-05	6	
-	Motor Vehicle Operator/Materials	WG-06	3	

Registrant Information and Research Branch [49]			
-	Information/Research Supervisor	GS-10	1
-	Supervisory Research Assistant	GS-09	3
-	Supervisory Contact Rep.	GS-09	3
-	Lead Research Assistant	GS-08	3
-	Research Assistant	GS-07	15
-	Lead Contact Representative	GS-07	3
-	Contact Representative	GS-06	15
-	Bilingual Contact Representative	GS-06	6

Network Systems Division [8]			
-	Division Manager (IT)	GS-15	1
-	Deputy Division Manager (IT)	GS-14	1
-	Sr. Telecomm Specialist	GS-14	1
-	IT Specialist	GS-13	5

Office Automation Services Division [20]			
-	Division Manager (IT)	GS-15	1
-	Deputy Division Manager (IT)	GS-14	1
-	IT Specialist	GS-13	3
-	IT Specialist	GS-12	6
-	IT Specialist	GS-09	9

Reclassify Division [3]			
-	Division Manager	GS-15	1
-	Deputy Division Manager	GS-14	1
-	Program Assistant (OA)	GS-07	1

Programs Branch [6]			
-	Program Manager	GS-14	1
-	Program Analyst	GS-13	2
-	Program Analyst	GS-12	3

*Health Care Registrants Branch [5]			
-	Program Manager	GS-14	1
-	Program Analyst	GS-13	1
-	Program Analyst	GS-12	3

**This branch will only be activated during a Health Care draft*

Case and Inquiry Branch [5]			
-	Program Manager	GS-14	1
-	Program Analyst	GS-13	1
-	Program Analyst	GS-12	1
-	Program Assistant (OA)	GS-07	2

Registration Division		[3]	
- Division Manager	GS-15		1
- Deputy Division Manager	GS-14		1
- Program Assistant (OA)	GS-07		1
Registration Programs Branch		[4]	
- Program Manager	GS-14		1
- Program Analyst	GS-13		2
- Program Analyst	GS-12		1
Compliance and Statistics Branch		[5]	
- Program Manager	GS-14		1
- Statistician	GS-13		1
- Program Analyst	GS-13		1
- Program Analyst	GS-12		2
Training Division		[6]	
- Division Manager	GS-15		1
- Deputy Division Manager	GS-14		1
- Training Specialist	GS-12		2
- Program Analyst	GS-12		1
- Program Assistant (OA)	GS-07		1
SUPPORT SERVICES DIRECTORATE (SPT)		[6]	[122]
- Associate Director	SES		1
- Deputy Associate Director	GS-15		1
- Secretary (OA)	GS-10		1
- Program Analysts	GS-12		3
Logistics Division		[3]	
- Logistics Support Manager	GS-15		1
- Deputy Division Manager	GS-14		1
- Program Assistant (OA)	GS-07		1
Contracting Branch		[9]	
- Contracting Officer	GS-14		1
- Contract Supervisory Specialist	GS-13		3
- Contract Specialist	GS-12		5
Purchasing Branch		[8]	
- Lead Purchasing Agent (OA)	GS-13		1
- Purchasing Agent	GS-10		3
- Purchasing Assistants	GS-09		3
- Purchasing Clerk	GS-05		1

	Administrative Management Branch	[6]	
	Spt Svcs Supv Specialist	GS-13	1
-	Administrative Officer	GS-12	1
-	Management Analyst	GS-12	1
-	Management Analyst	GS-11	1
-	Management Assistant (OA)	GS-07	1
-	Clerk-Typist/Receptionist	GS-05	1
	Mail and Central Files Branch	[11]	
-	Mail and File Manager	GS-13	1
-	Management Analyst	GS-12	1
-	Management Assistant	GS-07	1
-	Mail Assistant	GS-07	1
-	Mail Clerks	GS-05	3
-	Files Supervisor	GS-07	1
-	Files Clerk	GS-05	3
	Property, Supply and Transportation Branch	[6]	
-	Property Officer	GS-13	1
-	General Supply Specialist	GS-09	1
-	Supply Technician	GS-07	1
-	Supply Clerk	GS-06	1
-	Warehouseman	WG-03	1
-	Clerk-Driver	WG-02	1
	Human Resources Division	[3]	
-	Division Manager	GS-15	1
-	Human Resources Management Officer	GS-14	1
-	Program Assistant (OA)	GS-07	1
	Compensated Personnel Branch	[28]	
-	Human Resources Management Officer	GS-14	1
-	Human Resources Supervisory Specialist	GS-13	1
-	Human Resources Mgmt. Specialist	GS-12	9
-	Human Resources Mgmt. Specialist	GS-11	4
-	Human Resources Asst.	GS-08	1
-	Human Resources Asst.	GS-07	2
-	Human Resources Asst.	GS-06	4
-	Human Resources Asst.	GS-05	1
-	Payroll Supervisor	GS-07	1
-	Payroll Technician	GS-06	3

-	Payroll Clerk	GS-05		1
	Personnel Policy and Programs Branch		[6]	
-	Policy and Programs Manager	GS-14		1
-	Human Resources Mgmt. Specialist	GS-13		2
-	Human Resources Mgmt. Specialist	GS-12		2
-	Human Resources Asst.	GS-07		1
	Uncompensated Personnel Branch		[7]	
-	Program Manager	GS-14		1
-	Program Analyst	GS-13		2
-	Program Analyst	GS-12		4
	Financial Management (FM) Division		[4]	
-	Financial Manager	SES		1
-	Deputy Financial Manager	GS-15		1
-	Management/Program Analyst	GS-14		1
-	Secretary (OA)	GS-10		1
	Budget Branch		[6]	
-	Budget Officer	GS-15		1
-	Deputy Budget Officer	GS-14		1
-	Budget Analyst	GS-13		1
-	Budget Analyst	GS-12		1
-	Budget Analyst	GS-11		1
-	Program Assistant (OA)	GS-07		1
	Accounting Branch		[3]	
-	Accounting Officer	GS-15		1
-	Deputy Accounting Officer	GS-14		1
-	Program Assistant (OA)	GS-07		1
	Accounting		[15]	
-	Supervisory Accountant	GS-14		1
-	Accountants	GS-12		5
-	Supervisory Accounting Technicians	GS-09		3
-	Accounting Technicians	GS-07		6
	Accounting Control		[5]	
-	Supervisory Operating Accountant	GS-14		1
-	Accountants	GS-12		2
-	Accounting Technicians	GS-07		2

	Travel		[8]
-	Supervisory Accountant	GS-14	1
-	Accountant	GS-12	1
-	Supervisory Accounting Technicians	GS-09	2
-	Accounting Technicians	GS-07	4

ANNEX J

SELECTIVE SERVICE SYSTEM
CONTINUITY OF OPERATIONS (COOP)
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SELECTIVE SERVICE SYSTEM
CONTINUITY OF OPERATIONS (COOP)

1. INTRODUCTION

A viable Continuity of Operations (COOP) Plan provides instructions for the Agency to perform its mission essential functions and to prepare for the safety of its employees. Should a catastrophic event render the Selective Service System (SSS) office unusable for a period of time long enough to significantly impact normal operations, or to threaten Agency personnel, the office COOP Plan needs to be followed.

If a catastrophic event occurs, the SSS emergency plans would be implemented so that the Agency can continue mission essential operations at the Emergency Operations Center (EOC), NHQ, and other Agency headquarters or through the Agency's information technology infrastructure that would support a large scale COOP at Home (CAH) environment.

If the decision is made for Continuity of Operations at home, a COOP at Home Plan (CAHP) will be activated. The SSS CAHP is the deliberate and pre-planned movement of selected key principals and supporting staff to their designated CAH sites (CAHS) should personal safety be compromised.

The complete NHQ COOP Plan is located on the SSS Intranet/SSS General Purpose links/COOP.

2. PURPOSE

SSS must take necessary action to reduce vulnerability and to ensure its ability to perform all essential functions in all phases of a national emergency. This Annex applies to all Offices and Directorates within the Agency which have emergency continuity of operations functions as well as civilian and reserve force personnel.

A COOP Plan is designed to develop and maintain measures capable of being implemented during crisis or emergency situations, and it addresses all hazard threats, from pandemic health issues to a nuclear attack on the United States.

The emergency plans (i.e., Disaster Preparedness) for the safety and physical security (i.e. building security; inclement weather; bomb threats, etc.) of personnel is different than that of a COOP event. An SSS Directive, SSS National Headquarters Emergency Evacuation Plan, is a part of the NHQ COOP Plan.

The Agency has also developed and disseminated, to each NHQ employee, a "Continuity of Operations (COOP) Emergency Plan – Employee Guide" brochure. This brochure is also located on the SSS Intranet Site.

3. APPLICABILITY AND SCOPE

a. Applicability

The primary emergency operating capability will be established at NHQ. Upon notification of increased readiness or a national security emergency, the Agency

EOC will be activated upon direction of the SSS Director and the Agency's Emergency Coordinator (EC).

The Data Management Center (DMC) and the Region Headquarters (RHQ) are to maintain individual COOP Plans. Each RHQ and DMC are to be capable of performing their essential functions required to support performance of essential national function.

b. Scope

COOP applies to all Offices and Directorates within the Agency. Whether the emergency is weather related, a catastrophic event, or a pandemic influenza outbreak, the health and safety of Agency personnel is paramount.

Should the catastrophic event occur after normal business hours, the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) will notify the Director, the EC and/or the Alternate Emergency Coordinator (AEC). Once communication is established between the Director and the EC, information must be dispensed immediately to all employees, as to the condition of the building, and what temporary changes they can expect to be made in relation to their work location. The Alert Notification Roster will enable all responsible parties to complete contact with their employees.

The SSS must provide for the following:

- (1) Succession to office
- (2) Delegation of emergency authority
- (3) Devolution
- (4) Safekeeping of essential resources, facilities, and records
- (5) Tests, training and exercises
- (6) Establishment of emergency operating capabilities
- (7) Reconstitution

Each RHQ will develop the capability to perform mission essential regional functions required to support performance of mission essential functions. Alternate capability is to be developed at sites determined acceptable by the Region Directors.

The DMC will maintain a facility to provide for the execution of all ADP functions required for the SSS, by the MEPCOM Information Technology Directorate, Customer Support Division. Previously identified personnel will report to this site to provide emergency services for a temporary DMC.

4. ESSENTIAL FUNCTIONS

The essential functions of the SSS are dictated by the Military Selective Service Act [50 U.S.C. App. 460(h)] requirements when there is no draft: "The SSS shall be maintained as an active standby organization with a complete registration and classification structure capable of immediate operation in the event of a national emergency."

Registration compliance is achieved by establishing and maintaining programs to encourage young men to register on time, and thereby, achieve the highest possible draft-eligible compliance rate. The process of registration is an organizational function that is maintained at the DMC, and will continue regardless of the events occurring at SSS, NHQ.

In the event of a catastrophic event at NHQ, registration analysis and registration compliance programs will be transferred to the DMC until such time as NHQ is functioning. The SSS must be capable of performing these functions on a limited basis during a COOP event.

Continuity of Government Conditions (COGCON) – Federal Agencies operate under an alert system with levels different from the public alert color system. COGCON levels are used to prepare agencies for, or to execute COOP Plans. COGCON levels are in the Agency's NHQ COOP Plan.

5. AUTHORITIES, REFERENCES AND ACRONYMS

The following references provide policy guidance on measures to be taken to ensure the continuity of essential Agency functions under all emergency conditions.

- a. Executive Order (EO) 12656, Assignment of Emergency Preparedness Responsibilities, assigns each Federal Department and Agency to one of four categories on the basis of their National Security Emergency Preparedness (NSEP) responsibilities.

This EO specifically discusses the SSS in two parts. In Part 5, DoD, Sec. 501 Lead Responsibilities states that the Secretary of Defense shall (9) develop, in coordination with the Secretary of Labor, the Director of the Selective Service System, the Office of Personnel Management, and FEMA plans and systems to ensure that the Nation's human resources are available to meet essential military and civilian needs in national security emergencies. In Part 23, Selective Service System, Sec. 2301. Lead Responsibilities states that in addition to applicable responsibilities, the Director of Selective Service shall develop plans to provide by induction, as authorized by law, personnel that would be required by the armed forces during national security emergencies and to develop plans for implementing an alternative service program.

- b. Federal Continuity Directive 1 and 2 (FCD 1 and 2) provides direction to the Federal executive branch for developing continuity plans and programs. Continuity planning facilitates the performance of executive branch essential functions during all-hazards emergencies or other situations that may disrupt normal operations.
- c. EO 13295 provides guidance to Federal Department and Agencies on pandemic diseases, quarantine and incubation periods, and public alert and warning systems.
- d. National Security Presidential Directive (NSPD)-51 and Homeland Security Presidential Directive (HSPD)-20 dated May 9, 2007, establishes comprehensive national policy on the continuity of Federal Government

structures to enhance the credibility of our national security posture and enable a more rapid and effective response to and recovery from a national emergency.

- e. SSS Headquarters Order (HO), Succession of Authority, provides for succession if the Director is unable to perform the functions and duties of his/her office.
- f. SSS HO, Delegations of Authority – Financial Management, establishes specific delegations of authority as they relate to the approval of the expenditure of appropriated funds.
- g. Military Selective Service Act (MSSA).
- h. SSS HO, Assignment of Emergency Preparedness Responsibilities.
- i. Acronyms used throughout the COOP Plan:

ADP	Automated Data Processing
AEC	Alternate Emergency Coordinator
CAH	COOP at Home
CAHP	COOP at Home Plan
CAHS	COOP at Home Sites
COOP	Continuity of Operations
DHS	Department of Homeland Security
DMC	Data Management Center
DoD	Department of Defense
EC	Emergency Coordinator
EO	Executive Order
EOC	Emergency Operations Center
EOC-P	Emergency Operations Center Personnel
FCD	Federal Continuity Directive
FEMA	Federal Emergency Management Agency
FOC	FEMA Operations Center
FPC	Federal Preparedness Circular
HO	Headquarters Order
HSPD	Homeland Security Presidential Directive
MEEP	Mission Essential Emergency Personnel
MEPCOM	Military Entrance Processing Command
MSSA	Military Selective Service Act
SSS	Selective Service System
NHQ	National Headquarters
NSE	National Security Emergency
NSEP	National Security Emergency Preparedness
NSPD	National Security Presidential Directive
RHQ	Region Headquarters
SPT/LO	Support Services, Logistics Division
TT&E	Tests, Training, and Exercise

6. CONCEPT OF OPERATIONS

a. Phase I: Activation and Relocation

A national security emergency (NSE) is any occurrence, including natural disaster, military attack, technological emergency or other emergencies that seriously degrades or threatens the national security of the United States, which might or might not result in activation of NHQ Readiness Plan Annex J only.

The primary NSE operating capability will be established at the NHQ for as long as possible. The Agency's Emergency Operations Center Personnel (EOC-P) have the responsibility for managing the SSS response to any NSE and ensures the mission of the Agency continues to function. If Agency's EOC-P are not already at NHQ, those individuals must report to NHQ when so notified.

The second NSE operating capability (which will only be utilized if the capability of the Agency to function at NHQ no longer exists) will be established to ensure the mission of the Agency continues in a minimal capacity and to conduct recovery and reconstitution of activities of the Agency from their CAHS.

(1) Decision Process

Control and direction of the Agency will be maintained at the NHQ through the EOC-P, led by the EC and/or the AEC, as long as required. As readiness levels increase, manning will be expanded to ensure accomplishment of the emergency functions designated as critical. The EOC at RHQs could be activated at this time. The decision to execute relocation will be transmitted from the Director.

(2) Alert, Notification and Implementation Process

Alternate facilities are locations other than the normal facility, used to carry out essential functions in a COOP situation. With a CAHS, Agency personnel will be responsible for their food, lodging, health, and sanitation needs. The Operations/Information Technology Directorate (OP/IT), NHQ, will ensure that all personnel responsible for the continuation of minimal Agency mission essential functions will be provided all necessary equipment, office supplies, programs and services to support their performance. Relocation may be required to accommodate a variety of emergency scenarios. Examples include:

- (a) The NHQ is tenable yet some operations can shift to individuals CAHS;
- (b) The NHQ is untenable and operations must shift to the individuals CAHS or to a regional or field location;
- (c) The NHQ must evacuate the immediate Washington, DC area.

Should the Director determine that NHQ is unusable or untenable, the activation of CAHSs will take place.

All other appropriate agencies will be notified immediately of the Agency's operational and communications status, utilizing STU/III/STE phones, blackberries, cell phones, e-mail, and/or facsimile machines to inform them of the anticipated duration of relocation. Should the emergency occur after business hours, the Alert Notification Roster will be utilized by the EC and/or AEC, to notify all personnel of the emergency. Personnel will be informed of initial plans to perform the minimal continuation of Agency functions.

Note: An Alert Notification Roster is a separate document which is covered by the provisions of the Privacy Act and is kept CLOSE HOLD by Agency officials.

Alert Notification Rosters are to be updated quarterly, and tested at least semi-annually.

(3) Leadership

(a) Order of Succession

Succession to an office may occur if the office is located where operational control can be exercised. The individual must be able to receive information and complete directions necessary to execute the emergency responsibilities of the position. A successor will exercise authority and function until superseded by an official higher on the succession list. Incumbents are responsible for ensuring that successors receive guidance necessary for assumption of their positions.

(b) Successions of Authority

Incumbent: Director, Selective Service System

Successors: Deputy Director
Chief of Staff
Associate Director for Public and Intergovernmental Affairs
Associate Director for Operations
Associate Director for Support Services
Director, Region I*

Incumbent: Deputy Director

Successor: Chief of Staff
Associate Director for Public and Intergovernmental Affairs
Associate Director for Operations
Associate Director for Support Services

Director, Region I
Director, Region II*

Incumbent: Chief of Staff

Successor: Associate Director for Public and Intergovernmental Affairs

Incumbent: Associate Director for Public and Intergovernmental Affairs

Successor: Public Affairs Specialist

Incumbent: Associate Director for Operations

Successor: Manager, Planning/Reclassify/Training Division
Manager, Registration Division
Manager, Alternative Service
Manager, Telecommunications

Incumbent: Associate Director for Support Services

Successor: Comptroller
Manager, Human Resources Division
Manager, Logistics Division

Incumbent: Region Director

Successor: Deputy Region Director
Operations Manager
Administrative Officer

*List of Successors will include each of the Region Directors should the previous one become available.

(c) Delegations of Authority for Financial Matters

The SSS Delegations of Authority for Financial Matters is promulgated by a Headquarters Order.

Long Distance Telephone Calls. Pursuant to 31 USC 1348(b), individuals in the following positions may approve the expenditure of appropriated funds for official long distance telephone calls:

Deputy Director
Associate Directors*

Inspector General
Region Directors*

Tort Claims. Pursuant to 28 USC 2672, individuals in the following positions are authorized, when recommended by the General Counsel, to approve the expenditure of appropriated

funds in satisfaction of all claims up to \$2,500, arising under the Federal Tort Claims Act:

Deputy Director

Certifying Officers. Pursuant to 31 USC 3325, individuals in the following positions appoint certifying officers for the purpose of certifying vouchers for submission to the Department of Treasury for disbursement:

Deputy Director
Associate Director for Support Services

(d) General Delegation of Administrative Functions

Individual Trip Travel Order (SSS310) for those who do not have access to E2 Travel). Approving Officials are:

Deputy Director	General Counsel
Inspector General	Associate Directors**
Region Directors*	

Travel outside the United States, its possessions, or territories, must be approved by the Deputy Director.

Approving officials may not approve their own individual travel or orders.

Use of Non-Contract Carriers. Approving officials are:

Deputy Director	General Counsel
Inspector General	Associate Directors*
Region Directors*	

Use of First Class Air Transportation. Approving official is:

Deputy Director

Travel Vouchers (SF1012), Local Travel (SF 1162, Public Voucher for Purchases and Services (SF 1034) – Approving officials are:

Deputy Director	General Counsel
Inspector General	Associate Directors*
Region Directors	

Approving Officials may not approve their own vouchers.

Appointment of Time and Attendance Certifying Officials.

Appointing officials are:

Deputy Director
Region Directors

Associate Directors

Overtime and Compensatory Time.

Employees in a supervisory capacity may approve overtime and compensatory time, subject to prior authorization from the Associate Director for Support Services. The Associate Director for Operations may delegate approval authority to the Director, DMC upon written notification of the Associate Director for Support Services.

*Approval authority may be redelegated to subordinate personnel upon written notification to the Associate Director for Support Services.

**Upon written notification to the Associate Director for Support Services, the Associate Director of Operations may redelegate approval authority to the Director, DMC.

(4) Devolution

Devolution is the capability to transfer statutory authority and responsibility for essential functions from an Agency's primary operating staff and facilities to other employees and facilities and to sustain that operations capability for an extended period. The Delegation of Authority specifies that the RHQs would oversee and maintain NHQ operations. See the COOP Plan for more information on devolution.

b. COOP At Home

If an emergency occurs during the work day, the primary responsibility of the Agency is the safety of personnel. If it is determined that it is safe for employees to vacate the premises, Support Services/Logistics (SPT/LO) is to implement the NHQ Emergency Evacuation Plan. Once employees are safely at home, additional information will be dispensed using the Alert Notification Roster. Those employees who will sustain operations of the SSS will CAH for the duration of the event.

Should the emergency or catastrophic event occur after hours, the SSS Director will determine the message that will be sent to personnel. If the event leaves NHQ untenable, primary employees who will perform mission essential functions through the CAHP.

c. Reconstitution

Reconstitution is the process by which SSS personnel resume normal Agency operations from the original or replacement primary operating facility.

SSS personnel will be informed via the Alert Notification Roster that the threat no longer exists. At that time they will be provided instructions for resumption or normal operations.

d. Vital Records and Databases

All vital records and databases required to perform Agency essential functions and activities during an emergency event and to reconstitute normal operations after an emergency ceases, will be available electronically on the Agency's Intranet site. All organizational elements necessary for operations are backed-up on a regular basis. The two basic categories of vital records are emergency operating records and legal and financial records. Legal and financial records are:

- Personnel records
- Social Security records
- Payroll records
- Retirement records
- Insurance records
- Contract records

Emergency operating records:

- Plans and Directives
- Orders of Succession
- Delegations of Authority
- References for performing essential functions

7. LOGISTICS

Should the Agency be untenable and unusable after a reasonable time has elapsed in the COOP environment, an alternate working facility must be considered.

Alternate facilities should provide:

- Sufficient space and equipment
- Capability to perform essential functions
- Reliable logistical support, services, and infrastructure systems
- Consideration for health, safety, and emotional well-being of personnel
- Interoperable communications
- Computer equipment and software

ANNEX K

HEALTH CARE PROFESSIONAL DELIVERY SYSTEM
(CRITICAL SKILLS)

This Annex includes background, operational concepts and processing steps in the Health Care Personnel Delivery System (HCPDS). Procedures for implementing registration and conscription are outlined in the HCPDS Manual.

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HEALTH CARE PERSONNEL DELIVERY SYSTEM (HCPDS) (CRITICAL SKILLS)

1. BACKGROUND.

Under Section 10(h) of the Military Selective Service Act (MSSA), the maintenance of the Selective Service System (SSS) as an active standby organization includes a structure for registration and classification of persons qualified for practice or employment in a health care or critical skills occupation essential to the maintenance of the Armed Forces.

Based on Department of Defense requirements, the Agency has developed its system to be prepared to induct 36,000 health care/critical skills personnel in more than 60 specialties. Registration or classification activities cannot occur until the Congress passes, and the President approves, legislation providing specific registration and conscription authority.

2. OPERATIONAL CONCEPT.

The SSS will perform the following tasks under current authority:

- a. Design computer programs and Internet applications to facilitate registration. No names or lists are to be included.
- b. Develop adjudication procedures for claims and appeals.
- c. Produce sample forms for registration to be used only when registration is authorized.

If HCPDS is authorized without a return to general conscription, selected Area Offices (AO) and Area/Alternative Service Offices (A/ASO) along with their Local Boards, the District Appeal Boards and the National Appeal Board will be activated. A list of those select AOs and A/ASOs to be activated is at Appendix 1 to this Annex. All State Headquarters will activate and Reserve Force Officers (RFOs) will report upon receipt of active duty orders to pre-designated locations

3. PROCESSING HEALTH CARE PERSONNEL.

All HCPDS policies and procedures which pertain to registrations, examinations, claims, appeals, inductions, late registration during periods of induction, processing suspected violators of the MSSA, and Alternative Service for conscientious objectors will become effective only when induction processing is authorized.

a. Registration

At such time as the Congress and the President determine a need for health care/critical skills and authorize registration of the designated health care/critical skills occupations, Selective Service will implement registration using policies and procedures identified in the HCPDS Manual and the SSS Readiness Plans.

b. Classification

Once the induction of health care/critical skills personnel is authorized, the Director of Selective Service will assign classification 1-H (not currently subject to induction) to all health care/critical skills registrants in the registrant data base who have not reached age 45. Upon receipt of a requisition for health care/critical skills personnel from the Secretary of Defense, the Director will administratively reclassify into Class 1-A (available for unrestricted military service), those registrants whose random sequence numbers (RSNs) are reached for pre-induction processing.

Prior to induction into the Armed Forces and following a pre-induction examination, a health care registrant will be given an opportunity to submit a claim for a classification in a class other than 1-A. Specific policies and procedures are outlined in the HCPDS Manual.

**AOs and ASOs DESIGNATED FOR
HCPDS MOBILIZATION**

<i>RG</i>	<i>STATE</i>	<i>AO</i>	<i>AO LOCATION</i>	<i>STATE HQ</i>	<i>STATE CAPITAL</i>	<i>A/A SO</i>	<i>SUPPORT ASO</i>	<i>SUPPORT ASO LOCATION</i>
1	CT	001	Hartford	Hartford	Hartford	703		
1	DC	001	Washington, DC	Washington, DC	Washington, DC	712		
1	DE	001	Wilmington	Wilmington	Dover		709	Philadelphia, PA
1	IL	010	Springfield	Springfield	Springfield		731	Springfield, IL
1	IL	013	Chicago	Springfield	Springfield		728	Chicago South, IL
1	IN	006	Indianapolis	Indianapolis	Indianapolis	730		
1	MA	007	Norwood	Reading	Boston	701		
1	MD	004	Baltimore	Baltimore	Annapolis		712	Washington, DC
1	ME	002	Portland	Portland	Augusta		701	Norwood, MA
1	MI	001	Marquette	Lansing	Lansing		726	West Allis, WI
1	MI	013	Detroit	Lansing	Lansing	725		
1	NH	002	Concord	Concord	Concord		702	Framingham, MA
1	NJ	007	Plainfield	Fort Dix	Trenton	707		
1	NYC	003	Rochester	Rochester	Troy	704		
1	NY	081	Manhattan	Manhattan	Manhattan	705		
1	OH	002	Parma Heights	Columbus	Columbus		721	Parma Heights, OH
1	OH	008	Columbus	Columbus	Columbus		722	Columbus, OH
1	PA	001	Philadelphia	Annaville	Harrisburg		708	Huntington Valley, PA
1	PA	017	Pittsburgh	Annaville	Harrisburg		711	Pittsburgh, PA
1	RI	001	Providence	Providence	Providence		702	Framingham, MA

APPENDIX 1 TO ANNEX K

**AOs and ASOs DESIGNATED FOR
HCPDS MOBILIZATION**

<i>RG</i>	<i>STATE</i>	<i>AO</i>	<i>AO</i>	<i>STATE HQ</i>	<i>STATE</i>	<i>A/A SO</i>	<i>SUPPORT</i>	<i>Support ASO LOCATION</i>
<i>RG</i>			<i>LOCATION</i>		<i>CAPITAL</i>		<i>ASO</i>	
1	VT	001	Burlington	Colchester	Montpelier		702	Framingham, MA
1	WI	009	West Allis	Madison	Madison	726		
2	AL	005	Montgomery	Montgomery	Montgomery		714	Atlanta, GA
2	AR	005	Little Rock	N. Little Rock	N. Little Rock		732	New Orleans, LA
2	FL	011	Ft. Myers	St. Augustine	Tallahassee		715	Tampa, FL
2	FL	004	Gainesville	St. Augustine	Tallahassee		715	Tampa, FL
2	GA	005	Atlanta	Marietta	Atlanta	714		
2	KY	005	Louisville	Frankfort	Frankfort	718		
2	LA	001	New Orleans	New Orleans	Baton Rouge	732		
2	MS	006	Jackson	Jackson	Jackson		719	Memphis, TN
2	NC	004	Charlotte	Morrisville	Raleigh	720		
2	PR	002	Bayamon	Ft. Buchanan	Bayamon		716	Miami, FL
2	SC	003	Florence	Columbia	Columbia		720	Charlotte, NC
2	TN	008	Knoxville	Nashville	Nashville	717		
2	TX	005	Dallas	Austin	Austin		735	Friendswood, TX
2	TX	013	Midland	Austin	Austin		734	Irving, TX
2	TX	018	Waco	Austin	Austin		734	Irving, TX
2	TX	021	Houston	Austin	Austin		735	Friendswood, TX
2	VA	008	Richmond	Richmond	Richmond	713		

APPENDIX 1 TO ANNEX K

**AOs and ASOs DESIGNATED FOR
HCPDS MOBILIZATION**

<i>RG</i>	<i>STATE</i>	<i>AO</i>	<i>AO LOCATION</i>	<i>STATE HQ</i>	<i>STATE CAPITAL</i>	<i>A/A SO</i>	<i>SUPPORT ASO</i>	<i>Support ASO LOCATION LOCATION</i>
2	VI	001	St. Thomas	St. Thomas	St. Thomas		716	Miami, FL
2	WV	004	Charleston	Charleston	Charleston		717	Knoxville, TN
3	AK	001	Anchorage	Juneau	Juneau		742	Seattle, WA
3	AZ	004	Phoenix	Phoenix	Phoenix	744		
3	CA	007	Sacramento	Sacramento	Sacramento		737	Fairfield, CA
3	CA	012	Alameda	Sacramento	Sacramento		737	Fairfield, CA
3	CA	016	Fresno	Sacramento	Sacramento		738	San Jose, CA
3	CA	020	Los Angeles	Sacramento	Sacramento		740	Santa Monica, CA
3	CA	033	San Diego	Sacramento	Sacramento		741	Tustin, CA
3	CO	001	Denver	Denver	Denver	746		
3	GU	001	Agana	Agana	Agana		737	Fairfield, CA
3	HI	001	Hilo	Honolulu	Honolulu		737	Fairfield, CA
3	IA	004	Des Moines	Johnston	Des Moines		745	Omaha, NE
3	10	002	Boise	Boise	Boise		743	Milwaukie, OR
3	KS	002	Topeka	Topeka	Topeka		747	Kansas City, MO
3	MN	007	Hopkins	St. Paul	St. Paul	727		
3	MO	006	St. Louis	Jefferson City	Jefferson City	748		
3	MP	001	Saipan	Saipan	Saipan		737	Fairfield, CA
3	MT	002	Helena	Helena	Helena		746	Denver, CO
3	NO	003	Bismarck	Bismarck	Bismarck		745	Omaha, NE
3	NE	001	Omaha	Lincoln	Lincoln	745		

APPENDIX 1 TO ANNEX K

**AOs and ASOs DESIGNATED FOR
HCPDS MOBILIZATION**

<i>RG</i>	<i>STATE</i>	<i>AO</i>	<i>AO</i>	<i>STATE HQ</i>	<i>STATE</i>	<i>A/A SO</i>	<i>SUPPORT</i>	<i>Support ASO LOCATION</i>
			<i>LOCATION</i>		<i>CAPITAL</i>		<i>ASO</i>	<i>LOCATION</i>
3	NM	002	Albuquerque	Santé Fe	Santé Fe	736		
3	NV	002	Reno	Las Vegas	Carson City		737	Fairfield, CA
3	OK	005	Oklahoma City	Oklahoma City	Oklahoma City	733		
3	OR	001	Milwaukee	Salem	Salem	743		
3	SO	004	Pierre	Rapid City	Pierre		745	Omaha, NE
3	UT	002	Salt Lake City	Fort Douglas	Salt Lake City		746	Denver, CO
3	WA	005	Seattle	Tacoma	Olympia	742		
3	WY	004	Cheyenne	Cheyenne	Cheyenne		746	Denver, CO

APPENDIX 2 TO ANNEX K

HCPDS MOBILIZATION TIMETABLE

This Appendix establishes the timing and sequence of events upon an authorization to induct health care/critical skills personnel. The times and precise sequences are subject to change.

PEA (Pre-Expansion Activities)

- SSS coordinates final updates to HCPDS legislation and proclamation.
- The President asks Congress for the authority to register and induct for health care/critical skills personnel only.
- Congress passes legislation to authorize the President to induct health care/critical skills personnel into the Armed Forces.
- Congress amends the existing appropriations language to permit use of existing funds for mobilization and induction purposes and provides additional funds.
- The President signs the proclamation authorizing registration of health care/critical skills personnel.
- SSS notifies support agencies of MOU implementation.
- Specialties/critical skills list finalized by DoD.
- Staffing increase request sent to OMB.
- SSS submits HCPDS forms for OMB approval.
- Press release/media campaign finalized.

Mobilization: Day 1 +

- Selective Service System Reserve Force Officers (RFOs) ordered to report to their Service's processing centers for mobilization and further assignment to SSS pre-designated locations.
- State Directors are activated and pre-designated State Headquarters are opened under an established agreement with the DoD to make available selected National Guard Armory facilities and equipment.
- SSS receives requisition of health care/critical skills specialties and numbers from DoD.
- Press release(s) issued.
- Information Technology linkup process commences in accordance with Annex F of the Readiness Plan.
- Activated State Headquarters submit reports to Region Headquarters as outlined in Annex H of the Readiness Plan.
- Region and National Headquarters expansion begins.
- Ensure operational capability of CRPP (TIRMS) and CRPP (ASPS).

- *Central Registrant Processing Portal (CRPP) available on Internet.
- Internet registration activated, and downloadable claim forms available.

Day 5-45

- AOAs, if required, are contacted to report for duty.
- Board Members are activated from standby status.
- RFOs commence contacts with either national or regional contract officers to establish Area Office sites identified in Appendix 1 of this Annex (Annex K).
- RFOs, when and as directed SSS Support Services/Human Resources Division (SPT/HR), commence contacts with local employment agencies to begin hiring process to staff Area/Alternative Service Offices and to augment State Headquarters.
- RFOs, when and as directed SSS Support Services/Logistics Division (SPT/LO), commence contacts with local suppliers for furniture, equipment and supplies as identified in Annex E of the appropriate Readiness Plan.
- Mass registration for only health care/critical skills personnel begins.
- Lottery held following the mass registration for only health care/critical skills personnel with results entered into a specific SSS data base.
- State Directors/Region Staff to recruit Health Care Advisory Committees.
- First mail-in/internet registration forms received and processing begins.
- IRS and SSA data entry started.
- First IRS and SSA tapes received at SSS Data Management Center.
- Health care/critical skills registration continues.

Day 46-74

- Training for civilian new hires initiated.
- Initial/Refresher training for Board Members initiated.
- National and State Health Advisory Committees appointed and trained.
- 3.4 million registrant database reached.
- DoD Accession's Policy determines specialties for call up and Military Services notify USMEPCOM where SSS sends inductees.

Day 75

- Area Offices become operational.
- Local Boards become operational.
- National and State Health Advisory Committees become operational.
- AOAs return to Department of Army control.

Day 76

- First pre-induction examination notices issued.

Day 86

- First health care registrants report to MEPS for pre-induction examination.

* The CRPP will replace TIRMS and ASPS software applications.

Day 86-100

- First registrant claims are received at Area Offices.
- First Local Board meetings are held.
- First requests to Advisory Committees made.
- District Appeal Boards are activated.
- National Appeal Board is activated.
- Alternative Service Offices become operational.

Day 101-150

- First District Appeal Board meetings held.
- First National Appeal Board meetings held.

Day 151-192

- Pre-induction processing and claim and appeal actions continue.
- First induction notices mailed by day 183.

Day 193

- The first health care inductees report to MEPS for processing.
- Operations will continue until the Congress mandates changes.

Day 223

- 36,000 inductions reached.

ANNEX L

READINESS POSITION DESCRIPTIONS

This Annex is established to identify the location of the approved standard readiness position descriptions for the subordinate Readiness Plans. The proponent for this Annex is the Support Services Directorate/Human Resources Division.

Annex I in the State and Region Headquarters Readiness Plans will contain the readiness Table of Distribution and Allowances. National and Region Headquarters are authorized to maintain the position descriptions separately from the Readiness Plan as normal peacetime operational procedures dictate. Upon mobilization, position descriptions should also be available on the SSS Intranet.

ANNEX M

MEPS LIAISON PERSONNEL (MLP)

This Annex outlines the duties and responsibilities of the Selective Service System Military Entrance Processing Command (MEPCOM) Liaison Personnel upon mobilization. The proponent for this Annex is the Operations Directorate. Detailed information can be found in Army Regulation (AR) 601-270, Chapter 9 (Processing Selective Service Registrants), and HQ, USMEPCOM, MOB PLAN 1-90.

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MEPS LIAISON PERSONNEL (MLP)

1. GENERAL.

The MEPS Liaison Personnel (MLP) are the Selective Service System personnel who are employed at a Selective Service System (SSS) office located in the same city as the Military Entrance Processing Station (MEPS). Addresses of the MEPS are listed in Appendix 1. The SSS office may be the Region or State Headquarters or an Area Office. The MLP serves as liaison to the MEPS Commander on all Selective Service matters or problems that arise during the processing of Selective Service registrants which cannot be handled by MEPS personnel. All 65 MEPS locations and commanders are listed at www.mepcom.army.mil which is divided into eastern/western sectors and with the Headquarters located near Chicago, Illinois.

2. STATEMENT OF FUNCTIONS.

The MLP will report directly to the head of the SSS office in which he/she works. He or she will work directly with the Commander of the MEPS or his/her designee. Upon mobilization, the MLP establishes contact with MEPS and briefs the MEPS concerning the pre-induction and induction process.

3. PURPOSE.

The primary mission of the MEPS as prescribed in Army Regulations (AR) 601-270, Chapter 9 is to:

- (1) Provide aptitude testing and results, medically examine applicants in accordance with established physical standards prescribed by Department of Defense, and to perform background screening to ensure moral character provisions are met for enlistment in the military services according to the SSS eligibility standards.
- (2) Provide access into the military services those applicants accepted for enlistment or commissioning by the sponsoring military service.
- (3) Registrants of prominence are individuals who by their personal ability in athletics, entertainment, business, Government, or other professions or activities are prominent members of their community. Additionally they may be members of families that are prominent in the area. These individuals will be processed as prescribed according to directions from Commander, USMEPCOM and the Director of the Selective Service System.

4. **ORGANIZATION AND STAFFING.**

The basic organization and staffing for the Selective Service MEPS Liaison Office is one MLP for each MEPS. This position shall be filled by a civilian new-hire as indicated on the appropriate Readiness Table of Distribution and Allowances (TDA) and designated as an Additional Duty.

5. **DETAILED ACTION PLAN.**

The actions and responsibilities of the MEPS Liaison Personnel early during mobilization are listed below and are generally common to all MEPS. The order in which they appear does not necessarily indicate a priority sequence since this may change from office to office depending upon local conditions. Each MLP assigned to a MEPS should review the local conditions and prepare an individual priority action list tailored to that MEPS.

Actions

Establish liaison with MEPS Commander.

Establish telephone communications with Region Headquarters and each Area office serviced by the MEPS.

Review overall MEPS operations as it pertains to registrant processing.

Review area of jurisdiction serviced by the MEPS.

Provide liaison on all Selective Service matters with the MEPS Commander.

Review reporting requirements to Region Headquarters and State Headquarters.

Be prepared to provide counseling service to registrants as required.

Perform other duties assigned by the Supervisor.

Be fully prepared to assist MEPS with incoming registrants as required.

Responsibilities

Selective Service MLP:

- Represent the Director and serve as the primary Selective Service System representative for the MEPS of jurisdiction.
- Provide liaison with MEPS Commanders on all Selective Service activities.
- Respond to the requirements of State Directors whose states are served by the MEPS to which the MLP is assigned.
- Represent the Selective Service System in resolving MEPS related problems with registrants while processing at the MEPS.
- Postpone a registrant's induction as authorized in the Registrant Integrated Processing System Manual for not more than 10 days in emergency situations.
- Assist the MEPS Commander in providing Class 1-0 registrants who report for examination with information regarding their rights and obligations under the MSSA.
- Serve as Public Information Officer in matters directly involving Selective Service after coordinating with the Region Director and MEPS Commander.
- Critical skill personnel are counseled who report in response to induction orders.
- Coordinate with MEPS Commander on local transportation problems.
- Resolve registrant transportation problems occurring while registrants are en route to the MEPS or to their homes from the MEPS.
- Notify the Technical Support Section at the Data Management Center (DMC) of transaction factors which cannot be resolved at the MEPS.
- Perform other duties assigned by the SSS Office Supervisor.

- Assist the MEPS Commander in providing Class 1-0 registrants who report for examination with information regarding their rights and obligations under the MSSA.
- Counsel recalcitrant registrants with regard to violations of the Military Selective Service Act (MSSA) as required when it is not in conflict with AR 601-270.
- Report on accidents or illness affecting registrants en route to, at the MEPS, or en route home, to include circumstances resulting in claims against the System for hospitalization, medical treatment, or death benefits.
- Respond to inquiries and complaints by registrants, their families, employers or members of the general public concerning only Selective Service matters at the MEPS.
- If necessary, counsel critical skill registrants who report in response to induction orders on Selective Service questions only.
- Conduct and report on periodic joint reviews at the MEPS with regard to treatment of registrants, adequacy of facilities, medical care, food, lodging, and sanitation.
- Coordinate “papers only” reviews and examinations of Alternative Service Workers requiring medical determination for retention in the Alternative Service Program.
- Provide a conduit to the Data Management Center for the purpose of obtaining required information and resolving errors in data to be passed to Selective Service System via the MEPS automated reporting system.
- Maintain close and frequent contact with all Selective Service Offices served by the MEPS.
- Counsel and furnish assistance to any registrant who seeks to volunteer for induction at MEPS.

APPENDIX 1 TO ANNEX M

MEPS LIAISON OFFICE PROFILE

=====

	OFFICE	CODE	STATE	REGION	- MLO -	- AMRAS -
	=====	=====	=====	=====	REQD ASGN	ASGN TRNG
DESIGNATION:	MPS	002	MD	1	0 0	0 0
	STREET			CITY	ST	ZIP CODE
	=====			=====	==	=====
ADDRESS:	6845 DEERPATH ROAD			BALTIMORE	MD	21227-6221
TELEPHONES:	COMM: 410-379-9001			FTS:		MOD:
	=====			=====	===	=====
	LAST NAME			FIRST	MI	GRADE SERVICE
	=====			=====	==	=====
MANAGER:	XXXXXXXXXXXXXXXXXXXX			XXXXXXXXXXXXXXXXXXXX	XX	XX XXXXX

JURISDICTION:	STREET		CITY		ST	ZIP CODE
	COMM-PHONE		FTS-PHONE			MOD-PHONE

1 AO DC 001:	1400 FLORIDA AVE., NE		WASHINGTON		DC	20002
	202-475-2029					202-475-2032
1 AO DE 001:	14 B TROLLEY SQ. DEL. AVE		WILMINGTON		DE	19806
	302-651-0344					302-651-0345
1 AO MD 001:	104-E RAILWAY LANE		HAGERSTOWN		MD	21740
	301-739-1986		1-800-291-3436			301-739-2229
1 AO MD 002:	2 WEST MONTGOMERY AVENUE		ROCKVILLE		MD	20850
	301-295-1234					301-295-8284
1 AO MD 003:	6001 MARLBORO PIKE		DISTRICT HTS		MD	20747
	301-394-0530					301-894-7353
1 AO MD 004:	1253 W. BRATT STREET		BALTIMORE		MD	21223
	410-727-2768					410-727-7043
1 AO MD 005:	300 E. JORRA RD. LEVEL 8		TOWSON		MD	21286
	410-583-7909					
1 AO MD 006:	929 WEST STREET, STE 208A		ANNAPOLIS		MD	21401
	410-263-7724					410-263-7724

RP

M-1-1

MARCH 1997

RP

M-1-1

APRIL 2009

ANNEX N

ALTERNATIVE SERVICE

This Annex includes background, operational concepts, and an outline of the processing steps in the Alternative Service Program (ASP).

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ANNEX N

ALTERNATIVE SERVICE

This Annex includes background, operational concepts, and an outline of the processing steps in the Alternative Service Program (ASP).

BACKGROUND

In any return to conscription, Section 6(j) of the Military Selective Service Act (MSSA) gives the Director of Selective Service the responsibility of finding appropriate alternative civilian work for those persons in Class 1-O (Conscientious objector to all military service) and Class 1-O-S (Conscientious objector to all military service [service discharged/separated]). These Selective Service Alternative Service Workers (ASWs) must serve a 24-month term of alternative civilian service in positions that contribute to the maintenance of the national health, safety, or interest. The Selective Service must ensure that its ASWs are managed fairly and effectively.

A registrant reclassified into Class 1-O becomes an ASW when he is reclassified by his Local Board into Class 1-W (Conscientious Objectors Ordered to Perform Alternative Service in Lieu of Induction). Military personnel become ASWs when they are discharged from their parent services with a requirement to complete their terms of service in a noncombatant civilian capacity.

Upon mobilization, the Alternative Service Division at National Headquarters and State Alternative Service Offices (ASOs) would implement the mobilization policies and procedures of the ASP. Briefly, registrants classified 1-O and discharged military personnel classified as 1-O-S would be reclassified 1-W, enrolled in the ASP, placed in an approved and supervised civilian job, and upon satisfactory completion of their 24-month term of service, provided proper discharge from the ASP.

Policies, procedures, and forms related to the ASP are located in Chapters 10 and 11 of the Registrant Integrated Processing System (RIPS) Manual and in the Health Care Personnel Delivery System (HCPDS) Manual. Broader governing guidance is located in the Code of Federal Regulations (CFR), Title 32, Chapter XVI, in Parts 1630 and 1656.

OPERATIONAL CONCEPT

Implementation of a program of civilian Alternative Service for conscientious objectors (COs) is a primary mission of the Selective Service in any return to conscription. The Agency's primary peacetime task in that regard is to prepare to manage the ASP, the mechanism it will use to place and monitor COs during their 24-month term of alternative civilian service. The ASP must be

prepared to place and supervise persons reclassified as 1-Ws on day 194 following the 193rd day on the Agency's mobilization timetable.

Peacetime

In peacetime, the Alternative Service Division refines its relationships with the CO-advocacy community and evaluates and maintains operational readiness plans. Its primary peacetime task, however, is to populate the Alternative Service Employer Network (ASEN). The ASEN includes those individual and associated employers able to provide the specialized job placement opportunities required for Selective Service ASWs. They include Federal, State, and local governments and the governments of the territories and possessions of the United States and the subdivisions thereof.

Also eligible for membership in the ASEN are the charitable arms of select for-profit organizations, not-for-profit organizations, and associations that can be invited or can request to become part of the ASEN by signing an agreement with the Selective Service System (SSS). Each employer association recruited to join the ASEN is to be encouraged to ask its association membership to cooperate with the SSS by offering appropriate jobs to its Alternative Service Workers.

Employment opportunities with ASEN members are placed in a centralized database. The database lists the available jobs and the skills required to succeed in them. Using the Central Registrant Processing Portal (CRPP/IMIS: ASPS), ASW skills will be matched with available jobs and Selective Service employees will facilitate and assure ASW job placement and otherwise oversee ASWs until the service requirement has been satisfied.

Pre-Expansion Activities

Scalability is a key characteristic of the mobilization plan that takes into account a variety of factors in determining how many Alternative Service Offices (ASOs) to set up in a mobilization. Pre-Expansion Activities include the Alternative Service Division coordinating the vital aspects of its operation with the Departments of Labor and Commerce and the Office of Personnel Management, as necessary. It will also ramp up its employer recruitment operation, begin populating its job bank, and establish the physical parameters of its operation.

The Alternative Service Division will establish up to 48 fully staffed ASOs nationwide. Under the direct supervision of Selective Service State Directors, these ASOs will operate the Alternative Service Program on a day-to-day basis. Each ASO, under the supervision of an ASO Manager, will be a distinct operational, administrative office co-located with an Area Office (AO) or, if necessary, a State Headquarters. Civilian employees are to have been hired, trained, and readied to manage and operate the ASOs between Day 75 and Day 96 following a return to conscription.

ASO locations will recognize the integrity of Region boundaries. However, their individual workloads may not. Location selection criteria will include proximity to potential employers, proximity to appropriate jobs, potential registrant demographic data, the projected length of the mobilization, the size of the call, and historical and projected data on concentrations of conscientious objectors among other possible factors. It is essential that ASO location selection variables include the number of and proximity to ASWs being monitored. As a result, current locations of ASOs may change upon or during mobilization. Some ASOs will serve more than one state and some States may have no ASOs.

Finally, Alternative Service-related draft legislation will be reviewed and forwarded to the Congress for action as part of the SSS Mobilization Crisis Action Package. Alternative Service-related legislation may include recommended amendments to the Soldiers and Sailors Act and amendments to ASW healthcare-related issues. These will require a contextual review by the Director of Selective Service and the SSS General Counsel prior to being forwarded to the Office of the President and the Congress.

Mobilization

Local Boards shall order the first registrants to perform Alternative Service no sooner than Day 193. This will coincide with the first induction orders issued. Once the AO has forwarded the ASW files to the ASO, the ASO will acquaint the incoming ASW with his responsibilities, assign him to an appropriate job (no sooner than Day 193), monitor his performance, and upon successful completion of his service, release him from the program in accordance with prescribed procedures. ASWs will be allowed to find their own jobs and present them to the ASO for approval. The ASO must determine that both the employer and the job are eligible for inclusion in the Alternative Service Program.

Selective Service officials at appropriate Agency levels are to coordinate with one another to achieve the timely placement of ASWs. On occasion, it may be necessary to transfer an ASW from one ASO to a neighboring one, or to an ASO in a different Region to accomplish this objective. Both Chapter 10 of the RIPS Manual and the Alternative Service Program Standard Operating Procedures provide guidance on making such transfers.

A District Appeal Board, composed of volunteers, will decide appeals in which an ASW believes he was ordered to work on a job that violates his conscience, or has been assigned to an ineligible employer, and has been denied reassignment by the ASO. Administrative support for DABs will be provided by the Region Headquarters of which they are part.

PROCESSING ALTERNATIVE SERVICE WORKERS

The following is an outline of the process by which a registrant is classified into Class 1-W and ordered to perform Alternative Service becomes enrolled in the Alternative Service Program, assigned to an ASO, is placed for employment,

supervised, and released upon successful completion of his service. Detailed procedures for each aspect of the registrants ASP enrollment are available in the Alternative Service Standard Operating Procedures document, as well as Chapter 10 of the RIPS Manual.

Step 1: Registrant "Enrollment" in ASP

An Alternative Service File Folder (SSS Form 101A) is prepared and sent to the designated ASO when a registrant classified 1-O is reclassified 1-W and ordered to report for Alternative Service. An advance, skeleton record is transferred from CRPP/IMIS via computer to the Alternative Service Program System (ASPS) component of CRPP/IMIS. The ASO receives a report when new ASWs are assigned to its jurisdiction. Additional steps involved in processing an ASW through the ASP are outlined below.

Step 2: 1-W Completes the Skills Questionnaire

Registrants classified into Class 1-W and ordered to perform Alternative Service will be asked to complete a Skills Questionnaire. The United States Postal Service will be used to communicate with 1-W registrants who do not have Internet access. Others will be encouraged to complete the Skills Questionnaire and related tasks online.

Step 3: 1-W Scheduled For Job Counseling Session

Paper: Data from ASP skills questionnaires distributed and returned via USPS will be entered manually into CRPP (ASPS) by ASO staff. Thereafter, 1-W registrants will be scheduled to present themselves to ASO staff to discuss the results of automated CRPP (ASPS) job matching. They may present themselves in person or via any approved electronic means. During the job counseling session, the 1-W is given information about the ASP and is provided with one or more possible leads on employment that is appropriate to his skills and that does not conflict with his religious, ethical, and moral background and beliefs. The results of the job matching will be reviewed and discussed, after which the 1-W is sent on one or more job interviews, or, if the employer is willing to hire him without an interview, the ASO orders the ASW to report for that job.

The designated ASO staff person will note for the record when the 1-W becomes an Alternative Service Worker by accepting/being placed in an appropriate position.

Step 4: Monitoring ASW Performance

The ASO is responsible for monitoring the job performance of each ASW to ensure that he satisfactorily completes his obligation. Failure of the ASW to report as ordered or to perform satisfactorily on the job makes him subject to prosecution as a possible violator of the MSSA. Under such

circumstances, the ASO transfers responsibility to the AO of jurisdiction, which in turn reports the circumstances to the SSS General Counsel.

The performance of each ASW will be monitored at least once in each quarter of each year of service. ASO staff may initiate more frequent monitoring as necessary. The quarterly oversight may occur via telephone, email, or other method as appropriate. ASO staff must visit personally with the ASW and his employer at the work site at least once annually; twice is preferred.

Step 5: Dispute Resolution

During his period of service, an ASW may request (a) suspension of his performance of Alternative Service due to hardship to his dependents, (b) reassignment for cause, (c) postponement for cause, or (d) early release under certain conditions.

An ASW may request that the ASO reassign him from his job if he believes his current job assignment violates his conscientious objector beliefs, or that he has been assigned to an ineligible employer. The ASW may appeal an ASO denial of his job reassignment request to a District Appeal Board (DAB). The DAB may direct the reassignment of an ASW or affirm the ASO of the reassignment request. In either case, the decision of the DAB is final within SSS.

In addition, an ASW may request the State Director of the State in which he is working to review an ASO's decision on the denial of creditable time, requests for reassignment to a new job, or initiation of the suspected violator process as a result of his failure to perform civilian work satisfactorily. The State Director may uphold or reverse the ASO's decision on all issues. An ASW may not ask the DAB to review the decision of the State Director in these matters.

Step 6: ASW release From Service

The ASO will issue a Certificate of Release from Alternative Service to an ASW who successfully completes his term of service or is authorized early release by the Director of Selective Service. His release will be recorded in CRPP (ASPS) and his Alternative Service File Folder (SSS Form 101A) file transferred to his AO of jurisdiction where it becomes a part of his Registrant File Folder.

An Alternative Service Program readiness timetable, including pre-expansion activities, is at Appendix 1 to this Annex. See also Annex O for a listing of ASP-related peacetime activities and Annex B for SSS Interacting Agencies.

APPENDIX 1 TO ANNEX N

ALTERNATIVE SERVICE MOBILIZATION TIMETABLE

This Appendix establishes the timing, sequence of events, and responsible office for all actions required to stand up the Alternative Service Program (ASP) during a mobilization. It begins with Pre-Expansion Activities and continues through Day 193. See Annex B for required Inter-agency contacts and Annex O for ASP peacetime activities.

Pre-Expansion Activities:

NOTE: The mobilization process actually starts with Pre-Expansion Activities (PEA). These activities are in response to a possible national crisis and will begin with the President asking Congress for authority (or Congress provides the President the authority) to induct personnel into the Armed Forces. Following the President's request, the SSS activates the Crisis Action Package.

PEA:

- a) The President asks Congress for the authority to act.
- b) Congress amends Section 17 © of the MSSA to authorize the President to induct personnel into the Armed Forces.
- c) Congress amends existing appropriations language to permit use of existing funds for activation and induction purposes and provide additional funds.

Assumption: The SSS will, hopefully, have 9 weeks to do the listed PEA activities – provided that PEA priorities a, b, and c above are completed first. If a, b, and c are completed later than Pre-Week 9, then those activities will be need to be compressed and done prior to/or at M Day.

Pre-Week 9: M Day - 63

- 1) Alert existing ASEN members that there will be a mobilization.
- 2) Implement plan to recruit employers to the ASEN.
- 3) Begin required coordination with the Departments of Labor and Commerce and the Office of Personnel Management.

Pre-Week 9: M Day - 56

- 3) Coordinate with the Agency's Training Official to assure that all ASP-related policies and procedures are correctly portrayed.
- 4) Recruit additional ASEN members. This is a continuous function of this Program.

Mobilization Activities

<u>Day</u>	<u>Events</u>
1	<p>NHQ: RFOs are notified to report to pre-designated assignment locations; Coordinate with SPT/HR on hiring of permanent civilian staff for ASOs. (Temporary workers will not be required for the field operation)</p> <p>SHQ: Task Force begins search for appropriate sites for co-located ASOs.</p>
2 - 5	<p>NHQ: Notifies Alternative Service Employer Network (ASEN) that draft-related employment Memorandums of Understanding (MOUs) are now in effect, requests ASEN members to send SSS their latest membership lists, and to encourages members to make jobs available to Selective Service Alternative Service Workers (ASWs) when the time comes.</p>
11	<p>NHQ: Provides technical assistance to expedite hiring and training of ASO staff.</p> <p>RHQ: Provides technical assistance to expedite hiring and training of ASO staff.</p> <p>SHQ: Task Force directed to recruit and interview for ASO positions.</p>
46	<p>NHQ: Sends ASEN membership lists to Regions and States.</p> <p>SHQ: Task Force contacts GSA and local suppliers for furniture, equipment, and supplies for ASOs as identified in Annex E of the A/ASO Readiness Plan.</p>
50	<p>RHQ: Make ASEN membership lists available to the States.</p>

- 70 Oversee the national implementation and operation of the ASP:
- SHQ:
 Coordinate w/Training Division, RHQ, and SHQ on training of permanent civilian ASO staff in accordance w/guidance in the Readiness Training Guidance Outline (RTGO) and position descriptions and on the opening of ASOs. Initiate expansion of ASEN at State level.
- 76 SHQ:
 Forward ASEN membership lists to ASO.
- Make sure electronic training site for permanent personnel contains the required continuous training information for all ASP personnel.
- 86-100 National ASP becomes operational:
 ASOs activated; Utilize national, regional, and state ASEN lists to facilitate expansion of local ASEN network.
- 150 NHQ:
 Projects allocations of ASWs by Region, State, and ASO
- RHQ:
 Advises states of ASW workloads at ASOs.
- 170 ASOs:
 Prepares to receive ASWs (Makes arrangements for food, travel, and lodging of ASWs while in counseling status.)
- 173 NHQ:
 Initiates monitoring of ASP nationwide.
- RHQ:
 Initiates monitoring of ASP in region.
- SHQ:
 Monitors status of employment rosters at ASOs;
 Initiates monitoring of ASP in state.
- 180 ASO:
 Identify space for job counseling.
- 193: ASOs:
 First ASWs report to Alternative Service assignments.

ANNEX O

CHECKLISTS

This Annex contains the action items relating to Peacetime, Pre-Expansion, and upon Mobilization.

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Checklists

<u>Office</u>	<u>Action</u>	<u>Page</u>
PIA	Coordinate Agency Public and Congressional Affairs	O-10
OP/PRT	*Direct EOC Activation	O-11
GC	Submit Induction Legislation	O-12
PIA	Track Legislation in Congress	O-13
PIA	Establish Public Affairs Liaison	O-14
OP/PRT	*Alert Notification	O-15
OP/REG	Conduct Lottery	O-16
OP/PRT	Contingency Actions	O-18
OP/PRT	Train RFOs for Readiness/Mobilization Assignments	O-19
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OP/PRT	Activate Readiness Plans	O-21
SPT/LO	Management and Administration	O-22
SPT/HR	Mobilize Reserve Force Officers	O-23
SPT/LO	Direct Printing and Shipment of Forms	O-24
SPT/LO	Direct Shipment of Area Office Supplies	O-25
SPT/LO	Increase Security	O-26
SPT/LO	Space Requirements	O-27
SPT/LO	Equipment, Furniture, and Supplies	O-28
SPT/FM	Obtain Supplemental Funds	O-29
OP/IT	ADP Management	O-30
OP/IT	Activate CRPP/RIMS	O-31

* To be conducted in a COOP action or emergency event.

ANNEX O

READINESS ACTION CHECKLISTS

1. SITUATION.

a. General.

This Annex contains information in the form of Action Checklists developed by managers of each area of responsibility. The term Pre-Expansion Activities (PEA) is used to indicate the period of time when the President instructs SSS to begin preparing for a return to conscription and prior to Day 1 when the System has full authorization for induction processing.

b. Purpose.

To provide guidelines for the Operations Staff to monitor or execute the actions required to activate the Agency's field structure.

c. Scope.

Checklists identify the responsible Directorate or Division and outline the duties and responsibilities to be performed. Checklists may be used at the National Headquarters or any of the emergency operating locations.

d. Assumption.

Warning for national security emergencies will be available sufficiently in advance of a crisis to permit advance planning. Emergency planning data are retained as a back-up system.

2. EXECUTION.

a. Requirements

- (1) Associate Directors and functional managers are responsible for the accuracy and completeness of the checklists for mobilization action prepared for Divisions under their supervision.
- (2) Checklists may be added, deleted, or changed as missions or directives change. Managers are encouraged to consider the impact on the Action Checklist.
- (3) Updated checklists will be forwarded to the Manager, Planning/Readiness/Training Division, as changes occur.

b. **Peacetime Activities**

The Selective Service System, which consists of National Headquarters and Field Element's are to ensure the following activities are accomplished during peacetime and continued through pre-expansion and mobilization:

(1) **Office of the Director**

- (a) Ensure currency of the Agency's Readiness Plans and associated Standard Operating Procedures (SOPs) (Coordination with OP).
- (b) Supervise the development of and oversee implementation of policy relating to Congressional and Public Relations (Coordination with PIA), and general operations of the Agency.
- (c) Provide oversight for the Emergency Operations Center (Coordination with OP).
- (d) Ensure currency of Alert Lists and notification procedures (Coordination with OP).
- (e) Ensure preparatory data formulation of mobilization budget in the event of a mobilization (Coordination with SPT/FM).
- (f) Ensure currency of documents, including SSS Crisis Action Package (to assist Congress to amend Section 17(c) of the MSSA), for initiation of induction processing (Coordinate with the General Counsel [GC]).

(2) **General Counsel**

- (a) Maintain currency of the General Counsel responsibilities outlined in the Readiness Plans.
- (b) Maintain file of documents, including SSS Emergency First Actions Plan (aka Crisis Action Package) to assist Congress to amend Section 17(c) of the MSSA, for initiation of induction processing.
- (c) Maintain liaison with Department of Justice.
- (d) Be prepared to address legal challenges to draft and registration.

(3) **Public and Intergovernmental Affairs**

- (a) Maintain currency of the Public and Intergovernmental Affairs (PIA) Annex G of the Readiness Plan plus Public and Intergovernmental Affairs Standard Operating Procedures.
- (b) Maintain liaison with key Members of Congress and their staffs who would be responsible for security passage of needed wartime legislation for implementing mobilization/activation.
- (c) Develop and maintain PIA policies and procedures for activation operations.
- (d) Maintain up-to-date media lists.
- (e) Maintain publicity plan for Lottery.

(4) **Call And Deliver -- OP/REG, in coordination with the OP/DMC:**

- (a) Maintain currency of the Call and Deliver information within the Readiness Plans the Registrant Integrated Processing System (RIPS) Manual, and the Call and Deliver Standard Operating Procedures.
- (b) Ensure that standby contracts or Memoranda of Understanding are prepared and current to: alert USPS of increased support needed for storage/distribution of registration materials, and handle bulk mailings of Induction Notices; timely execution to support MEPCOM (per MEPCOM MOB Plan (Basic Plan, Annex C: MEPS SSS Liaison Duties, Annex F: Resources Management); and Army Regulation [AR] 601-270, Chapter 9:Processing of Selective Service Registrants); ensure ready space for Lottery; and, provide transportation of registrants to MEPS.
- (c) Maintain arrangements for temporary use of appropriate public space to conduct a lottery, such as MOU (Agriculture).
- (d) Conduct participant training and exercises (dependent upon OMB authorization and funding availability).
- (e) Maintain liaison with lottery site agency (Agriculture), and with USMEPCOM.
- (f) Ensure SSS Data Management Center (DMC) is involved in

analytical planning phases which involve current data bases and any areas for which the DMC plays a role or is affected.

- (g) Ensure, as much as practicable, automated systems (CRPP or ICA, MEPS interfaces, etc) are operational to update DMC registrant data base, and to enable the DMC to produce computer generated correspondence associated with induction.
- (h) Ensure DMC identifies mobilization funding requirements for personnel, contract personnel, machine maintenance, supplies, ADP supplies, vehicle rental, equipment leasing, travel, facilities.
- (i) DMC identifies personnel requirements and qualifications.

(5) **Field Structure** -- *RHQs, in coordination with OP/PRT:*

- (a) Maintain currency of the Region and State Headquarters Readiness Plans, including Interagency Contacts at RHQ and SHQ levels.
- (b) Maintain “knowledge” of information from the Agency Readiness Plans and supporting Standard Operating Procedures (SOPs).
- (c) Direct, monitor, and oversee all Region Headquarters “peacetime” responsibilities in the areas of administration, operations, logistics, personnel (civilian – paid and volunteers, and military), and training, along with projected Agency reconstitution requirements.
- (d) Ensure that CRPP/IMIS (RFAPS) Readiness Table is current
- (e) Ensure that CRPP/IMIS (RFAPS) is capable of generating Office activation and Service Mobilization Letters with variable data entries as required
- (f) Be prepared to:
 - Implement Region Readiness Plan.
 - Expand RHQ; activate SHQs and AOs/ASOs.
 - Coordinate with SPT/LO for AO/ASO space along with

additional SHQ space and equipment requisitions.

- Coordinate with SPT/HR for staffing a civilian work force to expand the RHQ, and activate SHQs, AOs and ASOs.
- Provide liaison to MEPS.

(6) Financial Management -- SPT/FM:

- (a) Maintain currency of the Financial Management Annex Q of the Readiness Plans plus Financial Management SOP.
- (b) Maintain preparatory data formulation of mobilization budget in order to obtain supplemental funds in the event of a mobilization.

(7) Information Technology -- OP/IT:

- (a) Maintain currency of the Information Technology Annex F of the Readiness Plans plus Information Technology SOP.
- (b) Develop and maintain any other policies and procedures for mobilization/activation of NHQ/RHQs/DMC/SHQs/AOs/ASOs.
- (c) Maintain ADP capability to support activation -- ADP software in place and ready to use on M Day.
- (d) Complete, funding and staff permitting, Registration, Compliance, Verification (RCV) and Central Registrant Processing Portal (CRPP) projects.

(8) Location Expansion -- SPT/LO:

- (a) Maintain currency of the Location Expansion portions of the Readiness Plan plus Location Expansion Standard Operating Procedures.
- (b) Ensure that standby contracts or Memoranda of Understanding are prepared and current to enable timely procurement of logistical items to include required space, equipment, furniture, supplies, and transportation for NHQ, DMC, RHQs, SHQs, and AOs/ASOs upon mobilization/activation.

- (c) Ensure master copy of forms and publications in field are current.
 - (d) Maintain adequate shelf stock of forms and publications for re-supply throughout System.
 - (e) Develop and maintain alternative publishing and distribution procedures.
 - (f) Ensure development of a controlled correspondence system capable of handling expansion.
 - (g) Maintain liaison with OP/REG, re: Lottery support (i.e., arrangements for temporary use of appropriate public space to conduct a lottery, per MOU (Agriculture), and arrange for expeditious equipment movement and set up to and from the public space.
 - (h) Maintain current procedures for security and protection of government assets.
 - (i) Monitor security planning for subordinate elements.
- (9) **Lottery** -- *OP/REG, in coordination with OP/DMC, PIA, and SPT/LO:*
- (a) Maintain currency of the Lottery information within the Readiness Plans plus remain informed of the PIA SOP relating to the lottery.
 - (b) Maintain currency of the Lottery SOP, which includes how to conduct a lottery.
 - (c) Ensure availability and maintain readiness/preparedness of lottery equipment and materials, including ADP support materials.
 - (d) Maintain contact with National Institute of Standards and Technology to ensure availability of one official observer on short notice for any lottery.
 - (e) Maintain publicity plan for a lottery. (See PIA SOP)

- (f) Maintain a roster of individuals willing to serve as official observers for a lottery.
- (g) Maintain a roster of individuals willing to serve as capsule selectors for a lottery. This might also include prominent individuals the Director may have asked.
- (h) Maintain a supply of blank "Name Tags" and pin holders (100).
- (i) Maintain arrangements for temporary use of appropriate public space to conduct a lottery, such as MOU (Agriculture), SPT/LO plans for expeditious equipment movement, developing "set up" diagrams, maintaining participant roster.
- (j) Conduct participant training and exercises (dependent upon OMB authorization and funding availability)
- (k) Maintain liaison with lottery site agency (Agriculture).

(10) **Personnel Expansion -- SPT/HR:**

- (a) Maintain currency of the Personnel Expansion Annex L of the Readiness Plans plus Personnel Expansion SOP.
- (b) Ensure that standby contracts or Memoranda of Understanding are prepared and current in the areas of personnel (military, civilian, contract hire) for implementation (i.e, staffing NHQ, DMC, RHQs, SHQs, AOs/ASOs) upon mobilization/activation.
- (c) Be prepared to assist OP/REG with "contract" help to assist in the operation of the Lottery.
- (d) Maintain Reserve Forces Automated Personnel System (RFAPS). RFAPS is sub-system within CRPP/IMIS – ensure personnel data for each RFO is entered on CRPP/IMIS (RFAPS) and updated when changes occur.
- (e) Ensure that readiness assignments are current, and that Mobilization Assignment Letters are issued when assignments change.
- (f) Ensure that CRPP/IMIS (RFAPS) Readiness Table is current.
- (g) Ensure that CRPP/IMIS (RFAPS) is capable of generating

Office Activation and Service Mobilization Letters with variable data entries as required.

- (h) Ensure that pay system is capable of accommodating expanded processing requirements.
- (i) Maintain Personnel portion of the Mobilization Budget.

(11) **Planning/Reclassify/Training -- OP/PRT:**

- (a) Ensure currency of the Agency's Readiness Plans and associated Standard Operating Procedures.
- (b) Maintain currency of the Agency's Board Member Program. Be prepared to activate and train Board Members to include identifying secure public locations for Board Member meetings.
- (c) Ensure currency of the Agency's Continuity of Operations Plan (COOP), to include Annex J of the Readiness Plan and be prepared to activate in emergency conditions.
- (d) Be prepared to operate the Emergency Operations Center in a COOP event.
- (e) Ensure currency of Alert Notification Lists and notification procedures.
- (f) Maintain currency of the Reclassify portions of the RIPS Manual.
- (g) Maintain on-the shelf train-the-trainer and other program components for initial and/or continuation training of board members, and field activation personnel (i.e., RFOs, State Directors, Area Office Augmentees).
- (h) Maintain and keep current RFO Readiness Training Guidance Outlines (RTGOs), New Officer/State Director Phase I and II Training (including Professional Development Course), and State Director Continuation Training.
- (i) Maintain a roster of vendors who can mobilize a nationwide supply of trainers who will administer initial and refresher board member and field personnel training. Note: The reconstituted Agency Training Division will take over this function in Week 19 (M+ 133) of the Mobilization.

- (j) Develop, update, and maintain electronic board member and civilian field employee continuation training sites.

(12) **Alternative Service Program -- OP/ASP:**

- (a) Maintain currency of the Alternative Service Program (ASP) Annex N of the Readiness Plan, RIPS Manual, Chapter 10, and Alternative Service Program SOP.
 - (b) Maintain currency of Alternative Service Program policies and procedures, and provide oversight for ASP automatic processing systems.
 - (c) Develop and maintain the Alternative Service Employer Network (ASEN).
 - (d) Maintain Alternative Service Program policies and procedures manuals, SOPs, and automatic processing systems.
 - (e) Maintain publicity plan, in coordination with PIA, for additional ASEN employer recruitment in a mobilization. Pre-select and develop a nationwide network of employers and influencer groups for recruitment of appropriate Alternative Worker assignments.
 - (f) Develop, maintain, and enhance relationships with historic peace church and conscientious objector advocacy groups.
 - (g) Develop and maintain liaison with points-of-contact at federal entities that are expected to employ ASWs upon mobilization, or to have an impact on the operations of the ASP.
 - (h) Test (dependent upon OMB authorization and funding availability) and perfect policies and procedures.
- b. The mobilization process actually starts with Pre-Expansion Activities (PEA). These activities are in response to a possible national crisis and will begin with the President asking Congress for authority (or Congress provides the President the authority) to induct personnel into the Armed Forces. Following the President's request, the SSS activates the Crisis Action Package.

ACTION REQUIRED	COORDINATE AGENCY PUBLIC AND CONGRESSIONAL AFFAIRS		DATE	
RESPONSIBLE MANAGER	Associate Director for PIA (at the direction of the SSS Deputy Director)	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<p><u>MOBILIZATION</u></p> <ul style="list-style-type: none"> - Upon notification of mobilization, or immediate return to induction, coordinate actions in area of public and Congressional relations and perform other duties as directed. 			PIA	M Day

ACTION REQUIRED	* DIRECT EOC ACTIVATION		DATE	
RESPONSIBLE MANAGER	OP/PRT (at the direction of the SSS Deputy Director)	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<p><u>MOBILIZATION</u></p> <ul style="list-style-type: none"> - Upon notification of mobilization, or immediate return to induction, direct the establishment and operations of the SSS EOC. - Direct the mobilization/activation of Agency's field structure. <p>* To be activated in a COOP action or emergency event.</p>			OP/PRT	M-Day
			OP/PRT	M-Day

ACTION REQUIRED	SUBMIT INDUCTION LEGISLATION		DATE	
RESPONSIBLE MANAGER	General Counsel	REFERENCE SSS Emergency First Actions Plan (aka Crisis Action Package)	ACTION	
			OFFICE	TIME PERIOD
<p><u>PRE-EXPANSION ACTIVITIES</u></p> <ul style="list-style-type: none"> - Transmit (after signature of Director) appropriate documents to appropriate authority. X A bill to amend section 17(c) of the MSSA and for other purposes. X Transmittal letter. - Alert Department of Justice of initiation of induction processing and probable impact of Selective Service System requirements. 			GC	PEA
			GC	PEA

ACTION REQUIRED	TRACK LEGISLATION IN CONGRESS		DATE	
RESPONSIBLE MANAGER	Associate Director for PIA	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<p><u>PRE-EXPANSION ACTIVITIES</u></p> <ul style="list-style-type: none"> - Submit proposed legislation to Congress for immediate passage. Coordinate with the SSS GC. - Track legislation in Congress. The Associate Director for Public and InterGovernmental Affairs will track bills submitted by the White House. - Advise key staff of status of induction legislation until passed. 			PIA	PEA
			PIA	PEA
			PIA	PEA

ACTION REQUIRED	ESTABLISH PUBLIC AFFAIRS LIAISON		DATE	
RESPONSIBLE MANAGER	Associate Director for PIA	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<p><u>PRE-EXPANSION ACTIVITIES</u></p>				
<ul style="list-style-type: none"> - Establish link with Region Directors and provide public affairs guidance. 			PIA	PEA
<ul style="list-style-type: none"> - Establish link with Public Affairs Officers at the White House, DoD, FEMA, etc. During activation, link will also be made with the Interagency Committee on Emergency Public Information. 			PIA	PEA
<p><u>MOBILIZATION</u></p>				
<ul style="list-style-type: none"> - Direct implementation of PIA procedures. 			PIA	Day 1
<ul style="list-style-type: none"> - Prepare and issue press releases to the media. This will be an on-going process. 			PIA	Day 1
<ul style="list-style-type: none"> - Conduct news conferences. These should be held whenever necessary. 			PIA	Day 1

ACTION REQUIRED	* ALERT NOTIFICATION		DATE	
RESPONSIBLE MANAGER	Associate Director for OP	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<p><u>PRE-EXPANSION ACTIVITIES</u></p> <ul style="list-style-type: none"> - Establish and maintain liaison with DoD. - Establish and maintain liaison with FEMA. - Supervise all operational aspects of the activation and implementation of Readiness Plans. 			OP/PRT	PEA+
			OP/PRT	PEA+
			OP/PRT	PEA+
<p>* To be activated in a COOP action or emergency event.</p>				

ACTION REQUIRED	CONDUCT LOTTERY		DATE	
RESPONSIBLE MANAGER	Associate Director for OP	REFERENCE	ACTION	
		Lottery-SOP	OFFICE	TIME PERIOD
<u>PRE-EXPANSION ACTIVITIES</u>				
<ul style="list-style-type: none"> - Alert all lottery participants of tentative schedule. -- Contact National Institute of Standards and Technology to provide observer. -- Contact name and capsule selectors. -- Obtain confirmation of participation. -- Supervise set-up and conduct of lottery. 			OP/REG	PEA/ Day 11
<ul style="list-style-type: none"> - Initiate movement of equipment. -- Notify host agency contact. -- Set up equipment contact. -- Set up mini board inserts. 			OP/REG	PEA/ Day 11
<u>MOBILIZATION</u>				
<ul style="list-style-type: none"> - Initiate Publicity Plan. - Prepare and distribute identification to all participants, the media and the public. -- Recheck all preparations 			PIA OP/REG	Day 12/ Day 30 Day 12/ Day 30

ACTION REQUIRED	CONDUCT LOTTERY		DATE	
RESPONSIBLE MANAGER	Associate Director for OP	REFERENCE	ACTION	
		Lottery - SOP	OFFICE	TIME PERIOD
<u>MOBILIZATION continued</u>				
<ul style="list-style-type: none"> - Execute lottery scenario <ul style="list-style-type: none"> -- opening ceremonies -- Conduct lottery drawings -- Post and record results -- Complete certification -- Photograph display boards -- Transmit results to the DMC 			OP/REG	Day 12/ Day 30
<ul style="list-style-type: none"> - Release results to the Media. 			OP /PIA	Day 12/ Day 30
<ul style="list-style-type: none"> - Remove equipment. 			OP & SPT/LO	Day 12/ Day 30
.				

ACTION REQUIRED	CONTINGENCY ACTIONS		DATE	
RESPONSIBLE MANAGER	Associate Director for OP	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<u>PEACETIME</u>				
-	Maintain registration materials inventory levels adequate to needs.		OP/REG	Now
-	Develop contingency registration plans. -- Additional YOB groups -- Females		OP/REG	Now
-	Develop contingency plan for re-supply of materials.		OP/REG +SPT/L0	Now
-	Develop contingency plan for special registrant statistical report for activation/mobilization.		OP/REG	Now
-	Develop revised/new registration materials.		OP/REG	Now
-	Develop HCPDS plans and policies.		OP/PRT	Now
<u>PRE-EXPANSION ACTIVITIES</u>				
-	Implement re-supply program.		OP/REG	PEA
-	Support and implement registration contingency plans.		OP/REG	PEA+
-	Maintain registration statistics and produce reports.		OP/REG	PEA+
-	Implement HCPDS program, if required.		OP/PRT	PEA+

ACTION REQUIRED	TRAIN RFOs, SDs, BOARDS AND AOAs FOR READINESS/MOBILIZATION ASSIGNMENTS		DATE	
RESPONSIBLE MANAGER	Associate Director for OP	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<u>PEACETIME</u> (Training functions under PRT Division)				
- Develop Reserve Force Officer (RFO) Readiness Training Guidance Outlines (RTGOs) and maintain on file.			OP/PRT	Now
- Monitor training of RFOs.			OP/PRT	Ongoing
- Develop and monitor New Officer/State Director Phase I and II Training (including Professional Development Course).			OP/PRT	Now
- Develop and monitor initial and continuation training for Local and District Appeal Boards.			OP/PRT	Now
- Develop and monitor initial and continuation training for Area Office Augmentees.			OP/PRT	Now
- Develop and monitor continuation training for State Directors.			OP/PRT	Now
<u>MOBILIZATION</u> (Training will expand to a Division in OP)				
- Coordinate refresher training, as necessary.			OP/TNG	Day 1+
- Conduct or assist with briefings.			OP/TNG	Day 1+
- Realign training functions within NHQ.			OP/TNG	Day 10

ACTION REQUIRED	* ESTABLISH EMERGENCY OPERATIONS CENTER		DATE	
RESPONSIBLE MANAGER	Associate Director for OP	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<u>MOBILIZATION</u>				
- Activate EOC upon alert notification.			OP/PRT	*
- Reconfigure furnishings to the EOC layout.			OP/PRT	*
- Review Data Displays.			OP/PRT	*
-- Notify responsible manager of required updates.				
- Establish communications.			OP/PRT	*
-- Joint Flow Control Group			OP/REG	
-- Region Headquarters			OP/PRT	
-- Department of Defense			OP/REG	
-- FEMA			OP/PRT	
-- MEPCOM			OP/REG	
- Draft staffing schedule for 24-hour operations.			OP/PRT	*
-- Coordinate with Senior Staff			ALL	*
-- Post in EOC and distribute				
- Set-up briefings as directed.			OP+PIA	*
* To be conducted in a COOP action or emergency event.				

ACTION REQUIRED	ACTIVATE READINESS (TIME-PHASED RESPONSE) PLANS		DATE	
RESPONSIBLE MANAGER	Associate Director for OP	REFERENCE RP	ACTION	
			OFFICE	TIME PERIOD
<u>PRE-EXPANSION ACTIVITIES</u>				
- Activate Readiness Plans.			OP/PRT	PEA
- Establish communications.			OP/PRT	PEA
-- Region Headquarters.			OP/PRT	PEA
-- Department of Defense.			OP/REG	PEA
-- FEMA			OP/PRT	PEA
-- MEPCOM			OP/REG	PEA
<u>MOBILIZATION</u>				
- Set up briefings as directed.			OP+PIA	Day 1+
- Monitor Region and State expansions.			OP	Day 1+

ACTION REQUIRED	MANAGEMENT AND ADMINISTRATION		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<p><u>PRE-EXPANSION ACTIVITIES</u></p>				
<ul style="list-style-type: none"> - Direct implementation of administrative procedures. 			SPT:LO/HR/FM	PEA
<ul style="list-style-type: none"> - Initiate CRPP/RFAPS notification procedures. 			SPT/HR &OP/IT	PEA
<p><u>MOBILIZATION</u></p>				
<ul style="list-style-type: none"> - Ensure security of government assets. 			SPT/LO	Day 1
<ul style="list-style-type: none"> - Ensure safety of personnel. 			SPT/LO	Day 1
<ul style="list-style-type: none"> - Activate space expansion agreements for NHQ and all field units. 			SPT/LO	Day 1
<ul style="list-style-type: none"> - Move lottery equipment from NHQ to lottery site (in consultation with OP/REG) 			SPT/LO	Day +3
<ul style="list-style-type: none"> - Locate and arrange for meeting space for the National Appeal Board and office space for staff. 			SPT/LO	Day 76

ACTION REQUIRED	MOBILIZE RESERVE FORCE OFFICERS		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<u>PRE-EXPANSION ACTIVITIES</u>				
<ul style="list-style-type: none"> - Alert parent services of those RFOs to be called to active duty with SSS upon mobilization. 			SPT/HR	PEA
<u>MOBILIZATION</u>				
<ul style="list-style-type: none"> - Initiate mobilization actions upon receipt of Presidential Instruction or upon order of the Director of Selective Service. 			SPT/HR	Day 1
<ul style="list-style-type: none"> - Enter variable data and request and generate Officer Activation Letters and Services Mobilization Letters from CRPP/IMIS. 			SPT/HR	Day 1
<ul style="list-style-type: none"> - Ensure that letters are dispatched to members of the Reserve Forces, DoD, and the several military departments. 			SPT/HR	Day 1
<ul style="list-style-type: none"> - Increase liaison with military departments to process personnel management and administrative matters which may arrive. 			SPT/HR	Day 1
<ul style="list-style-type: none"> - Prepare to process exceptions to the activation/mobilization order received from members of the RFOs per Chapter 900, PPPM. 			SPT/HR	Day +1
<ul style="list-style-type: none"> - Orient new personnel and be prepared to present operational briefings required. 			SPT/HR	Day 2+
<ul style="list-style-type: none"> - Implement new employee processing procedures. 			SPT/HR	Day 2+

ACTION REQUIRED	DIRECT PRINTING AND SHIPMENT OF FORMS		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<u>PRE-EXPANSION ACTIVITIES</u>				
<ul style="list-style-type: none"> - Alert GPO and GSA depots of impending printing and shipment requirements. 			SPT/LO	PEA
<u>MOBILIZATION</u>				
<ul style="list-style-type: none"> - Authorize State Directors to acquire copy equipment for their SHQs and Area Offices/Alternative Service Offices. 			SPT/LO	Day 3
<ul style="list-style-type: none"> - Oversee shipment, local reproduction or procurement of forms and publications. 			SPT/LO	Day 3
<ul style="list-style-type: none"> - Expand controlled correspondence system. 			SPT/LO	Day 5

ACTION REQUIRED	DIRECT SHIPMENT OF AO SUPPLIES		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE RP, Annex E	ACTION	
			OFFICE	TIME PERIOD
<p><u>MOBILIZATION</u></p> <ul style="list-style-type: none"> - Provide information on alternative sources of supply to State Directors for their assigned Area Offices/Alternative Service Offices. - Activate acquisition of the right to use real property. - Advise on GSA credit card elimination and GSA store cutback implications for SHQ task force(s). 			SPT/LO	Day 1
			SPT/LO	Day 1
			SPT/LO	Day 2

ACTION REQUIRED	INCREASE SECURITY		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<u>MOBILIZATION</u>				
<ul style="list-style-type: none"> - Issue and release appropriate notifications to FBI, Secret Service, U.S. Marshals, and Federal Protective Service for field office support. 			SPT/LO	Day 1
<ul style="list-style-type: none"> - Control and monitor public access areas and initiate appropriate steps for protection and safety of all resources. 			SPT/LO	Day 1
<ul style="list-style-type: none"> - Evaluate security response versus threat (i.e., property attack, terrorism, vandalism). 			SPT/LO	Day 3
<ul style="list-style-type: none"> - Issue and release instructions regarding protection and control of records. 			SPT/LO	Day 3
<ul style="list-style-type: none"> - Issue and release instructions to State Directors relative to security requirements for local police, fire departments, building managers. 			SPT/LO	Day 5
<ul style="list-style-type: none"> - Issue and release instructions to Area Office Supervisors and Alternative Service Office Managers relative to security requirements for local police, fire departments, building managers 			SPT/LO	Day 25

ACTION REQUIRED	SPACE REQUIREMENTS		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE RP, Annex E	ACTION	
			OFFICE	TIME PERIOD
<p><u>MOBILIZATION</u></p> <ul style="list-style-type: none"> - Initiate space requirements to GSA and military installations according to space requirements plan. 			SPT/LO	Day 5

ACTION REQUIRED	EQUIPMENT, FURNITURE, AND SUPPLIES		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE RP Annex E	ACTION	
			OFFICE	TIME PERIOD
<p><u>MOBILIZATION</u></p> <ul style="list-style-type: none"> - Acquire additional resources as needed for expanded operations at NHQ, RHQs, SHQs, Area Offices and Alternative Service Offices. 			SPT/LO	Day 5

ACTION REQUIRED	OBTAIN SUPPLEMENTAL FUNDS		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<u>PRE-EXPANSION ACTIVITIES</u>				
- Prepare a budget justification for presentations to OMB.			SPT/FM	PEA
- Transmit budget to OMB.			SPT/FM	PEA
<u>MOBILIZATION</u>				
- Alert SPT of available funding for to acquire requisite personnel, space, and equipment.			SPT/FM	Day 1
- Request reapportionment of all remaining funds in the current fiscal year, if applicable.			SPT/FM	Day 1
- Request exemption by the President from provisions of 31 U.S.C. 1341.			SPT/FM	Day 1
- Request a cash warrant from Department of the Treasury, if necessary.			SPT/FM	Day 1
- Issue call to cost centers for budget formulation.			SPT/FM/ ALL	Day 2
- Direct preparation for funding request.			SPT/FM	Day 5

ACTION REQUIRED	ADP MANAGEMENT		DATE	
RESPONSIBLE MANAGER	Associate Director for OP, CIO	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<p><u>MOBILIZATION</u></p> <ul style="list-style-type: none"> - Direct implementation of administrative procedures. - Direct commencement of enhanced ADP operations. - Support Agency's communication/coordination with other Federal agencies. - Direct preparation of funding requests. 			CIO	Day 1
			OP/IT	Day 1
			OP/IT	Day 1
			CIO	Day 1

ACTION REQUIRED	ACTIVATE CRPP/RIMS		DATE	
RESPONSIBLE MANAGER	Associate Director for OP/ CIO	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<u>MOBILIZATION</u>				
- Enter lottery results.			OP/IT	Day 30+
- Create/verify lottery file.			OP/IT	Day 30+
- Set-up for processing.			OP/IT	Day 30+
- Enter RSN, run examination cycle.			OP/REG/IT	Day 76
- Monitor transmission.			OP/REG/IT	Day 80+
- Provide delivery lists to MEPCOM.			OP/IT	Day 80+
- Burst, mail reports --as backup to CRPP (TIRMS).			OP/IT	Day 80+
- Process transactions from diskette (as backup to electronic file transfer).			OP/DMC	Day 80+
- Run claims cycles.			OP/DMC	Day 80+
- Produce laser letters (disqualification letters, reschedule, second notices).			OP/IT	Day 80+
- RIPS Manual, and CRPP (TIRMS) Users Guide provided to AOs.			OP/PRT/IT	Day 80+
- Enter RSN, run induction cycle.			OP/IT	Day 76
- Monitor transmission of data.			OP/IT/REG	Day 180+
- Initiate HCPDS, if required.			OP/IT/PRT	Day 180+

ANNEX P

PERSONNEL

This Annex provides guidance and information on the procedures for activation/mobilization of the Agency’s field elements. The proponent for this Annex is the Support Services Directorate, Human Resources Division (SPT/HR).

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PERSONNEL

1. CIVILIAN PERSONNEL

a. General Overview.

Upon mobilization the Selective Service System (SSS) will expand substantially from its current workforce size. With this expansion, the management and assigned personnel across the Agency will have increased roles in the employment process to recruit and train new personnel. Personnel expansion will be under the purview of the Support Services Directorate, Human Resources Division (SPT/HR). The Agency's Personnel Policies and Procedures Manual (PPPM) provides the details on the Merit Promotion hiring process.

In order to hire significant numbers of employees quickly enough to meet operational needs, SSS will initially utilize temporary/contract personnel to provide the workers needed. SPT/HR will work with Support Services Directorate, Logistics Division (SPT/LO) Contracting Officers to establish blanket purchasing agreements (BPA) with regional and local temporary agencies that call for delivery of qualified, local workers in a specific job series and within certain time guidelines.

Recruitment will commence for expansion of staff to fill designated position types. Initial recruitment will be achieved through use of contract companies for a period of up to four (4) months and may be extended.

Immediately upon mobilization, SSS will contact the contract companies and request HR service support in the numbers and types of positions selected. This will include the review of resumes, interviews (as necessary), and selection of personnel to be deployed within two (2) weeks of initial notification.

The following are the projected contract companies for human resources staffing support, including the placement of personnel throughout the United States to assist with start up services at SSS National Headquarters, and Region, State and Area/Alternative Service Offices:

PRO-telligent, LLC, www.pro-telligent.com, 1225 South Clark Street, Crystal Gateway II, Suite 1100, Arlington, VA 22202; POC-Amon (Max) Salomon (SalomonA@pro-telligent.com); 703-414-5596; fax 571-215-6266.

Telesec Corestaff, www.corestaff.com, 101 W. Broad Street, Suite 110; Falls Church, VA 22046; POC: Art Evans, 703-237-8001, Fax 703-237-6642.

Sydminds Personnel Services, www.sydminds.com, 4031 University Drive, Suite 200, Fairfax, VA 22030; POC LaVett Sydnor, 703-766-4663, Fax 703-595-4319.

Snelling Staffing Services, www.snelling.com/metro, 818 Connecticut Avenue, NW, Suite 325, Washington DC, POC: Madaleine Hillsberg, (hillsberg@snellingmetro.com), 202-833-6100, Fax 202-833-6105.

BPA's may be implemented to fill positions at National Headquarters (NHQ), Region Headquarters (RHQ), State Headquarters (SHQ), Area Offices (AO), Alternative Service Offices (ASO) and the Data Management Center (DMC). SPT/HR will coordinate with Associate Directors (AD), Region Directors (RD) and the Manager of the DMC to prioritize these hires. SPT/HR will work with ADs, RDs, and the Manager of the DMC to address the advertisement of more permanent federal government positions. The hiring process may take 20 to 60 days or longer depending upon the job series and qualifications of the position.

It is anticipated that temporary workers may be utilized for up to 90-120 days after activation of the command structure expansion. It is expected that the process to hire government employees will be in full operation.

b. Hiring Authority.

Under normal circumstances, SSS utilizes the Office of Personnel Management (OPM) to handle most hiring actions outside of the Merit Promotion procedures. This involves SPT/HR creating the job announcement, advertising the job on the USAJobs Website, allowing OPM to evaluate applicants and the SSS to make a selection from the certificate of qualified applicants. SSS will interview, select and coordinate job offers. While the goal is to have a new employee enter on duty within 45 days after the job announcement closes, the overall hiring process can take much longer.

Under a mobilization scenario, the Agency would ask for, and may be granted, authority to hire government employees utilizing more expeditious methods. Some authorities for possible use include: Agency Authority to Take Personnel Action in a National Emergency (5 CFR 230.401), an Authority that has been cited in the initial SSS mobilization planning and remains appropriate for short term use in emergency hiring; use of Temporary/Term Appointment Authorities (5 CFR 316); Excepted Service Authorities (5 CFR 213); Intergovernmental Personnel Act (5 CFR 334); Reemployment Without Penalty To Meet Exceptional Recruiting or Retention

Needs (5 CFR 553); and Direct Hire Authority for permanent positions (5 CFR 337).

c. Functions/Procedures.

Upon mobilization, SPT will follow guidelines provided by senior Agency officials regarding the expansion of Agency personnel. All hiring actions will be driven by the Agency's Table of Distribution and Allowances (TDA) (See Annex I). RDs and the Manager of the DMC are responsible for position management within the ceiling and grade structure and must prioritize their hiring needs.

SPT/HR has standard position descriptions available for recruitment of civilian personnel. Job titles and series may not change during an emergency hiring procedure; however, latitude is provided with regard to actual work assignments. SPT/HR will ensure proper coordination with the Financial Management (SPT/FM) Division prior to initiating hiring actions.

d. Contract/Temporary Workers.

As contract/temporary workers will comprise the core of initial hires, SPT/HR will activate BPAs with contract agencies and provide general guidelines for the process. SPT/HR will contact ADs, RDs and the Manager of the DMC to coordinate the process of verifying or validating the priority of jobs to fill. SPT/HR, in conjunction with SSS' Contracting Officer SPT/LO, will provide contract personnel firms with the necessary tasking based on the prioritized list of jobs to fill, locations and time to fill requirements.

Close coordination with SPT, RDs, and the Manager of the DMC, or their representatives, are authorized to interact with local temporary agencies to expedite the acquisition of an initial workforce, address initial expansion of staff support and establishment of SHQ, AO and ASOs. SPT/HR will manage the expansion of NHQ personnel. Not all positions identified in the TDA need to be immediately filled by contract workers. Contract workers can be used to establish support services, handle initial action items, and provide training to permanent government workers that are later hired.

e. Hiring of Permanent Federal Employees.

When the initial contract/temporary worker process is initiated, SPT/HR will coordinate with ADs, RDs and the Manager of the DMC to begin taking steps to hire permanent federal employees. SPT/HR will provide expert advice concerning any decisions on the correct hiring authority to use, determinations of the length of the hire and other considerations.

ADs, RDs and the Manager of the DMC will notify SPT/HR of their priority hiring requirements for government workers to backfill vacant positions. SPT/HR will be responsible for the job recruitment, advertisement and job offer processes and ADs, RDs and the Manager of the DMC will be responsible for the interview, selection, and job orientation processes.

As organizational elements are activated, some authority for the interview, selection and orientation processes may be passed from the RD to SD. RDs and SDs, supported by the Reserve Force Officers (RFOs), are responsible for training personnel within their Region and State.

f. **Uncompensated Personnel.**

The acquisition, training, or evaluation of Board Members (BM) comes under the purview of the Operations Directorate (OP).

During mobilization, uncompensated personnel will continue to be administered under Chapter 520 of the PPPM and the Board Member Information System (BMIS) User's Manual.

The RDs may be given expanded authority to increase the number of uncompensated personnel. As far as practicable, SDs must ensure that fully staffed and trained Local Boards (LBs) are operational within their jurisdiction.

2. **MILITARY MANPOWER AND PERSONNEL**

a. **General Overview.**

The SSS is augmented by military reserves and National Guard RFOs who provide assistance with peacetime registration and preparedness training. Upon a return to conscription, SSS will seek to activate RFOs in order to implement the expansion plan and establish the field structure necessary to implement a draft and train new personnel. RFOs would initially report to NHQ, RHQ or a SHQ for further assignment.

Several Memoranda of Understanding are available with the DoD, individual military services, and the National Guard that support both peacetime and mobilization scenarios. Under the Military Selective Service Act (MSSA), SSS has the authority to mobilize up to 750 RFOs during mobilization; however, currently the Agency has funding for a much smaller number.

Upon mobilization, each military service will require time to create active duty orders for RFOs. Current estimates reflect from one day to three weeks. SPT/HR must ensure direct Agency coordination with the parent services to help ensure prompt approval and or publication of active duty orders of current RFOs and requests for additional RFOs.

After RFOs receive their mobilization orders from their parent service, they will report to their assigned location listed on the orders as instructed in the mobilization assignment letter by the Reserve Forces Automated Processing System (RFAPS) through CRPP/IMIS. The mobilization assignment letter may not be sent in advance to each RFO before actual mobilization. Once mobilized, RFOs will continue to serve on active duty until ordered to return to their previous SSS Detachment or to their parent service.

Current agreements state that RFOs will return to their parent service after 270 days of active duty with the SSS. Based upon the request of the RD or SD, the Director of Selective Service will determine on a case-by-case basis whether to request an extension from the parent service in order to retain individual officers.

Parent services may furnish instructions to RFOs for administrative in-processing but may also pass these instructions to NHQ. RDs will ensure an in-processing worksheet is completed for each RFO that reports to any location within their jurisdiction and inform NHQ immediately of any RFO who did not report to their assigned location. RFOs are expected to begin immediately building the field structure to support all SSS requirements. Additionally, new RFOs may not be familiar with the SSS mission, structure, and operational requirements and require additional time to train.

b. Military Personnel Assignment Procedures.

(1) Mobilization Assignments.

- (a) Upon a return to conscription, CRPP/IMIS will generate a service mobilization letter request which will be forwarded to the DoD, each military department, and the U.S. Coast Guard as appropriate. SSS will then generate activation assignment letters for each RFO.
- (b) Once an RFO has received active duty orders from the parent service, the RFO is required to report to the location shown on the order. A reporting date will be identified and will be within 1-45 days of notification by law or direction of the President to mobilize the Agency.

- (c) With no advance notice, the timetable for an RFO reporting for duty could be delayed by the Agency's request to the parent service. Additional time may be necessary for each service to generate active duty orders assigning the RFO to SSS.
- (d) The parent service will also provide SSS with instructions for administrative in-processing (payroll, ID cards, field personnel record services). Military installations nearest to reporting locations will assist in administrative in-processing, as required.
- (e) The primary job for all RFOs will be to ensure that the mobilization field structure, in particular AOs and ASOs, is set in place. Once AO/ASOs become fully operational, RFOs will return to their previous Selective Service Detachments or to the control of their parent service no later than Day 270.
- (f) The SSS Director will make a case-by-case determination to retain individual officers based upon the request of the RD or SD.

(2) **Mobilization Procedures.**

RFOs will proceed to their mobilization assignment by the most expeditious means available in accordance with their active duty orders. Except as provided in the PPM, Chapter 900, The Administration of Military Personnel, there are no exceptions to the requirement to report.

An RFO who serves in a position which would preclude compliance with a mobilization assignment will submit a request to be removed from the SSS Reserve Force. Such requests will be forwarded through RHQ to NHQ as soon as conflicts arise, but prior to the declaration of a national emergency or expansion of the Agency by law or direction of the President. Upon mobilization, RFOs will:

- (a) Report to the RD and SD after arriving at the designated reporting location.
- (b) Bring a copy of their active duty order.
- (c) Notify their parent service by the most expeditious means that they have arrived at their designated location, and follow parent service instructions (as appropriate) when received.

- (d) If, after arrival, an RFO is disqualified for active duty for any reason, the SD, RD, and NHQ must be informed immediately.

(3) **Region Directors and State Directors Responsibilities.**

Upon mobilization of RFOs, the RDs or SDs will:

- (a) Complete an In-Processing Worksheet for each reporting RFO. (See Appendix 1)
- (b) Inform NHQ immediately of any RFO who has not reported.
- (c) Inform NHQ of any RFO who did not complete active duty during in-processing.
- (d) Complete reports per Annex H of their Readiness Plan.

3. **REFERENCES**

- SSS Personnel Policies and Procedures Manual (PPPM)
- Code of Federal Regulations (C.F.R Title 32, Chap. XVI, Part 1600-1699)

APPENDIX 1 TO ANNEX P – RFO IN-PROCESSING WORKSHEET

IN PROCESSING WORKSHEET

(All information clearly printed or typed)

NAME: _____ RANK/SERVICE: _____

REPORTED: _____ SSAN _____ / _____ / _____
Date/Time

ADDRESS: _____ CONTACT TELEPHONE: _____

REGION/NATIONAL HEADQUARTERS NOTIFIED OF ARRIVAL: _____
Date/Time

Person Notified: _____

PARENT SERVICE NOTIFIED OF ARRIVAL: _____ # _____
Date Order No.

Person Notified: _____

DATED: _____ HEADQUARTERS: _____
Issuing HQ

IN PROCESSING (if req) SCHEDULED FOR: _____ AT: _____
Date/Time Location

_____ IN PROCESSING COMPLETED: _____
Facility Date

EXCEPTION TO SERVICE PROCESSING (PPPM 900.II.E) IF
APPLICABLE: _____

REMARKS: _____

ANNEX Q

FINANCIAL MANAGEMENT

This Annex provides guidance and information on the financial procedures for activation/mobilization of the Agency’s field elements. The proponent for this Annex is Support Services/Financial Management (SPT/FM).

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FINANCIAL MANAGEMENT PROCEDURES

1. TRAVEL OF COMPENSATED PERSONNEL

a. General.

The SPT/FM provides administrative oversight of travel for all employees of the SSS and controls allotted funds. Oversight includes creating directives, instructions, and procedures pertaining to the control and distribution of funds. Official travel is authorized and approved using the E2 Solutions Travel System. Below is the approval process used for civilian and military personnel:

- (1) National Headquarters (NHQ) – The SSS Director or his designee approves requests for travel for authorized and military travel outside of the Region.
- (2) Region Headquarters (RDs) – The Region Director authorizes travel between states within the Region.
- (3) State Directors (SDs) – The State Directors authorize travel crossing state Area Office boundaries.
- (4) Area Offices (AOs) – The Area Office Supervisor authorizes travel within the jurisdictional boundary of the AO.

b. Travel Orders.

- (1) During the first 60 days of mobilization, a single Authorization for Official Travel (SSS Form 310) may be issued to personnel who travel frequently. Travel under this blanket authorization is limited to points within the boundary of the individual's office of jurisdiction.
- (2) After the first 60 days of mobilization, a travel order or another blanket authorization is required for each period of travel. If sufficient time to obtain an approved SSS Form 310 prior to travel is not possible, telephonic authorization is authorized by the designated approval authority. However, submission of SSS Form 310 must take place immediately following telephonic authorization.

- (3) An SSS Form 310 is prepared for distribution in triplicate and signed by the responsible approving official. One copy is provided to the traveler, a copy is maintained in the office where issued, and one copy is forwarded to SSS National Headquarters, ATTN: SPT/FM.
- (4) The Fiscal Manual prescribes the use and preparation of travel orders.

c. Travel Vouchers.

- (1) The traveler will prepare and submit a completed Travel Voucher, SF1012, to the location manager who will sign the voucher as approving official. The location manager's voucher must be approved by the next higher echelon.
- (2) The travel voucher will be sent to the Region Headquarters through the State Headquarters where it will be examined, for correctness, then forwarded to National Headquarters, Attn: SPT/FM for payment.
- (3) The travel voucher will be prepared and submitted, in duplicate, by the fifth day following completion of the trip.
- (4) Detailed instructions for the preparation of a travel voucher are found in the Fiscal Manual.

d. Government-wide Travel Charge Card.

- (1) A Government-wide travel credit card is issued in the traveler's name to pay for expenses incurred while traveling on official Government business. Issuance of a card is mandatory for all Reserve Force Officers (RFOs) upon mobilization. Other Agency employees expecting to travel must obtain a Government travel credit card, Request for Government travel credit card must be submitted to SPT/FM.
- (2) Upon receipt of billing statements, travelers are responsible for full, prompt reimbursement of all valid charges to their account. Cardholders who fail to pay the requested balance in a timely manner for expenses incurred are subject to disciplinary measures.
- (3) The Government travel credit card is issued in lieu of Government Travel Request (GTRs). This card is authorized for usage upon authorization of official travel. The card is used for:

- (a) The purchase of commercial airline, rail, or bus tickets.
 - (b) Lodging
 - (c) Meals
 - (d) Automobile Rentals
- (4) Travelers will be billed directly by the travel charge card issued for all expenses charged on their card.
 - (5) Travelers will file their travel vouchers in the normal manner (see l. c. above) and will be reimbursed for the full amount of authorized travel expenses.
 - (6) Upon receipt of their billing, travelers are responsible for prompt reimbursement, in full, of all valid charges to their account.

e. Transportation.

- (1) Travel on official business shall be by the mode of transportation resulting in the greatest advantage to the government, cost, and other factors considered.
- (2) In most instances, only local travel is required for attendance at board meetings.
- (3) Transportation by POV will be authorized when transportation by common carrier would seriously interfere with the performance of official business or when a GSA vehicle is not available. Reimbursement will be at the current standard mileage rate.

f. Per Diem.

Per Diem is authorized in accordance with applicable regulations, normally not to exceed 14 calendar days. Expenses for lodging, meals, and miscellaneous cost are reimbursed to the traveler in accordance with the Fiscal Manual (FM). If justified, a designated official may approve a longer period for daily expenses. All applicable rates are outlined in the Federal Travel Regulations (FTRs).

g. Travel Advance.

- (1) Travel advances will not be authorized during the first 60 days of activation activities.
- (2) Travel charge cards are being provided in lieu of cash advances.
- (3) After the first 60 days, travel advances requested on an Advance of Funds Application, SF 1038, for personnel not holding Government-wide travel charge cards may be approved by the location manager and sent to National Headquarters, ATTN: SPT/FM, for payment. Advances will only be made in accordance with Chapter 3 of the Fiscal Manual.
- (4) A copy of the travel advance request must be sent to the Region Headquarters for match-up with the travel voucher.

h. Local Travel.

- (1) Necessary official travel in the vicinity of the employee's duty station, not requiring overnight lodging, is authorized as directed by the location manager. Travel orders are not required for local travel.
- (2) Local travel may be performed by either POV or commercial transportation, including taxicabs.
- (3) Reimbursement is authorized for fares, out-of-pocket expenses for parking and tolls, and for miles driven in POV.
- (4) The employee should prepare a Claim for Reimbursement for Expenditures on Official Business, SF 1164. Receipts are required only for parking and toll expenses, and any individual expense in excess of \$25.
- (5) The employee must sign the voucher as claimant.
- (6) The location manager must sign the voucher as approving officer. Vouchers for the location manager must be approved by the next higher echelon.
- (7) The voucher will be sent to the Region Headquarters where it will be examined, then forwarded to National Headquarters, ATTN: SPT/FM for payment.

2. TRAVEL OF UNCOMPENSATED PERSONNEL.

a. General.

- (1) Board Members are entitled to reimbursement of their travel expenses to attend board meetings or training sessions.
- (2) Section 10(f) of the Military Selective Service Act authorizes the Director to make final settlement of Board Member claims, for amounts not exceeding \$800, without regard to the FTR. However, absent extenuating circumstances, Board Members shall be reimbursed in accordance with the FTR and Chapter 3, FM.

b. Travel Authorization.

- (1) Location managers will issue Board Members a single SSS Form 310 for repetitive travel to board meetings. At the beginning of a new fiscal year a new SSS Form 310 is required.
- (2) The travel order is issued as authorization for official government travel and as a basis for a subsequent reimbursement claim.
- (3) The location manager will notify Board Members by appropriate means, in accordance with guidance outlined in the RIPS Manual and the appropriate Readiness Plan of dates and times of board meetings.
- (4) The Region Director will provide written notification to Board Members concerning training sessions. The notification will serve as training travel authorization and should include reimbursement entitlement for transportation and/or subsistence.

c. Transportation.

- (1) In most instances, only local travel is required for attendance at board meetings.
- (2) Transportation by POV shall be authorized whenever practicable, with reimbursement at current standard mileage rates.
- (3) If overnight travel is required for attendance at training sessions or board meetings, the location manager may authorize Board Members to travel by commercial transportation within established policies.

d. Subsistence.

- (1) When necessary, because of the nature of the travel or training assignment, board members will be authorized meal and/or lodging allowances.
- (2) Location managers will determine subsistence allowances using applicable federal regulations received approval from the next level headquarters Director.
- (3) Related expenses such as tips and taxes may be included with meals. Amounts paid for alcoholic beverages, entertainment expenses, snacks, or coffee breaks are not reimbursable. Receipts are required for lodging and any meals expenses.
- (4) The SSS may authorize actual subsistence expenses in lieu of per diem reimbursement when unusual circumstances exist where the lodgings plus system of reimbursement is clearly insufficient to cover necessary expenses.

e. Reimbursement.

- (1) The Uncompensated Personnel Expense Reimbursement Claim, SSS Form 351, will be used for processing payments.
 - (a) Part III A. - list multiple meeting dates and times.
 - (b) Part VI. - should be signed by the Location Manager.
- (2) The claim form is designed for ease of completion to facilitate preparation and reimbursement.
- (3) If the claim is only for local transportation expenses, the voucher will be prepared monthly.
- (4) If the claim includes expenses of overnight travel, the voucher should be prepared immediately upon termination of the trip. Receipts are mandatory for lodging and any individual expense in the excess of \$25.
- (5) All Board Member vouchers will be sent to Region Headquarters for batch processing to SPT/FM for payment.

3. TRAVEL OF REGISTRANTS

- a. Registrants ordered to report for induction are furnished transportation by the SSS from the SHQ or another location designated on their order to the Military Entrance Processing Station (MEPS).
- b. If a registrant's induction processing results in the registrant being found not qualified for service, the MEPS will furnish return transportation to the reporting location designated on the registrant's order. All travel costs incurred between the registrant's place of residence and any other location designated on the registrant's order is at the registrant's own expense.
- c. Registrants who reside within the metropolitan area served by a MEPS may upon notification to their SHQs, report to the MEPS via public transportation or private transportation at their expense. Registrants who report for induction by POV are responsible for ensuring their vehicle is returned to their private location at their own expenses.
- d. Registrants who require travel assistance to comply with an order from Selective Service may contact the SHQ listed on the registrant's Order to Report for Induction. He may contact another SHQs that is closer to where he currently resides, in person, by telephone, or in writing.
- e. SHQ personnel will provide registrants as much assistance as possible in making travel arrangements by furnishing information to the registrant regarding the location of the MEPS, charter transportation, available public transportation, bus or train schedules, and routes to the MEPS, SHQs are not available to disburse funds to travel expenses.
- f. Location managers are not authorized to disburse personal funds for registrant travel.
- g. Travel reimbursement request forms are SSS Form 350 (Registrant Travel Reimbursement Request) complying with examination or induction orders.

4. ALTERNATIVE SERVICE WORKER (ASW) TRAVEL AND EMERGENCY MEDICAL COMPENSATION AND REIMBURSEMENT

- a. In certain circumstances, select travel, emergency medical and related expenses incurred by the Alternative Service Worker

(ASW) may be reimbursed by Selective Service.

- b. Travel expenses are reimbursable to the ASW only under the procedures described below. Alternative Service Office (ASO) personnel, after confirming that the travel is required to comply with a valid Selective Service order, will provide ASWs with as much assistance as possible in making travel arrangements. Travel will be authorized and provided or reimbursed as follows:
 - (1) Travel to and from any job counseling sessions needed to place the ASW in an Alternative Service job assignment.
 - (2) Travel to and from an interview required by an employer and authorized by an ASO before assigning an ASW to a job assignment.
 - (3) Travel to a job assignments outside the ASW's area of residence when assigned or reassigned, unless the job is an overseas assignment.
 - (4) Travel to a new ASO when jurisdiction has been transferred to that ASO.
 - (5) Travel to and from a MEPS station for a retention examination when required.
 - (6) Travel from the ASO at completion of Alternative Service to the ASW's permanent residence, or to any other place designated by him, when the cost of such transportation would not exceed the cost of travel to his permanent residence.
- c. Some travel that may become necessary, but will not be reimbursable, is travel to and from an overseas job assignment, required personal appearances before Local or District Appeal Boards, or any other reason travel may be performed to and from an Area Office or an ASO.
- d. Travel required for daily attendance at the work site is prohibited. ASW travel costs to and arrangements for approved overseas assignments are the sole responsibility of the ASW's employer.
- e. ASWs are responsible for making their own travel arrangements and submitting claims for reimbursement in those specified cases where reimbursement is allowed.

- f. The RIPS Manual, Chapter 10 (Alternative Service), prescribes the policies and procedures for special transportation arrangements.
- g. Location managers are not authorized to disburse personal funds for ASW travel.
- h. Travel reimbursement request forms are SSS Form 164 (Alternative Worker Travel Reimbursement Request) for ASWs.

5. PROCESSING BILLS FOR PAYMENT.

a. General.

- (1) Invoices are normally mailed by vendors to National Headquarters, SPT/FM for match-up with receiving reports and subsequent payment.
- (2) Invoices erroneously sent to Area Offices, Alternative Service Offices, State, or Region Headquarters should be reviewed for accuracy and signed by the location manager indicating approval of the invoice and mailed to National Headquarters, ATTN: SPT/FM for payment.
- (3) At minimum, the following information constitutes a proper invoice: Vendor name; Contact name, title, address, and telephone number; Contract number or other authorization; Vendor invoice number, account number, or other identifying number, and date; Item description, quantity of goods/services, unit of measure, price, and amount billed; and; terms of payment and due date.

b. Field Purchases.

Reference Annex E Administration, concerning procurement and payment of supplies, equipment, or services.

c. Expense Reimbursement Method.

- (1) The employee should prepare a Public Voucher for Purchases and Services Other Than Personal, SF 1034. Receipts are mandatory and must be attached.
- (2) The location manager must complete and sign the approval section of the voucher. Vouchers for the location managers must

be approved by the next higher echelon.

- (3) The voucher will be sent to the Region Headquarters where it will be examined, then forwarded to National Headquarters, ATTN: SPT/FM, for payment.

6. FISCAL DATA REQUIREMENTS.

a. General.

- (1) Travel and transportation expenses, supplies, equipment and services necessary to support readiness activities will be procured in accordance with this Annex and Annex E.
- (2) All obligating documents for these expenses must be coded with an accounting classification to identify the organization elements incurring the expense, the purpose of the expense, and other fiscal data.
- (3) Fiscal documents covered in this Annex and Annex E are expected to be processed as follows:

(a) During the first 60 days:

SF 1012	Travel Voucher
SF 1034	Public Voucher for Purchases and Services Other Than Personal
SF 1164	Claim for Reimbursement for Expenditures on Official Business
SF 1169	Government Transportation Request (GTR)
SSS 310	Travel Order
SSS 351	Uncompensated Personnel Expense Reimbursement Claim

(b) After the first 60 days, all of above plus:

SF 1038	Travel Advance
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b. Financial Document Coding.

- (1) All obligating documents (e.g., purchase orders, travel and training authorizations, etc.) must be coded with an accounting classification. The classification reflects, among other things, the organization and program to which the expenditure is to be charged, the type of expense (sub-objected class) and the estimated dollar amount. Proper classification is vital to the

operation of the budget and accounting system and its ability to track budget allocations and produce financial reports for management decision making.

Document Coding – General Requirements

1. Fields. All obligating documents that originate at the area office, State, Region or National Headquarters level must be coded with at least five fields of data. The field codes are as follows:

<u>Field</u>	<u>Number of Positions</u>
Fiscal Year	4 numeric
Fund	5 alpha/numeric
Organization Code	6 numeric
Project Code	4 numeric
Object/Sub-Object Class Code	4 numeric

2. Horizontal Line Entry. All five fields of the accounting classification will be entered as a single horizontal line in the designated place(s) on an obligating document. A slash / should separate the fields, e.g.

Oracle supplied REQ#2009/D2009/080220/1202/2522

In the example above, the accounting classification identifies the following:

2009	Fiscal Year 2009
D2009	Direct 2009 (Fund Type)
080220	Organization Code (Support Services)
1202	Project Code
2522	Sub-Object Class Code

3. Fiscal Year (FY) 2009 Fund Type: Beginning in FY 2008, a fund type designation was used to identify the type of fund being cited. The two types to be used are as follows:

D2009	Direct appropriations
R2009	Reimbursable funds

Note: The R2009 fund is used only for funds to support the DoD recruiting support agreement and the Census Bureau reimbursable agreement; and for collections from these agreements; and for collections from these agreements. All other fund sites should be designated as direct (D2009).

4. Examples. To better explain the document coding system, the following examples are provided:

- a. If a purchase order, estimated to cost \$100.00 is prepared by Region I to purchase office supplies from a commercial vendor for the Mobilization Readiness program, the horizontal line entry would be:

2009/D2009/100000/1140/82611/\$100.00

- b. If the Registration Division of the Operations Directorate requests standard Form 1's be printed by the Government Printing Office with an estimated cost \$1,000.00, the horizontal line entry would be:

2009/D2009/080330/1210/2411/\$1000.00

- c. If the Data Management Center prepares a purchase order to lease services from Illinois Bell estimated to cost \$300.00, the horizontal line entry would be:

2009/D2009/400000/1202/2332/\$300.00

APPENDIX 1 TO ANNEX Q

READINESS BUDGET

This Appendix contains the cost options required to activate the field structure under full activation conditions, and bring the Agency to complete operational status for one full year. Other options may be cost by adjusting the variables described herein.

CONTENTS

Readiness Budgeting Assumptions.....Q-1-2 through Q-1-10

READINESS BUDGETING ASSUMPTIONS

There are a number of assumptions in the readiness budgeting model that are determined when variables are defined in the two spreadsheets that make up the quantitative portion of the model. The following discussion identifies the variables and explains their impact on the model.

Pay Periods of Activation (26 = year):

This number sets the time remaining in the fiscal year during which SSS activates. It is a variable from 0 to 26, where 0 will reproduce the peacetime budget and 26 will produce a budget that reflects activation starting on the first day of a new fiscal year. The add-on increment for expansion of operations is based on the length of time established here.

PC Upgrade:

A "1" here indicates SSS will purchase its own PCs for the field office to use in registrant claims processing. A "0" means we will use USAREC or other available equipment or that the PCs have been included in the "Peacetime" increment of the budget.

Examination-related Variables:

These costs are directly associated with number of registrants ordered for examination. This section sets the number of registrants ordered per day, followed by the associated variable costs.

Registrant Travel: Calculated assuming use of round trip charter bus transportation.

Board Member Travel: Based on the amount of board activity required to process the claims resulting from the number of registrants ordered for examination.

Postage. Forms Printing. Other Printing: Covers only that portion of these categories related to the registrant processing volume. Calculated assuming examination orders issued utilizing the USPS.

Pre Induction/Induction-related Variables:

Some costs are directly associated with number of registrants ordered for induction. This section sets the number of registrants ordered per day, followed by the associated variable costs.

Registrant Travel: Calculated assuming use of charter bus transportation.

Postage. Forms Printing. Other Printing: Covers only that portion of these categories related to the registrant processing volume. Calculated assuming induction orders issued using the USPS.

All costs shown in the spreadsheet are based on ordering the maximum number of 12,375 registrants per day for both examination and induction notices. Other examination and induction class levels can be accommodated by changing the variables in the "Calls in Month X (Per Day)" section of the assumptions.

Field Structure:

Delineate numbers of offices by size, Reserve detachments, and individual Reservists. These assumptions are used in a number of calculations elsewhere in the model.

Variables associated with sub-object Classes

Personnel Compensation

1111: This section contains: (1) assumptions about average step of current and newly-hired employees, (2) formulas to differentiate Emergency Indefinite hires from regular permanent appointments (necessary because employee benefits are not the same), and (3) the assumed distribution curve reflecting the speed at which new employees are hired (uniform and normal distribution curves are provided here; others may be derived). All of these assumptions are used in computing personnel costs.

1151: Overtime is calculated (here assumed to be eight (8) hours per pay period) based on the (1) pay premium percentage of base pay and maximum hours per pay period as set by OPM, and (2) maximum grade eligible and rate ceiling as dictated by the Fair Labor Standards Act.

1152: Holiday pay levels are based on working all holidays during the activation period.

112: Night work differential percentage of base pay is determined by OPM. The figures assume night work eligibility only at the DMC. The percent of eligible man hours is based on workload and staffing assumptions included in the staffing plan.

1185-88: This section calculates the increase in active duty costs for activated Reserve Officers and decrements the budgeted peacetime RFO costs to account for drill and special tours not taken because of the mobilization. It

assumes a uniform distribution of peacetime AT, UTAs, and special tour costs throughout the year.

1189: Rehired Annuitants - An assumed number of people receiving retirement benefits who are hired during activation. No funds are paid into the retirement fund for additional retirement benefits for these employees, but the Agency must refund the amount of any retirement annuity (here assumed to be \$20,000 per employee) to OPM.

Personnel Benefits

1212 PCS - Relocation: The model assumes throughout that PCS costs are set at 250,000 dollars, or 50,000 dollars each for five (5) compensated employee moves. The 1212 costs are 60% of the total for real estate and income taxes (REIT).

1213 FERS Retirement: The percentage is determined by Congress and is charged to the Agency wily for permanent (not emergency indefinite) employees.

1214 CSRS Retirement: Agency's retirement contribution for permanent employees not covered by the pre-1984 federal retirement system because they began their career on or after January 1, 1984 or opted to join FERS.

1215 Life Insurance: The percentage of compensation for permanent employees only that the Agency contributes toward employee group life insurance is based on current experience.

1216 FICA: The percentage is determined by Social Security and represents Agency share of contribution to the Social Security fund for those employees not covered by any federal retirement plan.

1217 Health Benefits: Agency share of normal health insurance coverage of permanent employees (e.g. Blue Cross Low Option).

1218 Medicare Hospital Insurance: Percentage of permanent employee compensation and contribution pay ceiling are determined by Social Security regulations.

1219 Cost of Living Allowance Differential payment areas and rates are determined by OPM.

1224 Federal Employee Compensation Act: Contributions to the Treasury for disability retirement expenditures for former SSS employees. The model assumes that no more are required for activation than were budgeted for peacetime.

1321 Severance: Assume that no one will be fired during the activation. Severance payments underway in peacetime would continue.

1341 Unemployment Compensation: Normally reimburses Department of Labor for unemployment payments made to former employees. Peacetime costs in this category are primarily associated with turnover at the DMC. Such costs are assumed here to be zero.

Travel and Transportation

2111-12: Travel for compensated employees is estimated separately for each operating level (e.g., NHQ, RHQ, SHQ, AO, ASO.). The number of travelers is estimated by establishing a "grade floor" for the number of persons expected to be traveling. The program determines the number of eligible employees using staffing tables which are part of the data base. The formula is split between grades 6 and 7 because it is too long to fit into a single cell. Travel costs are derived from the number of travelers, an average number of travel days per person and an average dollar cost per day.

2131-32 PCS Transportation: PCS expenditures are assumed to be 5 percent of the total 250,000 dollar PCS estimate for five (5) employee moves. In other words, most new employees would be hired in the local area where they are needed; existing employees would not be permanently transferred (TDY only), and Reservists coming on active duty would be reimbursed for such costs by their parent service.

2157 Leased Automobiles: The number of leased vehicles is based on experience during the period of operations immediately preceding the cessation of inductions (circa 1972).

216X-217X: Travel of uncompensated employees and registrants is function of the number of registrants ordered for induction. Costs are calculated here based on results obtained in previous section of induction-related variables.

2240 Household Goods-PCS: This element is computed as 35% of the total PCS budgeted amount.

2251 Other: This category covers shipment of supplies, furniture and equipment and the mailing of small packages via parcel post. The calculation derived merely inflates actual 1970 cost experience (the last actual available) into 1996 dollars.

Rent Communication and Utilities

2331 ADP Equipment Rental: Funds paid for renting or leasing equipment. Assume none during activation since funds will be available to purchase high

priority equipment.

2311 Rental Payments to GSA: The program calculates the number of new employees requiring space and derives a cost estimate based on the GSA allowance of 125 square feet per person. Additional space (assumed here to be 240 sq. ft.) for a board meeting room is authorized for each area office and those state headquarters housing a district appeal board (everywhere except Region Headquarters). Requirements for RHQ are excluded here because reimbursements for accommodations on military installations are carried in a separate category (sub-object class #2571).

2332 Miscellaneous Rentals: Space rental estimates are derived from an estimate of the number of board meetings that are likely to be held somewhere other than the area office facilities. The volume of board meetings varies as the level of induction activity varies, with a minimum number of such meetings every period for normal administrative requirements (one per month after activation) and additional meetings assumed as needed to cope with higher classification workload levels (assumed to average one meeting per week with call level at 12,375 per day).

2333 Communications Services: Telephone costs are derived as follows:

- Cost per line per month and installation charges based on current and historical experience.
- AO/ASO/DAB -- New lines required are based on a sample of state Area Office/Alternative Service Office requirements versus current on-site inventory. Total lines come from adding up all the lines required.
- NHQ/RHQ/SHQ/MEPS -- Estimated requirements based on activation staffing levels.
- DMC -- Total requirement derived from adding regular phone lines to cover increased staffing levels.

2335 Postage: This estimate consists of three components:

- A derivation from estimate of pre-induction examination-related mail traffic.
- A derivation from estimates of induction-related mail traffic.
- An estimate of requirements for processing small parcels and an increased mail flow resulting from activation administrative overhead.

2336 ADP Telecommunications: Costs associated with line charge requirements as follows:

- SDTS Upgrade -- Lines between NHQ and Regions.
- DMC to AO/ASO/DAB -- Calls necessary to transmit registrant processing data between DMC and the field.

Printing

2411-12: "Forms" and "Other" are derived from the induction processing requirements. The number of manuals estimated reflects the fact that each RFO has been provided with one copy of the operations and administrative manuals needed. Costs for a newsletter are based on sending a newsletter once each month to all employees and board members for the duration of the activation during that fiscal year.

2431 Microfilming: Extra costs are based on the volume of late registrations picked up during the first stages of an activation (see sub-object class #2588).

Other Services

2521 Repairs and Alterations: An estimate of space alterations required by assuming ownership of space leased from GSA and new space assumed by Region Headquarters on military installations.

2522 Storage and Maintenance: Funds needed to pay for upkeep of Xerox copy machines, time clocks, etc.

2523 ADP Maintenance: Estimated increase associated with higher throughput required at DMC and increased maintenance requirements for personal computers. Percentage is based on:

- adjusting DMC workload to a 3 shift - 6 days per week schedule from 1.5 shifts - 5 days per week;
- providing an allowance for maintaining newly-acquired workstations and terminals; and
- applying a 10 percent premium to all current and activation workload to account for priority handling of maintenance requests.

2524 ADP Operations: Peacetime costs are used for hiring extra key operators at the DMC during peak load periods. They are assumed to be no longer required during activation because of the additional staffing available.

2530 Employee Services: Additional payments to reimburse DoD for military retirement accrual activated Reserve Forces Officers. Peacetime costs for parking, awards, and medals, etc. are assumed to be unchanged.

2571 Facility Operations: Funds needed to reimburse DoD for additional space at the RHQs are increased at less than the current per capita rate, assumed to be 50 percent. DMC reimbursement is not increased: additional personnel need no more space because they are added to the night and swing shifts.

2581 Security Investigations: The number of investigations required assumes that certain positions must have a SECRET-level clearance and that some are processed in peacetime as follows:

<u>Requirements</u>	<u>Peacetime</u>
Key NHQ staff	All except 34
Region Directors	Yes
Region Deputy Directors	Yes
Region HQ Secretaries	No (~2/region)
State Directors	No
State Deputy Directors	No
State Operations Chiefs	No
State FIQ Secretaries	No (@2/state)

2586 Security Services: Estimate of building guard services is based on actual experience (circa 1972) before active inductions were terminated.

2588 Other Agency Services: The USMEPCOM reimbursement assumes a modest increase in the comparable volume demanded by SSS relative to the total facility throughput. USPS registration payment assumptions are an estimate of additional registration activity and the interval over which that activity occurs. Oracle Federal Financial (OFF) system reimbursement reflects an estimate of the additional service charges required to cover additional DOI support. FPPS reimbursement increase reflects an increased share of the costs allocated to all users on a per capita basis.

2591 Program Contracts: Current payments are for contracts for television and radio spots. The model assumes that activation expenditures would be increased to cover additional public affairs support.

2599 Miscellaneous Services: Assumptions about additional messenger service required.

Supplies and Materials

2611 Office: Additional costs to cover new employees' expenditure of supplies. "New employee FTEs" is a derived factor accounting for the fact that all new employees will not be hired on the first day of the activation. "Usage rate increase" is to cover additional supplies required because all employees will expend supplies at faster rates than peacetime experience.

2615 ADP: Non-recurring costs cover an initial outfitting of word processing software, diskettes, paper and spreadsheet software. Recurring costs cover expendable supplies, such as paper, ribbons, diskettes, software upgrades, etc.

2621 Subscriptions: An allowance to provide magazines, journals, etc. for newly-established SHQ offices.

2625 Pamphlets and Documents: Peacetime expenditures are for such items purchased for internal use. Model assumes no additional expenditures during activation.

2631 Training Supplies: Peacetime expenditures are increased to reflect an additional volume of these costs assumed for activation.

2634 Miscellaneous Supplies: An estimate of expenditures which is based on increases in the current peacetime expenditure for existing employees and additional expenditures for new employees. Additional expenditures are assumed to occur on a uniform basis over the mobilization period.

Equipment

3120-21 Furniture and Fixtures: Requirements are calculated separately for headquarters and AO/ASO/DAB personnel. Cost of headquarters furniture set is an assumption. Costs of AO/ASO/DAB items are based on a market survey of moderately-priced office furniture.

- Headquarters requirements are based on one (1) furniture set per new employee.
- AO/ASO/DAB requirements figured on total need (per new employee).

3131 Books: Funds here would provide for establishing one new law library for each of the planned offices of the Regional Counsels.

3160-61 ADP Equipment: Cover 4 types of ADP equipment:

- Data Entry PCs -- Devices required by the DMC for input to the

CRPP, by the Controller's Office for input to the accounting system (one terminal per new accounting technician), and by the Personnel Office for input to FPPS (additional terminals at NHQ and RHQs).

- PCs -- SSS purchase of PCs for AO/ASO/DAB input of registrant processing data to CRPP.
- Clerical PCs -- Equipment for newly-hired clerical personnel at all sites except AO/ASO/DAB.
- Microcomputers to provide workstations (model assumes a ration of 1 PC for every 1.2 employees) for professional-level employees (assumed to be GS-" or higher).

3170-71 Office Equipment: This category covers file cabinets, storage cabinets, printout cabinets, typewriters, calculators, etc., as opposed to the desks, tables and chairs covered in "Furniture and Fixtures" above (sub-object class #3121). Estimates of requirements for AO/ASO/DAB are derived in the same manner as those for "Furniture and Fixtures." This category only includes an allowance for one other organizational level (SHQ), on the assumption that other sites should already have roughly enough of this equipment available in peacetime.

3180-81 Telecommunications: Non-recurring ADP equipment costs necessary to upgrade communications capability in order to handle registrant processing updates and management information flows.

3190-91 Others: An allowance for purchasing miscellaneous equipment at each SHQ for which funds are not explicitly provided elsewhere (e.g., staplers, wastebaskets, coat racks, anti-static chair pads, pencil sharpeners, flags, plaques and seals, etc.).

Insurance claims and Indemnities

4221: This category would normally cover such costs as liabilities for automobile accidents, with the government driver at fault, or for wrongful firing of an employee. The model assumes that there are some costs during activation, due to the fact that more employees will be driving while on duty. Hence, there is a greater chance that accidents will occur.

ANNEX R

NATIONAL APPEAL BOARD

This Annex outlines the responsibilities and duties of the National Appeal Board (NAB) within the Selective Service System (SSS) upon mobilization. The NAB remains in a standby status pending a return to the process of classifying registrants. The proponents for this Annex are the Operations Directorate (OP) and the General Counsel.

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5.	National Appeal Board Equipment Guide.....	R-5
6.	National Appeal Board Space Requirements.....	R-5

NATIONAL APPEAL BOARD

1. OVERVIEW/GUIDANCE

Resumption of the induction process may be ordered by the National Command Authority as a precursor to, or part of, a general or health care mobilization. The SSS would respond by implementing its Readiness Plans to activate all elements of the SSS regardless of the mobilization scenario and begin the process of providing manpower to the Department of Defense (DoD) for induction into the Armed Forces.

The NAB will transition from its peacetime standby mode to full operational status. Upon mobilization, the Deputy Director of Selective Service will provide management and oversight to a designated NAB Clerk who will provide administrative support during the transitional period.

The first meeting of the NAB will take place within 75 days from the start of mobilization to review plans for the transition process to full operational status.

The first meeting on appeals to the NAB is not expected to take place until 30 days after the initiation of classification procedures for registrants. Thereafter, NAB meetings will take place as required for expeditious disposition of appeal cases.

2. FUNCTIONS/PROCESSES

The NAB will review and make determinations on claims from registrants who appeal a classification action that has been denied non-unanimously by a District Appeal Board (DAB). Claims will also be reviewed when appealed by a State Director or the Director of Selective Service if the decision of a DAB has a dissenting vote.

Upon mobilization, individuals appointed by the president as members of the NAB will report to National Headquarters (NHQ) in Arlington, Virginia. The members of the NAB will prepare to conduct personal appearances and to determine registrant claims.

The Associate Director for Support Services (SPT) will arrange office space for NAB member meetings during the transition period from initial activation to full operational status. The Deputy Director will work with SPT to qualify and hire civilian support staff as the activation process continues. Furniture and office equipment will be made available to the NAB as staffing of its support office dictates. Permanent facilities will be identified and acquired by SPT prior to the first operational meeting of the NAB.

The activation of the NAB will be graduated to achieve full capability by M+105. During the initial phase, the NAB support staff will be limited to authorizations indicated on the NHQ Table of Distribution and Allowances (TDA) (see page 4) unless a determination is made at the time of activation to reduce or increase staffing. Initial operations of the NAB will be established utilizing the office space determined by the Deputy Director. The NAB will be staffed with no less than two positions as indicated in the NAB TDA.

The Chairman of the NAB will provide administrative direction and control, subject to the laws, regulations, court decisions, and operating procedures of the SSS.

The Deputy Director will manage the NAB's support office at NHQ and will be responsible for overseeing the internal functions of the NAB. Procedures will be established by OP, in coordination with SPT, for the transition of the NAB from standby status to full operational status to ensure timely and effective scheduling of case reviews.

3. PROCEDURES

A. The following will be accomplished by the staff as designated by the Deputy Director:

- (1) Initiate office operations in support of the NAB with appropriate staff.
- (2) Provide office space and an applicable meeting room for transition activities of the NAB at NHQ.
- (3) Determine physical space requirements and identify adequate facilities, equipment and supplies needed for sustained NAB operations.
- (4) Hire and train authorized compensated civilian personnel for the NAB to execute the support workload mandated of the NAB by M+105.

B. National Headquarters Tasks.

- (1) Peacetime: The OP Directorate at NHQ will provide training and associated materials required by the NAB in the performance of their duties, claims, and appeal procedures. The first training session (or self-study package) will be scheduled after each NAB member has completed Initial Board Member Training. Additional

training will be developed and provided for all NAB members and staff upon mobilization.

SPT will have plans in place to quickly provide office space for the NAB at NHQ. This process should be phased to provide initial space on start-up and complete operational space needs by M+75. If office space is not physically available in the NHQ building, SPT will work with the General Services Administration to acquire sufficient space in close proximity to the NHQ building.

- (2) Mobilization: The Director of Selective Service will initiate activation of the NAB. SPT will acquire necessary office space and, along with OP, arrange for all support equipment and supplies.

SPT will initiate and support the hiring of the NAB compensated staff by M+60. OP will provide refresher training for all NAB members as well as training for all NAB support staff.

OP will advise the NAB Chairperson on activation activities and status of actions. The General Counsel will coordinate with the NAB Chairperson and initiate procedures to receive and process appeals for adequate documentation and audit requirements.

The NAB will be ready to execute its full workload by M+105. The Deputy Director, OP, and the NAB Chairperson will initiate routine meetings to address transition planning and case review. The NAB Chairperson will provide the Director with a detailed caseload estimate based on circumstances associated with activation and conscription by M+105.

NATIONAL APPEAL BOARD TABLE OF DISTRIBUTION AND ALLOWANCES

This Table of Distribution and Allowance (TDA) is based on the estimated workload factor of 230 appeal cases per month to the National Appeal Board (NAB). Significant increases or decreases in workload may require adjustments in the manpower, equipment, and space authorizations.

<u>Title</u>	<u>Grade Ceiling</u>	<u>Position Peacetime</u>	<u>Filled Activation</u>
Deputy Director	SES	X	X
Appeal Board Review Specialist	GS-12		New Hire
Appeal Board Review Specialist	GS-09		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Secretary (Office Automation)	GS-07		New Hire
Program Assistant	GS-07		New Hire
Clerk Typist	GS-04		New Hire

NATIONAL APPEAL BOARD EQUIPMENT GUIDE

Desks, Executive	10
Chairs, Executive	7
Chairs, Typist	3
Chairs, Side	6
Chairs, Executive Conference	12
Tables, Work	2
Tables, Executive Conference	1
Cabinet, File	3
Bookcase	3
Credenza	2
Computer	10
Computer Workstation (if required)	10
Laser Printer	8
Copier, Black and White	1
Telephone Instruments	11

NATIONAL APPEAL BOARD SPACE REQUIREMENTS

Space requirements are estimated, modifications in required space may require adjustments during transition, activation, and permanent working space during the life of the draft.

Day 1 Office Space	270 Square Feet
Transition Space	1,485 Square Feet
Permanent Space (life of "draft")	2,000 Square Feet

ANNEX S

REFERENCE LISTING

This Annex provides a reference listing of those documents that provide additional information relating to SSS mobilization requirements and procedures.

TERMS

PUBLICATIONS

ASM	Administrative Services Manual
CFR	Code of Federal Regulations (Title 32, Chap XVI, Part 1600-1699)
Directive	SSS Directive
FM	Fiscal Manual
HQ Order	SSS Headquarters Orders
MSSA	Military Selective Service Act (50 U.S.C. App.451 et seq.)
PPPM	Personnel Policies and Procedures Manual
Readiness Plans	SSS (National) Readiness Plan; Region Readiness Plan, State Readiness Plan, Area Office/Alternative Service Office Readiness Plan
RI	Region Instruction
RI Manual	Registrant Inquiries Manual
RIPS Manual	Registrant Integrated Processing System Manual

SELECTIVE SERVICE SYSTEM
NATIONAL HEADQUARTERS

CALL AND DELIVER DIVISION
STANDARD OPERATING
PROCEDURES



FOR INTERNAL SELECTIVE SERVICE USE ONLY
DO NOT RELEASE

NATIONAL HEADQUARTERS
ARLINGTON, VA

SEPTEMBER 2012

SELECTIVE SERVICE SYSTEM

CALL AND DELIVER

STANDARD OPERATING PROCEDURES

This Standard Operating Procedure (SOP) provides detailed description of the functions, processes, and procedures the Preparedness Division will implement in the event of a mobilization. Each function is divided into a separate chapter as listed in the Table of Contents. This SOP references the Central Registrant Processing Portal (CRPP) for Mobilization Processing or accessing Mobilization Data. The CRPP is an automated system scheduled for future deployment. This SOP is For Official Use Only.

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EXECUTIVE SUMMARY

The Selective Service System (SSS) Call and Deliver Standard Operating Procedures (SOP) establish and contain the requirements, policies and procedures the Agency needs to follow in order to satisfy Department of Defense (DoD) personnel requirements when a return to conscription is needed. This SOP provides guidelines for the selection of registrants for examination and induction, and for transporting registrants to the Military Entrance Processing Stations (MEPS)/Military Entrance Processing Facilities (MEPF) in response to timeframes and numbers determined by DoD.

This SOP includes an overview of the Post-Mobilization functions of the Preparedness Division that includes a brief description of the Registration and Lottery programs. The Establishment of Selection Groups Chapter describes the system used to create a random selection process. The selection process determines and establishes the “order of call” by which registrants will be drafted. Based on the “order of call” registrants are issued an order to report for induction/examination. The order letter tells the registrant where and when to report to a MEPS/MEPF. The Distribution of Induction Notices Chapter describes this process.

The conditions and criteria for registrant postponements are identified in the Induction/Examination Chapter. This chapter also contains the procedures a registrant must follow when requesting a postponement. Registrants who are ordered to report for an Armed Forces Examination will be processed in accordance with provisions contained in the chapter. Also, identified in the chapter are procedures which are to be followed by SSS, MEPS/MEPF and the registrant during the Armed Forces Examination process. The Suspected Violators Chapter provides a description of the policies and procedures for identifying and reporting suspected violators of the Military Selective Service Act (MSSA) if they refuse or fail to report to a MEPS/MEPF for induction or examination.

USMEPCOM Interface covers the responsibilities and functions performed by and between the SSS and DoD the United States Military Entrance Processing Command (USMEPCOM) during registrant processing. This SOP also includes an Index of Memoranda of Understanding (MOU) Call and Deliver needs to implement during a mobilization and a Glossary of Acronyms and Definitions.

CHAPTER 1

CALL AND DELIVER

GENERAL OVERVIEW

This Chapter provides an overview of the Post-Mobilization functions of the Preparedness Division as it relates to the Selective Service System. The chapter includes a brief description of Registration and the Lottery. More detailed information on Registration compliance and the Lottery can be found in separate Standard Operating Procedures (SOP) for Registration and in the Lottery User's Guide. Accompanying chapters in this SOP gives more detail of Call and Deliver functions in a post mobilization environment.

1. OVERVIEW

- a. The Selective Service System (SSS) is an independent agency within the Executive Branch of the United States Government. The primary mission of the SSS is to provide a pool of personnel to the Department of Defense (DoD) for induction to the military services within a timeline to be determined by DoD.
- b. The MSSA establishes the SSS and gives the President the power to appoint the Director with the advice and consent of the Senate. The President is further authorized to implement the provisions of the MSSA. The MSSA and Chapter XVI, Title 32 of the Code of Federal Regulations contains the regulatory authority upon which Selective Service registrant processing relies.
- c. Section 1(b) and 1(c) of the MSSA, 50 U.S.C., App 451(b), contains provisions calling for a system of induction into the Armed Forces that will maintain requested manning levels during a possible national emergency and that is fair and just in its system of selection. To this extent, the SSS is the proponent that implements and monitors the mobilization process that provides personnel for induction at Military Entrance Processing Stations (MEPS).
- d. The Preparedness Division is the element of the SSS that develops, implements, and maintains plans, policies, and procedures for the Agency's mandate of providing registrants to MEPS in event of mobilization. Call and Deliver will determine call ratios and act as Registrant Travel liaison with Surface Deployment and Distribution Command or equivalent agencies to move inductees to and from MEPS. Call and Deliver also is responsible for two key programs that must be in place before registrants are transported to MEPS, Registration Compliance and the Lottery.
 - (1) The Selective Service System is mandated by the President to maintain a system to register and account for all persons who are eligible for training and service under the MSSA. Every male citizen of the United States who was born on or after January 1, 1960 and has reached age 18 but not age 26, is required to register. The SSS also has registration requirements for health care personnel that are mandated by the President.

- (2) It is the responsibility of the Selective Service System to maintain and account for a current record of the status and location of each registrant. Registrant accountability shall be maintained in the Registrant Information Bank (RIB) or health care registrant database of the Health Care Personnel Delivery System (HCPDS), as appropriate.
 - (3) Provisions relating to the organization of the System and to registration procedures are in effect and are currently being used by Selective Service. Policies and procedures which pertain to Call and Deliver procedures will become effective only when induction processing is authorized.
- e. As cited in the Assistant Secretary of Defense's Requirements Analysis for Managing the National Accession Process During Mobilization, the role of SSS NHQ is that of implementation and oversight of the mobilization process. The Preparedness Division will provide hands on service for registration and lottery processes; however, in the scope of the entire mobilization scenario, NHQ will assume a managerial role. The Preparedness Division will monitor, conduct assessments, evaluate programs, identify deficiencies and offer courses of action to ensure their part of the mobilization process is conducted as efficiently as possible.

2. MOBILIZATION FUNCTIONS, PROCEDURES AND PROCESSES

- a. During a mobilization, the Preparedness Division will implement, and maintain plans, policies, and procedures for the following:
 - (1) Health Care Personnel - Congress has mandated that a viable system be maintained for registering, classifying, and processing health care personnel for induction into the Armed Forces. An on-the shelf system has been developed to deliver health care personnel in more than 60 specialties. Registration or classification activities cannot occur until the Congress passes, and the President approves, legislation providing specific registration and conscription authority and locations are identified for HCPDS Activation.
 - (2) The Lottery - Current legislation mandates, and current planning requires, the Selective Service System (SSS) to conduct a lottery in case of emergency mobilization:
 - (a) The Preparedness Division maintains the lottery equipment to ensure each individual is assigned a Random Sequence Number (RSN) which determines the order in which a registrant is chosen to be called. The lottery uses 365 days (366 in a leap year) to represent the birthday (month and year) of all registrants.
 - (b) There are four major steps in executing the lottery process from start to finish. They are:
 - 1) Air Mix Ball Loading of the Random Sequence Numbers (RSN). 365 or 366, as applicable, random sequence numbers (RSNs) are randomly inserted into 365 or 366, as

applicable. The balls are placed into a transparent drum for Numbers only.

- 2) Air Mix Ball Loading of the Dates of Birth (DoB). 365 or 366, as applicable, random sequence dates of birth are placed into 365 or 366, as applicable, the balls are placed into a transparent drum for Dates of Birth only.
 - 3) Lottery Drawing. All 365 or 366, as applicable, RSNs and DoBs are drawn and recorded. All numbers and dates are certified.
 - 4) Random Sequence Numbers are recorded in the Centralized Registrant Processing Portal (CRPP).
- (c) Once the lottery has been completed, and the results are entered into the CRPP, the Director can then establish call ratios and an order of call of selection groups for induction. Refer to Chapter 3, Establishment of Selection Groups.
- (d). While the Preparedness Division is responsible for conducting the Lottery, the size and scope of this event dictates participation by more than just this Division. The Division will coordinate with other NHQ Directorates to acquire the personnel required to conduct the Lottery. Refer to the Call and Deliver Lottery User's Guide for more detailed information on policy, procedures, scope, and roles of personnel participating in the Lottery.
- (e). The lottery will be conducted publicly, with coverage by the media and official observers.
- b. The Preparedness Division will provide oversight and monitor the following phases of the mobilization process:
- (1) Issuance of induction and examinations orders. Coordinate with Data Management Center to ensure fair and equitable distribution of registrants' induction orders. Refer to Chapter 4, Distribution of Induction Notices and Chapter 6, Armed Forces Examinations.
 - (2) Processing of induction/examination postponements. Monitor numbers as they relate to call ratio to determine if more registrants should be transported to MEPS. Refer to Chapter 5, Induction/Examination Postponements.
 - (3) Transportation of registrants to MEPS. Implement MOUs for transportation to ensure registrants are transported to MEPS by the most equitable means. Refer to Chapter 8, USMEPCOM Interaction, and Chapter 9, MOU Index.

- (4) USMEPCOM interaction. Monitor State Headquarters liaison with MEPS and MEPS requirements as it relates to SSS. Refer to Chapter 8, USMEPCOM Interaction.

3. REFERENCES:

Assistant Secretary of Defense's Requirements Analysis for Managing the National Accession Process During Mobilization, Chapter 7, Selective Service System.

MOBs MOUs:

SSS/USMEPCOM

GSA and National Bus Association

GSA and National Railroad Passenger Corporation

Transportation Logistics Services

Social Security (data entry support for registration for Health Care)

SEQUENCE OF EVENTS

This chapter provides the standard operational procedures of the sequence of events to provide registrants in a specified timeline to the Department of Defense (DoD) in order to meet the personnel needs through an induction process.

1. OVERVIEW/GUIDANCE

The President of the United State signs an Executive Order asking Congress for authority to induct. Once approved the Director of the Selective Service System (SSS) begins the process of induction for providing registrants to DoD. SSS State Directors (SDs) are given the authority to activate State Headquarters (SHQs) in their state and Reserve Force Officer (RFOs) with parent service active duty orders, once approved, are to report the SHQs or RHQs as assigned.

2. PROCESSES/PROCEDURES

The Associate Director for Operations and the Preparedness Division Manager within the SSS National Headquarters (NHQ) establish liaison with the DoD for personnel delivery schedules that are established by the DoD Deputy Assistant Secretary of Defense for Military Personnel Policy and with the United States Military Entrance Processing Command (USMEPCOM). The process begins by preparing to conduct a lottery and implements SSS agreements with the U.S Department of Agriculture or the General Services Administration (GSA), as appropriate.

- a. Conducting a lottery establishes the “Order of Call” and establishes cut off numbers for the examinations based on Random Sequence Number for a pool of qualified registrants. The “Order of Call” includes volunteers for Induction; registrants whose postponements have expired or are terminated; registrants whose deferments or exemptions have expired or are terminated; non-volunteers in the age 20 selection group; non-volunteers in each succeeding age selection group beginning with age 21 and ending with age 25; non-volunteers who have attained the age of 19; non volunteers have attained the age of 18 years and six months.
- b. NHQ/OP will implement the Centralized Registrant Processing Portal (CRPP) for the issuance of induction processing and induction orders to build a pool of qualified registrants large enough to meet DoD requested personnel delivery schedules.
- c. NHQ in coordination with the DMC will coordinate with the US Postal Service or appropriate carrier for expanded services to accommodate the mailing of induction/examination orders.

- d. The Preparedness Division will enact the appropriate MOUs to facilitate the transportation of registrants from their home of records to an appropriate Military Entrance Processing Station (MEPS)/Military Entrance Processing Facility (MEPF). The first registrants will arrive at MEPS/MEPF for processing. SSS field offices (SHQs) will provide liaison personnel to operate at MEPS/MEPF on SSS matters, as required.

3. REFERENCES

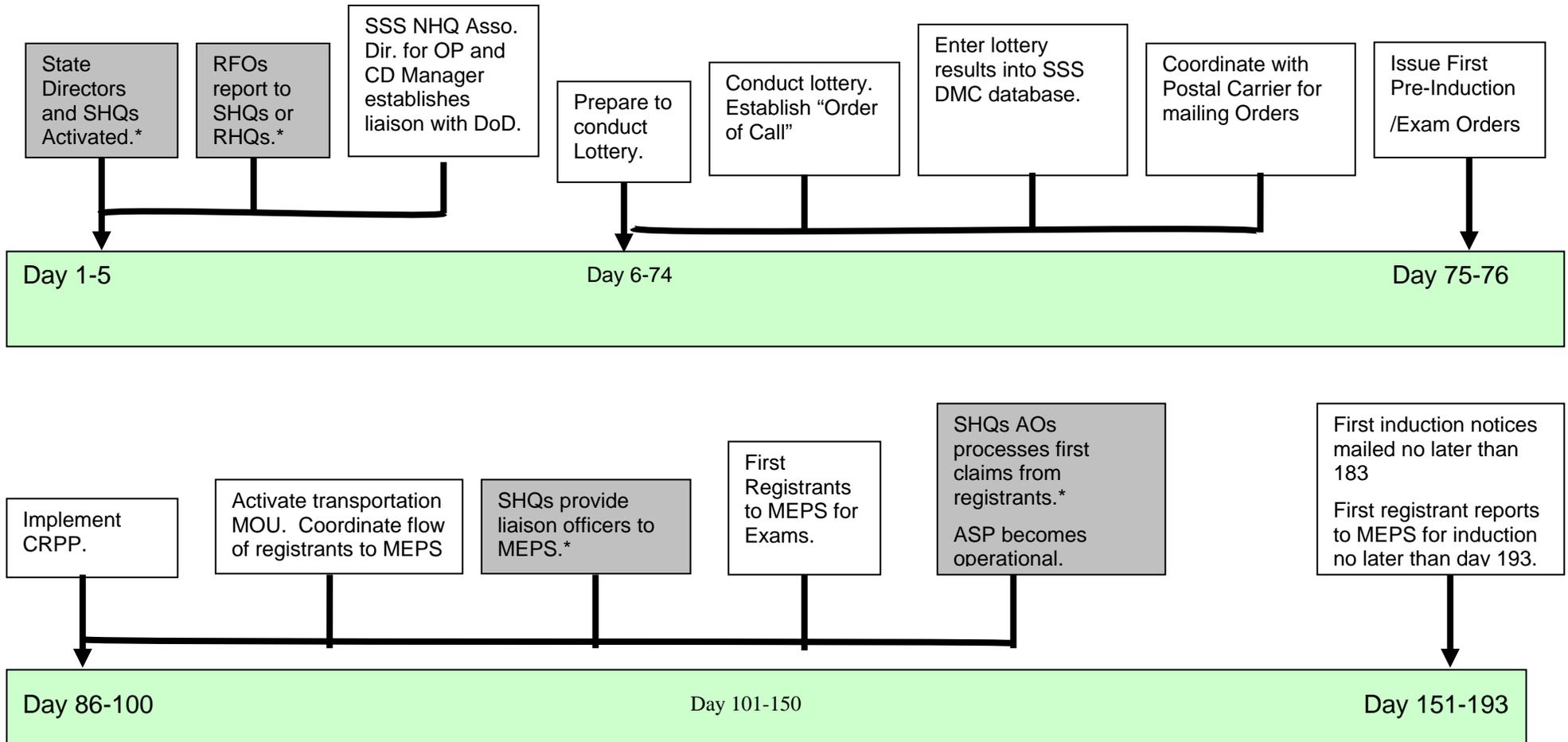
A flowchart is provided on the next page with step-by-step procedures of the functions that are to be performed during the Call and Deliver process. The Sequence of Events begins at the Selective Service National Headquarters level and ends at the level of the field offices.

Pre-Expansion Activities

- President asks Congress for authority to induct.
- Congress amends Section 17(c) (SSS Crisis Action Package) of MSSA.
- SSS coordinates with RFOs parent service to ensure active duty orders are issued upon mobilization.

Call and Deliver Sequence of Events

This is a general timeline for mobilization based on first registrants reporting to MEPS/MEPF not later than 193 days from activation. Times are subject to change according to DoD requirements. The sequence of events will remain as displayed.



* =Task performed by field offices.

ESTABLISHMENT OF SELECTION GROUPS

GENERAL PROCEDURES

This chapter provides a description of the SSS process of establishing selection groups for induction into the Armed Forces.

1. OVERVIEW

The Selective Service System is responsible for selecting registrants for induction into the Armed Forces in a fair and equitable manner. To accomplish this task, Selective Service uses a random selection sequence process by means of a lottery to establish an order of call for registration. This order of call designates the Priority Selection Groups according to age. These policies and procedures cover the following mobilization scenarios, depending on time frames needed by the Department of Defense:

- Conventional or general mobilization - examination and induction at the same time, or examination and return home to be inducted at a later date.
- Health care mobilization - examination and induction at the same time, or examination and return home to be inducted at a later date.
- Emergency, one step, and two step, examination and inductions are same as conventional mobilization.

Selective Service bases its induction calls upon the personnel requirements from the Department of Defense.

2. POLICIES/PROCESSES/PROCEDURES

a. Random Sequence Numbers (RSN)

- (1) The Director of Selective Service would establish a random selection sequence for the processing of registrants by means of a lottery. The Lottery will be conducted at a specified time, place, and date, of the Directors choosing. The random selection method uses 365 days or, where appropriate, 366 days to represent the birthdays (month and day only) of all registrants by year of birth group(s). The random sequence selection method shall use a number (1 through 366) and a calendar date (January 1 through December 31) to form a single RSN. The numbers 1 through 366 represent the number of days in the calendar year. The calendar dates January 1 through December 31 represent the possible dates of birth for registrants by month and day only. (Note: The number 366 and Feb 29th should be used during leap year.

- (2) During the lottery, each number (1-366) and each calendar date (January 1 through December 31) is randomly drawn from two separate drums (one drum contains numbers, the other contains dates). Each air mix ball containing a number is announced publicly, along with an air mix ball containing a date. The number and date, when combined, determine a registrant's RSN and is based upon the registrant's birth date. A registrant with the RSN number 1 would be more vulnerable to selection for induction than a registrant with RSN number 365. For example, if the number 1 is drawn, along with February 10, then registrants born on February 10 will be first in the order of call. (Note: The 366 number and Feb 29th should be used during leap year.)
- (3) RSNs will determine the order of selection for induction, or examination and induction of those registrants included in the age group(s) of the lottery. The established RSN for a registrant will apply to that registrant as long as they remain subject to processing for military training and service and will be based on the date of birth that appears on the registration record on the day before the lottery is conducted.
- (4) Each phase of administrative processing will be done in order of RSN and Priority Selection Group (PSG), so that registrants are processed in the order of their vulnerability for induction.
- (5) When the Director of Selective Service issues an examination or induction call, an RSN cut-off number in a given PSG will also be established, which will apply nationally. All available registrants with RSNs equal to or below that number will be subject to examination and induction under that call.
- (6) A registrant's RSN has been "reached" if it is equal to or lower than the highest random sequence cut-off number established by the Director for induction of registrants in the same PSG in that calendar year.
- (7) If it has been determined that a registrant has been assigned an incorrect RSN due entirely to a Selective Service error in recording either the registrant's date of birth or the RSN, the Director of Selective Service is to direct the assignment of the proper RSN.
- (8) Re: Health Care -- The SSS also uses a random selection sequence process by means of a lottery for selection. Selective Service bases its health care induction calls upon the personnel requirements from the DoD. The DoD will determine the types of specialties required, the quota within each specialty, and any male/female quotas. Once the DoD issues a personnel requirement to the Selective Service, the Director needs to:
 - (a) Place each registrant into the health care specialty in which he or she claims to be qualified.

- (b) Place each registrant into a male or female category as indicated by the registrant at the time of registration.
 - (c) Calculate the number of registrants to be ordered for induction, by specialty, to meet DoD personnel requirements.
 - (d) Calculate the number of male and female registrants based upon DoD requirements.
 - (e) Place registrants into the appropriate PSG and Year of Birth (YOB) group.
 - (f) Assign RSNs to each registrant through the lottery.
- (9) The SSS will establish an induction RSN cutoff number within a given health care specialty, YOB group, and PSG, that will apply nationally. All available registrants with RSNs equal to or below the cutoff number within a particular specialty will be subject to induction under that call. A registrant's RSN will be deemed to have been "reached" if it is equal to or lower than the random sequence cutoff number established by the Director for registrants within a given health care specialty, PSG, and YOB group.
- b. Extended Liability of Deferred Registrants
- (1) Under the MSSA, certain deferred registrants will be liable for military training and service until their 35th birthday. Classification of a registrant for any period of time into any of the following deferred classes, before the registrant reaches age 26, extends liability for military training and service until he reaches age 35. For healthcare, deferred registrants will be liable for military training and service until their 55th birthday. Classification of a registrant for any period of time into any of the following deferred classes, before the registrant reaches age 45, extends his liability for military training and service until the registrant reaches age 55:
- (a) Class 1-D-D (Deferment for certain members of a reserve component or student taking military training)
 - (b) Class 2-AM (Healthcare only)
 - (c) Class 2-D (Registrant deferred because of study preparing for the ministry)
 - (d) Class 3-A. (Registrant deferred because of hardship to dependents)
 - (e) Class 4-B. (Official Deferred by Law)
 - (f) Class 4-F. (Registrant not acceptable for military service)

- (2) The classification of a registrant into any class other than those listed above does not extend their liability.
 - (3) A registrant must have liability for induction in order for liability to be extended by deferment. Liability cannot be extended when the registrant was never liable for induction. If a registrant was entitled to an exemption, but was given a deferment instead because it was a lower class, the registrant does not incur extended liability.
- c. Priority Selection Groups (Conventional)
- (1) Assignment to Priority Selection Groups (PSGs). Each registrant will be assigned to a PSG, from January 1 of the year in which the registrant attains the age of 20 until their 26th birthday. Assignment will be based on the registrant's year of birth. If a registrant receives a deferment or exemption while a member of any PSG, the deferment or exemption will not affect the PSG assignment. If the registrant is subsequently reclassified into 1-A (Available for Unrestricted Military Service), 1-A-O (Conscientious Objector Available for Non-Combatant Military Service Only), 1-O (Conscientious Objector to all Military Service), or 1-H (Registrant not Subject to Processing), the registrant will be reassigned to the PSG they were assigned to when they received their deferment or exemption, unless the registrant has reached the age of 26.
 - (2) The Extended Priority Selection Group (EPSG). The EPSG consists of 1-A and 1-A-O registrants in the First Priority Selection Group on December 31 of any calendar year, whose RSNs were reached during that year but who were not issued an Order to Report for Induction with a scheduled reporting date within that calendar year, or were issued an Order to Report for Induction with a reporting date within that calendar which was canceled prior to the end of that year; and 1-O registrants in the First Priority Selection Group on December 31 of any calendar year, whose RSNs were reached during that year, but who were not issued an Order to Report for Alternative Service during that calendar year.
 - (3) The Director of Selective Service assigns registrants to the appropriate selection groups as follows:
 - (a) The First Priority Selection Group (FPSG) for any calendar year consists of registrants regardless of their current classification who have reached or will reach the age of 20 during that calendar year.
 - (b) The Second Priority Selection Group (SPSG) consists of registrants, regardless of their current classification, who have reached or will reach the age of 21 during that calendar year and do not qualify for the EPSG in like manner, each selection group will be so designated through age 25.

- (c) The age 26 through 34 selection group consists of registrants who have reached or will reach the age of 26 through 34 during that calendar year and who were previously deferred in Class 1-D-D, 2-D, 3-A, 4-B or 4-F.
 - (d) The age 19-selection group consists of registrants who have reached the age of 19 during that calendar year.
 - (e) The age 18-selection group consists of registrants who have reached the age of 18 years and six months but who have not yet reached the age of 19.
- (4) Transfer from the FPSG to the SPSG. Any registrant in Class 1-A, 1-A-O, or 1-O who was a member of the FPSG on December 31 of any calendar year, whose RSN was not reached, shall on January 1 of the succeeding year, be placed in the SPSG, even if that registrant has not previously been found physically qualified and even if the registrant is in the process of exercising their procedural rights at the end of the year.
 - (5) Transfer from the FPSG to the EPSG. Any 1-A and 1-A-O registrant in the FPSG on December 31 of any calendar year, whose RSN was reached during that year but who:
 - (a) was not issued an Order to Report for Induction with a scheduled reporting date within that calendar year
 - (b) was issued an Order to Report for Induction with a reporting date within that calendar which was canceled prior to the end of that year
 - (c) was a 1-O registrant in the FPSG on December 31 of any calendar year, but was not issued an Order to Report for Alternative Service during that calendar year shall, on January 1 of the following year, be assigned to the EPSG.
 - (6) Transfer from the EPSG to the SPSG. Any registrant who for 90 consecutive days remains a member of the EPSG, fully available for induction or alternative service, and who is not ordered for induction or selected for alternative service during those 90 days, will be assigned to the SPSG.
 - (7) Reduced Priority Selection Groups. On January 1 of each year, each PSG below the FPSG is automatically reduced one level further in priority. In this manner the SPSG will become the third, which the third then becomes the fourth, and so on.
 - (8) Selection of 26-Year Old Registrants. Any registrant who is assigned to the EPSG, FPSG, or a reduced priority selection group, shall, upon their 26th birthday, be removed from that group unless the registrant is under an Oder

to Report for Induction or Alternative Service and also has extended liability because of a previous deferment. If the registrant is not under such an order and has extended liability, the registrant shall be placed in the selection category consisting of registrants between the ages of 26 and 35, who have extended liability.

- (9) When it is determined that a registrant has been assigned to an incorrect age selection group, the Director of Selective Service directs the reassignment of a registrant to the proper selection group.

d. Priority Selection Group (Health care)

- (1) Priority Selection Group - Medical (PSG-M) is an assignment system that considers the most recently registered registrants as more vulnerable to selection for induction than those who registered earlier. Each registrant is assigned to a PSG based on when that individual's record is established in the health care registrant database. A registrant will remain in a PSG assignment for a period of 365 calendar days (366 for leap years). Registrants who are in the first PSG (PSG1) are more vulnerable to selection for induction than registrants in PSG2 or PSG3.
- (2) A registrant's effective date in PSG1 is that registrant's accession date (the date the registrant's record is established in the Health Care Personnel Delivery System (HCPDS) database). A registrant moves from PSG1 to PSG2 on the first anniversary of the accession date. On the registrant's second anniversary, the registrant will move from PSG2 to PSG3 and from PSG3 to PSG4 on the third anniversary, and so on. A registrant's PSG assignment ceases once they have been selected for induction.
- (3) All health care personnel who register during a period of mass registration will be registered with the same accession and PSG1 effective date, regardless of the date the Selective Service receives the individual's registration form. Registrants who register during continuous registration will be assigned PSG1 dates that will be dependent upon the individual's accession date (the date the registrant's record is established in the HCPDS database). Figure 1 is an example of how different registrants move through the PSG system.

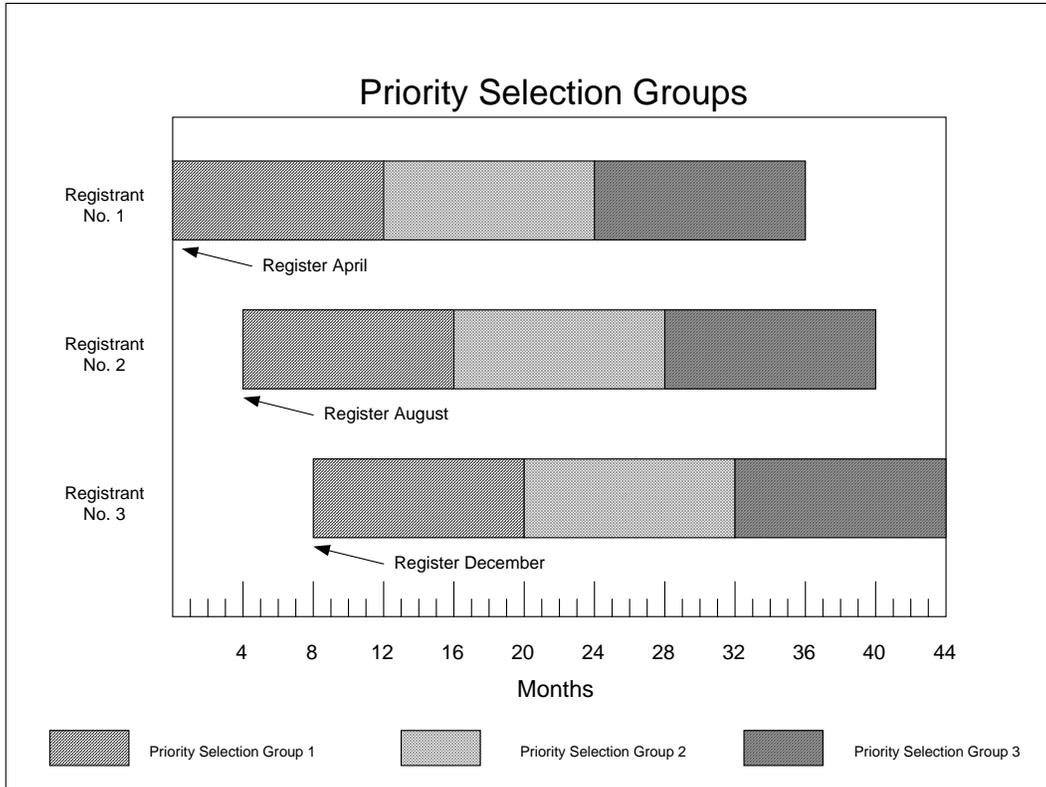


Figure 1

Figure 1 above shows three health care registrants who have registered under HCPDS. In this example, Selective Service is issuing induction notices under the health care draft. Registrant Number 1 registered during mass registration in April 2006 – note: 2006 is used for illustrative purposes only (month 1). Registrant No. 1 will remain in the Priority Selection Group 1 (PSG1) for 365 days, i.e., until the last day of month 12 (March 31, 2007). On April 1, 2007 (month 13), Registrant Number 1 will advance to PSG2 for a period of 365 days, i.e., until the last day of month 24 (March 31, 2008). On April 1, 2008 (month 25), Registrant Number 1 will advance to PSG3 for a period of 365 days, i.e., until the last day of the end of month 36 (March 31, 2009). The same progression would take place for Registrants 2 and 3. (Note: that all of the registrants have a different progression cycle in which they advance into each successive PSG.)

e. Year of Birth Group (Health care)

- (1) The Director of Selective Service assigns registrants to Year of Birth (YOB) groups based upon their date of birth. The HCPDS selection for induction process selects the youngest registrant first. The younger the health care registrant, the more vulnerable the registrant is to selection from within his specialty. The Selective Service will assign registrants into YOB groups as follows:

- (a) The age 20 YOB group for any calendar year consists of registrants who have reached the age of 20.
 - (b) The age 21 YOB group consists of registrants who have reached the age of 21. In like manner, each YOB group will be so designated through age 44.
 - (c) YOB groups 45 through 54 consist of registrants who have reached the ages of 45 through 54 and who were previously deferred in Classes 1-D-D, 2-AM, 2-D, 3-A, 4-B of 4-F.
- (2) The Director of Selective Service may determine that a registrant has been assigned to an incorrect age selection group. In those instances the Director directs the reassignment of the registrant to the proper age selection group.
- f. Selection (Healthcare)
- (1) Selection of health care registrants for induction within their specialty is based upon:
 - (a) Selective Service overcall¹ quota (The number of registrants ordered by Selective Service that is above the Department of Defense quota. The overcall quota assists Selective Service in meeting the Armed Forces manpower requirements by compensating for those registrants, who fail to report, file claims, or receive reclassifications).
 - (b) Male and female quota (if required)
 - (c) PSG
 - (d) YOB within the PSG, from youngest to oldest
 - (e) RSN cutoff within an individual YOB group.
 - (2) Registrants are selected within a required health care specialty, beginning with the age 20 YOB group with PSG1, and ending with a pre-determined RSN cutoff within that YOB group. If all of the registrants within the age 20 YOB group are depleted and the quota cannot be filled, selection begins within the age 21 YOB group. The process continues until the quota for each specialty is met within a YOB group. If an entire YOB group is not required to meet the quota, the RSN cutoff will determine the last registrants to be selected. If a quota cannot be met within a PSG, the process will move into the next sequential PSG group until the quota is met. All YOB groups must be depleted within a PSG before moving to the next PSG. The selection process within any subsequent PSG is the same as described for PSG1.

g. Order of Call

- (1) Registrants will be selected for processing, by category in the following order:
 - (a) Volunteers for induction, (if Selective Service is accepting volunteers), who are in a liable YOB group (not extended), in the order in which they volunteered for induction.
 - (b) Registrants whose postponements have expired or are terminated, in the order of expiration or termination of their postponements.
 - (c) Registrants whose deferments or exemptions have expired or been terminated, in the order of their deferment or expiration. This includes those whose liability has been extended and who have not yet reached the upper limit of the appropriate extended liability age (35 or 55).
 - (d) Non-volunteers in the EPSG in the order of their random sequence number, with those registrants with lower numbers being selected first.
 - (e) Non-volunteers who are age 20 in the FPSG in the order of their RSNs.
 - (f) Non-volunteers in each succeeding priority selection group, in turn, in the order of their RSN in each group as it is reached.
 - (g) Non-volunteers who have attained the age of 19 during the calendar year in the order of their RSNs.
 - (h) Non-volunteers who are 26 years of age or older and whose liability has been extended - with the lowest selection group first, and within selection groups, by RSN.
 - (i) Non-volunteers who have attained the age of 18 years and six months but who have not attained the age of 19, in the order of their dates of birth with the oldest being selected first.
 - (j) HCPDS Non-volunteers in each succeeding YOB group within PSG1, beginning with age 21 and ending with age 44, in RSN order for each YOB group.
 - (k) HCPDS Registrants in the Second and progressively lower PSGs, beginning with age 21 and ending with age 44, in RSN order for each YOB group.

- (2) A registrant who will become a member of category (d) or (e) above, on the next January 1, may, prior to December 31, be selected and ordered to report for induction in January. A registrant must be in Class 1-A or 1-A-O (except for a volunteer who may be in Class 1-H) and must have been found acceptable, or, in the case of a volunteer or registrant who failed to report for or submit to an Armed Forces examination, is to have their acceptability determined upon reporting for induction, in order to be issued an induction order.
- (3) No registrant under the age of 18 years and six months shall be liable for induction, training and service under the MSSA. Under the Health Care Personnel Mobilization Act, no registrant under the age of 20 years shall be liable for training and service.
- (4) No alien shall be inducted into the Armed Forces of the United States unless that person has resided in the United States for a period of one year, even if that person wishes to volunteer for induction. When an alien has been in the United States for two or more periods that equals one year, that person shall be deemed to have resided in the United States for one year. Any portion of a day will be counted as one day in computing this one-year residence requirement.

h. Volunteers for Induction

- (1) Any eligible person between the ages of 17 and 26 may volunteer for induction into the Armed Forces.
- (2) A person in any of the categories listed below is not eligible to volunteer for induction:
 - (a) Has completed an active duty obligation under the Military Selective Service Act.
 - (b) Is classified in, or is eligible for, Class 4-F.
 - (c) Is in a temporarily unacceptable status with reexamination believed justified (RBJ).
 - (d) Is an alien who has not resided in the United States for a period of at least one year.
 - (e) Has attained age 17 but not age 18 and does not have the consent of parents or guardian for induction.
 - (f) Is currently under an order to report for induction.

i. Dual Registrants

- (1) If health care and general conscription occur at the same time, registrants who are ages 20-25, and are registered as both health care and general registrants, are liable under both systems. These individuals are referred to as dual registrants. Dual registrants are processed simultaneously for selection under the health care and general conscription systems.
- (2) Once a dual registrant is selected for induction under one system, the processing for selection under the other system is suspended pending the outcome of the first selection. Liability for conscription under the general registrant and health care registrant conscription systems will not overlap. No right or vulnerability within one system will extend to the registrant in the other system.
- (3) If a dual registrant is selected for induction as a health care registrant, and is found not professionally qualified, their health care record will be deactivated. The registrant's record under the conventional or general draft will be reactivated. The individual cannot be inducted as a conventional or general registrant until all processing under SSS health care orders are complete. If MEPS/MEPF determines that a health care registrant is not qualified in the specialty in which they originally registered, but is qualified in another needed specialty, the registrant may volunteer for that specialty. Any registrant who does not choose to volunteer for another needed specialty, and is found to be qualified, will be required to re-register in that specialty.
- (4) If a dual registrant is selected for induction as a conventional or general registrant, the health care record is suspended pending the results. The registrant could be inducted, only if he meets the DoD acceptability standards applicable to general registrants. If the registrant is not qualified as a conventional or general registrant, the registrant will be classified as not acceptable for military service as a conventional or general registrant, and his health care registrant record will be reactivated. Disqualification as a conventional or general registrant does not automatically disqualify a registrant for induction and military qualification as a health care professional.

(THE POLICIES AND PROCEDURES DESCRIBED BELOW WILL NOT GO INTO EFFECT UNTIL APPROVED BY THE DIRECTOR)

- a. The Director, Selective Service determines when the Agency will begin accepting health care volunteers. At that time volunteers will include any eligible health care professionals that have reached age 20, and not age 45.

A health care professional in any of the categories listed below is not eligible to volunteer for induction:

- (1) Has completed an active duty obligation under the Health Care Personnel Mobilization Act.
 - (2) Is classified in, or is eligible for, Class 4-F.
 - (3) Is in a temporarily unacceptable status with reexamination believed justified (RBJ).
 - (4) Is an alien who has not resided in the United States for a period of at least one year.
 - (5) Is currently under an order to report for induction.
 - (6) Is a Dual Registrant and is under an Order to Report for Voluntary Induction under the general conscription system.
- b. An eligible person or health care professional that desires to volunteer for induction shall complete an Application for Voluntary Induction at a Selective Service Area Office. If the applicant has not previously registered, the registrant will need to also complete a Registration Form (SSS Form 1).
- c. A registrant whose application for voluntary induction has been approved by Selective Service will be scheduled for induction and issued an Order to Report for Induction as a Volunteer. Claims for classification or requests for student postponement will not be accepted or processed. Emergency postponement requests shall be accepted and processed.
- d. Any volunteer who, after being ordered to report for induction, fails to report without having withdrawn his application will be issued an Order to Report for Induction as a Volunteer (Second Notice). If the volunteer does not respond to the second induction order, will be processed as a suspected violator.
- e. A volunteer for induction will have his acceptability for military service determined at the time of reporting for induction. Results of the processing of volunteers for induction will be reported to CRPP by MEPS/MEPF through USMEPCOM.
- f. Any registrant who volunteers for induction may, at any time up to midnight prior to their reporting date as indicated on the Delivery List withdraw the volunteer application by submitting a written request to the State Headquarters. Either the date of receipt at the State Headquarters a dated postmark, whichever is earlier, will establish the date of filing the withdrawal. A registrant who registered in order to volunteer will remain registered.

- g. The SHQ will attempt to account for a volunteer who has not withdrawn his application and fails to comply with an Order to Report for Induction as a Volunteer by failing to report for or submit to induction. In this case, the SHQ will attempt to contact the registrant or persons aware of the registrant's whereabouts and status, to determine the reasons for the registrant's failure to report.
- h. When the SHQ discovers a reason that justifies the registrant's failure to report (for example, enlistment in the regular armed forces, induction at another MEPS/MEPF), an effort will be made to verify the reason. A record of the SHQ's effort will be placed in the registrant's file. If verification is not received within 15 days of the scheduled or rescheduled reporting date, or the Area Office is not able to contact the registrant, he will be reported to the Office of General Counsel at Selective Service National Headquarters in accordance with Chapter 7 (Suspected Violators) of this SOP.

CHAPTER 4

DISTRIBUTION OF INDUCTION NOTICES

This chapter provides the standard operational procedures of the sequence of events for Distribution of Induction Notices during a mobilization.

1. OVERVIEW/GUIDANCE

Upon the request of the Secretary of Defense, the Director of Selective Service System (SSS) determines the number of registrants to be ordered to meet the Department of Defense (DoD) requisition. A lottery is performed and the Director of SSS establishes the random sequence numbers (RSNs) which determine the order that the registrant is called for duty.

- a. All registrants must be selected and issued an order unless they have volunteered for military service.
- b. Registrants in the appropriate age group whose RSN equals or is less than the RSN cutoff number will be reclassified 1-A. This means that the registrant is available for restricted military service.
- c. The registrant is issued an Order to Report for Induction (SSS Form 262), by mailing processing systems such as the U. S. Postal Service or other approved mail services directing him to report to a specified Military Entrance Processing Station (MEPS)/Military Entrance Processing Facility (MEPF). The registrant's letter provides pertinent information such as his arrival date and time.
- d. After the registrants have arrived at the MEPS/MEPF to begin the induction process, the MEPS/MEPF personnel begin the process of collecting the registrants' orders, briefing them, and administering physical and mental examinations.

2. FUNCTIONS/PROCESSES/PROCEDURE

- a. Order to Report for Induction
 - (1) Upon receipt of a requisition for military manpower from the Secretary of Defense, the Director of Selective Service determines the number of registrants to be ordered for induction to meet the Department of Defense requisition and establishes the Random Sequence Number (RSN) cutoff number. In the case of a health care mobilization, the Director determines the number of health care persons to be ordered for induction in each Specialty and establishes the RSN cutoff number calculated to generate the required number of completed inductions in each required Specialty.
 - (2) The cutoff number will apply uniformly across the United States and its Territories. Each registrant in the appropriate age group (Health care – within each specialty category) whose RSN is equal to or less than the RSN

cutoff number, will be reclassified 1-A (available for unrestricted military service) and issued an Order to Report for Induction by SSS, via U.S. Postal Service or approved mail carrier, directing the registrant to report to a specific MEPS/MEPF at a specific date and time. If the registrant is far from the address to which the order was mailed, the registrant may report to a closer MEPS/MEPF.

- (3) Registrants must be selected and issued an order at least 10 days prior to the scheduled induction date, unless they have volunteered. Except for volunteers and previously ordered registrants whose deferments or exemptions have expired, registrants whose RSNs are greater than the RSN cutoff number (for health care, in their specialties) will not be ordered for induction.
- (4) Any registrant with a judgmental claim(s) pending who refuses or otherwise fails to comply with an order to report for and submit to an armed forces examination, will be deemed to have abandoned the claim(s) and be rescheduled for induction. In such case, the armed forces examination shall be performed after the registrant has reported for induction, and will not be inducted until the registrant has been found acceptable.
- (5) Any registrant in any classification who has refused or otherwise failed to comply with an order to report for and submit to an armed forces examination, will, at such time as he is placed in Class 1-A and the registrant's RSN is reached, be ordered to report for induction, even though the registrant has not been found acceptable for service in the armed forces. In such case, the armed forces examination shall be performed after the registrant has reported for induction, and will not be inducted until the registrant has been found acceptable.
- (6) The Director of Selective Service may at any time direct that registrants be ordered to a MEPS/MEPF other than the one to which they would customarily be ordered and may cancel any Induction Order at any time.

b. Duty of the registrant to report for and submit to induction

- (1) When the SSS orders a registrant for induction, it shall be the duty of the registrant to report for induction at the time and place ordered, as provided on the Order to Report for Induction or Notice of Rescheduled Induction Reporting Date mailed to the registrant from the SSS. If the date when the registrant is ordered to report is postponed, it shall be the continuing duty of the registrant to report for induction at such time and place as may be established by Selective Service. Regardless of the time when, or the circumstances under which the registrant fails to report for induction, it shall remain the registrant's duty from day to day to do so.
- (2) Upon reporting for induction at the designated assembly point, it shall be the duty of the registrant to:

- (a) follow the instructions of any authorized representative of the SHQ as to the registrant's transportation to the MEPS/MEPF;
 - (b) follow the instructions of the leader or assistant leaders appointed for the group being forwarded for induction;
 - (c) appear at the MEPS/MEPF;
 - (d) obey the orders of the representatives of the Armed Forces at the MEPS/MEPF; and,
 - (e) submit to induction, or, if found not qualified for induction, to follow the instructions of the MEPS/MEPF personnel regarding the registrant's return to the assembly point from which he departed for the MEPS/MEPF.
- (3) Whenever a registrant does not comply with an Order to Report for Induction or Notice of Rescheduled Induction Reporting Date by failing to report for or submit to induction, the SHQs shall attempt to contact the registrant or persons aware of the registrant's whereabouts and status, to determine the reason(s) for the registrant's failure to report.
 - (4) When the SHQ's contact reveals a possible justification for the registrant's failure to report (for example, enlistment in the regular Armed Forces, induction at a distant MEPS/MEPF) an effort will be made to verify that reason. A record of the SHQ's efforts will be placed in the registrant's file. If verification is not received within 15 days of the scheduled or rescheduled reporting date, or the SHQs is not able to contact the registrant, he will be reported to the General Counsel's office at National Headquarters in accordance with Call and Deliver SOP Chapter 7 (Suspected Violators).

c. Enlistment of registrants ordered to report for induction

- (1) Whenever the SHQ receives official notification that one of its registrants to whom an Induction Order has been issued, has been enlisted or appointed in the Armed Forces of the United States, including the reserve components thereof, and the date of the enlistment or appointment is at least ten days prior to the registrant's scheduled reporting date for induction, it shall report the enlistment or appointment to SSS for classification.
- (2) In the case of a registrant whose induction reporting date has been postponed under any provision of the Call and Deliver SOP, the enlistment or appointment will be valid if it is accomplished at least ten days prior to the rescheduled reporting date. If such a registrant's reporting date has not yet been rescheduled, the enlistment will also be valid. No enlistments or appointments of any kind are permitted after the tenth day prior to the induction reporting date.

d. Transfer for induction

- (1) A registrant who has been issued an Induction Order, and who is located within the area served by a MEPS/MEPF other than the one to which the registrant has been ordered, may request a transfer for induction by contacting the SHQ. A registrant who is transferred for induction remains under the jurisdiction of the registrant's SHQ of assignment.
- (2) A request for transfer will be granted when the location of the MEPS/MEPF the registrant is scheduled to report to is an unreasonable distance from where the registrant is when the Induction Order is received.
- (3) A registrant who wishes to be transferred for examination/induction must submit their request in writing to the SHQ in the area where the registrant is currently residing, stating the reason for the request. If the request is made in person, it shall be recorded on a Report of Information (SSS Form 119) and signed and dated by the registrant.
- (4) A registrant who contacts the SHQ of jurisdiction shown on their Order to Report for Induction (SSS Form 262) requesting a transfer, will be provided the address and phone number of the SHQ in the area where the registrant currently resides.
- (5) The registrant's request must be received by the SHQ to which the registrant is transferring prior to the scheduled reporting date shown on the registrant's Order to Report for Induction. The registrant must present the Order to Report for Induction or provide sufficient information to locate the registrant's Selective Service record, including at a minimum: the registrant's full name, date of birth, Selective Service number, Random Sequence Number (RSN), and SHQ identification number. SSS Form 230 (Transfer for Induction/Examination) will be completed and distributed in accordance with its Procedural Directive, at the SHQ of Transfer.
- (6) No request for a transfer of Induction will be approved when it appears evident that the registrant is attempting to transfer primarily to delay compliance with orders, or for purposes that are obviously inconsistent with the registrant's obligation to perform military training and service.
- (7) The registrant will be informed when and where to report for transportation and be advised to take the Induction Order with him to the new MEPS/MEPF.
- (8) No formal documentation is necessary other than adding the registrants name to the Delivery List. When a registrant has been transferred for induction, the results of the registrant's processing will be transmitted from the MEPS/MEPF to SSS through USMEPCOM, processed by SSS and distributed to the SHQ of jurisdiction.

- e. Forwarding registrants for induction
- (1) A representative of the SHQ will be present at the place and time designated for the registrants to report for transportation to the MEPS/MEPF. The SHQ representative will call the roll, update the Delivery List to identify no-shows, and resolve any last minute problems that may arise.
 - (2) Registrants ordered to report for induction will be furnished transportation by Selective Service from the SHQ or another location designated on their orders (such as the local bus station) to the MEPS/MEPF. If a registrant's induction processing results in the registrant's being found not qualified for service, the MEPS/MEPF will furnish return transportation to the reporting location designated on the registrant's order. Travel between the registrant's place of residence and the location designated on the registrant's order will be at the registrant's own expense. Registrants who reside within a metropolitan area served by a MEPS/MEPF may, upon notification to their SHQ, report to the MEPS/MEPF by public transportation or privately owned vehicle (POV) at their own expense.
 - (3) A registrant who reports for induction by POV either to the location designated on the registrant's order or to the MEPS/MEPF is responsible for making arrangements to have the vehicle returned home.
 - (4) A registrant who needs travel assistance in order to comply with an order from Selective Service may contact the SHQ listed on the registrant's Order to Report for Induction, or any other SHQs that may be closer to where he currently resides, in person, by telephone or in writing. SHQ personnel will provide registrants as much assistance as possible in making travel arrangements by furnishing information to the registrant regarding the location of the MEPS/MEPF, available public transportation, bus or train schedules, and routes to the MEPS/MEPF. SHQs are not authorized to disburse funds for travel expenses.
 - (5) Registrants will not be furnished transportation or travel reimbursement by Selective Service for the purpose of registration, travel incurred after a registrant has been inducted, and personal appearance before any Selective Service board, or any other reason travel may be performed to and from a board meeting or a SHQ.
 - (6) When special modes of travel are required in certain geographic areas, arrangements will be made by the State Directors of the states concerned, in coordination with Region Headquarters, and will be administered by the SHQs in those locations.

- f. Induction processing at MEPS/MEPF
- (1) When registrants arrive at the MEPS/MEPF for induction processing, MEPS/MEPF personnel will collect their orders, brief them, inspect previously examined registrants as necessary, induct qualified registrants into the Armed Forces, release those registrants found not acceptable for service, and transmit the actions taken to SSS through USMEPCOM.
 - (2) The MEPS/MEPF will furnish meals and lodging to a registrant who, because of transportation scheduling and an early reporting time, arrives at the MEPS/MEPF on the evening prior to the registrant's scheduled reporting date. The MEPS/MEPF will also provide any meals and lodging for the period a registrant is required to remain for processing.
 - (3) Any registrant found to be unacceptable for service by the MEPS/MEPF will be mailed a Results of Reclassification (Form Letter 1) from SSS showing that he has been administratively placed in Class 4-F (not acceptable for military service).
 - (4) A registrant who is inducted is administratively reclassified by the Director into Class 1-C (member of the Armed Forces).
- g. Elopements, refusals to submit to, and fail to report for induction
- (1) Any registrant who refuses to submit to induction, or who leaves the MEPS/MEPF without authorization before the completion of induction processing, is to be reported by the MEPS/MEPF Commander to the U.S. Attorney and to SSS through USMEPCOM. This transmission will alert Selective Service that the registrant is a suspected violator.
 - (2) Should the registrant reappear at MEPS/MEPF or agree to submit to induction after having been reported to the U.S. Attorney, the MEPS/MEPF shall process the registrant only after MEPS Liaison (ML) contacts the Selective Service General Counsel or the registrant's designee by telephone for instructions and has received permission to continue the registrant's processing. In those cases where processing is resumed, MEPS/MEPF will report the disposition to SSS through USMEPCOM.
 - (3) It shall be the continuing duty of the registrant, unless the Order to Report for Induction has been cancelled, to report for and submit to induction at such time and place as he may be ordered or reordered. Any registrant who fails to comply with an Order to Report for Induction will be reported as a suspected violator. He will be processed in accordance with instructions from the General Counsel (See Chapter 8 – Suspected Violators of this SOP.)

- h. Induction notice to overseas registrants
- (1) An overseas registrant will be ordered to report to an examining facility overseas for determination of the registrant's acceptability for military service prior to the consideration of any claim other than one for emergency postponement of the examination.
 - (2) Overseas volunteers for induction will be examined at an examining facility overseas and, if found acceptable, transported at Government expense to a MEPS/MEPF in the United States for completion of induction processing in the same manner as non-volunteer overseas registrants ordered for induction.
 - (a) Overseas registrants may be postponed for the same reasons as any other registrant. In addition, an overseas registrant (including a volunteer for induction) who has been found qualified at an examining facility and who has not filed any other claim may, upon request, be granted a postponement to settle their personal affairs overseas prior to the registrant's being transported to the United States. The State Headquarters for the District of Columbia is authorized to grant such a postponement for a maximum of 30 days. No extensions of this postponement may be granted.
 - (b) The State Headquarters for the District of Columbia shall make the initial determination of claims for all postponements and administrative classifications, and shall transmit claims for judgmental classifications and review of SHQs denials to a designated Local Board.
 - (c) An overseas registrant shall be allowed 20 days to furnish to the State Headquarters for the District of Columbia the documentation required to support the registrant's claims. If the registrant is to appear before a designated Local Board, he shall be given at least 20 days notice of the registrant's scheduled personal appearance unless he requests an earlier appearance, and he will be given 10 days to provide and explanation of the registrant's failure to appear as scheduled.
 - (d) The District Appeal Board to which an overseas registrant may appeal the denial of the registrant's claim(s) will be based upon the location of the support SHQs in the United States. Appeals to the District Appeal Board and the National Appeal Board will be filed with the State Headquarters for the District of Columbia which will allow the registrant at least 20 days to examine the registrant's file and furnish additional information.

- (3) Registrants residing overseas whose random sequence numbers (RSNs) are reached for induction will be mailed an Order to Report for Induction – Overseas (SSS Form 262-O) from the Data Management Center via Air Mail.
- Overseas registrants must be selected and issued an order at least 30 days prior to the scheduled induction date, unless they have volunteered. Except for volunteers and previously ordered registrants whose deferments and exemptions have expired, registrants whose RSNs are greater than the RSN cutoff number will not be ordered for induction.
- (4) Overseas registrants classified in Class 1-O will be issued Orders to Perform Alternative Service (SSS Form 154) by State Headquarters for the District of Columbia, which will administratively reclassify the registrant into Class 1-W, establish the Alternative Service File Folder (SSS Form 101A) and will be advised of alternative service requirements by the SHQ.
- (5) An overseas registrant is authorized to travel at government expense between the registrant's place of residence and the nearest examination facility. Overseas registrants who have been issued an Order to Report for Induction (SSS Form 262-O) after having been found qualified for military service at an examining facility, will be transported at government expense to a MEPS in the United States for completion of induction processing. If found not qualified for military service at the MEPS, the registrant will be returned at government expense to the registrant's residence overseas.
- (a) Overseas registrants in Class 1-W will be transported at government expense to report to an alternative service job assignment in the United States and returned to their overseas residence upon completion of their alternative service obligation.
- (b) Registrants will be scheduled to travel by military air transportation where available. When military air transport is not available, the cost of commercial air transport is authorized for government reimbursement at the lowest cost coach fare. Registrants are responsible for making their own travel arrangements for those portions of their travel for which military air transport is not available. The State Headquarters for the District of Columbia will provide information and assistance as required, and may provide pre-purchased tickets or Government Transportation Requests (SF 1169) as appropriate if the registrant lacks funds to travel. The State Headquarters for the District of Columbia will arrange for military air transport in consultation with the Theater Commander.

i Registrants residing in Canada or Mexico

(1) Registrant Processing

- (a) A registrant whose permanent address is in Canada or Mexico but whose last reported current address is within the United States is subject to the same examination, induction, postponement, personal appearance, claim and appeal provisions which apply to other registrants residing in the United States.
- (b) A registrant whose current address is in Canada or Mexico is also subject to the same provisions except as specifically noted below.
- (c) Registrants currently residing in Canada or Mexico who are reached for induction will be issued an Order to Report for Induction – Canada-Mexico (SSS Form 252-CM) via the U.S. Postal Service. Such registrants will be scheduled to report to a MEPS at least 20 days from the date of issuance. No travel warrant is included; the order instructs the registrant to travel at the registrant's own expense and claim reimbursement from Selective Service.
- (d) Registrants residing in Canada or Mexico will be allowed 15 days from the date the SSS Form Letter 1 (Notice of Acceptability) is mailed notifying the registrant that they have been found qualified for military service, to file claims for postponement or reclassification.
- (e) With the exception of time limits imposed, the provisions of this manual apply equally to the processing of claims and appeals made by registrants residing in Canada or Mexico. Registrants will be given at least 15 days notice of any scheduled personal appearance before a Local or Appeal Board in the United States. If a registrant fails to appear for the registrant's scheduled personal appearance, they will be allowed 10 days to provide an explanation.

(2) Alternative Service

- (a) Class 1-O registrants residing in Canada or Mexico will be ordered for alternative service, reclassified 1-W and processed in the same manner as registrants residing in the United States.

(3). Travel

- (a) A registrant whose current address is in Canada or Mexico is authorized to travel at government expense from their place of residence to the MEPS/MEPF. The registrant is responsible for making the travel arrangements by the most reasonable and

economical means available. Travel by air is authorized only where necessary due to distance and time requirements.

- (b) Area Offices will provide information and assistance to registrants in arranging their travel, and may provide pre-purchased tickets or Government Transportation Requests (SF 1169) as appropriate if the registrant lacks funds to travel.
 - (c) Registrants returned to Canada or Mexico after MEPS/MEPF processing will be entitled to return travel. Expense for travel not covered by SF 1169 will be reimbursed.
 - (d) Travel reimbursement requests will be submitted using Registrant Travel Reimbursement Request (SSS Form 350) or ASW Travel Reimbursement Request (SSS Form 164) as appropriate. Registrants submitting claims for reimbursement in accordance with this paragraph will be required to furnish a receipt for any single expense of \$5.00 or more, and for converting all amounts claimed to U.S. dollars at the rate of exchange in effect when the claim is submitted.
- (4) Suspected Violators
- (a) A registrant identified as a suspected violator whose last reported current address is within Canada or Mexico will be allowed 15 days to comply with the obligation or provide an acceptable reason for not doing so. In all other respects, the processing of suspected violators who reside in Canada or Mexico will be identical to that of suspected violators residing in the United States.

CHAPTER 5

POSTPONEMENT OF ARMED FORCES EXAMINATIONS AND INDUCTIONS

This chapter provides the standard operating procedures for postponement of registrants who have been ordered to report for an Armed Forces Examination and/or Induction.

1. OVERVIEW/GUIDANCE

- a. It is the mission of the Selective Service System to furnish personnel to the Armed Forces in the event of a return to induction. Once the lottery is conducted and order of call determined, the SSS will schedule registrants for an Armed Forces Examination. Registrants will be sent to the nearest Military Entrance Processing Station (MEPS)/Military Entrance Processing Facility (MEPF) for their examinations. This is where the registrant will either be classified as 1-A, Acceptable for Military Service or 4-F, Not Acceptable for Military Service.
- b. A registrant who has been scheduled for examination or induction may request the postponement of the examination

2. FUNCTIONS/PROCESSES/PROCEDURES

- a. A postponement of a registrant's examination reporting date will not cancel the original Order to Report for Armed Forces Examination or induction and may be granted by his State Office of jurisdiction one time, without supporting documentation, when the request is based on one of the following reasons:
 - (1) The death of a member of the registrant's immediate family; or,
 - (2) An extreme emergency involving a member of the registrant's immediate family; or,
 - (3) The registrant incurs a temporary disabling illness or injury; or,
 - (4) The registrant is scheduled for examination or induction on the same day he is scheduled for a state or national examination in a profession or occupation which requires licensing or certification before a person is authorized to practice that profession or occupation; or,
 - (5) The registrant's examination reporting date is a religious holiday historically observed by a recognized church, religious sect or religious organization of which he is a member; or,
 - (6) Other circumstances beyond the registrant's control.

- b. A postponement of a registrant's Postponement of a registrant's Order to Report for Induction may be granted to a registrant who has been issued an Order to Report for Induction and who is in one of the following categories at the time their order is issued:
- (1) Under the age of 20 and satisfactorily pursuing a full-time course of instruction at a high school or other secondary school.
 - (2) Attains age 20 after beginning the last academic year of high school or other secondary school and is satisfactorily pursuing a full-time course of instruction at the school.
 - (3) Is satisfactorily pursuing a full-time course of instruction at a college, university, or similar institution of learning.
 - (4) The registrant has been accepted in the next succeeding class as a cadet at the U.S. Military Academy, the U.S. Air Force Academy, or the U.S. Coast Guard Academy, or a midshipman at the U.S. Navel Academy or the U.S. Merchant Marine Academy.
 - (5) The registrant is an ROTC applicant or the registrant has been accepted as an ROTC scholarship student in the next succeeding ROTC program at a college or university.
- c. A registrant's request for postponement of examination or induction must be made in writing to his State Office before the date he is scheduled to report. No telephonic request for postponement will be considered until the State Office receives a written request.
- d. If, upon receipt of a timely request for postponement, the State Office is unable to make a decision due to a lack of information the registrant will be contacted to request the necessary information. The registrant will be given until the day before his scheduled reporting date to provide such information. If the State Office does not receive the information as requested or it is not timely, the registrant will be required to report as ordered.
- e. The registrant will be sent a Postponement of Examination or induction letter as notification of the State Office's decision on their request. If the postponement is granted, it will be to a date certain that will be based on the State Office assessment of when the grounds for the postponement can reasonably be expected to end. If the postponement is denied and the notification letter could not reasonably be expected to reach the registrant prior to his examination date, the registrant will be notified by phone and a followed up letter.
- f. If a registrant requests a second postponement in response to the Notice of Rescheduled Examination or induction Reporting Date, or requests an extension of the original postponement, the State will require the registrant to submit supporting documentation prior to granting the request. If the postponement is denied, and if

the notification letter could not reasonably be expected to reach the registrant prior to the examination or induction date; the registrant will be notified by phone and followed up letter.

- h. If a registrant's examination was postponed because of a temporary disabling illness, injury or other medical condition, and if he remains unable to report for examination at the end of the postponement, the State Office will request that the registrant provide information regarding the illness, injury or medical condition to SSS for submission to the MEPS/MEPF for a decision to determine if the examination will be processed as a "Papers Only Evaluation".
- i. Only in emergency circumstances beyond the registrant's control the registrant may file a request for postponement on or after the day the registrant is scheduled to report for examination.
- j. A registrant who would otherwise be entitled to a statutory postponement of induction because of student status will not be granted a postponement of their examination based on that same status. Such a statutory postponement may be granted only to a registrant who has been found qualified for military service by MEPS/MEPF and issued an Order to Report for Induction or Alternative Service.
- k. The denial of a request for postponement of examination by the State Office is final and is not subject to further review or appeal within the Selective Service System.
- l. Overseas registrants may be postponed for the same reasons as any other registrant. In addition, an overseas registrant (including a volunteer for induction) who has been found qualified at an examining facility and who has not filed any other claim may, upon request, be granted a postponement to settle personal affairs overseas prior to being transported to the United States. The State Headquarters for the District of Columbia is authorized to grant such a postponement for a maximum of 30 days. No extensions of this postponement may be granted.
- m. Registrants residing in Canada or Mexico will be allowed 15 days from the SSS Notice of Acceptability notifying them that they have been found qualified for military service, to file claims for postponement or reclassification.

3. REFERENCES

32 CFR Chapter XVI (7-1-04 Edition)

CHAPTER 6

ARMED FORCES EXAMINATIONS

This chapter provides the standard operating procedures for registrants who have been ordered to report for an Armed Forces Examination.

1. OVERVIEW/GUIDANCE

- c. It is the mission of the Selective Service System to provide manpower to the Armed Forces in the event of a return to induction. Once the lottery is conducted, the SSS will schedule registrants with low Random Sequence Numbers (RSN) for an Armed Forces Examination. Registrants will be sent to the nearest Military Entrance Processing Station (MEPS)/Military Entrance Processing Facility (MEPF) for their examinations. This is where the registrant will either be classified as 1-A, Acceptable for Military Service or 4-F, Not Acceptable for Military Service.
- d. If the induction process is one-step the registrant will be immediately inducted. If the two-step method is used, the registrant will be sent home to await induction.

2. FUNCTIONS/PROCESSES/PROCEDURES

- a. Processing Armed Forces Examination Orders
 - (1) Every registrant shall have his acceptability for military service determined by MEPS/MEPF before he is ordered for induction, Alternative Service, and before any claim for student postponement is filed. The exceptions are:
 - (a) A registrant who has been granted a waiver of examination because of conscientious objection.
 - (b) A registrant who has forfeited his right to request a classification because of his failure to comply with an examination order.
 - (c) A registrant who has volunteered for induction and who has not been previously examined shall have his acceptability determined at the time he reports for induction.
 - (2) Upon receiving from the Department of Defense (DoD) the number of persons to be ordered for examination, the Director of Selective Service shall establish the Armed Forces Examination (AFE) cutoff. All registrants in the First Priority Selection Group (PSG1) whose RSN is equal to or less than the AFE cutoff number will be issued an Order to Report for Armed Forces Examination (SSS Form 233) via the U.S. Postal Service or an approved mail carrier. The SSS Form 233 will be sent to the registrant's last reported mailing address as shown in the Registrant Data Base. All information in the Data Base

can be accessed through the Centralized Registrant Processing Portal (CRPP), which is in the process of development.

- (3) The Director of Selective Service will order any registrant who has a pending claim for reclassification into one of the judgmental classes to report for examination to determine his potential acceptability for service before the Local Board considers his claim.
- (4) The Director of Selective Service may direct registrants be ordered to a MEPS other than the one they would normally be ordered to.

b. Conscientious Objector Waivers

- (1) A registrant who files a claim for Conscientious Objector to all Military Service and Training (1-O) may submit a waiver of the Armed Forces Examination by sending a signed and dated request to the State Headquarters. The waiver will be granted pending a decision by the Local Board and any appeals the registrant may have on his claim.
- (2) If the 1-O claim is granted, the registrant will forfeit his right to any future examination prior to being placed into the Alternative Service Program. The only exception is if the registrant's physical health changes after he is ordered to perform Alternative Service. Upon his request, he will be ordered to the MEPS/MEPF for an examination.
- (3) If the 1-O claim is denied and all appeal rights have been exhausted, the registrant will be sent a letter advising that his waiver has been cancelled. He will then be rescheduled for the examination via an SSS Form 234 (Notice of Reschedule of Armed Forces Examination Reporting Date) on the next available call.
- (4) A registrant who files a 1-O claim along with any other claim will not be allowed to waive the examination.

c. Failure to Comply with Examination Order.

- (1) Any registrant, regardless of classification, who has failed to comply with an order to report for an Armed Services Examination will be classified 1-A and, when his RSN is reached, be ordered to report for induction, even though he has not been found acceptable for service in the Armed Forces. In such cases, the examination will be performed after he has reported for induction, and he will not be inducted until he has been found acceptable.
- (2) The same process is followed with each succeeding PSG.

- d. Transportation to MEPS/MEPF
- (1) Registrants ordered to report for examination will be furnished transportation via public transportation by Selective Service from a designated point of assembly to the MEPS/MEPF and return. The point of assembly could be a bus or train station. The registrant is responsible for transportation from home to point of assembly.
 - (2) A representative of the SHQ will be present at the point of assembly. The SHQ representative will call the roll, identify no-shows, brief the registrants on what will happen at the MEPS/MEPF, when they can expect to return, and resolve any last minute problems that may arise.
 - (3) If a registrant chooses to travel to the MEPS/MEPF via privately owned vehicle (POV) the registrant will be reimbursed for mileage at the government rate and for tolls but will be encouraged to use public transportation.
 - (4) A registrant who needs assistance to comply with their order will contact the State Headquarters (SHQ) by telephone or in writing. SHQ personnel will provide location of the MEPS/MEPF and provide all information to get them there to include bus or train schedules and routes to the MEPS/MEPF. SHQ is not authorized to disburse funds for travel expenses.
 - (5) When special modes of transportation are required in certain geographic areas, arrangements will be made by the State Director of the State concerned, in conjunction with the Region Headquarters.

d. MEPS/MEPF Responsibilities:

- (1) When registrants arrive at the MEPS/MEPF, MEPS/MEPF personnel will:
 - (a) Collect SSS Form 223.
 - (b) Brief registrants.
 - (c) Administer physical and mental examinations.
 - (d) Conduct moral investigations, if necessary.
 - (e) Release the registrants after examination is complete.
 - (f) Transmit results to SSS through United States Military Entrance Processing Command (USMEPCOM).
 - (g) Furnish meals and lodging to registrant who, because of travel and the early reporting time, must arrive at the MEPS/MEPF the evening prior to exam.

- (2) Any registrant whose acceptability cannot be determined through the normal examination process may be retained for up to three days for the purpose of further processing. MEPS/MEPF will provide meals and lodging as required.
- e. Papers Only Evaluations.
- (1) A registrant who has been ordered to report for physical examination may have a papers only evaluation by the MEPS/MEPF if one of the following conditions:
 - (a) The registrant is confined to correctional facility, hospital, or similar institution.
 - (b) The registrant is physically or mentally disabled and not reasonably capable of reporting to the MEPS/MEPF.
 - (c) The registrant has an obviously disqualifying defect, which has been verified by a physician's statement.
 - (2) The registrant or legal guardian must submit written statements attesting to his confinement or disability signed by an authorized individual. All documents will be forwarded to the MEPS/MEPF for determination.
 - (3) Upon completion of the evaluation, the MEPS/MEPF will:
 - (a) Transmit the results to SSS through USMEPCOM.
 - (b) Return documents to SHQ.
 - (4) Registrants found to be unacceptable will be classified 4-F and issued a Results of Armed Forces Determination (SSS Form Letter 2).
- g. Previously Completed Examinations
- (1) Those registrants receiving examination orders who have undergone an Armed Forces examination within the last 12 months will use the results of the previous examination and the current order is postponed.
 - (2) If the MEPS/MEPF can make a determination, the current order will be cancelled.
 - (3) If the results of the previous exam show the registrant are inconclusive the registrant will be rescheduled.

h. Examination of Overseas Registrants

- (1) A registrant who resides overseas will be ordered to an examination facility overseas, normally to the nearest U.S. military treatment facility, to determine his acceptability for military service prior to the consideration of any claim other than one for emergency postponement of the examination.
- (2) The examination facility will notify the SSS State Headquarters for the District of Columbia of the results of each overseas registrant's examination, including any cases where reexamination is believed justified. Those who are found not qualified for military service will be classified 4-F and no action taken.
- (3) The Director may order the SSS State Headquarters for the District of Columbia to process claims for postponement and/or reclassification prior to examination whenever he deems it necessary to assure prompt processing.
- (4) The examining facility will notify the SSS State Headquarters for the District of Columbia in writing whenever an overseas registrant elopes from the examining facility prior to the completion of processing, refuses to submit to examination or fails to report.
- (5) Any registrant who elopes from the examining facility or refuses to submit for the examination has abandoned any claim for reclassification or student postponement.
- (6) When the SSS State Headquarters for the District of Columbia is notified that a registrant failed to report for examination, he will be issued a second notification to his current and permanent address. Failure to comply with the second order will result in processing the registrant as a suspected violator.
- (7) Registrants residing in Canada or Mexico will be scheduled to report to MEPS/MEPF at least 20 days from the date of issuance. No travel warrant is included; the registrant will travel at own expense and claim reimbursement from SSS.
- (8) Overseas volunteers for induction will be examined at an examining facility, and, if found acceptable, transported at Government expense to a MEPS in the United States for completion of the induction process. (If air transportation is required, a military air transport will be arranged; if military air transport is not available, a commercial airline ticket at lowest cost coach fare will be purchased.)

3. REFERENCES (IF NEEDED)

- A complete break down of the Armed Forces Examination during the induction process can be found in Army Regulation 601-270, Chapter 9 (Processing Selective Service System Registrants).
- MOU Between SSS and Transportation Logistical Services, L.L.C. for Support and Assistance During Mobilization (Signed December 2004).

CHAPTER 7

SUSPECTED VIOLATORS GENERAL PROVISIONS

1. OVERVIEW

This Chapter provides a description of the policies, process and procedures involved with suspected violators of the Military Selective Service Act (MSSA), as they refuse or fail to report to a Military Entrance Processing Station (MEPS)/Military Entrance Processing Facility (MEPF) for induction or exam. The penalty for violation of the MSSA is possible imprisonment for up to 5 years and/or a fine of up to \$250,000.

2. FUNCTIONS/PROCESSES/PROCEDURES

a. Requirements and Penalties

- (1) The publication of Presidential Proclamations establishing Selective Service registration requirements, serves as notification to all persons of the requirements under the Military Selective Service Act (MSSA).
- (2) Selective Service law imposes upon every person required to register with the Selective Service System (SSS) the following duties:
 - (a) To notify Selective Service within ten days of any change in name, current mailing address or permanent address.
 - (b) To notify Selective Service immediately of any changes in status relating to the individual's postponement, deferment, or exemption from military service.
 - (c) To report for and submit to examination by the Armed Forces.
 - (d) To report for and submit to induction or alternative service, unless otherwise exempted or deferred from such service.
- (3) The Selective Service law prohibits all persons from the following actions:
 - (a) Knowingly making or being a party to the making of false statements bearing upon registration, postponement, classification, or service under the MSSA.
 - (b) Knowingly hindering, interfering, or conspiring to hinder or interfere with the administration of the Selective Service System.
 - (c) Counseling or aiding others to violate the Selective Service law.

- (d) Having in one's possession any Selective Service proof of registration which does not pertain to the individual's registration or which the individual knows to be falsely made, reproduced, forged, counterfeited, or altered.
 - (4) Conviction of any person for violation of the MSSA is punishable by imprisonment for not more than five years or a fine of not more than \$250,000 or both.
- b. Report Violations
- (1) The names of those persons who fail to comply with the registration requirement will be referred to the Department of Justice through the Compliance Program.
 - (2) The MEPS/MEPF Commander will report to the appropriate U.S. Attorney the names of those registrants who elope from MEPS/MEPF before completion of their processing or who refuse to submit to induction after reporting to the MEPS/MEPF.
 - (3) The Selective Service State Headquarters (SHQ) and/or Area Office (AO) of jurisdiction will refer to the Selective Service General Counsel the names of those registrants who fail to comply with an order to report for induction or alternative service.
 - (4) The SHQ and/or AO will notify the SSS General Counsel in writing whenever it learns or has reason to believe that a registrant or another person has violated the rules and regulations pursuant to the MSSA, including but not limited to the following:
 - (a) Knowingly making or being a party to the making of false statements bearing on the classification or status of a registrant.
 - (b) Having in one's possession, or transferring, delivering, or preparing false Selective Service proof of registration documents.
 - (c) Counseling, aiding, or abetting others to violate the MSSA.
 - (d) Hindering or interfering with the administration of the MSSA.
 - (5) Whenever a Selective Service office other than the SHQ and/or AO of jurisdiction learns or has reason to believe that a registrant has committed an apparent violation of the Selective Service law, that office will submit the information in writing to the registrant's SHQ and/ or AO of jurisdiction if it can be identified. If the SHQ and/or AO of jurisdiction cannot be readily identified, the information will be submitted in writing to the General Counsel.

- (6) Whenever a Selective Service office learns of a suspected violation through means other than those covered in this section, the circumstances shall be reported in writing to the General Counsel for appropriate action.
 - (7) The SHQ and/or AO will complete a Report of Suspected Violation (SSS Form 301) for each case reported to the General Counsel as specified in paragraph (4), subparagraphs (a) through (d) above.
- c. Transmission of Information
- (1) Requests for information on reported suspected violators shall be referred to the General Counsel. The General Counsel's address, telephone number, or e-mail address, shall be furnished upon request. Telephone calls to the General Counsel by reported suspected violators shall not be made at the expense of the Selective Service System.
 - (2) Whenever new information concerning a reported suspected violator is received by a Selective Service office other than the General Counsel, it will be reported to the General Counsel by telephone or e-mail address, and the documented information will be forwarded by mail.
- d. Registrants' Files (SSS Forms 101 and 101A)
- (1) The Selective Service System shall retain custody of the original Registrant File Folder (SSS Form 101) and/or Alternative Service File Folder (SSS Form 101A) and furnish a duplicate to the U.S. Attorney. Where time is a factor, the General Counsel may authorize release of an original SSS Form 101 or 101A to the U.S. Attorney.
 - (2) A registrant will be provided, upon his written request, a copy of his SSS Form 101 and/or SSS Form 101A without charge when the registrant must defend themselves against criminal prosecution charges for violation of the MSSA, or when the registrant submits to induction and thereafter brings habeas corpus proceedings to test the validity of his induction.
- c. Document Correction or Omissions
- Selective Service will not modify, alter or correct any document or record contained in a registrant's SSS Form 101 or SSS Form 101A after the file has been referred to the General Counsel for a suspected violation. If it is discovered that a document is improperly marked or is missing from the file of a registrant who is being reported for a suspected violation of the MSSA, a written explanation of this finding will be prepared on a Report of Information (SSS Form 119), signed, dated, and placed in the file folder.

d. Disposition of Prosecutions

When referring a suspected violation for prosecution, the General Counsel will request the appropriate U.S. Attorney to notify suspected violator promptly by letter of its disposition. The General Counsel will advise the SSS office(s) concerned with the disposition of a prosecution when appropriate.

e. Civil Actions

(1) Definition - A civil action against the government is a legal action initiated by an individual in an attempt to restrain the government from infringing upon what the individual believes to be his rights.

(2) Initiation of a Civil Action

(a) The General Counsel shall be notified immediately by telephone when a Selective Service employee learns of the initiation of a civil action against Selective Service in an attempt to restrain the System, or that a compensated employee or board member is summoned or ordered to appear in court in his official Selective Service capacity.

(b) After reporting to the General Counsel by telephone, the office will forward to the General Counsel a copy of the summons served, the written complaint, and the name, address, and Selective Service number of the registrant involved.

(c) The General Counsel will be responsible for advising the office of any actions to be taken in the case.

(d) In the event a registrant initiates a civil action involving their processing, the processing will continue in the normal manner unless the SHQ and/or AO is notified, either by the Court or the General Counsel, that the Court has granted an injunction or temporary restraining order.

(3) Subpoenas Served on Selective Service Employees

(a) When a board member or a compensated employee in their official Selective Service capacity is served with a subpoena, the General Counsel will be notified immediately by telephone.

(b) The General Counsel will be the sole point of contact with the U.S. Attorney and will advise the board member or the compensated employee of the action that is required.

- (4) Court Orders Granted
 - (a) When an injunction or temporary restraining order is granted, a copy of the order will usually be delivered to the SHQ and/or AO. Upon receiving a copy of any court order, the SHQ and/or AO will immediately notify the General Counsel by telephone, or e-mail, and forward a copy of the order to the General Counsel.
 - (b) Selective Service will take no action to cancel an induction order or an order to perform alternative service, but the SHQ and/or AO will halt the registrant's processing until notified by the General Counsel to resume processing. When the court order expires, the SHQ and/or AO will contact the General Counsel to obtain rescheduling instructions.

- (5) Injunction or Temporary Restraining Order Denied

When a registrant's request for an injunction or temporary restraining order is denied, the registrant may appeal to a higher court. This action does not require an interruption of the normal processing of the registrant. If the higher court issues an order, the SHQ and/or AO will immediately notify the General Counsel by telephone, or e-mail, and halt the registrant's processing.

- f. Criminal Action

- (1) Definition

A criminal action is a legal action initiated by the government against an individual for an alleged violation of the law.

- (2) Failure to Comply with the Registration Requirement

- (a) The Compliance Program, which uses data matching techniques to identify and contact possible nonresistant's, shall serve as the primary method of processing alleged failures to register.
- (b) Whenever a SHQ and/or AO learn of the suspected non-registration of a person subject to the registration provisions of the MSSA, it will forward the information to the General Counsel. The General Counsel shall review the information furnished and determine whether the case should be referred to the Department of Justice for prosecution.
- (c) When a person appears at a Selective Service office to register after the prescribed time for their registration has expired, the office shall accept the registration and attempt to ascertain the reason(s) for the late registration. The Registration Form (SSS Form 1) shall be forwarded to the

Data Management Center (DMC) for processing. Any information obtained concerning the late registration shall be forwarded to the General Counsel, who will determine whether the case warrants referral to the Department of Justice for prosecution.

- (3) Failure to Comply with a Selective Service Order
 - (a) The names of those registrants who fail to report for induction will be obtained from the Central Registrant Processing Portal. Other alleged violations by registrants (failure to notify Selective Service of changes in address or status, altering proof of registration, hindering the administration of the MSSA, etc.) may come to the attention of the SHQ and/or AO by a variety of means. All oral information will be recorded on a Report of Information (SSS Form 119).
 - (b) Whenever a SHQ and/or AO learns or has reason to believe that a registrant has violated Selective Service law by failing to comply with an induction order, or by failing to inform Selective Service of changes in his status that affect his eligibility for service, it will make a reasonable effort to contact the registrant and obtain compliance or a valid explanation. If compliance or a valid explanation is not obtained within 10 days after the SHQ and/or AO learns of the registrant's suspected violation, the SHQ and/or AO will report the case to the General Counsel.
 - (c) Whenever a SHQ and/or AO learns or has reason to believe that an Alternative Service Worker (ASW) has violated the Selective Service law by failing to comply with an order issued under the alternative service program, it will make a reasonable effort to contact the ASW and obtain compliance or a valid verifiable explanation. Any explanation received shall be forwarded for review to the State Director of the state in which the ASW is located. If compliance or a valid explanation is not obtained within ten days after the SHQ and/or AO learns of the ASW's suspected violation, or if the State Director determines that the explanation furnished is not for good cause, the SHQ and/or AO shall transfer the ASW's case to the SHQ and/or AO of original jurisdiction, which shall report the case to the General Counsel.
 - (d) Whenever a SHQ and/or AO learns that a registrant who reported to the MEPS for induction has been reported to the U.S. Attorney by the MEPS Commander for refusing to submit to induction, or for eloping from the MEPS prior to the completion of his processing, the SHQ and/or AO will report the case to the General Counsel.

- (4) Action by the SSS General Counsel
- (a) When a registrant's file folder (SSS Form 101 and/or 101A) is received by the General Counsel, it will be reviewed for procedural accuracy. If procedural errors are detected, the General Counsel will return the file to the SHQ and/or AO, identifying the errors and specifying the corrective action to be taken. All actions by the General Counsel shall be recorded on page 2 of the registrant's file folder.
 - (b) If the General Counsel's review reveals no procedural errors, the General Counsel will determine whether the case warrants referral to the Department of Justice. If referral is not deemed warranted, the General Counsel will notify the SHQ and/or AO and return the file folder.
 - (c) When referral is warranted, the General Counsel will notify the registrant and the SHQ and/or AO that the file is being referred to the Department of Justice. The General Counsel will retain the original file and furnish a copy to the Department of Justice upon request. The original file shall be returned to the SHQ and/or AO when the Department of Justice declines prosecution or the Court dismisses the indictment.

MEPCOM INTERACTION

This Chapter covers the responsibilities and functions performed between the Selective Service System (SSS) the Department of Defense (DoD), United States Military Entrance Processing Command (USMEPCOM). This includes functions regarding combined examination/induction and processing procedures during mobilization.

1. OVERVIEW

The SSS is tasked with the responsibility of providing registrants for induction to Military Entrance Processing Stations (MEPS)/Military Entrance Processing Facilities (MEPF) during a return to conscription. To facilitate this operation, there must be close coordination between the SSS and MEPS/MEPF. A Memorandum of Understanding (MOU) between the SSS and Department of Defense Concerning Examination/Induction and Automated Data Processing Procedures during Peacetime and Mobilization, signed May 2002, outlines the policy and procedures each entity will follow during mobilization to ensure personnel are delivered to MEPS/MEPF in accordance with DoD manning requirements.

2. FUNCTIONS/PROCESSES/PROCEDURES

- a. The USMEPCOM is a jointly staffed DOD activity responsible for determining the aptitude, moral character, and medical qualifications of applicants and SSS registrants' enlistment or induction into the Armed Services.
 - (1) USMEPCOM will qualify registrants and applicants as suitable for military service and classify and assign qualified personnel into a military specialty (career field).
 - (2) USMEPCOM will administer and manage medical examinations, moral evaluations and aptitude tests to volunteers and SSS registrants and perform required administrative processing.
- b. Examination/Induction Processing Responsibilities:
 - (1) Joint responsibilities:
 - (a) The SSS Director and USMEPCOM Commander will coordinate the execution of their mobilization plans.
 - (b) The SSS and USMEPCOM will manage flow of registrants to MEPS/MEPF in accordance with DoD manpower requirements.
 - (c) A Joint Flow Control Operations Group (JFCOG) will be established to ensure a manageable flow of registrants through MEPS to Armed forces destinations. The JFCOG

consists of representatives of each Service, SSS, and USMEPCOM.

- (d) Refer to, MOU between SSS and USMEPCOM for more details on joint responsibilities.
- (2) Induction processing will be initiated by MEPS/MEPF upon receipt of a delivery list from the SSS. The delivery list will identify registrants who are expected to report for processing on indicated dates. It will normally be generated and delivered prior to arrival of the registrants. MEPS/MEPF will execute Selective Service Number (SSN) pulls on all registrants to identify any previous valid examination results.
- (3) The MEPS/MEPF will provide examination and induction processing, as appropriate, to all registrants sent by the SSS.
- (4) Additional MEPS/MEPF responsibilities:
 - (a) Determine daily processing schedule and provide no more than three different reporting times a day to the SSS.
 - (b) Receive registrants and provide orientation briefing.
 - (c) Assume responsibility for meals, lodging, and transportation to Armed Forces reception centers/training bases once registrants arrive at the MEPS/MEPF.
 - (d) Report status of all registrants to the SSS.
 - (e) Assists registrants in contacting the SSS MEPS/MEPF Liaison as needed.
 - (f) Refer to MOU between the SSS and MEPCOM for more details on MEPS/MEPF responsibilities.
- (5) Registrants ordered for examination will be furnished transportation by the SSS from designated assembly points (such as local bus stations) specified by their orders, to the MEPS/MEPF, and back to designated assembly points. Travel between the registrant's place of residence and the designated assembly point will be at the registrant's own expense.
- (6) Additional SSS responsibilities:
 - (a) Maintain procedures and directives necessary for implementation of SSS registrant processing.
 - (b) Provide travel claim forms to registrants for reimbursement.

- (c) Provide an SSS MEPS/MEPF Liaison in each city a MEPS/MEPF is located.
 - (d) Refer to MOU between the SSS and MEPCOM for more details on SSS responsibilities.
- (7) A registrant who fails to report for examination as scheduled will be issued a Notice of Failure to Report for Examination. This will inform the registrant that he has five days from the date of the Notice to report to the MEPS/MEPF or to provide the SSS an acceptable explanation of his failure to report as scheduled. Failure to do so will result in the forfeiture of his right to request a reclassification. If the registrant reports to the MEPS/MEPF within five days, he will be examined and the MEPS/MEPF will report the results of the examination to USMEPCOM.
- (8) If the registrant provides an acceptable explanation for his failure to report, the SSS will reschedule him for examination, on a date specified, which will allow the registrant time to resolve the conflict that caused his original failure to report.
- (9) Refusal to submit to induction
- A registrant who refuses to submit to induction will be informed that refusal constitutes a felony under the provisions of the Military Selective Service Act, 50 App U.S.C., Section 462. The registrant will be informed that conviction of such an offense under civil proceedings will subject them to punishment by imprisonment. If a registrant refuses to be inducted, MEPS/MEPF will take the following action:
- (a) A registrant who refuses induction will not be furnished any means of transportation.
 - (b) A letter of notification of refusal to submit to induction will be submitted to the US Attorney for the judicial district in which the State Headquarters is located. A copy will be forwarded to the SSS and a copy will be retained at the MEPS/MEPF.
 - (c) USMEPCOM will also update the registrant's status in the data base. Notification will include the name, SSN and address of registrant and witnesses, and address of SSS State Headquarters.
- (10) Act as a liaison on all SSS related matters with the MEPS/MEPF commanding officer.
- c. SSS MEPS/MEPF Liaison Person Duties and Responsibilities (Per USMEPCOM Mobilization Plan Appendix 3)

- (1) The SSS MEPS/MEPF Liaison person is an employee assigned to assist the MEPS/MEPF. Each SHQ will supply a MEPS/MEPF Liaison to the appropriate MEPS/MEPF in their State. The MEPS/MEPF Liaison is in charge of SSS activities at the MEPS/MEPF, as well as all SSS related matters or problems that may arise during the processing of SSS registrants. The MEPS/MEPF Liaison person will remain under the operational control of the SSS.
- (2) The SSS MEPS/MEPF Liaison Person will:
 - (a) Act as a liaison on all SSS related matters with the MEPS/MEPF commanding officer.
 - (b) Serve as the contact officer for all SHQ serviced by the MEPS/MEPF.
 - (c) Resolve SSS related problems for registrants.
 - (d) Counsel the SSS registrants appearing at the MEPS/MEPF, as required.
 - (e) Prepare and submit reports as directed by SSS NHQ.
 - (f) Perform other duties assigned by the SSS Director.
- (3). MEPS/MEPF Liaison Person's priority actions. The following are priority actions that the MEPS/MEPF Liaison Person must accomplish and are generally common to all MEPS/MEPF. The priority sequence can be changed by the MEPS/MEPF Liaison Person to accommodate local conditions. Each MEPS/MEPF Liaison Person will review local conditions and prepare an individual priority action list tailored to that MEPS/MEPF.
 - (a) Establish telephone communication, as necessary, with the MEPS/MEPF, the SSS regional office, and each SSS area office served by the MEPS/MEPF.
 - (b) Provide liaison with the MEPS/MEPF commander on all SSS related matters.
 - (c) Review reporting requirements to the SSS National Headquarters, regional and area offices, and computer center.
 - (d) Perform other duties as assigned by the Director, SSS.
- (4) Situations requiring the MEP/MEPF Liaison person (Per USMEPCOM Mobilization Plan Annex C:

- (a) During the check-in process, the MEPS/MEPF Liaison person will make processing determinations for those registrants who arrive at the MEPS/MEPF without an induction order and either are or not on the processing list.
- (b) Registrants whose names are not the same as that on the processing list will be referred to the MEPS/MEPF Liaison person.
- (c) During the check-in process, a registrant classified as I-A may request to see an SSS representative concerning an SSS-related problem.
- (d) During the check-in process, those registrants (I-A) who claim prior service, either with or without their DD Form 214, will be referred to the MEPS/MEPF Liaison person for possible reclassification action.
- (e) After the initial orientation, the registrants are advised to see the MEPS/MEPF Liaison person for any SSS-related problems.
- (f) After completing all inductee processing requirements (medical and testing), and prior to entering the induction room, the conscientious objector will be referred to the MEPS/MEPF Liaison person for counseling regarding the registrants' responsibility for Alternative Service.
- (g) At any point in the processing cycle, a registrant classified as 1-A may claim conscientious objector status and may request to see an SSS representative. Every effort should be made to complete the processing of this registrant up to the point of induction; however, the registrants' request to see the MEPS/MEPF Liaison person cannot be denied.
- (h) The MEPS/MEPF Liaison person will assist MEPS/MEPF personnel in the resolution of error transactions which have been transmitted to MEPS/MEPF from SSS.

3. REFERENCES

USMEPCOM Mobilization Plan Appendix 3 (SSS MLO duties) and Appendix C (MEPS/MEPF Selective Service Liaison Officer Duties) for MEPS/MEPF responsibilities and SSS MEPS Liaison duties

Army Regulations, AR 601-270 (Military Processing Stations) for detailed instructions on the MEPS/MEPF processing of SSS registrants; Chapter 9 (Processing of Selective Service System Registrants).

SSS/MEPCOM Memorandum of Understanding between the Selective Service System and the Department of Defense Concerning Examination/Induction and Automated Data Processing Procedures During Peacetime and Mobilization, signed May 2002.

CHAPTER 9

MOU INDEX

This chapter contains a listing of Memoranda of Understanding (MOU) that the Call and Deliver Division implements during a mobilization.

1. OVERVIEW/GUIDANCE

During a return to conscription, the Selective Service System must coordinate with several outside agencies to ensure they can successfully accomplish their mission of delivering personnel to the Military Entrance Processing Stations (MEPS)/Military Entrance Processing Facilities (MEPF) within constraints mandated by the Department of Defense (DoD). To this end, several agreements have been prearranged in the form of MOUs. Call and Deliver implements several of these MOUs as they begin the mobilization process.

2. MOU INDEX

<u>Date</u>	<u>Number</u>	<u>Agency - Subject</u>
7/1989	0030	<u>UNICOR</u> - To provide backup support to DMC for data entry functions and certain other data processing functions.
4/1981	0018	<u>General Services Administration (GSA) and the national Bus Traffic Association</u> - Provides for the use of SSS National Emergency Travel Warrant to procure passenger transportation services in exception of GTRs.
4/1981	0109	<u>GSA and National Railroad Passenger Corp. (AMTRAK)</u> Provides for the use of SSS Travel Warrant to procure passenger transportation services during periods of a national emergency.
12/2004		<u>Transportation Logistical Services, L.L.C. (TLS)</u> - Provide nationwide transportation services to the SSS in the event of a draft or national emergency.
05/2002	0097	<u>Department of Defense</u> - Concerning examination/induction and Automated Data Processing procedures during peacetime and mobilization
2/1987	0100	<u>General Services Administration (GSA)</u> - Mobilization support responsibilities for GSA and SSS. Auditorium space for lottery exercise and lottery.
7/1997	0106	<u>OCAR/USARC/SSS</u> - Provision of Space for Army officers assigned to duty with SSS.

<u>Date</u>	<u>Number</u>	<u>Agency - Subject</u>
6/1990	0106	<u>Chief, Army Reserve (OCAR)</u> - Provides for USAR program support to SSS which involves the assignment of members of the USAR to the SSS drilling IMA Department.
8/1994	0027	<u>Federal Prison Industries, INC. (UNICOR)</u> - Provide support for functions associated with the SSS ongoing Registration Reminder Mail-back Program.
2/1987	0104	<u>Department of Agriculture (USDA)</u> Lottery Conduct Space. Letter, done as needed.
2/1987	0026	<u>Department of Defense (DOD)</u> - Peacetime plans and mobilization support responsibilities for activating the essential Selective Service field structure.
6/2003	0020	<u>Department of Defense (DOD)</u> - Transfer of Automated Data During Peacetime and Mobilization
2/1987	0010	<u>General Services Administration (GSA) (CIC)</u> - Distribution of SSS publication <u>Information For Registrants</u>
4/2003		<u>Department of Homeland Security</u> - Organize common Federal Support Center (FSC) support between DHS and SSS at the Olney Federal Support Center.
1/1980	0096	<u>United States Army</u> - Computer support for operation of the Emergency Military Manpower Procurement System (EMMPS).
11/1978	0114	<u>General Services Administration</u> - Provide acquisition space for field structure.
7/1998	0017	<u>United States Postal Service (USPS)</u> - This specifies the services and operational support to be provided by the United States Postal Services (USPS) to the Selective Service System (SSS).

CHAPTER 10

ACRONYMS AND DEFINITIONS

Acceptability Undetermined - A temporary status given to a registrant when a MEPS/MEPF is unable to make a final determination as to his acceptability for military service.

Affidavit - A written statement of fact, voluntarily made and sworn to before an officer who has authority to administer an oath.

Age Selection Group - A category based on a registrant's year of birth, which is used to determine the order in which he is processed for induction.

Alien - Any person who is not a citizen or national of the United States.

Alternative Service - Civilian work, which contributes to the maintenance of the national health, safety, or interest, performed by conscientious objectors.

Alternative Service Worker (ASW) - A registrant who has been ordered by his Local Board to perform Alternative Service.

Armed Forces - The Army, Navy, Air Force, Marine Corps, and Coast Guard.

Board - A Local Board, District Appeal Board, or the National Appeal Board, depending on the context in which the term is used.

Board of Transfer - The board to which a registrant's case is temporarily transferred for student postponement or reclassification action.

Claim - A request by a registrant for postponement or reclassification.

Classification - Exercise of the authority to determine claims for exemption or deferment from training and service under the Selective Service law, or the specific category claimed, depending on the context in which the term is used.

Classifying Authority - Any compensated official or a board, which is authorized to grant or deny a registrant's claim for deferment or exemption.

Conscientious Objector - A registrant who, because of religious, moral, or ethical beliefs, is opposed to participation in war in any form.

County - An administrative division within a State, including counties, independent cities, and similar political subdivisions, such as the independent cities of Virginia and the parishes of Louisiana.

Credentialing - The process of reviewing licenses, diplomas, training certificates, and other related materials to determine the professional qualifications of the health care registrant. Credentialing will be performed at the Military Entrance Processing Station (MEPS)/Military Entrance Processing Facility (MEPF) by employees of the Department of Defense under the standards prescribed by the Secretary of Defense.

Central Registrant Processing Portal (CRPP) - centralized web browser-based software that consolidates all of the systems and applications required during a Mobilization into a single interface. The CRPP, in the process of development, will allow any Selective Service System employee with access to a Web Browser, regardless of their physical location, to perform any Mobilization Processing or access any Mobilization Data in real time.

Data Management Center (DMC) - The Selective Service System computer center at which the data entry, verification and microfilming of registrant records takes place.

Deferment - The delay of induction because of reclassification into a class that is not subject to induction and which extends a registrant's liability for induction.

Director - The Director of Selective Service unless used with a modifier.

Disqualified - A determination by the MEPS/MEPF that a registrant is unacceptable for military service under the standards prescribed by the Secretary of Defense.

District Appeal Board (DAB) - A group of not less than three civilian members appointed by the President to classify registrants whose cases have been appealed to it from a Local Board decision and review alternative service workers' cases in which a request for job reassignment based on reasons of conscience has been denied.

Dual Registrant - A person, who has reached age 20, but not age 26, who is liable and registered under the Military Selective Service Act as both a General Registrant and a Health Care Registrant.

Elopement - The unauthorized departure of a registrant from MEPS/MEPF prior to the completion of his processing.

Essentiality of Occupation Deferment - Class 2-AM is a classification available to health care registrants who are determined to be providing health care services which must be continued (1) due to their criticality to the maintenance of the national health, safety, and interest, and (2) because the services cannot reasonably be provided by others. Such services may be at a national, regional, or community level.

Exemption - The result of a registrant's reclassification into a class that is not subject to induction and which does not extend liability.

Failure to Report (FTR) - Lack of compliance by those registrants who do not report to a MEPS/MEPF for examination or induction as ordered.

Governor - The chief executive officer of each of the States of the United States, the Mayor of the District of Columbia, the Governor of Puerto Rico, the Governor of the Virgin Islands, the Governor of Guam, and the Governor of the Northern Mariana Islands.

Health Care Occupation - An activity or vocation which requires licensing, certification, registration, credentials, or special education and training of those who provide health care services directly to human beings or animals.

Health Care Personnel - All persons qualified for practice or employment in a health care occupation designated by Presidential Proclamation.

Health Care Personnel Delivery System (HCPDS) - SSS program to register, select for induction, classify, and deliver health care personnel to the Department of Defense for induction into the Armed Forces.

Health Care Registrant - A person registered in a health care specialty that's subject to a health care draft under the Military Selective Service Act.

Health Care Registrant Database (HCPD) - The computer database containing information concerning all health care registrants.

Judgmental Classifications - Classes 1-A-O, 1-O, 2-AM, 2-D, 3-A and 4-D. Initial determination on claims for judgmental classifications is made by the Local Board.

Local Board - A group of not less than three civilian members appointed by the President to act on all registrants' claims presented to it.

Local Board Assignment - The process by which the Director of Selective Service identifies the board having classification authority for a registrant.

Local Board of Jurisdiction - The Local Board to which a registrant is assigned and which has authority to determine his claim.

Lottery - A random drawing of each date of birth to determine the sequence in which registrants are to be selected for processing during periods of induction.

Military Entrance Processing Station (MEPS)/Military Entrance Processing Facility (MEPF) - The military installation or directed facility to which ordered registrants report for determination of their acceptability for military service or alternative service and for induction processing into the Armed Forces.

Military Selective Service Act (MSSA) - The Act which established the Selective Service System (50 U.S.C. App 451 et seq).

Military Service - Active duty and Reserve Forces service in the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

Multiple Claims - Information submitted in support of more than one classification, each of which must be considered separately in prescribed order.

National Appeal Board (NAB) - A group of not less than three civilian members appointed by the President to act on cases appealed to it after a District Appeal Board decision.

National Health Care Personnel Advisory Committee (NHCP) - A group of at least seven, but not more than eleven, uncompensated Selective Service System personnel composed of one layperson and other individuals who are qualified or knowledgeable in standards for practice or employment in one or more of the health care occupations. The committee is appointed by the Director to advise him on health care issues.

National of the United States - A citizen of the United States or a person who, though not a citizen of the United States, owes allegiance to the United States.

Noncombatant Service - Service performed in any unit of the armed forces that is without arms or weapons of war at all times.

Overseas Registrant - A registrant whose bona fide current address most recently provided by him to the Selective Service System is outside the United States, Canada, and Mexico.

"Papers Only" Evaluation - The process by which a registrant's acceptability for military service is evaluated by a MEPS/MEPF based on written evidence of his condition rather than an examination.

Personal Appearance - A registrant's meeting with a board at the time it considers his claim.

Postponement - A delay of a registrant's examination, induction, or alternative service reporting date.

Priority Selection Group (PSG) - The period from January 1 in which the registrant attains the age of 20 until the 26th anniversary of his date of birth. Such assignment shall be based upon the registrant's year of birth.

Priority Selection Group – Medical (PSG-M) - A series of time periods, each being 365 consecutive days (366 during leap year), which begins on an individual's registration date. The first 365 days being the period in which the registrant would be most vulnerable to induction. Each succeeding period places the registrant in state of lesser vulnerability.

Quorum - A simple majority of the members currently prescribed for membership of a board.

Random Sequence Number (RSN) - A number established by lottery for each date of birth to determine the order in which registrants within an age selection group are processed.

Reclassification - A change of a registrant's status regarding his liability for military service by administrative or judgmental classification action.

Reevaluation Believe Justified (RBJ) - A determination by MEPS/MEPF that a registrant's acceptability for service should be reevaluated by a certain date.

Refused to Submit (RTS) - The term used to describe a registrant's noncompliance with examination or induction processing after reporting to the MEPS/MEPF.

Region - A geographic area comprising specified states, territories, or possessions designated by the Director of Selective Service for the oversight of Selective Service business.

Region Headquarters (RHQ) - A Selective Service office responsible to the Director for the administrative and operational support of the State Headquarters, District Appeal Boards, and Local Boards within its jurisdiction.

Registrant - A person registered as required by Selective Service law.

Registrant Information Bank (RIB) - The file of all registrations established in the computer database.

Selective Service Law - The Military Selective Service Act, the Selective Service Regulations, the Proclamations of the President pertaining to registration under the MSSA, and all rules prescribed there under pertaining to processing of registrants.

State - For the purpose of this manual, the several States of the United States, the City of New York, the District of Columbia, Puerto Rico, the Virgin Islands, Guam and the Northern Mariana Islands.

State Director - The person appointed by the President, upon recommendation of the Governor or comparable executive official, who is in immediate charge of a Selective Service State Headquarters.

State Health Care Personnel Advisory Committee/Panel (HCPAC) - A group of at least seven, but not more than eleven, civilian uncompensated Selective Service System personnel composed of one layperson and other individuals who are qualified or knowledgeable in standards for practice or employment in one or more of the health care occupations. The committee is appointed by the Director to advise Local and Appeal Boards concerning the state of the civilian health care system within a state, including its subordinate jurisdictions, communities, and institutions.

Student Postponement - A delay of induction or alternative service to permit a student to complete a prescribed period of study.

Suspected Violator - A person who may have failed to comply with the provisions of the Military Selective Service Act.

Territory - A territorial possession controlled by the United States.

Uncompensated Personnel - Persons who volunteer their services and are appointed or accepted to assist in the administration of the Selective Service law.

Uniformed Services - The Army, Navy, Air Force, Marine Corps and Coast Guard (the five Armed Services), including their Reserve components, and commissioned officers of the U.S. Public Health Service (Department of Health and Human Services) and the National Oceanic and Atmospheric Administration (Department of Commerce).

United States – According to the MSSA several States, the District of Columbia, Puerto Rico, Guam and the Virgin Islands. For purposes of registrant processing, the term also includes the Northern Mariana Islands.

United States Military Entrance Processing Command (USMEPCOM) - The Department of Defense agency responsible for operating Military Entrance Processing Stations and Military Entrance Processing Facilities.

Volunteer - A person who has attained the age of 17 and who has not attained the age of 26 who requests to be inducted into the Armed Forces without being reached, selected and ordered for induction by random sequence number.

Year of Birth Group - A category based upon a registrant's year of birth and which is used as the basis for each lottery and determines the order in which registrants are processed for induction (for health care, within a specialty). Those registrants who are 20 years of age will be selected first in a draft.

SELECTIVE SERVICE SYSTEM

RECLASSIFY

STANDARD OPERATING PROCEDURES



**NATIONAL HEADQUARTERS
ARLINGTON, VA**

JULY 2008

**FOR INTERNAL SELECTIVE SERVICE SYSTEM USE ONLY
DO NOT RELEASE OR DUPLICATE**

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EXECUTIVE SUMMARY

This Standard Operating Procedure (SOP) provides guidance for the administration of the Post-Mobilization functions of registrant reclassification procedures.

When Congress and the President authorize inductions into the Armed Forces, the Director of the SSS will assign classification 1-H (Registrant not subject to processing for induction) to all registrants. Upon receipt of a requisition for military manpower from the Secretary of Defense, the Director of the Selective Service System (SSS) will administratively reclassify into Classification 1-A (available for unrestricted military service) those registrants whose Random Sequence Numbers (RSNs) are reached for induction processing.

After the registrant receives an Order to Report for Induction, and prior to induction into the Armed Forces, he may request a reclassification by submitting a written claim in person or by mail to his Area Office (AO) or the Centralized Claims Processing Center (CCPC), if activated. The date of receipt at any SSS office or the postmark, whichever is earlier, will establish the official claim filing date.

Administrative classifications may be adjudicated through the AO/CCPC. An administrative classification may be granted when official documentation specified for the particular classification is received which will verify the registrant is qualified for placement in the classification. No other supporting evidence is required to establish the facts. However, if other signed and dated documents are submitted, they may be used as proof of the claim.

The decision to grant or deny a claim for a judgmental classification always requires a Board action. A registrant who claims to be eligible for any judgmental classification must establish his eligibility to the satisfaction of the Board. He may submit his statement as well as that of others, to prove the factual basis of his claim, except when a specific form or other type of documentation is required. A registrant who files a claim for conscientious objector status is required to appear personally before the Local Board (LB) at the time it considers his claim. In all other instances, the personal appearance is optional.

The only officials who are authorized to classify registrants are the CCPC, AOs, LBs, District Appeal Boards (DABs), and the National Appeal Boards (NABs).

Step-by-step procedures of the reclassify process will be further detailed in the Region, State, and AO Readiness Plans.

RECLASSIFY STANDARD OPERATING PROCEDURES

OVERVIEW

This Standard Operating Procedure (SOP) provides guidance for the administration of the Post-Mobilization functions of reclassification procedures consolidating the Registrant Integrated Processing System (RIPS), Registrant Information and Management Systems (RIMS) and the Health Care Personnel Delivery System (HCPDS) Manuals. This Standard Operating Procedures (SOP) Manual is For Official Use Only.

This SOP contains policies and procedures for the One-Step, Combined Examination and Induction (Emergency Mobilization) and the Two-Step Examination and Induction (Time-Phased Response Mobilization) to be used by Selective Service System (SSS) personnel in processing general and health care registrants eligible for service under the Military Selective Service Act (MSSA). Reference is made to the Central Registrant Processing Portal (CRPP) for Mobilization Processing or accessing Mobilization Data in this SOP. If the CRPP is not fully operational upon mobilization, existing systems/operations will be used.

The Chapters of this SOP contain those basic policies and procedures which are in effect at all times during registrant processing and are sequenced in the same manner that events in processing registrants will occur under the one-step (emergency mobilization) and the two-step (Time-Phased Response) concept. The processing of Alternative Service Workers (ASW) fulfilling their obligation under the MSSA in a civilian capacity is outlined in the Alternative Service SOP.

Any differences in conventional and health care one- and two-step policies have been marked with the following abbreviations (in bold/underline) for ease of use in this SOP.

C1 = Conventional mobilization (one-step)

C2 = Conventional mobilization (two-step, time-phased response)

H1 = Health care mobilization (one-step)

H2 = Health care mobilization (two-step, time-phased response)

However, where applicable in some chapters, separate sections have been designated for policies and procedures pertaining to the registrant processing under conventional and health care mobilizations.

If authority to register and draft females is ever authorized (in a conventional or health care mobilization), the references in this SOP to registrants as “he” or “him” would then be understood to refer to “he/she” or “him/her”.

NOTE: Once development of the CRPP is complete, a separate SOP will be developed to incorporate the procedures for the CRPP which will replace the Total Integrated Registrant Management System (TIRMS).

The CCPC, if determined appropriate for activation during a mobilization, will become the repository for submitting registrant claims. The CCPC will adjudicate administrative claims in accordance with the procedures outlined in Chapter 4, Administrative Claims, of this SOP. Upon receipt of judgmental claims, the CCPC will submit these requests to the appropriate SHQ

or AO for adjudication in accordance with the procedures outline in Chapter 5, Judgmental Classifications and Claims, of this SOP.

Detailed procedures for data entry are contained in the appropriate TIRMS. ASPS, or CRPP if activated, and the User's Guide for Registrant Processing.

CHAPTER 1

RECLASSIFY STANDARD OPERATING PROCEDURES

1. GENERAL

When the Congress and the President authorize inductions into the Armed Forces, the Director of the SSS will assign Classification 1-H (Registrant not subject to processing for induction) to all:

C1 and **C2** - registrants in the registrant database who have not reached age 26.

H1 and **H2** - health care registrants in the registrant database who have not reached age 45.

Upon receipt of a requisition for military manpower from the Secretary of Defense, the Director of SSS will administratively reclassify into Classification 1-A (available for unrestricted military service) those registrants whose Random Sequence Numbers (RSNs) are reached for induction processing.

Health care registrants who have reached age 20, but not age 26, will be liable under both the **H1** (health care mobilization) and **C1** (general mobilization) and they are called "dual registrants." Dual registrants who are reached for induction under general conscription first, will be classified as 1-A under general conscription and remain classified as 1-H in HCPDS.

Once a registrant has been selected for induction under the one system, the registrant's status in the other system will remain suspended until inducted or processing in the first system is complete. If the registrant is not inducted under the first system in which reached, he will have his record reactivated in the other system once all processing in the first system is complete. The registrant will then be liable for selection consideration in the second system.

When a registrant's RSN is reached and he is reclassified as 1-A, he will be assigned to a LB and issued an Order to Report for Induction.

After the registrant receives an Order to Report for Induction, and prior to induction into the Armed Forces, he will be given an opportunity to submit a claim(s) for a classification other than 1-A. The registrant shall submit the claim(s) to the AO providing administrative support to his LB of assignment or to the Centralized Claims Processing Center (CCPC) whose location will be determined upon activation.

Information booklets concerning Selective Service classifications will be available at all SSS offices, U.S. Postal Service offices, United States Embassies and Consulates, other designated locations, and on the Agency's web site at www.sss.gov. Upon filing a claim, the registrant's induction date will be automatically delayed until the claim is adjudicated.

Note: Unless otherwise specified, all time limits included in this SOP are considered calendar days.

2. CLASSIFICATION PRINCIPLES

- a. **C1** – A registrant who files a claim for a judgmental classification will be issued an Order to Report for Examination to determine his acceptability for military service before the LB considers his claim. If the registrant fails to report for examination, his judgmental claim will be deemed abandoned.
- b. **H1** – A registrant who files judgmental claims will not be required to submit to an Armed Forces examination prior to their claims being heard by the LB. Only those registrants who are granted the Classification 1-O (Conscientious Objector) will be issued orders to submit to an Armed Forces examination to determine their acceptability for service as an ASW.

After a registrant receives an Order to Report for Induction, he will not be inducted until all of the following conditions are met:

- (1) The 10-day time period for filing a claim has expired.
- (2) All claims submitted for classification have been fully processed and adjudicated.
- (3) All appeal rights have been exhausted.

When a registrant submits a claim and has not been selected for induction, the AO/CCPC will return the claim to him stating that no further action will be taken.

3. C2 and H2 CLASSIFICATIONS

Upon being found qualified for military service after an Armed Forces Examination and prior to the induction into the Armed Forces, a registrant will be given an opportunity to submit a claim for classification in a classification other than 1-A (available for unrestricted military service) to the AO/CCPC providing administrative support to his LB or assignment. Information booklets concerning SSS classifications will be available at all SSS offices, and on the Agency's website at www.sss.gov.

Registrants will not be furnished transportation or travel reimbursement by the SSS for the purpose of filing a claim(s), reviewing their file or conducting other business with a LB or AO.

When a registrant has been examined and found qualified to serve in the Armed Forces by a Military Entrance Processing Station (MEPS), he will be issued a Notice of Acceptability and a Registrant Claim Form from the SSS informing him that he has been classified 1-A (available for unrestricted military service) and may file a claim for reclassification within 10 calendar days after issuance of the notice. If a registrant has been examined and found unqualified for military service, the registrant will be mailed a Notice of Reclassification from the SSS showing that he has been administratively placed in Classification 4-F (Not acceptable for military service).

A registrant must file all claims for classifications for which he believes he is eligible for, both administrative and judgmental, at the same time.

A registrant will not be ordered for induction until all the following conditions are met:

- (1) The 10-day time period for filing a claim has expired.
- (2) All claims submitted for classification have been fully processed and adjudicated.
- (3) All appeal rights have been exhausted.

When a registrant submits a claim and has not been selected for induction, the AO/CCPC will return the claim to him and stating that no further action will be taken.

C1, H1, C2 and H2 CLASSIFICATIONS

In considering a registrant's claim, a classifying authority (any compensated employee or Board that is authorized to grant or deny a registrant's claim) shall not discriminate for or against the registrant because of their race, creed, color or ethnic background.

The fact that a registrant had in the past met all the requirements for a given classification, or may in the future meet all of the requirements, shall not be the basis of classification if they do not qualify on the date of the classification action.

The AO/CCPC shall, to the greatest extent feasible, assist registrants in obtaining official documents and advise, explain, interpret and clarify the rules of procedure at any phase of the claims process.

A registrant or any other person who knowingly makes, or is a party to making, any false statements bearing upon a classification claim is subject, upon conviction, to imprisonment for not more than five years and/or a fine of not more than \$250,000, or both.

4. INFORMATION BOOKLETS

Selective Service information booklets provide the registrant with information on registration, postponement and reclassification procedures and registrants' procedural rights under the Selective Service law. When inductions are authorized, booklets may be obtained at any U.S. Post Office, Selective Service office, at a United States Embassy or Consulate, or on the Agency's website, www.sss.gov. They may be distributed to uncompensated personnel, school counselors, advisors and others from whom young men or health care personnel might seek advice about Selective Service.

5. CLASSIFYING AUTHORITIES

When the Congress and the President authorize inductions into the Armed Forces, the following officials are authorized to classify registrants as indicated:

a. **DIRECTOR OF SSS will:**

- (1) Administratively classify into Classification 1-A any registrant who is selected for induction or who volunteers for induction.
- (2) Appropriately classify any registrant prior to the issuance of his induction order, if the Department of Defense (DoD) has certified him to be a member of the Armed Forces of the United States, including the Reserve components thereof.
- (3) Administratively classify a registrant into Classification 4-F upon notification from the DoD that the registrant has been found not acceptable for military service.

The Director of SSS may not classify a registrant, other than a volunteer for induction, into Classification 1-A out of another classification prior to the expiration of the registrant's entitlement to such classification.

b. **NATIONAL APPEAL BOARD (NAB).** The NAB acts on any claims appealed to the President and may reclassify a registrant when their appeal has been adjudicated at this level.

c. **DISTRICT APPEAL BOARD (DAB).** A DAB may reclassify a registrant when their appeal has been adjudicated at this level.

d. **LOCAL BOARD (LB).** A LB may:

- (1) Reclassify a registrant into any judgmental classification he requests and for which he is eligible.
- (2) Upon a written request by the registrant for review of a denial made by the AO/CCPC, a LB may reclassify a registrant into any administrative classification which he requests and for which he is eligible.

e. **AREA OFFICE (AO/CCPC).** The AO/CCPC may reclassify a registrant into any administrative classification for which he is eligible. Such actions will be based on information supplied by the registrant or upon notification from another Selective Service element or the DoD that the registrant qualifies for the classification.

CHAPTER 2

RECLASSIFY BOARDS AND HEALTH CARE PERSONNEL ADVISORY COMMITTEES

1. BOARD MEMBERSHIP AND ORGANIZATION

Information concerning eligibility and appointment/removal procedures for Selective Service Board Members is in Chapter 520 of the Personnel Policies and Procedures Manual (PPPM).

Each LB and DAB shall elect a Chairperson and a Vice-chairperson from its membership before it undertakes the business specified in this SOP. An election shall be conducted if one of the following conditions exists: (1) two years have elapsed since the last election; (2) a majority of members have been replaced or; (3) when the elected Chairperson or Vice-chair ceases to be a member. The President designates the Chairperson of the NAB.

A majority of the prescribed members of the Board, when present at any meeting, shall constitute a quorum for the transaction of business, and a majority of the Board Members present shall decide on any question or classification. (Example: If the prescribed number of members of the Board is five, a quorum consists of three members; if the prescribed number of members of the Board is three, a quorum consists of two members.) If through death, resignation, or other causes, the membership of the Board falls below the prescribed number of members, the Board shall continue to function provided a quorum of the prescribed membership is present at each meeting. If a quorum of the Board cannot act, the case shall be transferred to another Board for consideration.

If any member of the Board is absent so long as to hinder the work of the Board, another member of the Board or a compensated employee shall report the situation along with all supporting facts to the appropriate authority in accordance with Chapter 520 of the PPPM.

2. DISQUALIFICATION OF BOARD MEMBERS

- a. A member of a Board must disqualify himself/herself from considering the case of any registrant who is:
 - (1) The member's first cousin or closer relation, either by blood, marriage, or adoption; or
 - (2) The member's employer, employee, fellow employee, superior or subordinate in connection with any employment; or,
 - (3) A partner or close business associate of the member; or,
 - (4) An employee of the AO that provides administrative support to the Board; or,

- (5) A fellow member of the Board.
- b. The term “fellow employee” as used in (2) above refers to a person employed by the same employer as the member, with whom the member has a close working relationship. The fact that the member and the registrant work for the same employer is not, by itself, grounds for disqualification.
- c. In the case of (5) above, the file will be transferred to another LB for classification. In the case of (4), the file will be transferred to a LB in another AO.
- d. A member of a Board must disqualify himself in any matter in which he would be restricted for any reason in making an impartial decision.
- e. When a member of a Board is disqualified he must not remain during the hearing, participate in the deliberations, or vote on the case.

3. SIGNING OF OFFICIAL PAPERS FOR BOARDS

Official documents issued by a Board may be signed by any member of the Board or by any compensated employee whose official duties include the performance of administrative duties for the Board, except where otherwise prescribed by the Director of SSS.

4. SCHEDULING BOARD MEETINGS

All Boards must meet often enough to ensure the timely processing of registrants claims, but in all instances at least once a month after the Boards have been activated.

A Board may establish a regular meeting schedule, meet at the call of the Chairperson as dictated by the workload, or adopt a combination of the two methods by supplementing regularly scheduled meetings as necessary.

When a Board meets according to schedule, the AO providing administrative support to the Board shall schedule registrants’ claims and personal appearances as they are received.

When the Board meets at the call of the Chairperson, the AO providing administrative support to the Board shall contact the Chairperson when there are sufficient requests for personal appearances and other claims for Board action or review to justify holding a meeting. Each member of the Board must be contacted, either by the Chairperson or by a compensated employee, to determine when a quorum will be available. When there are requests for personal appearances, the meeting must be scheduled far enough in advance to give the registrants the required 10-day notice.

5. CONDUCTING THE BOARD MEETING

Prior to the time the Board meeting is to begin, a compensated employee of the AO providing administrative support to the Board, will arrive at the meeting site, organize the records required for the meeting, and ascertain that a quorum of the prescribed membership is present. They will greet Board Members and registrants as they arrive.

The meeting may begin when a quorum of the Board has arrived at the time and place set for the meeting. The Chairperson, or in his absence, the Vice Chairperson, will call the meeting to order; when both are absent, any other member can assume the chair by agreement of the members present. The minutes of the previous meeting shall be reviewed, corrected if necessary, approved, and signed by a member who was present at that meeting.

Prior to the meeting, the compensated employee will list the Appeal Board determinations received since they last met in the Minutes of the Meeting. During the meeting, the compensated employee will review these determinations with the Board.

The compensated employee will call to the Board Member's attention any directives or policy issuances received from NHQ, RHQ, or SHQ since the last meeting.

Each Registrant File Folder or Alternative Service File Folder shall be presented to the Chairperson by the compensated employee when the claim or review is to be considered. The compensated employee will ensure that the file of each registrant or ASW scheduled for a personal appearance is reviewed by the Board Members present before the registrant enters the meeting room.

Hearings in connection with a registrant's personal appearance before LBs and DABs shall be open to the public if the registrant requests an open hearing in writing at the time his claim is filed. All other Board proceedings and all Board deliberations are closed.

The Board Chairperson may limit the number of persons attending the hearing, if necessary, to maintain order. If the presence of non-participants becomes disruptive, the Chairperson may close the hearing.

6. **H1 and H2** – A LB or Appeal Board may request advice or recommendations from the State Health Care Personnel Advisory Committee/Panel (See paragraph 8 of this Chapter) to assist it in deciding claims for Classification 2AM, Essentiality of Occupation deferments. Any State Health Care Personnel Advisory Committee/Panel advice or recommendation is non-binding and the Board retains the authority to accept or reject any advice or recommendation from the Committee.

Each claim shall be deliberated individually. When a registrant has made multiple claims, each claim will be considered separately in accordance with the Order of Classification (See Chapter 8). Once the Board has determined that the registrant qualifies for a particular class, no claim for a higher class will be considered. When a claim is not considered, a Report of Information will be placed in the registrant's file to reflect the decision of the Board and the reason(s). The reason no action was taken will also be recorded on the registrant's file and a checkmark placed in column 3 of the Notice of Classification.

Every Board Member present, unless disqualified, shall vote on every question or classification. In case of a tie vote on a question or classification, the Board will postpone action until its next meeting. If the question or classification remains unresolved at the next meeting, the file will be transferred for consideration by another Board.

The compensated employee will take accurate notes of each claim considered, each review of a denial of a student postponement, health care postponement or administrative classification, or in the case of an ASW, review of job assignment, considered by the Board to complete each registrant's records and prepare the official minutes of the meeting. A Board Member will assume this duty if the compensated employee must leave the room.

A Board Member present will make the appropriate entries on the Notice of Classification for each claim considered. For each claim denied, the reason(s) for denial will be clearly indicated on the Notice of Classification. The Notice of Classification will be completed and signed immediately after the case is decided by a Board Member present when the case was heard.

A Report of Information will be prepared by one of the Board Members present when any claim is deemed abandoned. The Report of Information will be placed in the registrant's file to reflect the decision of the Board and the reason(s). The reason for the abandonment will be recorded on page 2 of the registrant's file with a check mark placed in column 3.

All registrant file folders, Notices of Classification, Board Members' travel vouchers, and other records will be returned to the compensated employee for processing after the meeting is adjourned.

7. OFFICIAL MINUTES OF THE MEETING

Each LB and Appeal Board shall keep a record of every Board meeting on the Minutes of Local or Appeal Board Meeting and its continuation sheet; the appropriate forms for DAB reviews of ASW job assignments. Both of the forms for DAB reviews of ASW job assignments shall be prepared by a compensated employee in accordance with its procedural directive and instructions on the reverse of the form. In the absence of a compensated employee, the forms for the Minutes of the LB or Appeal Board Meeting and the DAB reviews of ASW job assignments will be completed by one of the Board Members in attendance at the meeting.

Minutes shall be transcribed and held in the appropriate file folder (Minutes of previous meeting) pending review, approval, and signature at the next Board meeting. A notice of Board classification actions will be available for public review in the AO.

8. H1 AND H2 NATIONAL HEALTH CARE PERSONNEL ADVISORY MEMBERS AND MEETINGS

a. MEMBERSHIP AND ORGANIZATION

An uncompensated National Health Care Personnel Advisory Committee (HCPAC) will be established to provide independent advice to the Director of SSS. The committee will advise him on the administration of existing or proposed MSSA provisions concerning the registration, classification, and selection for induction of health care personnel. Except for exemptions delineated in the National Health Care Personnel Advisory Committee Charter, the Selective Service System National HCPAC shall meet the standards prescribed by the Federal Advisory Committee Act (FACA), Public Law 92-463.

The Director of SSS shall appoint at least seven, but not more than 11, National HCPAC members (representative of the race, sex, and national origin of health care registrants): one physician (M.D. or D.O.), one dentist, one registered nurse, one allied health specialist, two health care technicians/specialists, and one member of the general public. Committee members will not be members of the uniformed services (active, reserve, or retired) and no age limit will apply. The Director of SSS shall appoint a Chairperson from the members of the Committee. Appointees are limited to cumulative service not to exceed ten years, whether achieved through single or multiple terms of appointment.

A quorum must be established in order for the Committee to transact any official business. A quorum exists when a majority of the prescribed minimum number of members of the Committee are present for a committee meeting. (Example: if the prescribed minimum number of members of the Committee is seven, then a quorum consists of four members.) If through death, resignation, or other causes, the membership of the Committee falls below the prescribed number of members, the Committee shall continue to function provided a quorum of the current membership is present at each meeting. Principal advocates for, or representatives of each specialty must be present for the transaction of business affecting said specialty or issue.

The Director of SSS will appoint a compensated SSS staff person to serve as non-voting secretary to the National HCPAC. The secretary will arrange travel, schedule meetings, prepare written records of meetings, handle day-to-day coordination of the Committee's business, and provide other administrative support. Another compensated employee may be designated to assume the duties of the usual non-voting secretary of the Committee should he/she be absent. If a member's absence from Committee meetings hinders the work of the Committee, the Chair or the non-voting secretary shall report the situation, along with supporting facts, to the appropriate authority in accordance with Chapter 520 of the PPPM.

b. DISQUALIFICATION OR REMOVAL OF MEMBERS

A member of the committee must disqualify himself in any matter in which a direct, indirect, or even the appearance of a conflict of interest exists.

The Director of SSS, may remove and replace any member, at any time, for cause.

c. SIGNING OF OFFICIAL PAPERS FOR THE COMMITTEE

Official documents issued by the Committee may be signed by the Chairperson of the Committee or by the non-voting secretary to the Committee, except where otherwise prescribed by the Director of SSS.

Individual opinions or papers produced by Committee members shall be signed by the Committee member author. A majority of members shall be solicited as signatories to papers when said papers are issued by the Advisory Committee as a whole.

d. SCHEDULING COMMITTEE MEETINGS

The Committee must meet often enough to ensure timely action on health care issues of concern to the Director of SSS. Arrange meetings at a physical location, by video/teleconference, or other tracking means.

The Committee may establish a regular meeting schedule, meet at the call of the Chairperson as dictated by the workload, or adopt a combination of the two methods by supplementing regularly scheduled meetings as necessary.

When the Committee meets according to an established schedule, the non-voting secretary providing administrative support to the Committee shall schedule a priority of issues to be addressed.

When the Chairperson or the Director of SSS has called a meeting, the non-voting secretary or the Chairperson shall contact each member of the committee to determine if a quorum will be available.

It shall be the responsibility of the non-voting secretary to arrange travel, schedule meetings, prepare written records of meetings, handle day-to-day coordination of the Committee's business, and provide other administrative support.

e. CONDUCTING THE ADVISORY COMMITTEE MEETING

Prior to the time the Committee meeting is to begin, the non-voting secretary will arrive at the meeting site to organize the records required for the meeting, greet Committee members, and ascertain that a quorum of the prescribed membership is present.

The meeting may begin when a quorum of the Committee has arrived at the time and place set for the meeting. The Chairperson, or in his absence the non-voting secretary, will call the meeting to order. When the Chairperson is absent any other member can temporarily assume the chair by agreement of the members present.

The non-voting secretary will call the Committee members' to attention any directives or policy issuances received from NHQ, RHQ, or SHQ since the last meeting.

The compensated employee shall present each health care issue for discussion to the Chairperson and provide any related documentation pertaining to the issue to the Committee members.

The Committee Chairperson may allow other experts or persons having knowledge of the issues to attend the Committee meeting. The Chairperson may limit the number of such persons attending the hearing if necessary to maintain order. If the presence of any non-member becomes disruptive, the Chairperson may close the meeting to those from the outside.

Every member present, unless disqualified, shall vote on every issue presented. In case of a tie vote the Committee will either revisit the issue later or forward the disparate findings on the issue to the Director of SSS.

The non-voting secretary will take accurate notes of all Committee proceedings. A Committee member will assume this duty if the non-voting secretary must leave the room.

All Committee members' travel vouchers, and other records will be returned to the non-voting secretary for processing after the meeting is adjourned.

f. OFFICIAL MINUTES OF THE MEETING

A written summary record of the activities of each meeting shall be prepared by the non-voting secretary, and upon approval by the Advisory Committee Chairperson, forwarded to the Director of SSS, along with any recommendations, opinions, or reports. Transcribed minutes will be held in the appropriate file folder (Minutes of previous meeting). All recommendations, opinions, and reports will be held in the appropriate file folder (Recommendations and reports).

9. STATE HEALTH CARE PERSONNEL ADVISORY COMMITTEES AND PANELS

a. MEMBERSHIP AND ORGANIZATION

Uncompensated State Health Care Personnel Advisory Committee (HCPACs) will be established by the SSS to provide both general and specific periodic guidance and expert advice to LB and Appeal Boards on the civilian community's health care needs and available resources in connection with registrant claims for Classifications 2-AM, Essentiality of Occupation deferments. The Committee does not have the authority to decide a claim. Any State HCPAC advice or recommendation is non-binding and the Board retains the authority to accept or reject any advice or recommendation from the committee.

Authority for the establishment of such Advisory Committees is found at Section 10(b)(3) of the MSSA. Except for exemptions delineated in the Advisory Committee Charter, the SSS State HCPAC shall meet the standards prescribed by the Federal Advisory Committee Act (FACA), Public Law 92-463.

In the performance of these duties, State HCPAC members may consult with outside health care organizations or individuals. They are, nevertheless, expected to render expert, independent opinions.

State HCPAC members are recommended by SDs through the RDs to the Director of SSS. The Director of SSS may delegate appointment authority to SDs.

The Director of SSS shall appoint at least seven, but not more than 11, members to each State HCPAC (representative of the race, sex, and national origin of health care registrants in the State): one physician (M.D. or D.O.), one dentist, one registered nurse, one allied health specialist, two health care technicians/specialists (one of whom would be familiar with state educational and

licensing requirements), and a member of the general public. State HCPAC members will not be a member of the uniformed services (active, reserve, or retired) and no age limit will apply. Appointees are limited to cumulative service not to exceed ten years, whether achieved through single or multiple terms of appointment.

The Director of SSS will designate the Chairperson for the State HCPAC.

A quorum must be established in order for the Committee to transact any official business. A quorum exists when a majority of the prescribed members of the committee are present for a Committee meeting. (Example: if the prescribed number of members of the Committee is seven, then a quorum consists of four members.) If through death, resignation, or other causes, the membership of the Committee falls below the prescribed number of members, the Committee shall continue to function provided a quorum of the current membership is present at each meeting.

Principal advocates for, or representatives of each specialty, must be present for the transaction of business affecting said specialty or issue. If a member's absence from the Committee meetings hinders the work of the Committee, another member of the Committee or a compensated employee shall report the situation along with all supporting facts to the appropriate authority in accordance with Chapter 520 of the PPPM.

The Director of SSS will appoint a compensated SSS staff person to provide administrative support for the State HCPAC. This person will arrange travel, schedule meetings, prepare written records of meetings, handle day-to-day coordination of the Committee's business, and provide other administrative support.

b. DISQUALIFICATION OF MEMBERS

A Committee member must disqualify himself from considering a matter that involves general or specific advice, when the member learns one of the following exist:

- (a) The registrant is the member's first cousin or closer relation, either by blood, marriage, or adoption.
- (b) The registrant is the member's employer, employee, fellow employee, superior or subordinate in connection with any employment.
- (c) A registrant is the partner or close business associate of the member.
- (d) A registrant is a fellow member of the Committee.
- (e) The employee of the office, which provides administrative support to the Committee.

- (f) A Committee member must disqualify himself in any matter in which he would be unable, for any reason, to make an impartial decision.
- (g) When a Committee member is disqualified he must not remain during the meeting, participate in the deliberations, or vote on an issue.

c. SIGNING OF OFFICIAL PAPERS FOR COMMITTEES

Official documents issued by a Committee may be signed by any member of the Committee or by any compensated employee whose official duties include the performance of administrative duties for the Committee, except when otherwise prescribed by the Director of SSS.

Individual opinions or papers published by Committee members concerning matters presented by LBs or other SSS entities shall be signed by the Committee member author. If a paper is issued by the Advisory Committee as a whole, a majority of members shall be solicited as signatories to the document.

d. SCHEDULING COMMITTEE MEETINGS

The Committee must meet often enough to ensure timely action on health care issues voiced by Local or Appeal Boards. Meetings should be arranged at a designated physical location or, by video teleconference, or other means necessary. The Committee may establish a regular meeting schedule, meet at the call of the Chairperson as dictated by the workload, or adopt a combination of the two methods by supplementing regularly scheduled meetings.

When the Committee meets according to an established schedule, the office providing administrative support to it shall schedule a priority of issues to be addressed. When a meeting has been called by the Chairperson, the office providing administrative support or the Chairperson shall contact each member of the Committee to determine if a quorum will be available.

It shall be the responsibility of the compensated employee to arrange travel, schedule meetings, prepare written records of meetings, handle day-to-day coordination of the Committee's business, and provide other administrative support.

e. CONDUCTING ADVISORY COMMITTEE MEETINGS

Prior to the time the Committee meeting is to begin, the compensated employee assigned to provide administrative support to the Committee will arrive at the meeting site to organize the records required for the meeting, greet Committee members, and ascertain that a quorum of the prescribed membership is present. The meeting may begin when a quorum of the Committee has arrived at the time and place set for the meeting. The Chairperson, or in his/her absence the compensated employee, will call the meeting to order. Once the meeting has been called to order, any other Committee member can temporarily assume the position of Chairperson with the consent of the other Committee members.

The minutes of the previous meeting shall be reviewed, corrected if necessary, approved, and signed by a member who was present at that meeting.

The compensated employee will call to the Committee members' attention any directives or policy issuances received from NHQ, RHQ, or SHQ since the last meeting.

The compensated employee shall present each health care issue for discussion to the Chairperson. The compensated employee will ensure that request for each LB or Appeal Board and any related documentation pertaining to the issue are provided to the Committee members prior to the scheduled meeting. The compensated employee will also present the meeting proceedings, advice, recommendations, and reports from any subordinate State Health Care Advisory Panel.

The Committee Chairperson may allow other experts or persons having knowledge of the related issued attend the Committee meeting. The Chairperson may limit the number of persons attending the hearing, if necessary, to maintain order. If the presence of any non-participants becomes disruptive, the Chairperson may close the meeting.

The Committee may request information from the National HCPAC, LB or Appeal Board, or other governmental or private organizations to assist in developing opinions, advice, recommendations, or reports.

Every member present, unless disqualified, shall issue an opinion or vote on every issue presented. In case of a tie vote, the Committee may decide to reconvene the issue once more information has been obtained. In the event a tie vote cannot be resolved, the Committee will forward the issue and the findings to the LB or Appeal Board.

The compensated employee will take accurate notes of the proceedings of each meeting. An Advisory Committee member will assume this duty if the compensated employee must leave the room.

All Committee members' travel vouchers, and other records will be returned to the compensated employee for processing after the meeting is adjourned.

f. OFFICIAL MINUTES OF THE COMMITTEE MEETINGS

Following each Committee meeting the compensated employee will forward a report to each Board that requested assistance. The report will reflect the Advisory Committee's findings on issues forwarded to it by the Board, along with any recommendations, opinions, or reports.

The compensated employee will also prepare a written record of the proceedings of each meeting. Upon approval of the Chairperson of the Committee, this record will be forwarded to the SD, along with copies of original reports forwarded to individual Boards. The SD shall maintain these records. All recommendations, opinions, and reports will be held in the appropriate file folder (Recommendations and reports).

Registrants shall have no right to review the official State HCPAC minutes or any notes that Advisory Committee members may have taken for their own purposes.

g. ESTABLISHMENT OF STATE HEALTH CARE PERSONNEL ADVISORY COMMITTEE PANELS

Where warranted by the workload, the Chairperson of a State HCPAC may ask the SD to establish State Health Care Personnel Advisory Committee Panels for particular subordinate geographical areas.

The Chairperson of Advisory Committee Panels will be appointed by the SDs; however, the Chairpersons of State HCPACs will continue to be recognized as the Chairperson in charge of the overall State HCPAC functions for that state.

Membership and functioning of Advisory Committee Panels, is to be constituted and conducted in the same manner as prescribed for State HCPACs, except that in addition to the reports forwarded to the Boards requesting assistance, the Panel will forward copies of its meeting proceedings and copies of any advice, recommendations, and/or reports to the State HCPAC Chairpersons. The HCPAC Chairpersons will forward copies of these documents to the SDs after review.

CHAPTER 3

CLASSIFICATION, CLAIMS AND APPEALS

1. FILING A CLAIM FOR CLASSIFICATION OTHER THAN CLASS 1-A

a. C1 and H1 RECLASSIFICATION

A registrant who has been issued an Order to Report for Induction may request a reclassification by submitting a written claim in person or by mail to their AO (or the CCPC, if activated). The AO/CCPC must receive the registrant's claim within 10 calendar days after the issuance of the Order to Report for Induction, but not later than midnight of the day prior to the registrant's scheduled induction reporting date. If the request is received after 10 days, the AO Supervisor (AOS) determines whether or not to accept the claim.

The date of receipt at any Selective Service office or the postmark, whichever is earlier, will establish the official claim filing date. Registrants making claims by telephone will be advised they are required to make a written claim request before it can be considered. A record of the conversation and any instructions provided to the registrant will be reported by the AO/CCPC on a Report of Information and filed. Calls to any other location will be referred to the AO/CCPC.

b. C2 and H2 RECLASSIFICATION

Except as provided for in paragraph 2, in the Chapter of this SOP, a registrant who has been examined and found qualified for military service may request a classification by submitting in person or by mail a written claim to his AO/CCPC within 10 calendar days after issuance of the notification of his acceptability for military service. The date of receipt at any Selective Service office or the dated postmark, whichever is earlier, will establish the date of filing a claim. Registrants making a telephonic claim for classification will be advised that they are required to make a written request supporting the claim, before it can be considered. A record of the conversation and the instructions given will be made on a Report of Information and filed.

c. C1, C2, H1 and H2 CLASSIFICATION

A registrant may request reclassification by checking one or more of the items shown on the Claim for Classification Form (C1 or C2) or Health Care Registrant Claim Form (H1 or H2) or by filing the request in another written form. All requests must be legible, dated and signed by the registrant. Any unsigned request will be returned to the registrant for signature prior to processing giving him 10 calendar days from the date the letter is mailed to sign, date, and return the request.

The registrant's claim must include his request for all classes for which he believes he is eligible at the time the claim is made. When a claim is based on

events that occurred after the end of the filing period, over which he had no control, the registrant may subsequently file a claim. If a claim is filed under conditions other than those stated above, the AO/CCPC must determine whether extraordinary circumstances prevented a timely submission; e.g., the registrant was at sea or out of the country and did not receive timely notification of the filing period. A denial of a registrant's request to submit a claim under extraordinary circumstances is not subject to review or appeal and any documentation sent in support of his claim will be returned.

If a claim is submitted to any SSS office other than the registrant's AO of jurisdiction, the receiving office will date stamp the claim and forward the material to the proper AO/CCPC by the fastest reliable means available. Where necessary, the receiving office will contact the State Headquarters (SHQ) for assistance in determining the proper AO. The date of submission of the claim will be based on its receipt at the office to which it was first submitted.

C2 - The letter sent with the Order to Report for Armed Forces Examination will advise registrants that those intending to file a claim only for Class 1-O, Conscientious Objector, may request a waiver of the Armed Forces Examination. Registrants filing, or intending to file, claim for classifications in addition to Class 1-O will not be offered this waiver.

2. DOCUMENTARY EVIDENCE IN SUPPORT OF A CLAIM

The AO/CCPC is authorized to receive any evidence submitted by or on behalf of a registrant and may request from the registrant additional documentation or verification of any written evidence submitted.

The appropriate claim documentation forms will be available at all Selective Service offices, U.S. Postal Service offices, United States Embassies and Consulates, and other designated locations to be identified upon mobilization. They can also be obtained from the Agency's web site at www.sss.gov. The AO/CCPC will assist the registrant in documenting his claim. Each form submitted will be dated, signed and returned by the registrant within 10 days from the date it was mailed. Failure to submit the appropriate Selective Service form for a particular class does not invalidate the claim as long as the required information is submitted in writing and is properly signed and dated.

If the registrant submits statements of third parties (friends, relatives, clergy, others) in support of his claim, these persons must have personal knowledge of the facts upon which the claim is based. Such statements must be signed, dated and legible.

An affidavit may be submitted to support the factual basis of a claim. The affidavit may be handwritten or typed but must be legible. When properly executed, affidavits are treated the same as official documents.

If the AO/CCPC should receive any statements or documents other than through the registrant, they will be retained in the Registrant's file and the registrant will be notified of their existence. This includes statements made by a Board Member that could have a bearing on that member's ability to impartially consider the registrant's claim. Oral information that is relevant to the claim will be recorded on a Report of Information and

filed in the Registrant's file. The registrant will be notified of any such information received from a third party. In both instances, the registrant will be notified via letter giving the registrant 10 days from the date the letter is mailed to respond.

3. CONSIDERATION OF A CLAIM FOR RECLASSIFICATION

- a. Upon receipt of a registrant's claim at the AO/CCPC, it will be reviewed to determine the type of reclassification being requested. Procedures and documentation required for Administrative Classifications are discussed in Chapter 4, and Judgmental Classifications in Chapter 5.
- b. Information received in support of a claim for reclassification will be examined by the AO/CCPC for compliance with the requirements established. The AO/CCPC will contact the registrant in writing to make specific requests for documents or additional information needed to determine eligibility for the requested classification. The registrant will be given 10 calendar days from the issuance of the letter to reply. When requested information is not received within the period allowed, the appropriate classifying authority will proceed to consider the claim based on the evidence contained in the registrant's file. When the appropriate classifying authority considers the claim, the registrant's reclassification will be based on:
 - (1) Official Selective Service forms and/or written or documentary information submitted by the registrant.
 - (2) Oral statements made by the registrant to AO/CCPC personnel, which shall be recorded and placed in the registrant's file.
 - (3) Oral statements made by the registrant at a personal appearance before a Board.
 - (4) Oral statements made by witnesses at the registrant's personal appearance before a Board.
 - (5) Written information from other agencies when it has been obtained to assist in determining the registrant's proper classification and has been placed in his file.
 - (6) Other written or oral information received by the classifying authority and made available to the registrant, if it assists in determining his proper classification.

A registrant shall be classified in the lowest class for which he is determined to be eligible, with Classification 1-A-O considered the highest class and Classification 1-H the lowest class, according to the order of classification. Claims will be heard from lowest to highest (see Chapter 8) except all administrative classes denied by the AO/CCPC and appealed by the registrant before judgmental claims are heard. When it is determined that a registrant qualifies for a particular class, no higher classes shall be considered.

- c. **CI and H2** – In the case of those registrants whose Armed Forces Examinations have been waived, and after all appeal rights in connection with the denial of Classification 1-O have been exhausted, they will be advised that the waiver is canceled. They will then be rescheduled for examination with the issuance of a Notice of Rescheduled Armed Forces Examination Reporting Date from the SSS on the next available call.
- d. **C1** – In the case of those registrants whose Armed Forces Examinations have been postponed in accordance with the provisions of Chapter 5 of this document, and whose request for classification into Classification 1-O is subsequently denied, they will be rescheduled for induction when all appeals are adjudicated.

A registrant shall be informed of the decision on his claim(s) by means of the Notice of Classification. The decision of the classifying authority shall also be recorded in the registrant's file.

4. TEMPORARY TRANSFERS FOR CLASSIFICATION

A registrant's claim for reclassification may be temporarily transferred to an AO/Board, other than the one to which he is assigned, for consideration under any of the following circumstances:

- a. Upon the order of the Director of SSS, prior to consideration of the claim, when he deems a transfer necessary to assure equitable administration of SSS law.
- b. If a registrant currently resides within the jurisdiction of an AO/Board other than his original AO/Board, and has requested reclassification, his claim may be considered by the AO/Board closest to his current residence.
- c. When the Board of jurisdiction cannot act because a majority of the Board Members are disqualified, the AO will transfer all claims under consideration to another LB within the jurisdiction of the same AO and the same DAB. If there is only one LB within the AO's jurisdiction, or the claimant is an employee of the office providing administrative support for the LB, the claim(s) will be transferred to the nearest AO within the same DAB area of classification by a LB under its jurisdiction.
- d. When the LB of jurisdiction cannot act on a claim for conscientious objection because the first vote of the Board is tied, the AO will transfer the claim under consideration to another LB within the jurisdiction of the same AO and the same DAB. If there is only one LB within the AO's jurisdiction, the claim will be transferred to the nearest AO within the same DAB area of classification by a LB under its jurisdiction.
- e. When the LB of jurisdiction cannot act on a claim, other than CO claims, because the vote of the Board remains tied after the second consideration of that claim, the AO will transfer the claim that is under consideration to another LB within the jurisdiction of the same AO and the same DAB. The registrant will be notified of this eventuality following the first tie vote of the LB. If there is only one LB within

the AO's jurisdiction, the claim will be transferred to the nearest AO within the same DAB area for classification by a LB under its jurisdiction.

- f. The transfer Board will consider a registrant's claim as though it were the first time and will afford him the right of personal appearance upon request. Registrants claiming eligibility for Classification 1-O or 1-A-O will be required to make a personal appearance before the transfer Board even though they may have previously done so before a LB.
- g. When a claim is to be transferred, the AO of jurisdiction will forward the registrant's file to the transfer Board and notify the registrant in writing of the transfer, specifying the Board of transfer in the notification. The transfer Board shall classify the registrant as though he were one of its own registrants and retain the registrant's file until all appeal rights have been exhausted.

5. WITHDRAWAL OF A CLAIM OR APPEAL

A registrant may withdraw his claim for any classification by notifying the AO/CCPC, in writing, prior to the time his claim is considered. The notification must specify which claim(s) the registrant wishes to withdraw. All claims not withdrawn will be considered in accordance with the applicable portions of this Chapter. Registrants will be notified of the receipt of their request for withdrawal.

6. RECONSIDERATION OF CLASSIFICATIONS

The Director of SSS or the SD may order the reconsideration of any classification when there is a change in the circumstances upon which the classification is based, or when he finds that the registrant or another party has misrepresented any material fact(s) related to the claim. However, reconsideration will not be ordered if the period for filing an appeal in accordance with Chapter 3, has not expired. When a classification is reconsidered, it will be by the classifying authority that granted it and will be treated, in all respects, as though it were the original claim for that classification.

Claims previously filed and considered will not be considered again unless events have occurred over which the registrant had no control. Classifications originally claimed, but not considered, will be heard if the registrant so requests.

Before a classification is reconsidered, the registrant shall be notified in writing of the impending action and the reasons. The AO/CCPC will send a copy of the original claim documentation form(s) used to decide the initial claim for update, signature, and date. The registrant will be given 10 calendar days from the date of notification to respond with the updated form and/or other evidence as to why his classification should remain the same.

If the information upon which the reconsideration is based was provided in a signed statement by a third party, the provisions in the preceding paragraph will apply and the AO/CCPC will provide the registrant a copy. If available, these documents should be sent at the same time. If the AO/CCPC receives the third party information after the letter is sent, the AO/CCPC will send the registrant a copy of the information and allow the registrant the remainder of the 10 days to reply.

When the reason for any classification ceases to exist prior to its expiration date, it is the duty of the registrant to notify his AO/CCPC of the change in his status. Upon receipt of this change in status, the AO/CCPC will terminate the registrant's classification.

At the expiration of the 10-day response period, the AO/CCPC will process the reconsidered claim. If the registrant does not respond within 10 days, the AO/CCPC or LB, as appropriate, will proceed to adjudicate the claim using the information currently available in the registrant's file. If the classifying authority determines that the registrant's classification shall remain the same, the AO/CCPC will notify the registrant, sending a copy to the office directing the reconsideration.

If the registrant's claim is denied, the AO/CCPC will notify the registrant that he has 15 days to appeal the decision to deny his classification. A copy will also be sent to the office directing the reconsideration. The registrant may also claim any other class for which he originally filed.

Registrants who file an appeal of a reconsidered class while simultaneously making claims for eligibility in other classes will have their cases heard in such a manner that all denied claims from a single registrant may be forwarded to the next higher appellate authority at the same time.

- a. **C1 and H1** – Registrants ultimately classified in Class 1-A will be issued an Order to Report for Induction.
- b. **C2 and H2** – Registrants ultimately classified in Classification 1-A who were examined and found qualified at a MEPS within the preceding 24 months will be placed in the pool of registrants available for induction; those examined more than 24 months previously will be reordered for examination.

7. EXPIRATION OR TERMINATION OF CLASSIFICATIONS

Thirty days prior to the expiration date of a registrant's classification, the SSS will issue a Classification Expiration Notice to inform the registrant of the date his classification will expire. If the reason for which the original classification was granted continues to exist, the registrant may file a new claim with his AO/CCPC and it will be considered as a first time claim.

If a new claim is to be considered, it must be received by the AO/CCPC or postmarked before midnight of the day prior to the expiration date on the registrant's current classification. If the registrant's claim is filed late, the AO/CCPC must determine whether extraordinary circumstances prevented a timely submission; e.g., the registrant was at sea or out of the country and did not receive timely notification of the filing period. A denial of a registrant's request to submit a late claim under extraordinary circumstances is not subject to review or appeal and any documentation sent in support of his claim will be returned.

C1 and H1 – If a registrant does not submit a new claim upon the expiration of his classification, or if the reason for the classification has ceased to exist, his processing for induction will be resumed. Registrants who were examined and found qualified at a

MEPS within the preceding 24 months will be reclassified 1-A and placed in the pool of registrants available for induction; those examined more than 24 months previously will be reordered for examination.

CHAPTER 4

ADMINISTRATIVE CLASSIFICATIONS

1. GENERAL

Administrative classifications may be adjudicated through the AO/CCPC. An administrative classification may be granted when official documentation specified for the particular classification is received showing that the registrant is qualified for placement into that class. No other supporting evidence is required to establish the facts. If other documents are submitted, they may be used as proof of the claim if signed and dated.

The initial classifying authority for administrative classification claims is the AO/CCPC. Any registrant whose claim for an administrative classification is denied by the AO/CCPC may, within 15 calendar days from the date the notification is issued, file a written request for LB review of the denied claim.

2. RESPONSIBILITIES

a. REGISTRANT RESPONSIBILITY

A registrant who claims eligibility for any administrative classification must demonstrate it to the satisfaction of the AO/CCPC. The registrant may submit his own statement and that of others to prove factual basis of his claim, except when a specific form or other type of documentary evidence is required and identified on the Claim Documentation Form as a requirement for the classification requested. A registrant must file all claims for classes for which he believes he is eligible, both administrative and judgmental, at the same time.

b. AO/CCPC RESPONSIBILITY

The AO/CCPC must be satisfied that the registrant is eligible for the classification he requested prior to granting the claim and must impartially consider all pertinent evidence contained in the registrant's file. The ultimate decision of whether the pertinent facts have been established to the satisfaction of the AO/CCPC must be supported by the evidence in the file and may not be based on unsupported conclusions.

Evidence that is irrelevant to the claim will be returned to the person(s) who submitted the evidence, and it must not be considered in determining the merits of the claim. Oral evidence submitted by a third party cannot serve as the sole basis for denying a claim where other evidence in the file supports the claim.

A denial of a claim must be explained in the statement of denial on the Notice of Classification, and specific reference shall be made to the document or lack thereof upon which the denial is based.

c. **BOARD RESPONSIBILITY**

The duties of the Board in reviewing administrative classification claims are the same as those prescribed for the AO/CCPC.

3. **TYPES OF CLASSIFICATIONS AND QUALIFYING CONDITIONS**

a. **CLASSIFICATION 1-C – MEMBER OF THE ARMED FORCES OF THE UNITED STATES, NATIONAL OCEANIC ATMOSPHERIC ADMINISTRATION, OR PUBLIC HEALTH SERVICE**

Every registrant who is on active duty as a commissioned officer, a warrant officer, or an enlisted man in the Army (USA), Navy (USN), Air Force (USAF), Marine Corps (USMC), Coast Guard (USCG) and National Oceanic and Atmospheric Administration (NOAA) or the Public Health Service (PHS).

Every registrant who is a cadet, United States Military Academy; a midshipman, United States Naval Academy; a cadet, United States Air Force Academy; or a cadet, United States Coast Guard Academy.

Every registrant who is inducted into the USA, USN, USMC, USAF, or USCG.

Every registrant who is on active duty, exclusive of periods of training only, as a member of a reserve component of the Armed Forces.

Every registrant who is on active duty, exclusive of periods of training only, as a member of the reserve of the Public Health Service and assigned to the following:

The various offices and bureaus of the PHS, including the National Institutes of Health.

The USCG, Bureau of Prisons of the Department of Justice, Environmental Protection Agency, or the National Oceanic and Atmospheric Administration.

Assisting Indian tribes, groups, bands, or communities pursuant to PL 568, 83rd Congress, as amended.

(1) **DOCUMENTS TO SUPPORT CLASSIFICATION**

The AO/CCPC will furnish the appropriate claim documentation form to assist the registrant in documenting his claim.

A registrant who claims to be an active duty member of the Armed Forces must submit an Enlistment/Reenlistment Document – Armed Forces of the United States or other official documentation from his branch of service.

A registrant who claims an active duty assignment as a member of the PHS must submit a Statement of Service – Verification of Status of Commissioned Officer of the U.S. Public Health Service or other official documentation.

(2) **TIME LIMITS.**

A registrant will be retained in Classification 1-C as long as he remains in the status upon which the classification was based.

b. **CLASSIFICATION 1-D-D – DEFERMENT FOR CERTAIN MEMBERS OF A RESERVE COMPONENT OR STUDENT TAKING MILITARY TRAINING**

A registrant who is an enlisted person, a warrant officer or a commissioned officer in a Reserve component of the Armed Forces, the Army National Guard, or the Air National Guard, and who has not previously served on a period of extended active duty (other than active duty for training) in the Armed Forces.

Any registrant selected for enrollment or continuance in an officer procurement program, such as college Reserve Officer Training Corp (ROTC), the Marine platoon leader's class, or the officer procurement programs of the Coast Guard, and has signed an agreement to serve upon receipt of a commission at the completion of the program.

Any registrant who is serving satisfactorily as a member of the standby reserve or the retired reserve.

(1) **DOCUMENTS TO SUPPORT CLASSIFICATION**

The AO/CCPC will furnish the appropriate claim documentation form to assist the registrant in documenting his claim.

A registrant who claims to be a member of a reserve component or student taking military training pursuant to this paragraph must submit official documentation from his branch of service that certifies he is a member and performing satisfactorily.

(2) **TIME LIMITS**

Registrants placed into Classification 1-D-D because of membership in a reserve component will be deferred until they successfully complete their military obligation or are separated from the reserve component. When the AO/CCPC is notified that a registrant has been discharged prior to the completion of his obligation, the registrant will be reclassified.

Registrants placed in Classification 1-D-D because of enrollment in an Officer Procurement Program will be deferred until the program is scheduled to end or until they cease to serve satisfactorily, which ever is earlier.

c. **CLASSIFICATION 1-D-E – EXEMPTION OF CERTAIN MEMBERS OF A RESERVE COMPONENT OR STUDENT TAKING MILITARY TRAINING**

- (1) A registrant who is a student enrolled in an officer procurement program at one of the following schools or military related situations:
- (a) The Citadel (Charleston, SC)
 - (b) North Georgia College and State University (Dahlonega, GA)
 - (c) Norwich University (Northfield, VT)
 - (d) Texas A&M University (College Station, TX)
 - (e) Virginia Military Institute (Lexington, VA)
 - (f) Virginia Polytechnic Institute and State University (Blacksburg, VA)
 - (g) A registrant who has been enlisted in the Delayed Entry Program (DEP) prior to the issuance of his order to report for induction.
 - (h) A registrant who has been transferred to a reserve component of the Army, Navy, Air Force, Marine Corps or Coast Guard after a period of extended active duty which was not for training only.

(2) **DOCUMENTS TO SUPPORT CLASSIFICATION**

The AO/CCPC will furnish the appropriate claim documentation form to assist the registrant in documenting his claim. A registrant who claims to be a student taking military training must submit official documentation from his branch of service that certifies he is enrolled and performing satisfactorily.

A registrant who claims to be enlisted in the DEP must submit a copy of his Enlistment/Reenlistment Document – Armed Forces of the United States or other official documentation from his branch of service.

A registrant who claims to have been transferred to a reserve component pursuant to this paragraph must submit a copy of his Certificate of Release or Discharge from Active Duty or other official documentation from his branch of service which certifies he is a member and performing satisfactorily.

(3) **TIME LIMITS**

A registrant placed into Classification 1-D-E because of his enrollment in an officer procurement program pursuant to this paragraph will be so classified as long as he remains in the program.

A registrant placed into Classification 1-D-E because of his enrollment in the DEP will be classified until the date of scheduled entry has expired or until he enters active duty, whichever is earlier. Registrants placed into the Classification 1-D-E because of their transfer to a reserve component will remain in that classification as long as the reason for classification exists.

d. **CLASSIFICATION 1-O-S – CONSCIENTIOUS OBJECTOR TO ALL MILITARY SERVICE (SERVICE DISCHARGED/SEPARATED)**

Any registrant who has been separated from the Armed Forces (including the reserve components) because of his conscientious objection to participation in both combatant and noncombatant training and service, shall be placed in Classification 1-O-S unless he qualifies for Classification 4-A. A Classification 1-O-S registrant will be assigned to alternative service to fulfill the remainder of his obligation under the MSSA.

(1) **DOCUMENTS TO SUPPORT CLASSIFICATION**

The AO/CCPC will furnish the appropriate claim documentation form to assist the registrant in documenting his claim.

The registrant who claims to have been separated from the Armed Forces because of conscientious objection must submit official documentation from his branch of service, including but not limited to, Certificate of Release or Discharge from Active Duty, certifying the reason for separation and the length of his service in the Armed Forces.

(2) **TIME LIMITS**

A registrant will be retained in Classification 1-O-S until he has been ordered to perform alternative service, at which time he will be classified 1-W.

e. **CLASSIFICATION 1-W – CONSCIENTIOUS OBJECTOR ORDERED TO PERFORM ALTERNATIVE SERVICE IN LIEU OF INDUCTION**

Each registrant in Classification 1-O or Classification 1-O-S, who is issued an order to perform alternative service, shall be placed in Classification 1-W.

(1) **DOCUMENTS TO SUPPORT CLASSIFICATION**

A registrant shall be placed in Classification 1-W based on the issuance of his Order to Perform Alternative Service.

(2) **TIME LIMITS**

A registrant will be retained in Classification 1-W until he is released from the Alternative Service Program (ASP).

f. **CLASSIFICATION 3-A-S – REGISTRANT DEFERRED BECAUSE OF HARDSHIP TO DEPENDENTS (SERVICE DISCHARGED/SEPARATED)**

Any registrant who has been separated from active military service by reason of dependency or hardship shall be placed in Classification 3-A-S unless his period of military service qualifies him for Classification 4-A or Classification 1-D-E.

(1) **DOCUMENTS TO SUPPORT CLASSIFICATION**

The AO/CCPC will furnish the appropriate claim documentation form to assist the registrant in documenting his claim.

A registrant who claims to have been separated from the Armed Forces because of dependency or hardship must submit official documentation from his branch of service, including but not limited to, Certificate of Release or Discharge from Active Duty (DD 214), certifying the reason for his separation and the length of his service.

(2) **TIME LIMITS**

A registrant shall be placed in Classification 3-A-S for no longer than six months. Upon expiration of the 3-A-S classification, the registrant may file a claim for Classification 3-A if the condition that prevailed at the time of his separation from military service continues to exist. Such a claim for Classification 3-A will be processed as a judgmental claim.

g. **CLASSIFICATION 4-A REGISTRANT WHO HAS COMPLETED MILITARY SERVICE**

A registrant who has been separated from the Armed Forces of the United States for the convenience of the government with an honorable discharge or a discharge under honorable conditions after having served for a period of six months or more on active duty, other than active duty for training.

A registrant who has been separated from the United States Armed Forces after serving honorably on active duty for one year or more, other than active duty training.

A registrant who has been separated after having served on active duty for a period of 24 months or more as a commissioned officer in the National Oceanic and Atmospheric Administration or the Public Health Service.

A registrant who enlisted before June 1, 1984 and completed six years of satisfactory service as a member of the United States Armed Forces including the reserve components.

A registrant who enlisted on or after June 1, 1984 and completed eight years of satisfactory service as a member of the United States Armed Forces, including the reserve components.

(1) EXCLUSIONS IN COMPUTING PERIODS OF ACTIVE DUTY

In commuting periods of active duty for the 4-A classification, no credit shall be allowed for any of the following:

- (a) Periods of active duty training performed as a member of a reserve component pursuant to an order to call to active duty solely for training purposes.
- (b) Periods of active duty in which the service consisted solely of training under the Army specialized training program, the Air Force college training program, or any similar program under the jurisdiction of the Navy, Marine Corps or Coast Guard, or during processing for entry into or separation from any such program.
- (c) Periods of active duty as a cadet at the United States Military Academy, United States Air Force Academy or United States Coast Guard Academy, or as a midshipman at the United States Naval Academy, or while attending a preparatory school after nomination as a principal, alternate or candidate for admission to any such academy, or while being processed for entry into or separation from any such institution.
- (d) Periods of active duty as a member of the Reserve or the Public Health Service other than when assigned to staff any of the various offices and bureaus of the Public Health Service, including the National Institutes of Health, the Coast Guard, the Bureau of Prisons of the Department of Justice, the Environmental Protection Agency of the National Oceanic and Atmospheric Administration, or when assigned to assist Indian tribes, groups, bands or communities pursuant to PL 568, 83rd Congress, as amended.

(2) DOCUMENTS TO SUPPORT CLASSIFICATION

The AO/CCPC will furnish the appropriate claim documentation form to assist the registrant in documenting his claim. A registrant who claims separation from the Armed Forces must submit a copy of his Certificate of Release or Discharge from Active Duty (DD 214) or other official documentation from his branch of service.

A registrant who claims 24 months of commissioned service with the Public Health Service or the National Oceanic and Atmospheric Administration must submit a Statement of Service – Verification of Status of Commissioned Officer of the United States Public Health Service or Report of Transfer or Discharge as applicable.

(3) **TIME LIMITS**

Registrants will be retained in Classification 4-A unless and until the Director of SSS orders a reconsideration of such classification.

h. **CLASSIFICATION 4-A-A – REGISTRANT WHO HAS PERFORMED MILITARY SERVICE FOR A FOREIGN NATION**

A registrant who, while an alien, served on active duty for not less than 12 months in the Armed Forces of a nation determined by the Department of State to be one with which the United States is involved in mutual defense activities and which grants exemption from service in its Armed Forces to U.S. citizens who have served on active duty in the United States Armed Forces for not less than 12 months. Those countries determined by the Department of State to allow a registrant to qualify for Classification 4-A-A status follow:

Argentina	Australia	Belgium	Bolivia
Brazil	Canada	Chile	Columbia
Costa Rica	Denmark	Dominican Republic	Ecuador
El Salvador	France	Fed. Rep. of Germany	Greece
Guatemala	Haiti	Honduras	Iceland
Italy	Japan	Rep. of South Korea	Luxembourg
Mexico	Netherlands	New Zealand	Nicaragua
Norway	Pakistan	Panama	Paraguay
Peru	Philippines	Portugal	Taiwan

Service Prior to 1/1/1990

Thailand	Trinidad & Tobago	Turkey
United Kingdom	Uruguay	Venezuela

(1) **DOCUMENTS TO SUPPORT CLASSIFICATION**

The AO/CCPC will furnish the appropriate claim documentation form to assist the registrant in documenting his claim.

A registrant who claims that while an alien he served 12 months on active duty in the Armed Forces of one of the foreign nations must furnish proof from the diplomatic agency of that country, written in English, which describes such service.

(2) **TIME LIMITS**

Registrants will be retained in Classification 4-A-A unless and until the Director of SSS orders a reconsideration of such classifications.

i. **CLASSIFICATION 4-B – OFFICIAL DEFERRED BY LAW**

The Vice President of the United States, a Governor of a State, Territory or Possession, or the Mayor of the District of Columbia, or any other official chosen by voters of the entire State, Territory or Possession, or the District of Columbia.

A member of a legislative body of the United States, or of a State, Territory or Possession, or of the District of Columbia, as prescribed by law in that jurisdiction.

A judge of a court of record of the United States or of a State, territory or possession, or of the District of Columbia as prescribed by law in that jurisdiction.

(1) **DOCUMENTS TO SUPPORT CLASSIFICATION**

The AO/CCPC will furnish the appropriate claim documentation form to assist the registrant in documenting his claim. A registrant who claims to be an official deferred by law must submit properly signed and dated verification in the form of a Certificate of Appointment or Election, or other official documentation.

(2) **TIME LIMITS**

A registrant will be retained in Classification 4-B as long as he continues to hold office.

j. **CLASSIFICATION 4-C – ALIEN OR DUAL NATIONAL**

A person who is a national of the United States and also of a country with which the United States has a treaty of agreement providing for an exemption from military training and service in the United States Armed Forces if he habitually resides in, and is closely associated with, the other country. The treaty of agreement countries follow:

Australia	Austria	Bahamas	Barbados
Belgium	Botswana	Brazil	Burma
Columbia	Cuba	Curacao	Cyprus
El Salvador	Fiji	Finland	Gambia
Ghana	Grenada	Guyana	India
Indonesia	Jamaica	Kenya	Kiribati
Lesotho	Malawi	Malaysia	Malta
Mauritania	Mauritius	Nauru	Netherlands
Niger	Nigeria	Norfolk Islands	Norway
Pakistan	Papua New Guinea	Saint Lucia	Seychelles
Sierra Leon	Singapore	Solomon Islands	South Africa
Sri Lanka	Surinam	Swaziland	Sweden
Switzerland	Tonga	Trinidad & Tobago	Tuvalu
United Kingdom	Zambia		

An alien who departed from the United States prior to being issued an order to report for induction or alternative service that has not been canceled.

An alien who registered at a time when he was required to register and thereafter acquired status within one of the groups exempt from registration.

An alien lawfully admitted for permanent residence who by occupational status, such as employment at the World Bank or United Nations, is subject to adjustment to nonimmigrant status. In this case the registrant must have executed a waiver of all rights, privileges, exemptions and immunities, which would otherwise accrue to him as a result of that occupational status.

An alien who has resided in the United States for less than one year, including any period of time before his registration. If he has been within the United States for two or more periods and the total time equals one year, he shall be deemed to have resided in the United States for one year. In computing the length of such periods, any portions of one day shall be counted as a day.

(1) DOCUMENTS TO SUPPORT CLASSIFICATION

The AO/CCPC will furnish the appropriate claim documentation form to assist the registrant in documenting his claim.

A registrant who claims to be a dual national of the United States and one of a foreign country listed must submit documentation, written in English, from the diplomatic agency of that country evidencing such status.

A registrant who claims to be an alien who departed from the United States prior to being issued an order to report for induction or alternative service must submit a statement that furnishes the date he left the United States and his present address outside the United States.

A registrant who claims to be an alien who subsequent to registration acquired status in an exempt group must furnish proof from the diplomatic agency of the country of which he is a subject, written in English, which describes the status.

A registrant who claims to be an alien admitted for permanent residence but subject to adjustment to nonimmigrant status because of his occupation must furnish proof from his employer or from the diplomatic agency of the country of which he is a subject, written in English, which describes his exempt status and the fact that he has executed the required waiver.

A registrant who claims to be an alien who has not resided in the United States for one year must submit an Alien Registration Receipt Card, commonly referred to as a "green card," showing his date of entry into the United States. If a registrant has resided in the United States on two or more separate occasions he must furnish verification for each period of residence.

(2) TIME LIMITS

(a) A registrant will be retained in Classification 4-C because of dual nationality unless and until the Director of SSS orders a reconsideration of such classifications.

- (b) A registrant, having departed from the United States prior to being issued an induction or alternative service order, will be retained in Classification 4-C only so long as he resides outside the United States.
- (c) An alien who acquired exempt status after his resignation will be retained in Classification 4-C as long as his exempt status continues to exist.
- (d) A registrant whose occupational status qualifies him for Classification 4-C will be so classified as long as such occupational status continues.
- (e) An alien who has resided in the United States for less than one year will be retained in Classification 4-C only for the period of time necessary to satisfy the one-year residence requirement.

k. **CLASSIFICATION 4-F - REGISTRANT NOT ACCEPTABLE FOR MILITARY SERVICE**

A registrant who has been found not qualified for service in the Armed Forces by the MEPS under applicable physical, mental or moral standards established by the Secretary of Defense.

When a registrant claims one or more of the following conditions exist, the documentation will be submitted to the appropriate MEPS for a "Papers Only" evaluation when:

- (a) He is confined to a jail, prison, mental hospital or similar institution. The supporting documentation must be in the form of an affidavit that certifies the registrant's status and signed by a person authorized to do so at the institution.
- (b) He is physically or mentally disabled and not capable of reporting to the MEPS. The supporting documentation must include a copy of the registrant's medical history and a statement from the registrant's physician confirming his status.

(1) **DOCUMENTS TO SUPPORT CLASSIFICATION**

An official notification from the MEPS that the registrant is not qualified for military service will serve as the necessary document to support this classification. The official notification will be as a result of an Armed Forces examination or a "Papers Only" review. Such notice will be transmitted from the MEPS through the U. S. Military Entrance Processing Command (USMEPCOM) to the Selective Service System and classification is automatic.

(2). **TIME LIMITS**

A registrant will be retained in Classification 4-F unless and until the Director of SSS orders the reconsideration of his classification.

I. CLASSIFICATION 4-G – REGISTRANT EXEMPTED FROM SERVICE BECAUSE OF THE DEATH OF HIS PARENT OR SIBLING WHILE SERVING IN THE ARMED FORCES OR WHOSE PARENT OR SIBLINGS IS IN A CAPTURED OR MISSING IN ACTION STATUS.

Except during periods of war or national emergency declared by the Congress, every registrant who meets any of the following qualifications shall be eligible for Classification 4-G:

- (a) A registrant whose parent or whose sibling of the whole blood was killed in action or died in line of duty after December 31, 1959 while serving in the United States Armed Forces, or died after that date as a result of injuries received or disease incurred in the line of duty; or,
- (b) A registrant who is the sole surviving son (**H1 and H2** - or daughter) of a family in which the father, mother, or one or more siblings were killed in action before January 1, 1960 while serving in the United States Armed Forces, or died after that date as a result of injuries received or disease incurred in line of duty during such service; or,
- (c) A registrant whose parent or whose sibling of the whole blood is in a captured or missing status as a result of service in the Armed Forces at any time.

(1). DOCUMENTS TO SUPPORT CLASSIFICATION

The AO/CCPC will furnish the appropriate claim documentation form to assist the registrant in documenting his claim.

A registrant who claims to be a surviving son (**H1 and H2** - or daughter) must submit a Report of Casualty from the branch of service concerned, or certification from the Veterans Administration, and proof of kinship. Kinship may be verified with a copy of the registrant's birth certificate or a written statement or affidavit from a member of the clergy, a local official or a member of the registrant's family.

(2) TIME LIMITS

Registrants shall be retained in Classification 4-G until a Congressional declaration of war or national emergency.

m. CLASSIFICATION 4-T - TREATY ALIEN

A registrant who is an alien shall be placed in Classification 4-T if he is exempt from military service under the terms of a treaty or international agreement between the United States and the country of which he is a subject and if he applies for exemption from U.S. military service. The nations determined by the Department of State to be within the terms of this provision are listed below:

Argentina

Ireland

Paraguay

Austria
Costa Rica
Estonia
Honduras

Italy
Latvia
Liberia
Norway

Spain
Switzerland
Taiwan
Yugoslavia

(1) **DOCUMENTS TO SUPPORT CLASSIFICATION**

The AO/CCPC will furnish the appropriate claim documentation form and Application by Alien for Relief from Training and Service in the United States Armed Forces to assist the registrant in documenting his claim.

A registrant who claims to be a treaty alien must submit proof from the diplomatic agency of the country of which he is a subject, written in English, attesting to the prescribed conditions. He must also complete and submit the appropriate form as part of his claim. Submission of the completed form by a qualified applicant for Classification 4-T makes the registrant ineligible for naturalization as a citizen of the United States and prohibits his return to the United States for permanent residence after departure.

(2) **TIME LIMITS**

A registrant will be retained in Classification 4-T unless and until the Director of SSS orders a reconsideration of such classification.

n. **CLASSIFICATION 4-W - REGISTRANT WHO HAS COMPLETED ALTERNATIVE SERVICE IN LIEU OF INDUCTION**

Every registrant who has satisfactorily completed his Alternative Service assignment shall be placed in Classification 4-W.

(1) **DOCUMENTS TO SUPPORT CLASSIFICATION**

A Certificate of Release from Alternative Service or notification from the Alternative Service Office that such a certificate has been issued.

(2) **TIME LIMITS**

A registrant will be retained in Classification 4-W unless and until the Director of SSS orders a reconsideration of such classifications.

CHAPTER 5

JUDGMENTAL CLASSIFICATIONS AND CLAIMS

1. GENERAL

The decision to grant or deny a claim for a judgmental classification always requires a Board action. Before reaching its decision, the Board will examine the written evidence contained in the registrant file* and hear testimony at a personal appearance if such an appearance is required or has been requested by the registrant.

*The AO/CCPC will scan all documents and place in the electronic registrant file.

H1 and H2 The Board may also seek the non-binding opinion of the State Health Care Advisory Committee in adjudicating requests for Essentiality of Occupation reclassifications.

The initial classifying authority for judgmental classification claims is the Local Board. A registrant may appeal a denial of a judgmental claim to the DAB.

2. C1 ONLY EXAMINATION PRIOR TO CLASSIFICATION

The Director of SSS will order any registrant being processed under the **C1** scenario who has a pending claim for reclassification into one of the judgmental classes (1-A-O, 1-O, 2-D, 3-A or 4-D) to report for examination only, to determine his potential acceptability for military service before the LB considers his claim.

3. REGISTRANT AND BOARD RESPONSIBILITY

a. REGISTRANT RESPONSIBILITY

A registrant who claims to be eligible for any judgmental classification must establish his eligibility to the satisfaction of the Board. He may submit his own statement as well as that of others to prove the factual basis of his claim, except where a specific form or other type of documentary evidence is required.

A registrant who files a claim for conscientious objector status is required to appear personally before the LB at the time it considers his claim. In all other instances, the personal appearance is optional.

b. BOARD RESPONSIBILITY

The Board has no authority to conduct an independent investigation of the facts and circumstances of a claim.

4. GENERAL CLASSIFICATIONS

H1 and H2 - The Board may choose to obtain advice and/or recommendations from the State Health Care Advisory Committee/Panel within its jurisdiction for the purpose of obtaining guidance and expert advice regarding a registrant's claim for Essentiality of Occupation deferment (Classification 2-AM). The advice obtained from the State Health Care Advisory Committee/Panel may include information concerning the availability of certain specialties and subspecialties within particular regions.

- a. The advice and/or a recommendation from any Health Care Advisory Committee is non-binding and the Board is under no obligation to use the information provided.
- b. Each Board Member has the obligation to disclose any personal information he or she may have, which has a bearing on the claim being considered. Any Board Member having such information, who is disqualified from hearing the claim for any reason, will provide the information to the Board, in writing, prior to the time the Board meets and the registrant will be notified.
- c. The decision of the Board must be supported by the evidence in the registrant's file. Oral evidence submitted by a third party cannot serve as the sole basis for denying a claim where other evidence in the registrant's file supports the claim.
- d. A denial of a claim must be explained in the statement of denial on the Notice of Classification, and specific reference shall be made to any document or lack thereof upon which the denial is based.

5. CI, C2, H1 and H2 - WAIVER OF ARMED FORCES EXAMINATION FOR CLASSIFICATION 1-O CLAIMANTS

Registrants filing a claim for Classification 1-O only, may request a waiver of their Armed Forces Examination until their claim is adjudicated. Registrants will be advised of this option and its consequences when the Order to Report for Armed Forces Examination is received.

6. CLASSIFICATIONS 1-O AND 1-A-O - CONSCIENTIOUS OBJECTORS

These definitions shall be applied in the interpretation and resolution of claims for classification as a conscientious objector:

Combatant Service. Service performed in any unit of the Armed Forces that uses arms and weapons at any time.

Combatant Training. Any training that is concerned with the study, use or handling of arms or other implements of warfare designed to destroy human life.

Noncombatant Service. Service performed in any unit of the Armed Forces that is without arms or weapons of war at all times.

Noncombatant Training. Training not concerned with the study, use or handling of arms or other implements of warfare designed to destroy human life.

a. BASIS FOR CLASSIFICATION

A registrant must establish to the satisfaction of the Board that his request for exemption from combatant, and non-combatant, military training and service in the Armed Forces, is based upon his moral, ethical or religious beliefs, or a combination of such beliefs, which play a significant role in his life; that he is sincere in his claimed beliefs, and that his objection to participation in war is not confined to a particular war.

b. **CONSIDERATION OF BELIEFS**

The AO will furnish the appropriate claim documentation form to assist the registrant in documenting his claim. The LB will consider relevant written information submitted by the registrant, information submitted by third parties in support of his claim, and oral testimony of the registrant (and his witnesses, where applicable) at his personal appearance.

A registrant whose beliefs are not religious in the traditional sense, but are based primarily on moral or ethical principles, should hold such beliefs with the same strength or conviction as the belief in a supreme being is held by a person who is religious in the traditional sense.

The nature and extent of a registrant's conscientious objection must be determined by the information he provides to the LB. The Board's finding must be supported by the evidence in the file and may not be based on unsupported conclusions.

c. **ANALYSIS OF EVIDENCE OF OPPOSITON TO PARTICIPATION IN ALL WARS**

War does not include theocratic or spiritual wars between the powers of "good" and "evil".

A willingness to use force in self-defense, in defense of home and family, or in defense against immediate acts of aggressive violence toward another person in the community is not a basis for denying the registrant's claim.

Opposition only to participation in a particular war or a particular type of war is a basis for denying the registrant's claim.

d. **ANALYSIS OF RELIGIOUS BELIEFS**

The registrant who claims religious beliefs as the basis for his objection need not be a member of a "peace church" or any other specific church, religious organization or religious sect.

If, however, the registrant is or has been a member of a church, religious organization or religious sect, and if his claim of conscientious objection is related to such membership, the Board may inquire about the membership and religious teachings of the church, religious organization or religious sect, or the registrant's religious activities.

e. **ANALYSIS OF EVIDENCE OF SINCERITY**

The registrant must prove to the satisfaction of the Board that his claimed beliefs are sincerely held in order to be found eligible for conscientious objector

status. A finding of insincerity may be based on a fact introduced in evidence that casts doubt on the registrant's veracity. The registrant's demeanor and statements during his personal appearance may provide evidence of sincerity or insincerity.

To cast doubt on a registrant's sincerity, any behavior shown to be inconsistent with the registrant's stated convictions must have occurred after he acquired the beliefs on which his claim is based in order to be relevant to the claim.

A registrant's claim cannot be found insincere because of flagrant public acts of civil dissent or use of profanity.

A finding of insincerity based on letters of reference or supporting statements of friends, relatives or acquaintances must be explained in the statement of denial, and specific mention must be made of the particular material relied upon to deny the claim.

f. **BASIS FOR DENIAL OF CLASSIFICATION**

A registrant shall be denied Classification 1-O or Classification 1-A-O for any of the following reasons:

- (1) His objection to participation in war is confined to a particular war (i.e., a selective objection).
- (2) His stated objection does not rest at all upon moral, ethical or religious beliefs but instead rests solely upon views that are political, sociological or philosophical in nature or solely on his own self-interest or well-being.
- (3) He is found not to be sincere in his assertions.

g. **TYPES OF DECISIONS**

A registrant will be granted classification in Classification 1-A-O or Classification 1-O, as requested, when the Board determines that all of the requirements of the claim are met and that the truth or sincerity of the registrant's claim is sustained by the information contained in his file or obtained through his personal appearance.

If the Classification 1-O claimant establishes that the nature and extent of his conscientious objection preclude his participation in both combatant and noncombatant military training and service, he will be placed in Classification 1-O and will fulfill his obligation under the MSSA in civilian alternative service.

If the Classification 1-A-O claimant establishes that the nature and extent of his conscientious objection preclude only his participation in combatant military training and service, he will be placed in Classification 1-A-O and will fulfill his obligation under the MSSA in a noncombatant capacity in the Armed Forces.

A registrant will be denied conscientious objector status when the Board has

examined all of the information presented and they have found that such information fails to meet all of the requirements of the claim, or, if supported by information contained in the registrant's file or obtained during his personal appearance before the Board, that the facts presented by the registrant in support of his claim are untrue.

H1 - Those registrants who are granted Classification 1-O status will be scheduled for an Armed Forces examination to certify their fitness to perform work as an ASW. However, the registrant has the option to waive the Armed Forces examination requirement. The registrant must make a request to waive the Armed Forces examination requirement in writing to the AO/CCPC, prior to his scheduled examination reporting date. The registrant will be informed of this option and its consequences in the Order to Report for Armed Forces Examination.

h. TIME LIMITS

- (1) A registrant will be retained in Classification 1-A-O until he is inducted into the Armed Forces, at which time he will be reclassified 1-C.
- (2) A registrant will be retained in Classification 1-O until he has been issued an order to perform alternative service, at which time he will be reclassified 1-W.

7. H1 and H2 CLASSIFICATION 2-AM - HEALTH CARE REGISTRANT DEFERRED BECAUSE OF ESSENTIALITY OF OCCUPATION

a. These definitions shall be applied in the interpretation and resolution of claims based on community essentiality:

- (1) Essentiality of Occupation. Services provided to a community that are critical to the maintenance of the national health, safety, and interest; and cannot be reasonably provided by others.
- (2) Health Care Personnel. Persons qualified for practice or employment in an occupation to provide health care, to humans or animals, which have been deemed essential by the President to meet the needs of the Armed Forces, without regard to whether such persons meet standards prescribed by the Secretary of Defense.
- (3) Health Care Registrant. A person registered under authority of Section 3(a)2 of the MSSA and is qualified in an occupation to provide health care to humans or animals.

b. BASIS FOR CLASSIFICATION

- (1) The AO will furnish health care registrants the appropriate claim documentation form to assist in documenting a claim for Essentiality of Occupation.

(2) Criteria for Essentiality of Occupation Deferments

(a) The broad criteria for all Essentiality of Occupation deferments is, that the registrant's civilian health care occupation is essential to the nation or the community's health, safety, or interests. The registrant's claim for Essentiality of Occupation may be for a health care specialty or subspecialty in which the registrant is not registered, and it need not be in a specialty or subspecialty required by the DoD under the Presidential Proclamation. The health care registrant's claim for Essentiality of Occupation shall be considered when all of the following conditions exist:

- (i) The registrant is fully engaged in the practice of medicine, health research, teaching health care professionals, or engaged in the deliveries of other direct health care services in an identified community or institution;
- (ii) The registrant cannot be replaced within the foreseeable future because of a shortage of persons with the same qualifications or skills in such activity;
- (iii) The removal of the registrant will cause a lengthy material loss of effectiveness in such activity and/or within the community in which he serves.

(b) If the registrant is engaged in health care services to the community, his claim must meet each of the following criteria:

- (i) The specific health care service(s) provided by the registrant are essential to the maintenance of the health, safety, or welfare of the community and the removal of the registrant would cause a long-term shortage or elimination of critical healthcare service(s) within the community.
- (ii) The service(s) cannot be performed by other qualified persons available to the community, or the registrant's service(s) cannot be replaced by another qualified person within the time allotted by a postponement of Induction into the Armed Services.
- (iii) The services involve direct patient care to the public, or that the services support direct patient care (for example, employment as an x-ray technician, operating room nurse, surgeon, etc.).
- (iv) The services provided by the registrant are generally available to all members of the public residing within the community.

- (v) The registrant is currently practicing in the community concerned. (A registrant will be found nonessential to a community if the registrant is not currently providing services of the type claimed.)

(The only exceptions to this provision will be in those cases where the registrant has signed a contractual commitment to serve in that community and the failure to fulfill the contract would result in an extreme shortage or elimination of a critical community service. The contract must be bilateral; have been signed at least six months before the date of the registrant's induction order; and the starting date for the services must begin not later than 90 days after the registrant's scheduled induction reporting date.)

- (c) If the registrant is engaged in health care research or teaching services within an institution or in an identified community, his claim must meet the following criteria:

- (i) The specific health care teaching or research services provided by the registrant are essential to the maintenance of the health, safety, or welfare of the nation and the removal of the registrant would cause a long-term shortage or elimination of critical health care teaching or research service(s) within an institution or an identified community.
- (ii) The teaching or research services cannot be performed by other qualified persons available to the institution or within the community, or the registrant's service(s) cannot be replaced by another qualified person within the time allotted by a postponement of induction into the Armed Services.
- (iii) The registrant is currently practicing at the institution or within the community concerned. (A registrant will be found nonessential to the institution or a community if the registrant is not currently providing services of the type claimed.)

(The only exceptions to this provision will be in those cases where the registrant has signed a contractual commitment to serve in an institution or a particular community, and the failure to fulfill the contract would result in an extreme shortage or elimination of a teaching or research service. The contract must be bilateral; have been signed at least six months before the date of the registrant's induction order; and the starting date for the services must begin not later than 90 days after the registrant's scheduled induction reporting date.)

c. **ANALYSIS OF EVIDENCE OF ESSENTIALITY OF OCCUPATION**

The Board will use current directives and guidance from the Director of SSS to balance the needs of the military against the needs of the community in any Essentiality of Occupation claim. This will include guidance and/or directives issued by the Director of SSS that outline current military requirements for individual specialties. The Board may seek recommendations/advice from the State Health Care Advisory Committee/Panel to assist in making claim decisions. Recommendations/advice obtained from the Committee or Panel may be general information concerning the availability of a specialty within a community or institution, or may be specific information detailing the impact of removing a specific individual from the community. If the Board receives claims from more than one registrant claiming essentiality within the same specialty and community, claims will be determined separately and impartially.

The health care registrant who claims Essentiality of Occupation must provide documentation that supports the fact that he is qualified for practice or employment in the occupation claimed and is providing health care to humans or animals.

The health care registrant shall submit written statements attesting to the validity of the claim from credible organizations, employer(s), administrators, health care providers, and other individuals who are familiar with the existing circumstances of the community or institution in which the registrant claims to be essential. To assist the Board in making a decision, the registrant must provide factual information concerning the services provided and the relationship of those services to the actual needs of the community or institution.

d. **EXCLUSIONS FROM CLASS 2-AM**

A health care registrant shall be excluded from Classification 2-AM for any of the following reasons:

The registrant is not fully engaged in medicine and health research, teaching health care professionals, or engaged in other direct health care services in an identified community.

The registrant is not currently providing health care services to the community or institution in which essentiality is claimed, nor does the registrant have a signed contractual commitment to provide those health care services deemed critical to that community or institution.

The registrant's contractual commitment was not signed at least six months prior to his date of induction and the registrant's starting date for services is more than 90 days after the registrant's scheduled induction reporting date.

The registrant could be replaced within a reasonable period of time with another qualified health care professional who is capable of providing similar services to meet the minimum health care needs of the community.

The needs of the military outweigh those of the community.

e. **TYPES OF DECISIONS**

A registrant will be granted classification in Classification 2-AM, as requested, when the Board determines that the registrant's claim satisfies the criteria.

A Board shall deny a claim for Classification 2-AM when the registrant's claim information and conditions fails to meet the criteria.

f. **TIME LIMITS**

Classification 2-AM may be granted for a period not to exceed one year from the date the classification is granted.

When a health care registrant's Classification 2-AM expires, he may request another 2-AM Classification if it is believed that an Essentiality of Occupation condition continues to exist. Such a request will be processed by the AO and considered by the Board in the same manner as the original request for Classification 2-AM.

8. CLASSIFICATION 2-D – REGISTRANT DEFERRED BECAUSE OF STUDY PREPARING FOR THE MINISTRY

a. The following definitions shall be applied in the interpretation and resolution of claims based on study preparing for the ministry:

(1) Full-time Intern Program. One which runs simultaneous with or immediately follows the completion of theological or divinity training and is required by a recognized church or religious organization for entry into the ministry.

(2) Graduate Program. One in which the registrant's studies are officially approved by his church or religious organization and are required for entry into service as a minister of religion.

(3) Ministry. The vocation and practice of a person who is recognized by a church, religious sect or religious organization of which he is a member, as having been authorized to preach and teach the principles of religion of the church, sect or organization and to administer the ordinances thereof in public worship.

(4) Recognized Church or Religious Organization. One established on the basis a community of faith and belief, doctrines and practices of a religious character, which engages primarily in religious activities.

(5) Recognized Theological or Divinity School. One whose graduates are acceptable for ministerial duties by the church or religious organization sponsoring a registrant as a full time student.

(6) Satisfactorily Pursuing a Full-Time Course of Instruction. Maintaining a satisfactory academic record as determined by the Institution while receiving full-time instruction in a structured learning situation. A full-

time course of instruction includes courses taken on-line (via computer) with an accredited institution. A full-time course of instruction does not include instruction received pursuant to a mail-order ministerial program.

b. BASIS FOR CONSIDERATION

- (1) The AO will furnish the appropriate claim documentation form to assist the registrant in documenting his claim.
- (2) A registrant must be preparing for the ministry under the direction of a recognized church or religious organization in one of the following ways:
 - (a) Satisfactorily pursuing a full-time course of instruction required for entrance into a recognized theological or divinity school in which he has been pre-enrolled or accepted for admission.
 - (b) Satisfactorily pursuing a full-time course of instruction in a recognized theological or divinity school.
 - (c) Having completed theological or divinity school, be a student in a full-time graduate program or be a full-time intern whose studies are related to and lead to entry into service as a minister of religion.
- (3) Satisfactory progress in his studies, as determined by the school in which the registrant is enrolled, must be maintained for continuation of the deferment.

c. ANALYSIS OF EVIDENCE OF RECOGNIZED CHURCH OR RELIGIOUS ORGANIZATION

- (1) In order for a church or religious organization to be recognized under Selective Service law, it must meet certain structural and functional conditions. However, not all churches or religious organizations will meet all of these conditions.
- (2) The structural conditions to be considered are:
 - (a) An organized structure with leaders who set policy and make administrative decisions.
 - (b) An organizational structure.
 - (c) Congregations, chapters or groups to which members belong.
 - (d) Scheduled services or meetings.
 - (e) The use of some form of liturgical materials.
 - (f) Member recognition of the organization as a prevailing body.

- (3) The functional conditions to be considered are:
 - (a) A system of beliefs or tenets held in common by members to provide guidance in their daily lives.
 - (b) A system of beliefs which urges a mode of conduct.
 - (c) Shared beliefs that impose a collective duty of conscience such as belief in the right or wrong of certain behavior.
 - (d) Emotional/spiritual content of beliefs to fill a need, such as a sense of community or emotional support.
- (4) These guidelines shall be applied to measure the statutory requirement that the student's ministerial education at a recognized divinity or theological school is under the sponsorship of a recognized church or religious organization.

d. **ANALYSIS OF EVIDENCE OF STUDENT PREPARING FOR THE MINISTRY**

The registrant shall submit a statement from the church or religious organization that he is preparing for the ministry under its direction. The statement must be signed/dated by a church official authorized to make the statement.

The registrant shall submit official documentation, signed and dated by a school official authorized to make the statement, indicating that he is preparing for the ministry as a divinity student, a graduate student, or a full-time intern.

When a registrant is pursuing a full-time course of instruction leading to entrance in a recognized theological or divinity school in which he has been pre-enrolled or accepted for admission, he shall also submit official documentation, signed and dated by a school official authorized to make the statement, indicating his activity in study.

The Board may require the registrant to obtain from the church, religious organization or school, detailed information relevant to its determination of whether the theological or divinity school is a recognized school and whether the church or religious organization which is sponsoring the registrant is recognized.

e. **EXCLUSIONS FROM CLASSIFICATION 2-D**

- (1) A registrant shall be excluded from Classification 2-D if he is enrolled only in a mail-order program of study for the ministry.
- (2) A registrant shall be excluded from Classification 2-D if he fails to establish any of the following elements:
 - (a) The theological or divinity school is a recognized school.

- (b) He is sponsored by a recognized church or religious organization.
- (c) He is a full-time student.
- (d) He is maintaining satisfactory academic progress.
- (e) The graduate program or intern program in which he is enrolled is related to and will lead to entry into service as a minister of religion.

f. **TYPES OF DECISIONS**

After evaluating all of the relevant evidence contained in the registrant's file, the Board may grant a reclassification into Classification 2-D for up to 12 months after the start of the current academic school year.

The Board shall deny a claim for Classification 2-D when the evidence fails to meet any of the criteria established in this paragraph.

A denial based on failure of the evidence to meet any of the criteria established in this paragraph must be explained in the statement of denial, and specific mention must be made of the particular document or lack thereof upon which the denial is based.

g. **TIME LIMITS**

A registrant will be classified 2-D until the anniversary of his entrance into the course of study, or his scheduled graduation, whichever occurs first.

When a registrant's 2-D Classification expires, he may request another 2-D Classification if he continues to be a full-time student making satisfactory progress. Such a request will be processed by the AO and considered by the Board in the same manner as the original request for Classification 2-D.

9. **CLASSIFICATION 3-A – REGISTRANT DEFERRED BECAUSE OF HARDSHIP TO DEPENDENTS**

a. These definitions shall be applied in the interpretation and resolution of claims based on hardship to dependents.

(1) Brother or Sister. A person who has one or both parents in common with the registrant and who is either under 18 years of age or is physically or mentally disabled.

(2) Child. The registrant's son or daughter, including a conceived but yet unborn child, a stepchild, a foster child, or a legally adopted child, either legitimate or illegitimate, who is either under 18 years of age or is physically or mentally disabled.

(3) Dependent. The spouse, child, parent, grandparent, brother or sister of a

registrant.

- (4) Hardship. The unreasonable deprivation of a dependent of the financial assistance or personal care and companionship furnished by the registrant that would be caused by his induction.
- (5) Parent. The registrant's father or mother, or any person who has served in the role of a parent to the registrant for at least five years preceding the his 18th birthday and is now supported in good faith by the registrant.
- (6) Support. Financial assistance, personal care and companionship, or a combination thereof.

b. BASIS FOR CLASSIFICATION

The AO will furnish the appropriate claim documentation form to assist the registrant in documenting his claim.

In order for a registrant to be deferred because of hardship to dependents, he must demonstrate, to the satisfaction of the Board, that one of the following conditions exists:

- (1) His induction will result in extreme hardship to his spouse when she is the only person who depends upon him for support.
- (2) His deferment is advisable because his child(ren), spouse and child(ren), parent(s), grandparents(s), brother(s) and/or sister(s) depend upon him for support.

If the registrant's hardship claim is based on financial dependence, he must submit evidence of his and his dependent's financial, marital and employment status and whether there are other relatives who may be responsible for, or willing and able to provide for, the dependents' support. When a registrant's dependent is physically or mentally disabled, the registrant must submit a physician's statement concerning the disability.

If the registrant's claim is based on a dependent's need for physical care, he may submit statements of reliable third parties, such as friends and neighbors, that no one else is able to care for, or agrees to accept responsibility for, the dependent.

c. ANALYSIS OF EVIDENCE OF DEPENDENCY

The Board will determine whether the claimed dependents are within the category of dependency relationships under Selective Service law and whether they in fact depend upon the registrant for support. If the registrant's spouse is his only dependent, the potential hardship to the spouse must be of an extreme nature.

If financial assistance is the basis of support, the registrant's contribution must be a substantial portion of the necessities of the dependent. Under most circumstances 40 to 50 percent of the cost of the necessities considered to be substantial.

The determination of hardship because of the need for personal care and companionship must be based on the circumstances of each case and the needs in each dependency situation. However, where deprivation of personal care and companionship is the only basis for the hardship claim, extreme circumstances must exist such as the emotional, psychological and/or physical stability of the dependent that can only be fulfilled by the registrant.

d. **EXCLUSIONS FROM CLASSIFICATION 3-A**

A registrant shall be excluded from Classification 3-A for any of the following reasons:

- (1) His claimed dependents are not within the category of dependency relationships prescribed by Selective Service law.
- (2) He assumed an obligation to his dependents specifically for the purpose of avoiding military training and service.
- (3) His dependents would not be deprived of reasonable support should he be inducted.
- (4) His dependents would suffer no more than normal anguish of separation from him should he be inducted.
- (5) There are other persons willing and able to assume the support of the dependents, and the personal care and companionship provided by the registrant are not critical to the health and welfare of the dependents.
- (6) The hardship to the dependents is based solely on financial conditions or other considerations that can be alleviated by payments and allowances provided by the U.S. Government to the dependents of persons serving the Armed Forces.

e. **TYPES OF DECISIONS**

After evaluating all of the relevant evidence contained in the registrant's file, the Board may grant a classification into Classification 3-A for such period of time it deems appropriate, but in no event shall the period exceed one year.

A Board shall deny a claim for Classification 3-A when the evidence fails to meet the criteria established in this section.

f. **TIME LIMITS**

Classification 3-A may be granted for a period not to exceed one year from the date the classification is granted.

When a registrant's 3-A Classification expires, the registrant may request another 3-A Classification if a hardship condition continues to exist. Such a request will be processed by the AO and considered by the Board in the same manner as the original request for Classification 3-A.

10. CLASSIFICATION 4-D – MINISTER OF RELIGION

The following definitions shall be applied in the interpretation and resolution of a claim for ministerial exemption:

Minister. A person who is recognized by a church, religious sect or organization of which he is a member of having been authorized to preach and teach the principles of religion of that church, sect or organization and to administer the ordinances thereof in public worship.

Recognized Church or Religious Organization. One established on the basis of a community of faith and belief, doctrines and practices of a religious character, which engages primarily in religious activities.

Vocation. One that is a primary regular occupation or profession.

a. **BASIS FOR CLASSIFICATION**

The AO will furnish the appropriate claim documentation form to assist the registrant in documenting his claim.

In order for a registrant to be granted a ministerial exemption, he must establish to the satisfaction of the Board that the following conditions exist:

He is recognized by his church, religious sect or organization as a member of religion, either through ordination or some other form, depending upon the requirement of the church, sect or organization of which he is a member.

His church, sect or organization is established on the basis of a community of faith and belief, doctrines and practices of a religious nature.

He is presently serving as a minister as his primary occupation spending a minimum of 100 hours each month on ministerial activities.

In evaluating the claim, the training and abilities of the registrant for duty as a minister, or the motive or sincerity of the registrant in serving as a minister, should not be considered relevant.

b. ANALYSIS OF EVIDENCE OF MINISTER OF RELIGION

A registrant who claims to be a duly ordained minister of religion must submit a Certificate of Ordination or other document to prove his ordination was in accordance with the ceremonial ritual of his church, sect or religious organization.

A registrant who claims to be a regular minister of religion must prove that he is so recognized by his church, sect or religious organization. He may submit statements from church officials and members as proof of recognition. He must provide proof that he is spending a minimum of 100 hours per month on ministerial activities.

The basic distinction between a duly ordained minister and regular minister is that an ordained minister is required to be ordained by the church, sect or religious organization in accordance with a ceremonial ritual or discipline. A regular minister of religion is not required to be ordained by his church, sect or religious organization but he must be recognized by his church as a minister.

c. ANALYSIS OF EVIDENCE OF RECOGNIZED CHURCH

The church, sect or religious organization of which the registrant is a minister must meet certain structural and functional conditions. The structural conditions to be considered are:

- (1) An organized structure with leaders who set policy and make administrative decisions.
- (2) An organizational hierarchy.
- (3) Congregations, chapters or groups to which members belong.
- (4) Scheduled services or meetings.
- (5) The use of some form of liturgical materials.
- (6) Member recognition of the organization as a governing body.

The functional conditions to be considered are:

- (1) A system of beliefs or tenets held in common by members to provide guidance in their daily lives.
- (2) A system of beliefs which urges a mode of conduct.
- (3) Shared beliefs that impose a collective duty of conscience as the belief in the right or wrong of certain behavior.
- (4) The emotional/spiritual content of the beliefs should fill a need, such as a

sense of community or emotional support.

d. **ANALYSIS OF CUSTOMARY VOCATION**

A registrant must establish to the satisfaction of the Board that his primary occupation is preaching and teaching the principles of his church, sect or religious organization, and that his preaching and teaching is performed on a regular basis.

A registrant may be considered as having “administered the ordinances of public worship” if he demonstrates to the satisfaction of the Board that he is preaching and teaching the principles of his church, religious sect or organization regularly as a vocation.

It is not required that a registrant’s preaching or teaching be from a formal pulpit. Such activities can be conducted on street corners or from door to door as long as they are the registrant’s primary occupation and are performed regularly, spending a minimum of 100 hours per month on ministerial activities.

Part-time, half-time, occasional or irregular preaching and teaching are insufficient to establish the ministry as the registrant’ customary vocation. These activities must be performed regularly. Some secular work is permitted because of the inability of some churches or religious organizations to provide subsistence to their ministers; however, each situation must be examined on the basis of its factual circumstances.

e. **EXCLUSIONS FROM CLASSIFICATION 4-D**

A registrant shall be excluded from Classification 4-D for any of the following reasons:

He is not recognized by his church, sect or religious organization as a minister of religion.

He is not currently engaged in the practice of his ministerial vocation.

He only irregularly or incidentally preaches and teaches the principles of religion of his church, sect or religious organization.

f. **TYPES OF DECISIONS**

After evaluating all of the relevant evidence contained in the registrant's file, the Board may grant a reclassification into Classification 4-D when the registrant has established, to the satisfaction of the Board, that he meets the prescribed criteria. The Board shall deny a claim for Classification 4-D when the evidence fails to meet the prescribed criteria as outlined in this section.

g. **TIME LIMITS**

Registrants classified in Classification 4-D shall be retained in that class unless the basis for the classification ceases to exist.

CHAPTER 6

APPEAL PROCESSING

1. GENERAL

The SSS has established Appeal Boards made up of civilians which shall have full authority to act on all cases assigned to them in accordance with the provisions of this section.

No review of an administrative denial, or appeal of a denied classification, may be taken if a different class has been considered and granted.

The DAB having jurisdiction over the location of the LB which last classified the registrant shall consider the appeal of the registrant's classification. The registrant may, upon request to his AO, have his appeal determined by the DAB having jurisdiction over the area in which his principal place of employment or residence is located.

An appeal to the President will be determined by the National Selective Service Appeal Board, hereafter referred to as the National Appeal Board (NAB).

An appeal must be filed with the registrant's AO within 15 calendar days from the date of mailing of the Notice of Classification informing the registrant of a classification action. An appeal received after the expiration of the 15-day appeal period will be processed under any of the following conditions:

The postmark clearly shows that the appeal was mailed within the 15-day appeal period.

The appeal is delivered to Selective Service by the U.S. Postal Service not later than the first work day after the expiration of the 15-day appeal period.

The Director of SSS, for good cause, waives the time limit for a late submission.

When a registrant files a timely appeal, his registrant file will be available for his review at the AO for seven days from the date the appeal was received. The registrant will be so notified by letter. The registrant's file will be forwarded to the appropriate Appeal Board immediately after the review period has expired.

2. LOCAL BOARD REVIEW OF ADMINISTRATIVE DENIALS

When the AO/CCPC denies a registrant's claim for an administrative classification, the registrant may, within 15 calendar days after the date the SSS Notice of Classification is mailed, file a written request for LB review of the claim denied. The registrant may also request a personal appearance before the Board at the time it meets to consider his claim if such a request is made at the same time as the request for review.

When a request for review is received, the AO will acknowledge receipt of the request in writing.

Before reaching its decision, the LB will examine the written evidence and hear testimony at the personal appearance, if one is held. The Board's decision will be recorded in the minutes of the meeting, on the SSS Notice of Classification and on the registrant's file.

3. WHO MAY APPEAL TO THE DISTRICT APPEAL BOARD

The Director of SSS or the SD for LBs within his state, may appeal to a DAB any classification decision of a LB whenever he deems it necessary to assure the fair and equitable administration of SSS law. However, any appeal taken under the authority of this paragraph must be taken within the 15 day appeal period.

A registrant may appeal to a DAB when the LB has denied his claim for classification under one of the following conditions:

A non-unanimous denial of an administrative classification reviewed by the LB after having been denied by the AO.

Any LB denial of a judgmental classification 1-A-O, 1-O, 2-D, 3-A, or 4-D, 2AM **(H1 and H2)**.

A claim not considered by the LB cannot be appealed to the DAB.

4. WHO MAY APPEAL TO THE NATIONAL APPEAL BOARD

The Director of SSS, or the SD for LBs within his state, may appeal to the NAB, any non-unanimous classification decision of a DAB whenever he deems it necessary to assure the fair and equitable administration of Selective Service law. However, any appeal taken under the authority of this paragraph must be taken within the 15 day appeal period.

A registrant may appeal to the NAB, when he has been classified by the DAB and one or more members of the Board dissented from that classification.

A claim not considered by the DAB cannot be appealed to the NAB.

5. PROCEDURES FOR MAKING AN APPEAL

Any person entitled to do so may appeal within the 15-day appeal period by filing a written notice of appeal with the registrant's AO.

When the Director of SSS or the SD appeals, he shall furnish for placement in the registrant's file a written statement of his reason(s) for taking the appeal. The registrant will be notified in writing that an appeal has been filed by the Director of SSS or the SD and informed that he may review his file at the AO and/or request a personal appearance in connection with the appeal.

An appeal filed by the registrant must include the registrant's name, Selective Service Number and his signature. If the registrant wishes to appear before the Board when it considers his case, his request for a personal appearance must also be included with his appeal. Requests made in person will be recorded on a Report of Information and signed by the registrant. Any written notice filed by a registrant during his appeal period will be viewed liberally as an appeal of all claims denied if the registrant is expressing dissatisfaction with the Board's decision, even if the word "appeal" is not used.

When a registrant files an appeal, he may submit a written statement specifying the reasons he believes his classification is inappropriate, directing attention to any information in his file which he believes received inadequate consideration, and setting out in more detail the information which was previously submitted. The information furnished should be as concise as possible. All written information shall be placed in the registrant's file.

When a request for appeal is received, the AO will acknowledge receipt of the request in writing, make the registrant's file available for his review for seven days, and then forward the registrant's file to the appropriate Appeal Board.

6. PREPARATION FOR APPEAL PROCESSING

When the registrant's file is received by the Appeal Board, it will be reviewed for procedural accuracy. The Appeal Board will return the file to the AO for correction if procedural errors are found. If the file contains no procedural errors, the Appeal Board will schedule the registrant's appeal for consideration at the first available meeting, allowing at least 10 days notice to the registrant if a personal appearance is scheduled, unless the registrant requests an earlier date.

7. WITHDRAWAL OF APPEALS

A registrant may withdraw the personal appearance portion of his appeal, or his entire appeal, at any time prior to the consideration of his appeal by filing a written request with his AO or with the Appeal Board. All withdrawals will be acknowledged in writing by the office which received the request.

If only the personal appearance portion of the appeal is withdrawn, the Appeal Board will proceed to consider the registrant's appeal based on the information in the registrant's file.

8. ACTION BY THE APPEAL BOARD

Appeal Board meetings, and personal appearances before Appeal Boards, shall be scheduled and conducted in accordance with this Chapter. The Appeal Board shall consider the registrant's claim(s) in accordance with procedures outlined in this Chapter. When the Appeal Board denies a registrant's claim, the reasons for the denial must be clearly stated on the Notice of Classification.

When a DAB cannot act on a registrant's claim because a majority of the Board Members are disqualified or the vote remains tied after the second consideration of the claim, the appeal will be returned to the AO of Jurisdiction for transfer to another DAB

within the state. If there is no other DAB within the state, the appeal will be transferred to the nearest DAB within the Region. The registrant will be notified in writing.

When the NAB cannot act on a registrant's claim because of Board Member disqualification or a tie vote after the second consideration of the claim, the decision of the DAB will be final.

Decisions of the Appeal Board shall be recorded in the minutes of the meeting and the registrant's file. The registrant's file shall be returned to his AO within three working days after Appeal Board action.

CHAPTER 7

PERSONAL APPEARANCES

1. GENERAL PROVISIONS

Every registrant whose claim is to be considered by a Board will either be required to appear before the Board, or be given the option of appearing when the Board meets to consider his claim.

Registrants will not be furnished transportation or travel reimbursement by the SSS for travel incurred in conjunction with a personal appearance before any Selective Service Board, or any other reason travel may be performed to and from a Board meeting or an AO.

- a. A request for a personal appearance before the Board will be considered timely if it is submitted together with or as a part of:
 - (1) **C2 and H2** A signed and dated written claim form request, or Health Care claim form, from the registrant, received at the AO within 10 days from the mailing of the Notice of Acceptability.
 - (2) **C1 and H1** A signed and dated written registrant claim form request from the registrant, received at the AO any time up to midnight of the day prior to his scheduled induction reporting date.
 - (3) A signed and dated Claim Documentation Form or Essentiality of Occupation Claim Form received at the AO within 10 days from the date it was mailed to the registrant.
 - (4) A signed and dated Notice of Classification denying a claim, if it is received at the AO within 15 days from the date it was mailed to the registrant.
 - (5) A signed and dated, written request from the registrant, received at the AO within seven days from the mailing of the acknowledgment of appeal letter, if the registrant has not already done so.
 - (6) A registrant will be given at least 10 days' notice of his scheduled personal appearance unless he requests an earlier appearance.

2. ELIGIBILITY

a. WHO MUST APPEAR

Every registrant who files a claim for Classification 1-A-O or Classification 1-O must appear before the LB at the time it considers his claim.

b. WHO MAY APPEAR

The following registrants, upon filing a timely written request, will be granted a personal appearance at the time the Board meets to consider their claims:

Any registrant who requests a personal appearance before his LB at the time he files a claim for Classification 2-AM, 2-D, 3-A, or 4-D.

Any registrant who includes a request for a personal appearance when he requests LB review of an AO denial of his claim for an administrative classification, student postponement or health care postponement within 15 days after the notice of denial was issued.

Any registrant who requests a personal appearance at the time he files a timely appeal to the DAB or NAB or during the review period prior to transferring the file to the DAB or NAB.

Any ASW who requests a personal appearance as part of his timely request for review of his job assignment.

Personal appearances before a Board not specifically authorized by this paragraph are not permitted.

c. DENIAL OF PERSONAL APPEARANCE

A registrant will be denied a personal appearance when it is determined that he is not authorized to appear before the Board or his request was not filed within the prescribed time period.

The AO or the ASO, when it pertains to an ASW will notify the registrant in writing when his request for personal appearance is denied, specifying the reason(s) for the denial. The decision to deny a personal appearance is not subject to appeal.

The registrant may not be represented at his personal appearance by anyone acting as an attorney or legal counsel, but an attorney is not excluded from appearing solely as a witness, an advisor, or an interpreter.

d. WITHDRAWAL OF PERSONAL APPEARANCE

Except for mandatory personal appearances before the LB in connection with claims for Classification 1-A-O or Classification 1-O, a registrant may withdraw the personal appearance portion of his claim without withdrawing the claim itself. Requests for withdrawal of personal appearances shall be filed in writing with the registrant's AO or with the appropriate Appeal Board at time prior to the scheduled personal appearance, and the withdrawal will be acknowledged in writing by the office that received the request. If multiple claims have been filed, the request must specify the claims for which the personal appearance is being withdrawn. The Board will proceed to consider the registrant's claim(s) based on the information in his file.

e. REGISTRANT'S RIGHTS AND RESTRICTIONS AT A PERSONAL APPEARANCE

The registrant shall be introduced to each Board Member present at his personal appearance. Nameplates or tags shall be used by the Board Members to aid in identification during the hearing.

The registrant will be briefed on the penalties for making false statements bearing upon the classification at hand.

The registrant must be present through the entire hearing for each claim considered and will be excused from the meeting while the Board deliberates his claims.

At his personal appearance, the registrant may present evidence not contained in his file which he believes will assist the Board in determining the claim. He may discuss the claim being considered, direct attention to any information in his file, and present any other relevant information, oral or written, that he wishes the Board to consider in deciding his claim. The information furnished should be as concise as possible. All written information will be placed in the registrant's file.

A registrant will be entitled to a sufficient amount of time for a personal appearance as determined by the Board to be reasonable for the fair presentation of his claim. Normally, 20 minutes will be deemed adequate for hearing each claim; however, the time shall be extended by the Board if necessary for the fair and equitable consideration of information presented by the registrant.

The making of verbatim transcripts and the use of photographic or sound recording devices are prohibited in proceedings before the Board. This does not prevent the registrant or Selective Service from making a written summary of testimony presented. The registrants will be permitted to make notes and file, within five calendar days after the hearing, a written summary of the information that he and his witnesses, if any, presented at his personal appearance. When furnished, such summary will be placed in the registrant's file.

f. WITNESSES

A registrant may present witnesses only before the LB, and he may present up to three witnesses to testify on his behalf. The Board may permit the testimony of additional witnesses if it feels such testimony is necessary.

Witnesses are not permitted at hearings before the DAB and the NAB.

Prior to the date of the scheduled personal appearance, the registrant must provide the AO with the number of witnesses he intends to present.

Witnesses will be introduced to the LB members and witnesses' names will be recorded for the minutes of the meeting. Witnesses shall testify one at a time.

Witnesses will be briefed on the penalties of making false statements bearing upon the classification at hand.

A witness may not be present prior to or after giving his actual testimony at the hearing. Any witness may be recalled after his initial testimony by the LB or the registrant for clarification of previous testimony or to answer additional questions. After the witness' initial statement, he will be required to leave the room, but will be advised not to leave the premises until the Board is satisfied that further participation on his part will no longer be needed. He may then be dismissed.

Only the registrant and his witnesses will be allowed to address the LB or answer Board Members' questions, and only the registrant and the Board Members will be allowed to question the witnesses.

g. ADVISORS

The registrant may be accompanied at his personal appearance, before any Board, by any person he may choose to advise him during the Board proceedings. The advisor will not be permitted to act in a representative capacity, such as an attorney or legal counsel, nor will he/she be permitted to take an active part in the hearing. The advisor may not address or question the Board, the registrant, or any witnesses, but the advisor will be permitted to have discussions with the registrant if the discussions do not interfere with or unreasonably delay the proceedings.

An advisor is not permitted to act as a witness.

If, in the opinion of the Board, the presence of the advisor becomes disruptive during the hearing or unduly delays the proceedings, the Board shall require the advisor to leave the hearing and then continue the personal appearance without permitting the incident to prejudice its decision. In such cases, the Board will prepare a statement of the reason for the removal of the advisor, which shall be signed by the Chairperson or a member of the Board and placed in the registrant's file.

h. INTERPRETERS

At a personal appearance before any Board, if the registrant (and/or his witnesses, where applicable) cannot speak English adequately, the registrant or the SSS may obtain the services of a person to act as interpreter without any cost to the Agency.

Any registrant who intends to use an interpreter shall notify the AO prior to the date of his personal appearance.

An interpreter will be administered the following oath by a member of the Board or a compensated employee prior to the beginning of the hearing:

"Do you swear (or affirm) that you will truly interpret in the matter now in hearing?"

Any person who fails to respond in the affirmative shall not be permitted to function as an interpreter.

An interpreter is not permitted to act as a witness.

i. CONDUCTING THE PERSONAL APPEARANCE

Before admitting the registrant to the Board meeting for his scheduled personal appearance, Board Members should review the registrant's file carefully, in order to be prepared to identify any inconsistencies between the contents of the file and the oral testimony that is given. Each member may review the file independently, or one member may read the record aloud.

A quorum of the Board must be present during a registrant's personal appearance, and a majority of those present at the personal appearance will determine the action. No personal appearance will be conducted without a quorum of the prescribed members present.

It is important that the registrant understands that his claim will be decided by the Board and not by the compensated employee present at his personal appearance; therefore, the compensated employee will not participate in the hearing except to answer procedural questions asked by a Board Member.

A disqualified Board Member may not remain during the hearing or participate in the deliberations on the case from which he has been disqualified. The minutes will reflect the disqualification and the reason(s) for the disqualification.

At the beginning of the personal appearance the Chairperson will review with the registrant his rights and restrictions and emphasize the informal nature of the hearing.

While the personal appearance is in progress, the Board Member may ask questions relevant to the claim to assure that each element of the claim being considered has been covered.

If a registrant is scheduled for a personal appearance in connection with more than one claim, each personal appearance will be held separately as the particular claim is considered and the Board will vote on each claim before it proceeds to consider the next claim. The registrant will be excused from the meeting room during Board deliberations.

At the conclusion of a personal appearance, the Chairperson will inform the registrant that he will be notified in writing of the Board's decision on the claim(s), with the reasons for any denial of a claim and notification of any appeal rights he may have. The Chairperson will remind the registrant that within five days after his personal appearance, the registrant may prepare and furnish to his AO (or, in the case of an appearance before the DAB of an ASW, the ASO) a written summary of any oral information that he (and his witnesses, when applicable) presented at the hearing, for inclusion in his file.

When the registrant has been asked to furnish additional information in support of his claim, the Board will delay further action on the claim for a minimum of 10 days. If the documentation has not been received by the next Board meeting after the 10-day period has elapsed, the Board will proceed to determine the registrant's claim based on the available information. The Board's decision will be based on the information in the registrant's file and the oral testimony presented during his personal appearance.

Only the Board Members present during the entire personal appearance will decide a registrant's claim or participate in the discussion thereof. Every member present shall vote on every question.

The compensated employee will prepare a written summary of oral testimony for each personal appearance on a Report of Information and place in the registrant's file.

j. RESCHEDULING DUE TO LACK OF QUORUM

Should there not be a quorum present, a Board Member or the compensated employee will inform the registrant as soon as possible that the Board is unable to conduct his personal appearance because of the lack of a quorum, that his personal appearance will be scheduled at least 10 days from the current date (unless he agrees to an earlier appearance), and that he will be notified of the date, time, and place of the rescheduled personal appearance.

k. FAILURE TO APPEAR

When a registrant fails to appear as scheduled at a Board meeting, the Board will postpone action on the claim until the next Board meeting and the registrant's file will be placed in suspense for five days to allow the registrant time to file an explanation of his failure to appear. The Board may extend the five-day suspense period when it is satisfied that the registrant's failure to file an explanation was due to some cause beyond his control.

If the office providing administrative support to the Board deems the registrant's explanation to be valid, it will reschedule his personal appearance at least 10 days hence. If the office supervisor is unable to make an affirmative determination as to the validity of the registrant's explanation for his failure to appear, the explanation shall be referred to the Board for a determination at its next meeting.

Classification 1-A-O or 1-O claims – If no explanation is furnished within five days, or if the Board determines the explanation furnished is not for good cause, or if the registrant fails to appear at a rescheduled personal appearance, and the claim before the Local Board is for Classification 1-A-O or 1-O, that claim will be deemed abandoned and all requests for personal appearances in conjunction with other claims, if any, will also be deemed abandoned.

The Board will proceed to reclassify the registrant into any class that he requested, other than Classification 1-A-O or 1-O, when it is supported by the documentation in the registrant's file. The registrant will be informed in writing of the disposition of his case.

CHAPTER 8

ORDER OF CLASSIFICATION CONSIDERATION

Classifications shall be considered in the reverse order of the listing below.

- Classification 1-A: Available for unrestricted military service
- Classification 1-A-O: Conscientious objector available for noncombatant military service only
- Classification 1-O: Conscientious objector to all military service
- Classification 1-O-S: Conscientious objector to all military service (service discharged or separated)
- Classification 2-AM **(H1 and H2 only)** Essentiality of Occupation
- Classification 2-D: Registrant deferred because of study preparing for the ministry
- Classification 3-A: Registrant deferred because of hardship to dependents
- Classification 3-A-S: Registrant deferred because of hardship to dependents (service discharged/separated)
- Classification 4-D: Minister of religion
- Classification 1-D-D: Deferment for certain members of a reserve component or student taking military training
- Classification 4-B: Official deferred by law
- Classification 4-C: Alien or dual national
- Classification 4-G: Registrant exempted from service because of the death of his parent or sibling while serving in the armed forces or whose parent or sibling is in a captured or missing in action status
- Classification 4-A: Registrant who has completed military service
- Classification 4-A-A: Registrant who has performed military service for a foreign nation
- Classification 4-W: Registrant who has completed alternative service in lieu of induction

- Classification 1-D-E: Exemption of certain members of a reserve component or student taking military training
- Classification 1-C: Member of the Armed Forces of the United States, the National Oceanic and Atmospheric Administration, or the Public Health Service
- Classification 1-W: Conscientious objector ordered to perform alternative service in lieu of induction
- Classification 4-T: Treaty alien
- Classification 4-F: Registrant not acceptable for military service
- Classification 1-H: Registrant not subject to processing for induction

CHAPTER 9

ACRONYMS

AO	Area Office
ASW	Alternative Service Worker
C1	Conventional Mobilization (one step)
C2	Conventional Mobilization (two step)
CCPC	Centralized Claims Processing Center
CRPP	Central Registrant Processing Portal
DAB	District Appeal Board
DEP	Delayed Entry Program
DoD	Department of Defense
H1	Health Care Mobilization (one step)
H2	Health Care Mobilization (two step)
HCPDS	Health Care Personnel Delivery System
LB	Local Board
MEPS	Military Entrance Processing Station
NAB	National Appeal Board
NHQ	National Headquarters
NOAA	National Oceanic and Atmospheric Administration
PHS	Public Health Service
RD	Region Director
RHQ	Region Headquarters
ROTC	Reserve Officer Training Corp
RSN	Random Sequence Numbers
SD	State Headquarters
SOP	Standard Operating Procedure
SSS	Selective Service System
USA	U. S. Army
USAF	U. S. Air Force
USCG	U. S. Coast Guard
USMC	U. S. Marine Corps
USMEPCOM	U. S. Military Entrance Processing Command
USN	U. S. Navy

**SELECTIVE SERVICE SYSTEM
AREA OFFICE AND
ALTERNATIVE SERVICE OFFICE
READINESS PLAN
(ARP)**



FOR INTERNAL SELECTIVE SERVICE USE ONLY

DO NOT RELEASE

**AREA OFFICE
ALTERNATIVE SERVICE OFFICE**

SELECTIVE SERVICE SYSTEM

AREA AND ALTERNATIVE SERVICE OFFICE READINESS PLAN

The Selective Service System Area and Area/Alternative Service Office Readiness Plan (ARP) is developed as a stand-alone plan, designed to implement and expand upon the guidance contained in the Selective Service System Headquarters Readiness Plan (RP). The ARP will be used for planning purposes upon receipt and executed, when necessary, by order of the Director of Selective Service. This plan is For Official Use Only.

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SELECTIVE SERVICE SYSTEM

AREA AND AREA/ALTERNATIVE SERVICE OFFICES READINESS PLAN (ARP)

1. SITUATION.

- a. **Purpose.** To provide necessary direction and facilitate effective planning, training, and execution of The National Headquarters (NHQ) Mobilization Readiness Plan (RP) within the regions at the Area and Alternative Service Office levels (A/ASOs) based upon establishing mobilization support requirements for registrants to meet Department of Defense personnel needs and implement the Alternative Service Program.
- b. **Scope.** This plan provides detailed assumptions and guidance for the activation/ operation of the A/ASOs. The readiness organization for the A/ASOs is depicted at Annex I. Agencies that will interact with the A/ASOs are listed at Annex B. Standard terminology used in this plan is at Annex A.
- c. **Agency Elements.** During peacetime, the SSS consists of full-time National and Region Headquarters staffs and a part-time or inactive structure of State Directors, Selective Service Reserve and National Guard Detachments, and standby Local Boards (LBs), and Appeal Boards. Upon mobilization, LBs, Appeal Boards, State Headquarters (SHQs), Alternative Service Offices (ASOs), and Area Offices (AOs) are activated and fully staffed. During mobilization, the SSS interacts with Federal, military, and civilian organizations.
- d. **General.**
 - (1) A threat to the national security of the United States has occurred that Congress and the President have decided cannot be met with the all-volunteer Armed Forces. Congress authorizes and the President directs the Selective Service System to provide trained and/or untrained personnel for induction into the Armed Forces and establish an Alternative Service Program (ASP) for those individuals classified as conscientious objectors.
 - (2) State Directors will be called to active duty and SSS Reserve Force Officers (RFOs) will be put on active duty following the authorized return to induction, with instructions to proceed to their pre-designated locations and begin operations.

- (3) Administrative actions, which may be required to support entry of RFOs on active duty, will be accomplished prior to these individuals reporting to their pre-designated locations.
- (4) SSS will not consider registrant claims for deferment, exemption, or postponement prior to an authorized return to conscription.

e. **Assumptions.**

- (1) Warning for national security emergencies will be available sufficiently in advance of a crisis to permit advance planning. The period of time available for advanced planning prior to M Day will be at least 60 days.
- (2) The SSS will have a 193-day lead-time to provide the first registrants to Military Entrance Processing Stations (MEPS).
- (3) Either DoD will provide the necessary military augmenters to activate the standby elements of the SSS as outlined in the SSS/Department of Defense (DoD) and SSS/DA Memorandas of Understanding, or the Agency will be able to acquire sufficient qualified civilian hires through emergency hiring authority, or from temporary employment agencies, to meet the activation/mobilization timeline requirements outlined in this plan.

f **Authority.** The SSS operates under the provisions of the Military Selective Service Act (MSSA), 50 U.S.C. App. 451 et seq; and Code of Federal Regulations (CFR), Title 32, Chapter XVI, Part 1600-1699. This ARP builds upon these authorities and is designed to operate in accordance with Headquarters Orders, Directives, and procedures promulgated by the SSS, as well as other Federal statutes, regulations, and Memoranda of Understanding or agreements between the SSS and Federal, State, and civilian agencies.

2. **MISSION.**

Each Selective Service System Area Office(AO) and Alternative Service Office(ASO) is to ensure its field structure fairly and equitably provides untrained men and trained personnel with critical skills, such as health care personnel, to the Department of Defense in the required numbers at the designated times in order to meet national defense personnel requirements not met by an all-volunteer force; additionally, each ASO administers the Alternative Service Program (ASP) within the assigned geographic area for those personnel classified as Conscientious Objectors.

3. EXECUTION.

a. Requirement.

- (1) The basis for force planning is that manpower requirements for contingency situations will exceed the capabilities of the Armed Forces. There will be a gradual build-up of the SSS to full operational status by Day 193 after receipt of authorization to commence the induction process. It will be necessary to implement a pre-induction processing, classification, and induction system. The ASP will also be implemented for placement of men who, by virtue of religious, moral, or ethical beliefs are classified as conscientious objectors opposed to any form of military service, and who will perform alternative civilian service in lieu of induction into the Armed Forces.
- (2) Establish the field structure consisting of Area Offices, Local Boards, District Appeal Boards, Alternative Service Offices in accordance with the requirements contained in the associated readiness plans.
- (3) The Agency will recruit, hire and train civilian personnel under the guidance of Support Services/Human Resources (SPT/HR) policies and procedures and in accordance with Office of Personnel Management regulations.
- (4) Employ the "task force" concept of operations utilizing all available RFOs supplemented, if necessary, with State and Region Headquarters personnel.
- (5) See Annex O for additional information.

b. Concept.

- (1) Each AO will ensure that the first inductees will arrive at the MEPS within six months plus 13 days from the date the Agency receives authority to resume induction (NLT Day 193). Simultaneously, the ASOs will begin operations to process and monitor those individuals classified as conscientious objectors.
- (2) The concept for mobilization field structure for each of the Regions and States is that the Agency would either acquire from the military services additional Reserve Force Officers (RFOs) or acquire through emergency hiring authority civilian personnel, or acquire from temporary employment agencies civilians, or some combination of personnel from all or some of these sources to meet personnel needs.

These newly-acquired personnel are to be assigned to each Region, where they will be trained and used as Area Office Supervisors (AOSs) or RHQ/SHQ support staff until they can be replaced by permanent civilian new-hires. Under this concept, previously identified and currently assigned RFOs will form a Region Headquarters Task Force (RHQ-TF) at each Region Headquarters; the RHQ-TF will function as a training cadre that conducts consolidated training of each Region's newly-assigned personnel. The remainder of the current RFOs will serve as part of a State Headquarters Task Force (SHQ-TF). The SHQ-TF will initiate those actions necessary to identify and acquire space, equipment and personnel to expand the SHQ and permanently establish the remainder of the field structure (Area Offices, Local Boards, District Appeal Boards, and Alternative Service Offices). In addition, the SHQ-TF will be responsible for providing initial/refresher training to Board Members as required.

c. **Procedures.**

- (1) During mobilization, all Agency elements will continue to perform their peacetime and pre-activation tasks, as may be required, in addition to their mobilization functions. See Annex O for task checklists.
- (2) The RHQ-TF and SHQ-TF, under the supervision of the Region Director and State Directors respectively and assisted by permanent employees, will train new personnel and establish SHQs, ASOs, and AOs and coordinate with NHQ/SPT/HR for additional staffing as required.
- (3) In accordance with CFR, Title 32, Part 1624 – Inductions, the SSS will conduct a lottery on or before Day 45 and assign a Random Sequence Number (RSN) to each registrant within the primary selection year group. Subsequent lotteries will be held annually or as needed.
- (4) The SSS will issue Orders to Report for Examination and Orders to Report for Inductions as needed via United States Postal Service in accordance with System procedures.
- (5) The SSS shall deliver registrants to the MEPS for determination of acceptability for training and service prior to induction or assignment to the ASP using charter and contract buses or other approved modes of appropriate transportation.
- (6) Once the MEPS has determined their physical, mental, and moral status, registrants who have been classified as available for unrestricted military service will be classified 1-A. Those who have

been found not qualified will be classified 4-F (Registrant Not Acceptable for Military Service). To change the 1-A classification a registrant must submit a claim and be placed in another classification by the SSS.

- (7) Registrants who apply for deferment, exemption, or postponement will be notified by the appropriate SSS AO to document their claims, and will have claims acted upon by an AO and/or LB.
- (8) If a registrant's qualification for service cannot be determined by the MEPS, the registrant will be considered temporarily unacceptable for service. A Re-examination Believed Justified (RBJ) status will be reported by MEPS to the SSS and the date the registrant is to be rescheduled for examination will be included.
- (9) Registrants deemed acceptable for service in the Armed Forces, and for whom no claim for deferment, exemption, or postponement is pending, will be sent an order to report to MEPS for immediate induction. Selection for induction will be made in the same manner as selection for examination. An RSN cut-off for induction will be determined based on DoD calls.
- (10) Registrants who receive SSS classification 1-A-O (Conscientious Objector Available for Noncombatant Military Service) will be inducted into the Armed Forces as noncombatants.
- (11) Registrants who receive SSS classification 1-O (Conscientious Objector) will remain the responsibility of the SSS under the auspices of the ASP.
- (12) SSS daily manpower procurement requirements for the period Day 193 through Day 209 will be provided by DoD prior to Day 75. All procurement requirements following that will be provided to the SSS from DoD on a monthly basis or timeline determined by DoD.
- (13) Travel for registrants will be arranged by the State Headquarters using charter and contract buses as provided by Transportation Logistical Services per MOU with SSS.
- (14) RFOs will return to their previous SSS detachments NLT Day 270 unless otherwise directed by their parent service. Exceptions will be made on a case-by-case basis by the Director of Selective Service upon the recommendation of the Region Director.

d. **SSS Element Tasks.**

(1) **Area Offices - Upon Mobilization:**

- (a) Open up and oversee start up operations for AOs and execute Area Office Readiness Plans.
- (b) Ensure civilian personnel are trained as appropriate.
- (c) Contact Board Members and provide refresher training.
- (d) Receive and process claims for deferment, postponement, or exemption. Process appeals of administrative claims.
- (e) Notify LB and DAB members of times and locations for their first meetings.
- (f) Provide administrative support and guidance to LBs.
- (g) Notify registrants of board meeting dates, administrative requirements, and claim decisions.
- (h) Oversee processing of appeals.
- (i) Manage operational and administrative activities within the AO.

(2) **Alternative Service Office - Upon Mobilization:**

- (a) Civilian new hires assume control of the Alternative Service Office.
- (b) Contact organizations and agencies to expand Alternative Service Employer Network (ASEN) and acquire job commitments.
- (c) In conjunction with the start of inductions and completion of the appeal processes, process Conscientious Objectors (COs) into the ASP and make job placements.
- (d) Monitor Alternative Service Worker (ASW) performance and respond to problems and requests for changes and adjustments as they occur.
- (e) Alert DAB to ASW reassignment requests.
- (f) See Annex N for additional information.

4. ADMINISTRATION AND LOGISTICS.

- a. The Agency will recruit, hire and train civilian personnel under the guidance of SSS/NHQ/Support (SPT)/Human Resources (HR) policies and procedures and in accordance with Office of Personnel Management regulations. RHQ will coordinate with NHQ/SPT/HR staffing and training civilian personnel for the Region. (See Annex P.)
- b. Funding.
 - (1) SSS elements will use existing funding authorizations to finance anticipated post mobilization requirements pending release of additional funds by NHQ. Such actions deemed necessary to obtain funds to carry out the NHQ, Region, State, AO, and ASO Readiness Plans will be implemented upon mobilization. Normal fund control procedures will remain in effect.
 - (2) SSS will utilize Transportation Logistical Services (TLS) for all nationwide transportation of registrants to and from MEPS under Memorandum of Understanding Number 0019 between the SSS and TLS. The SSS will provide TLS advance notice, travel dates, location, and numbers of registrants to be transported to MEPS. TLS will provide the SSS with charter bus transportation, itineraries and work statements for each travel event. The SSS will be responsible for reimbursement of transportation fees to TLS in accordance with NHQ Financial Management (FM) directives. The MEPS will be responsible for cost of meals and lodging of registrants until they depart to their points of origin or reception station. (See Annex Q).
- c. See Annexes E, F, and O, and other annexes to this Plan for additional administrative and logistical references and instructions.

5. CONTROL AND COMMUNICATIONS.

- a. **Control.**
 - (1) When the SSS Director has determined a limited emergency exists, the SSS NHQ and field structure is expected to continue to function at a heightened level of activity at its regular operating site with little or no disruption of established procedures.
 - (2) In the event a more serious emergency, such as an attack on the nation, disrupting normal operation of the SSS, the Agency will employ provisions of the Continuity of Operations Plan (COOP). COOP provides for field reconstitution and continuation of essential functions.

Further instructions on the COOP can be found in Annex J.

- (3) Region, SHQs, and AO/ASOs alternative locations will be identified. Staffs will be prepared to relocate with or without orders or telework if existing locations become untenable.

b. **Communications.**

- (1) Maximum use will be made of existing mail, e-mail and instant messaging communications systems.
- (2) See Annex F for a detailed description of available information technology systems.
- (3) Should an attack on this nation result in disruption of normal communications, emergency procedures as provided in the COOP will be implemented (see Annex J).

c. **Reports.**

See Annex H.

Signature Element
Area Office Supervisor/Alternative Service Office Manager

Dated: _____
Distribution:

ANNEX A

STANDARD TERMINOLOGY

This Annex explains standard terminology used by this Agency.

Activation

The process used by Selective Service to implement Readiness Plans to bring its organization field structure to full operation during a mobilization.

Area Office (AO)

A Selective Service System office that provides administrative and operational support for the Local Boards within its jurisdiction.

Area Office Augmentee (AOA)

An enlisted member of the Army Retiree Program who will be brought on Active Duty to assist the Task Force RFOs in the establishment of Area/Alternative Service Offices.

Alternative Service (AS)

Civilian work performed in lieu of military service by a registrant who has been ordered to perform in the Alternative Service Program (ASP).

Alternative Service Employer Network (ASEN)

A list of organizations and associations which would, upon activation, direct or encourage their constituent members to cooperate with Selective Service in the placement of Alternative Service Workers.

Alternative Service Office (ASO)

An office that administers the Alternative Service Program in a specified geographical area.

Alternative Service Office Manager (ASOM)

A compensated employee responsible for the administration and operations of an ASO.

Alternative Service Technician (AST)

A compensated employee of the Selective Service System responsible at the local level for the oversight of civilian work performed in lieu of induction.

Alternative Service Worker (ASW)

A registrant who has been ordered to perform Alternative Service in lieu of induction (Class 1-W).

Area Office/Alternative Service Office (A/ASO)

A collocated office providing services of an Area Office and an Alternative Service Office.

Area Office Supervisor (AOS)

A compensated employee at the Area Office with primary responsibility for all actions within that office's jurisdiction.

Automated Mobilization Planning System (AMPS)

The automated planning system which maintains current data for ready access by National/Regional planners, and produces variable information in the form of updated appendices for the AO/ASO and the State Headquarters Readiness Plans. It is a subsystem of the CRPP.

Compensated Personnel (CP)

Salaried Selective Service System employees.

Central Registrant Processing Portal (CRPP)

A single central Web-based application that supports and consolidates all mobilization registrant processes.

Data Management Center (DMC)

The SSS facility which is responsible for operating all computer automated production systems; and which provides programming support of the registration system; provides data entry, research and error correction; provides mail processing services for all centralized applications; and, provides Agency responses to inquiries concerning registrants.

District Appeal Board (DAB)

A board of five uncompensated civilian members appointed by the Director to classify registrants whose cases have been appealed to it from a Local Board decision. Also determines ASW job reassignment requests and appeals.

Emergency Operations Center (EOC)

A central command and control point for SSS during a period of emergency activation or mobilization of the System.

Enterprise Data Center (EDC)

The automated data processing facility shared by USMEPCOM and SSS to process records of SSS registrants and Armed Forces enlistees and to receive and transmit MEPS processing dispositions. (It was formerly known as the Joint Computer Center – JCC.)

Federal Emergency Management Agency (FEMA)

The Agency which provides support for all federal time-phased (graduated) emergency preparedness, and response resources at the federal, state and local levels of government.

Health Care Personnel Delivery System (HCPDS).

The HCPDS is a SSS program, and an automated on-the-shelf system, to obtain trained and qualified civilian health care professionals for military service in the event of war or national emergency.

Integrated Mobilization Information System (IMIS)

A microcomputer-based configuration which consolidates previously separate planning systems, including the Automated Mobilization Planning System (AMPS), the Board Member Information Subsystem (BMIS), and the Reserve Forces Automated Personnel System (RFAPS), into a multi-user, rapid access, online planning capability. IMIS is a subsystem of the CRPP.

Local Board (LB)

A group of five uncompensated civilian members appointed by the Director, upon recommendation of a Governor, to act at the local level on registrant claims presented to it.

Local Board Technician (LBT)

A compensated employee of the Selective Service System at the Area Office level responsible for providing administrative and operational support to voluntary Boards within his/her jurisdiction.

Lottery

An early step in the resumption of the inductions process that would establish by random drawing the priority of call based upon the dates of birth of registrants. For a conventional draft of “untrained” manpower, a man is in the first priority group for a possible draft during the calendar year of his 20th birthday.

Military Entrance Processing Station (MEPS)

A military installation to which registrants are ordered to report for pre-induction processing to determine their acceptability for military service and for induction processing into the Armed Forces.

MEPS Liaison Personnel (MLP)

A Selective Service System representative, employed at a SSS office located in the same city as the MEPS, who is responsible for assisting with SSS-related inquiries at the MEPS.

Mobilization (MOB)

The act of assembling and organizing Selective Service resources to support national objectives in time of war or other emergencies through expansion of the U.S. Armed Forces resulting from action by the Congress and the President to stand up the Agency to conduct national conscription

National Appeal Board (NAB)

A group of three uncompensated civilian members appointed by the President to act on cases appealed to it after a District Appeal Board’s non-unanimous decision.

National Command Authority (NCA)

The civilian authority consisting of the President, the Secretary of Defense, and other key officials.

National Emergency

A condition declared by the President or the Congress by virtue of powers previously vested in them that authorize certain emergency actions to be undertaken in the national interest. Action to be taken may include partial, full, or total mobilization of national resources.

Pre-Expansion Activities (PEA)

Indicates the period of time when the President instructs SSS to begin preparing for a resumption of conscription.

Public Affairs (PA)

The sum of all planning, producing, executing, reviewing and evaluating public affairs policies, campaigns, and information programs to communicate Selective Service history, missions, roles, and requirements to audiences which include the news media, associations, organizations, industries, government agencies, legislators, the general public, and the Agency's compensated and uncompensated employees. PA includes the coordination of legislative and intergovernmental matters with Congress, and other organizations within the Executive Branch, as well as State Governments.

Random Sequence Number (RSN)

A number established by a lottery for each date of birth to determine the sequence in which registrants within an age selection group are to be selected for examination and induction.

Region Director (RD)

A SSS official responsible for administration and operations within one of the SSS Regions.

Registrant

A person registered under the Military Selective Service Act.

Registrant Information Bank (RIB)

The automated file of registrant records.

Registrant Integrated Processing System (RIPS) Manual

The processing manual containing the policies and procedures that govern the two-step, non-emergency induction system that responds to the concept of

providing the first registrants to MEPS by day 193 following a return to conscription.

State Director (SD)

A person appointed by the Director on behalf of the President, upon the recommendation of a Governor or comparable executive official, to represent the Governor in all SSS matters in his/her state, territory, or possession. Upon activation, the State Director has operational control of specified SSS activities in his/her state and reports to the Region Director.

The Adjutant General (TAG)

The senior military commander of the Army and Air National Guard in each of the 50 States, District of Columbia, and Territories (Puerto Rico, Guam, and the U.S. Virgin Islands) who is responsible for ensuring the readiness, efficiency and availability of his military units and personnel for state or national needs.

Time-Phased Response (TPR)

A system for integrating readiness actions designed to respond to ambiguous and/or specific warnings. These actions are taken in the early stages of a threat to national security and are designed to maintain an adequate margin of safety and provide time for expansion of the Selective Service System in order to provide manpower as required by the Department of Defense.

“Two-Step” Registrant Processing.

Step One: SSS delivers a fixed number of registrants to each MEPS daily for processing to have their aptitude, medical, moral, and administrative qualifications determined; then all the registrants return to their home (which completes step one). Step Two: Qualified registrants will return to the MEPS for induction at a later date as determined by the SSS and the respective services.

Uncompensated Personnel (UP)

SSS employees, such as Local Board members who do not receive compensation for their services.

United States Military Entrance Processing Command (USMEPCOM)

The military organization located near the Great Lakes Naval Training Center, IL, responsible for command of MEPCOM sectors and Military

ANNEX B

INTERACTING AGENCIES

Upon mobilization, certain government agencies and commercial organizations may be able to provide assistance to the SSS. This Annex should be tailored by each Region Planner to display the unique data of the state or territory. They may include but are not limited to the following: (Note also the following resource: State Contact Information Collection App <https://mobilize.sss.gov/InfoCollect/>)

1. SELECTIVE SERVICE ELEMENTS

- National Headquarters (www.sss.gov)
- Region Headquarters
- State Headquarters
- Area Offices/Alternative Service Offices
- State Directors
- Local Boards
- District Appeal Boards
- Board Meeting Sites
- Reserve Force Officers

2. NON – SELECTIVE SERVICE ELEMENTS

- Supporting Military Entrance Processing Stations (MEPS)
- USMEPCOM (<http://www.mepcom.army.mil/>)
- Governors (<http://www.firstgov.gov/Contact/Governors.shtml>)
- State Adjutants General
- (http://www.agaus.org/TAGlist_BrowserFinal.asp)
- Government Agencies
- (http://www.firstgov.gov/Agencies/Federal/All_Agencies/)
- Recruiting Commands and Military Support Activities
 - Army (<http://www.usarec.army.mil/>)
 - Navy (<http://www.cnrc.navy.mil/>)
 - Air Force (<http://www.afrecruiting.com/rap.asp>)
 - Marines (<https://www.mcrc.usmc.mil/>)
 - Coast Guard (<http://www.gocoastguard.com/>)
- Local Office of Personnel Management (OPM) (<http://www.opm.gov/>)
- Local General Services Administration (GSA) (<http://www.gsa.gov/>)
- Local Postal Services (<http://www.usps.gov/>)
- Local Law Enforcement Agencies
- (http://en.wikipedia.org/wiki/Law_enforcement_agencies)
- Public Affairs Points of Contact (TBD)
- Major Media (<http://newslink.org/>)
- FEMA Emer Ops Ctr (EOC) (<http://www.fema.gov/>)

ANNEX C

READINESS TIMETABLE CALENDAR OF EVENTS

This Annex establishes the timing and sequence of events in a time-phased response. The times and precise sequences are subject to change.

<u>Day</u>	<u>Events</u>
PEA*	The President asks Congress for the authority to induct.
PEA	Congress amends Section 17(c) of the Military Selective Service Act (MSSA) to authorize the President to induct personnel into the Armed Forces.
PEA	Congress amends the existing appropriations language to permit use of existing funds for activation and induction purposes and provide additional funds. SSS alerts parent services of those RFOs to be called to active duty with SSS upon mobilization.
1-5	RFOs upon receipt of parent service orders begin to report to RHQs or SHQs. State Directors are activated. Selective Service State Headquarters (SHQ) are opened under an established agreement with the Department of Defense to make available selected National Guard Armory facilities and equipment. Refer to SSS/DoD Memorandum of Understanding number 0026. ADP linkup process commences in accordance with Annex F of the appropriate Readiness Plan. State Headquarters submit reports to Region Headquarters (RHQ) as outlined in Annex H of the appropriate readiness plan. Central Registrant Processing Portal (CRPP) available on Internet. Selective Service RFOs augment staffs of National and Region Headquarters.
6-45	Area Office Augmentees (AOAs) are contacted to report for duty, if required and available.

Board Members are activated from standby status.

RFO Task Forces coordinate with National Headquarters Support/Logistics Division (NHQ/SPT/LO) to locate sites for Area Offices identified in Annex I of the Area/Alternative Service Office Readiness Plan (ARP).

RFO Task Forces coordinate with NHQ/SPT/Human Resources Division (HR), to begin process to staff Area/Alternative Service Offices and to augment State Headquarters. Refer to ARP Annex P.

RFO Task Forces coordinate with NHQ/SPT/LO to acquire space, furniture, equipment and supplies as identified in Annex E of the appropriate Readiness Plan.

RFO Task Force at each RHQ prepares to conduct consolidated training for prospective Area Office Supervisors acquired through the military services, emergency hiring authority, or through temporary employment agencies.

Coordinate w/SPT/HR on the hiring of permanent Alternative Service Office (ASO) personnel.

Initial/Refresher training for Board Members initiated.

NHQ conducts Lottery and results are entered into the Agency's data base.

ADP capability is available at AOs/ASOs (Coordinate w/OP/IT).

46-85

Training for Civilian New Hires initiated.

Preparations for issuance to registrants of Orders to Report for Armed Forces Examinations.

Area Offices become operational. Refer to ARP Annex I.

Local Boards become operational. Refer to RIPS Manual Chapter 6.

AOAs return to Department of Army control (if utilized by SSS).

Oversee ASP implementation and operation. Refer to ARP Annex N and RIPS Manual Chapter 10.

First group of Orders to Report for Armed Forces Examinations sent to registrants. Refer to RIPS Manual Chapter 4.

85-100

First registrants report to MEPS where they are given physical, mental, and moral evaluations and results are returned to the Selective Service System. Refer ARP Annex M and RIPS Manual Chapter 4.

First registrant claims are received at Area Offices. Refer to RIPS Manual Chapter 5.

CRPP Implemented.

First Local Board meetings are held. Refer to RIPS Manual Chapter 6.

District Appeal Boards are activated. Refer to RIPS Manual Chapter 6.

National Appeal Board is activated.

Alternative Service Offices become operational. Refer to ARP Annex I.

101-150

First District Appeal Board meetings held. Refer to RIPS Manual Chapter 6.

First National Appeal Board meetings held.

151-193

Pre-induction processing and claim and appeal actions continue.

First induction notices mailed by day 183.

The first inductees report to military reception centers not later than day 193 for processing and subsequent assignment to military training bases.

Operations will continue until the President or Congress mandates changes.

270

RFOs return to their previous SSS detachment, unless otherwise directed by their parent service.

*Pre-Expansion Activities

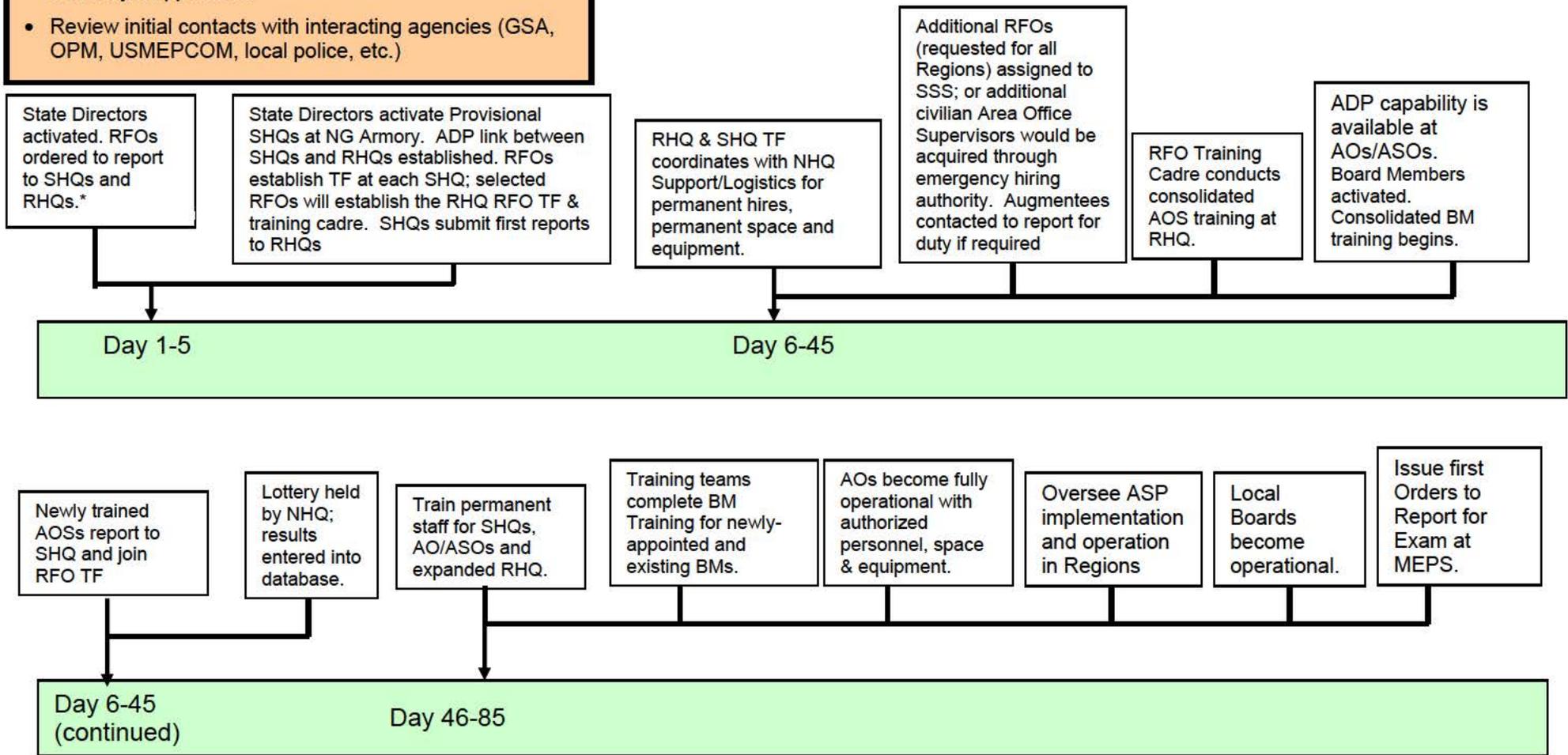
** This action will be implemented upon development of the CRPP, which will replace TIRMS and ASPS software applications.

Pre-Expansion Activities (RHQ)

- Test procedures for activating SDs and RFOs.
- Coordinate additional RFOs w/NHQ per proposed MOU.
- Test procedures for activating Board Members and Boards; expedite fills of current vacancies.
- Review Job Announcements with NHQ to OPM for RHQ, SHQ, AO/ASO and request Emergency Hiring authority if applicable.
- Review initial contacts with interacting agencies (GSA, OPM, USMEPCOM, local police, etc.)

Mobilization Timeline – Field Activation (Days 1-85)

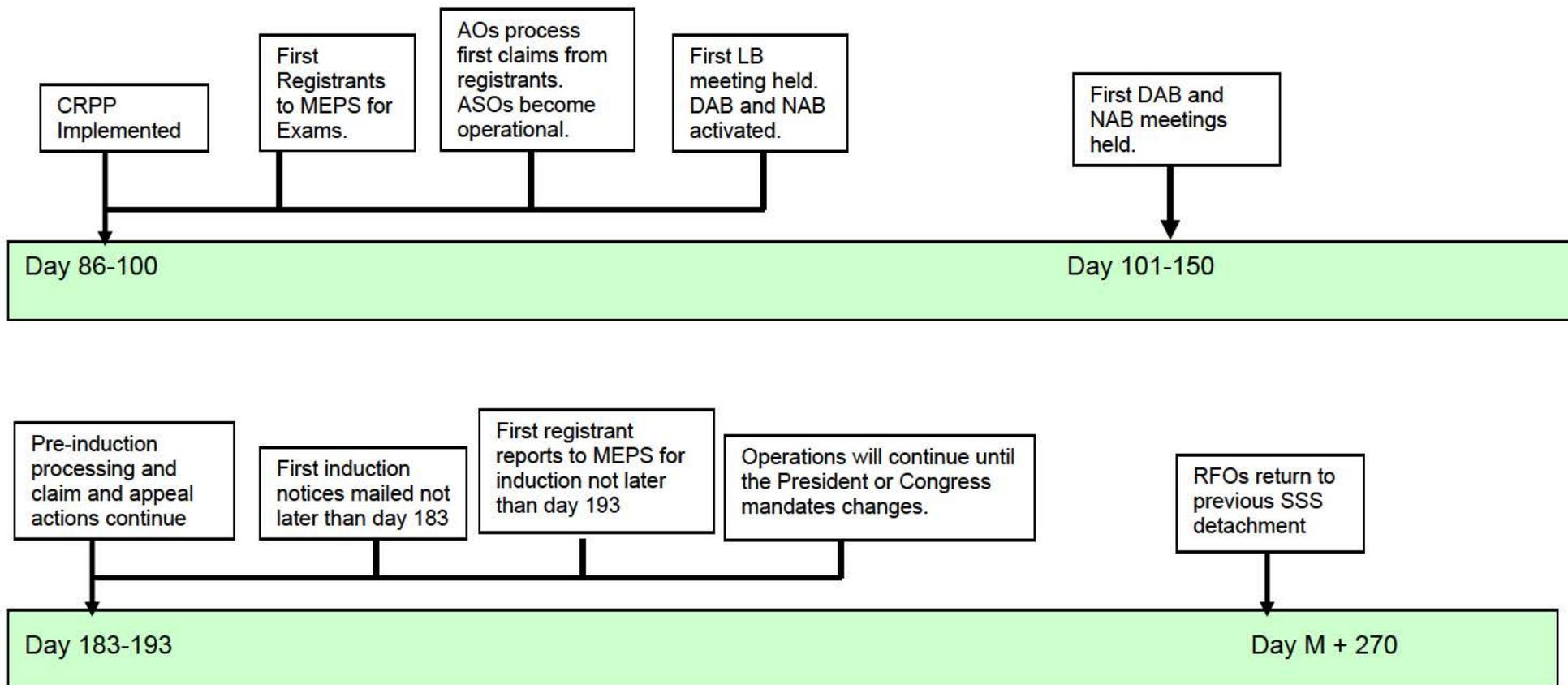
This timeline provides a graphic presentation reflecting those tasks to be completed by the field structure and is derived from the basic Area Office Readiness Plan (ARP), Annex C (Readiness Timetable), and Annex O (Checklists) of the RRP, SRP and ARP. This timeline reflects anticipated time-frames given the current level of Agency resources with currently assigned RFOs functioning as either a training cadre at RHQ or as part of a SHQ TF in each State.



* = Contingent on RFOs first receiving active duty orders from their parent service.

Mobilization Timeline – Field Activation (Days 86-270)

This timeline provides a graphic presentation reflecting those tasks to be completed by the field structure and is derived from the basic Area Office Readiness Plan (ARP), Annex C (Readiness Timetable), and Annex O (Checklists) of the RRP, SRP and ARP. This timeline reflects anticipated time-frames given the current level of Agency resources with currently assigned RFOs functioning as either a training cadre at RHQ or as part of a SHQ TF in each State.



**TIME PHASED RESPONSE
Count Down of Days**

For Class 1-O Claimants Only:

<u>Day</u>	<u>Activity</u>
95-85	<p>Pre-induction examination orders listing designated Military Entrance Processing Station (MEPS) mailed to registrants.</p> <p>Orders received and possibility of requests coming into Area Offices from Conscientious Objectors (COs) requesting waiver of examination and 1-O claim.</p> <p>Claim Documentation Forms mailed to registrant or received electronically.</p> <p>Form received by registrants. Documentation returned electronically or by mail to Area Offices.</p> <p>10-day notice of personal appearance and meeting sent to registrants.</p>
104-114	<p>First meeting of Local Boards to determine 1-O claims</p> <p>Notice of decision sent to registrants by the Area Office.</p> <p>Notice received by registrants; if claims denied, could request appeal.</p> <p>Registrant File Folders for appellants electronically available for District Appeal Boards (DABs).</p> <p>Notice of personal appearance and meeting sent to registrants.</p>
114-119	<p>First DAB meetings held.</p> <p>Decision sent to registrants by Area Office.</p> <p>Decision received by registrants. If denied and non-unanimous vote, could request appeal to the National Appeal Board (NAB).</p> <p>Registrant File Folders for appellants electronically available for NAB.</p>

TIME-PHASED RESPONSE
Count Down of Days

For all claimants other than Class 1-O:

<u>Day</u>	<u>Activity</u>
76-88	<p>Pre-induction examination orders listing designated MEPS mailed to registrants.</p> <p>Registrants report to MEPS.</p> <p>MEPS reports to SSS on qualification of registrants.</p> <p>Results of examination mailed to registrants.</p> <p>Registrant receives notice, and if qualified, could request reclassification.</p> <p>Claim Documentation Forms mailed (10 days allowed to respond).</p>
93-103	<p>Registrants receive form(s).</p> <p>Registrants could return documentation electronically or by mail to Area Office.</p> <p>Area Office would make decision on administrative claims and refer judgmental claims to Local Board.</p> <p>Administrative claim results sent to registrants from Area Office.</p>
104-114	<p>If denied an administrative claim, registrants could request appeal to Local Board.</p> <p>If Local Board denies a judgmental claim or renders a non-unanimous denial of an administrative claim, registrants could appeal to the DAB.</p> <p>Registrant File Folders for appellants electronically available for DAB.</p>

ANNEX D

**AREA/ALTERNATIVE SERVICE OFFICE
READINESS PLAN**

READINESS PROCEDURES

This Annex provides priority procedures to be followed in an activation of the Area Office (AO) and the Area/Alternative Service Office (A/ASO). The size of the registrant group to be processed, the number of Alternative Service Workers (ASW) expected, and the number of Local Boards (LB) to be supported determines the management and staffing requirements of the AO and the A/ASO.

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3. Alternative Service Office Manager	D-3

AREA OFFICE/ALTERNATIVE SERVICE OFFICE

1. **RFO TASK FORCE** upon mobilization will:
 - a. Establish Area Office (AO)/Alternative Service Office (ASO).
 - (1) Report to duty station.
 - (2) Prepare activation/mobilization folders for each AO and Area/Alternative Service Office A/ASO using the most current data available from CRPP/IMIS (AMPS) as well as information provided by Region and State Headquarters to include:
 - (a) AO and ASO equipment lists
 - (b) Newspaper, radio, and television contacts
 - (c) AO profile
 - ASO District Appeal Board (DAB) collocated indices
 - City/state location
 - Workload estimates
 - Manpower requirements
 - Space requirements
 - Jurisdictional boundaries
 - (d) Alternative Service Office profile
 - (e) Table of Distribution and Allowances
 - (f) AO Personnel requirements
 - (g) ASO/DAB support, if applicable
 - (h) CRPP/IMIS (AMPS) Board Member Location and Personnel Reports
 - (i) CRPP/IMIS (BMIS) Reports for additional Local Board and A/ASO Location Data as available. BMIS is the automated repository for information on the volunteer civilian personnel who comprise the Local and Appeal Boards.
 - (j) Position descriptions
 - (3) Perform specific duties assigned by the State Director commensurate with previous training.
 - (a) Travel and accommodations for team
 - (b) Office location and space acquisition
 - (c) Equipment/supply leasing/purchase
 - (d) Personnel recruiting/hiring/training
 - (4) Commence contacts with GSA to locate sites, furniture, equipment and supplies for the AOs. (See Annex E)

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- (5) Assume operational control of Area Office Augmentees (AOAs) if available and develop duty assignments as required.
 - (6) Develop an Office Safety and Security Program.
- b. Establish lines of communication
- (1) Establish itinerary, timetable, milestones and communication procedures with the State Director.
 - (2) Submit priority telephone requests.
 - (3) Contact MEPS Liaison Personnel.
 - (4) Notify local radio stations, television stations, and newspapers of activation/mobilization.
 - (5) Provide local information to the media and encourage airing of public affairs information, as directed.
 - (6) Notify LB Chairman of pending AO activation.
- c. Initiate report procedures.
- (1) Notify State and Region Headquarters of status.
 - (2) Use Central Registrant Processing Portal (CRPP)/Integrated Mobilization Information System (IMIS). See Annex H for CRPP/IMIS information and for other procedures.
 - (3) Update AO and ASO mailing address for receipt of computer reports.
- d. Begin recruiting efforts for civilian staff.
- (1) Refer to Annexes P (Personnel) and L (Position Descriptions) and additional guidance from NHQ/Human Resources Division prior to beginning recruitment efforts.
 - (2) Contact local civilian personnel offices, employment agencies, and placement offices for potential employees.
 - (3) Review Office of Personnel Management listing of available personnel.
 - (4) Schedule and conduct interviews with potential employees.
 - (5) Submit selection packages to State Headquarters for action.
 - (6) Follow-up to ensure expeditious processing.
- e. Conduct training.
- (1) Coordinate with SHQ and RHQ to determine what training may be consolidated at higher headquarters.
 - (2) Determine number of civilians hired and ready to train.
 - (3) Determine location of training. Assign AOAs to assist with logistics.
 - (4) Review training packages.

ANNEX D

- (5) Assign trainers and establish dates.
- (6) Provide training; formal and on-the-job training for compensated employees.
- (7) Assist civilian new hires as necessary in the initial operation of the AO.

2. **AREA OFFICE SUPERVISOR** will:

- a. Receive training as directed.
- b. Assume responsibility of the AO.
- c. Prepare to administer actions resulting from the start of preinduction processing orders.
- d. Prepare to receive and process claims for deferment, postponement, or exemption.
- e. Provide AO support for LBs.
 - (1) Schedule board meetings in coordination with the Chairman.
 - (2) Establish and maintain a board meeting room.
 - (3) Prepare an agenda of claims to be considered.
 - (4) Schedule personal appearances and notify registrants.
 - (5) Attend each board meeting.
 - (6) Present claim folders.
 - (7) Call registrants and introduce them to the Board.
 - (8) Take notes and prepare written summaries of proceedings.
 - (9) Prepare minutes of meetings.
 - (10) Notify registrants of decision of LB and enter results into CRPP/TIRMS.
- f. Process appeals.
- g. AOs in close proximity to a MEPS will provide a liaison, as required. (See Annex M.)
- h. Manage operational and administrative activities within the AO.

3. **ALTERNATIVE SERVICE OFFICE MANAGER** will:

- a. Activate and make operational the ASO.
- b. Develop an Employer Roster.

ANNEX D

- (1) Obtain agreements with employers to hire Alternative Service Workers (ASWs).
 - (2) Identify job openings with employers to create a job bank.
 - (3) Build and maintain a listing of available jobs.
 - (4) Enter job data into CRPP (ASPS).
- c. Manage the Alternative Service Program.
- (1) Receive SSS Forms 101-A, Alternative Service File Folder, from AOs.
 - (2) Schedule ASWs for processing.
 - (3) Issue orders for ASWs to report for job interviews.
 - (4) Place ASW data into the CRPP (ASPS) data base.
 - (5) Conduct monitoring visits to work sites.
 - (6) Ensure ASWs successfully complete service requirements.
 - (7) Issue Certificates of Completion.
- d. Provide administrative support to the District Appeal Board when they are considering matters relating to Alternative Service Workers.
- (1) Schedule board meetings in coordination with Chairperson.
 - (2) Prepare agenda of appeals to be considered.
 - (3) Schedule personal appearances and notify ASWs.
 - (4) Attend each board meeting.
 - (5) Present file folders.
 - (6) Introduce ASWs to the board.
 - (7) Take notes and prepare written summaries of proceedings.
 - (8) Prepare minutes of meeting.
 - (9) Notify ASWs of decision of the Board and enter into CRPP (ASPS).

ANNEX E

ADMINISTRATION

This Annex provides guidance and information on the logistical procedures for mobilization of the Agency's field elements to include Area Offices and Alternative Service Offices. The proponent for this Annex is the Support Services Directorate, Logistics Division.

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ADMINISTRATION

1. GENERAL.

Readiness Plans for each level of the Agency reflect assessments of space, equipment and service requirements, and identify potential resources and sources of supplies.

2. SPACE.

- a. The Director of Selective Service through SPT/LO will notify the appropriate GSA, Assistant Regional Administrator for Public Buildings Service (PBS), Customer Projects Division, of the Agency's need for general purpose space and the agency's intent to exercise the leasing authority granted under the GSA Leasing Program. This authority may not be exercised by the Director until PBS has determined that suitable Government controlled space is not available to meet the Agency needs. Periodically, leasing performance information is provided to GSA. Re-delegation of authority to lease space may be made to officers, officials, and employees who have been adequately trained as Lease Contracting Officers.

Utilization of leased space must comply with all applicable laws and regulations, including, but not limited to the Competition in Contracting Act, Federal Property Management Regulations, FPMR Executive Orders 12072, 13006, Davis Bacon Act, and the GSA Acquisition Regulations.

- b. Space requirements for peacetime and readiness operations at the various Headquarters and field elements are computed based upon Federal Property Management Regulations (FPMR) which require Federal agencies to achieve an overall use rate of 125 square feet per person for primary office space plus 22 percent for support space. The priority space which GSA will focus upon is the square footage per person within the primary office space.
- c. Area Office/Alternative Service Office (A/ASO) Readiness Plans include guidelines for obtaining, where required, adequate meeting space for Local Boards.

3. **EQUIPMENT, FURNITURE, AND SUPPLIES.**

- a. During the early stages of mobilization, all elements of the Selective Service System (SSS) must function with the property and equipment on hand, thus peacetime planning for space and equipment must consider readiness strength and expanded hours of operation. Area Office/Alternative Service Office Readiness Plans will identify items of furniture and equipment necessary for full operation at permanent Area Office/Alternative Service Office locations.
- b. Readiness Plans at each level will include planning guidance, equipment requirements, on-hand assets, and additional items, which will be needed upon mobilization. When possible, a schematic or drawing showing space and equipment layout will be included, as will a list of possible sources for supply.
- c. Procurement of furniture and equipment for Area Office and Area/Alternative Service Office operations is essential. All procurement actions will be made in accordance with Federal Acquisition Regulations (FAR). NHQ may purchase quantities of furniture and office equipment to drop-ship to Regional locations (to include Area Offices and Alternative Service Offices).
- d. Government purchase cards may be issued by NHQ to facilitate the purchase of some types of equipment. In the event these cards are issued, an Official Form 347 Purchase Order and a Requisition (currently an Oracle database form) should be completed showing each item charged to the card. SHQ and AO personnel will forward the forms to Region HQ. RHQ personnel will forward their forms to NHQ Financial Management Division.
- d. Equipment and supplies will be procured from available government stocks or through existing government contracts from the following sources listed in descending order of priority:
 - (1) Excess personal property, and Agency and other federal agencies excess inventories.
 - (2) Federal Prison Industries - UNICOR products that are made by Federal Prisons.
 - (3) Schedule of blind-made products - from a qualified nonprofit organization for the blind or other severely handicapped persons.

- (4) Wholesale supply sources, such as General Services Administration (GSA) stored stock, and the Defense Logistics Agency (sole manager for selected items).
- (5) Mandatory Federal Supply Schedules.
- (6) Federal Supply Schedule contracts (procurement).
- (7) Optional commercial sources.

4. **AREA OFFICE/ALTERNATIVE SERVICE OFFICE REFERENCE LIBRARY.**

The Detachment Commander will establish and maintain a reference library of publications for use upon activation for each Area Office and Alternative Service Office within his/her jurisdiction. At the minimum, that the library should contain those publications listed in Appendix 3 to this Annex.

5. **PHYSICAL SECURITY.**

- a. Arranging for increased physical security in Agency locations is a matter of priority during mobilization. Local law enforcement officials and the nearest office of the Federal Protection Services (FPS) and of the GSA should be notified of increased Agency operations (See Annex B for points of contact).
- b. Area Office/ Alternative Service Office Readiness Plans will include an office security plan for each location (See RIPS Manual, Chapter 1, Section B). When an office security plan is completed it is to be located as Appendix 4.
- c. Special emphasis will be placed upon security for computers and software, to protect against theft, deliberate destruction, or penetration of data systems.

6. **POSTAL SERVICES.**

- a. During mobilization or sudden return to induction, postal service requirements will increase significantly. Area Office and Alternative Service Office Readiness Plans will address known requirements, resources, and points of contact for postal services. Each location will advise local Postal authorities to anticipate a significant increase in mail. SPT/LO will expand express mailing service.
- b. The United States Postal Service (USPS), Merrifield, Virginia will

be notified by National Headquarters (NHQ) of SSS mobilization and advised that throughout the country SSS mail volume and types will increase significantly. USPS, Merrifield, Virginia, will alert their Supply Centers of increased forms mailings.

- c. Postal authorities supporting each Agency level should be notified of the SSS mobilization, and advised that changes can be anticipated in mail volume and types over the next several months, to include mailings of forms and official Agency mail.
- d. Region Headquarters and the Data Management Center (DMC) will need to arrange for high volume mail receipts where indicated. Streamlined handling and sorting procedures should be developed in checklist format. The ZIP+4 Code for dedicated delivery will be incorporated wherever possible.
- e. Area Offices (AOs) and Alternative Service Offices (ASOs) will establish contact with local post offices to advise them of hours of operation and volume of mail anticipated. The amount of mail to be received can be predicted based on the workload projections contained in Annex I to the various readiness plans.
- f. Some form of express mail service for field offices will be immediately established to send mail to Region and State Headquarters, the DMC, and to National Headquarters. Two categories of USPS Express Mail Service may be available in State Headquarters and/or Area Office/Alternative Service Office cities. These categories are:
 - Express Mail Service
 - Express Mail Custom Designed Service
 - (1) Local Postal authorities can advise if express mail services are available. Forms and mailing instructions for express mail may be obtained from local postal authorities.
 - (2) Express Mail Custom Designed Service will not be used without prior approval from National Headquarters.
- g. If USPS Express Mail Service is not available, a commercial express mail service should be used (e.g., Federal Express or United Parcel Service Overnight) after approval has been granted by National Headquarters.

7. **EXPENDABLE SUPPLIES.**

- a. Area Offices and Alternative Service Offices will operate with supplies obtained initially and then use resupply procedures from Region Headquarters.
- b. Government purchase cards may also be issued by NHQ to Area Office/Alternative Service Office personnel facilitate the purchase expendable supplies.
 - (1) In the event these cards are issued, an Official Form 347 Purchase Order and a Requisition (currently an Oracle database form) should be completed showing each item charged to the card. AO/ASO personnel will forward the forms to RHQ. Region Headquarters personnel will forward their forms to NHQ Financial Management Division.
- c. GSA Customer Supply Centers (CSC)
 - (1) The Federal Property Management Regulations (FPMR) require that acquisition of general supply items for mission needs be limited to the lowest cost item, which will adequately serve the functional end-use purpose. GSA has established a network of CSCs to provide cost-effective retail supply support for common use items in all areas of the continental U.S., as well as Alaska, Hawaii, and Puerto Rico.
 - (2) CSC customers are supported through use of a catalog, simplified telephone ordering and quick shipment of supplies to the ordering activity. Agencies can place orders by phone, in person, or by mail using a simplified order form. Phone and walk-in customers receive immediate information on item availability. If an item is temporarily out-of-stock, the customer is informed of available substitute items. The order is processed and the merchandise selected, packed, and sent on its way via mail or small parcel carrier by the next business day. In emergency situations, the customer may pick up an order at the CSC.
 - (3) Each Region Headquarters will process the necessary paperwork to acquire an Activity Code and a User Code for each State Headquarters and Area Office/ Alternative Service Office. These codes will be issued on or before activation/mobilization to State Directors, Area Office Supervisors and Alternative Service Office Managers, once hired and trained, at the discretion of the Region Director.

(4) Area Office/Alternative Service Office Readiness Plans will include instructions for obtaining supplies from these centers.

d. Additional expendable supplies may be purchased locally at Area Office/Alternative Service Office levels as necessary with the GSA purchase card.

8. ACQUISITION OF VEHICLES.

a. Transportation requirements at the Area Office/Alternative Service Office level should be met in the most expedient way possible within the following guidelines:

b. Use of Privately-Owned Vehicles (POV) is authorized. The owner/operator will be reimbursed. In those instances where the Area Office Supervisor or Alternative Service Manager does not have a POV at his or her disposal, if long-term leasing of a vehicle is considered necessary, requests will be forwarded through the State Headquarters to Region Headquarters for action.

9. FORMS AND STATIONERY.

a. During mobilization, administrative forms/stationery supplements will be distributed in small quantities to the AOs and ASOs ~~SHQs~~ by their SHQs. Most forms/stationery supplements are available on the SSS Intranet.

b. Required SSS stationery will be available in small quantities from Region Headquarters. Administrative forms supplemental packets will be distributed to Detachments to be held for activation. Most forms and stationery can be reproduced on an office copier. Local print shops may be used to print copies from the initial supply if the total value of the printing requirement does not exceed \$1,000. Accountable forms may not be reproduced. <http://online2/online/forms/regional%20forms>. A list of forms provided Detachments is at Appendix 3.

c. Supplies of standard and optional forms should be procured from GSA Sales Stores, or downloaded for local printing from <http://www.gsa.gov/forms>.

d. The listing of required forms will be reviewed annually. Region Headquarters will request additional forms from NHQ and will redistribute new or revised forms to the Area Office/Alternative

Service Office Readiness Plan (ARP) and State Headquarters Readiness Plan (SRP) packets. Claim for reclassification (SSS Form 9) will be acquired and distributed to post offices by NHQ as well as on the SSS Web site www.sss.gov.

- e. Detachment Commanders personnel will ensure that the packets of administrative forms are maintained current at all times.

10. IDENTIFICATION CARDS.

A supply of identification cards has been pre-positioned at each Region Headquarters for distribution to State Headquarters upon mobilization. Each SSS employee will be issued an ID Card, SSS Form 362 (not requiring a photograph of the employee). State Directors, Area Office Supervisors, and Alternative Service Office Managers are authorized to sign these forms.

11. PROCUREMENT ACTIONS.

- a. All requests for a procurement action must begin by completing a Logistics Service Request (LSR) (SSS Form 700).
 - (1) An LSR may be initiated by any SSS employee for services, equipment, or supplies.
 - (2) The budget code information must be included.
 - (3) All LSRs will be uniquely numbered by first entering the Region number; the last two digits of the current fiscal year; and a 4-digit sequential number indicating the number of used LSRs. For example, the number RI-09-0001 indicates Region I, Fiscal Year 2009, and the first LSR used. The second LSR would be RI-09-0002. An example of a State Headquarters number would be ILHQ-09-0001; of an Area Office would be IL04-09-0001. The United States Postal Service two-character state abbreviation will be used.
 - (4) An LSR will be approved by the Area Office Supervisor, Alternative Service Office Manager, the State Director, Region Director, or their designated representative.
 - (5) Each LSR will be placed in a folder with the LSR number written on the index tab. Supporting documentation will also be included in the folder.
 - (6) Two copies will be made of each LSR. The original will

always remain in the LSR folder. State Headquarters and Area Offices will forward the Copy 2 to Region Headquarters

(7) An LSR log will be maintained. Region Headquarters, State Headquarters, and Area Offices/Alternative Service Office will maintain an LSR log that contains the following information:

- LSR Number
- Description of goods, services, or equipment purchased
- Vendor
- Date of purchase
- Purchase Order or Contract number, if applicable

b. Field Purchase Order Procurement Method

Request for a procurement action must begin by the completion of a request form to be input into the Oracle Federal Financial (OFF) system. An authorized SSS employee with knowledge of services, equipment, or supplies may initiate a requisition. Authorized dollar thresholds will be set and purchases will comply with the Federal Acquisition Regulation (FAR).

c. Procurement Dollar Authorizations.

(1) Region Headquarters. If a request for supplies, equipment, or services requires a procurement document in excess of \$100,000.00 the request must be forwarded to National Headquarters for action.

Should the request require a procurement document equal to or less than this amount, the Region Headquarters Procurement Officer will follow established Federal Acquisition Regulation (FAR) procedures to procure the item(s).

(2) State Headquarters, Area Office or Alternative Service Office. If a request for supplies, equipment, or services exceeds the authorized dollar threshold (currently \$3,000.00) the State Director, Area Office Supervisor, or Alternative Service Office Manager must forward the request to Region Headquarters for action.

If the request is equal to or less than the authorized dollar threshold (currently \$3,000.00), the State Director, Area Office Supervisor or Alternative Service Office Manager is

authorized to use the GSA Smart Pay purchase card to make an open market commercial purchase.

NOTE: The Agency Contracting Officer has the authority to raise the authorized dollar threshold on GSA Smart Pay purchase card.

- d. The purchase card is specifically designed for Government use. It is for over-the-counter and telephone transactions in the same manner as personal credit cards. When merchants accept the cards for a Government purchase, they collect payment through channels already established by the contractor/bank in turn, collects payment directly from the government.
 - (1) Purchases made with the purchase card are subject to the Federal Acquisition Regulations (FAR), including the requirement to provide accompanying documentation. The FAR is the primary regulatory system used for all Federal Government Procurement Actions. The FAR supplemented by civilian and defense FAR supplement (DFARS), which contains congressional mandates specific to the Department of Defense. In addition to the FAR and agency supplements, there are other statutes, executive orders, comptroller general decisions, and judicial precedents and decision that impact the contracting process. Relevant parts of the Treasury Financial Manual are also applicable.
 - (2) A Smart Pay purchase card will be issued to all authorized employees within three days of mobilization.
- e. U.S. Tax Exemption Certificates (SF-1094) are only to be used in conjunction with the Smart Pay Card when the amount of tax exceeds \$1.00. These certificates are stocked in the National Headquarters Financial Management Division (SPT/FM).

APPENDIX 1 TO ANNEX E

**SSS AREA OFFICE EQUIPMENT LIST
AND
SSS ALTERNATIVE SERVICE OFFICE EQUIPMENT LIST**

This Appendix represents the equipment required to establish an Area Office/ Alternative Service Office Post M-Day (M+). The actual quantities of items will need to be based on AO/ASO personnel requirements and acquired through procurement procedures outlined this Annex. Below is a sample equipment list.

DESCRIPTION OF ITEM

DESKS	EXECUTIVE TYPIST
CHAIRS	EXECUTIVE TYPIST SIDE CONFERENCE
TABLES	WORK CONFERENCE
CABINETS	FILE SUPPLY
OTHER	BOOKCASE CREDENZA COUCH TYPEWRITER
ADP	AO COMPUTER/PC COPIER LASER PRINTER SCANNER
TELEPHONES	FAX MACHINE INSTRUMENTS

APPENDIX 1 TO ANNEX E

SSS DISTRICT APPEAL BOARD LIST

This Appendix represents the equipment required to activate a District Appeal Board. The actual quantities of items will need to be based on SHQ manpower and acquired through procurement procedures outlined this Annex. Below is a sample equipment list.

DESCRIPTION OF ITEM

DESKS	EXECUTIVE TYPIST
CHAIRS	EXECUTIVE TYPIST SIDE
TABLES	CONFERENCE
CABINETS	FILE SUPPLY
OTHER	BOOKCASE CREDENZA COUCH TYPEWRITER CALCULATOR
ADP	AO COMPUTER/PC COPIER LASER PRINTER SCANNER
TELEPHONES	FAX MACHINE INSTRUMENTS

APPENDIX 2 TO ANNEX E

SUPPLEMENTAL FORMS PACKET

This Appendix lists those forms which will be maintained by the State Headquarters and Detachment Commanders for mobilization.

<u>FORM</u>	<u>EDITION DATE</u>	<u>SUBJECT</u>	<u>NATIONAL STOCK NUMBER</u>
Personnel SF-52	9/91	Request for Personnel Action	7540-01-333-6239
SF-61	8/02	Appointment Affidavits	7540-00-634-4015
SF-61-B	10/88	Declaration of Appointee	7540-00-935-0999
SF-85	12/90	Questionnaire for Nonsensitive Positions	7540-00-634-4035
SF-87	4/84	Fingerprint Chart	7540-00-634-4037
SF-144	10/95	Statement of Prior Federal Civilian and Military Service	7540-00-634-4101
SF-181	8/05	Race and National Origin Identification (For Use with Current Federal Employees Only)	7540-01-099-3446
SF-256	8/87	Self-Identification of Handicap	7540-01-028-2848
SF-1152	6/02	Designation of Beneficiary (Unpaid Compensation)	7540-00-634-4340
SB 2362-E	10/01	Authorization for Purchase U.S. Savings Bonds	
SF-1199A	6/87	Direct Deposit Sign-up Form	7540-01-058-0224
A-23	undated	Request for Official Mailing Address, Net Check, Residence Information	Download from Intranet
W-4	1/09	Employee's Withholding Allowance Certificate	Download at www.irs.gov
OMB I-9	6/07	Employment Eligibility Verification	OMB 1115-0136
Unnumbered	Undated	Applicant's Statement of Selective Service Registration Status	Download from Intranet
Unnumbered	Undated	Inprocessing Worksheet (For RFOs)	Download from Intranet
Unnumbered	Undated	Personnel Information Sheet	Download from Intranet

<u>Logistics</u> SSS 700	6/06	Procurement Request/Requisition	Available on SSS Intranet
SF-145	6/82	Telephone Service Request	7540-00-577-5830
SAT-48	5/08	Authorization for Official Travel	Available on SSS Intranet
SSS 351	7/04	Uncompensated Personnel Travel Reimbursement Claim	Available on SSS Intranet
SF-1012	10/77	Travel Voucher	7540-00-634-4180
SF-1034	10-87	Public Voucher for Purchases and Services Other Than Personal (Two parts)	7540-00-900-2234 7540-00-634-4206
(A) SF-1038	10/77	Advance of Funds Application and Account	7540-00-634-4211
SF- 1164	11/77	Claim for Reimbursement for Expenditures on Official Business	7540-00-634-4336
(A) SF-1169	4/85	U.S. Government Transportation Request	7540-00-985-7038

* Previous editions may not be used.

(A) Accountable Form (mailed to Region Headquarters upon for distribution).

APPENDIX 3 TO ANNEX E

AREA OFFICE/ALTERNATIVE SERVICE OFFICE REFERENCE LIBRARY

This Appendix lists those publications to be contained in the Area Office/Alternative Service Office Reference Library and is available on the SSS Intranet site (Document Manager tab)

During peacetime, the Detachment Commander and Reserve Force Officers will establish and maintain libraries to include the following publications:

Registrant Integrated Processing System (RIPS) Manual

Area Office/Alternative Service Office Readiness Plan (ARP) (One for each Area Office/Alternative Service Office)

Board Member Handbook

Board Member Trainer Handbook

Area Office Augmentee Orientation Booklet

New Officer/State Director (NO/SD) Training – Phase 1 Booklet

Personnel Policies and Procedures Manual (PPPM)

Administrative Services Manual (ASM)

Fiscal Manual (FM)

APPENDIX 4 TO ANNEX E

OFFICE AND SAFETY SECURITY PLAN

(TO BE DEVELOPED

BY THE AREA OFFICE SUPERVISOR/ALTERNATIVE SERVICE MANAGER)

APPENDIX 5 TO ANNEX E

SAMPLE OF COMPLETED LSR (SSS Form 700)



SELECTIVE SERVICE SYSTEM
LOGISTICS SERVICE REQUEST
SSS FORM 700

Section 1 - Completed By Requesting Office		Section 2 - Completed By MSL	
A. Requesting Office <u>PA-041</u> Date <u>04/02/97</u>		CN _____	
Contact Name <u>J. Powers</u> Phone <u>245-2125</u>		Office _____	
Approved By <u>COL Brown</u> Title <u>Area Office Manager</u>		Date Received _____ Response _____	
Budget Code <u>97-9-1000-2411-100000-\$120.00</u>		Delivery Date _____	
		Budget Code _____	
B. Description of Products or Services Required: (Describe as completely as possible the products or services you require and the justification for the request. Use attachments if necessary.)			
1. Print or copy 300 copies of SSS Form 11 (Administrative Claim Form). Copy attached.			
2. Justification: The supply cabinet is running low (50). We use about 100 forms a week. The shipment from NHQ is not due before 2 weeks.			
3. Suggested Vendor:			
Quick Printing 1211 E. Main Street Pittsburgh, PA 10012 Contact Martin Hope, 245-1022			
4. Quoted price: \$120			
SAMPLE			
C. Priority: (Indicate the date the products or services are required and the priority.)			
Date Required: <u>04/04/97</u>		Latest Date Acceptable: <u>04/04/97</u>	
Indicate the priority you place on the required date Critical <input type="checkbox"/> Rush <input type="checkbox"/> Routine <input checked="" type="checkbox"/>			
If the priority is critical, provide a written justification.			
D. Delivery: Shipping Address		Shipping Instructions:	
Pickup		Call Before Delivery <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Inside Delivery <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		Special Handling <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Person and Phone: <u>J. Powers 245-2125</u>			
Section 3 -- Completed By Requesting Office: (Sign and date below when you have received the products or services described in section 1-B.)			
Signed _____		Date _____	

SSS Form 700 (June 95)

ARP

E-5-1

JUNE 1997

ANNEX F

INFORMATION TECHNOLOGY

This Annex presents an overview of the current automated data processing capability and requirements, and provides readiness planning guidance for subordinate plans. The proponent for this Annex is the Operations Directorate Information Technology Division.

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INFORMATION TECHNOLOGY

1. SITUATION.

a. General.

- (1) In peacetime, the primary methods of communication between the National Headquarters (NHQ) and the field elements are telecommunications and the postal services. During mobilization, more automated means with a higher degree of reliability are required.
- (2) There are three categories of information processing systems:
 - Document preparation, correspondence management, and statistical analysis.
 - Processing and support related to registration, induction, claims, appeals, alternative service, and compliance.
 - Administrative programs for payroll, financial accounting, property accounting, procurement and personnel (compensated civilians, Reserve Force Officers [RFOs], and uncompensated civilians), and for news releases.

b. Purpose.

- (1) To define the Information Technology (IT) and communications systems in use.
- (2) To provide planning guidance and operational concepts for integration of IT support systems during activation.

c. Scope.

Applicable to managers of IT resources currently in use, under development, or planned.

d. Assumption.

Warning for national security emergencies will be available sufficiently in advance of a crisis to permit advance planning.

2. **MISSION.**

To provide integrated IT support for current Agency operations and plan for expanded registrant processing functions, document and correspondence preparation, and administrative processing.

3. **EXECUTION.**

a. **Concept of Operations.**

- (1) The Agency will activate its field structure through execution of subordinate readiness plans.
- (2) The process of furnishing manpower to the Department of Defense (DoD) will begin with a lottery and issuance of induction orders.
- (3) Area Offices (AOs) and Alternative Service Offices (ASOs) space will be located in pre-designated cities and equipped and staffed to begin processing claims and postponements.
- (4) Manpower, consisting of RFOs and Area Office Augmentees, will begin transition to a largely civilian workforce.
- (5) The NHQ will continue to expand to full operational status with full networking capability.

b. **Requirements.**

- (1) Readiness Planning. Maintain a readiness planning system able to support activation requirements. The Central Registrant Processing Portal (CRPP)/ IMIS (Integrated Mobilization Information System) will encompass the following functionality, described separately herein for clarity.

- **CRPP/IMIS (AMPS):** Automated Mobilization Planning System
- **CRPP/IMIS (RFAPS):** Reserve Forces Automated Personnel System
- **CRPP/IMIS (BMIS):** Board Member Information System

- (2) Registrant Management. Provide a registrant processing system which includes peacetime registration and data maintenance; registration compliance; readiness support including examination processing, induction, claims and appeal processing; alternative service support; and health care personnel processing. Systems are:
- **Lottery:** Automated Lottery System
 - **RIMS:** Registrant Information Management System
 - **CRPP:** Central Registrant Processing Portal (includes HCPDS)
 -
- (3) Area/Alternative Service Office Operations. Provide an automated transaction system to support the AOs and ASOs. The CRPP will encompass the following functionality, described separately herein for clarity.
- **CRPP (TIRMS)** Central Registrant Processing Portal – Reclassification Functionality.
 - **CRPP (ASPS):** Central Registrant Processing Portal –Alternative Service Processing Functionality.
- (4) Payroll and Personnel. Maintain a system able to support payroll and personnel programs during peacetime and able to expand to support conversion to a civilian workforce. Primary system is:
- **FPPS:** Federal Payroll and Personnel System
- (5) Fiscal Operations. Provide automated financial, procurement, and property accounting systems to support readiness requirements. Primary system is:
- **Oracle Financial Management System**
- (6) Public Affairs (Press Release Support). Provide automated support for Public Affairs. Primary system is:
- **CRPP/IMIS (APRS):** Automated Press Release System

c. **Procedures.**

- (1) Ensure that all planning data are consistent across the interrelational data bases and maintained in a high state of readiness.

- (a) **CRPP/IMIS (AMPS)**. The Automated Mobilization Planning System maintains the readiness planning data and produces automated annexes and appendices from variable data for Area Office, Alternative Service Office and State Headquarters plans. This variable data is maintained in the AMPS location table, and to be available on the Agency Intranet, where all office locations, including their types and codes reside, defining the Agency structure. Directors' personnel information also resides in AMPS.

AMPS interfaces with other CRPP/IMIS functionality, BMIS and RFAPS, maintaining Local and Appeal Board locations for Board Members, and Mobilization and post-mobilization assignments for RFOs; as well as linking RFO, AO and ASO Supervisors with the Local and District Appeal Boards they oversee. AMPS is managed by the NHQ Operations Directorate's Planning/Reclassify/Training Division.

- **Peacetime:**

- Maintained on a Windows-based Web Server system.
- Input via Web Browser interface to application.
- Output may be directed to NHQ or Region Headquarters (RHQ).
- Generates Readiness Plan Annexes (to be developed) and Assignment Letters for Area Office Augmentees.
- Data entered by NHQ/RHQ users. Operations Staff (OP/PRT & OP/IT) updates the ZIP Code Table and the Location Table, and all AO/ASO data.

- **Mobilization:**

- Produce updated annexes (to be developed), and post on the Agency Intranet, for subordinate plans.
- Expand CRPP/IMIS system to accommodate State Headquarters (SHQ) users.

- Produce management reports for SHQ Staff.
- Utilize electronic mail for Command, Control, and Communications (C³).
- Maintain Area Office Augmentees data until Day 76, or as directed.
- NHQ/Operations Staff (OP/PRT & OP/IT) continues to update the Location tables and the Zip Code Tables, and all AO/ASO data.

(b) **CRPP/IMIS (RFAPS)**. Reserve Forces Automated Personnel System (RFAPS) maintains the personnel records for RFO's assigned to the Agency. RFAPS is managed by the NHQ Support Services Directorate.

RFAPS is a sub-system within CRPP/IMIS that interfaces with other sub-systems BMIS (which has the Local and District Appeal Boards overseen by RFO AO and ASO Supervisors) and AMPS (which has the mobilization and post-mobilization assignments of the RFO AO and ASO Supervisors).

- **Peacetime:**

- Maintained on a Windows-based Web Server system.
- Input via Web Browser interface to application.
- Output to Browser Pages, laser printers at RHQ or NHQ.
- Data maintained by RHQ users. NHQ Planning/Reclassify/Training Division activates the RFOs on the SSS data base, once orders are received at NHQ from the Parent Service.
- Generates training orders in cooperation with the military members' parent service, tracks historical data and training costs, advises the parent services on military member reimbursements, and maintains status and address information required for mobilization.
- Drill Pay Accounting System (DPAS), a sub-F-6

system within CRPP/IMIS is used to capture/manage the cost of Inactive Duty Training (IDT) drills. Data input by RHQ. Managed by the Support Services Directorate, Financial Management Division.

- Produces Mobilization Assignment Letters for RFOs.

- **Mobilization:**

- RFOs are mobilized by parent services.
- RFAPS continues to be used as the Agency's database/information system for assigned officers.

(c) **CRPP/IMIS (BMIS).** Board Member Information System (BMIS) is a sub-system within the CRPP/IMIS system that serves as the automated repository for data on the volunteer civilian forces which comprise the Local and Appeal Boards.

BMIS interfaces with the other CRPP/IMIS sub-systems: RFAPS (which has the RFO AO and ASO Supervisors who oversee the BMIS Local Boards and Appeal Boards) and AMPS (which have the location codes of all the Local and District Appeal Boards).

- **Peacetime:**

- Maintained on a Windows-based Web Server system.
- Input via Web Browser interface to application.
- Output to Browser Pages, laser printers at RHQ or NHQ.
- Data maintained by RHQ users.
- Tracks travel costs for board member training, and passes this travel reimbursement claim data to the Voucher Payment System (VPS), a sub-system within CRPP/IMIS, which generates payment transactions for the Department of Treasury, and interfaces with DOI –based

Federal Financial System (FFS) for management reporting.

- Links boards with the RFO detachments that recruit and train board members.
- Generates mailing labels; produces reports on board membership strength, readiness statistics, training schedules, accomplishments, and travel.
- Assists in qualification and appointment of Local and District Appeal Boards, as well as the National Appeal Board
- Used as input data for AMPS.

- **Mobilization:**

- Primary data base for board members continues.
- Anticipate increase in initial training activity due to board member turnover. As a result, expect more transactions of travel voucher posting in BMIS and payment generation in VPS.
- Extensive travel voucher preparation for board members begins.
- Anticipate an increase in appointment activity due to board member turnover.

(2) Continue active registration of draft eligible men while developing, testing, and exercising systems to provide manpower required by DoD.

(a) **Lottery** is an automated system which records the order in which capsules are placed in drums, records the results of the drawing, provides a series of reports, and produces the results file which is used to select registrants for induction.

- **Peacetime:**

- Maintained on laptops at National Headquarters.
- Managed by Operations Directorate (Registration

Division) and maintained by Operations Directorate (Information Technology Division).

- Input via Microsoft Window operating system running a Visual Basic 6.0 program.
- Output displayed to computer screen and projected to a screen viewable by audience observing lottery exercise. Reports printed to laser printer on demand.
- Records results of drawing and produces final results file for transmission to the DMC for selecting registrants.

- **Mobilization:**

- Upon mobilization Registrants are selected to report for induction according to the results of the lottery conducted for their year of birth (YOB) group.

(b) **RIMS** - is the Registrant Information Management System supporting registrant processing and letter generation.

- **Peacetime:**

- Maintained on an IBM Enterprise Server at the Military Entrance Processing Command (MEPCOM), North Chicago, IL, with whom the SSS shares resources.
- Output to laser printer, video displays, high speed printers at the DMC and NHQ.
- Managed by the Operations Directorate (Information Technology Division).
- Data maintained by DMC.
- Programs maintained by Operations Directorate (Information Technology Division).
- Produces computer-generated correspondence

and a large range of statistical and management reports.

- Compiles lottery exercise results.
- Processes data from preparedness exercises and produces results for evaluation.

- **Mobilization:**

- Registration and compliance processing and monitoring continue.
- Results of national lottery are input to the system.
- Will interface with CRPP system in order to maintain data integrity between RIMS and CRPP functionality and processing.

(c) **CRPP -** Is the Central Registrant Processing Portal System supporting pre-induction, examinations/inductions, and claims and appeals processing, forms and letter generation for all mobilization scenarios (One Step, Two-Step and HCPDS)

- **Peacetime:**

- Will be developed and maintained on a Windows-Based Web Server/Database Server located at DMC.
- Output to laser printer, browser screens, high speed printers at the DMC and NHQ.
- Managed by the Operations Directorate (Information Technology Division) and DMC Computer Support Staff.
- Data maintained by Operations, Region Staff and/or DMC Staff.
- Programs maintained by Operations Directorate (Information Technology Division).

- Produces computer-generated correspondence and a large range of statistical and management reports.
- Compiles lottery exercise results.
- Processes data from preparedness exercises and produces results for evaluation.
- **Mobilization:**
 - Will interface with RIMS system in order to maintain data integrity between RIMS and CRPP functionality and processing.
 - Daily order-of-call established.
 - Induction orders are created at the DMC and mailed by USPS.
 - Delivery lists for inductions are transmitted to USMEPCOM. Inductions files are downloaded to the appropriate Area Offices.
 - Transactions from Area Offices are processed for postponements, claims, and appeals. DMC provides backup data entry.
 - Military Entrance Processing Station (MEPS) transactions are processed against registrant database.
 - Induction call results are updated and follow-up generated.
 - Examination results are updated and follow-up generated.
 - Establish order of call by specialty.
 - Begin induction processing. Healthcare induction processing orders are created at the DMC and mailed by USPS.
 - Files of ordered registrants are transmitted to the assigned AOs and to the MEPCOM.

- Backup data entry to be provided by DMC.
 - Produces management reports.
 - Reports produced for management processes.
- (d) **ASPS (subsystem of CRPP)** provide automated support for the placement and management of Conscientious Objectors (CO) assigned as Alternative Service Workers (ASW) in appropriate civilian work.
- **Peacetime:**
 - Process data for preparedness exercises and produces results for evaluation.
 - Will be developed and maintained on a Windows-Based Web Server/Database Server located at DMC.
 - Software developed for input of worker and employer data.
 - **Mobilization:**
 - Data Base includes employer data and ASW data.
 - ASW tracking for assignments and service monitoring.
 - Produces management reports.
 - Managed by OP/IT.
- (e) **CRPP (HCPDS)** is an automated sub-system of CRPP that will be used for processing health care registrants.
- **Peacetime:**
 - Maintained on an IBM Enterprise server at the DMC, North Chicago, Illinois.
 - Output to laser printer, video display, high speed printers at the DMC and NHQ.

- Managed by the Operations Directorate Information Technology Division-
- Data Maintained by DMC.
- Programs maintained by DMC.
- Produces computer-generated correspondence and a large range of statistical and management reports.

- **Mobilization:**

- Activated upon authorization of Congress and the President.
- System will be subsystem of interface with CRPP.
- Registration and other HCPDS forms will be forwarded to pre-selected decentralized support sites.
- Support sites will forward completed registration forms to keying centers for microfilming and data entry.
- Input results of national lottery to the HCPDS.

(f) **CRPP (TIRMS) (subsystem of CRPP)** is the browser based software to be used in Area Office operations upon activation. During peacetime, uses include testing, exercise, and training.

- **Peacetime:**

- Software developed for input of claims and appeals data.
- Hardware acquired and software developed for AO, NHQ server, DMC networking; AO initiates entry and processing of transactions.
- View reports to AOs for processing
- Designed for use on Windows-Based Web

Servers/Database Servers to be accessed by Web Browsers located in AOs.

- Generates forms and letters.

- **Mobilization:**

- RFO task force will acquire a Microsoft Windows based microcomputer with Web Browser
- AO, District Appeal Board (DAB), State, Region, and National Headquarters will connect to the SSS network. to access TIRMS subsystem within the CRPP system.
- ASOs and DABs support will come online as determined by NHQ.
- A Technical Support Section is established at the DMC or NHQ to assist in resolving potential problems with CRPP (TIRMS) functionality.

- (3) Current procedures for payroll and personnel management must be modified to permit assimilation of large numbers of newly-hired employees after activation.

FPPS is an integrated system which provides payroll and personnel files maintenance, information extracts, and report generation for the Agency's active military and compensated civilian workforce.

- **Peacetime:**

- Maintained by the Department of the Interior (DOI) on their IBM mainframe computer in Denver, Colorado.
- Input time and attendance data on the IBM mainframe via PCs at NHQ and DMC.
- Data maintained by NHQ, Human Resources Division.

- **Mobilization:**

- Initial surge of new hires will be processed through expanded hours and shift operations.
- As hardware becomes available, PCs will be established at RHQ for decentralized keying of time and

attendance data on DOI's IBM mainframe.

- Further readiness analysis may indicate a need for State level payroll processing.

(4) Provisions must be made to expand the Agency to the full operational status, including financial accounting, procurement, and requisition, space, and equipment acquisition.

(a) **Oracle** provides the capability to process obligations, disbursements, and accounting transactions.

- **Peacetime:**

- Maintained on the DOI, Administration Service Center's mainframe computer in Denver, Colorado.
- Input via PCs at NHQ.
- Output at NHQ for reports and queries.
- Managed by the Support Services Directorate Financial Management Division Office of Financial Management.
- Statistical, budget, and accounting summaries.

- **Mobilization:**

- Process expanded workload consisting of vouchers, invoices, interagency transfers, and Local Board travel.
- Initial workload surge will be managed by expanded hours and shift operations.
- New hires will necessitate the acquisition of approximately 75 Microcomputers using Microsoft Windows operating systems.
- Decentralize transaction input to the extent practicable.

(b) **Oracle** provides for the requisition process and an automated contracting system which generates purchase and delivery orders and maintains records of awards for reporting purposes.

- **Peacetime:**

- Maintained on an Oracle server.
 - Input via microcomputers using Microsoft Windows operating systems and Oracle client software.
 - Output to NHQ and RHQ laser printers, required for forms printing.
 - Managed by the Information Technology Division and Logistics Division.
 - Decentralized processing to Region level.
 - **Mobilization:**
 - Gradual increase expected.
 - Regions continue to maintain their Oracle activities.
- (5) **CRPP/IMIS (APRS)** Automated Press Release System (APRS) is the automated sub-system of CRPP used to disseminate important news events to any or all media types within the United States. The data base includes names and addresses for all newspapers, radio and television stations, and post offices in the country. APRS is managed by the Public and Intergovernmental Affairs Directorate.
- **Peacetime:**
 - Maintained on the CRPP/IMIS Information System.
 - Data input via Browser Based CRPP/IMIS Information System.
 - Data maintenance by RHQ and NHQ, PIA, and DMC.
 - Produces new releases at DMC using a high speed laser printer and automated letter inserting equipment.
 - Interfaces with the High School Registrars' System (REGS) to validate registrars' assignments.
 - Produces mailing labels and statistical reports.
 - **Mobilization:**

- Administration of the system continues.
- Refer to Annex G, Public Affairs.

4. SECURITY

a. Purpose.

- (1) To establish security procedures for computer equipment, software and data.

b. Responsibility.

- (1) The user and manager should be aware of the security requirements for microcomputer equipment, software and data. Selective Service Directives 800 series contain security procedures for equipment, software, and data.

c. Security Levels.

- (1) Based on assessed risks there are different types of security levels to safeguard against loss of equipment, software and data. The end-user manager is responsible for implementing security features and procedures.
 - (a) Physical Security. Microcomputers are to be placed in areas of limited access by outside personnel.
 - (b) Personnel Security. Depending on the needs of the individual office, managers will establish rules to determine who may access which systems and data. Users are to be made aware of the sensitivity of data being used. Rules of behavior will be established and acknowledged by each user.
 - (c) Environmental Security. Microcomputers will be protected against environmental hazards such as electrical power quality, heat and humidity, static electricity, fire and water and other environmental hazards.
 - (d) Data Security. Access to the microcomputer itself must be prevented to protect data on the hard disk. There are several commercial hardware and software-based mechanisms available which can limit or prevent user access. Equipment should be turned off, disks removed and stored in a secure place. Hard copy security of data will be controlled by the end-user manager.

5. VOICE COMMUNICATIONS.

a. NHQ, the RHQ, and the DMC use the FTS 2001 Bridge Contract and WITS 2001 contract for telecommunication services and long-distance voice communication.

(1) The provisions are specified in the Information Technology Management Reform Act of 1996, PART 101-35 Telecommunications Management Policy, Subpart 101-35.5 National Security and Emergency Preparedness (NSEP) provides for the survivability and restoration priorities of Federally-owned telecommunications facilities in times of National emergency.

(2) NHQ and RHQs relocation sites are to have Civil Emergency Preparedness radio communication capability.

(3) SHQs may be provided alternative voice communications through the SSS Liaison at the State Command Center.

b. Telephone Systems.

(1) Readiness planning for telecommunications will consider the number and type of lines and instruments required for each element.

(2) Upon notification of activation, actions will be initiated to install telephone lines for SSS use for those elements not so structured during peacetime.

(3) Subordinate readiness plans will indicate the requirements and points of contact, such as the local telephone company for commercial lines and the Regional Office of the GSA Office of Information Resource Management (OIRM) for local government telephone service.

(4) National Headquarters points of contact:

Verizon Customer Service Center
800-381-3444

FBI - To report harassing or prank phone calls to interstate lines.
202-252-7801

6. DATA COMMUNICATIONS.

The Selective Service System Network (SSS Net) is a communications system that interconnects the Agency's local and wide area networks, host computers, application systems, and the Internet as required.

(a) **Peacetime:**

- (1) SSSNet provides dedicated access to Agency host computer resources, local and wide area networking facilities, and the internet.
 - Provides for the interactive terminal sessions accessing character-based applications on Intranet host computers.
 - Provides file transfer and conversion facilities between Intranet host and client computer systems.
 - Provides high-speed printing facilities for Intranet host and client printing applications.
 - Provides access to common hosted Internet Gateway services E-mail, WWW, and FTP.

(b) **Mobilization:**

Provide additional capacity on the Agency's Intranet as required including SHQ access.

(1) **SSSNet**

- Expand communications channel capacity on the Agency's Intranet and Internet gateway systems to accommodate the readiness level requirements.

PUBLIC AND INTERGOVERNMENTAL AFFAIRS

This Annex provides public affairs guidance in the event of activation/mobilization of the Agency. The proponent for this Annex is the Public and Intergovernmental Affairs (PIA) Directorate.

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PUBLIC AFFAIRS

1. GENERAL.

a. Policy.

- (1) The basic policy of the Selective Service System's (SSS) Public Affairs Program is "Maximum Disclosure with Minimum Delay". The media and public will be informed about Agency activities within the bounds of security and the law.
- (2) SSS will be responsive to media and provide timely answers to questions. "Bad news" as well as "good news" will be shared without hesitation. All spokespersons will be honest and stick to the facts as known.

b. Situation.

- (1) Following enactment of statutory authorization for inductions and a decision by the President to resume inductions, an announcement concerning the resumption of an active classification and induction system will be made by the Director, SSS (or by The White House or its designated agency, based upon information provided by SSS).
- (2) During the time leading up to the reinstatement of classification and inductions, media and public interest in SSS operations will substantially increase. During this period, "spokespersons" throughout SSS will be sought by reporters seeking information for a story. Until Area Offices (AOs), Alternative Services Offices (ASOs) and Board Members are activated, National Headquarters (NHQ), Region Headquarters (RHQ) and State Headquarters (SHQ) may expect to be on the receiving end of these calls. Once mobilization occurs, media interest will peak and, once activated, Area Offices, Alternative Service Offices and Board Members will also become a focal point for local media attention.

c. Release Authority.

- (1) Initial liaison with representatives of national media (including network television, wire service, and nationally distributed print media representatives), will be the responsibility of the Associate Director, PIA, or individuals he/she designates. Any region or local contacts from these media representatives or their bureaus will be referred to NHQ.

- (2) Region and State Directors (or their designees) are authorized to provide policy information to region and local media after its initial release from NHQ. AO Supervisors, ASO Managers and Board Members are also authorized to handle media inquiries and release information on matters which are wholly within their purview at any time. If however, a local story has potential for receiving national publicity (i.e. a threatened demonstration, unusual legal challenge, or a unique human interest story), PIA, NHQ should be advised, through channels, immediately.

2. HANDLING INQUIRIES.

a. General.

In any national crisis, inquiries from the media and the general public may be expected to come in on any free telephone line, anywhere within the SSS. After mobilization, they may be received by AOs, ASOs and Board Members. All personnel must be counseled to refrain from answering other than routine, basic questions. They should refer calls from the media immediately to the PIA representative serving that RHQ or SHQ. In Arlington, VA, these calls should be forwarded to PIA.

b. Official Response to Inquiries.

- (1) PIA representatives in the field locations will answer only general questions not specifically related to SSS actions and procedures until detailed information about SSS is released from NHQ. Specific questions about the decision to activate will be answered with the statement:

Information concerning SSS actions in response to the decision to mobilize will, when appropriate, be released from our NHQ. This (State/Region) is prepared to implement its readiness plans at that time. We will be able to provide you with more information if this occurs.

- (2) PIA will disseminate to all RHQ and SHQ a comprehensive statement for media, along with extensive Questions and Answers (Q's & A's) to be used as a reference. This will be done immediately following any national announcement from Washington, DC.
- (3) It is important that all SSS elements be consistent in responding to those seeking information. The Agency must speak with "one voice" to preclude conflicting information from being given out by different offices. Consistency will increase public confidence in the

work accomplished by the Agency. All elements must adhere to the written material provided when sharing policy information with the media and the public. Refrain from speculation or opinion. Stick to the facts. Any request for information that relates to national policies or actions, not covered in the written material you will be provided, should be referred directly to NHQ.

- (4) AOs, ASOs and Board Members may expect to receive media inquiries. The same rules apply – questions of a local nature pertaining to the activities of that office or board should be answered locally. Be sure to adhere to all other rules of disclosure and be mindful of information that may not be releasable under terms of the Privacy Act.
- (5) Agency policy on the disposition of information concerning alleged violations of the MSSA is to protect innocent persons from the annoyance caused by spurious or malicious information, and equitable treatment of violators when the information is correct.

At the time of receipt, the SSS employee will attempt to obtain the alleged violator's full name, address date of birth, and the nature of the alleged violation. The informant will be informed that SSS will not reveal his identity without the informant's prior written consent. If the informant wishes to remain anonymous, no further effort will be made to identify him/her.

If the informant does not wish to remain anonymous, the SSS employee will request his/her name, address, and contact information, along with the names and contact information of other persons who may have knowledge of the alleged violation or violator.

After receipt of any information concerning an alleged violation, SSS non-NHQ personnel will forward the information in writing to the relevant RHQ, which will then forward it to the Office of the General Counsel (OGC) at NHQ. SSS personnel at NHQ will also forward the information in writing to the OGC. SSS personnel outside of the OGC shall not conduct investigations into alleged violations.

3. **RESPONSIBILITIES.**

a. **National Headquarters/ PIA**

- (1) Prepare and release initial announcement. Coordinate with appropriate Federal agencies, committees and offices, including Department of Homeland Security, Federal Emergency Management Agency (FEMA) and the White House.

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- (2) Provide detailed information and guidance to RHQ and SHQ as quickly as possible.
- (3) Arrange for media coverage of lottery drawing.
- (4) Handle all inquiries and requests for interviews from national media.

b. **Region Headquarters**

- (1) Handle all region and local media inquiries. Refer national media to NHQ.
- (2) Assist State Directors, AO supervisors, and Board Members with media contacts. Coordinate response to inquiries within their Region.
- (3) Alert NHQ of any developments within the Region that may eventually attract national attention.

c. **State Headquarters**

- (1) Directly respond to media inquiries regarding matters within their State.
- (2) Stick to policy statements and Q's and A's provided when responding to other questions.
- (3) Refer national media to NHQ.
- (4) Keep Region Directors informed about media contacts.

d. **AO Supervisors, ASO Managers and Board Members.**

- (1) Study any available PIA provided handbooks, appropriate sections in training guides, and distributed updated/new policy documents.
- (2) Answer questions from local media about your basic responsibilities. Refer national media to NHQ. (Let the State and Region Director know you've done this.)
- (3) Refer other inquiries or requests for interviews that you are not qualified to handle (or do not want to handle) to the State or Region Director.
- (4) Immediately inform State and Region Directors of any developing "negative publicity."

4. **INTERVIEWS.**

Media representatives will seek to interview SSS personnel at all levels. Some general advice to consider:

- a. Keep the SSS PIA representative at your next higher headquarters informed and ask for any new guidance.
- b. You do not have to grant interviews, especially if you believe the reporter is “hostile” and the interview would be detrimental to the accomplishment of our mission. But be equitable - - if you grant one interview, it is good practice to make yourself available to other reporters.
- c. You are encouraged to grant an interview if it will help convey information to the public and support your mission.
- d. When talking to reporters, assume that everything you say will be “on the record”. Do not provide “off the record” comments, or “not for attribution” remarks.
- e. Stay away from giving personal opinions. Stick to preapproved policy statements, or matters that relate to your training, responsibilities, and experience, and you won’t go wrong.
- f. If on camera, relax and smile. Be friendly. Exude confidence and a sense of authority. You are expected to know your business, so be prepared. If you don’t know the answer to a question, say so, and promise to get the answer. Don’t guess or speculate. If a question is beyond your authority to answer, say so.

5. **NEWS RELEASES.**

a. **General.**

The rules of “Release Authority” cited in paragraph 1.c. apply. For national, region and state-wide releases, the preparation, printing and distribution will follow the same procedures as in peacetime - - they will be written at any level, edited and approved by NHQ, and printed/distributed by the Data Management Center (DMC) or as indicated.

b. **Procedure.**

The DMC Automated Press Release System is the system of choice for distribution of all news releases (national, region, state or local); however, mailing may be made locally once proper staffing has occurred, and approval obtained.

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- (1) National releases will be prepared by PIA, NHQ, coordinated with the senior staff and other Federal agencies as appropriate, and approved by the Director. For releases about subjects that might spark controversy or stimulate additional discussion, PIA will develop companion "Q's and A's" for use by the SSS spokespersons in response to media inquiries received at NHQ or RHQ.
- (2) Region Directors may prepare region or state news releases. These will be cleared through NHQ PIA as indicated on the DMC Request for Information Services (RIS) form. Regions will also indicate in which state(s) the release is to be distributed.
- (3) State Directors may issue state wide news releases using the DMC news release system. Draft releases will be cleared through the RHQ and NHQ PIA. Independent mailing of state wide releases is not authorized.
- (4) State Directors, AO Supervisors, ASO Managers and other local SSS officials may issue local releases on routine matters which are wholly within their purview (board appointments, board training, induction numbers, etc.). Clearance procedures will follow those established during peacetime. Such releases will be limited in distribution to local media in specific cities, counties, or communities within a state. The DMC Automated Press Release System is the system of choice for distribution of these releases; however, mailings may be made locally, once proper clearance procedures have been followed. SSS news release letterhead will be used and proper format and style observed regardless of the choice of distribution method.

6. **NEWS CONFERENCES.**

This communications tool should be used sparingly, and only when sharing important new information at one time and in one place with reporters to conserve time and energy. Again, all the rules of "Release Authority" cited above apply.

- a. Select a site that is well known, easy to reach, and presents a good official-looking backdrop for TV coverage. Make sure it is a technically acceptable site for media, with sufficient electrical outlets, seats, telephones, and parking for vehicles and TV vans. Arrange for simple refreshments or soft drinks. Make sure there are signs and/or people on site to guide attendees to the designated building or room.

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- b. Alert the media by telephone and follow up with a written "Memo to Correspondents". Be sure the date, time, place and purpose are clearly understood.
- c. Make necessary arrangements for chairs, podiums, flags, PA system, etc.
- d. Have news kits containing fact sheets, biography of speaker(s), news releases, photos, etc., in sufficient quantities to give as handouts to attendees.
- e. Rehearse. Go over statements and possible Q's & A's prior to the event.

7. **SERIOUS INCIDENTS.**

See Appendix 1, "PIA Considerations During Disruptive Events".

8. **REFERENCES TO HAVE ON HAND.**

- a. Fact sheets.
- b. Basic SSS Q's & A's.
- c. Policy statements and copies of news releases.
- d. Training packets, packages, and handbooks.
- e. SSS rules and regulations.
 - (1) Headquarters Order 86-5: Responding to Telephonic Inquiries from Organizations
 - (2) Headquarters Order 86-4: Policy Guidance on Media Appearances with Alleged Violators of the Military Selective Service Act
 - (3) Agency Directive 100-3: News Releases
 - (4) Agency Directives 100 series

PUBLIC AFFAIRS CONSIDERATIONS DURING DISRUPTIVE EVENTS

1. PURPOSE.

This appendix outlines conceivable actions which may be taken by various individuals or groups in an attempt to disrupt work at SSS offices. It further provides public affairs guidance which should be followed in these instances.

2. BACKGROUND AND ASSUMPTIONS.

- a. Because reinstatement of the draft will be resisted by some groups or individuals, SSS offices at all levels are susceptible to demonstrations and other disruptive actions by these groups or individuals.
- b. Organizations that have been vocal opponents of registration in peacetime will gain followers if classifications and inductions resume. Alliances will add to their strength. Coalitions of "professional activists," conscientious objectors, anti-war and religious groups will form, labeling "the draft" as sinister.
- c. Once organized, these groups will launch (or intensify) a concerted public relations effort. There will be a proliferation of underground newspapers, flyers, "counselor" services, workshops, and rallies. They will make special efforts to meet and befriend the media, seeking broad platforms for their causes and complaints.
- d. Past experience indicates picketing and demonstrations will probably take the form of disruptions affecting SSS offices and personnel. Although such demonstrations are usually "peaceful", it is conceivable that "worst case" situations could include purposeful destruction of equipment and/or files. Violence would most likely result from "outside" radical groups joining anti-war demonstrators. Since the goal of their actions is to call public and media attention to anti-draft points of view, the demonstrators may behave in a manner likely to obtain attention from photographers and TV cameramen in the following ways:
 - (1) Marching.
 - (2) Obstructing entrances (sit down, pray-in, human chain, etc.).
 - (3) Chaining or handcuffing to immobile fixtures.
 - (4) Burning "draft cards" or other facsimiles (since draft cards aren't being issued, any SSS letter or document would suffice.) Destroying effigies.

- (5) In extreme instances, violence, which could include rock throwing, rampaging, self-immolation, or other destructive behavior. Also, extremists may cause damage to physical facilities by bombing, sabotage, and/or arson – usually when a building is unoccupied.

3. OBJECTIVES.

Selective Service must conduct business as usual despite attempted disruptions by hostile groups, and we must continue to accomplish our vital missions. At the same time, visible opposing efforts will automatically generate media and public interest. It is important to serve the public interest, and to be prepared to satisfy the public's right to know what is going on. We must disseminate timely and accurate information. And we must be cohesive in our approach to adversity – we must “speak with one voice”.

4. CONSIDERATIONS.

- a. Know the rule regarding access to owned or leased Federal property. You have the right to refuse entrance to any individual or group:
 - (1) who is entering the property during nonworking hours;
 - (2) whose conduct creates a nuisance, blocks building entrance or access, or disrupts service;
 - (3) who is carrying weapons or firearms; and/or,
 - (4) who possesses or is consuming alcohol or drugs.

For additional information, please refer to Federal Property Management Regulations, Title 41, Code of Federal Regulations, Part 102-74, Subpart C, dated November 2005.

- b. Know the civil or military authorities who have the job of protecting you. Establish close liaison with security, police, and fire officials.
- c. Safeguard private information about office personnel. In the wrong hands, such information may result in harassing phone calls, threats, and other unpleasantness.
- d. Examine your existing relationships with local media and community groups. Make sure you establish a climate of cooperation and support. You'll need your neighbors' support when protestors are on the march.
- e. Assess the vulnerability of your office. Take measures to make it more secure.

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- f. Develop a contingency plan to deal with a hostile threat. Include public affairs aspects. Share your plan with everyone in the office. Keep them informed.
- g. Have a contingency plan for the “worst case”. If your office is forced to endure a violent demonstration or other forms of destruction, have a plan to deal with medical emergencies. Have a Continuity of Operations (COOP) Plan to quickly resume operations at an alternate facility if it becomes necessary.

5. PUBLIC AFFAIRS PROCEDURES.

- a. Prior to any threat of disturbance:
 - (1) Establish rapport with local media. Get to know editors and reporters when there is no pressure of crisis. Familiarity and mutual respect will pay off if your office later becomes a focus of media attention.
 - (2) Coordinate closely with local authorities. Know what procedures to follow should your office receive a threat, or should a demonstration against you be announced. Who do you call? What will they do? Put agreements in writing, if possible.
 - (3) If there is a college or university nearby, chances are that any opposition to Selective Service will be based on the campus or near the campus. If there is an ROTC detachment in residence, the Professor of Military Science (PMS) could probably keep you informed of any student activity that may pose a threat to you. Coordinate early with the PMS and ask for his support.
 - (4) Establish communication with the Public Affairs Officer (PAO) at your hosting or nearby military installation. If your office is located on military property, the Post or Base PAO will be primarily responsible for public affairs considerations and handling of media during a crisis.
 - (5) Get to know the nature of “the opposition”. Read their literature. If there is an opportunity, consider meeting with them privately, one-on-one, to understand their concerns. Such meetings should not be confrontational; they should be informational. They may serve to relieve tensions and reduce the possibility of a public demonstration.

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- b. When there is a threat of a disturbance:
- (1) Determine the nature of the threat: How big a demonstration is planned? What is their stated intent? How imminent? Are media showing early interest?
 - (2) Notify your Region officials (who will, in-turn, keep NHQ informed). Seek assistance. If there is time, ask for a Public Affairs representative to come and help out. Get legal guidance.
 - (3) Notify authorities and request police assistance.
 - (4) If you know media are aware of the threat, identify one person in the office as “spokesperson,” then call contacts at local media. Assure them SSS is doing business as usual. Have a general statement ready which reassures the public and maintains calm. Be prepared to tailor your statement for special situations or in response to special threats.
 - (5) Only comment on SSS business and the functioning of your office. Stay upbeat and positive in your statements. Do not comment on the demonstrators or their plans, philosophies, or activities.
- c. If a disturbance occurs:
- (1) Keep higher SSS officials informed and seek guidance.
 - (2) **Do not, in any way, confront demonstrators.** This is the responsibility of the police and other local officials. Stay inside. Don’t help the demonstrators’ cause by appearing before them. You will only give them a target for a “media opportunity.” Keep the visibility of office operations low during the disturbances. If you are expecting visitors that day, call them and postpone their appointments. Keep office traffic to a minimum.
 - (3) Keep the safety of your personnel and your facility in mind at all times.
 - (4) Be prepared to see even more media show up than you believed existed. You should be prepared to speak with media. Treat all media equally.
 - Have one spokesperson answer all media questions.
 - Have fact sheets about SSS processes as handouts for reporters.

- Speak only about subjects within your purview. **Again, never comment about the philosophies, grievances, or activities of the demonstrators.** Don't give opinions or attempt to explain issues involving national policy. Refer all such media questions to NHQ.
 - Chances are, once a demonstration is underway, issues surfaced by demonstrators won't only be limited to SSS. Once they have established a platform and have media attention, many other issues, i.e., anti-nuke, amnesty for prisoners, etc., may be surfaced. In your conversations with media, comment only on your office's mission in support of Selective Service.
 - Refute any incorrect information about SSS that media may have. If you know the demonstrators are providing media with incorrect or exaggerated information about SSS, set the record straight with any facts pertaining to your office operations, but do so with the attitude that you are sharing facts, not challenging the demonstrators' veracity.
 - Do not get into a public dialogue with protestors and demonstrators. Don't agree to any public debates. It might cause later legal problems and injure the government's case if an SSS official was to appear in a public forum with any individual who may be subject to prosecution for violation of Selective Service law.
 - Document any contacts with media. Make a written memorandum for record of questions asked and answers given as soon as possible after the interview. If possible, obtain each reporter's agreement in advance and tape record any interviews you grant. Share your report with higher SSS officials.
- (5) Keep a positive attitude. Smile and stay calm.
- d. Following a disturbance:
- (1) Prepare an after-action report and submit it through the chain of command. Cover lessons learned and critique performance of your office, the media, and the demonstrators.
 - (2) Monitor media reports and obtain copies or transcripts. Be alert for editorials and letters to the editor. If you see any incorrect

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reporting about Selective Service, call the media responsible and “set the record straight”.

- (3) Review and make appropriate changes to your contingency plan.

ANNEX H

REPORTS

This Annex establishes procedures and time frames for reports submitted during the transition of the Selective Service System from an active standby status to a fully activated status upon mobilization capable of delivering untrained and trained personnel to the military services.

1. GENERAL.

Upon mobilization, or earlier, if ordered by the Director of Selective Service, an operations center will be established at National Headquarters to provide the capability to monitor the status of the Agency during the first 193 days of an anticipated return to conscription.

Summary Situation Reports (SITREPS) will be available electronically via the Central Registrant Processing Portal (CRPP)/ Integrated Mobilization Information System (IMIS) for daily briefings for the Director and staff during at least the first 15 days after M-Day and weekly thereafter.

2. READINESS STATUS REPORTS.

The following electronic reports will be available in real time (via CRPP) starting on Day 1 an authorized return to conscription. The reports from each Region Headquarters will include data through close of business the previous week. Once a Region Headquarters reports that readiness elements are fully manned and operational, further reporting will be available in the CRPP on an exception basis as situations change. Related CRPP (IMIS) "Band Aid" information is identified in parenthesis below. Note that the information available in the "Legacy Web IMIS" is for authorizations only in most cases. (See Appendix 1 to this Annex for reporting format.)

REPORTS

Beginning on Day 2 of an authorized return to conscription, the Reserve Force Officer Task Force/ Area Office Supervisor will report the following mobilization information to the State Director weekly, or as required. (CRPP/IMIS reports are in parenthesis).

- a. Number of total Reserve Force Offices (RFOs) present for duty. (“Legacy Web IMIS” Automated Mobilization Planning System, Export, Location and Personnel Data) (CRPP: TBD, IMIS: amp_m06, amp_m08)
- b. Number of area Office Augmentees authorized/present for Duty, if required. (“Legacy Web IMIS” Automated Mobilization Planning System, Export, Strength and Plan Appendices Data) (CRPP: TBD, IMIS: amp_m05, amp_m21, amp_m23)
- c. Number of Area Offices/total authorized/operational. (“Legacy Web IMIS” Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp_I01)
- d. Number of Alternative Service Offices/total authorized/operational. (“Legacy Web IMIS” Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp_I08)
- e. Number of civilian personnel authorized, hired and trained.

Area Office	Authorized _____;	Hired _____;	Trained _____
Alternative Service Office	Authorized _____;	Hired _____;	Trained _____

- f. Number of boards activated per Readiness Timetable. See Annex C. (“Legacy Web IMIS” Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp_I02; amp_I06)

g. **IMIS Reports**

File
Address

Report

Location

amp_I01	Area Office TPR/MOB Location Report
amp_I02	Local Board (LB) Location Report
amp_I06	District Appeal Board (DAB) Location Report
amp_I08	Alternative Service Office (ASO) Location Report

ANNEX I

READINESS ORGANIZATION

This Annex establishes the organizational structure of the Selective Service Area Offices and Alternative Service Offices during mobilization. This organizational structure is described in the appendices listed below:

Appendix 1 - Area/Alternative Service Office Readiness Missions and Functions

Appendix 2 - Area/Alternative Service Office Staffing Guides

Appendix 3 - Area/Alternative Service Office Profiles

Appendix 4 - Area/Alternative Service Office Mobilization TDAs

Appendix 5 - Augmentee Report

Appendix 6 - Board Member Roster and Board Profile

Appendix 7 - Area Office Local Board Ethnic Profile

APPENDIX 1 TO ANNEX I

AREA/ALTERNATIVE SERVICE OFFICE

Readiness Missions and Functions Statements

I. MISSIONS

- A. Conduct operations at the Area Office to include, processing of registrant claims for deferment, exemption, or postponement of induction, and support of the Local Boards.
- B. Conduct operations at the Alternative Service Office for the Alternative Service Program (ASP) for those personnel classified as Conscientious Objectors.

II. FUNCTIONS

A. Area Office

- 1. Supervise the administrative and office management functions of the Local Boards. Refer to RIPS Manual, Chapters 1 and 5.
- 2. Ensure proper application of all policies and procedures concerning registration, classification, and delivery of induction of registrants.
- 3. Maintain directives and other documents necessary for administering registrant processing.
- 4. Establish and maintain files for registrants who seek deferments, exemptions, or delay. Enter data into the Central Registrant Processing Portal/Registrant Integrated Management System (CRPP/RIMS). Verify CRPP/RIMS reports to assist in registrant processing flow.
- 5. Prepare and submit required reports. Refer to ARP Annex H.

B. Alternative Service Office

- 1. Coordinate with NHQ Alternative Service Program Manager to ensure a local job bank is developed and maintained to support job placement.

2. Provide administrative support to DABs that are involved in determining Alternative Service Workers (ASWs) claims. Refer to ARP Annex N and RIPS Manual, Chapter 10.
3. Ensure proper application of all policies and procedures concerning job placement, monitoring, and release of ASWs. Refer to ARP Annex N and RIPS Manual, Chapter 10.
4. Maintain directives and other documents necessary for administering ASW processing.
5. Establish and maintain files for ASWs. Enter data into the CRPP (ASPS). Verify CRPP (ASPS) reports to monitor ASW processing.
6. Prepare and submit required reports. Refer to ARP Annex H.

APPENDIX 2 TO ANNEX I

AREA/ALTERNATIVE SERVICE OFFICE STAFFING GUIDE

1. The staffing guides on pages I-2-2 and I-2-5 are used to compute the manpower requirements for Area Offices, Alternative Service Offices, and District Appeal Board (DAB) support.
2. The staffing guide for manning an Area Office is based on the average number of registrants per year group for the Area Offices.
3. The staffing guide to determine the estimated manpower required for an Alternative Service Office is based on the expected number of Alternative Service Workers per office.
4. Manpower requirements for clerical support to the District Appeal Boards are based on the projected number of Alternative Service Worker appeal cases per month.

SSS AREA OFFICE STAFFING GUIDE

			REGISTRANTS PER YEAR GROUPS				
SPD NUMBER	POSITION TITLE	GRADE CEILING	A	B	C	D	E
			00000 TO 00700	00701 TO 01400	01401 TO 02100	02101 TO 02900	02901 TO 03700
OA0015	A.O. Supervisor	GS-9	0	0	0	0	0
OA0016	Lead A.O. Technician	GS-7	0	0	0	1	1
OA0017	A.O. Technician	GS-6	1	1	1	1	1
OA0017	A.O. Technician	GS-5	0	1	1	1	1
OA0014	Office Assistant	GS-4/5	0	0	1	1	2
	TOTAL		1	2	3	4	5

			REGISTRANTS PER YEAR GROUPS				
SPD NUMBER	POSITION TITLE	GRADE CEILING	F	G	H	I	J
			03701 TO 04600	04601 TO 05500	05501 TO 06500	06501 TO 07500	07501 TO 08600
OA0015	A.O. Supervisor	GS-9	0	0	0	0	1
OA0016	Lead A.O. Technician	GS-7	1	1	1	1	2
OA0017	A.O. Technician	GS-6	1	2	2	2	2
OA0017	A.O. Technician	GS-5	2	2	2	3	3
OA0014	Office Assistant	GS-4/5	2	2	3	3	3
	TOTAL		6	7	8	9	11

			REGISTRANTS PER YEAR GROUPS				
SPD NUMBER	POSITION TITLE	GRADE CEILING	K	L	M	N	O
			08601 TO 09700	09701 TO 10900	10901 TO 12100	12101 TO 13400	13401 TO 14700
OA0015	A.O. Supervisor	GS-9	1	1	1	1	1
OA0016	Lead A.O. Technician	GS-7	2	2	2	2	2
OA0017	A.O. Technician	GS-6	3	3	3	4	4
OA0017	A.O. Technician	GS-5	3	3	4	4	4
OA0014	Office Assistant	GS-4/5	3	4	4	4	5
	TOTAL		12	13	14	15	16

SSS AREA OFFICE STAFFING GUIDE

			REGISTRANTS PER YEAR GROUPS				
SPD NUMBER	POSITION TITLE	GRADE CEILING	P	Q	R	S	T
			14701 TO 16100	16101 TO 17500	17501 TO 19000	19001 TO 20500	20501 TO 22100
OA0015	A.O. Supervisor	GS-9	1	1	1	1	1
OA0016	Lead A.O. Technician	GS-7	2	2	2	3	3
OA0017	A.O. Technician	GS-6	4	5	5	5	5
OA0017	A.O. Technician	GS-5	5	5	5	5	6
OA0014	Office Assistant	GS-4/5	5	5	6	6	6
	TOTAL		17	18	19	20	21

			REGISTRANTS PER YEAR GROUPS				
SPD NUMBER	POSITION TITLE	GRADE CEILING	U	V	W	X	Y
			22101 TO 23700	23701 TO 25400	25401 TO 27100	27101 TO 28900	28901 TO 30700
OA0015	A.O. Supervisor	GS-9	1	1	1	1	1
OA0016	Lead A.O. Technician	GS-7	3	3	3	3	3
OA0017	A.O. Technician	GS-6	6	6	6	7	7
OA0017	A.O. Technician	GS-5	6	6	7	7	7
OA0014	Office Assistant	GS-4/5	6	7	7	7	8
	TOTAL		22	23	24	25	26

APPENDIX 2 TO ANNEX I

SSS ALTERNATIVE SERVICE OFFICE STAFFING GUIDE

			REGISTRANTS PER YEAR GROUPS				
SPD NUMBER	POSITION TITLE	GRADE CEILING	A	B	C	D	E
			00000 TO 00150	00151 TO 00250	00251 TO 00400	00401 TO 00500	00501 TO 00600
OAS015	Alt.Serv. Office Manager	GS-9	0	0	0	0	0
OAS022	Lead Alt. Serv. Technician	GS-7	1	1	1	1	1
OAS023	Alt. Serv. Technician	GS-6	1	2	3	3	3
OAS023	Alt. Serv. Technician	GS-5	1	1	1	2	2
OAS014	Office Assistant	GS-4/5	1	1	1	1	2
	TOTAL		4	5	6	7	8

			REGISTRANTS PER YEAR GROUPS				
SPD NUMBER	POSITION TITLE	GRADE CEILING	F	G	H	I	J
			00600 TO 00700	00701 TO 00800	00801 TO 00900	00901 TO 01000	01001 TO 01100
OAS015	Alt.Serv. Office Manager	GS-9	0	1	1	1	1
OAS022	Lead Alt. Serv. Technician	GS-7	1	2	2	2	2
OAS023	Alt. Serv. Technician	GS-6	3	3	4	4	4
OAS023	Alt. Serv. Technician	GS-5	3	3	3	4	4
OAS014	Office Assistant	GS-4/5	2	2	2	2	3
	TOTAL		9	11	12	13	14

AREA OFFICE SUPERVISOR/ ALTERNATIVE SERVICE OFFICE MANAGER

IF AN AREA OFFICE OR ALTERNATIVE SERVICE OFFICE IS AUTHORIZED 10 OR MORE EMPLOYEES, THE POSITION OF AREA OFFICE SUPERVISOR GS-9 WITH AN SPD NO. OF OAO015, OR ALTERNATIVE SERVICE OFFICE MANAGER GS-9 WITH AN SPD NO. OF OAS015 WILL BE ADDED TO THE MANNING DOCUMENT.

APPENDIX 2 TO ANNEX I

SSS DISTRICT APPEAL BOARD STAFFING GUIDE

			DAB MONTHLY CASELOAD				
			A	B	C	D	E
SPD NUMBER	POSITION TITLE	GRADE CEILING	00005 TO 00200	00201 TO 00450	00451 TO 00750	00751 TO 01150	01151 TO 01750
OO0035	Lead Appeal Brd. Tech.	GS-7	0	0	0	1	1
OO0036	Appeal Board. Tech	GS-5/6	1	1	1	1	1
OO0043	Office Assistant	GS-4/5	0	1	2	2	2
	TOTAL		1	2	3	4	5

			REGISTRANTS PER YEAR GROUPS			
			F	G	H	I
SPD NUMBER	POSITION TITLE	GRADE CEILING	00000 TO 00700	00701 TO 01400	01401 TO 02100	02101 TO 02900
OO0035	Lead Appeal Brd. Tech.	GS-7	1	1	1	1
OO0036	Appeal Board. Tech	GS-5/6	2	3	3	4
OO0043	Office Assistant	GS-4/5	3	3	4	4
	TOTAL		6	7	8	9

SAMPLE
ACTUAL REPORT WILL BE AVAILABLE
WHEN CRPP IS ACTIVATED

APPENDIX 3 TO ANNEX I

AREA OFFICE PROFILE

AREA OFFICE PROFILE

```

=====
OFFICE   CODE   STATE   REGION   RSID           ASO   DAB
=====   =====
DESIGNATION: AO      001    PA       1         1E8P   CRPP   N     N

STREET                               CITY           ST             ZIP CODE
=====
ADDRESS    224 LINDEN STREET   SCRANTON      PA             18503

TELEPHONES:  COMM:    717-346-3370   FTS:           MOD:    717-346-1146

LAST NAME   FIRST        MI           GRADE   SERVICE
=====
MANAGER:    ORECK       PAUL        A.      O4      USAR

WORKLOAD:   REGISTRANTS:  4873        ASW      0   APPEALS      0
=====
43825      253         19         2430        14
7

-- AOS --      AUG      AOA   ASO   DAB      TOTAL
REQD   ASGN   REQD   ASGN   CIV   CIV   CIV   CIV AUTH
=====
MANPOWER:    1      1      4      0      7           7

OFFICE   BRD ROOM   TOTAL           ASSIGNED   DIFFERENCE
=====
SPACE:    1067      240           1307        840        -467

```

 JURISDICTION: (LOCAL BOARD NUMBER - COUNTIES & AUTHORIZATIONS)

```

(079) LACKAWANNA (5)
(080) LACKAWANNA (5)
(096) LUZERNE (5)
(097) LUZERNE (5) (5)
(098) LUZERNE
(158) SUSQUEHANNA (2), WAYNE (2), WYOMING (1)

```

```

SUPPORT ASO: 1752 OLD YORK ROAD
(708) ABINGTON PA 19001-1023
215-657-3370,

```

```

SUPPORT DAB SHQ FORT INIANTOWN GAP ALLENTOWN
(571) ANNVILLE PA 17003
717-861-8796

```

APPENDIX 3 TO ANNEX I

ALTERNATIVE SERVICE OFFICE PROFILE

ASO OFFICE PROFILE

```

=====
OFFICE   CODE   STATE   REGION
=====   =====
DESIGNATION: ASO      708     PA       1

STREET                               CITY           ST           ZIP CODE
=====                               =====
ADDRESS      1752 OLD YORK ROAD      ABINGTON      PA           19001-1023

TELEPHONES:  COMM:    215-657-7040   FTS:
              (JUSRIDJCTION AREA OFFICES)
    
```

RG	ST	CDE	STREET ADDRESS CITY	ST	ZIP CODE	LAST NAME GRADE SERVICE HOME PHONE	FIRST NAME MI DETACHMENT
1	NJ	004	5 SOUTH BROAD STREET TRENTON	NJ	08608	FRANGIOSA O4 USNR 610-828-8842	LAWRENCE M. 1 NJ 1-7
1	PA	001	224 LINDEN STREET SCRANTON	PA	18503	ORECK O4 USAR 717-963-0451	PAUL A. 1 PA 1-15
1	PA	002	881 3 RD STREET WHITEHALL	PA	18502	KELLY O3 USAR 610-398-9749	MARY C. 1 PA 1-15
1	PA	003	7753 NEW FALLS ROAD LEVITTOWN	PA	19055	YEAMANS O3 USAFR 609-268-2188	DAN R. 1 PA 1-14
1	PA	003	1752 OLD YORK ROAD ABINGTON	PA	19001-1023	MARRONE O3 USAFR 215-723-5416	JOHN J. 1 PA 1-14

**SAMPLE
ACTUAL REPORT WILL BE AVAILABLE
WHEN CRPP IS ACTIVATED**

APPENDIX 4 TO ANNEX I

AREA OFFICE/ALTERNATIVE SERVICE OFFICE MOBILIZATION TDA

Area/Alternative Service Office Mobilization Manpower Requirements (Table of Distribution and Allowances)

1. The mobilization Tables of Distribution and Allowances (TDAs) contained in the following pages reflect the manpower required for full operational status of Area Offices, Alternative Service Offices, and District Appeal Boards to full operational status. This document is intended for **planning purposes only**, and is based on current estimated workload factors and concept of operations for mobilization.
2. Personnel Requirements are listed by title, GS civilian pay grade, and number of positions required for mobilization. The Standard Position Description (SPD) Number and finalization of TDA will be determined by NHQ/SPT/HR in coordination with the Region Directors.

APPENDIX 4 TO ANNEX I**AREA OFFICE MOBILIZATION TDA**

PA 017 – PITTSBURGH - PA

This TDA is based on the estimated workload factor of 6991 registrants per year group. Significant increases or decreases in workload may require an adjustment in personnel authorizations.

SPD NUMBER	TITLE	GRADE CEILING	NUMBER AUTH.	REPORTING	
				M-DAY	POST M-DAY
OA0015	Area Office Supervisor	GS-9	1	R	NH
OA0016	Lead A.O. Technician	GS-7	1		NH
OA0017	A.O. Technician	GS-6	2		NH
OA0017	A.O. Technician	GS-5	3		NH
OA0014	Office Assistant	GS-4/5	3		NH
TOTAL			10		

R = Initial mobilization position to be filled by a member of the Selective Service Reserve Force. The incumbent will have a follow on mobilization assignment when the civilian staff has been hired and trained.

NH = Mobilization assignment to be filled by a civilian 'New Hire'

APPENDIX 4 TO ANNEX I

ALTERNATIVE SERVICE OFFICE MOBILIZATION TDA

PA 711 – PITTSBURGH - PA

This TDA is based on the estimated workload factor of 870 Alternate Service workers for this A/ASO. Significant increases or decreases in workload may require an adjustment in personnel authorizations.

SPD NUMBER	TITLE	GRADE	NUMBER AUTH.	REPORTING	
				M-DAY	POST M-DAY
OAS015	Alternative Service Office Manager	GS-9	1		NH
OAS022	Lead Alt. Serv. Technician	GS-7	1		NH
OAS023	Alt. Serv. Technician	GS-6	3		NH
OAS023	Alt. Serv. Technician	GS-5	3		NH
OAS014	Office Assistant	GS-4/5	2		NH
TOTAL			10		

NH = Mobilization assignment to be filled by a civilian 'New Hire'

APPENDIX 4 TO ANNEX I

DISTRICT APPEAL BOARD MOBILIZATION TDA

PA 572 – PITTSBURGH - PA

This TDA is based on the estimated workload factor of 360 appeal cases per month.

SPD NUMBER	TITLE	GRADE	NUMBER AUTH.	REPORTING	
				M-DAY	POST M-DAY
OOR035	Lead Appeal Board Technician	GS-7	0		NH
OOR036	Appeal Board Technician	GS-6	1		NH
OOR043	Office Assistant	GS-4/5	1		NH
TOTAL			2		

NH = Mobilization assignment to be filled by a civilian 'New Hire'

AMPS AUGMENTEE REPORT

LAST NAME STREET ADDRESS CITY	FIRST NAME ST ZIP	MI	SSAN HOME PHONE WORK PHONE	SERVICE POSITION DATE ASSIGNED	GRADE
	1 PA AO 001		Auth: 4	Assign: 0	Diff: -4

SAMPLE
ACTUAL REPORT WILL BE AVAILABLE
WHEN CRPP IS ACTIVATED

APPENDIX 6 TO ANNEX I

BOARD MEMBER INFORMATION SYSTEM
ACTIVE BOARD MEMBERSHIP ROSTER & BOARD PROFILE



Region 1

(SEQUENCE: RG, ST, AO, CDE, NAME)

02/23/2009

ST: PA OFC: DABCDE: 570 CITY: Huntingdon Val AO: 004

1LT Eric J. Wallace DTCH: PA 1-14

COUNTY	AUTH	ASGN	POTN	RSRH	STBY	VAC DATES	Race/Ethnic Profile	Next Election Needed
		0	0	0	0		% AI/AN % A/PI % BLACK % HISPANIC % WHITE	Chairperson 04/29/2008 Vice Chairperson 04/29/2008

TITLE and FULL NAME	POSITION	CONTIN DT	INIT DT	INIT TRAIN	CONTINUATION TRAIN
RESIDENCE STREET	HOME PHONE	SERV DT	ASGN DT	TIMES	09 08 07 06 05 CUM
RESIDENCE CITY, ST ZIP	WORK PHONE & EXT	F404 DT	ETHNIC	HRS SCHED	HR
SSAN COUNTY (BIRTH DT)	MODEL DT	ELECT DT	RACE SEX	OCCUPATION	

ID: 29642
Feller Marc (Mr.) Member
 615 Mulford Road (215) 887-1608
 Wyncote, PA 19095 (215) 575-7242
 xxx-xx-9484 Montgomery (10/22/1949) 05/22/2006
 10/01/2006 09/28/1991 12 1 0 0 4 4 4 52
 06/11/1991 06/21/2001
 05/14/2001 NH
 WHITE M Legal

ID: 29643
Lawrence Benes R. (Mr.) Chairperson
 6825 Sherman Street (215) 438-6754
 Philadelphia, PA 19119-3419 (215) 952-3722
 xxx-xx-0322 Philadelphia (04/08/1940) 07/09/2007
 10/01/2006 08/24/2002 12 1 0 0 4 4 0 16
 07/20/2001 07/20/2001
 04/25/2001 NH
 04/29/2006 BLACK M Government

ID: 29644
Lawrence Terri A. (Ms.) Vice chairperson
 2556 Rosemont Avenue (610) 896-9890
 Ardmore, PA 19444-2506
 xxx-xx-0340 Montgomery (06/25/1958) 07/09/2007
 PREFERRED MAILING ADDRESS: 2556 Rosemont Avenue, Ardmore, PA 1900
 EMAIL: terrilawrence@astrozeneca.com
 10/01/2006 09/15/2001 12 1 0 0 4 4 0 16
 08/13/2001 11/20/2003
 08/01/2003 NH
 04/29/2006 BLACK F Medical/Dental

ID: 29645
Pittman John C. (Mr.) Member
 1001 Nor-Bath Blvd. (610) 837-2453
 Northampton, PA 18067-8909 (610) 262-0967 X 231
 xxx-xx-5717 Northampton (11/03/1949) 04/09/2007
 EMAIL: jcpinc@fast.net
 10/01/2005 09/15/1990 12 1 0 0 0 4 4 44
 08/06/1990 04/09/2007
 03/05/2007 NH
 04/29/2006 WHITE M Manufacturing

ID: 29646
Sorrentino Anthony P. (Mr.) Member
 4812 Woodland Avenue (610) 626-6467
 Drexel Hill, PA 19026-4606 (215) 596-8523
 xxx-xx-4744 Delaware (11/04/1937) 05/22/2006
 EMAIL: a.sorren@usip.edu
 10/01/2006 05/30/1992 12 1 0 0 4 4 4 52
 01/17/1991 10/03/2001
 05/15/2001 NH
 WHITE M Education

SAMPLE

**BOARD MEMBER INFORMATION SYSTEM
ACTIVE BOARD MEMBERSHIP ROSTER & BOARD PROFILE
(SEQUENCE: RG, ST, AO, CDE, NAME)**



02/23/2009

Region 1

ST: PA OFC: DABCDE: 570 CITY: Huntingdon Val AO: 004

1LT Eric J. Wallace DTCH: PA 1-14

<u>COUNTY</u>	<u>AUTH</u>	<u>ASGN</u>	<u>POTN</u>	<u>RSRH</u>	<u>STBY</u>	<u>VAC DATES</u>	<u>Race/Ethnic Profile</u>	<u>Next Election Needed</u>
	0	0	0	0	0		% AI/AN % A/PI % BLACK % HISPANIC % WHITE	Chairperson 04/29/2008 Vice Chairperson 04/29/2008

TITLE and FULL NAME	POSITION	CONTIN DT	INIT DT	INIT TRAIN	CONTINUATION TRAIN
RESIDENCE STREET	HOME PHONE	SERV DT	ASGN DT	TIMES 09 08 07 06 05	CUM
RESIDENCE CITY, ST ZIP	WORK PHONE & EXT	F404 DT	ETHNIC	HRS SCHED	HRS
SSAN COUNTY (BIRTH DT)	MODDEL DT	ELECT DT	RACE SEX	OCCUPATION	

Zip Codes by County

SAMPLE

APPENDIX 6 TO ANNEX I

BOARD MEMBER INFORMATION SYSTEM
ACTIVE BOARD MEMBERSHIP ROSTER & BOARD PROFILE



02/23/2009

Region 1

(SEQUENCE: RG, ST, AO, CDE, NAME)

ST: PA OFC: DABCODE: 571 CITY: Harrisburg AO: 012

COUNTY	AUTH	ASGN	POTN	RSRH	STBY	VAC DATES	Race/Ethnic Profile	Next Election Needed
		0	0	0	0	08/28/2007	% AI/AN % A/PI % BLACK % HISPANIC % WHITE	Chairperson 05/17/2010 Vice Chairperson 05/17/2010

TITLE and FULL NAME	POSITION	CONTIN DT	INIT DT	INIT TRAIN	CONTINUATION TRAIN	CUM
RESIDENCE STREET	HOME PHONE	SERV DT	ASGN DT	TIMES	09 08 07 06 05	HR
RESIDENCE CITY, ST ZIP	WORK PHONE & EXT	F404 DT	ETHNIC	HRS SCHED		
SSAN COUNTY (BIRTH DT)	MODEL DT	ELECT DT	RACE SEX	OCCUPATION		

ID: 29647
Cummings Michael T. (Mr.) Member
 127 Peller Avenue (570) 342-5606 04/09/2003 06/28/2008 5 2 0 0 0 0 0 0
 Scranton, PA 18505-2833 (570) 342-5606 04/15/2004
 xxx-xx-8548 Lackawanna (09/17/1952) 05/14/2004 NH
 WHITE M Self-employed

ID: 29648
Finniff Nicholas F. II (Mr.) Chairperson
 6673 Terrace Way #A (717) 545-3935 10/01/2007 03/19/1994 12 1 0 2 4 0 4 34
 Harrisburg, PA 17111-7056 (717) 257-4272 01/14/1992 01/14/1992
 xxx-xx-6379 Dauphin (09/12/1945) 06/05/2008 07/18/1996 NH
 EMAIL: bonick1@comcast.net 05/17/2008 WHITE M Sci Dir Risk Mgt/Safety

ID: 22493
Graczyk Lawrence H. (Mr.) Member
 284 Saint Gabriels Road (570) 925-2713 10/01/2007 04/03/1993 12 1 0 2 0 0 0 30
 Benton, PA 17814-7748 12/17/1991 06/18/2008
 xxx-xx-6805 Columbia (03/12/1936) 06/18/2008 03/06/2008 NH
 EMAIL: garagekept@frontiernet.net WHITE M Retired

ID: 29649
Osborne Mary Beth O. (Mrs.) Member
 101 Brentwater Road (717) 763-1806 10/01/2006 02/02/2002 12 2 0 0 4 0 4 12
 Camp Hill, PA 17011-2061 (717) 319-7238 04/13/2000 04/13/2000
 xxx-xx-3290 Cumberland (05/15/1956) 09/26/2007 02/23/2000 NH
 EMAIL: Cell 717-319-7238 WHITE F Legal

ID: 29650
Sanders Daniel L. (Mr.) Vice chairperson
 41 Toll Gate Station (717) 393-0888 10/01/2007 09/15/2001 12 1 0 2 0 0 0 18
 Lancaster, PA 17601-5687 (717) 575-7111 08/15/2007 08/15/2007
 xxx-xx-1761 Lancaster (01/24/1955) 06/05/2008 05/15/2007 NH
 EMAIL: dls5@comcast.net 05/17/2008 WHITE M Computer/Data Processing

SAMPLE

**BOARD MEMBER INFORMATION SYSTEM
ACTIVE BOARD MEMBERSHIP ROSTER & BOARD PROFILE
(SEQUENCE: RG, ST, AO, CDE, NAME)**



02/23/2009

Region 1

ST: PA OFC: DABCDE: 571 CITY: Harrisburg AO: 012

<u>COUNTY</u>	<u>AUTH</u>	<u>ASGN</u>	<u>POTN</u>	<u>RSRH</u>	<u>STBY</u>	<u>VAC DATES</u>	<u>Race/Ethnic Profile</u>	<u>Next Election Needed</u>
	0	0	0	0	0	08/28/2007	% AI/AN % A/PI % BLACK % HISPANIC % WHITE	Chairperson 05/17/2010 Vice Chairperson 05/17/2010

TITLE and FULL NAME	POSITION	CONTIN DT	INIT DT	INIT TRAIN	CONTINUATION TRAIN
RESIDENCE STREET	HOME PHONE	SERV DT	ASGN DT	TIMES 09 08 07 06 05	CUM
RESIDENCE CITY, ST ZIP	WORK PHONE & EXT	F404 DT	ETHNIC	HRS SCHED	HRS
SSAN COUNTY (BIRTH DT)	MODDEL DT	ELECT DT	RACE SEX	OCCUPATION	

Zip Codes by County

SAMPLE

**BOARD MEMBER INFORMATION SYSTEM
ACTIVE BOARD MEMBERSHIP ROSTER & BOARD PROFILE**



02/23/2009

Region 1

(SEQUENCE: RG, ST, AO, CDE, NAME)

ST: PA OFC: DABCDE: 572 CITY: Pittsburgh AO: 017

COUNTY	AUTH	ASGN	POTN	RSRH	STBY	VAC DATES	Race/Ethnic Profile	Next Election Needed
		0	0	0	0		% AI/AN	Chairperson 05/05/2009
							% A/PI	
							% BLACK	Chairperson 05/05/2010
							% HISPANIC	Vice Chairperson
							% WHITE	

TITLE and FULL NAME	POSITION	CONTIN DT	INIT DT	INIT TRAIN	CONTINUATION TRAIN
RESIDENCE STREET	HOME PHONE	SERV DT	ASGN DT	TIMES	09 08 07 06 05 CUM
RESIDENCE CITY, ST ZIP	WORK PHONE & EXT	F404 DT	ETHNIC	HRS SCHED	HRS
SSAN COUNTY (BIRTH DT)	MODEL DT	ELECT DT	RACE SEX	OCCUPATION	

ID: 29651
Barber Rollin M. (Mr.) Chairperson
 157-158 William Penn Trail Deer Lak (724) 246-1968
 Chalkhill, PA 15421-0387 (724) 938-4042
 xxx-xx-4312 Fayette (04/13/1932) 05/30/2007
 PREFERRED MAILING ADDRESS: Chalkhill Box 387, Chalkhill, PA 15421-0387

ID: 29652
Canavan Patrick J. (Mr.) Member
 1000 Kentucky Blue Drive (412) 466-5812
 West Mifflin, PA 15122-3106 (412) 233-3246 X 12
 xxx-xx-5679 Allegheny (03/18/1949) 12/16/2008
 EMAIL: patcma@comcast.net

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Cyprian John P. (Mr.) Member
 125 Dalmagro Road (724) 285-8301
 Butler, PA 16002-9307 (724) 284-5353
 xxx-xx-2249 Butler (09/15/1966) 12/16/2008
 PREFERRED MAILING ADDRESS: 124 West Diamond Street, Post Office Box 12
 EMAIL: cell: 724-679-0297

ID: 29655
Kennedy Patricia N. (Mrs.) Vice chairperson
 304 Hunt Club Drive (724) 834-3655
 Greensburg, PA 15601-8404 (724) 925-4272
 xxx-xx-2371 Westmoreland (12/12/1946) 09/03/2008
 EMAIL: pattykennedy60@comcast.net

ID: 29654
Kowach Ronald A. Sr. (Mr.) Chairperson
 621 Green Street (724) 832-9012
 Greensburg, PA 15601-4123
 xxx-xx-3476 Westmoreland (01/18/1937) 12/16/2008
 EMAIL: green621x@verizon.net

SAMPLE

**BOARD MEMBER INFORMATION SYSTEM
ACTIVE BOARD MEMBERSHIP ROSTER & BOARD PROFILE
(SEQUENCE: RG, ST, AO, CDE, NAME)**



02/23/2009

Region 1

ST: PA OFC: DABCDE: 572 CITY: Pittsburgh AO: 017

<u>COUNTY</u>	<u>AUTH</u>	<u>ASGN</u>	<u>POTN</u>	<u>RSRH</u>	<u>STBY</u>	<u>VAC DATES</u>	<u>Race/Ethnic Profile</u>	<u>Next Election Needed</u>
		0	0	0	0		% AI/AN	Chairperson 05/05/2009
							% A/PI	
							% BLACK	Chairperson 05/08/2010
							% HISPANIC	Vice Chairperson
							% WHITE	

TITLE and FULL NAME	POSITION	CONTIN DT	INIT DT	INIT TRAIN	CONTINUATION TRAIN
RESIDENCE STREET	HOME PHONE	SERV DT	ASGN DT	TIMES 09 08 07 06 05	CUM
RESIDENCE CITY, ST ZIP	WORK PHONE & EXT	F404 DT	ETHNIC	HRS SCHED	HRS
SSAN COUNTY (BIRTH DT)	MODEL DT	ELECT DT	RACE SEX	OCCUPATION	

Zip Codes by County

SAMPLE

APPENDIX 7 TO ANNEX I

**LOCAL BOARD ETHNIC PROFILE
AREA OFFICE PA 001**

ADDRESS: 224 LINDEN STREET, SCRANTON, PA 18503
MANAGER, ORECK, PAUL A., 04, USAR

THIS TAB REPRESENTS THE ETHNIC COMPOSITION OF THE MALE COHORT AGES 18 TO 24 WITHIN THE JURISDICTIONAL BOUNDARIES OF THE LOCAL BOARDS DEFINED BY ZIP CODES. THIS DATA IS DISPLAYED TO ASSIST AREA OFFICE MANAGERS IN RECRUITING BOARD MEMBERS PROPORTIONATELY REPRESENTATIVE OF THE RACE AND NATIONAL ORIGIN OF REGISTRANTS WITHIN THE JURISDICTION OF THE BOARD

ZIP	POST OFFICE	ST	MALES 18-24	-----RACE-----				ETHNIC HISPAN
				WHITE	BLACK	AI/AN	A/PI	
LOCAL BOARD PA 079		LACKAWANNA	COUNTY					
18503	SCRANTON	PA	73	73	0	0	0	0
18504	SCRANTON	PA	807	807	0	0	0	4
18505	SCRANTON	PA	719	708	2	0	9	11
18508	SCRANTON	PA	467	432	9	0	26	0
18509	SCRANTON	PA	690	648	42	0	0	9
18510	SCRANTON	PA	1346	1244	60	0	42	16
18512	SCRANTON	PA	532	532	0	0	0	0
18519	DICKSON CITY	PA	164	164	0	0	0	0
LOCAL BOARD 079 FINAL TOTALS:			4798	4608	113	0	77	40
LOCAL BOARD PA 080		LACKAWANNA	COUNTY					
18403	ARCHBALD	PA	274	274	0	0	0	0
18407	CARBONDALE	PA	586	586	0	0	0	0
18411	CLARKS SUMMIT	PA	915	890	4	10	11	10
18414	DALTON	PA	363	355	1	2	5	5
18419	FACTORYVILLE	PA	286	245	25	0	16	0
18424	GOULDSBORO	PA	147	147	0	0	0	0
18433	JERMYN	PA	166	165	0	0	1	0
18434	JESSUP	PA	164	164	0	0	0	0
18444	MOSCOW	PA	486	483	0	0	0	0
18447	OLYPHANT	PA	212	212	0	0	0	0
18452	PECKVILLE	PA	188	188	0	0	0	0
18507	MOOSIC	PA	246	246	0	0	0	0
18517	TAYLOR	PA	249	249	0	0	0	0
18518	OLD FORGE	PA	306	306	0	0	0	0
LOCAL BOARD 079 FINAL TOTALS:			4588	4510	30	12	36	17

**SAMPLE
ACTUAL REPORT WILL BE AVAILABLE
WHEN CRPP IS ACTIVATED**

**AREA OFFICE/ALTERNATIVE SERVICE OFFICE READINESS PLAN
CONTINUITY OF OPERATIONS (COOP) PLAN**

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CONTINUITY OF OPERATIONS (COOP) PLAN

1. **SITUATION**

a. **General**

- (1) Executive Order 12656 assigns each Federal Department and Agency to categories on the basis of their National Security Emergency Preparedness (NSEP) responsibilities.
- (2) Federal Continuity Directive (FCD1) provides direction for developing continuity plans and programs. Continuity planning facilitates the performance of essential functions during all-hazards emergencies or other situations that may disrupt normal operations.
- (3) This framework requires Federal departments and agencies to establish a crisis management organization at their state headquarters to enhance their capability to respond to any emergency; staff a functionally organized emergency team; and establish a capability to conduct recovery and reconstitution activities during a post emergency period.
- (4) The Selective Service System (SSS) must take necessary actions to reduce vulnerability and to ensure its ability to perform all essential functions in all phases of a national emergency.
- (5) When the President seeks and obtains Congressional authorization to induct personnel into the Armed Forces, the SSS will return to conscription. Pre-mobilization National Headquarters (NHQ) and Region Headquarters (RHQ) consist of full-time employees. Only upon mobilization, State Headquarters (SHQ) Area and Alternative Service Offices (A/ASO) will be activated and fully staffed.

b. **Purpose**

- (1) To provide policy guidance to ensure the continuity of essential A/ASO functions under all emergency conditions.

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- (2) To develop and maintain measures capable of being implemented during crises or emergency situations.
- (3) To accomplish these tasks, it is necessary for SSS to provide for the following:
 - (a) Succession to Office
 - (b) Delegation of Emergency Authority
 - (c) Safekeeping of Essential Resources/Facilities/Records
 - (d) Establishment of Emergency Operating Capabilities
 - (e) Continuity of Operations
 - (f) Recovery and Reconstitution

c. **Scope**

This Annex applies to all A/ASO. All have emergency continuity of operations (COOP) functions.

d. **Assumptions**

There will be minimal warning time, and emergency relocation may be directed without prior notice.

2. **MISSION**

The Area Office Supervisor/Alternative Service Office Manager must be prepared to carry out essential functions from the A/ASO and at least one alternate emergency operating facility as determined by the State Director.

3. **EXECUTION**

a. **Requirements**

- (1) Develop the capability to perform essential A/ASO functions. An alternate A/ASO emergency site must be established at the discretion of the State Director in coordination with the Region Director.
- (2) Establishment of two teams, Team A and Team B, at the A/ASOs.
 - (a) Team A will provide continuous leadership from the A/ASO in the event of an emergency.

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- (b) Team B will proceed to the emergency relocation site on instructions from Region Director or State Director. If the State Director instructs his/her A/ASO staff to relocate, the Emergency Coordinator (EC) and/or the Alternate Emergency Coordinator (AEC) at NHQ and RHQ must be notified.

b. **Concept**

Control and direction of the A/ASO will be maintained at the A/ASO as long as possible. Team B will be prepared to assume leadership and function upon direction from the Region Director or State Director. If the Region Director or State Director instructs his/her A/ASO staff to relocate, the EC and/or the AEC at NHQ and RHQ must be notified.

c. **Procedures**

- (1) In a crisis, the EOC will be activated on a 12-hour-per-day schedule, or round-the-clock if necessary. Command and control of A/ASO will be maintained at the A/ASO as long as possible.
- (2) As the crisis levels are increased, the staff will be expanded to ensure accomplishment of those emergency functions designated as critical.
- (3) Relocation teams will prepare for departure to the emergency relocation site. The decision to execute the emergency relocation site will be transmitted through the Region Director. The State Director must be in daily contact with the RHQ.

4. **ADMINISTRATIVE SUPPORT**

- a. Agency regulations, manuals and supporting documentation will be located on the Agency Intranet site or through the RHQ.
- b. Administrative support at the relocation site will initially be very limited.

5. **CONTROL AND COMMUNICATIONS**

- a. During an emergency, use all normal communications channels. The following communication tools should be used: commercial land-line telephone, cellular telephone, Federal Telecommunications System (FTS) Western Union (Telex/TWX), Defense Switched Network (DSN), Telecopier

ANNEX J

(Facsimile/FAX) and/or predefined dedicated data lines (TELEVIDEO).

- b. All personnel must be familiar with the contents of this Annex to ensure uninterrupted operations at the A/ASO level during any emergency.

6. **ALTERNATE EMERGENCY OPERATING FACILITIES**

a. **General.**

- (1) During periods of increased readiness or crisis monitoring, the A/ASO will be required to determine a location that will serve as the focal point for planning, coordinating, and directing A/ASO actions.
- (2) Plans for activating an A/ASO alternate emergency operations location will be reviewed during federal civil readiness level "Communications Watch" (see Appendix 5 for federal civil readiness levels).
- (3) "Advanced Alert" will signify that all procedures necessary for the activation of an A/ASO alternate work site are to be completed.

b. **Purpose.**

To establish guidelines for the activation of an emergency relocation work site and A/ASO Emergency Management Team B.

c. **Scope.**

The A/ASO Emergency Relocation Site will be established upon order of the NHQ, Region, or State Director to provide the leadership and direction to the A/ASO during any transitional period when the office is declared vulnerable or unable to manage the emergency. The RHQ or NHQ EC and/or AEC must be contacted immediately.

d. **Assumptions.**

The A/ASO will continue to function until personnel are ordered to shelter by State Defense Officials. The State Director must be in daily contact with the RHQ and NHQ EC and/or AEC.

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e. **Mission.**

To provide procedures to establish a dispersal facility for relocation and prepare to assume the operational responsibility if the A/ASO becomes untenable.

f. **Execution.**

(1) **Concept.**

Upon activation at the relocation site, the Emergency Management Team will assume a standby posture and monitor activities until directed to assume control.

(2) **Requirements.**

Establish an alternate emergency operating site to provide the AO Supervisor/ASO Manager with the capability to continue essential mission operations.

(3) **Procedure.**

a) **Activation.**

- 1) The A/ASO alternate emergency operations facility will be prepared for activation during the advanced alert level of national readiness.
- 2) The order for activation will normally be issued by RHQ, SHQ or the NHQ EC and/or AEC in coordination with the Director, SSS, upon notification of the President or the FEMA Administrator, or other authorized high-level officials.
- 3) An emergency team will normally move to the pre-designated locations upon receipt of the execution order. However, team members not in place when the Civil Defense notification of "Attack Warning" is issued will move immediately to their assigned stations without further instructions.

ANNEX J

b. Transportation.

Members of the A/ASO emergency management teams must secure their own transportation to the assigned emergency duty station with the least possible delay.

c. Loss of Contact.

If contact or communications with an A/ASO is lost, nearby A/ASOs must be prepared to function independently until contact is reestablished. The RHQ EC and NHQ EC and/or AEC must be contacted with this information immediately.

d. Termination of Emergency.

Upon termination of an emergency, all personnel will be expected to return to their regular work stations for resumption of normal duties. If a location is untenable, individuals will proceed to a new site as directed by a competent authority and assist in reconstituting their element of the SSS.

APPENDIX 1 TO ANNEX J

ALERT NOTIFICATIONS

1. SITUATION

a. **General.**

This Appendix includes the Alert Notification Roster for the A/ASO.

b. **Purpose.**

- (1) To establish the alerting sequences and pyramid recall for contacting key personnel in the event of an emergency.
- (2) To provide the A/ASO the information necessary to notify successive levels of personnel.
- (3) To provide a means to record the progression of an alert and detect any failure in the alerting sequence.
- (4) To enable AO Supervisors/ASO Managers with notification tasks to quickly identify alternates to assume alert notification when assigned personnel are unavailable.

c. **Scope.**

- (1) This Annex is applicable to all permanently assigned personnel. Due to Privacy Act considerations, the complete Annex will be maintained for emergency contact for the A/ASO.
- (2) The AO Supervisor/ASO Manager will assign responsibility for maintaining an Alert Notification Roster for assigned personnel. Pen and ink changes to the master list should be submitted as they occur. Updated Alert Notification tables will be published quarterly.

d. **Assumptions.**

This plan is designed for a no-notice, after-duty-hour alert notification.

APPENDIX 1 TO ANNEX J

2. **EXECUTION**

a. **Concept.**

Notice of an alert will normally be received through FEMA and relayed to either the Agency Emergency Coordinator (EC) (Manager, Planning, Reclassify and Training Division (PRT)) or the Alternate Emergency Coordinator (AEC) (Senior Program Analyst (PRT)) or the Director of SSS who will, in turn, notify the RHQs and State Directors. If any other individual is contacted first, that person must ensure that the individual occupying one of these positions is notified.

b. **Procedures.**

- (1) The AO Supervisor/ASO Manager will notify the State Director, the RHQ and the NHQ EC and/or AEC of the circumstances regarding an alert notification.
- (2) The alerting sequence for the A/ASO will begin with the Staff Alert Notification Roster.
- (3) During the alert, persons called will be advised if the alert is a test, telephone standby or full recall.
- (4) Alert notifications will continue down the chain until all personnel requiring notification have been contacted.
- (5) The last person on each chain will contact the person initiating that alert chain so that a record may be maintained as to the effectiveness of the alert notification process.
- (6) If an individual is unable to reach the person he or she is to notify, the next person on the list must be contacted and advised to assume the alerting responsibilities for that chain.

APPENDIX 1 TO ANNEX J

3. REPORTS.

Alert Notification Reports will be submitted the first duty day after an alert. When a recall is involved, or the occupation of the emergency relocation site is directed, individuals with primary notification responsibilities will telephonically notify the State Director and/or Region Director of the completion of their alert notifications.

TAB A TO APPENDIX 1 TO ANNEX J

SELECTIVE SERVICE SYSTEM ALERT NOTIFICATION MESSAGE

TEST MESSAGE

This is _____ from _____. The Selective Service System Alert Notification Plan is in effect in the TEST, repeat TEST, mode of the Alert Notification System.

***If this had been a real alert you would have received the following message:**

ALERT MESSAGE

This is _____ from _____. This is an emergency alert notification. **It is not a TEST, repeat:, not a TEST.** The alert message is as follows:

Please repeat the message.

TAB B TO APPENDIX 1 TO ANNEX J

MEMORANDUM FOR THE DIRECTOR, SELECTIVE SERVICE SYSTEM

THRU: REGION DIRECTOR

THRU: STATE DIRECTOR

SUBJECT: Alert Notification Report

Reporting Element: _____

Date and time alert message received: _____
(Use local time)

Number of Area/Alternative Service Office staffs to be notified: _____

a. Number notified: _____

b. Number not notified*: _____

Date and time notification routine completed: _____
(use local time)

***List below name and state of persons not notified.**

Submitted by: _____

Date _____

APPENDIX 2 TO ANNEX J

EMERGENCY OPERATING CAPABILITY

1. SITUATION.

a. **General**

- (1) The heads of Federal departments and agencies must be prepared to carry out their essential functions from their regular headquarters and at least one alternate emergency operating facility.
- (2) The primary emergency operating capability for the A/ASO will be established as an emergency site (ES).

b. **Purpose**

- (1) To prescribe operational procedures for the ES.
- (2) To specify the data displays and situation reports to be maintained.

c. **Scope**

The AO Supervisor/ASO Manager serves as the primary point of contact to facilitate effective and cohesive responses to national security emergencies. The ES will provide the communications link for reports flowing to and from the State Director, and RHQ staff.

2. MISSION.

To provide a central command and control point for the A/ASO during a period of emergency and to maintain capability to display current data on the operational status of the A/ASO.

3. EXECUTION.

a. **Concept**

- (1) The ES will be established using existing facilities and phone lines. No permanent alterations will be made to the building. Data may be displayed physically or electronically at the discretion of the AO Supervisor/ ASO Manager.

APPENDIX 2 TO ANNEX J

- (2) The ES will provide 24-hour augmentation to the normal A/ASO command and control structure during the initial stages of a national security emergency.

b. Requirements

- (1) Establish an operations center to provide the capability to monitor the A/ASO during emergency activities.
- (2) Develop and maintain informational displays on which to post operational status reports.
- (3) Prepare summary Situation Reports (SITREPS) for daily staff briefings and transmittal to SHQ and RHQ during the period of crisis monitoring.

c. Procedure

(1) Activation

- (a) The A/ASO ES will be activated by order of the State Director or Deputy State Director, and RHQ EC and/or AEC will be notified immediately.
- (b) The Supervisor/Manager from each A/ASO will update the current data displays upon activation of the A/ASO ES.

(2) Staffing

- (a) The AO Supervisor/ASO Manager will assume the position of Supervisor, ES, as well.
- (b) Two 12-hour shifts will be required if necessary.

4. COMMUNICATION.

- a. Telephones currently in place within the A/ASO will be used to initiate operations. Cellular/mobile phones and electronic mail may be used to supplement existing telecommunications capability when needed.

APPENDIX 2 TO ANNEX J

- b. Contact must be established with the ES, RHQ and NHQ EC and/or AEC.

DATA DISPLAYS

This enclosure includes examples for the Emergency Operations Center (EOC) or Emergency Site (ES) data displays. The displays will be maintained as examples in an electronic document format and saved until the EOC or ES is activated.

1. **PURPOSE.**
 - a. To maintain in a central location the emergency data required for managers during activation of an EOC or ES.
 - b. To permit key leaders to access current information with which to make decisions and develop Situation Reports.
2. This enclosure contains the Data Display layouts which will be used in an EOC or ES. Copies may be used to maintain a continuity of information flow during relocation.

DISPLAY

- (1) Manpower Summary
- (2) Operational Status
- (3) Locator

LOCATOR

Function	Duty Officer	Location	Phone	Remarks
SHQ Staff				
SD				
DSD				
A/ASO				
EOC Staff				
AM				
PM				
Liaison				
FEMA				
GSA				
Emergency Management Teams				
A				
B				

APPENDIX 4 TO ANNEX J

CONTINUITY OF GOVERNMENT OPERATIONS

During an emergency, the posture the A/ASO takes in response to a national emergency is intricately linked to the nature and characteristics of the emergency. This appendix describes how the A/ASOs respond to an emergency.

1. SITUATION.

a. **General.**

There are three general periods that can be used to describe the postures of the Federal Government during emergencies when its continuity is threatened.

These postures are crisis monitoring, emergency response, and recovery and reconstitution.

b. **Purpose.**

To establish procedures and policies to respond to these periods of a national emergency.

c. **Scope.**

Applies primarily to the State. During the period of "emergency response," however, actions could involve all of the State and A/ASO elements.

d. **Assumption.**

Emergency operating procedures are in place.

2. MISSION.

Enhance the A/ASO capability to respond to emergencies; be prepared to participate in interagency emergency coordination groups and provide a state-level recovery and reconstitution effort.

3. IMPLEMENTATION.

a. **Crisis Monitoring.**

APPENDIX 4 TO ANNEX J

- (1) During an emergency, the A/ASO will act as a crisis management organization.
- (2) This team will respond to emergencies and be prepared to participate in interagency emergency coordination groups.
- (3) The crisis management organization and the interagency coordination groups will have an emergency operating capability to monitor, respond to, and manage the emergency on a 24-hour a day, 7-day a week basis.

b. Emergency Response.

- (1) When the President determines there is a crisis, or natural emergency and the A/ASO are vulnerable, an alternate emergency management capability must be in place and prepared to assume operational responsibility. This capability is provided by the SHQ Team A and Team B.
- (2) The Teams will monitor the emergency situation and be prepared and authorized to assume the overall managerial responsibility for the performance of essential functions when directed by the President.

c. Recovery and Reconstitution.

- (1) When the emergency response period ends, the SHQ Teams will assist A/ASO in their recovery and reconstitution efforts.

APPENDIX 5 TO ANNEX J

FEDERAL CIVIL READINESS LEVELS

1. Federal Civil Readiness Levels provide policy and procedural guidance to federal departments and agencies for non-military actions in response to official instructions to implement readiness levels in an emergency. Departments and agencies having non-military defense responsibilities will receive official instructions as to readiness actions to be taken. Instructions will be received directly from the President of the United States or from the Administrator of the Federal Emergency Management Agency (FEMA). Decisions on the nature and timing of such advisories will be made by the President. Increased readiness measures will be communicated through the Region Director at FEMA State Headquarters.
2. Once federal departments and agencies have assumed an increased readiness posture, special guidance will be issued by the President, or the FEMA Administrator, to: (a) accelerate or decelerate readiness during a prolonged period of international tension, (b) guide the degree of Agency activation of primary and alternate headquarters, and (c) disseminate readiness requirements to other levels of government and the public.
3. The instruction to cancel any readiness level without a further declaration will indicate that agencies should return to normal operations.
4. Terms and Meanings. The Federal Civil Readiness Levels and their equivalent exercise terms and meanings are listed below:

<u>READINESS LEVEL</u>	<u>EXERCISE TERM</u>	<u>ESSENTIAL DESCRIPTION REQUIRED ACTION</u>
COMMUNICATIONS WATCH	QUICK STEP	This will have virtually no effect on Selective Service System activities. There will be no public and only minimal internal disclosure. A 24-hour Duty Officer for continuously monitoring official voice and record communications is required. At National Headquarters a review will be made of emergency readiness plans and procedures, including those for mobilization of Reserve Force Officers. A review should be made of all measures which might be of an INITIAL ALERT ,

APPENDIX 5 TO ANNEX J

		<p>ADVANCED ALERT, or ATTACK WARNING conditions, including examination of plans for activating the Emergency Relocation Site. Actions needed to activate will be prioritized, but not executed until directed.</p>
<p>INITIAL ALERT</p>	<p>TIGHT REIN</p>	<p>Continuous manning of the Emergency Operation Center at NHQ will be initiated. All previous actions will be reviewed and corrective action taken to meet deficiencies noted in emergency readiness plans and procedures. COMMUNICATION WATCH level requirements will be extended to State Headquarters upon direction of National or Region Headquarters. Additional actions will be accomplished upon receipt of supplemental instructions or as required, based upon consultation with FEMA. All preparatory or review actions will be carried out with minimal public disclosure. Some regular activities may have to be curtailed or postponed.</p>
<p>ADVANCED ALERT</p>	<p>FLOOD TIDE</p>	<p>Full Selective Service System and public participation in emergency and civil preparedness actions, short of an actual attack will be required. ADVANCED ALERT will indicate that the President desires achievement of the highest degree of civil emergency readiness. This will require continuous manning at National, Region, and State Headquarters of those emergency functions assigned by the Director. Procedures necessary for the activation of emergency relocation site will be completed. The National, Region, and State Emergency Management Teams will be prepared to move to their emergency assignments when directed by the</p>

APPENDIX 5 TO ANNEX J

the President, the Administrator of the FEMA, or the Director of Selective Service. It is expected that such an instruction will coincide with or be immediately followed by a Presidential statement. Emergency duties will include continuation of the critical functions of the SSS, as well as preparation for the essential functions required if warning of attack should be received.

ATTACK WARNING

(Civilian Warning will be triggered by Air Defense Warning Red)

CHECKER BOARD

Indicates that an attack against this country has been detected, and all feasible emergency actions are to be taken. Notification will trigger Defense Warning Red, movement of the Selective Service Emergency Management Teams to the Emergency Relocation Sites, Liaison Officers to the Federal Regional Centers, and may require the activation of the SSS Reserve Force.

TERMINATION

Although a subsequent attack is possible, this condition indicates the situation may allow the movements of the staff where fallout conditions permit.

5. All personnel of the SSS will be informed of Federal Civil Readiness Levels and Warning Conditions as specified in this annex.
6. The Senior Operations Officer, SHQ, is responsible for ensuring that all SSS personnel of the SHQ and the A/ASO are knowledgeable of the National Warning System for the general public.

ANNEX K

HEALTH CARE PROFESSIONAL DELIVERY SYSTEM
(CRITICAL SKILLS)

This Annex includes background, operational concepts and processing steps in the Health Care Personnel Delivery System (HCPDS). Procedures for implementing registration and conscription are outlined in the HCPDS Manual.

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2. Operational Concept.....	K-1
3. Processing Health Care/Critical Skills Personnel.....	K-2
a. Registration.....	K-2
b. Classification.....	K-2

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HEALTH CARE PERSONNEL DELIVERY SYSTEM (HCPDS) (CRITICAL SKILLS)

1. BACKGROUND.

Under Section 10(h) of the Military Selective Service Act (MSSA), the maintenance of the Selective Service System (SSS) as an active standby organization includes a structure for registration and classification of persons qualified for practice or employment in a health care or critical skills occupation essential to the maintenance of the Armed Forces.

Based on Department of Defense requirements, the Agency has developed its system to be prepared to induct 36,000 health care/critical skills personnel in more than 60 specialties. Registration or classification activities cannot occur until the Congress passes, and the President approves, legislation providing specific registration and conscription authority.

2. OPERATIONAL CONCEPT.

The SSS will perform the following tasks under current authority::

- a. Design computer programs and Internet applications to facilitate registration. No names or lists are to be included.
- b. Develop adjudication procedures for claims and appeals.
- c. Produce sample forms for registration to be used only when registration is authorized.

If HCPDS is authorized without a return to general conscription, selected Area Offices (AO) and Area/Alternative Service Offices (A/ASO) along with their Local Boards, the District Appeal Boards and the National Appeal Board will be activated. A list of those select AOs and A/ASOs to be activated is at Appendix 1 to this Annex. All State Headquarters will activate and Reserve Force Officers (RFOs) will report upon receipt of active duty orders to pre-designated locations.

3. PROCESSING HEALTH CARE PERSONNEL.

All HCPDS policies and procedures which pertain to registrations, examinations, claims, appeals, inductions, late registration during periods of induction, processing suspected violators of the MSSA, and Alternative Service for conscientious objectors will become effective only when induction processing is authorized.

a. Registration

At such time as the Congress and the President determine a need for health care/critical skills and authorize registration of the designated health care/critical skills occupations, Selective Service will implement registration using policies and procedures identified in the HCPDS Manual and the SSS Readiness Plans.

b. Classification

Once the induction of health care/critical skills personnel is authorized, the Director of Selective Service will assign classification 1-H (not currently subject to induction) to all health care/critical skills registrants in the registrant data base who have not reached age 45. Upon receipt of a requisition for health care/critical skills personnel from the Secretary of Defense, the Director will administratively reclassify into Class 1-A (available for unrestricted military service), those registrants whose random sequence numbers (RSNs) are reached for pre-induction processing.

Prior to induction into the Armed Forces and following a pre-induction examination, a health care registrant will be given an opportunity to submit a claim for classification in a class other than 1-A. Specific policies and procedures are outlined in the HCPDS Manual.

AOs and ASOs DESIGNATED FOR HCPDS MOBILIZATION

<i>RG</i>	<i>STATE</i>	<i>AO</i>	<i>AO LOCATION</i>	<i>STATE HQ</i>	<i>STATE CAPITAL</i>	<i>A/A SO</i>	<i>SUPPORT ASO</i>	<i>SUPPORT ASO LOCATION</i>
1	CT	001	Hartford	Hartford	Hartford	703		
1	DC	001	Washington, DC	Washington, DC	Washington, DC	712		
1	DE	001	Wilmington	Wilmington	Dover		709	Philadelphia, PA
1	IL	010	Springfield	Springfield	Springfield		731	Springfield, IL
1	IL	013	Chicago	Springfield	Springfield		728	Chicago South, IL
1	IN	006	Indianapolis	Indianapolis	Indianapolis	730		
1	MA	007	Norwood	Reading	Boston	701		
1	MD	004	Baltimore	Baltimore	Annapolis		712	Washington, DC
1	ME	002	Portland	Portland	Augusta		701	Norwood, MA
1	MI	001	Marquette	Lansing	Lansing		726	West Allis, WI
1	MI	013	Detroit	Lansing	Lansing	725		
1	NH	002	Concord	Concord	Concord		702	Framingham, MA
1	NJ	007	Plainfield	Fort Dix	Trenton	707		
1	NYC	003	Rochester	Rochester	Troy	704		
1	NY	081	Manhattan	Manhattan	Manhattan	705		
1	OH	002	Parma Heights	Columbus	Columbus		721	Parma Heights, OH
1	OH	008	Columbus	Columbus	Columbus		722	Columbus, OH
1	PA	001	Philadelphia	Annville	Harrisburg		708	Huntington Valley, PA
1	PA	017	Pittsburgh	Annville	Harrisburg		711	Pittsburgh, PA
1	RI	001	Providence	Providence	Providence		702	Framingham, MA

AOs and ASOs DESIGNATED FOR HCPDS MOBILIZATION

RG			<i>LOCATION</i>		<i>CAPITAL</i>		ASO	Support ASO LOCATION
1	VT	001	Burlington	Colchester	Montpelier		702	Framingham, MA
1	WI	009	West Allis	Madison	Madison	726		
2	AL	005	Montgomery	Montgomery	Montgomery		714	Atlanta, GA
2	AR	005	Little Rock	N. Little Rock	N. Little Rock		732	New Orleans, LA
2	FL	011	Ft. Myers	St. Augustine	Tallahassee		715	Tampa, FL
2	FL	004	Gainesville	St. Augustine	Tallahassee		715	Tampa, FL
2	GA	005	Atlanta	Marietta	Atlanta	714		
2	KY	005	Louisville	Frankfort	Frankfort	718		
2	LA	001	New Orleans	New Orleans	Baton Rouge	732		
2	MS	006	Jackson	Jackson	Jackson		719	Memphis, TN
2	NC	004	Charlotte	Morrisville	Raleigh	720		
2	PR	002	Bayamon	Ft. Buchanan	Bayamon		716	Miami, FL
2	SC	003	Florence	Columbia	Columbia		720	Charlotte, NC
2	TN	008	Knoxville	Nashville	Nashville	717		
2	TX	005	Dallas	Austin	Austin		735	Friendswood, TX
2	TX	013	Midland	Austin	Austin		734	Irving, TX
2	TX	018	Waco	Austin	Austin		734	Irving, TX
2	TX	021	Houston	Austin	Austin		735	Friendswood, TX
2	VA	008	Richmond	Richmond	Richmond	713		

**AOs and ASOs DESIGNATED FOR
HCPDS MOBILIZATION**

<i>RG</i>	<i>STATE</i>	<i>AO</i>	<i>AO LOCATION</i>	<i>STATE HQ</i>	<i>STATE CAPITAL</i>	<i>A/ASO</i>	<i>SUPPORT ASO</i>	<i>SUPPORT ASO LOCATION</i>
2	VI	001	St. Thomas	St. Thomas	St. Thomas		716	Miami, FL
2	WV	004	Charleston	Charleston	Charleston		717	Knoxville, TN
3	AK	001	Anchorage	Juneau	Juneau		742	Seattle, WA
3	AZ	004	Phoenix	Phoenix	Phoenix	744		
3	CA	007	Sacramento	Sacramento	Sacramento		737	Fairfield, CA
3	CA	012	Alameda	Sacramento	Sacramento		737	Fairfield, CA
3	CA	016	Fresno	Sacramento	Sacramento		738	San Jose, CA
3	CA	020	Los Angeles	Sacramento	Sacramento		740	Santa Monica, CA
3	CA	033	San Diego	Sacramento	Sacramento		741	Tustin, CA
3	CO	001	Denver	Denver	Denver	746		
3	GU	001	Agana	Agana	Agana		737	Fairfield, CA
3	HI	001	Hilo	Honolulu	Honolulu		737	Fairfield, CA
3	IA	004	Des Moines	Johnston	Des Moines		745	Omaha, NE
3	10	002	Boise	Boise	Boise		743	Milwaukie, OR
3	KS	002	Topeka	Topeka	Topeka		747	Kansas City, MO
3	MN	007	Hopkins	St. Paul	St. Paul	727		
3	MO	006	St. Louis	Jefferson City	Jefferson City	748		
3	MP	001	Saipan	Saipan	Saipan		737	Fairfield, CA
3	MT	002	Helena	Helena	Helena		746	Denver, CO
3	NO	003	Bismarck	Bismarck	Bismarck		745	Omaha, NE
3	NE	001	Omaha	Lincoln	Lincoln	745		

APPENDIX 1 TO ANNEX K

**AOs and ASOs DESIGNATED FOR
HCPDS MOBILIZATION**

<i>RG</i>	<i>STATE</i>	<i>AO</i>	<i>AO LOCATION</i>	<i>STATE HQ</i>	<i>STATE CAPITAL</i>	<i>A/ASO</i>	<i>SUPPORT ASO</i>	<i>SUPPORT ASO LOCATION</i>
3	NM	002	Albuquerque	Santé Fe	Santé Fe	736		
3	NV	002	Reno	Las Vegas	Carson City		737	Fairfield, CA
3	OK	005	Oklahoma City	Oklahoma City	Oklahoma City	733		
3	OR	001	Milwaukee	Salem	Salem	743		
3	SO	004	Pierre	Rapid City	Pierre		745	Omaha, NE
3	UT	002	Salt Lake City	Fort Douglas	Salt Lake City		746	Denver, CO
3	WA	005	Seattle	Tacoma	Olympia	742		
3	WY	004	Cheyenne	Cheyenne	Cheyenne		746	Denver, CO

APPENDIX 2 TO ANNEX K

HCPDS MOBILIZATION TIMETABLE

This Appendix establishes the timing and sequence of events upon an authorization to induct health care/critical skills personnel. The times and precise sequences are subject to change.

PEA (Pre-Expansion Activities)

- SSS coordinates final updates to HCPDS legislation and proclamation.
- The President asks Congress for the authority to register and induct for health care/critical skills personnel only.
- Congress passes legislation to authorize the President to induct health care/critical skills personnel into the Armed Forces.
- Congress amends the existing appropriations language to permit use of existing funds for mobilization and induction purposes and provides additional funds.
- The President signs the proclamation authorizing registration of health care/critical skills personnel.
- SSS notifies support agencies of MOU implementation.
- Specialties/critical skills list finalized by DoD.
- Staffing increase request sent to OMB.
- SSS submits HCPDS forms for OMB approval.
- Press release/media campaign finalized.

Mobilization: Day 1 +

- Selective Service System Reserve Force Officers (RFOs) ordered to report to their Service's processing centers for mobilization and further assignment to SSS pre-designated locations.
- State Directors are activated and pre-designated State Headquarters are opened under an established agreement with the DoD to make available selected National Guard Armory facilities and equipment.
- SSS receives requisition of health care/critical skills specialties and numbers from DoD.
- Press release(s) issued.
- Information Technology linkup process commences in accordance with Annex F of the Readiness Plan.
- Activated State Headquarters submit reports to Region Headquarters as outlined in Annex H of the Readiness Plan.
- Region and National Headquarters expansion begins.
- Ensure operational capability of CRPP (TIRMS) and CRPP (ASPS).
- *Central Registrant Processing Portal (CRPP) available on Internet.
- Internet registration activated, and downloadable claim forms available.

* Upon development, the CRPP will replace TIRMS and ASPS software applications.

Day 5-45

- AOA's, if required, are contacted to report for duty.
- Board Members are activated from standby status.
- RFOs commence contacts with either national or regional contract officers to establish Area Office sites identified in Appendix 1 of this Annex (Annex K).
- RFOs, when and as directed SSS Support Services/Human Resources Division (SPT/HR), commence contacts with local employment agencies to begin hiring process to staff Area/Alternative Service Offices and to augment State Headquarters.
- RFOs, when and as directed SSS Support Services/Logistics Division (SPT/LO), commence contacts with local suppliers for furniture, equipment and supplies as identified in Annex E of the appropriate Readiness Plan.
- Mass registration for only health care/critical skills personnel begins.
- Lottery held following the mass registration for only health care/critical skills personnel with results entered into a specific SSS data base.
- State Directors/Region Staff to recruit Health Care Advisory Committees.
- First mail-in/internet registration forms received and processing begins.
- IRS and SSA data entry started.
- First IRS and SSA tapes received at SSS Data Management Center.
- Health care/critical skills registration continues.

Day 46-74

- Training for civilian new hires initiated.
- Initial/Refresher training for Board Members initiated.
- National and State Health Advisory Committees appointed and trained.
- 3.4 million registrant database reached.
- DoD Accession's Policy determines specialties for call up and Military Services notify USMEPCOM where SSS sends inductees.

Day 75

- Area Offices become operational.
- Local Boards become operational.
- National and State Health Advisory Committees become operational.
- AOA's return to Department of Army control.

Day 76

- First pre-induction examination notices issued.

Day 86

- First health care registrants report to MEPS for pre-induction examination.

Day 86-100

- First registrant claims are received at Area Offices.
- First Local Board meetings are held.

- First requests to Advisory Committees made.
- District Appeal Boards are activated.
- National Appeal Boards are activated.
- Alternative Service Offices become operational.

Day 101-150

- First District Appeal Board meetings held.
- First National Appeal Board meetings held.

Day 151-192

- Pre-induction processing and claim and appeal actions continue.
- First induction notices mailed by day 183.

Day 193

- The first health care inductees report to MEPS for processing.
- Operations will continue until the Congress mandates changes.

Day 223

- 36,000 inductions reached.

Day 270

- RFOs will return to previous SSS Detachment.

ANNEX L

READINESS POSITION DESCRIPTIONS

This Annex is established to identify the location of the approved standard readiness position descriptions. The proponent for this Annex is the Support Services Directorate/Human Resources Division (SPT/HR).

Annex I in the Area Office/Alternative Service Office Readiness Plans will contain the readiness Table of Distribution and Allowances. Upon mobilization, SPT/HR will have most current/detailed position descriptions available on the SSS Intranet.

The following Readiness Position Descriptions are required and are to be maintained on file at Region Headquarters prior to mobilization and provided to the State Headquarters and the Area/Alternative Service Offices upon mobilization.

SSS AREA OFFICE POSITION DESCRIPTIONS

SPD NO	TITLE	GRADE
OAO015	Area Office Supervisor	GS-9
OAO016	Lead Area Office Technician	GS-7
OAO017	Area Office Technician	GS-6
OAO017	Area Office Technician	GS-5
OAO014	Office Assistant	GS-4/5

SSS ALTERNATIVE SERVICE OFFICE POSTION DESCRIPTIONS

SPD NO	TITLE	GRADE
OAS015	Alternative Service Office Manager	GS-9
OAS022	Lead Alternative Service Technician	GS-7
OAS023	Alternative Service Technician	GS-6
OAS023	Alternative Service Technician	GS-5
OAS024	Office Assistant	GS-4/5

SSS DISTRICT APPEAL BOARD POSITION DESCRIPTIONS

SPD NO	TITLE	GRADE
OOO035	Lead Appeal Board Technician	GS-7
OOO036	Appeal Board Technician	GS-5/6
OOO043	Office Assistant	GS-4/5

ANNEX L

READINESS POSITION DESCRIPTIONS

(For Reference Only: Need to coordinate for final PDs with SPT/HR during Pre-Activation Phase of Mobilization)

This Annex contains the approved standard position descriptions for the Area Office and Area/Alternative Service Office civilian positions. Refer to Annex I for the quantities, titles, and grades authorized for a specific Headquarters upon activation/mobilization.

CONTENTS

<u>SPD NO</u>	<u>GS</u>	<u>TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
OAO/OAS015	0303	Area Office Supervisor/Alternative Service Office Manager	GS-9	L-2-1
OAO016	0303	Lead Area Office Technician	GS-7	L-3-1
OAO017	0303	Area Office Technician	GS-6/5	L-4-1
OAS022	0303	Lead Alternative Service Technician	GS-7	L-5-1
OAS023	0303	Alternative Service Technician	GS-6/5	L-6-1
OAO/OAS014	0322	Office Assistant/ Clerk Typist	GS-4/3/2	L-7-1

Extracts, Office of Personnel Management Qualification Standards Handbook, Group Coverage Qualification Standards for Administrative and Management, and Clerical and Administrative Support Positions, July 1993

L-8-1

Instructions for Use Of Readiness Position Descriptions

L-9-1

READINESS POSITION DESCRIPTIONS

1. Standard Position Descriptions (SPDs) are produced to insure that a consistent, equitable and qualified workforce is developed throughout the Agency's field structure during a return to active conscription. The SPDs will be the bases for recruiting and hiring all civilian employees, and will be used to describe the functions to be performed by the Area Office Augmentees until the permanent staff can be hired and trained.
2. Readiness positions are standard throughout the Agency, and the descriptions may not be changed locally, except as indicted in number 6 below. Positions described in this Annex include Area Office or Area/Alternative Service Office Supervisor (GS-9) of 10 or more employees, Lead Technicians (GS-7) who are the working leaders of groups of four or more employees, Technicians (GS-5/6), and Clerk Typists (GS-2/3/4). Lead Technicians and Technicians will have specific duties involved with the Area Office or Alternative Service Office responsibilities.
3. The Readiness positions authorized for the specific office are listed in Annex I, Appendices 4, 5, and 6, as appropriate. The position titles in the Tables of Distribution and Allowance (TDAs) relate to the position descriptions contained in this Annex. Each job description has a cover sheet (OF-8) outlining the official title, pay plan, occupational code and grade of the position, as well as the organizational structure and duty locations. When the duty station and organizational information on the cover sheet is completed, the SPD becomes specific for the particular office. These are the only modifications to be made to the position descriptions in the field offices.
4. The narrative section of the SPD describes the functions to be performed, duties and responsibilities of the incumbent, and other factors such as required knowledge and skills, supervisory controls, physical demands and work environment.
5. Multi-graded positions are designed to allow flexibility in hiring at grades below the ceiling grade of a position. For the lower grades, the narrative remains the same and the various grades are indicated by separate cover sheets listing the grade in section 15b, and remarks in item 24 defining how the grade level differs from the ceiling grade. (See L-7-2.) Positions must be filled within the grade range indicated on the cover sheet.
6. The office of Personnel Management's handbook, "Qualification Standards Handbook" (QSH), July 1993, is used to qualify applicants for positions. This handbook indicates years of general and specialized experience required for each grade level, and discusses substitution of

education for experience. The position descriptions and QSH excerpts included in this annex should be thoroughly reviewed before the hiring process is initiated.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

OA0015

6. OPM Certification No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

Explanation (Show any positions replaced)

3. Service

- Hdqtrs. Field

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Executive Personnel Financial disclosure Employment and Financial Interests

9. Subject to IA Action

- Yes No

10. Position Status

- Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is:

- Supervisory
 Managerial
 Neither

12. Sensitivity

- 1-Non-Sensitive 3-Critical Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Supervisory Program Assistant	GS	0303	09	[Signature]	AUG 14 1997
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organization Title of Position (if different from official title)

Area/Alternative Service Office Supv.

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Selective Service System

a. First Subdivision

Region

b. Second Subdivision

State

c. Third Subdivision

Area/Alternative Service Office

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

GS-303 TS-37 dtd. Nov. 1979
 Primary FES dtd Aug. 1991
 GSSG TS-123 April 1993

Typed Name and Title of Official Taking Action

Leonard F. Evans Jr.
 Personnel Management Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

AUG 14 1997

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

AREA OFFICE OR
AREA/ALTERNATIVE SERVICE OFFICE SUPERVISOR
Supervisory Program Assistant GS-303-09

JOB SUMMARY

Performs a wide range of supervisory and managerial duties in connection with the provision of manpower to the armed forces through the functions of registration, classification, examination, and induction. Serves as the official responsible for all operational and administrative activities of a large Area Office which provides support to the Local Boards within a predetermined geographic area. When office is collocated with an Alternative Service Office, performs similar duties in support of the alternative service program and the Civilian Review Board. Supervises and directs the activities of all area and alternative service office employees, consisting of 10 or more technical and clerical personnel in grades GS-4 through GS-7 who are subdivided into groups supervised by work leaders. Serves as the local spokesperson for the Selective Service System

DUTIES AND RESPONSIBILITIES

1. Based on the authorized staffing for the office, determines how to organize assigned functions including distribution of work among positions and determines the work flow. Periodically may reassign employees to cross-train, meet reporting deadlines, or cope with unusual workloads. Assures smooth workflow, resolving and eliminating bottlenecks, reducing unnecessary steps, and any other waste. Plans to cope with substantial fluctuations in operations during peak periods of calls for induction into military service, ensuring that all registrants are treated uniformly.
2. Issue instructions for internal procedures within the office; implements and explains procedural instructions issued by higher headquarters. Keeps employees informed of management goals, changes in policy and/or procedure, and motivates supervisory staff to work for continuing better management.
3. Advises subordinates on all personnel matters, including problems surrounding their appointments, salaries, leave; hears and resolves grievances and complaints locally; advises employees on their appeal rights. Initiates requests to fill vacancies, to promote and reassign employees. Interviews, selects, and trains new employees. Establishes performance requirements for employees under immediate supervision and provides guidance to subordinate supervisors as to expectation in general for lower-graded employees. Evaluates employee performance and reviews evaluations made by subordinate supervisors. Effects disciplinary measures such as warnings and reprimands, and recommends to supervisor more severe actions such as suspension and removal.
4. Provide technical advice and assistance to Local and Civilian Review Board members. Keeps members informed of changes in policy or procedures. Ensures that boards apply Selective Service law, regulations and policy uniformly in the adjudication or registrant and alternative service worker claims.

5. Resolves problems referred by subordinates regarding the granting or denial of registrant claims for postponement of induction or reclassification and the job assignment processing of alternative service workers. Reviews registrant and alternative service worker files at random for conformance to policy and procedural directives. Identifies errors and takes or recommends corrective action, including additional training for personnel, clarification of instructions, improved communications, etc.
6. Reviews and analyzes automated management reports prepared by the Registrant Information Management System (RIMS) and the Alternative Service Program System (ASPS) to ensure timely processing of all registrant and alternative service worker actions.
7. Contacts potential employers of alternative service workers to enlist their participation in the Alternative Service Program. Develops mutually acceptable agreements for placement of conscientious objector registrants in alternative service jobs.
8. Actively participates in community contact or public relations work in order to encourage registration, recruit candidates for uncompensated positions as Local or Civilian Review Board members, and to help subordinates resolve some of their difficulties or overcome obstacles in this type of work. May speak before school and community groups, contact civic leaders and leaders of minority groups to obtain their cooperation in encouraging compliance with Selective Service law.
9. Individually resolves the most controversial public relations problems, including the resolution of highly inflammatory or political crises insofar as personal judgment signals; however, at the same time keeps supervisor fully informed of all such issues in complete detail.
10. As the manager responsible for the overall site operation, determines adequacy of space, supplies, and equipment. Resolves any problems in this general administrative area within the agency, with other agencies such as GSA, and/or with local vendors as required.

FACTORS

1. Knowledge Required by the Position. Thorough and extensive knowledge of Selective Service law, regulations, policies, and procedures with skill in applying this knowledge in resolving a wide range of problems both with the public and in office administration. Ability to speak before large groups, and to adapt the information to the particular audience, is required for successful performance in this position.
2. Supervisory Controls. Works under the general supervision of a State Headquarters staff officer who advises on policy objectives, work schedules, and quality standards to be met by field offices, and provides guidance in new or unprecedented situations. The incumbent is expected to demonstrate initiative and independent judgment in resolving conflicts, carrying out assignments, and meeting established objectives. Assumes final responsibility for all technical decisions. Work is reviewed for soundness of judgment and over-all effectiveness of field office operations.

3. Guidelines. Selective Service law and regulations, policy manuals, and agency directives and handbooks.
4. Complexity. Employee must be able to apply management principles, theories, techniques, and methodology to problems relating to organizational structure, functions, and procedures of the Selective Service System. Incumbent must use skill and sound judgment in interpreting and adapting guidelines and precedents for application to specific cases and in determining work priorities to ensure that agency objectives are met within established time frames. Must exercise ingenuity and inventiveness in devising solutions to problems of unusual difficulty and of a precedent establishing nature.
5. Scope and Effect. All aspects of the position affect the efficiency and productivity of the office and the boards served, and as such have a direct and measurable influence on the success of agency activities in providing manpower to the armed forces and operating the alternative service program.
6. Personal Contacts. Daily contact with technical and clerical personnel supervised; periodic contact with supervisor and other Selective Service System personnel as required. Other contacts are with members of boards, news media, the community served, public officials, schools, civic organizations, registrants and/or their representatives, and members of the general public.
7. Purpose of Contacts. To provide guidance to subordinates, to obtain, exchange and clarify information, to recruit board members, to publicize and explain the requirements of Selective Service, to gain community acceptance of the agency's mission, and to maintain a favorable image of the agency.
8. Physical Demands. The work is sedentary. There may be a requirement for lifting weights of less than 30 pounds.
9. Work Environment. The work is usually performed in an office setting. Some travel is required.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
OA0016

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>Explanation (Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial disclosure <input type="checkbox"/> Employment and Financial Interests				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
14. Agency Use									

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Lead Program Assistant	GS	0303	07	<i>[Signature]</i>	AUG 14 1997
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organization Title of Position (if different from official title)
Lead Area Office Technician

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Selective Service System		c. Third Subdivision Area Office	
a. First Subdivision Region	d. Fourth Subdivision		
b. Second Subdivision State	e. Fifth Subdivision		
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Senior Operations Staff Officer		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position GS-303 TS-37 dtd. Nov. 1979 Primary FES dtd Aug. 1991 GSGUIDE2PCS dtd Jan. 1976	
Typed Name and Title of Official Taking Action Leonard F. Evans Jr. Personnel Management Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from GESA is available from the personnel office or the U.S. Office of Personnel Management.	
Signature <i>[Signature]</i>	Date AUG 14 1997		

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
This is a trainee level position for PD #OST009, Program Assistant, GS-303-07. Assignments carried out are designed to develop the incumbent for work at the next higher level. The incumbent will receive training in program assistant work and will become familiar with the function. Supervisory controls will be very close.

25. Description of Major Duties and Responsibilities (See Attached)

LEAD AREA OFFICE TECHNICIAN

Lead Program Assistant, GS-303-07

JOB SUMMARY

Performs a full range of office services in connection with providing manpower to the armed forces through the functions of registration, classification, examination, and induction. Serves as work leader directing the activities of a group of 4 to 8 technical and clerical personnel, in grades ranging from GS-04 to GS-06 working in a field office which implements the requirements of Selective Service law, regulations, and established policy and provides technical/clerical support to Local Boards served by the office.

DUTIES AND RESPONSIBILITIES

1. Meets with and records information from registrants with regard to claims for postponement, deferment, or exemption from induction. Counsels registrants regarding rights and responsibilities under the Military Selective Service Act. Advice covers legal requirements; e.g., to register, to notify Selective Service of status changes, eligibility for postponement, deferment, or exemption to report as directed in response to orders issued by Selective Service; procedural requirements; e.g., documentation required to support claims for various deferred and exempt classifications, procedures for filing claims and appeals.
2. Reviews documentation submitted by registrants in support of claims. Requests additional documentation when required. Determines whether claim is considered by area office personnel or by local board members. Grants or denies registrant claims for postponement or administrative classifications based on documentation submitted. Prepares registrant files for claims which must be considered by a Local Board.
3. Provides technical and clerical support as required to the Local Boards within the office's area of jurisdiction. Prepares agenda for meetings. Schedules meetings and notifies members and registrants required to attend. Briefs the board members on policy and regulatory changes that affect local board operations. Discusses with members the application of SSS regulatory provisions to specific registrant cases. Records summary minutes of local board meetings and publicly posts decisions made.
4. Receives inquiries through correspondence, by telephone, and from walk-in visitors to the office. Answers questions and provides information concerning current procedures and directives. Determines whether requested information can be released in accordance with governing policy and legal constraints. Drafts responses to written requests for information in general or as specifically related to a particular registrant's status or pending case.
5. As work leader, plans, organizes, assigns, and reviews work to meet schedules and deadlines, allowing for peak workloads and priority cases. Makes adjustments to improve workflow and productivity. Transmits agency policy and directives to ensure that office procedures adhere to established objectives, and issues instructions for internal office procedures. Approves emergency leave and may participate in performance evaluation.

FACTORS

1. **Knowledge Required by the Position.** Must be familiar with Selective Service law and regulations. Must have knowledge of and ability to apply the guidelines and implement the procedures set forth in agency policy manuals and directives. Must be a qualified typist.
2. **Supervisory Controls.** Works under the general guidance of a District Supervisor not physically located at the work site or an Area Office Supervisor who sets overall objectives. Plans and carries out assignments, coordinating with others as necessary, and reviews work to ensure accuracy, completeness, and adherence to established policy objectives. Is expected to demonstrate initiative and ability to carry out assignments with minimal instruction. Keeps supervisor informed of progress and of any problem areas which may require resolution at a higher level.
3. **Guidelines.** Agency operational and administrative manuals, policy directives. Uses judgment in interpreting agency policy, regulations, and work directives for application to specific cases or problems.
4. **Complexity.** Assignments encompass the full range of registrant processing activities and involve several phases being pursued simultaneously. Incumbent must use skill and judgment in determining work priorities to ensure an orderly and efficient workflow so that agency objectives are met within established time frames.
5. **Scope and Effect.** Performance has a direct effect upon the adequate supply of manpower to the armed forces.
6. **Personal Contacts.** Contacts are with other technical and clerical personnel, members of Local Boards within the office's area of jurisdiction, with the community, with registrants and their families, and with the general public.
7. **Purpose of Contact.** To provide supervision and technical guidance to subordinates, to assure accomplishment of agency objectives and to project a favorable image of the Selective Service System within the community.
8. **Physical Demands.** The work is sedentary. There may be a requirement for lifting weights of less than 30 pounds.
9. **Work Environment.** The work is normally performed in an office setting. Travel may be necessary.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)					3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. OA0017						
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial disclosure <input type="checkbox"/> Employment and Financial Interests			9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code								
15. Classified/Graded by					Official Title of Position			Pay Plan		Occupational Code		Grade		Initials		Date	
a. U.S. Office of Personnel Management					Program Assistant			GS		0303		06		[Signature]		AUG 18 1997	
b. Department, Agency or Establishment																	
c. Second Level Review																	
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office																	
16. Organization Title of Position (if different from official title) Area Office Technician					17. Name of Employee (if vacant, specify)												
18. Department, Agency, or Establishment Selective Service System					c. Third Subdivision Area Office												
a. First Subdivision Region					d. Fourth Subdivision												
b. Second Subdivision State					e. Fifth Subdivision												
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)												
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the					knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.												
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)												
Signature					Date		Signature					Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position GS-303 TS-37 dtd. Nov. 1979 Primary FES dtd Aug. 1991												
Typed Name and Title of Official Taking Action Leonard F. Evans Jr. Supervisory Personnel Management Specialist					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.												
Signature [Signature]					Date AUG 18 1997												
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks																	
25. Description of Major Duties and Responsibilities (See Attached)																	

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

A0017A

2. Reason for Submission

- Redescription
 Reestablishment

3. Service

- New
 Other

Hdqtrs. Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Executive Personnel Financial disclosure Employment and Financial Interests

9. Subject to IA Action

- Yes No

10. Position Status

- Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is:

- Supervisory
 Managerial
 Neither

12. Sensitivity

- 1-Non-Sensitive 3-Critical Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Program Assistant	GS	0303	05	[Signature]	AUG 18 1997
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organization Title of Position (if different from official title)

Area Office Technician

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Selective Service System

c. Third Subdivision

Area Office

a. First Subdivision

Region

d. Fourth Subdivision

b. Second Subdivision

State

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

GS-303 TS-37 dtd. Nov. 1979
 Primary FES dtd Aug. 1991

Typed Name and Title of Official Taking Action

Leonard F. Evans Jr.
 Personnel Management Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

Leonard F. Evans Jr. (Signature)
 AUG 18 1997 (Date)

23. Position Review

Initials Date Initials Date Initials Date Initials Date Initials Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

The duties of this position are identical with those described in PD #OA0017, Program Assistant, GS-303-06, except that for a period of development, the supervisory controls will be closer and the full scope of duties will not be performed until the incumbent is thoroughly familiar with the function.

25. Description of Major Duties and Responsibilities (See Attached)

AREA OFFICE TECHNICIAN

Program Assistant, GS-303-06/05

JOB SUMMARY

Performs a full range of office services in connection with providing manpower to the armed forces through the functions of registration, classification, examination, and induction. Provides technical/clerical support to Local Boards served by the office, implementing the requirements of Selective Service law, regulations, and established policy.

DUTIES AND RESPONSIBILITIES

1. Meets with and records information from registrants with regard to claims for postponement, deferment, or exemption from induction. Counsels registrants regarding rights and responsibilities under the Military Selective Service Act. Advice covers legal requirements; e.g., to register, to notify Selective Service of status changes, eligibility for postponement, deferment, or exemption, to report as directed in response to orders issued by Selective Service; procedural requirements; e.g., documentation required to support claims for various deferred and exempt classifications, procedures for filing claims and appeals.
2. Reviews documentation submitted by registrants in support of claims. Requests additional documentation when required. Determines whether claim is considered by area office personnel or by local board members. Grants or denies registrant claims for postponement or administrative classifications based on documentation submitted. Prepares registrant files for claims which must be considered by a Local Board.
3. Provides technical and clerical support as required to the Local Boards within the office's area of jurisdiction. Prepares agenda for meetings. Schedules meetings and notifies members and registrants required to attend. Briefs the board members on policy and regulatory changes that affect local board operations. Discusses with members the application of SSS regulatory provisions to specific registrant cases. Records summary minutes of local board meetings and publicly posts decisions made.
4. Maintains a variety of hard copy and ADP records of Area Office and Board actions resulting from the processing of registrants' claims. Input data into the Automated Registrant Integrated Processing System (ARIPS) database via Computer Automated Training and Operations (CATO) system terminals and prepares a variety of pre-formatted and ad hoc reports requiring basic manipulation of data.
5. Receives inquiries through correspondence, by telephone and from walk-in visitors to the office. Answers questions and provides information concerning current procedures and directives. Determines whether requested information can be released in accordance with governing policy and legal constraints. Drafts responses to written requests for information in general or as specifically related to a particular registrant's status or pending case.
6. Performs clerical duties as may be required.

FACTORS

1. **Knowledge Required by the Position.** Must be familiar with Selective Service law and regulations. Must have knowledge of and ability to apply the guidelines and implement the procedures set forth in agency policy manuals and directives. Must be a qualified typist.
2. **Supervisory Controls.** Works under the general guidance of a District Supervisor not physically located at the work site or a Lead Area Office Technician who sets overall objectives. Is expected to demonstrate initiative and ability to carry out assignments with minimal instruction. Keeps supervisor informed of progress and of any problem areas which may require resolution at a higher level.
3. **Guidelines.** Agency operational and administrative manuals, policy directives, and instructions from supervisor. Uses judgment in interpreting agency policy, regulations, and work directives for application to specific cases or problems.
4. **Complexity.** Assignments encompass the full range of registrant processing activities and involve several phases being pursued simultaneously. Incumbent must use skill and judgment in determining work priorities to ensure an orderly and efficient workflow so that agency objectives are met within established time frames.
5. **Scope and Effect.** Performance has a direct effect upon the adequate supply of manpower to the armed forces.
6. **Personal Contacts.** Contacts are with other technical and clerical personnel, members of Local Boards within the office's area of jurisdiction, with the community, with registrants and their families, and with the general public.
7. **Purpose of Contact.** To assure accomplishment of agency objectives and project a favorable image of the Selective Service System within the community.
8. **Physical Demands.** The work is sedentary. There may be a requirement for lifting weights of less than 30 pounds.
9. **Work Environment.** The work is normally performed in an office setting. Travel may be necessary.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
OA0022
 6. OPM Certification No.

2. Reason for Submission
 Redescription New
 Reestablishment Other
 Explanation (Show any positions replaced)

3. Service
 Hdqtrs. Field

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial disclosure Employment and Financial Interests

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is:
 Supervisory Managerial
 Neither

12. Sensitivity
 1-Non-Sensitive 3-Critical Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code
 14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Lead Program Assistant	GS	0303	07	<i>[Signature]</i>	AUG 18 1997
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organization Title of Position (if different from official title)
Lead Alternative Service Technician

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Selective Service System
 a. First Subdivision
Region
 b. Second Subdivision
State

c. Third Subdivision
 d. Fourth Subdivision
 e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature _____ Date _____

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
 GS-303 TS-37 dtd. Nov. 1979
 Primary FES dtd Aug. 1991
 GSGUIDE2PCS dtd Jan. 1976

Typed Name and Title of Official Taking Action
Leonard F. Evans Jr.
Personnel Management Specialist
 Signature *[Signature]* Date **AUG 18 1997**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

LEAD ALTERNATIVE SERVICE TECHNICIAN

Lead Program Assistant, GS-303-07

JOB SUMMARY

Performs a full range of office services in connection with operating the Alternative Service Program which provides civilian work in lieu of induction for conscientious objector registrants. Places such registrants, alternative service workers (ASWs), in the appropriate jobs and monitors job performance for compliance with regulations and policy. Serves as work leader directing the activities of a group of 4 to 8 technical and clerical personnel, in grades ranging from GS-04 to GS-06 working in a field office which implements the requirements of Selective Service law, regulations, and established policy and provides technical/clerical support to the Civilian Review Board served by the office.

DUTIES AND RESPONSIBILITIES

1. Meets with and records information from alternative service workers with regard to participation in the Alternative Service Program, such as assignment to alternative service work, postponement, transfer of job, early release from assignment, or appropriateness of work assigned. Counsels registrants regarding rights and responsibilities under the Military Selective Service Act. Advice covers areas such as requirement to notify Selective Service of status changes, eligibility for postponement, deferment, or exemption, to report as directed for interviews or work in response to orders issued by Selective Service, and procedures for requesting review of job assignment by the Civilian Review Board.

2. Reviews documentation and forms submitted by ASWs for assignment to civilian work. Requests additional documentation when required. Assigns ASW to appropriate civilian work matching ASW's education, qualifications, and skills to those required for specific jobs on file in the automated Alternative Service Program System. If registrant proposes a specific job, determines whether work is appropriate and meets legal and policy requirements. Schedules interviews with alternative service employers and orders ASWs to interviews and to job assignments. Prepares case files for review by Civilian Review Board when ASW claims job assignment violates his convictions and requests review by the Board.

3. Provides technical and clerical support as required to the Civilian Review Board. Prepares agenda for meetings. Schedules meetings and notifies members and ASWs scheduled to attend. Briefs the board members on policy and regulatory changes that affect operations. Discusses with members the application of SSS regulatory provisions to specific ASW cases. Records summary minutes of the meeting.

4. Monitors ASW's status while assigned to alternative service. Periodically checks with employer regarding ASW's attendance at work, performance of duties, and overall appraisal of performance.

5. Receives inquiries through correspondence, by telephone and from walk-in visitors to the office. Answers questions and provides information concerning current procedures and directives. Determines whether requested information can

SPD # OAO022

be released in accordance with governing policy and legal constraints. Drafts responses to written requests for information in general or as specifically related to a particular ASW's status or pending case.

6. As work leader, plans, organizes, assigns, and reviews work to meet schedules and deadlines, allowing for peak workloads and priority cases. Makes adjustments to improve procedures workload productivity. Transmits agency policy and directives to ensure that office procedures adhere to established objectives, and issues instructions for internal office procedures. Approves emergency leave

and may participate in performance evaluation.

FACTORS

1. **Knowledge Required by the Position.** Must be familiar with Selective Service law and regulations. Must have knowledge of and ability to apply the guidelines and implement the procedures set forth in agency policy manuals and directives. Must be a qualified typist.
2. **Supervisory Controls.** Works under the general guidance of an Area/Alternative Service Office Supervisor who sets overall objectives. Plans and carries out assignments, coordinating with others as necessary, and reviews work to ensure accuracy, completeness, and adherence to established policy objectives. Is expected to demonstrate initiative and ability to carry out assignments with minimal instruction. Keeps supervisor informed of progress and of any problem areas which may require resolution at a higher level.
3. **Guidelines.** Agency operational and administrative manuals, policy directives. Uses judgment in interpreting agency policy, regulations, and work directives for application to specific cases or problems.
4. **Complexity.** Assignment encompass the full range of alternative service activities and involve several phases being pursued simultaneously. Incumbent must use skill and judgment in determining work priorities to ensure an orderly and efficient work flow so that agency objectives are met within established time frames.
5. **Scope and Effect.** Performance has a direct effect upon the adequate supply of manpower to the Armed Forces.
6. **Personal Contacts.** Contacts are with other technical and clerical personnel, members of the Civilian Review Board, with the community, with ASWs and their families, and with the general public.
7. **Purpose of Contact.** To provide supervision and technical guidance to subordinates, to assure accomplishment of agency objectives and to project a favorable image of the Selective Service System within the community.
8. **Physical Demands.** The work is sedentary. There may be a requirement for lifting weights of less than 30 pounds.
9. **Work Environment.** The work is normally performed in an office setting. Travel may be necessary.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. OA0023						
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial disclosure <input type="checkbox"/> Employment and Financial Interests			9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive			13. Competitive Level Code							
15. Classified/Graded by					Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date		
a. U.S. Office of Personnel Management					Program Assistant		GS		0303		06		[Signature]		AUG 18 1997		
b. Department, Agency or Establishment																	
c. Second Level Review																	
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office																	
16. Organization Title of Position (if different from official title) Alternative Service Technician					17. Name of Employee (if vacant, specify)												
18. Department, Agency, or Establishment Selective Service System					c. Third Subdivision												
a. First Subdivision Region					d. Fourth Subdivision												
b. Second Subdivision State					e. Fifth Subdivision												
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)												
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the					knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.												
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)												
Signature					Date		Signature					Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position GS-303 TS-37 dtd. Nov. 1979 Primary FES dtd Aug. 1991												
Typed Name and Title of Official Taking Action Leonard F. Evans Jr. Personnel Management Specialist (Supy)					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.												
Signature					Date		Signature					Date					
[Signature]					AUG 18 1997												
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks																	
25. Description of Major Duties and Responsibilities (See Attached)																	

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
A0023A

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code

14. Agency Use

2. Reason for Submission
 Redescription New
 Reestablishment Other
 Explanation (Show any positions replaced)

3. Service
 Hdqtrs. Field

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interests

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is:
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1-Non-Sensitive 3-Critical Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Program Assistant	GS	0303	05	<i>JE</i>	AUG 18 1997
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organization Title of Position (if different from official title)
Alternative Service Technician

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Selective Service System

a. First Subdivision
Region

b. Second Subdivision
State

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature _____ Date _____

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
GS-303 TS-37 dtd. Nov. 1979
Primary FES dtd Aug. 1991

Typed Name and Title of Official Taking Action
Leonard F. Evans Jr.
Personnel Management Specialist (Supy)

Signature *Leonard F. Evans Jr.* Date **12 1997**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 The duties of this position are identical with those described in PD #OA0023, Program Assistant, GS-303-06, except that for a period of development, the supervisory controls will be closer and the full scope of duties will not be performed until the incumbent is thoroughly familiar with the function.

25. Description of Major Duties and Responsibilities (See Attached)

ALTERNATIVE SERVICE TECHNICIAN
Program Assistant, GS-303-06/05

JOB SUMMARY

Performs a full range of office services in connection with operating the Alternative Service Program which provides civilian work in lieu of induction for conscientious objector registrants. Places such registrants, alternative service workers (ASWs), in the appropriate jobs and monitors job performance for compliance with regulations and policy. Provides technical/clerical support to the Civilian Review Board served by the office, implementing the requirements of Selective Service law, regulations, and established policy.

DUTIES AND RESPONSIBILITIES

1. Meets with and records information from alternative service workers with regard to participation in the Alternative Service Program, such as assignment to alternative service work, postponement, transfer of job, early release from assignment, or appropriateness of work assigned. Counsels registrants regarding rights and responsibilities under the Military Selective Service Act. Advice covers areas such as requirement to notify Selective Service of status changes, eligibility for postponement, deferment, or exemption, to report as directed for interviews or work in response to orders issued by Selective Service, and procedures for requesting review of job assignment by the Civilian Review Board.
2. Reviews documentation and forms submitted by ASWs for assignment to civilian work. Requests additional documentation when required. Assigns ASW to appropriate civilian work matching ASW's education, qualifications, and skills to those required for specific jobs on file in the automated Alternative Service Program System. If registrant proposes a specific job, determines whether work is appropriate and meets legal and policy requirements. Schedules interviews with alternative service employers and orders ASWs to interviews and to job assignments. Prepares case files for review by Civilian Review Board when ASW claims job assignment violates his convictions and requests review by the Board.
3. Provides technical and clerical support as required to the Civilian Review Board. Prepares agenda for meetings. Schedules meetings and notifies members and ASWs scheduled to attend. Briefs the board members on policy and regulatory changes that affect operations. Discusses with members the application of SSS regulatory provisions to specific ASW cases. Records summary minutes of the meeting.
4. Monitors ASW's status while assigned to alternative service. Periodically checks with employer regarding ASW's attendance at work, performance of duties, and overall appraisal of performance.
5. Maintains a variety of hard copy and ADP records of Area Office and Board actions resulting from the processing of registrant's claims. Input data into the Alternative Service Program System (ASPS) database via Computer Automated Training and Operations (CATO) system terminals and prepares a variety of pre-formatted and ad hoc reports requiring basic manipulation of data.

6. Receives inquiries through correspondence, by telephone and from walk-in visitors to the office. Answers questions and provides information concerning current procedures and directives. Determines whether requested information can be released in accordance with governing policy and legal constraints. Drafts responses to written requests for information in general or as specifically related to a particular ASW's status or pending case.
7. Performs clerical duties as may be required.

FACTORS

1. **Knowledge Required by the Position.** Must be familiar with Selective Service law and regulations. Must have knowledge of and ability to apply the guidelines and implement the procedures set forth in agency policy manuals and directives. Must be a qualified typist.
2. **Supervisory Controls.** Works under the general guidance of a Lead Alternative Service Technician who sets overall objectives. Is expected to demonstrate initiative and ability to carry out assignments with minimal instruction. Keeps supervisor informed of progress and of any problem area which may require resolution at a higher level.
3. **Guidelines.** Agency operational and administrative manuals, policy directives, and instructions from supervisor. Uses judgment in interpreting agency policy, regulations, and work directives for application to specific cases or problems.
4. **Complexity.** Assignment encompass the full range of alternative service processing activities and involve several phases being pursued simultaneously. Incumbent must use skill and judgment in determining work priorities to ensure an orderly and efficient work flow so that agency objectives are met within established time frames.
5. **Scope and Effect.** Performance has a direct effect upon the operation of the Alternative Service Program.
6. **Personal Contacts.** Contacts are with other technical and clerical personnel, members of the Civilian Review Board, with the community, with ASWs and their families, and with the general public.
7. **Purpose of Contact.** To assure accomplishment of agency objectives and project a favorable image of the Selective Service System within the community.
8. **Physical Demands.** The work is sedentary. There may be a requirement for lifting weights of less than 30 pounds.
9. **Work Environment.** The work is normally performed in an office setting. Travel may be necessary.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. OA0014	
								6. OPM Certification No.	
				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Clerk Typist	GS	0322	04	[Signature]	JUN 18 1997
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

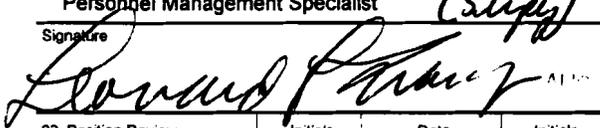
16. Organization Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment Selective Service System	c. Third Subdivision Area or Alternative Service Office
a. First Subdivision Region	d. Fourth Subdivision
b. Second Subdivision State	e. Fifth Subdivision
19. Employee Review —This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature _____ Date _____	Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position GS-322, dtd Nov. 1990 Typing & Steno. Grade Eval. Guide, dtd Nov. 1990
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Typed Name and Title of Official Taking Action Leonard F. Evans Jr. Personnel Management Specialist (Supv)	
Signature 	Date JUN 18 1997

23. Position Review													
a. Employee (optional)		Initials		Date		Initials		Date		Initials		Date	
b. Supervisor													
c. Classifier													

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. A0014B	
		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial disclosure <input type="checkbox"/> Employment and Financial Interests				6. OPM Certification No.	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
								13. Competitive Level Code	
								14. Agency Use	

15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management		Clerk Typist			GS	0322	03		AUG 18 1997
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									

16. Organization Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
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18. Department, Agency, or Establishment Selective Service System		c. Third Subdivision Area or Alternative Service Office	
a. First Subdivision Region		d. Fourth Subdivision	
b. Second Subdivision State		e. Fifth Subdivision	
19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
GS-322, dtd Nov. 1990
Typing & Steno. Grade Eval. Guide, dtd Nov. 1990

Typed Name and Title of Official Taking Action Leonard F. Evans Jr. Personnel Management Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature 	Date AUG 18 1997		

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 This is a trainee level position for PD #OA0014, Clerk-Typist, GS-322-04. Assignments carried out are designed to develop the incumbent for work at the next higher level. The incumbent will receive training in clerk-typist work and will become familiar with the function. Supervisory controls will be very close.

25. Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
A0014B

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code

14. Agency Use

2. Reason for Submission
 Redescription New
 Reestablishment Other
 Explanation (Show any positions replaced)

3. Service:
 Hdqtrs. Field

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act
 Exempt Nonexempt

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interests

11. Position is:
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1-Non-Sensitive 3-Critical Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Clerk Typist	GS	0322	02	<i>[Signature]</i>	AUG 18 1997
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organization Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Selective Service System

a. First Subdivision
Region

b. Second Subdivision
State

c. Third Subdivision
Area or Alternative Service Office

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date _____

Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
 GS-322, dtd Nov. 1990
 Typing & Steno. Grade Eval. Guide, dtd Nov. 1990

Typed Name and Title of Official Taking Action
Leonard F. Evans Jr.
Personnel Management Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature *[Signature]* Date **1997**

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 The duties of this position are identical with those described in Clerk-Typist, GS-322-03, except that for a period of development controls will be closer and the full scope of duties will not be performed until the incumbent is thoroughly familiar with the function.

25. Description of Major Duties and Responsibilities (See Attached)

CLERK-TYPIST (AREA OR ALTERNATIVE SERVICE OFFICE)

Clerk-Typist, GS-322-04

JOB SUMMARY

Performs a full range of clerical duties in an Area or Alternative Service Office in connection with program or administrative functions.

DUTIES AND RESPONSIBILITIES

1. Screens calls and visitors to the office, referring to superior only those callers and visitors which require technical or non-routine responses. Recognizes and refers potentially controversial matters to superior. Projects a tactful and helpful manner, using care to avoid antagonizing callers or visitors.
2. Reads incoming correspondence and action documents, ensuring that each item is referred to the proper staff member; reviews outgoing correspondence prepared by staff to ensure proper format and grammatical content.
3. Assists registrants in completing claim forms for postponement or reclassification, assignment to alternative service work, or other required forms, ensuring adherence to the procedures and requirements set forth in agency policy manuals and directives.
4. Provides input transactions to registrants' ADP records utilizing the Computer Automated Training and Operations (CATO) system terminals when instructed by supervisor.
5. Maintains office reference library, updating material as new information is received so that the library is current at all times.
6. Types correspondence, forms, and other documents in final form from rough drafts or oral instructions. Proofreads all materials and ensures correct spelling, punctuation, grammar, and conformance to style.
7. Performs other duties as assigned.

FACTORS

1. **Knowledge Required by the Position.** Familiarity with the duties, priorities, commitments, policies, and program goals of the office as related to the performance of clerical and administrative support functions. Must be a qualified typist.
2. **Supervisory Controls.** Works under the general supervision of an Area Office Technician who provides guidance regarding performance and objectives. Is expected to demonstrate sound judgment and initiative within the framework of general guidance. Work is evaluated in terms of results achieved and adherence to established agency procedures.
3. **Guidelines.** Dictionaries, style manuals, and agency instructions concerning the administrative and operational procedures of the Agency.

4. **Complexity.** The work involves a variety of processes and methods. Decisions on what needs to be done and how it should be done are based on the incumbent's knowledge of the priorities and program goals of the System.
5. **Scope and Effect.** The work has a direct impact on the efficiency of the office and the ability of the office to provide manpower to the armed forces.
6. **Personal Contacts.** Contacts are with other employees at the office site, members of the community as required, and registrants, their families, and/or their representatives.
7. **Purpose of Contact.** To obtain, exchange, or clarify facts directly related to the work of the office.
8. **Physical Demands.** The work is sedentary. There may be a requirement for lifting weights of less than 30 pounds.
9. **Work Environment.** The work is normally performed in an office setting.

QUALIFICATION STANDARDS HANDBOOK

Group Coverage Qualification Standard for Clerical and Administrative Support Positions

This qualification standard covers positions in the General Schedule that involve the performance of one-grade interval clerical and administrative support work. It contains common patterns of creditable experience and education to be used in making qualifications determinations. Section IV-B of this Handbook contains individual occupational requirements for a few occupations that are to be used in conjunction with this standard. Section V identifies the occupations that have test requirements.

A list of the occupational series covered by this standard is provided on page IV-A-1. This standard may also be used for one-grade interval positions other than those listed if the education and experience pattern is determined to be appropriate.

EXPERIENCE AND EDUCATION REQUIREMENTS

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE/ POSITIONS	EXPERIENCE		OR EDUCATION
	GENERAL	SPECIALIZED	
GS-1 All positions	None	None	None
GS-2 All positions	3 months	None	High school graduation or equivalent
GS-3 Clerk-Steno	6 months	None	High school graduation or equivalent
All other positions			1 year above high school
GS-4 All positions	1 year	None	2 years above high school
GS-5 Clerk-Steno	2 years	None	4 years above high school (except Reporting Stenographer)
All other positions	None	1 year equivalent to at least GS-4	
GS-6 and above All positions	None	1 year equivalent to at least next lower grade level	Generally, not applicable

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. Proficiency requirements are described on pages IV-A-5 and IV-A-6.

Some of the occupational series covered by this standard include both one- and two-grade interval work. The qualification requirements described in this standard apply only to those positions that typically follow a one-grade interval pattern. While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to E.3.(o) in the "General Policies and Instructions" (Section II of this Handbook) for guidance on crediting experience for positions with different lines of progression.

General Experience (All positions except Reporting Stenographer, Shorthand Reporter, and Closed Microphone Reporter)—Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience (All positions except Reporting Stenographer, Shorthand Reporter, and Closed Microphone Reporter)—Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Experience for Reporting Stenographer, Shorthand Reporter, and Closed Microphone Reporter—One year of experience equivalent to at least the next lower grade level using the skills and equipment appropriate to the position to be filled is required for all positions. Following is a description of qualifying experience for these positions.

Reporting Stenographer, GS-5: Experience as a clerk-stenographer, secretary, reporting stenographer, or in other positions that included application of stenography and typing skills as a significant part of the work.

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Group Coverage Qualification Standard for
Clerical and Administrative Support Positions

- Reporting Stenographer, Shorthand Reporter, and Closed Microphone Reporter, GS-6: Experience as a reporting stenographer, hearing reporter, or in other positions in which the primary duty was to make and transcribe manual or machine-written shorthand records of hearings, interviews, or similar proceedings.
- Shorthand Reporter and Closed Microphone Reporter, GS-7 and above: Experience as a court reporter, or hearing reporter, or in other positions in which the primary duty was to make verbatim records of proceedings.

Education: High school graduation or the equivalent is creditable at the GS-2 level for the occupations listed, except Clerk-Stenographer, where it is creditable at the GS-3 entry level.

Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at grades GS-3 through GS-5 for all positions except Reporting Stenographer, GS-5. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

As a general rule, education is not creditable above GS-5 for most positions covered by this standard; however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

Intensive Short-Term Training—Completion of an intensive, specialized course of study of less than 1 year may meet in full the experience requirements for GS-3. Courses of this type normally require completion of up to 40 hours per week of instruction rather than the usual 20 hours per week, and are usually of *at least* 3 months duration. Such courses may have been obtained through a variety of programs such as those offered by business or technical schools, and through military training programs. To be creditable, such a course must have

been designed specifically as career preparation for the work of the position being filled, and must have provided the applicant with the necessary knowledge, skills, and abilities to do the work.

Combining Education and Experience: Equivalent combinations of successfully completed post-high school education and experience may be used to meet total experience requirements at grades GS-5 and below, except for Reporting Stenographer, GS-5.

- For GS-3 and GS-4 level positions, determine the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determine the applicant's education as a percentage of the education required for the grade level; then add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for that grade level.
- For GS-5 level positions (except Clerk-Stenographer, which does not require specialized experience), only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) *beyond the second year* is equivalent to 6 months of specialized experience.

The following are examples of how education and experience may be combined. They are examples only, and are not all inclusive:

- The position to be filled is a Payroll Clerk, GS-4. An applicant has 8 months of qualifying experience and 20 semester hours of college. The applicant meets 67 percent of the required experience and 33 percent of the required education. The applicant meets 100 percent of the total requirements and is qualified for the position.
- The position to be filled is a Clerk-Typist, GS-4. The applicant has 4 months of qualifying experience and 1 year of business school. The applicant meets 33 percent of the required experience and 50 percent of the required education. The applicant meets 83 percent of the total requirements and is not qualified for the position.

QUALIFICATION STANDARDS HANDBOOK

Group Coverage Qualification Standard for Clerical and Administrative Support Positions

- The position to be filled is a Clerk-Stenographer, GS-5. An applicant has 1 year of qualifying experience and 90 semester hours of college. The applicant meets 50 percent of the required experience and 75 percent of the required education. The applicant exceeds 100 percent of the total requirements and is qualified for the position.
- The position to be filled is an Editorial Assistant, GS-5. The applicant has 9 months of specialized experience and 75 semester hours of college (15 semester hours beyond the second year and the equivalent of 3 months of specialized experience). The applicant meets 75 percent of the required experience and 25 percent of the required education. The applicant meets 100 percent of the requirement for 1 year of specialized experience and is qualified for the position.
- Data Transcriber, GS-2/4; and (Data Transcription) (any grade):
 - skill in operating an alphanumeric data transcribing machine,
 - or 20 words per minute typing speed¹ for GS-2 transcription duties
 - or 25 words per minute typing speed¹ for GS-3 and GS-4 transcription duties
- Clerk-Stenographer, GS-3/4:
 - 40 words per minute typing speed¹ and
 - 80 words per minute dictation speed²
- Clerk-Stenographer, GS-5:
 - 40 words per minute typing speed¹ and
 - 120 words per minute dictation speed²

PROFICIENCY REQUIREMENTS

Clerk-Typist, Office Automation Clerk/Assistant, Clerk-Stenographer, Data Transcriber, and Positions with Parenthetical Titles of (Typing), (Office Automation), (Stenography), or (Data Transcription)

In addition to meeting experience or education requirements, applicants for these positions must show possession of the following skills, as appropriate. Applicants may meet these requirements by passing the appropriate performance test, presenting a certificate of proficiency from a school or other organization authorized to issue such certificates by the Office of Personnel Management local office, or by self-certifying their proficiency. Performance test results and certificates of proficiency are acceptable for 3 years. Agencies may verify proficiency skills of self-certified applicants by administering the appropriate performance test.

- Clerk-Typist, GS-2/4; Office Automation Clerk/Assistant (any grade); (Typing) (any grade); and (Office Automation) (any grade):

40 words per minute typing speed¹

- (Stenography) (any grade):
 - 40 words per minute typing speed¹ and either
 - 80 words per minute dictation speed² for GS-3 and GS-4 stenographic duties
 - or 120 words per minute dictation speed² for GS-5 stenographic duties

NOTE: The level of proficiency for stenographic and data transcribing duties required by positions with parenthetical titles is based on the grade level of those duties and not necessarily on the overall grade of the position. For example, a position classified as Secretary (Stenography), GS-318-5, may require either 80 or 120 words per minute dictation speed depending upon the level of difficulty of the stenographic duties. A position classified as Payroll Clerk (Data Transcription), GS-544-4, may require either 20 or 25 words per minute typing speed depending upon the level of difficulty of the transcribing duties. Therefore, before filling positions of this type, first determine the grade

¹Words per minute are based on a 5 minute sample with three or fewer errors.

²The maximum number of errors allowed in a dictation sample equals 10 percent of the required dictation speed (80 words per minute or 120 words per minute) multiplied by the number of minutes in the sample.

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Group Coverage Qualification Standard for
Clerical and Administrative Support Positions

level of the duties that require the additional skill, and then determine the skill level required.

Reporting Stenographer, Shorthand Reporter, and Closed Microphone Reporter

In addition to meeting the experience requirements, applicants for these positions must show possession of the following skills with equipment appropriate to the specific position.

- Reporting Stenographer, GS-5/6: 120 words per minute dictation speed³
- Shorthand Reporter and Closed Microphone Reporter, GS-6: 160 words per minute dictation speed³
- Shorthand Reporter and Closed Microphone Reporter, GS-7 and above: 175 words per minute dictation speed³

Applicants must also be able to produce accurate typewritten transcripts of recorded proceedings.

Applicants for competitive appointment and inservice applicants for initial assignment to these three positions at all grade levels must demonstrate the specific skill and level of proficiency required by the position to be filled. Also, inservice applicants for promotion to positions that have a higher proficiency requirement than the position previously held must demonstrate the higher level of proficiency. Applicants may demonstrate

that proficiency by either passing a dictation test at the required speed or presenting a certificate of proficiency showing speed and accuracy equivalent to those used in the Office of Personnel Management performance tests for these positions. The certificate must show that the candidate demonstrated the required proficiency, i.e., dictation speed and accuracy, to a teacher of stenography, shorthand reporting, or closed microphone reporting, within the past year. Applicants for these positions may not self-certify dictation proficiency.

USING SELECTIVE FACTORS FOR POSITIONS COVERED BY THIS STANDARD

Selective factors must represent knowledge, skills, or abilities that are essential for successful job performance and cannot reasonably be acquired on the job during the period of orientation/training customary for the position being filled. It is unlikely, for example, that a requirement for experience with a particular brand of word processing software could be justified as a selective factor for an Office Automation Clerk position. Since knowledge of that software may be desirable, such knowledge could be appropriately used as a quality ranking factor. On the other hand, proficiency in the correct use of medical terminology may be needed immediately to perform the duties of a Medical Records Technician position to provide continuity in an agency's medical records program. If that is the case, knowledge of medical terminology could be used as a selective factor in filling the position.

³The maximum number of errors allowed in a dictation sample for these three positions equals 5 percent of the required dictation speed multiplied by the number of minutes in the sample.

INSTRUCTIONS FOR USE OF READINESS POSITION DESCRIPTIONS

1. Locate appropriate description by locating number on position summary or TDA. Review the description; if there are problems, discuss with State Director or Region Headquarters.
2. Detach cover sheet (OF-8) and complete only the numbers listed below.
 - a. #4, **Employing Office Location**. Fill in appropriate Region Headquarters.
 - b. #5, **Duty Station**. Fill in employee's physical location. For **Area Office Group Supervisors**, it is the State Headquarters to which assigned, unless changed by the State Headquarters with approval of the Region Personnel Officer or Region Director.
 - c. #18a, **First Subdivision**. Fill in appropriate Region number after the word, **Region**.
 - d. #18b, **Second Subdivision**. Fill in name of state.
 - e. #18c, **Third Subdivision**. Fill in name of Area office or Area/Alternative Service Office or lower organization after State Headquarters.
 - f. #20, **Supervisory Certification**. Fill in name of supervisor and title, if title is not already in place. Obtain supervisor's signature. If supervisor is not on board, or not available, have someone higher in the command chain sign.
3. Do not change any other part of the position description. If you have questions, discuss with the State Director or Region Headquarters.

ANNEX M

MEPS LIAISON PERSONNEL (MLP)

This Annex outlines the duties and responsibilities of the Selective Service System Military Entrance Processing Command (MEPCOM) Liaison Personnel upon mobilization. The proponent for this Annex is the Operations Directorate. Detailed information can be found in Army Regulation (AR) 601-270, Chapter 9 (Processing Selective Service Registrants), and HQ, USMEPCOM, MOB PLAN 1-90.

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MEPS LIAISON PERSONNEL (MLP)

1. GENERAL.

The MEPS Liaison Personnel (MLP) are the Selective Service System personnel who are employed at a Selective Service System (SSS) office located in the same city as the Military Entrance Processing Station (MEPS). Addresses of the MEPS are listed in Appendix 1. The SSS office may be the Region or State Headquarters or an Area Office. The MLP serves as liaison to the MEPS Commander on all Selective Service matters or problems that arise during the processing of Selective Service registrants which cannot be handled by MEPS personnel. All 65 MEPS locations and commanders are listed at www.mepcom.army.mil which is divided into eastern/western sectors and with the Headquarters located near Chicago, Illinois.

2. STATEMENT OF FUNCTIONS.

The MLP will report directly to the head of the SSS office in which he/she works. He or she will work directly with the Commander of the MEPS or his/her designee. Upon mobilization, the MLP establishes contact with MEPS and briefs the MEPS concerning the pre-induction and induction process.

3. PURPOSE.

The primary mission of the MEPS as prescribed in Army Regulations (AR) 601-270, Chapter 9 is to:

- (1) Provide aptitude testing and results, medically examine applicants in accordance with established physical standards prescribed by Department of Defense, and to perform background screening to ensure moral character provisions are met for enlistment in the military services according to the SSS eligibility standards.
- (2) Provide access into the military services those applicants accepted for enlistment or commissioning by the sponsoring military service.
- (3) Registrants of prominence are individuals who by their personal ability in athletics, entertainment, business, Government, or other professions or activities are prominent members of their community. Additionally they may be members of families that are prominent in the area. These individuals will be processed as prescribed according to directions from Commander, USMEPCOM and the Director of the Selective Service System.

4. **ORGANIZATION AND STAFFING.**

The basic organization and staffing for the Selective Service MEPS Liaison Office is one MLP for each MEPS. This position shall be filled by a civilian new-hire as indicated on the appropriate Readiness Table of Distribution and Allowances (TDA) and designated as an Additional Duty.

5. **DETAILED ACTION PLAN.**

The actions and responsibilities of the MEPS Liaison Personnel early during mobilization are listed below and are generally common to all MEPS. The order in which they appear does not necessarily indicate a priority sequence since this may change from office to office depending upon local conditions. Each MLP assigned to a MEPS should review the local conditions and prepare an individual priority action list tailored to that MEPS.

Actions

Establish liaison with MEPS Commander.

Establish telephone communications with Region Headquarters and each Area office serviced by the MEPS.

Review overall MEPS operations as it pertains to registrant processing.

Review area of jurisdiction serviced by the MEPS.

Provide liaison on all Selective Service matters with the MEPS Commander.

Review reporting requirements to Region Headquarters and State Headquarters.

Be prepared to provide counseling service to registrants as required.

Perform other duties assigned by the Supervisor.

Be fully prepared to assist MEPS with incoming registrants as required.

Responsibilities

Selective Service MLP:

- Represent the Director and serve as the primary Selective Service System representative for the MEPS of jurisdiction.
- Provide liaison with MEPS Commanders on all Selective Service activities.

- Respond to the requirements of State Directors whose states are served by the MEPS to which the MLP is assigned.
- Represent the Selective Service System in resolving MEPS related problems with registrants while processing at the MEPS.
- Postpone a registrant's induction as authorized in the Registrant Integrated Processing System (RIPS) Manual for not more than 10 days in emergency situations.
- Assist the MEPS Commander in providing Class 1-0 registrants who report for examination with information regarding their rights and obligations under the MSSA.
- Serve as Public Information Officer in matters directly involving Selective Service after coordinating with the Region Director and MEPS Commander.
- Critical skill personnel are counseled who report in response to induction orders.
- Coordinate with MEPS Commander on local transportation problems.
- Resolve registrant transportation problems occurring while registrants are en route to the MEPS or to their homes from the MEPS.
- Notify the Technical Support Section at the Data Management Center (DMC) of transaction factors which cannot be resolved at the MEPS.
- Perform other duties assigned by the SSS Office Supervisor.
- Assist the MEPS Commander in providing Class 1-0 registrants who report for examination with information regarding their rights and obligations under the MSSA.
- Counsel recalcitrant registrants with regard to violations of the Military Selective Service Act (MSSA) as required when it is not in conflict with AR 601-270.
- Report on accidents or illness affecting registrants en route to, at the MEPS, or en route home, to include circumstances resulting in claims against the System for hospitalization, medical treatment, or death benefits.

- Respond to inquiries and complaints by registrants, their families, employers or members of the general public concerning only Selective Service matters at the MEPS.
- If necessary, counsel critical skill registrants who report in response to induction orders on Selective Service questions only.
- Conduct and report on periodic joint reviews at the MEPS with regard to treatment of registrants, adequacy of facilities, medical care, food, lodging, and sanitation.
- Coordinate “papers only” reviews and examinations of Alternative Service Workers requiring medical determination for retention in the Alternative Service Program.
- Provide a conduit to the Data Management Center for the purpose of obtaining required information and resolving errors in data to be passed to Selective Service System via the MEPS automated reporting system.
- Maintain close and frequent contact with all Selective Service Offices served by the MEPS.
- Counsel and furnish assistance to any registrant who seeks to volunteer for induction at MEPS.

APPENDIX 1 TO ANNEX M

MEPS LIAISON OFFICE PROFILE

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=====
OFFICE CODE STATE REGION - MLO - - AMRAS -
===== =====
DESIGNATION: MPS 002 MD 1 0 0 0 0

STREET CITY ST ZIP CODE
===== =====
ADDRESS: 6845 DEERPATH ROAD BALTIMORE MD 21227-6221

TELEPHONES: COMM: 410-379-9001 FTS: MOD:
=====

LAST NAME FIRST MI GRADE SERVICE
=====
MANAGER: XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XX XX XXXXX

-----
JURISDICTION: STREET CITY ST ZIP CODE
COMM-PHONE FTS-PHONE MOD-PHONE
-----
1 AO DC 001: 1400 FLORIDA AVE., NE WASHINGTON DC 20002
202-475-2029 202-475-2032

1 AO DE 001: 14 B TROLLEY SQ. DEL.AVE WILMINGTON DE 19806
302-651-0344 302-651-0345

1 AO MD 001: 104-E RAILWAY LANE HAGERSTOWN MD 21740
301-739-1986 410-291-3436 301-739-2229

1 AO MD 002: 2 WEST MONTGOMERY AVENUE ROCKVILLE MD 20850
301-295-1234 301-295-8284

1 AO MD 003: 6001 MARLBORO BLVD DISTRICT HTS MD 20747
301-394-0530 301-894-7353

1 AO MD 004: 1253 W. BRATT STREET BALTIMORE MD 21223
410-727-2768 410-727-7043

1 AO MD 005: 300 E. JORRA RD. LEVEL 8 TOWSON MD 21286
410-583-7909

1 AO MD 006: 929 WEST STREET, STE 208A ANNAPOLIS MD 21401
410-263-7724
    
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RP

M-1-1

MARCH 1997

ANNEX N

ALTERNATIVE SERVICE

This Annex includes background, operational concepts, and an outline of the Alternative Service Program (ASP) processing steps at the Alternative Service Office (ASO) level.

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ANNEX N

ALTERNATIVE SERVICE

This Annex includes background, operational concepts, and outlines Alternative Service Program (ASP) processing steps at the Alternative Service Office (ASO) level.

BACKGROUND

In any return to conscription, Section 6(j) of the Military Selective Service Act (MSSA) gives the Director of Selective Service the responsibility of finding appropriate alternative civilian work for those persons in Class 1-O (Conscientious objector to all military service) and Class 1-O-S (Conscientious objector to all military service [service discharged/separated]). These Selective Service Alternative Service Workers (ASWs) must serve a 24-month term of alternative civilian service in positions that contribute to the maintenance of the national health, safety, or interest. The Selective Service must ensure that its ASWs are managed fairly and effectively. Responsibility for that ASWs runs throughout the chain of command, but direct responsibility is borne by ASO staff.

A registrant reclassified into Class 1-O becomes an ASW when he is reclassified by his Local Board into Class 1-W (Conscientious Objectors Ordered to Perform Alternative Service in Lieu of Induction). Military personnel become ASWs when they are discharged from their parent services with a requirement to complete their terms of service in a noncombatant civilian capacity.

Upon mobilization, the Alternative Service Division at National Headquarters (NHQ), the State Headquarters (SHQ), and the ASOs would implement the mobilization policies and procedures of the ASP. Briefly, registrants classified 1-O and discharged military personnel classified as 1-O-S would be reclassified 1-W, enrolled in the ASP, placed in an approved and supervised civilian job, and upon satisfactory completion of their 24-month term of service, provided proper discharge from the ASP.

Policies, procedures, and forms related to the ASP are located in Chapters 10 and 11 of the Registrant Integrated Processing System (RIPS) Manual and in the Health Care Personnel Delivery System (HCPDS) Manual. Broader governing guidance is located in the Code of Federal Regulations (CFR), Title 32, Chapter XVI, IN Parts 1630 and 1656.

OPERATIONAL CONCEPT

Implementation of a program of civilian Alternative Service for conscientious objectors (COs) is a primary mission of the Selective Service in any return to conscription. The Agency's primary peacetime task in that regard is to prepare to manage the ASP, the mechanism it will use to place and monitor COs during their terms of alternative civilian service. General and health care registrants classified 1-O will serve 24-month terms of service. Discharged military personnel will serve out their enlistments.

The ASP must be prepared to place and supervise persons reclassified as 1-Ws on day 194 following the 193rd day on the Agency's mobilization timetable. It is likely that civilians will staff ASOs from their conception. Ensuring that civilian ASO staff are hired and well trained in time to staff these ASOs will be a priority for State Directors and their SHQ staffs.

Peacetime

In peacetime, the Alternative Service Division refines its relationships with the CO-advocacy community and evaluates and maintains operational readiness plans. Its primary peacetime task, however, is to populate the Alternative Service Employer Network (ASEN). The ASEN includes those individual and associated employers able to provide the specialized job placement opportunities required for Selective Service ASWs. They include Federal, State, and local governments and the governments of the territories and possessions of the United States and the subdivisions thereof.

Also eligible for membership in the ASEN are the charitable arms of select for-profit organizations, not-for-profit organizations, and associations that can be invited or can request to become part of the ASEN by signing an agreement with the Selective Service System (SSS). Each employer association recruited to join the ASEN is to be encouraged to ask its association membership to cooperate with the SSS by offering appropriate jobs to its Alternative Service Workers (ASWs).

Employment opportunities with ASEN members are placed in a centralized database. The database lists the available jobs and the skills required to succeed in them. Using the Central Registrant Processing Portal (CRPP/ASPS), ASW skills will be matched with available jobs and Selective Service employees will facilitate and assure ASW job placement, and otherwise oversee ASWs until the service requirement has been satisfied.

Pre-Expansion Activities

Scalability is a key characteristic of the ASP mobilization plan that takes into account a variety of factors in determining how many Alternative Service

Offices (ASOs) to set up in a mobilization. Offices will be established based on geographic workload; they will be disestablished on the same basis.

Pre-Expansion Activities also include the Alternative Service Division coordinating the vital aspects of its operation with the Departments of Labor and Commerce and the Office of Personnel Management, as necessary. It will also ramp up its employer recruitment operation, begin populating its job bank or ASEN, and establish the physical parameters of its operation based on the geographic workload formula discussed above..

The Alternative Service Division can establish up to 48 fully staffed ASOs nationwide. Under the direct supervision of Selective Service State Directors, these ASOs will operate the Alternative Service Program at the local level on a day-to-day basis. Each ASO, under the supervision of an ASO Manager, will be a distinct operational and administrative office co-located with an Area Office (AO) or, if necessary, a State Headquarters. Civilian employees are to have been hired, trained, and readied to manage and operate the ASOs between Day 75 and Day 96 following a return to conscription.

ASO locations will recognize the integrity of Region boundaries. However, their individual workloads may not. Location selection criteria will include proximity to potential employers, proximity to appropriate jobs, potential registrant demographic data, the projected length of the mobilization, the size of the call, and historical and projected data on concentrations of conscientious objectors among other possible factors. It is essential that ASO location selection variables include the number of and proximity to ASWs being monitored. As a result, current locations of ASOs may change upon or during mobilization. Some ASOs will serve more than one state, and some States will have no ASOs.

Finally, Alternative Service-related draft legislation will be reviewed and forwarded to the Congress for action as part of the SSS Mobilization Crisis Action Package. Alternative Service-related legislation may include recommended amendments to the Soldiers and Sailors Act and amendments to ASW healthcare-related issues. These will require a contextual review by the Director of Selective Service and the SSS General Counsel prior to being forwarded to the Office of the President and the Congress.

Mobilization

Local Boards shall order the first registrants to perform Alternative Service no sooner than Day 193. This will coincide with the issuance of the first induction orders. Once the AO has forwarded the ASW's files to the ASO, the ASO will acquaint the incoming ASW with his responsibilities, assign him to an appropriate job (no sooner than Day 193), monitor his performance, and upon successful completion of his service, release him from the Program in accordance with prescribed procedures. ASWs will be allowed to find their own jobs and present

them to the ASO for approval. The ASO must determine that both the employer and the job are eligible for inclusion in the Alternative Service Program.

Selective Service officials at appropriate Agency levels are to coordinate with one another to achieve the timely placement of ASWs. On occasion, it may be necessary to transfer an ASW from one ASO to a neighboring one, or to an ASO in a different Region to accomplish this objective. Both Chapter 10 of the RIPS Manual and the Alternative Service Program Standard Operating Procedures (SOP) provide guidance on making such transfers.

A District Appeal Board, composed of board member volunteers, will decide appeals in which an ASW believes he was ordered to work on a job that violates his conscience or has been assigned to an ineligible employer, and has subsequently been denied reassignment by the ASO. Administrative support for DABs will be provided by the Region Headquarters of which they are part.

PROCESSING ALTERNATIVE SERVICE WORKERS

The following is an outline of the process by which a registrant is classified into Class 1-W and ordered to perform Alternative Service, becomes enrolled in the Alternative Service Program, assigned to an ASO, is placed for employment, supervised, and released upon successful completion of his service. Detailed procedures for each aspect of the registrants ASP enrollment are available in the Alternative Service SOP, as well as Chapter 10 of the RIPS Manual. A visual representation of this process is at Appendix 3 of this Annex.

Step 1: Registrant "Enrollment" in ASP

An Alternative Service File Folder (SSS Form 101A) is prepared and sent to the designated ASO when a registrant classified 1-O is reclassified 1-W and ordered to report for Alternative Service. An advance, skeleton record is transferred from CRPP/IMIS via computer to the Alternative Service Program System (ASPS) component of CRPP/IMIS. The ASO receives a report when new ASWs are assigned to its jurisdiction. Additional steps involved in processing an ASW through the ASP are outlined below.

Step 2: 1-W Completes the Skills Questionnaire

Registrants classified into Class 1-W and ordered to perform Alternative Service will be asked to complete a Skills Questionnaire. The United States Postal Service will be used to communicate with 1-W registrants who do not have Internet access. Others will be encouraged to complete the Skills Questionnaire and related tasks online.

Step 3: 1-W Scheduled For Job Counseling Session

Paper: Data from ASP skills questionnaires distributed and returned via USPS will be entered manually into CRPP (ASPS) by ASO staff. Thereafter, 1-W registrants will be scheduled to present themselves to ASO staff to discuss the results of automated CRPP (ASPS) job matching. They may present themselves in person or via any approved electronic means. During the job counseling session, the 1-W is given information about the ASP and is provided with one or more possible leads on employment that is appropriate to his skills and that does not conflict with his religious, ethical, and moral background and beliefs. The results of the job matching will be reviewed and discussed, after which the 1-W is sent on one or more job interviews, or, if the employer is willing to hire him without an interview, the ASO orders the ASW to report for that job.

The designated ASO staff person will note for the record when the 1-W becomes an Alternative Service Worker by accepting/being placed in an appropriate position.

Step 4: Monitoring ASW Performance

The ASO is responsible for monitoring the job performance of each ASW to ensure that he satisfactorily completes his obligation. Failure of the ASW to report as ordered or to perform satisfactorily on the job makes him subject to prosecution as a possible violator of the MSSA. Under such circumstances, the ASO transfers responsibility to the AO of jurisdiction, which in turn reports the circumstances to the SSS General Counsel.

The performance of each ASW will be monitored at least once in each quarter of each year of service. ASO staff may initiate more frequent monitoring as necessary. The quarterly oversight may occur via telephone, email, or other method as appropriate. ASO staff must visit personally with the ASW and his employer at the work site at least once annually; twice is preferred.

Step 5: Dispute Resolution

During his period of service, an ASW may request (a) suspension of his performance of Alternative Service due to hardship to his dependents, (b) reassignment for cause, (c) postponement for cause, or (d) early release under certain conditions.

An ASW may request that the ASO reassign him from his job if he believes his current job assignment violates his conscientious objector beliefs, or that he has been assigned to an ineligible employer. The ASW may appeal an ASO denial of his job reassignment request to a District Appeal Board (DAB). The DAB may direct the reassignment of an ASW or affirm the ASO of the reassignment request. In either case, the decision of the DAB is final within SSS.

In addition, an ASW may request the State Director of the State in which he is working to review an ASO's decision on the denial of creditable time, requests for reassignment to a new job, or initiation of the suspected violator process as a result of his failure to perform civilian work satisfactorily. The State Director may uphold or reverse the ASO's decision on all issues. An ASW may not ask the DAB to review the decision of the State Director in these matters.

Step 6: ASW Release from Alternative Service

The ASO will issue a Certificate of Release from Alternative Service to an ASW who successfully completes his term of service or is authorized early release by the Director of Selective Service. His release will be recorded in CRPP (ASPS) and his Alternative Service File Folder (SSS Form 101A) file transferred to his AO of jurisdiction where it becomes a part of his Registrant File Folder.

An Alternative Service Program readiness timetable, including pre-expansion activities, is at Appendix 1 to this Annex. Appendix 2 of this annex illustrates the Alternative Service Office Registrant Processing process, while Appendix 3 to this Annex lists ASO Locations. See also Annex O for a listing of ASP-related peacetime activities and Annex B for SSS Interacting Agencies.

APPENDIX 1 TO ANNEX N

ALTERNATIVE SERVICE MOBILIZATION TIME TABLE

This Appendix establishes the timing, sequence of events, and responsible office for all actions required to stand up the Alternative Service Program (ASP) during a mobilization. Please see Annex N of the NHQ Readiness Plan for ASP Pre-Expansion and general ASP-related Mobilization Activities through Day 193. For your information, this timetable highlights only ASP-related actions prior to day 193 and thereafter focuses only on the opening and operation of the ASOs. See Annex B for required Interacting Agency contacts and Annex O for ASP peacetime activities.

ASO Mobilization Activities

<u>Day</u>	<u>Events</u>
1	<p>NHQ: RFOs are notified to report to pre-designated assignment locations; Coordinate with SPT/HR on hiring of permanent civilian staff for ASOs. (Temporary workers should not be required for the field operation)</p> <p>SHQ: Task Force begins search for appropriate sites for co-located ASOs.</p>
2 - 5	<p>NHQ: Notifies Alternative Service Employer Network (ASEN) that draft-related employment Memorandums of Understanding (MOUs) are now in effect, requests ASEN members to send SSS their latest membership lists, and to encourages members to make jobs available to Selective Service Alternative Service Workers (ASWs) when the time comes.</p> <p>Projections of allocations of ASWs by Region, State, and ASO to guide hiring decisions, as well as temporary and permanent ASO location decisions.</p>
11	<p>NHQ: Provides technical assistance to expedite hiring and training of ASO staff.</p>

RHQ:
Provides technical assistance to expedite hiring and training of ASO staff.

SHQ:
Task Force directed to recruit and interview for ASO positions.

46 NHQ:
Sends ASEN membership lists to the Region Headquarters.

SHQ:
Task Force contacts GSA and local suppliers for furniture, equipment, and supplies for ASOs as identified in Annex E of the A/ASO Readiness Plan.

50 RHQ:
Make ASEN membership lists available to the States.

70 NHQ oversees the nationwide implementation of the ASP:

SHQ:
Coordinate w/Training Division, RHQ, and SHQ on training of permanent civilian ASO staff in accordance w/guidance in the Readiness Training Guidance Outlines (RTGOs) and position descriptions, and on the opening of ASOs. Initiate expansion of ASEN at State level.

76 SHQ:
Forward ASEN membership lists to ASO.

Make sure electronic training site for permanent personnel contains the required continuous training information required for all ASP personnel.

86-100 RHQ/SHQ:
Temporary ASOs established and activated with staff using national, regional, and state ASEN lists to facilitate expansion of the local ASEN network.

150 NHQ:
Projects allocations of ASWs by Region, State, and ASO

RHQ:
Advises states of ASW workloads at ASOs and permanent ASOs

Established.

ASO:

Staff devises an ASW job monitoring plan.

170

ASO:

Prepare to receive ASWs (Makes arrangements for food, travel, and lodging of ASWs while in counseling status.)

173

NHQ:

Initiates monitoring of ASP nationwide.

RHQ:

Initiates monitoring of ASP in region.

SHQ:

Monitors status of employment rosters at ASOs;
Initiates monitoring of ASP in state.

180

ASO:

Staff continue to seek expansion of local ASEN;
Staff identifies space for group job counseling sessions;
Staff refines ASW job monitoring plan.

193:

ASO:

First ASWs report to Alternative Service assignments;
Staff continue to seek expansion of local ASEN;
Staff implements and refines as necessary its ASW job monitoring plan;

RHQ:

Conducts an annual ASO location sustainability review against workload and other select factors. Staffing and other funding decisions will be addressed by study results.

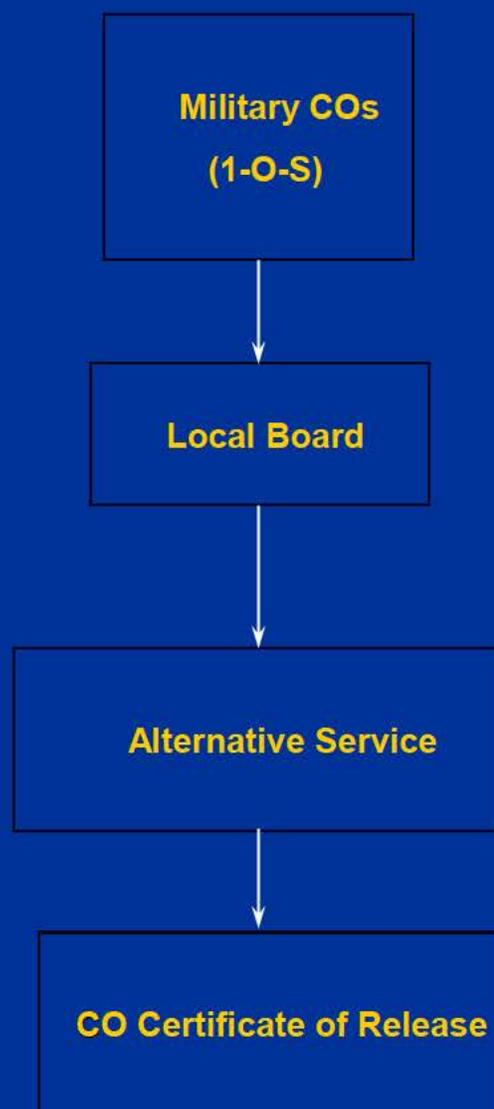
APPENDIX 2 to ANNEX N

ALTERNATIVE SERVICE REGISTRANT PROCESSING

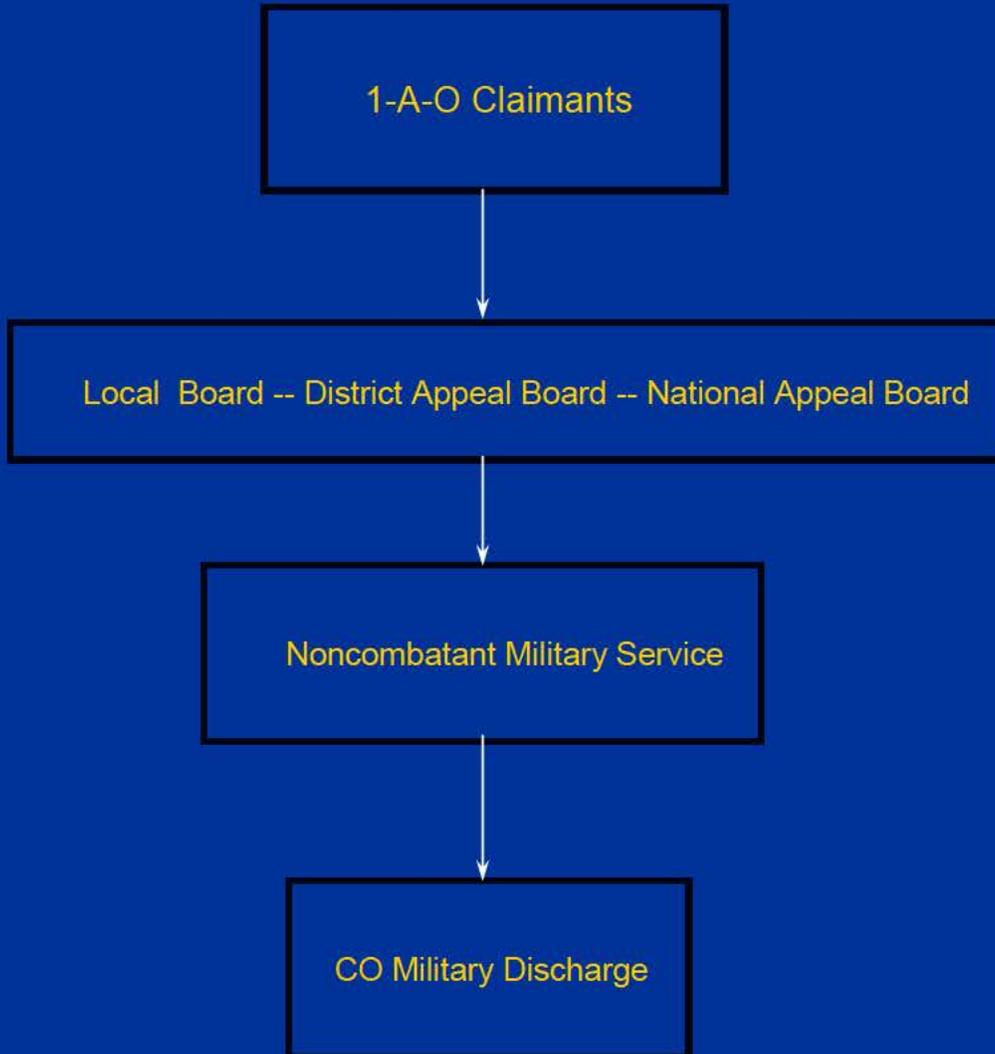
This Appendix provides “flowcharts” demonstrating the paths to Alternative Service for the following:

- 1. 1-O-S (Discharged Military COs)**
- 2. 1-A-O**
- 3. 1-O**

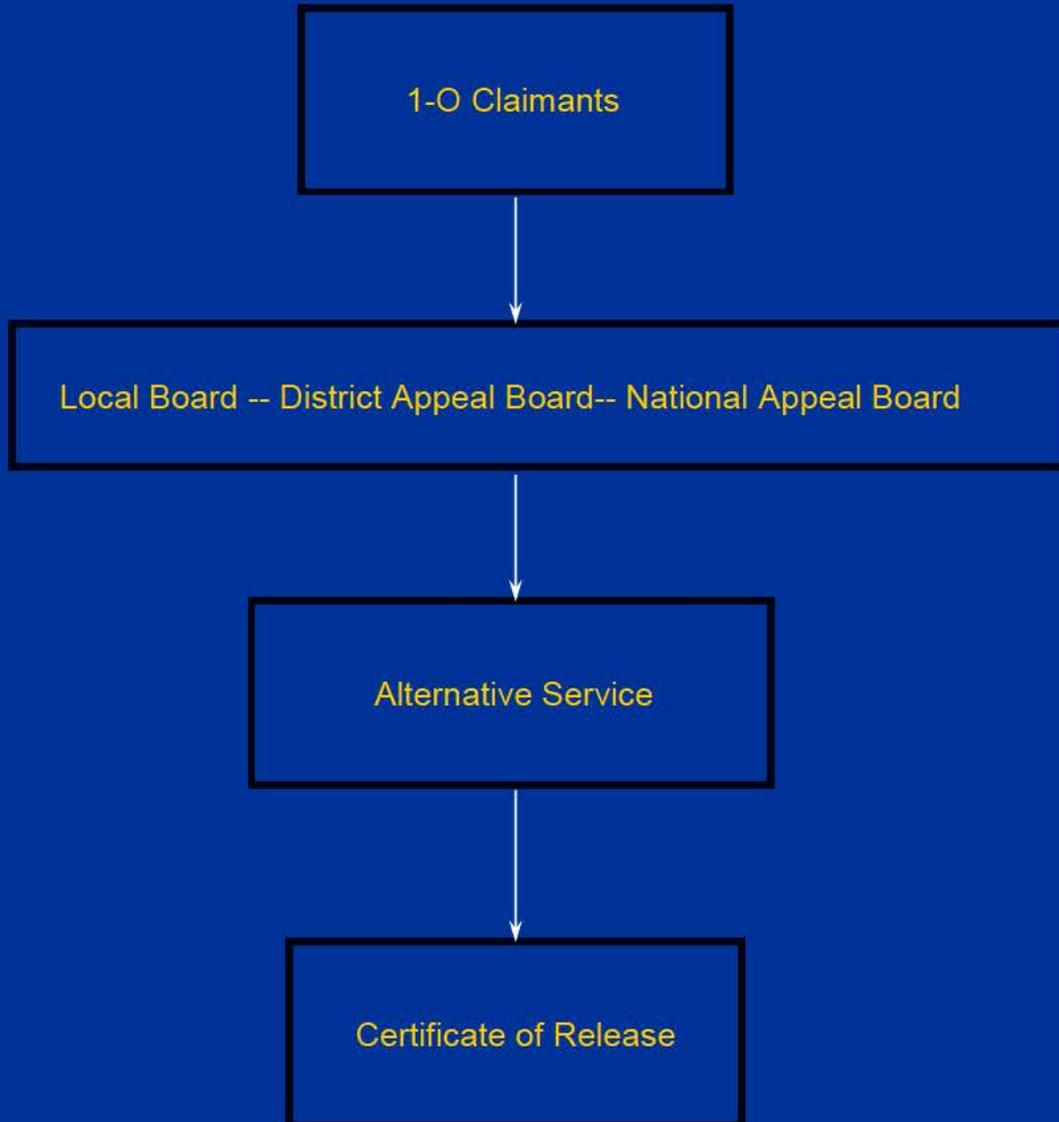
Path to Alternative Service



Path to Alternative Service



Path to Alternative Service



APPENDIX 3 TO ANNEX N

ALTERNATIVE SERVICE OFFICE LOCATIONS

This Appendix lists the 48 pre-determined Alternative Service Office locations, office numbers, and their jurisdictions. These locations and jurisdictional boundaries are not guaranteed to be used. Location and jurisdictional decisions will be finalized following mobilization.

Region I

State	ASO #	ASO City	ZIP Code	SHQ Location
CT	703	Hartford	06103	Hartford
DE	(709)*			Wilmington
DC	712	Washington, DC	20005-3914	WDC
IL	728	Chicago	60604	Springfield
IL	729	Mt. Prospect	60056	Springfield
IL	731	Springfield	62704	Springfield
IN	730	Indianapolis	46216	Indianapolis
ME	(701)			Portland
MD	(712)			Annapolis
MA	701	Norwood	02062	Boston
MA	702	Framingham	01701	Boston
MI	724	Lansing	48917	Lansing
MI	725	Detroit	48226	Lansing
NH	(702)			Concord
NJ	707	Plainfield	07083	Fort Dix
NYC	705	Manhattan	10007	Manhattan
NY	704	Rochester	14614	Troy
NY	706	Long Island City	11101-1111	Troy
OH	721	Parma Heights	44130-3036	Columbus
OH	722	Columbus	43215	Columbus
OH	723	Cincinnati	45238-4349	Columbus
PA	708	Huntington Valley	19006	Annville
PA	709	Philadelphia	19149	Annville
PA	710	Harrisburg	17109	Annville
PA	711	Pittsburgh	15222	Annville
RI	(702)			Providence
VT	(702)			Colchester
WI	726	West Allis	53214	Madison

* ASOs in parentheses are located in states other than where listed.

Region II

State	ASO #	ASO City	ZIP Code	SHQ Location
AL	(714)			Montgomery
AR	(732)			N. Little Rock
FL	715	Tampa	33614	St. Augustine
FL	716	Miami	33155-3337	St. Augustine
GA	714	Atlanta	30308	Marietta
KY	718	Louisville	40202	Frankfort
LA	732	New Orleans	70119	New Orleans
MS	(719)			Jackson
NC	720	Charlotte	28204	Morrisville
PR	(716)			Ft. Buchanan
SC	(720)			Columbia
TN	717	Knoxville	37919	Nashville
TN	719	Memphis	38103	Nashville
TX	734	Irving	75038	Austin
TX	735	Friendswood	77546-2703	Austin
VA	713	Richmond	23230	Richmond
VI	(716)			St. Thomas
WV	(717)			Charleston

Region III

State	ASO #	ASO City	ZIP Code	SHQ Location
AK	(742)			Juneau
AZ	744	Phoenix	85015	Phoenix
CA	737	Fairfield	94533	Sacramento
CA	738	San Jose	95116	Sacramento
CA	739	Azusa	91702	Sacramento
CA	740	Santa Monica	90404-1755	Sacramento
CA	741	Tustin	92780-5523	Sacramento
CO	746	Denver	80203	Denver
GU	(737)			Agana
HI	(737)			Honolulu
ID	(743)			Boise
IA	(745)			Des Moines
KS	(747)			Topeka
MN	724	Hopkins	55343	St. Paul
MO	747	Kansas City	64111	Jefferson City
MO	748	St. Louis	63109-1410	Jefferson City
MT	(746)			Helena
NE	745	Omaha	68114-3635	Lincoln
NM	736	Albuquerque	87111-3165	Santa Fe
NV	(737)			Las Vegas
ND	(745)			Bismarck
MP	(737)			Saipan
OK	733	Oklahoma City	73114	Oklahoma City
OR	743	Milwaukie	97267-4963	Salem
SD	(745)			Rapid City
UT	(746)			Fort Douglas
WA	742	Seattle	98114	Tacoma
WY	(746)			Cheyenne

ANNEX O

AREA OFFICE ACTION CHECKLISTS

CHECKLISTS

This Annex is designed to assist the Selective Service Reserve Force Officers (RFO) designated as members of RFO Task Forces to activate/establish Area Offices and Alternative Service Offices. This checklist is in outline format with the appropriate references noted.

<u>PRIORITY</u>	<u>ACTION</u>	<u>ARP REFERENCE</u>	<u>COMPLETED</u>
1.	<u>Establish Area Office/Alternative Service Office (A/ASO)</u>		
a.	Contact GSA to locate space, furniture, equipment and supplies for the A/ASO.	Annex E, App.1; Annex I	_____
b.	Develop duty assignments for Augmentees (if assigned).	Annex L	_____
c.	Recruit civilian personnel.	Annexes I, L	_____
d.	Initiate reporting procedures.	Annex H	_____
e.	Locate and purchase personal computers for A/ASOs.	Annexes E, F, Q; CRPP (TIRMS, ASPS) User's Guides	_____
f.	Develop/Update Office Safety and Security Plan.	Annexes E, B RIPS Manual, Chap. 1	_____
g.	Contact Board Members.	Annex I	_____
h.	Establishing the ASO	R-ASO-1	_____
2.	<u>Establish Lines of Communication</u>		
a.	Contact Region Headquarters through State Director.	Annex B	_____
b.	Coordinate with Telephone Co.	Annexes B, E, F	_____

<u>PRIORITY</u>	<u>ACTION</u>	<u>ARP REFERENCE</u>	<u>COMPLETED</u>
	c. Notify Post Offices.	Annex E	_____
	d. Notify law Enforcement.	Annex B	_____
	e. Contact news media.	Annexes B, G	_____
	f. Notify Board Chairperson.	Annex I, App. 6	_____
3.	<u>Recruit Civilian Staff</u>		
	a. Review TDA and Staffing Guide.	Annex I, App. 2, 3, 4, 5	_____
	b. Review Standard Position descriptions.	Annexes D, L	_____
	c. Follow procedures outlined.	Annexes P, D	_____
4.	<u>Train Personnel</u>		
	a. Review training packages on hand.	Annex E, App. 4	_____
	b. Establish training schedule for civilian new hires.	RTGO – AO – 7	_____
	c. Conduct training and monitor performance of civilian trainees.	RTGO – AO – 7	_____
	d. Conduct refresher training for board members.	RTGO – AO – 9	_____
5.	<u>Support AOs and A/ASOs</u>		
	a. Respond to inquiries from civilian new hires.	RTGO – AO – 7	_____
	b. Provide additional training, as necessary.	RTGO – AO – 7	_____

ANNEX P

PERSONNEL

This Annex provides guidance and information on the procedures for expeditious processing of military and civilian personnel during a return to conscription to include Area and Alternative Service Offices upon mobilization. The proponent for this Annex is the Support Services Directorate, Human Resources Division (SPT/HR).

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PERSONNEL

1. CIVILIAN PERSONNEL

a. General Overview.

Upon mobilization the Selective Service System (SSS) will expand substantially from its current workforce size. With this expansion, the management and assigned personnel across the Agency will have increased roles in the employment process to recruit and train new personnel. Personnel expansion will be under the purview of the Support Services Directorate, Human Resources Division (SPT/HR). The Agency's Personnel Policies and Procedures Manual (PPPM) provides the details on the Merit Promotion hiring process.

In order to hire significant numbers of employees quickly enough to meet operational needs, SSS will initially utilize temporary/contract personnel to provide the workers needed. SPT/HR will work with Support Services Directorate, Logistics Division (SPT/LO) Contracting Officers to establish blanket purchasing agreements (BPA) with regional and local temporary agencies that call for delivery of qualified, local workers in a specific job series and within certain time guidelines.

Recruitment will commence for expansion of staff to fill designated position types. Initial recruitment will be achieved through use of contract companies for a period of up to four (4) months and may be extended.

Immediately upon mobilization, SSS will contact the contract companies and request HR service support in the numbers and types of positions selected. This will include the review of resumes, interviews (as necessary), and selection of personnel to be deployed within two (2) weeks of initial notification.

The following are the projected contract companies for human resources staffing support, including the placement of personnel throughout the United States to assist with start up services at SSS National Headquarters, and Region, State and Area/Alternative Service Offices:

PRO-telligent, LLC, www.pro-telligent.com, 1225 South Clark Street, Crystal Gateway II, Suite 1100, Arlington, VA 22202; POC-Amon (Max) Salomon (SalomonA@pro-telligent.com); 703-414-5596; fax 571-215-6266.

Telesec Corestaff, www.corestaff.com, 101 W. Broad Street, Suite 110; Falls Church, VA 22046; POC: Art Evans, 703-237-8001, Fax 703-237-6642.

Sydminds Personnel Services, www.sydminds.com, 4031 University Drive, Suite 200, Fairfax, VA 22030; POC LaVett Sydnor, 703-766-4663, Fax 703-595-4319.

Snelling Staffing Services, www.snelling.com/metro, 818 Connecticut Avenue, NW, Suite 325, Washington DC, POC: Madaleine Hillsberg, (hillsberg@snellingmetro.com), 202-833-6100, Fax 202-833-6105.

BPA's may be implemented to fill positions at Region Headquarters (RHQ), State Headquarters (SHQ), Area Offices (AO), and Alternative Service Offices (ASO). SPT/HR will coordinate with Region Directors (RD) to prioritize these hires. SPT/HR will work with RDs to address the advertisement of more permanent federal government positions. The hiring process may take 20 to 60 days or longer depending upon the job series and qualifications of the position.

It is anticipated that temporary workers may be utilized for up to 90-120 days after activation of the command structure expansion. It is expected that the process to hire government employees will be in full operation.

b. Hiring Authority.

Under normal circumstances, SSS utilizes the Office of Personnel Management (OPM) to handle most hiring actions outside of the Merit Promotion procedures. This involves SPT/HR creating the job announcement, advertising the job on the USAJobs Website, allowing OPM to evaluate applicants and the SSS to make a selection from the certificate of qualified applicants. SSS will interview, select and coordinate job offers. While the goal is to have a new employee enter on duty within 45 days after the job announcement closes, the overall hiring process can take much longer.

Under a mobilization scenario, the Agency would ask for, and may be granted, authority to hire government employees utilizing more expeditious methods. Some authorities for possible use include: Agency Authority to Take Personnel Action in a National Emergency (5 CFR 230.401), an Authority that has been cited in the initial SSS mobilization planning and remains appropriate for short term use in emergency hiring; use of Temporary/Term Appointment Authorities (5 CFR 316); Excepted Service Authorities (5 CFR 213); Intergovernmental Personnel Act (5 CFR 334); Reemployment Without Penalty To Meet Exceptional Recruiting or Retention Needs (5 CFR 553); and Direct Hire Authority for permanent positions (5 CFR 337).

c. **Functions/Procedures.**

Upon mobilization, SPT will follow guidelines provided by senior Agency officials regarding the expansion of Agency personnel. All hiring actions will be driven by the Agency's Table of Distribution and Allowances (TDA) (See Annex I). RDs are responsible for position management within the ceiling and grade structure and must prioritize their hiring needs.

SPT/HR has standard position descriptions available for recruitment of civilian personnel. Job titles and series may not change during an emergency hiring procedure; however, latitude is provided with regard to actual work assignments. SPT/HR will ensure proper coordination with the Financial Management (SPT/FM) Division prior to initiating hiring actions.

d. **Contract/Temporary Workers.**

As contract/temporary workers will comprise the core of initial hires, SPT/HR will activate BPAs with contract agencies and provide general guidelines for the process. SPT/HR will contact RDs to coordinate the process of verifying or validating the priority of jobs to fill. SPT/HR, in conjunction with SSS' Contracting Officer SPT/LO, will provide contract personnel firms with the necessary tasking based on the prioritized list of jobs to fill, locations and time to fill requirements.

Close coordination with SPT and RDs, or their representatives, are authorized to interact with local temporary agencies to expedite the acquisition of an initial workforce, address initial expansion of staff support and establishment of SHQ, AO and ASOs. Not all positions identified in the TDA need to be immediately filled by contract workers. Contract workers can be used to establish support services, handle initial action items, and provide training to permanent government workers that are later hired.

e. **Hiring of Permanent Federal Employees.**

When the initial contract/temporary worker process is initiated, SPT/HR will coordinate with RDs to begin taking steps to hire permanent federal employees. SPT/HR will provide expert advice concerning any decisions on the correct hiring authority to use, determinations of the length of the hire and other considerations.

RDs will notify SPT/HR of their priority hiring requirements for government workers to backfill vacant positions. SPT/HR will be responsible for the job recruitment, advertisement and job offer processes and RDs will be responsible for the interview, selection, and job orientation processes.

As organizational elements are activated, some authority for the interview, selection and orientation processes may be passed from the RD to SD. RDs and SDs, supported by the Reserve Force Officers (RFOs), are responsible for training personnel within their Region and State.

f. **Uncompensated Personnel.**

The acquisition, training, or evaluation of Board Members (BM) comes under the purview of the Operations Directorate (OP).

During mobilization, uncompensated personnel will continue to be administered under Chapter 520 of the PPPM and the Board Member Information System (BMIS) User's Manual.

The RDs may be given expanded authority to increase the number of uncompensated personnel. As far as practicable, SDs must ensure that fully staffed and trained Local Boards (LBs) are operational within their jurisdiction.

2. **MILITARY MANPOWER AND PERSONNEL**

a. **General Overview.**

The SSS is augmented by military reserves and National Guard RFOs who provide assistance with peacetime registration and preparedness training. Upon a return to conscription, SSS will seek to activate RFOs in order to implement the expansion plan and establish the field structure necessary to implement a draft and train new personnel. After the initial report to NHQ, RFOs would report to RHQ or a SHQ for further assignment.

Several Memoranda of Understanding are available with the DoD, individual military services, and the National Guard that support both peacetime and mobilization scenarios. Under the Military Selective Service Act (MSSA), SSS has the authority to activate up to 750 RFOs during mobilization; however, currently the Agency has funding for a much smaller number.

Upon mobilization, each military service will require time to create orders for RFOs. Current estimates reflect from one day to three weeks. SPT/HR must ensure direct Agency coordination with the parent services to help ensure prompt approval and or publication of active duty orders of current RFOs and requests for additional RFOs.

After RFOs receive their mobilization orders from their parent service, they will report to their assigned location listed on the orders as instructed in the mobilization assignment letter generated by the Reserve Forces Automated

Processing System (RFAPS) through CRPP/IMIS. The mobilization assignment letter may not be sent in advance to each RFO before actual mobilization. Once mobilized, RFOs will continue to serve on active duty until ordered to return to their previous SSS Detachment or to their parent service.

Current agreements state that RFOs will return to their parent service after 270 days of active duty with the SSS. Based upon the request of the RD or SD, the Director of Selective Service will determine on a case-by-case basis whether to request an extension from the parent service in order to retain individual officers.

Parent services may furnish instructions to RFOs for administrative in-processing but may also pass these instructions to NHQ. RDs will ensure an in-processing worksheet is completed for each RFO that reports to any location within their jurisdiction and inform NHQ immediately of any RFO who did not report to their assigned location. RFOs are expected to begin immediately building the field structure to support all SSS requirements. Additionally, new RFOs may not be familiar with the SSS mission, structure, and operational requirements and require additional time to train.

b. Military Personnel Assignment Procedures.

(1) Mobilization Assignments.

- (a) Upon a return to conscription, CRPP/IMIS will generate a service mobilization letter request which will be forwarded to the DoD, each military department, and the U.S. Coast Guard as appropriate. SSS will then generate mobilization assignment letters for each RFO.
- (b) Once an RFO has received active duty orders from the parent service, the RFO is required to report to the location shown on the order. A reporting date will be identified and will be within 1-45 days of notification by law or direction of the President to mobilize the Agency.
- (c) With no advance notice, the timetable for an RFO reporting for duty could be delayed by the Agency's request to the parent service. Additional time may be necessary for each service to generate active duty orders assigning the RFO to SSS.
- (d) The parent service will also provide SSS with instructions for administrative in-processing (payroll, ID cards, field personnel

record services). Military installations nearest to reporting locations will assist in administrative in-processing, as required.

- (e) The primary job for all RFOs will be to ensure that the mobilization field structure, in particular AOs and ASOs, is set in place. Once AO/ASOs become fully operational, RFOs will return to their previous Selective Service Detachments or to the control of their parent service no later than Day 270.
- (f) The SSS Director will make a case-by-case determination to retain individual officers based upon the request of the RD or SD.

(2) **Mobilization Procedures.**

RFOs will proceed to their mobilization assignment by the most expeditious means available in accordance with their active duty orders. Except as provided in the PPM, Chapter 900, The Administration of Military Personnel, there are no exceptions to the requirement to report.

An RFO who serves in a position which would preclude compliance with a mobilization assignment will submit a request to be removed from the SSS Reserve Force. Such requests will be forwarded through RHQ to NHQ as soon as conflicts arise, but prior to the declaration of a national emergency or expansion of the Agency by law or direction of the President. Upon mobilization, RFOs will:

- (a) Report to the RD and SD after arriving at the designated reporting location.
- (b) Bring a copy of their order.
- (c) Notify their parent service by the most expeditious means that they have arrived at their designated location, and follow parent service instructions (as appropriate) when received.
- (d) If, after arrival, an RFO is disqualified for active duty for any reason, the RD, SD, and NHQ must be informed immediately.

(3) **State Director Responsibilities.**

Upon mobilization of RFOs assigned to AOs, the SDs will:

- (a) Complete an In-Processing Worksheet for each reporting RFO. (See Appendix 1)
- (b) Inform NHQ immediately through the Region Headquarters of any RFO who has not reported.
- (c) Inform NHQ of any RFO who did not complete active duty during in-processing.
- (d) Complete reports per Annex H of this Readiness Plan.

3. REFERENCES

- SSS Personnel Policies and Procedures Manual (PPPM)
- Code of Federal Regulations (C.F.R Title 32, Chap. XVI, Part 1600-1699)

APPENDIX 1 – RFO IN-PROCESSING WORKSHEET

IN PROCESSING WORKSHEET

(All information clearly printed or typed)

NAME: _____ RANK/SERVICE: _____

REPORTED: _____ SSAN _____ / _____ / _____
Date/Time

ADDRESS: _____ CONTACT TELEPHONE: _____

REGION/NATIONAL HEADQUARTERS NOTIFIED OF ARRIVAL: _____
Date/Time

Person Notified: _____

PARENT SERVICE NOTIFIED OF ARRIVAL: _____ # _____
Date Order No.

Person Notified: _____

DATED: _____ HEADQUARTERS: _____
Issuing HQ

IN PROCESSING (if req) SCHEDULED FOR: _____ AT: _____
Date/Time Location

_____ IN PROCESSING COMPLETED: _____
Facility Date

EXCEPTION TO SERVICE PROCESSING (PPPM 900.II.E) IF
APPLICABLE: _____

REMARKS: _____

ANNEX Q

FINANCIAL MANAGEMENT

This Annex provides guidance and information on the financial procedures for activation/mobilization of the Agency’s field elements. The proponent for this Annex is Support Services/Financial Management (SPT/FM).

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FINANCIAL MANAGEMENT PROCEDURES

1. TRAVEL OF COMPENSATED PERSONNEL

a. General.

The SPT/FM provides administrative oversight of travel for all employees of the SSS and controls allotted funds. Oversight includes creating directives, instructions, and procedures pertaining to the control and distribution of funds. Official travel is authorized and approved using the E2 Solutions Travel System. Below is the approval process used for civilian and military personnel:

- (1) National Headquarters (NHQ) – The SSS Director or his designee approves requests for travel for authorized and military travel outside of the Region.
- (2) Region Headquarters (RDs) – The Region Director authorizes travel between states within the Region.
- (3) State Directors (SDs) – The State Directors authorize travel crossing state Area Office boundaries.
- (4) Area Offices (AOs) – The Area Office Supervisor authorize travel within the jurisdictional boundary of the AO.

b. Travel Orders.

- (1) During the first 60 days of mobilization, a single Authorization for Official Travel (SSS Form 310) may be issued to personnel who travel frequently. Travel under this blanket authorization is limited to points within the boundary of the individual's office of jurisdiction.
- (2) After the first 60 days of mobilization, a travel order or another blanket authorization is required for each period of travel. If sufficient time to obtain an approved SSS Form 310 prior to travel is not possible, telephonic authorization is authorized by the designated approval authority. However, submission of SSS Form 310 must take place immediately following telephonic authorization.
- (3) An SSS Form 310 is prepared for distribution in triplicate and signed by the responsible approving official. One copy is provided to the traveler, a copy is maintained in the office where

issued, and one copy is forwarded to SSS National Headquarters, ATTN: SPT/FM.

- (4) The Fiscal Manual prescribes the use and preparation of travel orders.

c. Travel Vouchers.

- (1) The traveler will prepare and submit a completed Travel Voucher, SF1012, to the location manager who will sign the voucher as approving official. The location manager's voucher must be approved by the next higher echelon.
- (2) The travel voucher will be sent to the Region Headquarters through the State Headquarters where it will be examined, for correctness, then forwarded to National Headquarters, Attn: SPT/FM for payment.
- (3) The travel voucher will be prepared and submitted, in duplicate, by the fifth day following completion of the trip.
- (4) Detailed instructions for the preparation of a travel voucher are found in the Fiscal Manual.

d. Government-wide Travel Charge Card.

- (1) A Government-wide travel credit card is issued in the traveler's name to pay for expenses incurred while traveling on official Government business. Issuance of a card is mandatory for all Reserve Force Officers (RFOs) upon mobilization. Other Agency employees expecting to travel must obtain a Government travel credit card, Request for Government travel credit card must be submitted to SPT/FM.
- (2) Upon receipt of billing statements, travelers are responsible for full, prompt reimbursement of all valid charges to their account. Cardholders who fail to pay the requested balance in a timely manner for expenses incurred are subject to disciplinary measures.
- (3) The Government travel credit card is issued in lieu of Government Travel Request (GTRs). This card is authorized for usage upon authorization of official travel. The card is used for:
 - (a) The purchase of commercial airline, rail, or bus tickets.

- (b) Lodging
- (c) Meals
- (d) Automobile Rentals
- (4) Travelers will be billed directly by the travel charge card issued for all expenses charged on their card.
- (5) Travelers will file their travel vouchers in the normal manner (see l.c. above) and will be reimbursed for the full amount of authorized travel expenses.
- (6) Upon receipt of their billing, travelers are responsible for prompt reimbursement, in full, of all valid charges to their account.

e. Transportation.

- (1) Travel on official business shall be by the mode of transportation resulting in the greatest advantage to the government, cost, and other factors considered.
- (2) In most instances, only local travel is required for attendance at board meetings.
- (3) Transportation by POV will be authorized when transportation by common carrier would seriously interfere with the performance of official business or when a GSA vehicle is not available. Reimbursement will be at the current standard mileage rate.

f. Per Diem.

Per Diem is authorized in accordance with applicable regulations, normally not to exceed 14 calendar days. Expenses for lodging, meals, and miscellaneous cost are reimbursed to the traveler in accordance with the Fiscal Manual (FM). If justified, a designated official may approve a longer period for daily expenses. All applicable rates are outlined in the Federal Travel Regulations (FTRs).

g. Travel Advance.

- (1) Travel advances will not be authorized during the first 60 days of activation activities.
- (2) Travel charge cards are being provided in lieu of cash advances.

- (3) After the first 60 days, travel advances requested on an Advance of Funds Application, SF 1038, for personnel not holding Government-wide travel charge cards may be approved by the location manager and sent to National Headquarters, ATTN: SPT/FM, for payment. Advances will only be made in accordance with Chapter 3 of the SSS Fiscal Manual.
- (4) A copy of the travel advance request must be sent to the Region Headquarters for match-up with the travel voucher.

h. Local Travel.

- (1) Necessary official travel in the vicinity of the employee's duty station, not requiring overnight lodging, is authorized as directed by the location manager. Travel orders are not required for local travel.
- (2) Local travel may be performed by either POV or commercial transportation, including taxicabs.
- (3) Reimbursement is authorized for fares, out-of-pocket expenses for parking and tolls, and for miles driven in POV.
- (4) The employee should prepare a Claim for Reimbursement for Expenditures on Official Business, SF 1164. Receipts are required only for parking and toll expenses, and any individual expense in excess of \$25.
- (5) The employee must sign the voucher as claimant.
- (6) The location manager must sign the voucher as approving officer. Vouchers for the location manager must be approved by the next higher echelon.
- (7) The voucher will be sent to the Region Headquarters where it will be examined, then forwarded to National Headquarters, ATTN: SPT/FM for payment.

2. TRAVEL OF UNCOMPENSATED PERSONNEL

a. General.

- (1) Board Members are entitled to reimbursement of their travel expenses to attend board meetings or training sessions.
- (2) Section 10(f) of the Military Selective Service Act authorizes the Director to make final settlement of Board Member claims, for amounts not exceeding \$800, without regard to the FTR. However, absent extenuating circumstances, Board Members shall be reimbursed in accordance with the FTR and Chapter 3, FM.

b. Travel Authorization.

- (1) Location managers will issue Board Members a single SSS Form 310 for repetitive travel to board meetings. At the beginning of a new fiscal year a new SSS Form 310 is required.
- (2) The travel order is issued as authorization for official government travel and as a basis for a subsequent reimbursement claim.
- (3) The location manager will notify Board Members by appropriate means, in accordance with guidance outlined in the RIPS Manual and the appropriate Readiness Plan of dates and times of board meetings.
- (4) The Region Director will provide written notification to Board Members concerning training sessions. The notification will serve as training travel authorization and should include reimbursement entitlement for transportation and/or subsistence.

c. Transportation.

- (1) In most instances, only local travel is required for attendance at board meetings.
- (2) Transportation by POV shall be authorized whenever practicable, with reimbursement at current standard mileage rates.
- (3) If overnight travel is required for attendance at training sessions or board meetings, the location manager may authorize Board Members to travel by commercial transportation within established policies.

d. Subsistence.

- (1) When necessary, because of the nature of the travel or training assignment, Board Members will be authorized meal and/or lodging allowances.
- (2) Location managers will determine subsistence allowances using applicable federal regulations received approval from the next level headquarters Director.
- (3) Related expenses such as tips and taxes may be included with meals. Amounts paid for alcoholic beverages, entertainment expenses, snacks, or coffee breaks are not reimbursable. Receipts are required for lodging and any meals expenses.
- (4) The SSS may authorize actual subsistence expenses in lieu of per diem reimbursement when unusual circumstances exist where the lodgings plus system of reimbursement is clearly insufficient to cover necessary expenses.

e. Reimbursement.

- (1) The Uncompensated Personnel Expense Reimbursement Claim, SSS Form 351, will be used for processing payments.
 - (a) Part III A. - list multiple meeting dates and times.
 - (b) Part VI. - should be signed by the SSS location manager.
- (2) The claim form is designed for ease of completion to facilitate preparation and reimbursement.
- (3) If the claim is only for local transportation expenses, the voucher will be prepared monthly.
- (4) If the claim includes expenses of overnight travel, the voucher should be prepared immediately upon termination of the trip. Receipts are mandatory for lodging and any individual expense in the excess of \$25.
- (5) All Board Member vouchers will be sent to Region Headquarters for batch processing to SPT/FM for payment.

3. TRAVEL OF REGISTRANTS

- a. Registrants ordered to report for induction are furnished transportation by the SSS from the SHQ or another location designated on their order to the Military Entrance Processing Station (MEPS).
- b. If a registrant's induction processing results in the registrant being found not qualified for service, the MEPS will furnish return transportation to the reporting location designated on the registrant's order. All travel costs incurred between the registrant's place of residence and any other location designated on the registrant's order is at the registrant's own expense.
- c. Registrant's who reside within the metropolitan area served by a MEPS may upon notification to their SHQs, report to the MEPS via public transportation or private transportation at their expense. Registrants who report for induction by POV are responsible for ensuring their vehicle is returned to their private location at their own expenses.
- d. Registrants who require travel assistance to comply with an order from Selective Service may contact the SHQ listed on the registrant's Order to Report for Induction. He may contact another SHQs that is closer to where he currently resides, in person, by telephone, or in writing.
- e. SHQ personnel will provide registrants as much assistance as possible in making travel arrangements by furnishing information to the registrant regarding the location of the MEPS, charter transportation, available public transportation, bus or train schedules, and routes to the MEPS. SHQs are not available to disburse funds to travel expenses.
- f. Location managers are not authorized to disburse personal funds for registrant travel.
- g. Registrants complying with examination or induction orders requiring travel should use SSS Form 350 (Registrant Travel Reimbursement request) to submit a request for travel reimbursement.

4. ALTERNATIVE SERVICE WORKER (ASW) TRAVEL AND EMERGENCY MEDICAL COMPENSATION AND REIMBURSEMENT

- a. In certain circumstances, select travel, emergency medical and related expenses incurred by the Alternative Service Worker (ASW) may be reimbursed by Selective Service.

- b. Travel expenses are reimbursable to the ASW only under the procedures described below. Alternative Service Office (ASO) personnel, after confirming that the travel is required to comply with a valid Selective Service order, will provide ASWs with as much assistance as possible in making travel arrangements. Travel will be authorized and provided or reimbursed as follows:
- (1) Travel to and from any job counseling sessions needed to place the ASW in an Alternative Service job assignment.
 - (2) Travel to and from an interview required by an employer and authorized by an ASO before assigning an ASW to a job assignment.
 - (3) Travel to job assignments outside the ASW's area of residence when assigned or reassigned, unless the job is an overseas assignment.
 - (4) Travel to a new ASO when jurisdiction has been transferred to that ASO.
 - (5) Travel to and from a MEPS for a retention examination when required.
 - (6) Travel from the ASO at completion of Alternative Service to the ASW's permanent residence, or to any other place designated by him, when the cost of such transportation would not exceed the cost of travel to his permanent residence.
- c. Some travel that may become necessary, but will not be reimbursable, is travel to and from an overseas job assignment, required personal appearances before Local or District Appeal Boards, or any other reason travel may be performed to and from an Area Office or an ASO.
- d. Travel required for daily attendance at the work site is prohibited. ASW travel costs to and arrangements for approved overseas assignments are the sole responsibility of the ASW's employer.
- e. ASWs are responsible for making their own travel arrangements and submitting claims for reimbursement in those specified cases where reimbursement is allowed.

- f. The RIPS Manual, Chapter 10 (Alternative Service), prescribes the policies and procedures for special transportation arrangements.
- g. Location managers are not authorized to disburse personal funds for ASW travel.
- h. Travel reimbursement request forms are SSS Form 164 (Alternative Worker Travel Reimbursement Request) for ASWs.

5. PROCESSING BILLS FOR PAYMENT

a. General.

- (1) Invoices are normally mailed by vendors to National Headquarters, SPT/FM for match-up with receiving reports and subsequent payment.
- (2) Invoices erroneously sent to Area Offices, Alternative Service, State, or Region Headquarters should be reviewed for accuracy and signed by the location manager indicating approval of the invoice and mailed to National Headquarters, ATTN: SPT/FM for payment.
- (3) At minimum, the following information constitutes a proper invoice: Vendor name; Contact name, title, address, and telephone number; Contract number or other authorization; Vendor invoice number, account number, or other identifying number, and date; Item description, quantity of goods/services, unit of measure, price, and amount billed; and; terms of payment and due date.

b. Field Purchases.

See Annex E (Administration), concerning procurement and payment of supplies, equipment, or services.

c. Expense Reimbursement Method.

- (1) The employee should prepare a Public Voucher for Purchases and Services Other Than Personal, SF 1034. Receipts are mandatory and must be attached.
- (2) The location manager must complete and sign the approval section of the voucher. Vouchers for the location managers must be approved by the next higher echelon.

- (3) The voucher will be sent to the Region Headquarters where it will be examined, then forwarded to National Headquarters, ATTN: SPT/FM, for payment.

6. FISCAL DATA REQUIREMENTS

a. General.

- (1) Travel and transportation expenses, supplies, equipment and services necessary to support readiness activities will be procured in accordance with this Annex and Annex E.
- (2) All obligating documents for these expenses must be coded with an accounting classification to identify the organization elements incurring the expense, the purpose of the expense, and other fiscal data.
- (3) Fiscal documents covered in this Annex and Annex E are expected to be processed as follows:

(a) During the first 60 days:

SF 1012	Travel Voucher
SF 1034	Public Voucher for Purchases and Services Other Than Personal
SF 1164	Claim for Reimbursement for Expenditures on Official Business
SF 1169	Government Transportation Request (GTR)
SSS 310	Travel Order
SSS 351	Uncompensated Personnel Expense Reimbursement Claim

(b) After the first 60 days, all of above plus:

SF 1038	Travel Advance
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b. Financial Document Coding.

- (1) All obligating documents (e.g., purchase orders, travel and training authorizations, etc.) must be coded with an accounting classification. The classification reflects, among other things, the organization and program to which the expenditure is to be charged, the type of expense (sub-objected class) and the estimated dollar amount. Proper classification is vital to the operation of the budget and accounting system and its ability to

track budget allocations and produce financial reports for management decision making.

Document Coding – General Requirements

1. Fields. All obligating documents that originate at the area office, State, Region or National Headquarters level must be coded with at least five fields of data. The field codes are as follows:

<u>Field</u>	<u>Number of Positions</u>
Fiscal Year	4 numeric
Fund	5 alpha/numeric
Organization Code	6 numeric
Project Code	4 numeric
Object/Sub-Object Class Code	4 numeric

2. Horizontal Line Entry. All five fields of the accounting classification will be entered as a single horizontal line in the designated place(s) on an obligating document. A slash / should separate the fields, e.g.

Oracle supplied REQ#2009/D2009/080220/1202/2522

In the example above, the accounting classification identifies the following:

2009	Fiscal Year 2009
D2009	Direct 2009 (Fund Type)
080220	Organization Code (Support Services)
1202	Project Code
2522	Sub-Object Class Code

3. Fiscal Year (FY) 2009 Fund Type: Beginning in FY 2008, a fund type designation was used to identify the type of fund being cited. The two types to be used are as follows:

D2009	Direct appropriations
R2009	Reimbursable funds

Note: The R2009 fund is used only for funds to support the DoD recruiting support agreement and the Census Bureau reimbursable agreement; and for collections from these agreements; and for collections from these agreements. All other fund sites should be designated as direct (D2009).

4. Examples. To better explain the document coding system, the following examples are provided:

- a. If a purchase order, estimated to cost \$100.00 is prepared by Region I to purchase office supplies from a commercial vendor for the Mobilization Readiness program, the horizontal line entry would be:

2009/D2009/100000/1140/82611/\$100.00

- b. If the Registration Division of the Operations Directorate requests standard Form 1's be printed by the Government Printing Office with an estimated cost \$1,000.00, the horizontal line entry would be:

2009/D2009/080330/1210/2411/\$1000.00

- c. If the Data Management Center prepares a purchase order to lease services from Illinois Bell estimated to cost \$300.00, the horizontal line entry would be:

2009/D2009/400000/1202/2332/\$300.00

APPENDIX 1 TO ANNEX Q

READINESS BUDGET

This Appendix contains the cost options required to activate the field structure under full activation conditions, and bring the Agency to complete operational status for one full year. Other options may be cost by adjusting the variables described herein.

CONTENTS

Readiness Budgeting Assumptions.....Q-1-2 through Q-1-10

READINESS BUDGETING ASSUMPTIONS

There are a number of assumptions in the readiness budgeting model that are determined when variables are defined in the two spreadsheets that make up the quantitative portion of the model. The following discussion identifies the variables and explains their impact on the model.

Pay Periods of Activation (26 = year):

This number sets the time remaining in the fiscal year during which SSS activates. It is a variable from 0 to 26, where 0 will reproduce the peacetime budget and 26 will produce a budget that reflects activation starting on the first day of a new fiscal year. The add-on increment for expansion of operations is based on the length of time established here.

PC Upgrade:

A "1" here indicates SSS will purchase its own PCs for the field office to use in registrant claims processing. A "0" means we will use USAREC or other available equipment or that the PCs have been included in the "Peacetime" increment of the budget.

Examination-related Variables:

These costs are directly associated with number of registrants ordered for examination. This section sets the number of registrants ordered per day, followed by the associated variable costs.

Registrant Travel: Calculated assuming use of round trip charter bus transportation.

Board Member Travel: Based on the amount of board activity required to process the claims resulting from the number of registrants ordered for examination.

Postage. Forms Printing. Other Printing: Covers only that portion of these categories related to the registrant processing volume. Calculated assuming examination orders issued utilizing the USPS.

Pre Induction/Induction-related Variables:

Some costs are directly associated with number of registrants ordered for induction. This section sets the number of registrants ordered per day, followed by the associated variable costs.

Registrant Travel: Calculated assuming use of charter bus transportation.

Postage. Forms Printing. Other Printing: Covers only that portion of these categories related to the registrant processing volume. Calculated assuming induction orders issued using the USPS.

All costs shown in the spreadsheet are based on ordering the maximum number of 12,375 registrants per day for both examination and induction notices. Other examination and induction class levels can be accommodated by changing the variables in the "Calls in Month X (Per Day)" section of the assumptions.

Field Structure:

Delineate numbers of offices by size, Reserve detachments, and individual Reservists. These assumptions are used in a number of calculations elsewhere in the model.

Variables associated with sub-object Classes

Personnel Compensation

1111: This section contains: (1) assumptions about average step of current and newly-hired employees, (2) formulas to differentiate Emergency Indefinite hires from regular permanent appointments (necessary because employee benefits are not the same), and (3) the assumed distribution curve reflecting the speed at which new employees are hired (uniform and normal distribution curves are provided here; others may be derived). All of these assumptions are used in computing personnel costs.

1151: Overtime is calculated (here assumed to be eight (8) hours per pay period) based on the (1) pay premium percentage of base pay and maximum hours per pay period as set by OPM, and (2) maximum grade eligible and rate ceiling as dictated by the Fair Labor Standards Act.

1152: Holiday pay levels are based on working all holidays during the activation period.

112: Night work differential percentage of base pay is determined by OPM. The figures assume night work eligibility only at the DMC. The percent of eligible man hours is based on workload and staffing assumptions included in the staffing plan.

1185-88: This section calculates the increase in active duty costs for activated Reserve Officers and decrements the budgeted peacetime RFO costs to account for drill and special tours not taken because of the mobilization. It

assumes a uniform distribution of peacetime AT, UTAs, and special tour costs throughout the year.

1189: Rehired Annuitants - An assumed number of people receiving retirement benefits who are hired during activation. No funds are paid into the retirement fund for additional retirement benefits for these employees, but the Agency must refund the amount of any retirement annuity (here assumed to be \$20,000 per employee) to OPM.

Personnel Benefits

1212 PCS - Relocation: The model assumes throughout that PCS costs are set at 250,000 dollars, or 50,000 dollars each for five (5) compensated employee moves. The 1212 costs are 60% of the total for real estate and income taxes (REIT).

1213 FERS Retirement: The percentage is determined by Congress and is charged to the Agency wily for permanent (not emergency indefinite) employees.

1214 CSRS Retirement: Agency's retirement contribution for permanent employees not covered by the pre-1984 federal retirement system because they began their career on or after January 1, 1984 or opted to join FERS.

1215 Life Insurance: The percentage of compensation for permanent employees only that the Agency contributes toward employee group life insurance is based on current experience.

1216 FICA: The percentage is determined by Social Security and represents Agency share of contribution to the Social Security fund for those employees not covered by any federal retirement plan.

1217 Health Benefits: Agency share of normal health insurance coverage of permanent employees (e.g. Blue Cross Low Option).

1218 Medicare Hospital Insurance: Percentage of permanent employee compensation and contribution pay ceiling are determined by Social Security regulations.

1219 Cost of Living Allowance: Differential payment areas and rates are determined by OPM.

1224 Federal Employee Compensation Act: Contributions to the Treasury for disability retirement expenditures for former SSS employees. The model assumes that no more are required for activation than were budgeted for peacetime.

1321 Severance: Assume that no one will be fired during the activation. Severance payments underway in peacetime would continue.

1341 Unemployment Compensation: Normally reimburses Department of Labor for unemployment payments made to former employees. Peacetime costs in this category are primarily associated with turnover at the DMC. Such costs are assumed here to be zero.

Travel and Transportation

2111-12: Travel for compensated employees is estimated separately for each operating level (e.g., NHQ, RHQ, SHQ, AO, ASO). The number of travelers is estimated by establishing a "grade floor" for the number of persons expected to be traveling. The program determines the number of eligible employees using staffing tables which are part of the data base. The formula is split between grades 6 and 7 because it is too long to fit into a single cell. Travel costs are derived from the number of travelers, an average number of travel days per person and an average dollar cost per day.

2131-32 PCS Transportation: PCS expenditures are assumed to be 5 percent of the total 250,000 dollar PCS estimate for five (5) employee moves. In other words, most new employees would be hired in the local area where they are needed; existing employees would not be permanently transferred (TDY only), and Reservists coming on active duty would be reimbursed for such costs by their parent service.

2157 Leased Automobiles: The number of leased vehicles is based on experience during the period of operations immediately preceding the cessation of inductions (circa 1972).

216X-217X: Travel of uncompensated employees and registrants is function of the number of registrants ordered for induction. Costs are calculated here based on results obtained in previous section of induction-related variables.

2240 Household Goods-PCS: This element is computed as 35% of the total PCS budgeted amount.

2251 Other: This category covers shipment of supplies, furniture and equipment and the mailing of small packages via parcel post. The calculation derived merely inflates actual 1970 cost experience (the last actual available) into 1996 dollars.

Rent Communication and Utilities

2331 ADP Equipment Rental: Funds paid for renting or leasing equipment. Assume none during activation since funds will be available to purchase high

priority equipment.

2311 Rental Payments to GSA: The program calculates the number of new employees requiring space and derives a cost estimate based on the GSA allowance of 125 square feet per person. Additional space (assumed here to be 240 sq. ft.) for a board meeting room is authorized for each area office and those state headquarters housing a district appeal board (everywhere except Region Headquarters). Requirements for RHQ are excluded here because reimbursements for accommodations on military installations are carried in a separate category (sub-object class #2571).

2332 Miscellaneous Rentals: Space rental estimates are derived from an estimate of the number of board meetings that are likely to be held somewhere other than the area office facilities. The volume of board meetings varies as the level of induction activity varies, with a minimum number of such meetings every period for normal administrative requirements (one per month after activation) and additional meetings assumed as needed to cope with higher classification workload levels (assumed to average one meeting per week with call level at 12,375 per day).

2333 Communications Services: Telephone costs are derived as follows:

- Cost per line per month and installation charges based on current and historical experience.
- AO/ASO/DAB -- New lines required are based on a sample of state Area Office/Alternative Service Office requirements versus current on-site inventory. Total lines come from adding up all the lines required.
- NHQ/RHQ/SHQ/MEPS -- Estimated requirements based on activation staffing levels.
- DMC -- Total requirement derived from adding regular phone lines to cover increased staffing levels.

2335 Postage: This estimate consists of three components:

- A derivation from estimate of pre-induction examination-related mail traffic.
- A derivation from estimates of induction-related mail traffic.
- An estimate of requirements for processing small parcels and an increased mail flow resulting from activation administrative overhead.

2336 ADP Telecommunications: Costs associated with line charge requirements as follows:

- SDTS Upgrade -- Lines between NHQ and Regions.
- DMC to AO/ASO/DAB -- Calls necessary to transmit registrant processing data between DMC and the field.

Printing

2411-12: "Forms" and "Other" are derived from the induction processing requirements. The number of manuals estimated reflects the fact that each RFO has been provided with one copy of the operations and administrative manuals needed. Costs for a newsletter are based on sending a newsletter once each month to all employees and board members for the duration of the activation during that fiscal year.

2431 Microfilming: Extra costs are based on the volume of late registrations picked up during the first stages of an activation (see sub-object class #2588).

Other Services

2521 Repairs and Alterations: An estimate of space alterations required by assuming ownership of space leased from GSA and new space assumed by Region Headquarters on military installations.

2522 Storage and Maintenance: Funds needed to pay for upkeep of "Xerox"-type copy machines, time clocks, etc.

2523 ADP Maintenance: Estimated increase associated with higher throughput required at DMC and increased maintenance requirements for personal computers. Percentage is based on:

- adjusting DMC workload to a 3 shift - 6 days per week schedule from 1.5 shifts - 5 days per week;
- providing an allowance for maintaining newly-acquired workstations and terminals; and
- applying a 10 percent premium to all current and activation workload to account for priority handling of maintenance requests.

2524 ADP Operations: Peacetime costs are used for hiring extra key operators at the DMC during peak load periods. They are assumed to be no longer required during activation because of the additional staffing available.

2530 Employee Services: Additional payments to reimburse DoD for military retirement accrual activated Reserve Forces Officers. Peacetime costs for parking, awards, and medals, etc. are assumed to be unchanged.

2571 Facility Operations: Funds needed to reimburse DoD for additional space at the RHQs are increased at less than the current per capita rate, assumed to be 50 percent. DMC reimbursement is not increased: additional personnel need no more space because they are added to the night and swing shifts.

2581 Security Investigations: The number of investigations required assumes that certain positions must have a SECRET-level clearance and that some are processed in peacetime as follows:

<u>Requirements</u>	<u>Peacetime</u>
Key NHQ staff	All except 34
Region Directors	Yes
Region Deputy Directors	Yes
Region HQ Secretaries	No (~2/region)
State Directors	No
State Deputy Directors	No
State Operations Chiefs	No
State FIQ Secretaries	No (@2/state)

2586 Security Services: Estimate of building guard services is based on actual experience (circa 1972) before active inductions were terminated.

2588 Other Agency Services: The USMEPCOM reimbursement assumes a modest increase in the comparable volume demanded by SSS relative to the total facility throughput. USPS registration payment assumptions are an estimate of additional registration activity and the interval over which that activity occurs. Oracle Federal Financial (OFF) system reimbursement reflects an estimate of the additional service charges required to cover additional DOI support. FPPS reimbursement increase reflects an increased share of the costs allocated to all users on a per capita basis.

2591 Program Contracts: Current payments are for contracts for television and radio spots. The model assumes that activation expenditures would be increased to cover additional public affairs support.

2599 Miscellaneous Services: Assumptions about additional messenger service required.

Supplies and Materials

2611 Office: Additional costs to cover new employees' expenditure of supplies. "New employee FTEs" is a derived factor accounting for the fact that all new employees will not be hired on the first day of the activation. "Usage rate increase" is to cover additional supplies required because all employees will expend supplies at faster rates than peacetime experience.

2615 ADP: Non-recurring costs cover an initial outfitting of word processing software, diskettes, paper and spreadsheet software. Recurring costs cover expendable supplies, such as paper, ribbons, diskettes, software upgrades, etc.

2621 Subscriptions: An allowance to provide magazines, journals, etc. for newly-established SHQ offices.

2625 Pamphlets and Documents: Peacetime expenditures are for such items purchased for internal use. Model assumes no additional expenditures during activation.

2631 Training Supplies: Peacetime expenditures are increased to reflect an additional volume of these costs assumed for activation.

2634 Miscellaneous Supplies: An estimate of expenditures which is based on increases in the current peacetime expenditure for existing employees and additional expenditures for new employees. Additional expenditures are assumed to occur on a uniform basis over the activation period.

Equipment

3120-21 Furniture and Fixtures: Requirements are calculated separately for headquarters and AO/ASO/DAB personnel. Cost of headquarters furniture set is an assumption. Costs of AO/ASO/DAB items are based on a market survey of moderately-priced office furniture.

- Headquarters requirements are based on one (1) furniture set per new employee.
- AO/ASO/DAB requirements figured on total need (per new employee).

3131 Books: Funds here would provide for establishing one new law library for each of the planned offices of the Regional Counsels.

3160-61 ADP Equipment: Cover 4 types of ADP equipment:

- Data Entry PCs -- Devices required by the DMC for input to the

CRPP, by the Controller's Office for input to the accounting system (one terminal per new accounting technician), and by the Personnel Office for input to FPPS (additional terminals at NHQ and RHQs).

- SSS purchase of PCs for AO/ASO/DAB input of registrant processing data to CRPP.
- Clerical PCs -- Equipment for newly-hired clerical personnel at all sites except AO/ASO/DAB.
- Microcomputers to provide workstations (model assumes a ration of 1 PC for every 1.2 employees) for professional-level employees (assumed to be GS-" or higher).

3170-71 Office Equipment: This category covers file cabinets, storage cabinets, printout cabinets, typewriters, calculators, etc., as opposed to the desks, tables and chairs covered in "Furniture and Fixtures" above (sub-object class #3121). Estimates of requirements for AO/ASO/DAB are derived in the same manner as those for "Furniture and Fixtures." This category only includes an allowance for one other organizational level (SHQ), on the assumption that other sites should already have roughly enough of this equipment available in peacetime.

3180-81 Telecommunications: Non-recurring ADP equipment costs necessary to upgrade communications capability in order to handle registrant processing updates and management information flows.

3190-91 Others: An allowance for purchasing miscellaneous equipment at each SHQ for which funds are not explicitly provided elsewhere (e.g., staplers, wastebaskets, coat racks, anti-static chair pads, pencil sharpeners, flags, plaques and seals, etc.).

Insurance claims and Indemnities

4221: This category would normally cover such costs as liabilities for automobile accidents, with the government driver at fault, or for wrongful firing of an employee. The model assumes that there are some costs during activation, due to the fact that more employees will be driving while on duty. Hence, there is a greater chance that accidents will occur.

ANNEX R

NATIONAL APPEAL BOARD

This Annex outlines the responsibilities and duties of the National Appeal Board (NAB) within the Selective Service System (SSS) upon mobilization. The NAB remains in a standby status pending a return to the process of classifying registrants. The proponents for this Module are the Operations Directorate (OP) and the General Counsel.

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NATIONAL APPEAL BOARD

1. OVERVIEW/GUIDANCE

Resumption of the induction process may be ordered by the National Command Authority as a precursor to, or part of, a general or health care mobilization. The SSS would respond by implementing its Readiness Plans to activate all elements of the SSS regardless of the mobilization scenario and begin the process of providing manpower to the Department of Defense (DoD) for induction into the Armed Forces.

The NAB will transition from its peacetime standby mode to full operational status. Upon mobilization, the Deputy Director of Selective Service will provide management and oversight to a designated NAB Clerk who will provide administrative support during the transitional period.

The first meeting of the NAB will take place within 75 days from the start of mobilization to review plans for the transition process to full operational status.

The first meeting on appeals to the NAB is not expected to take place until 30 days after the initiation of classification procedures for registrants. Thereafter, NAB meetings will take place as required for expeditious disposition of appeal cases.

2. FUNCTIONS/PROCESSES

The NAB will review and make determinations on claims from registrants who appeal a classification action that has been denied non-unanimously by a District Appeal Board (DAB). Claims will also be reviewed when appealed by a State Director or the Director of Selective Service if the decision of a DAB has a dissenting vote.

Upon mobilization, individuals appointed by the president as members of the NAB will report to National Headquarters (NHQ) in Arlington, Virginia. The members of the NAB will prepare to conduct personal appearances and to determine registrant claims.

The Associate Director for Support Services (SPT) will arrange office space for NAB member meetings during the transition period from initial activation to full operational status. The Deputy Director will work with SPT to qualify and hire civilian support staff as the activation process continues. Furniture and office equipment will be made available to the NAB as staffing of its support office dictates. Permanent facilities will be identified and acquired by SPT prior to the first operational meeting of the NAB.

The activation of the NAB will be graduated to achieve full capability by M+105. During the initial phase, the NAB support staff will be limited to authorizations indicated on the NHQ Table of Distribution and Allowances (TDA) (see page 4) unless a determination is made at the time of activation to reduce or increase staffing. Initial operations of the NAB will be established utilizing the office space determined by the Deputy Director. The NAB will be staffed with no less than two positions as indicated in the NAB TDA.

The Chairman of the NAB will provide administrative direction and control, subject to the laws, regulations, court decisions, and operating procedures of the SSS.

The Deputy Director will manage the NAB's support office at NHQ and will be responsible for overseeing the internal functions of the NAB. Procedures will be established by OP, in coordination with SPT, for the transition of the NAB from standby status to full operational status to ensure timely and effective scheduling of case reviews.

3. PROCEDURES

A. The following will be accomplished by the staff as designated by the Deputy Director:

- (1) Initiate office operations in support of the NAB with appropriate staff.
- (2) Provide office space and an applicable meeting room for transition activities of the NAB at NHQ.
- (3) Determine physical space requirements and identify adequate facilities, equipment and supplies needed for sustained NAB operations.
- (4) Hire and train authorized compensated civilian personnel for the NAB to execute the support workload mandated of the NAB by M+105.

B. National Headquarters Tasks.

- (1) Peacetime: The OP Directorate at NHQ will provide training and associated materials required by the NAB in the performance of their duties, claims, and appeal procedures. The first training session (or self-study package) will be scheduled after each NAB member has completed Initial Board Member Training. Additional

training will be developed and provided for all NAB members and staff upon mobilization.

SPT will have plans in place to quickly provide office space for the NAB at NHQ. This process should be phased to provide initial space on start-up and complete operational space needs by M+75. If office space is not physically available in the NHQ building, SPT will work with the General Services Administration to acquire sufficient space in close proximity to the NHQ building.

- (2) Mobilization: The Director of Selective Service will initiate activation of the NAB. SPT will acquire necessary office space and, along with OP, arrange for all support equipment and supplies.

SPT will initiate and support the hiring of the NAB compensated staff by M+60. OP will provide refresher training for all NAB members as well as training for all NAB support staff.

OP will advise the NAB Chairperson on activation activities and status of actions. The General Counsel will coordinate with the NAB Chairperson and initiate procedures to receive and process appeals for adequate documentation and audit requirements.

The NAB will be ready to execute its full workload by M+105. The Deputy Director, OP, and the NAB Chairperson will initiate routine meetings to address transition planning and case review. The NAB Chairperson will provide the Director with a detailed caseload estimate based on circumstances associated with activation and conscription by M+105.

NATIONAL APPEAL BOARD TABLE OF DISTRIBUTION AND ALLOWANCES

This Table of Distribution and Allowance (TDA) is based on the estimated workload factor of 230 appeal cases per month to the National Appeal Board (NAB). Significant increases or decreases in workload may require adjustments in the manpower, equipment, and space authorizations.

<u>Title</u>	<u>Grade Ceiling</u>	<u>Position Peacetime</u>	<u>Filled Activation</u>
Deputy Director	SES	X	X
Appeal Board Review Specialist	GS-12		New Hire
Appeal Board Review Specialist	GS-09		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Secretary (Office Automation)	GS-07		New Hire
Program Assistant	GS-07		New Hire
Clerk Typist	GS-04		New Hire

NATIONAL APPEAL BOARD EQUIPMENT GUIDE

Desks, Executive	10
Chairs, Executive	7
Chairs, Typist	3
Chairs, Side	6
Chairs, Executive Conference	12
Tables, Work	2
Tables, Executive Conference	1
Cabinet, File	3
Bookcase	3
Credenza	2
Computer	10
Computer Workstation (if required)	10
Laser Printer	8
Copier, Black and White	1
Telephone Instruments	11

NATIONAL APPEAL BOARD SPACE REQUIREMENTS

Space requirements are estimated, modifications in required space may require adjustments during transition, activation, and permanent working space during the life of the draft.

Day 1 Office Space	270 Square Feet
Transition Space	1,485 Square Feet
Permanent Space (life of "draft")	2,000 Square Feet

ANNEX S

REFERENCE LISTING

This Annex provides a reference listing of those documents that provide additional information relating to SSS mobilization requirements and procedures.

TERMS

PUBLICATIONS

ASM	Administrative Services Manual
CFR	Code of Federal Regulations (Title 32, Chap XVI, Part 1600-1699)
Directive	SSS Directive
FM	Fiscal Manual
HQ Order	SSS Headquarters Orders
MSSA	Military Selective Service Act (50 U.S.C. App.451 et seq.)
PPPM	Personnel Policies and Procedures Manual
Readiness Plans	SSS (National) Readiness Plan; Region Readiness Plan, State Readiness Plan, Area Office/Alternative Service Office Readiness Plan
RI	Region Instruction
RI Manual	Registrant Inquiries Manual
RIPS Manual	Registrant Integrated Processing System Manual

SELECTIVE SERVICE SYSTEM

LOTTERY STANDARD OPERATING PROCEDURES



NATIONAL HEADQUARTERS
ARLINGTON, VA

SEPTEMBER 2012

FOR INTERNAL SELECTIVE SERVICE SYSTEM USE ONLY
DO NOT RELEASE OR DUPLICATE

SELECTIVE SERVICE SYSTEM

LOTTERY

STANDARD OPERATING PROCEDURES

This Standard Operating Procedure (SOP) provides detailed description of the functions, processes, and procedures for the Selective Service System (SSS) Lottery that would be conducted when the Congress and the President determine draft eligible men are to be inducted into the Armed Forces. The Lottery, which ensures each individual is assigned a Random Sequence Number (RSN) and determines the order in which a Selective Service Registrant is chosen to be called, is part of the Call and Deliver Process.

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EXECUTIVE SUMMARY

Current legislation mandates, and current planning requires, that the Selective Service System (SSS) conduct a lottery at the behest of the Congress and the President who decide when to reinstate the draft. This Lottery SOP provides detailed description of the functions, processes, and procedures for the SSS Lottery that would be conducted when the Congress and the President determine draft eligible men are to be inducted into the Armed Forces.

The draft lottery uses the birth dates of registrants to establish the order in which they are called for induction. The first men called up or drafted would be those turning age 20 during the calendar year of the lottery. Young men turning 21 in the year of the lottery would be in the second priority group, while those turning 22 would be in the third priority group, and so forth until registrants turn age 26. At age 26 young men are no longer subject to the draft unless they are health care professionals subject to a health care draft. In any given year, younger registrants (age 19 and then 18) would not be called unless available men ages 20-25 had been called first. The draft lottery is under the purview of the Registration Division, Operations Directorate.

Any draft lottery will be conducted publicly and with full media coverage because of its enormous impact. Accredited observers from public interest groups will have access to observe the proceedings.

The lottery process begins in peacetime with two large air mix drums. First, the air mix balls having date and year on them are loaded in one of the large drums. Using this same method, number from 1 to 365 (366 for men born in a leap year) on the air mix balls are loaded in the second drum. Official observers certify that all air mix balls were loaded in the Titan drawing machines. After the lottery is completed and the results certified, the sequences of call is transmitted to the Selective Service Data Management Center where preparation of induction notices for men whose birth dates drew the lowest lottery numbers would begin immediately. The Official observers will still be used to certify the Lottery was conducted fairly.

CHAPTER 1

LOTTERY STANDARD OPERATING PROCEDURES

PURPOSE, SCOPE AND AUTHORITY

The Selective Service System is an independent agency within the Executive Branch of the United States Government.

- a. Section 1(b) of the Military Selective Service Act (MSSA), 50 U.S.C., App 51(b), states: "The Congress hereby declares that an adequate armed strength must be achieved and maintained to ensure the security of this Nation." Section 1(c) states: "The Congress further declares that in a free society the obligations and privileges of serving in the armed forces and the reserve components thereof should be shared generally, in accordance with a system of selection which is fair and just, and which is consistent with the maintenance of an effective national economy."
- b. The Selective Service System is established by the MSSA, which empowers the President to appoint the Director, by and with the advice and consent of the Senate. The President is further authorized to prescribe the necessary rules and regulations to implement the provisions of the MSSA. In consonance with the above statutory authority, Chapter XVI, Title 32 of the Code of Federal Regulations contains the regulatory authority upon which Selective Service registrant processing relies.
- c. When the Selective Service is authorized by the Congress and the President, and directed by the Director of Selective Service to commence general and/or a health care conscription, the Operations Directorate's Registration Division (OP/REG) will implement the Agency's Lottery Process as outlined in the Standard Operating Procedures, along with any additional instructions from the Director of Selective Service. (Note: Re: Health Care, registration or classification activities cannot occur until the Congress passes, and the President approves, legislation providing specific registration and conscription.)
 - (1) The OP/REG Division maintains the lottery equipment to ensure each individual is assigned a random Sequence Number (RSN) which determines the order in which a registrant is chosen to be called. The lottery uses 365 days 366 in a leap year) to represent the birthday (month and year) of all registrants.

- (2) There are four major steps in executing the lottery process. They are:
 - (a) Air mix ball Drum loading of the Random Sequence Numbers (RSN). 365 of 366, as applicable, random sequence number into one drum.
 - (b) Air mix ball Drum loading of the Dates of Birth (DoB). 365 or 366, as applicable, random sequence dates of birth into another drum.
 - (c) Lottery Drawing. All 365 or 366, as applicable, RSNs and DoBs are drawn and recorded. All numbers and dates are certified.
 - (d) Random Sequence Numbers are recorded in the Central Registrant Processing Portal (CRPP).
- (3) Once the lottery has been completed, and the results are entered in the CRPP, the Director can then establish call ratios and an order of call of selection groups for induction.
- (4) While OP/REG is responsible for conducting the Lottery, the size scope of this event dictates participation by more than just this Division. The Associate Director for Operations will coordinate with other NHQ Directorates to acquire the personnel required to set up and conduct the Lottery.
- (5) The lottery is intended to be conducted publicly, with coverage by the media and official observers.

PROCESSES/PROCEDURES

The Associate Director for Operations and the OP/REG Manager are the SSS National Headquarters (NHQ) points of contact to establish liaison with DoD for personnel delivery schedules established by the DoD deputy Undersecretary for Military Personnel Policy and with the United States Military Entrance Processing Command (USMEPCOM). The process begins by preparing to conduct a lottery and implements SSS agreements with the U.S. Department of Agriculture or the General Services Administration (GSA), as appropriate. (see pages 1-5, 1-6)

- a. Conducting a lottery establishes the “Order of Call” and established cut off numbers for the examinations based on Random Sequence Number for a pool of qualified registrants. The “Order of Call” includes volunteers for Induction; registrants whose postponements have expired or are terminated; registrants whose deferments or exemptions have expired or terminated; non-volunteers in the age 20 selection group; non-volunteers in each succeeding age selection group beginning with age 21 and ending with age 25; non-volunteers who have attained the age of 19; non-volunteers have attained the age of 18 years and six months.
- b. NHQ/IT will implement the Central Registrant Processing Portal (CRPP) for the issuance of induction orders via the SSS Data Management Center (DMC) to build a pool of qualified registrants large enough to meet DoD requested personnel delivery schedules.
- c. OP/REG and Support Services Logistics Division (SPT/LO) in coordination with the DMC will coordinate with the US Postal Service or appropriate carrier(s) for expanded services to accommodate the mailing of induction/examination orders.

PEACETIME

1. Maintain the scenario for conduct of the lottery.
2. Ensure availability and maintain readiness of lottery equipment and materials. (see pages 1-7, 1-8)
 - a. Laptop computers (3) with lottery software
 - b. DA-LITE Screens (3)
 - c. Acrylic Ball Display Stands (3 – 1 is back up) for air mix balls
 - d. Titan Drawing Machines (2) and wooden storage lockers
 - e. Air mix balls (Minimum 366 each set; 2 sets (one dates, one numbers))
 - f. Lavalier microphone (2) and amplifier (1)
 - g. Recording Control Charts
 - i. ADP support materials
 - k. Mechanical counter
 - l. Maintain historical file on lottery equipment
 - m. Maintain contact with National Institute of Standards and Technology to ensure availability of one official observer on short notice for any lottery.
 - n. Maintain a publicity plan for a lottery. (PIA SOP, Appendix 4)
 - o. Maintain a roster of individuals willing to serve as official observers for a lottery.

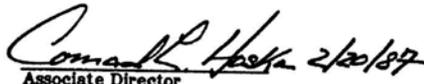
- p. Maintain a roster of "name" personalities willing to serve as capsule selectors for a lottery.
- q. Maintain a supply of blank "Name Tags" and pins or holders (100).
- r. Maintain arrangements for temporary use of appropriate public space to conduct a lottery.
 - 1. Maintain MOU on Mobilization support (space)
 - 2. Plan expeditious equipment movement
 - 3. Develop "set up" diagrams (see page 1-9)
 - 4. Maintain participant roster
- s. Conduct participant training and exercises.
- t. Maintain liaison with lottery site supporting agency.
- u. Maintain Lottery SOP.

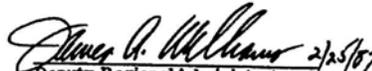
ACTIVATION

- a. Alert all lottery participants of tentative schedule.
 - 1. Contact National Institute of Standards and Technology to provide observer.
 - 2. Contact "name" air mix balls selectors.
 - 3. Obtain confirmation of participation.
 - 4. Supervise set-up and conduct of lottery.
- b. Initiate movement of equipment with assistance from SPT/LO.
 - 1. Notify host agency contact.
 - 2. Set up equipment contact.
 - 3. Set up acrylic ball display stands.
- c. Initiate Publicity Plan. (See PIA SOP, Appendix 4)
- d. Prepare and distribute identification to all participants, the media and the public.
 - 1. Recheck all preparations
- e. Execute lottery scenario
 - 1. Opening ceremonies
 - 2. Conduct lottery drawings
 - 3. Post and record results
 - 4. Complete certification
 - 5. Photograph acrylic ball display stands
 - 6. Transmit results to the DMC
- f. Release results to the Media via PIA.
- g. Remove equipment with assistance from SPT/LO.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE SELECTIVE SERVICE SYSTEM
AND THE GENERAL SERVICES ADMINISTRATION
FOR SUPPORT AND ASSISTANCE DURING PEACETIME AND MOBILIZATION**

1. **PURPOSE.** To set forth the understanding between the Selective Service System (SSS) and the General Services Administration (GSA) concerning mobilization support responsibilities for GSA and SSS.
2. **POLICY.** The Selective Service System and the General Services Administration National Capital Region have agreed that in order to facilitate the operation of the Selective Service System in support of the manpower procurement needs of the Department of Defense, it is appropriate for GSA to provide support to the SSS prior to and during a national emergency. Such support from GSA will be limited to facilities that will be used to conduct national lotteries.
3. **BACKGROUND.** The Department of Defense has established demanding wartime manpower requirements. In order to meet those requirements, the Selective Service System must work with other federal agencies to coordinate mobilization plans to insure that wartime demands can be met at acceptable peacetime costs. The Military Selective Service Act requires that, upon resumption of inductions, a lottery be held to determine the order in which individuals will be inducted. An auditorium sufficiently large to accommodate the lottery equipment, observers from the National Bureau of Standards, the press and the general public is essential.
4. **CONCEPT.**
 - a. In peacetime, the auditorium located at 7th & D Streets, SW, will be utilized two days annually on a precoordinated basis to conduct mobilization exercises with practice lottery drawings.
 - b. During mobilization; the auditorium will be available as required for the initial and any subsequent lottery drawings.
5. **UNDERSTANDING.**
 - a. The SSS will:
 - (1) Be responsible for all movement of equipment and supplies.
 - (2) Conduct an exercise lottery drawing in the auditorium located at 7th & D Streets, SW, two days annually during peacetime.
 - (3) Coordinate the peacetime use of the auditorium at least 30 days in advance.
 - b. GSA will:
 - (1) Provide use of the auditorium located at 7th & D Streets, SW, two days annually during peacetime and on an as needed basis during mobilization.
 - (2) Coordinate the peacetime use of the auditorium at least 30 days in advance.


Associate Director
for Resource Management
Selective Service System


Deputy Regional Administrator
National Capital Region



DEPARTMENT OF AGRICULTURE
OFFICE OF ASSISTANT SECRETARY FOR ADMINISTRATION
WASHINGTON, D.C. 20250

FEB 25 1987

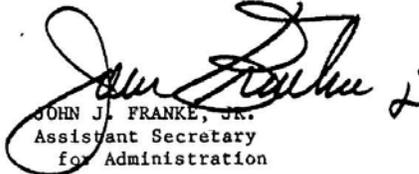
Mr. Wilfred L. Ebel
Acting Director
Selective Service System
National Headquarters
Washington, D.C. 20435

Dear Mr. Ebel:

Thank you for your letter of February 11, 1987, expressing an interest in utilizing our Jefferson Auditorium for a possible Selective Service System lottery. I am advised that members of my staff have contacted Mr. Richard Flahavan, your Associate Director for Office of Operations, and that no problem exists in using the Auditorium for this purpose. I am pleased that we can provide our facility and look forward to assisting you in scheduling the event.

If there are any questions, please feel free to contact Mr. Frank Gearde, Director, Office of Operations, on 447-3937.

Sincerely,


JOHN J. FRANKE, JR.
Assistant Secretary
for Administration

LOTTERY EQUIPMENT (as of AUGUST 2012)

<u>Description</u>	<u>Model#</u>	<u>Serial or Other #</u>
Laptop Z		
(1) Dell Latitude Laptop	PP03L	74V0711
(1) Logitech Optical Mouse	M-BD58	LZC11004459
(1) CD/ZIP Cover		07G686
(1) 24X CD-ROM Module		P/N: 5044D A02
(1) Dell AC Adapter	ADP-50FH	P/N: H051
(1) Telephone line cord		JX AC901-FXK 0109RA
(1) Blue High Speed Cable Cord		5349468110
(1) Actuone Cord	E204139	24379
Lottery 1		
(1) Dell Inspiron 6400 WiFi Laptop	PP20L	34642824301
(1) Dell Mouse	OC8639	HCA55062758
(1) Dell AC/DC Adapter	DA65NS0-00	CN-0CF745-48661-68N-I27J
(1) Mouse Pad (CFC)		
Lottery 2		
(1) Dell Inspiron 6400 WiFi Laptop	PP20L	30288259629
(1) Dell Mouse	OT0943	LNA34944664
(1) Dell AC/DC Adapter	DA55N50-00	CN-0CF745-48661-68C-H5DE
Air Mix Balls (3 sets of air mix balls in 6 custom cases)		
Extron Electronic Cable	60-046-02	612108249
Black Tape Box		
(2) Surtap (Black) tapes		
(1) Heavy Duty Extension cord (Red)		
(1) Extension Cord (Brown)		
(6) Card Holders		
(1) Fellows Surge Suppressor	99014	50E8
Projector Lamp	PK-PJ500	101386

Description

Model#

Serial or Other #

Lottery Cables 1 & 2

Lottery Black Velvet Screen Skirts

Wooden Storage Crate for 3 acrylic ball display stand

(3) Acrylic Display Stands

Projector 1

- (1) Sony LCD Data Projector VPL-FX50
- (1) Fellows Surge Suppressor 99014
- (1) Color Connector

Projector 2

- (1) Sony LCD Data Projector VPL-FX50
- (1) RM-PJM50 Projector Remote
- (1) Color Connector

Easel Legs Container (1)

- (2) DA-LITE Screens 7'X6'X10'
- (3) 7 ½ ' X 10' Easel Legs

Easel Legs Container (2)

- (2) DA-LITE Screens 7'X6'X10'
- (3) 7 ½ ' X 10' Easel Legs

Three Project-O-Stand Tables DA-LITE

Four Tables Velvet Cloths Container

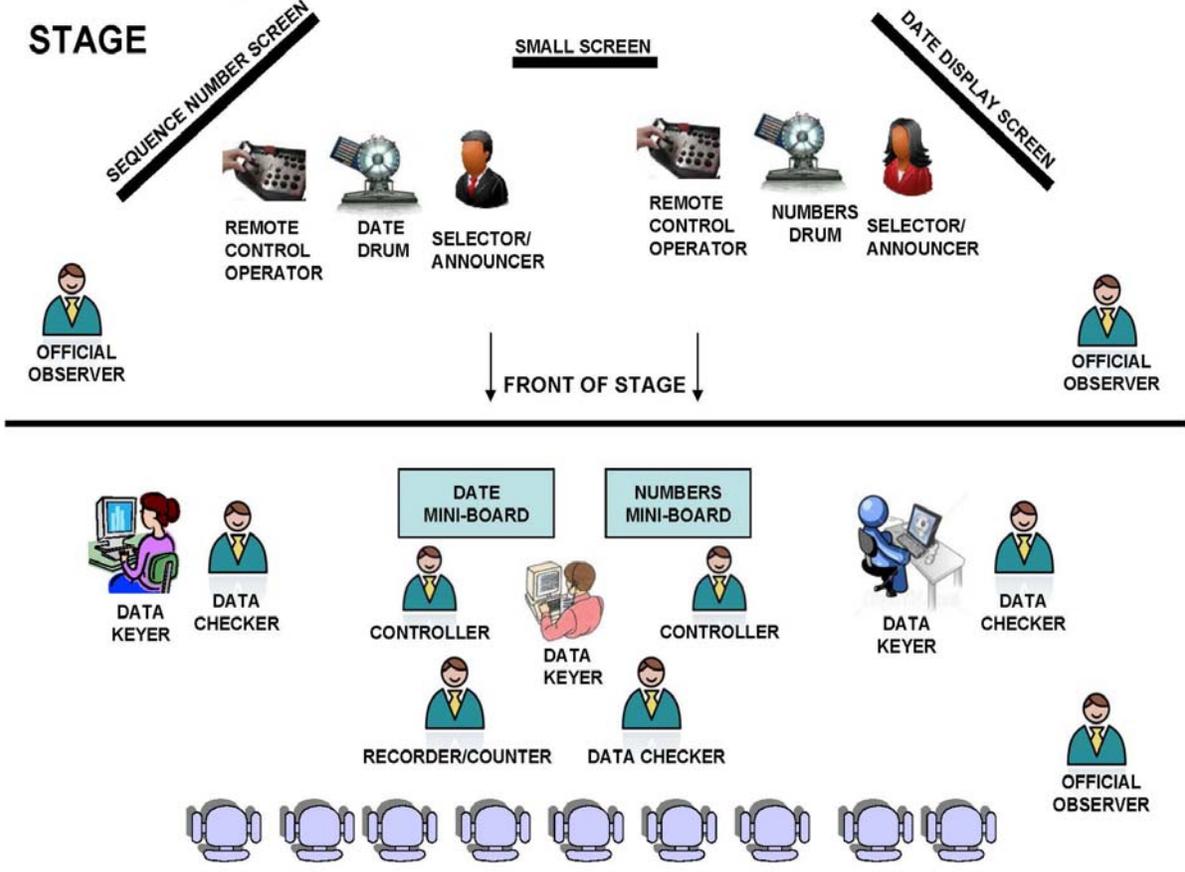
- (4) Easel 63" X 84" per container
- (2) DA-LITE Screen 63" X 84" per container
- (1) Velvet Cloth per container
- (1) Set of screws to assemble table per container

Air Mix Ball Date Drum (Titan drawing machine with wooden storage locker)

Air Mix Number Drum (Titan drawing machine with wooden storage locker)

Garron rquip = gloves, static cleaner, cloth covers for the Titan drawing machines

LOTTERY STAGE LAYOUT



REFERENCES:

Military Selective Service Act [50 U.S.C. App.467(c), when amended by Congress]

32 CFR Ch. XVI Part 1624

SSS Readiness Plan (APR 2009)

SSS Call and Deliver SOP (JUL 2006)

MOU: SSS & GSA For Support and Assistance During Peacetime and Mobilization

CHAPTER 2

ESTABLISHMENT OF SELECTION GROUP

This chapter provides a description of the SSS process of establishing selection groups for induction into the Armed Forces. The Selective Service System is responsible for selecting registrants for induction into the Armed Forces in a fair and equitable manner. To accomplish this task, Selective Service uses a random selection sequence process by means of a lottery to establish an order of call for registration. This order of call designates the Priority Selection Groups according to age. These policies and procedures cover the following mobilization scenarios, depending on time frames needed by the Department of Defense:

- a. Conventional or general mobilization – examination and induction at the same time, or examination and return home to be inducted at a later date.
- b. Health care mobilization – examination and induction at the same time, or examination and return home to be inducted at a later date.
- c. Emergency, one step, and two step, examination and inductions are same as conventional mobilization
- d. Selective Service bases its induction calls upon the personnel requirements from the Department of Defense.

POLICIES/PROCESSES/PROCEDURES

- a. Random Sequence Numbers (RSN)
 - (1) The Director of Selective Service would establish a random selection sequence for the processing of registrants by means of a lottery. The Lottery will be conducted at a specified time, place, and date, of the Director's choosing. The random selection method uses 365 days or, where appropriate, 366 days to represent the birthdays (month and day only) of all registrants by year of birth group(s). The random sequence selection method shall use a number (1 through 366) and a calendar date (January 1 through December 31) to form a single RSN. The numbers 1 through 366 represent the number of days in the calendar year. The calendar dates January 1 through December 31 represent the possible dates of birth for registrants by month and day only. Note: the number 366 and Feb 29th are used during leap years.

- (2) During the lottery, each number (1-366) and each calendar date (January 1 through December 31) is randomly drawn from two separate drums (one drum contains numbers, the other contains dates).¹ Each air mix ball containing a number is announced publicly, along with an air mix ball containing a date. The number and date, when combined, determine a registrant's RSN and is based upon the registrant's birth date. A registrant with the RSN number 1 would be more vulnerable to selection for induction than a registrant with RSN number 365. For example, if the number 1 is drawn, along with February 10, then registrants born on February 10 will be first in the order of call.
- (3) RSNs will determine the order of selection for induction, or examination and induction of those registrants included in the age group(s) of the lottery. The established RSN for a registrant will apply to that registrant as long as they remain subject to processing for military training and service and will be based on the date of birth that appears on the registration record on the date before the lottery is conducted.
- (4) Each phase of administrative processing will be done in order of RSN and Priority Selection Group (PSG), so that registrants are processed in the order of their vulnerability for induction.
- (5) When the Director of Selective Service issues an examination or induction call, an RSN cut-off number in a given PSG will also be established, which will apply nationally. All available registrants with RSNs equal to or below that number will be subject to examination and induction under that call. The registrant will be issued an Order to Report for Armed Forces Examination (SSS Form 233) or an Order to Report for Induction (SSS Form 262), as appropriate. (see pages 2-4, 2-5)
- (6) A registrant's RSN will have been "reached" if it is equal to or lower than the highest random sequence cut-off number established by the Director for induction of registrants in the same PSG in that calendar year.
- (7) If it has been determined that a registrant has been assigned an incorrect RSN due entirely to a Selective Service error in recording either the registrant's date of birth or the RSN, the Director of Selective Service would direct the assignment of the proper RSN.
- (8) Re: Health Care -- The SSS also uses a random selection sequence process by means of a lottery for selection of health care personnel. Selective Service bases its health care induction calls upon the personnel requirements from the DoD. The DoD

¹ The 366 number ball and February 29th date ball are used during leap year.

will determine the types of health care specialties required, the quota within each specialty, and any male/female quotas. Once the DoD issues a personnel requirement to the Director, Selective Service, the Director needs to:

- (a) Place each registrant into the health care specialty in which he or she claims to be qualified.
- (b) Place each registrant into a male or female category as indicated by the registrant at the time of registration.
- (c) Calculate the number of registrants to be ordered for induction, by specialty, to meet DoD personnel requirements.
- (d) Calculate the number of male and female registrants based upon DoD requirements.
- (e) Place registrants into the appropriate PSG and Year of Birth (YOB) group.
- (f) Assign RSNs to each registrant through the lottery.
- (g) Re: Health Care -- Establish an induction RSN cutoff number within a given health care specialty, YOB group, and PSG, that will apply nationally. (All available registrants with RSNs equal to or below the cutoff number within a particular specialty will be subject to induction under that call. A registrant's RSN will be deemed to have been "reached" if it is equal to or lower than the random sequence cutoff number established by the Director for registrants within a given health care specialty, PSG, and YOB group).

Local Board/Area Office
Street Address
City, State, ZIP Code

**SELECTIVE SERVICE SYSTEM
ORDER TO REPORT FOR ARMED FORCES EXAMINATION
(RIPS)**

Date of Issuance

Registrant's name
Street Address
City, State, ZIP Code

Selective Service Number
Social Security Number
Random Sequence Number

This is your Order to report for and submit to an Armed Forces Examination for the purpose of determining your potential acceptability for military service.

You are hereby directed to report, with this Order, to: _____
on _____ at _____ for transportation to the Military Entrance Processing
(DATE) (TIME)
Station (MEPS) in _____.
(CITY AND STATE)

Upon completion of your examination, you will be returned to the place of reporting shown above.

If you are closer to MEPS than to the place you are ordered to report, and if you wish to go directly to the MEPS, contact the Area Office shown above for instructions.

If you are so far from your Area Office that reporting in compliance with this Order would be a hardship, and if you wish to report to the Area Office where you are now located, contact that Area Office and request a transfer for examination.

You will be furnished transportation, meals and lodging when necessary, from the designated place of reporting to the MEPS and return. It is possible that you may be retained at the MEPS for more than one day for the purpose of further processing. If you have any physical or mental condition which you believe may disqualify you for service, or if you are physically incapable of reporting to the MEPS, contact your Area Office for instructions.

If you believe you qualify for postponement of your examination, complete the attaché Request for Postponement of Armed Forces Examination (SSS Form 233) and return it to your Area Office before the date you are scheduled to report.

Read the Important Sheet with this Order. If you fail to obey this Order you may be reported as a suspected violator of the Military Selective Service Act and, if convicted, subject to imprisonment for up to five years, a fine of up to \$250,000, or both.

Director of Selective Service System

Attachment

FOR INFORMATION AND ADVICE, CONTACT ANY SELECTIVE SERVICE AREA OFFICE.

SSS FORM 233

Local Board/Area Office
Street Address
City, State, ZIP Code

**SELECTIVE SERVICE SYSTEM
ORDER TO REPORT FOR INDUCTION
(RIPS)**

Date of Issuance

Registrant's name
Street Address
City, State, ZIP Code

Selective Service Number
Social Security Number
Random Sequence Number

This is your Order to report for and submit to induction into the Armed Forces of the United States. You are hereby directed to report, with this Order to:

_____ on _____ at _____ for
(DESIGNATED ASSEMBLY POINT) (DATE) (TIME)
transportation to the Armed Forces.

If you are closer to the MEPS than to the place you are ordered to report, and if you wish to go directly to the MEPS, contact the Area Office shown above for instructions. Do not plan to travel by privately-owned vehicle unless you make arrangement to have the vehicle returned home.

If you are so far from your Area Office that reporting in compliance with this Order would be a hardship, and if you wish to report to the Area Office where you are now located, contact that Area Office and request a transfer for induction.

You will be furnished transportation, meals and lodging where necessary from the designated place of reporting to the MEPS. When you are inducted, you will be administratively reclassified 1-C (Member of the Armed Forces).

If you are a full-time student, if you are scheduled to enter one of the U.S. service academies, or if you have been accepted for certain ROTC programs, you may qualify for a postponement of induction. You may also ask for a postponement if you are scheduled to take a state or national licensing examination, or if your induction is scheduled for the same day as a religious holiday you normally observe. If any of these conditions apply to you, complete the attached Request for Postponement of Induction (SSS Form 262) and return it to your Area Office prior to the day you are scheduled to report.

Read the Important Information Sheet provided with this order. If you fail to obey this Order, you may be reported as a suspected violator of the Military Selective Service Act and, if convicted, subject to imprisonment for up to five years a fine of up to \$250,000, or both.

DIRECTOR OF SELECTIVE SERVICE

FOR INFORMATION AND ADVICE, CONTACT ANY SELECTIVE SERVICE OFFICE

SSS FORM 262

CHAPTER 3

THE LOTTERY PROCESS

Lottery Process - Steps 1

Prior to beginning this step, the Lottery Supervisor and assistant are to review the “Custom Titan” instruction manual. The first step in starting a new lottery drawing is obtaining from their custom creates the air mix balls with the dates and the numbers and loading them in their respective drum. NOTE: several pre-test drawings need to be done to confirm the machines are performing randomly.

Lottery Process - Step 2

The minimum number of personnel needed to carry out a full lottery exercise is shown in table located on pages 3-5, 3-6, and 3-7. See page 3-16 for set up instructions for the automated lottery process.

Procedures for the First Draw

Approximately 10 minutes prior to start of lottery drawing, remote control box operators will start the air mix drum machines for five minutes. At the start of the Lottery, the Director of Selective Service or the Director’s designee, henceforth referred to as D/DD, draws an air mix ball from the Date Drum selector and passes to Announcer #1. The D/DD then draws an air mix ball from the Number Drum selector and passes to Announcer #2. The Announcers receive the selected air mix balls and announce the date and number in each respective air mix ball Note: Air mix balls are constantly moving for a ball to be selected. All air mix balls are given an equal chance to be selected and a ball can not be selected if the air mix blower is not operating.

The DATE air mix ball is always read first. When both Announcers have removed the air mix balls, the Announcer with the Date (Announcer #1) will read the information on the air mix ball. NOTE: Air mix ball selectors are also announcers.

Announcer #1 will announce the date twice as shown below (any date from January 1 thru December 31 possible):

Example: Announcer #1 (Dates)

...January One ...1 January or ...August Twenty-Nine ...29 August

NOT January First NOT August 29th

Upon the announcement of the date, Data Input Operator #1 will record accordingly. Announcer #2 will announce the number twice as shown below (any number from 001 thru 366 possible):

Example: Announcer #2 (Numbers).

001 [One] Zero - Zero - One
204 [Two Hundred Four] Two - Zero - Four
047 [Forty-Seven] Zero - Four - Seven

Upon the announcement of the number, Data Input Operator #1 will record accordingly.

After the first date and number have been announced, all subsequent calls will follow the same procedures.

As the Announcers read the respective information, Data Input Operator #1 and #2 [when appropriate, see explanation below] will select the announced date and number from the respective drop-down lists (***under development for new software program***) and Data Input Operator #3 will key in data as appropriate.

Due to the large two screen display configuration of the automated lottery system, Data Input Operator #1 and #2 will not be inputting data at the same time. In the physical setup of the screens, you will have two large screens and one small screen. The screens will be referred to as: large screen #1, large screen #2 and the small screen.

Large screen #1 (see page 3-34): This screen will display the first one hundred eighty-three [183] dates and numbers announced (**001-183**). Data Input Operator #1 will key in all dates and numbers for this screen. After 183 lottery dates and numbers have been drawn, there will be a pause until the lottery results can be saved and restored to the second operator's laptop.

Large screen #2 (see page 3-35): This screen will display the second one hundred eighty-three [183] dates and numbers announced (**184-366**). Data Input Operator #2 will key in all dates and numbers for this screen. Data Input Operator #2 can only start keying after the restoration of the front end of the lottery has been performed.

Small screen (see page 3-36): This screen will display the last date and number called and the date and number before that. As the next date and number are called the date and number showing as Previous will disappear. The date and number showing as Current will move over to the Previous slots and the last date and number called will be showing in Current. Data Input Operator #3 will key in all 366 dates and numbers. However, at any one time, only the Current and Previous dates and numbers will be visible.

Once the last date and number for large screen #1 has been announced and recorded appropriately, the Lottery Coordinator will call time. It is at this point that the database on Personal Computer/Laptop #1 will be backed up by an assigned Staff person and saved to a flash drive, CD-RW (CD must be a read-write CD only), and/or electronic save at National Headquarters (RCV/CRPP). The individual will then take the flash drive or CD-

RW to Personal Computer #2, insert the database just prepared.

It is after this restoration has been performed that Data Input Operator #2 will start keying in the dates and numbers as they are announced. The data keyed by Operator #2 will appear on the large screen #2 and will start with date and number air mix balls #184. Operator #1 will no longer be keying any information but is to remain at PC #1 location. Operator #3, as stated before will continue to key all date and numbers.

Again, the Announcer with the **Date** will read the information on the air mix ball twice; e.g., March 2 (**NOT March 2nd**)...2 March. The Announcer with the **Number** will read the information on the air mix ball twice in a similar way: 126 (one hundred twenty six) ...One- two- six.. After reading, each Announcer will give the insert to the respective **Date or Number Controller** for positioning on the proper miniature display boards.

The air mix ball Selectors will proceed to draw air mix balls and present to the Announcers who will make the announcements. Note: The air mix balls are constantly moving when a selection is made. All air mix balls are given an equal chance to be selected and an air mix ball can not be selected if the air mix blower is not operating and the air mix ball not mixing.

Data Input Operators #1 and #2 (when appropriate) will select all respective data from the appropriate drop-down menus (*under development for new software program*) (wherever you see an arrow next to the box means that there is a drop-down list which provides you additional choice of selection), and Data Input Operator #3 will key accordingly. The dates and numbers will be displayed on the appropriate screens.

Data Input Operator #1 and #2 (when appropriate) will record the data by highlighting the respective corresponding date and number. The D/DD, once date and number have been displayed on the overhead screens, calls for the lottery to continue and rejoins (at his discretion) the Official Observers.

Procedures for Remaining Draws

The air mix ball Selectors will proceed to draw the air mix balls from the selector plates at the top of each drum.

Selector #1 approaches the calendar/date drum and air mix ball Selector #2 approaches the numbers drum. Air mix ball Selector #1 withdraws one air mix date ball from the selector plate at the top of the air mix ball drum where selector #1 announces the date and passes to the Date Acrylic Display Stand. Note: Air mix balls are constantly moving.

At the same time, air mix ball Selector #2 withdraws one air mix ball from the selector plate at the top of the numbers air mix ball drum where selector #2 announces the number and passes to the Number Acrylic Display Stand. Note: Air mix balls are constantly moving. The Date Acrylic Display Stand Controller takes the air mix ball and place it in its proper position on the date display board. This procedure is repeated until all date air mix balls have been drawn, announced and recorded.

At the same time, Selector #2 will give the number air mix ball to the Number Board (NB)

Controller. The NB Controller will then take the air mix ball and place it in its proper position on the numbers display board. This procedure is repeated until all number air mix balls have been drawn, announced and recorded.

Data Input Operator #1 will select the respective date and matching number as they are read. Data Input Operator #2 will not key until air mix ball #184. Data Input Operator #3 will key all data as announced and then display. Only the current and previous dates and numbers will show on the small screen. All keyed information will be displayed on one of the three screens.

After all of the steps for the first draw are completed, the remaining draws are made by the air mix ball Selectors and all succeeding steps are identical to those for the first. There is rotation of stage participants as circumstances dictate. The air mix ball Selectors may rotate after approximately 50 draws, but this is not mandatory.

The drawings are continuously monitored by at least three Official Observers. The Official Observers need to complete an Oath of Office and Waiver of Pay Sheet. (See page 3-14). (Note: Any individuals involved in the Lottery process who undertakes to render voluntary uncompensated service is required to complete an Oath of Office and Waiver of Pay sheet). After all drawings have been made from each drum, the D/DD and the Official Observers review Screen #1, which shows the first 183 dates and numbers called (1-183), and then in turn review Screen #2, which shows the remaining 183 dates and numbers called (184-366). The View All screen, which shows all dates and numbers called (1-366), may also be reviewed (see page 3-39).

After determining that all data accurately reflects the results of the drawings, the Official Observers will then sign a Statement of Certification, (see page 3-15) which contains a declaration that the procedures outlined in the scenario were followed, that the displays contain the accurate results of the lottery, and that the results were determined in an impartial manner.

The Checkers will also verify their documents against the screens and the Data Input Operators will verify their input against the two screens.

Upon certification, the Director of Selective Service or his Designee announces that the lottery is officially completed.

The results of the drawing will be transmitted to the OP/DMC for verification of transmittal and use of data.

Still photographs are taken of the two screens to record the final results.

Title of Position	Description of Task	Minimum Personnel
Lottery Supervisor	Responsible for handling all aspects of the lottery.	1

Title of Position	Description of Task	Minimum Personnel
Assistant Lottery Supervisor	Responsible for handling tasks as directed by the Lottery Supervisor and for all aspects of the lottery in the absence of the Lottery Supervisor.	1
Official Observers	Individuals observing the exercise and providing certification that the lottery procedures were conducted in accordance with the law, and in a fair and equitable manner.	3
Remote Box Operator (Also see pages from Garron Manual)	The operator turn on the power on by turning the switch to ON position for manual operation of the remote control box (physically pulling for acrylic slide at the top of the selector tube see page 11. The air blower, anti-static unit and compressor will activate; allow 15 seconds for unit to achieve maximum pressure. Prior to drawing, the air mix balls are loaded into the 3-tier preview rack which is loaded from the top. To begin the drawing procedure, in succession, press the three yellow momentary switches (number 1, 2, 3) to release the air mix balls from the three tiers. The gate at the bottom of the preview rack will stay open for a few seconds to allow all the air mix balls to drop into the drum, prior to the automatic start of the mixing cycle. Press the mix button to begin the mixing cycle. Press the SELECT switch to begin air mix ball selection; the switch is sustained, and so it will remain depressed until released by the operator after the air mix ball is selected. Once an air mix ball is selected, the operator MUST depress the switch again to close the gate. If the gate is not closed, multiple air mix balls will go up the tube and a ball may be manually be pushed down by the operator's finger. NOTE: Closing of the gate must be mastered for a successful air mix ball drawings.	2
Air mix ball Selectors*	The air mix ball selector pivots the ball stop with the hand, removes the ball, and pivots the ball stop to the original position, and announces air mix ball number or date selected.	2
Announcers*	Receive air mix balls from respective air mix ball Selector, announce the number or date and give the air mix ball to the Board Controllers.	2
[Board] Calendar (Date) Controller	Receive the date air mix ball from the Announcer and place the ball in the proper sequential position on the cup air mix ball holder display board for month and day.	1
[Board] Sequence (Number) Controller	Receive the number air mix ball from the Announcer and place the ball in the proper sequential position on the cup air mix ball holder display board for numbers	1
Data Input Operators (DIO)	Input dates and numbers as they are announced	3

Title of Position	Description of Task	Minimum Personnel
	<p>#1 -Data Input Operator #1 will key in all dates and numbers for large screen #1. This screen will display the first one hundred eighty-three [183] dates and numbers announced.</p>	
	<p>#2 - Data Input Operator #2 will key in all dates and numbers for large screen #2. This screen will display the second one hundred eighty-three [183] dates and numbers announced, starting with date and number for position number 184.</p>	
	<p>#3 - Data Input Operator #3 will key in all 365 or 366 during leap year dates and numbers, which will be displayed on the small screen. Only the Current and Previous dates and numbers will be visible at any one time. This screen will display the last date and number called and the date and number before that. As the next date and number are called the date and number showing as Previous will disappear. The date and number showing as Current will move over to the Previous slots and the last date and number called will be showing in Current.</p>	
Recorder/Counter	Manually enters the dates and numbers on a register as they are announced. Recorder/Counter also tracks the number of air mix balls drawn. A sample sheet of the form used is located on page 3-9.	1
Checkers	The Checker sits next to the assigned Data Input Operator and verifies that the information has been properly entered as announced. To do this, the Checker for dates is provided with a date drawing sequence form, see sample on pages 3-10, 3-11 (Days By air mix ball Numbers). The Checker for numbers is provided with a numbers drawing sequence form, see pages 3-12, 3-13 (Number By air mix ball Numbers). The Checkers sitting next to the DB and NB Controllers are to verify that the respective Controller receives the air mix ball announced and that the air mix ball is properly placed on the board in its proper slot.	3
Backup Staff	Backup staffs assist the Lottery Supervisor and Assistant Supervisor as directed. The backup staff's primary task is to replace any active participant upon request or as needed.	15
Photographers	Responsible for taking stills of the lottery process. The process will also be video taped.	1
IT Technical Advisor	Present to respond should any software/hardware problem occur.	1

*These two positions may be combined, where the air mix ball Selectors may announce the date or number, but the procedure remains the same.

INFORMATION FOR PARTICIPANTS

Video Taping

- - To help with stage choreography, tape marks should be placed on the stage floor to show the air mix ball handlers and announcers where to stand and move to.
- - Participants should be sensitive to camera angles at all times. The drums should be visible at all times when in operation (drawing air mix balls); not blocked participants standing or walking in front of them. All air mix ball handling should be done in plan view of the cameras; i.e., in front of or to the side of participants. A participant with an air mix ball in hand should never turn his/her back to the audience/cameras.
- - Drums should be at center of stage, not upstage.
- - When placing dates and numbers on the acrylic display stands, the stands should be in view of audience.

Attitude

- - SSS personnel must display a professional attitude during the lottery, whether on stage or on break. This process will be highly visible to the public and must be perceived as serious.
 - *no negative or commercial facial expressions
 - *no chewing gum
 - *no talking amongst people on stage except as part of the procedure
 - *no flippant attitudes, cannot look as if not taken seriously

Dress

- - SSS personnel need to dress conservatively and avoid large gold or sparkling jewelry because they are too reflective. Gold and diamond-like sparkles will shine into the lens of the TV cameras and create the wrong impression, as would improper dress.

RECORDER/COUNTER RECORDING SHEET

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
18.	_____
19.	_____
20.	_____
21.	_____
22.	_____
23.	_____
24.	_____
25.	_____
26.	_____
27.	_____
28.	_____
29.	_____
30.	_____
31.	_____
32.	_____
33.	_____
34.	_____
35.	_____
36.	_____
37.	_____
38.	_____
39.	_____
40.	_____
41.	_____
42.	_____
43.	_____
44.	_____
45.	_____

DAYS BY CAPSULE NUMBERS

SIGNATURE: _____ Today's Date: _____

SEQ	DATE																		
1		21		41		61		81		101		121		141		161		181	
2		22		42		62		82		102		122		142		162		182	
3		23		43		63		83		103		123		143		163		183	
4		24		44		64		84		104		124		144		164		184	
5		25		45		65		85		105		125		145		165		185	
6		26		46		66		86		106		126		146		166		186	
7		27		47		67		87		107		127		147		167		187	
8		28		48		68		88		108		128		148		168		188	
9		29		49		69		89		109		129		149		169		189	
10		30		50		70		90		110		130		150		170		190	
11		31		51		71		91		111		131		151		171		191	
12		32		52		72		92		112		132		152		172		192	
13		33		53		73		93		113		133		153		173		193	
14		34		54		74		94		114		134		154		174		194	
15		35		55		75		95		115		135		155		175		195	
16		36		56		76		96		116		136		156		176		196	
17		37		57		77		97		117		137		157		177		197	
18		38		58		78		98		118		138		158		178		198	
19		39		59		79		99		119		139		159		179		199	
20		40		60		80		100		120		140		160		180		200	

Note: Change title to **DAYS BY AIR MIX BALL NUMBERS**

(Under Development: IT)

DAYS BY CAPSULE NUMBERS

SIGNATURE: _____ Today's Date: _____

SEQ	DATE																		
201		221		241		261		281		301		321		341		361			
202		222		242		262		282		302		322		342		362			
203		223		243		263		283		303		323		343		363			
204		224		244		264		284		304		324		344		364			
205		225		245		265		285		305		325		345		365			
206		226		246		266		286		306		326		346		366			
207		227		247		267		287		307		327		347					
208		228		248		268		288		308		328		348					
209		229		249		269		289		309		329		349					
210		230		250		270		290		310		330		350					
211		231		251		271		291		311		331		351					
212		232		252		272		292		312		332		352					
213		233		253		273		293		313		333		353					
214		234		254		274		294		314		334		354					
215		235		255		275		295		315		335		355					
216		236		256		276		296		316		336		356					
217		237		257		277		297		317		337		357					
218		238		258		278		298		318		338		358					
219		239		259		279		299		319		339		359					
220		240		260		280		300		320		340		360					

Note: Change title to **DAYS BY AIR MIX BALL NUMBERS**

(Under Development: IT)

NUMBER BY CAPSULE NUMBERS

SIGNATURE: _____ Today's Number: _____

SEQ	NUMBER																		
1	21	41	61	81	101	121	141	161	181										
2	22	42	62	82	102	122	142	162	182										
3	23	43	63	83	103	123	143	163	183										
4	24	44	64	84	104	124	144	164	184										
5	25	45	65	85	105	125	145	165	185										
6	26	46	66	86	106	126	146	166	186										
7	27	47	67	87	107	127	147	167	187										
8	28	48	68	88	108	128	148	168	188										
9	29	49	69	89	109	129	149	169	189										
10	30	50	70	90	110	130	150	170	190										
11	31	51	71	91	111	131	151	171	191										
12	32	52	72	92	112	132	152	172	192										
13	33	53	73	93	113	133	153	173	193										
14	34	54	74	94	114	134	154	174	194										
15	35	55	75	95	115	135	155	175	195										
16	36	56	76	96	116	136	156	176	196										
17	37	57	77	97	117	137	157	177	197										
18	38	58	78	98	118	138	158	178	198										
19	39	59	79	99	119	139	159	179	199										
20	40	60	80	100	120	140	160	180	200										

Note: Change title to **NUMBER BY AIR MIX BALL NUMBERS** and Today's Date

(Under Development: IT)

NUMBER BY CAPSULE NUMBERS

SIGNATURE: _____ Today's Number: _____

SEQ	NUMBER																		
201		221		241		261		281		301		321		341		361			
202		222		242		262		282		302		322		342		362			
203		223		243		263		283		303		323		343		363			
204		224		244		264		284		304		324		344		364			
205		225		245		265		285		305		325		345		365			
206		226		246		266		286		306		326		346		366			
207		227		247		267		287		307		327		347					
208		228		248		268		288		308		328		348					
209		229		249		269		289		309		329		349					
210		230		250		270		290		310		330		350					
211		231		251		271		291		311		331		351					
212		232		252		272		292		312		332		352					
213		233		253		273		293		313		333		353					
214		234		254		274		294		314		334		354					
215		235		255		275		295		315		335		355					
216		236		256		276		296		316		336		356					
217		237		257		277		297		317		337		357					
218		238		258		278		298		318		338		358					
219		239		259		279		299		319		339		359					
220		240		260		280		300		320		340		360					

Note: Change title to **NUMBER BY AIR MIX BALL NUMBERS** and Today's Date

(Under Development: IT)

OATH OF OFFICE AND WAIVER OF PAY

(Required of every person who undertakes to render voluntary uncompensated service in the administration of the Military Selective Service Act)

OATH OF OFFICE

I do solemnly swear (or affirm) that if appointed to any position under the Military Selective Service Act, I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will, well and faithfully, discharge the duties of the office on which I am about to enter; SO HELP ME GOD.

WAIVER OF PAY

I hereby expressly declare that I am volunteering my services to assist in the administration of the Military Selective Service Act, and if appointed to an uncompensated position, I hereby expressly waive any right to pay or compensation in any form whatsoever for services heretofore or hereafter rendered. This waiver is signed by me pursuant to the provisions of the Selective Service Regulations.

Printed or Typed Full Name	Signature	Date

STATEMENT OF CERTIFICATION
FROM OFFICIAL OBSERVER
SELECTIVE SERVICE AIR MIX BALL DRUM LOADING

I, the undersigned, certify that I witnessed the air mix balls loading of lottery drums for the 25th of June, 1998 Selective Service System lottery.

I further certify that the procedures followed by Selective Service System personnel were as outlined in the lottery scenario attached.

Thirdly, I certify that those procedures resulted in the air mix balls drum loaded in a completely random manner.

(Signature)

Title

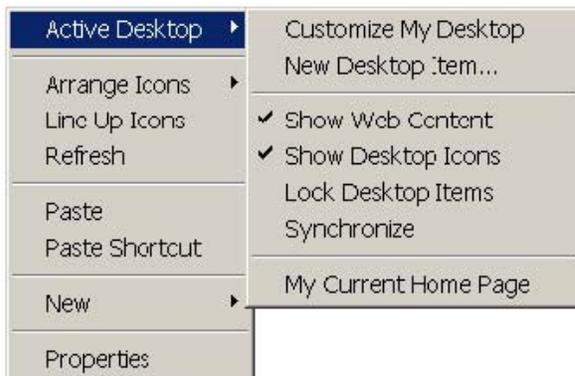
Date

Organization

SETUP INSTRUCTIONS FOR LOTTERY SOFTWARE

(IF software is already loaded on to an OP/REG computer, go to the Internet: <https://vpn.sss.gov> and go to Remote Desk Top. A window will appear asking for the computer name, type your computer name and click connect. Your computer desk top will appear on the screen and click on the Lottery Icon. If the software is not loaded, and software needs to be installed on your computer, follow below instructions.)

Right click on **Desktop**; select **Active Desktop**



Select **Customize my Desktop** and then select **Settings**.

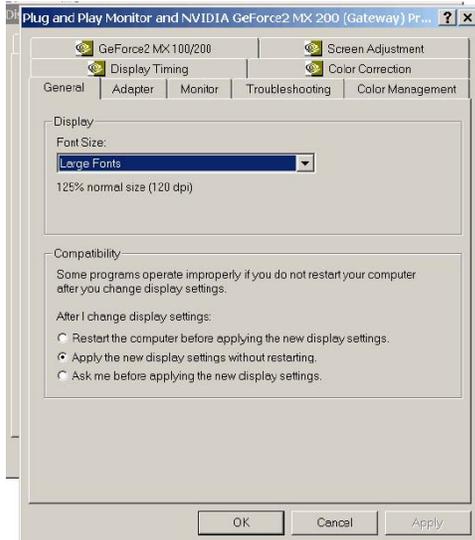
Verify that the **Screen Area** reading is showing **1024 by 768 pixels**, if not, move lever until it does.



(Under Development: IT)

Click on **Advanced**; select **General**.
The **Font Size** should be **Large Fonts**; if not, change to large fonts.

Apply and select **okay**.



INSTALLATION INSTRUCTIONS

Insert the CD into your computer's CD drive and follow the instructions on your screen when the Install Wizard begins. If the Install Wizard does not start automatically, follow these directions:

1. Click on the **Start** button on your task bar.
2. Click on **Run**. The following screen is displayed. Click on **Browse** and select your **CD-ROM Drive** in the drop down window if it is not displayed. Your CD-ROM Drive may have a different letter name than what is appearing below. Make sure drive letter is correct and press **OK**.

(Under Development: IT)



3. Welcome to the Lottery Installation Program [LIP].
4. Select **OK**.
5. Begin installation by clicking “**OK**”. The path should show **C:\program files\lottery**; click **OK**.
6. Program group name should be **Lottery**; press **continue**.
7. Lottery setup completed successfully; press **OK**.

LOGGING ON

The following screen will be displayed when the lottery program is executed. Proper User ID and password are required to access the system. Access information will be provided as needed.

Enter the **User ID** and the **Password** [provided by System Administrator]. Select **OK**.



Select **File** from the menu bar and select **Clear All Data** and you get the screen that follows.

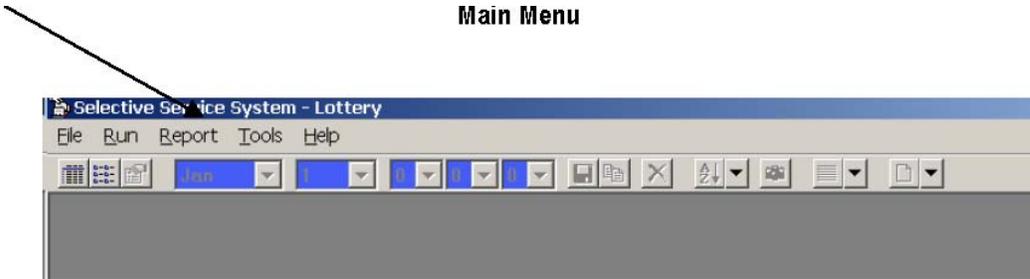
(Under Development: IT)



Select **Yes** to initialize the database and start a new lottery. Maybe the lottery program can be modified to determine leap and non-leap years.

The following main menu from which to select lottery processing will appear.

Main Menu

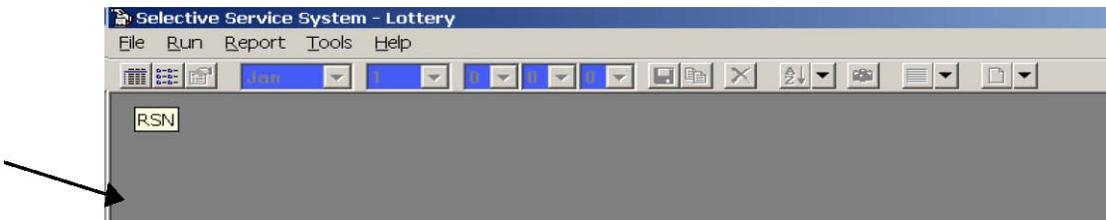


There are four (4) major steps in executing the lottery process from start to finish. They are:

1. Air mix ball Drum Loading of the Random Sequence Numbers (RSN).
2. Air mix ball Drum Loading of the Dates of Birth (DoB).
3. Lottery Drawing (LOT)
4. Random Sequence Number Recording onto Main Frame (RSNREC)

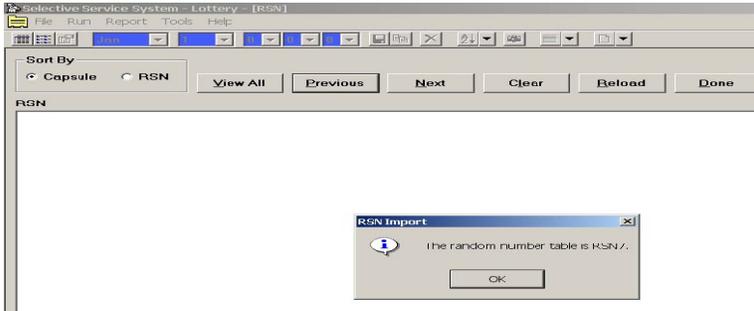
STEP 1 Air Mix Ball Drum Loading of the Random Sequence Numbers (RSN)

The first box on the menu bar [see arrow below] is the Random Sequence Number [RSN] box. To start the process, click on the **RSN** box.

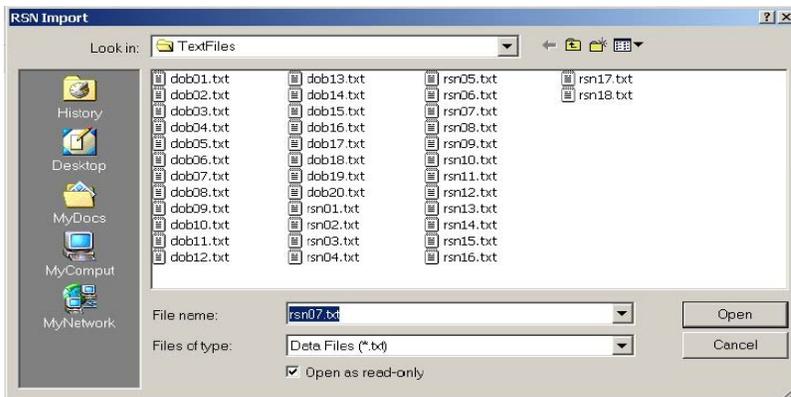


(Under Development: IT)

The screen below will appear. Within the screen will be a box displaying the random number table to be used for the RSN drawing. In this example it is **Random Sequence Table No. 7**. If you select the RSN box and you don't get the random table number being used, that means that there is previous data in the lottery and it must be cleared prior to another lottery being started. See page 4 for the procedures in clearing all data.

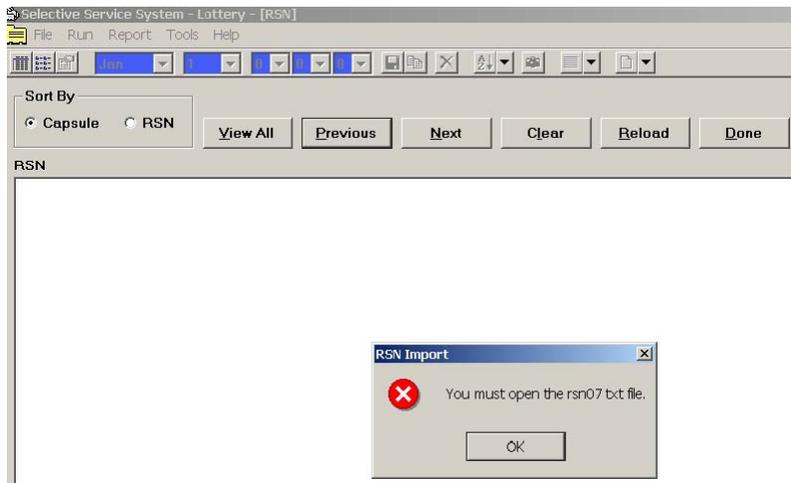


Select **OK** and the following RSN import table will appear. Select **Open**.



(Under Development: IT)

You will get the following screen if you attempt to open the incorrect table.



If the Text Files screen does not appear, but the screen below does appear, click on the down arrow for the Look In box [see page 6], click on **Local Disk (C)**, select **Program Files**, select **Lottery** and select **TextFiles**. Highlight the appropriate record to open. In this case, highlight **rsn7** and select **Open**.

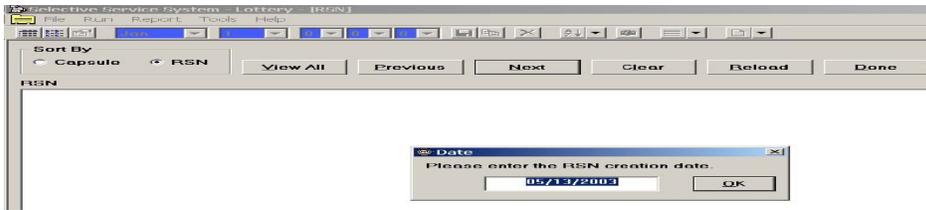


The main RSN screen will appear as seen below.



(Under Development: IT)

To start the selection process, click on **Next**. A date box will appear and upon acceptance of the date (usually the current day's date), click **OK**. The first RSN will appear after you have accepted the date.

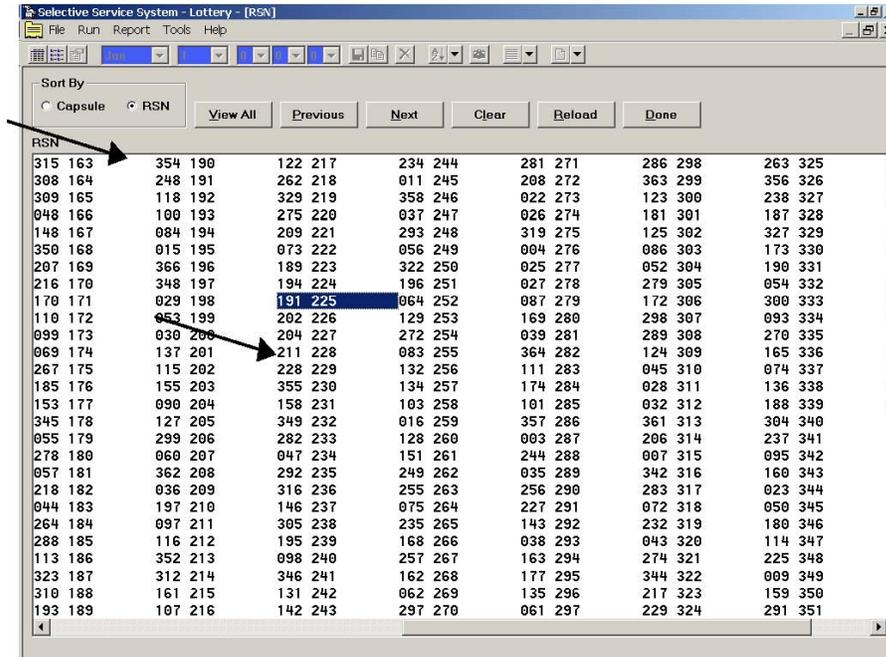


Continue to select the “**NEXT**” button until all numbers have been selected, and then placed into a drum’s racks. See Chapter 3 for the details in the drawing process. The last half of the screen will appear as below. **This step may not be needed since the balls are placed in racks.**



(Under Development: IT)

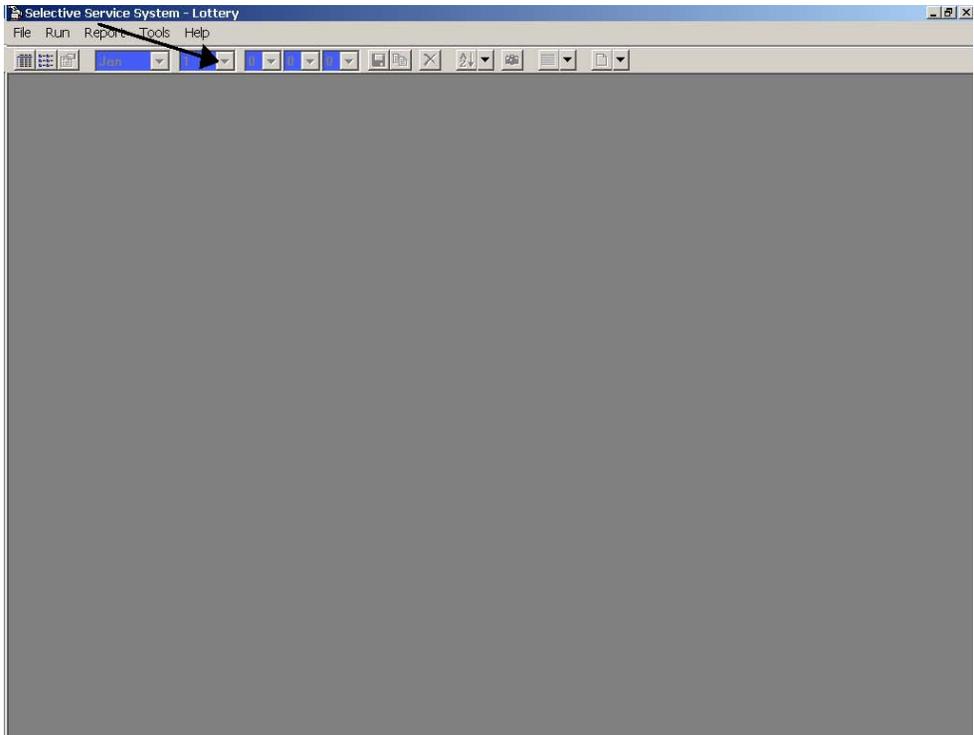
The above screen was sorted by the air mix ball number, which is the first row. For example, air mix ball number 191 will house random sequence number 225. Now see the screen below when the sort is on the RSN.



Always remember that regardless of how you sort the information, the columns never change. Column one is always the air mix ball number and column two is always the RSN. Of course when in the DOB lottery, column two becomes the DOB but column one remains the air mix ball number. When in the lottery itself, the three columns are: Column 1 air mix ball number; Column 2 date of birth; and Column 3 the RSN.

After all air mix balls have been loaded, and the “there are no more air mix balls” box appear, click **OK** and select **Done**. The system will return to the main menu screen as seen on the next screen.

(Under Development: IT)



This concludes Step 1 of the lottery process. To summarize, at this point all 365 or 366 during leap year random sequence numbers (RSNs) have been inserted into all three number drawer racks. **This step may not be needed.**

Step 2 – Air Mix Ball Drum Loading of the Dates of Birth (DoB)

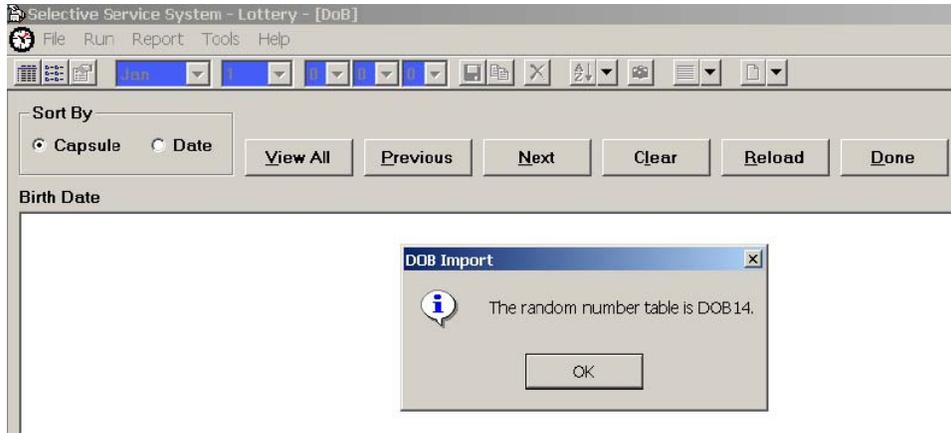
The second step of the lottery process is the loading of the date air mix balls into all three date drawer racks. The second box on the menu bar [see arrow below] is the Date of Birth [DoB] box. **This step may not be needed.**



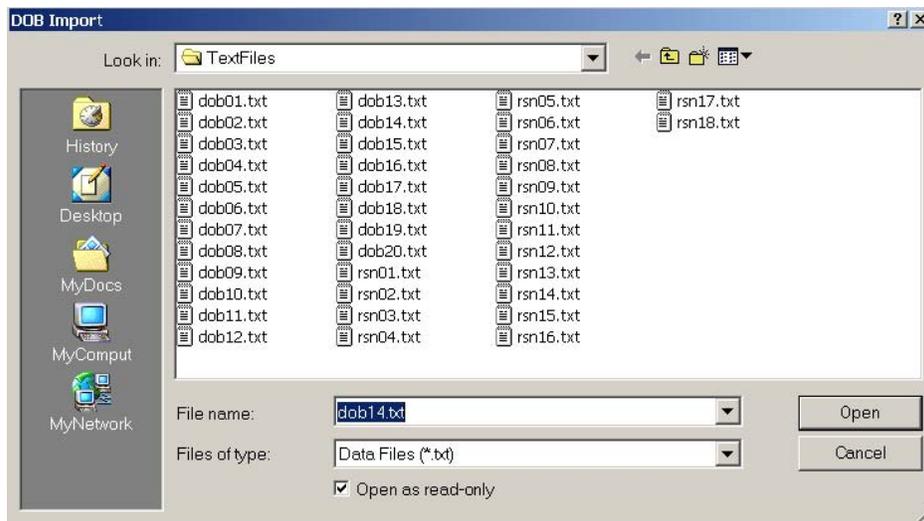
This step is a mirror of Step 1 except that you are now filling the date air mix balls.

(Under Development: IT)

To start this process, click on the **DoB** box and the following screen will appear showing the random table selected by the system. In this example, the random table for date of birth is No. 14. Any numbered DoB table, 001 through 020 could have been randomly selected by the system.

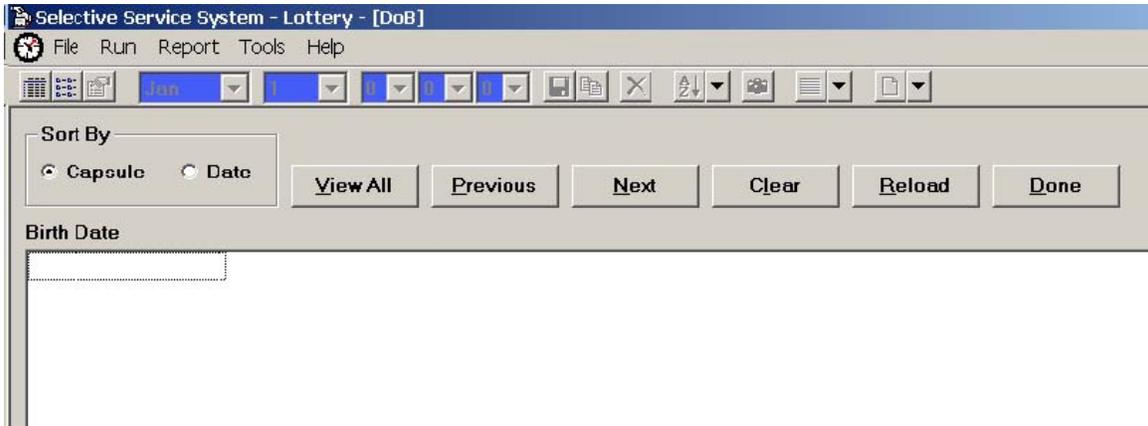


Select **OK** and the following import table will appear.



(Under Development: IT)

Refer to page 7 if you do not get the random table being referred to. Select **Open**. You will get the following screen for DoB.

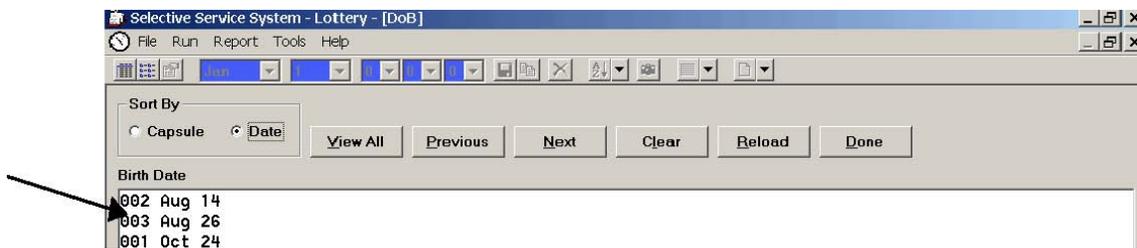
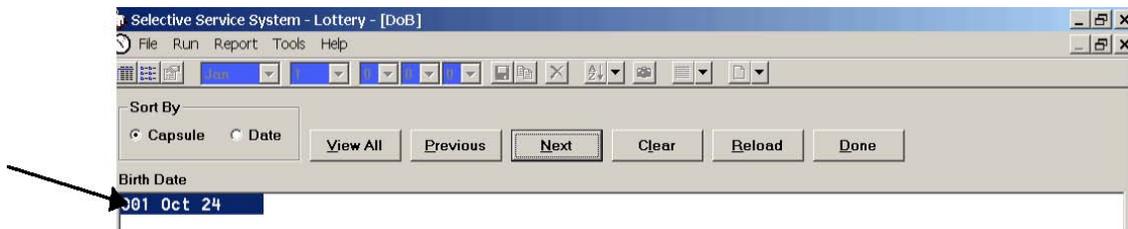


Select **“Next”** to start the draw and you will get the following screen within the screen. Upon acceptance of the date (usually the current day’s date), click **OK**.



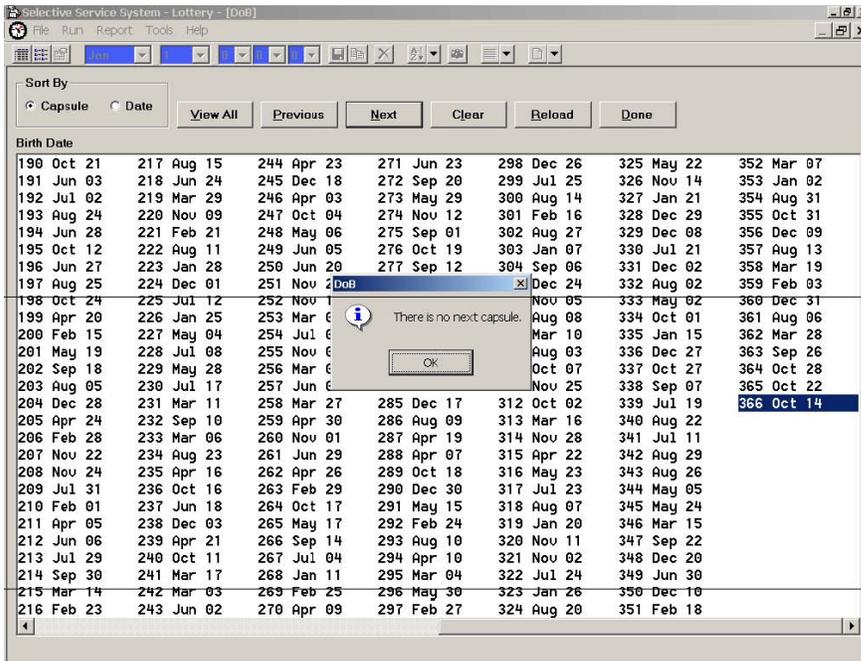
(Under Development: IT)

The first DoB will appear as seen below. The information in the columns are: 001 = air mix ball number; Aug = month; and 19 = the day of the month. Sorting can also be performed in date order. Continue to select the “**NEXT**” button until all numbers have been selected.



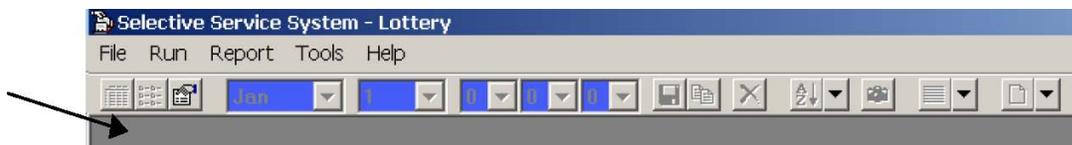
Refer to page 9 to learn about column changes. See Chapter 3 for the details in the drawing process. Step 3 the Lottery. Upon the selection of the last air mix ball, depress “**NEXT**” again and the following message box will appear stating that ‘There is no next air mix ball.’

(Under Development: IT)



Balls will replace capsule. (Under Development: IT)

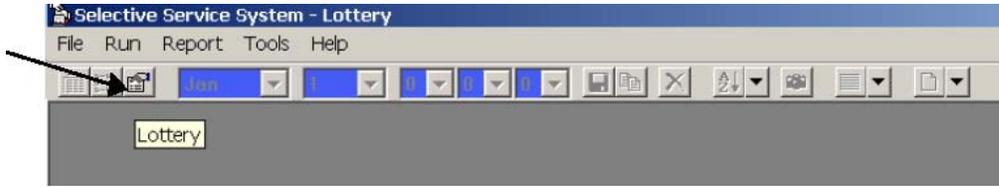
Select **OK**. Depress **“DONE”** and your system will return to the lottery main menu screen. Notice that the RSN and DoB icons are shaded out. Only the lottery icon can be accessed, which is Step 3 of the lottery process.



This concludes Step 2 of the lottery process. To summarize, at this point, all 365 or 366 during leap year random sequence air mix dates of birth have been placed into all three racks.

Step 3 - The Lottery Drawing (LOT)

The third step of the lottery process is the actual drawing of the air mix balls and the recording of the dates and numbers housed within the air mix balls. To start the process, click on the **Lottery** box, as seen below. Remember, you will not be able to start the Lottery process if the RSN and DoB processes have not been completed.



The following screen will appear. The box within the screen displays the current date, the day that the lottery is being run. Click **OK** to accept.

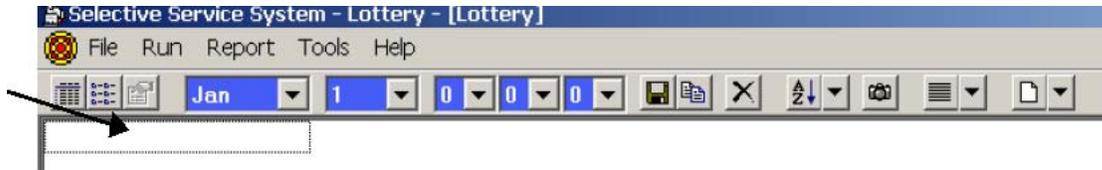


The following screen will appear. Even though Jan 1 is displayed, this does not mean that it will be the first date drawn. It is simply showing because it starts each new year. The screen below is the screen you will see when you are ready to run the lottery.



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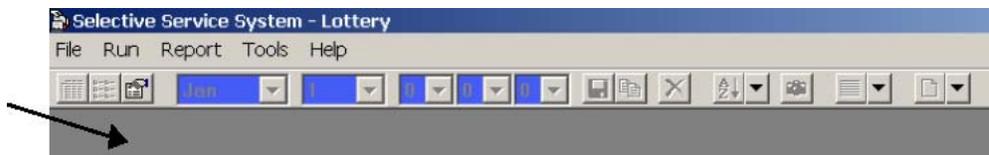
If the Lottery button is dimmed, see screen below, the lottery cannot be run because a step has not been successfully completed.



Notice the RSN and DoB buttons to the left of the lottery button are not dimmed. This means that Steps 1 and/or 2 have not been completed and therefore the lottery cannot be performed.

Steps 1 and 2 MUST be completed before a lottery can be performed.

Refer to the partial screen below. You will see that the lottery button is illuminated which means that Steps 1 and 2 have been performed. In fact, the RSN and DoB buttons are now dimmed. The RSN and DoB buttons will only be dimmed when **both** steps have been completed.



A lottery must be run now. If you do not run a lottery at this point, you must go to **File** and click on **Clear All Data**. You cannot open the RSN or DoB databases until a lottery is run. To be able to access the RSN and DoB databases, you must clear all data as stated above. You will be prompted: **“Are you sure you want to delete the entire lottery data? Once you delete the data you can’t recover them.”** You may choose to save the data, but remember, you will only be able to run a full lottery on what you save. The other databases will not be accessible to you until a lottery is run. You may elect not to save and delete the RSN and DoB data you have captured in Steps 1 and 2. In doing the **Clear All** you will again have access to the other databases (RSN and DoB).

In the RSN and DoB data you have only a air mix ball number and the RSN or DoB number. When performing the lottery step, you will have an air mix ball number, an RSN number and a DoB number. See Chapter 3 for the complete process.

It is now time for the lottery drawing exercise to start.

(Under Development: IT)

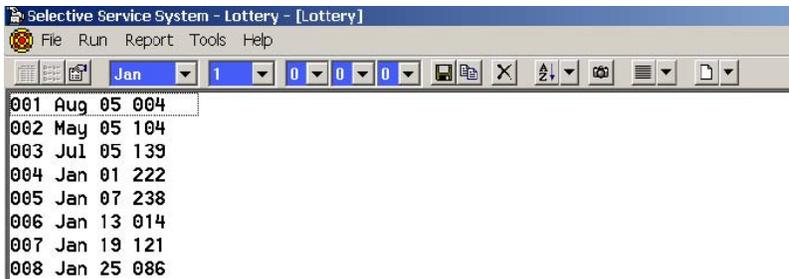
Again, to start the process, click on the **Lottery** box icon and the date will appear. The box within the screen displays the current date, the day that the lottery is being run. Click **OK** to accept. This will determine leap or non-leap year.



The following screen will appear and you are now ready to record the first date and number called.



The following screen shows how the dates and numbers are displayed once called during the lottery.



Column One in the above screen is always the **ball number**. **Column Two** will always be the **month**; **Column Three** will always be the **day of the month**; and **Column Four** will always be the **random sequence number (RSN)**. When the very first date and number are announced, the default setting will record the data in ball sequence. Note: first column is counter, second column date ball, and third number ball.

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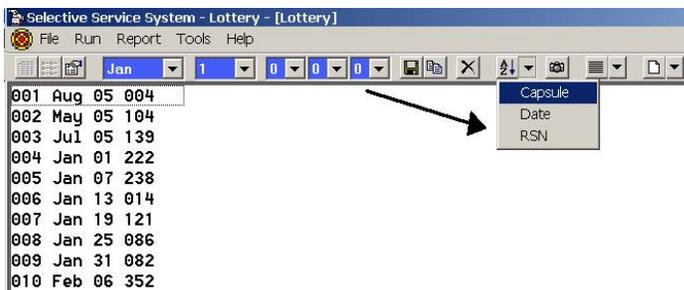
This selected icon is showing which icon to select in order to change how a sort is performed.



This selected icon is showing the three types of sort which can be performed: Ball [the default], Date and RSN.

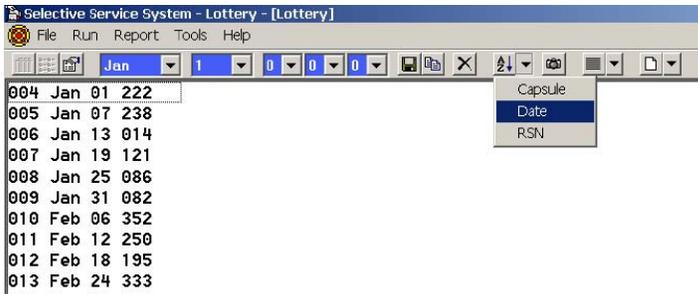


A sort on Air mix ball will be displayed as below:

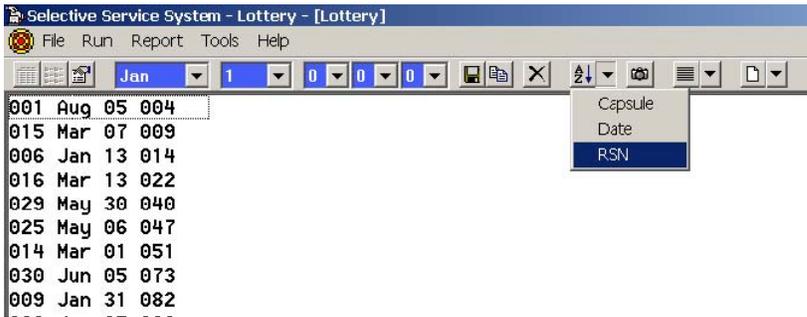


Notice that Column One is in consecutive order. The highlighted sort lets you know what sort is being performed. A sort on Date, column two, will be displayed as below:

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A sort on RSN, column four, will be displayed as below:



When the last two air mix balls have been drawn and read, the screens will look as shown below. Screen 1 will show the first 183 dates and numbers called, and Screen 2 will show the remaining 182 or 183 during leap year dates and numbers. Remember, the dates and numbers will be called in random order and will not appear as seen on the next two screens.

(Under Development: IT)

HALF SCREEN # 1

Selective Service System - Lottery - [Lottery]																							
File Run Report Tools Help																							
Jan 1 0 0 0																							
001	Jan	01	001	035	Feb	04	035	069	Mar	09	069	103	Apr	12	103	137	May	16	137	171	Jun	19	171
002	Jan	02	002	036	Feb	05	036	070	Mar	10	070	104	Apr	13	104	138	May	17	138	172	Jun	20	172
003	Jan	03	003	037	Feb	06	037	071	Mar	11	071	105	Apr	14	105	139	May	18	139	173	Jun	21	173
004	Jan	04	004	038	Feb	07	038	072	Mar	12	072	106	Apr	15	106	140	May	19	140	174	Jun	22	174
005	Jan	05	005	039	Feb	08	039	073	Mar	13	073	107	Apr	16	107	141	May	20	141	175	Jun	23	175
006	Jan	06	006	040	Feb	09	040	074	Mar	14	074	108	Apr	17	108	142	May	21	142	176	Jun	24	176
007	Jan	07	007	041	Feb	10	041	075	Mar	15	075	109	Apr	18	109	143	May	22	143	177	Jun	25	177
008	Jan	08	008	042	Feb	11	042	076	Mar	16	076	110	Apr	19	110	144	May	23	144	178	Jun	26	178
009	Jan	09	009	043	Feb	12	043	077	Mar	17	077	111	Apr	20	111	145	May	24	145	179	Jun	27	179
010	Jan	10	010	044	Feb	13	044	078	Mar	18	078	112	Apr	21	112	146	May	25	146	180	Jun	28	180
011	Jan	11	011	045	Feb	14	045	079	Mar	19	079	113	Apr	22	113	147	May	26	147	181	Jun	29	181
012	Jan	12	012	046	Feb	15	046	080	Mar	20	080	114	Apr	23	114	148	May	27	148	182	Jun	30	182
013	Jan	13	013	047	Feb	16	047	081	Mar	21	081	115	Apr	24	115	149	May	28	149	183	Jul	01	183
014	Jan	14	014	048	Feb	17	048	082	Mar	22	082	116	Apr	25	116	150	May	29	150				
015	Jan	15	015	049	Feb	18	049	083	Mar	23	083	117	Apr	26	117	151	May	30	151				
016	Jan	16	016	050	Feb	19	050	084	Mar	24	084	118	Apr	27	118	152	May	31	152				
017	Jan	17	017	051	Feb	20	051	085	Mar	25	085	119	Apr	28	119	153	Jun	01	153				
018	Jan	18	018	052	Feb	21	052	086	Mar	26	086	120	Apr	29	120	154	Jun	02	154				
019	Jan	19	019	053	Feb	22	053	087	Mar	27	087	121	Apr	30	121	155	Jun	03	155				
020	Jan	20	020	054	Feb	23	054	088	Mar	28	088	122	May	01	122	156	Jun	04	156				
021	Jan	21	021	055	Feb	24	055	089	Mar	29	089	123	May	02	123	157	Jun	05	157				
022	Jan	22	022	056	Feb	25	056	090	Mar	30	090	124	May	03	124	158	Jun	06	158				
023	Jan	23	023	057	Feb	26	057	091	Mar	31	091	125	May	04	125	159	Jun	07	159				
024	Jan	24	024	058	Feb	27	058	092	Apr	01	092	126	May	05	126	160	Jun	08	160				
025	Jan	25	025	059	Feb	28	059	093	Apr	02	093	127	May	06	127	161	Jun	09	161				
026	Jan	26	026	060	Feb	29	060	094	Apr	03	094	128	May	07	128	162	Jun	10	162				
027	Jan	27	027	061	Mar	01	061	095	Apr	04	095	129	May	08	129	163	Jun	11	163				
028	Jan	28	028	062	Mar	02	062	096	Apr	05	096	130	May	09	130	164	Jun	12	164				
029	Jan	29	029	063	Mar	03	063	097	Apr	06	097	131	May	10	131	165	Jun	13	165				
030	Jan	30	030	064	Mar	04	064	098	Apr	07	098	132	May	11	132	166	Jun	14	166				
031	Jan	31	031	065	Mar	05	065	099	Apr	08	099	133	May	12	133	167	Jun	15	167				
032	Feb	01	032	066	Mar	06	066	100	Apr	09	100	134	May	13	134	168	Jun	16	168				
033	Feb	02	033	067	Mar	07	067	101	Apr	10	101	135	May	14	135	169	Jun	17	169				
034	Feb	03	034	068	Mar	08	068	102	Apr	11	102	136	May	15	136	170	Jun	18	170				

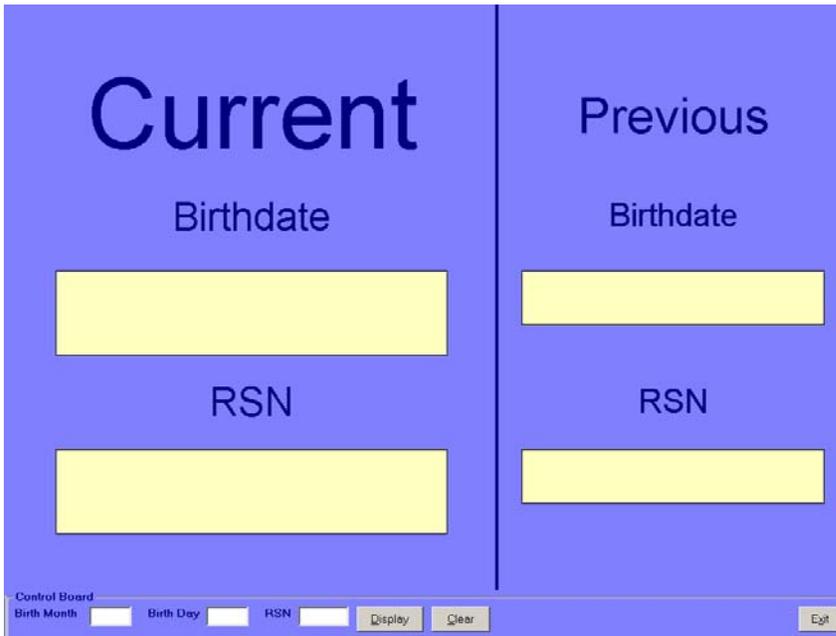
(Under Development: IT)

HALF SCREEN # 2

Selective Service System - Lottery - [Lottery]																							
File Run Report Tools Help																							
Jan 1 0 0 0																							
184	Ju1	02	184	218	Aug	05	218	252	Sep	08	260	286	Oct	14	294	320	Nov	18	328	354	Dec	22	362
185	Ju1	03	185	219	Aug	06	219	253	Sep	09	261	287	Oct	15	295	321	Nov	19	329	355	Dec	23	363
186	Ju1	04	186	220	Aug	07	220	254	Sep	10	262	288	Oct	16	296	322	Nov	20	330	356	Dec	24	365
187	Ju1	05	187	221	Aug	08	221	255	Sep	11	263	289	Oct	17	297	323	Nov	21	331	357	Dec	25	366
188	Ju1	06	188	222	Aug	09	222	256	Sep	12	264	290	Oct	18	298	324	Nov	22	332	358	Dec	26	241
189	Ju1	07	189	223	Aug	10	223	257	Sep	13	265	291	Oct	19	299	325	Nov	23	333	359	Dec	27	242
190	Ju1	08	190	224	Aug	11	224	258	Sep	14	266	292	Oct	20	300	326	Nov	24	334	360	Dec	28	243
191	Ju1	09	191	225	Aug	12	225	259	Sep	15	267	293	Oct	21	301	327	Nov	25	335	361	Dec	29	244
192	Ju1	10	192	226	Aug	13	226	260	Sep	16	268	294	Oct	22	302	328	Nov	26	336	362	Dec	30	245
193	Ju1	11	193	227	Aug	14	227	261	Sep	17	269	295	Oct	23	303	329	Nov	27	337	363	Dec	31	246
194	Ju1	12	194	228	Aug	15	228	262	Sep	18	270	296	Oct	24	304	330	Nov	28	338	364	Oct	07	247
195	Ju1	13	195	229	Aug	16	229	263	Sep	19	271	297	Oct	25	305	331	Nov	29	339	365	Oct	08	248
196	Ju1	14	196	230	Aug	17	230	264	Sep	20	272	298	Oct	26	306	332	Nov	30	340	366	Nov	08	364
197	Ju1	15	197	231	Aug	18	231	265	Sep	21	273	299	Oct	27	307	333	Dec	01	341				
198	Ju1	16	198	232	Aug	19	232	266	Sep	22	274	300	Oct	28	308	334	Dec	02	342				
199	Ju1	17	199	233	Aug	20	233	267	Sep	23	275	301	Oct	29	309	335	Dec	03	343				
200	Ju1	18	200	234	Aug	21	234	268	Sep	24	276	302	Oct	30	310	336	Dec	04	344				
201	Ju1	19	201	235	Aug	22	235	269	Sep	25	277	303	Oct	31	311	337	Dec	05	345				
202	Ju1	20	202	236	Aug	23	236	270	Sep	26	278	304	Nov	01	312	338	Dec	06	346				
203	Ju1	21	203	237	Aug	24	237	271	Sep	27	279	305	Nov	02	313	339	Dec	07	347				
204	Ju1	22	204	238	Aug	25	238	272	Sep	28	280	306	Nov	03	314	340	Dec	08	348				
205	Ju1	23	205	239	Aug	26	239	273	Sep	29	281	307	Nov	04	315	341	Dec	09	349				
206	Ju1	24	206	240	Aug	27	240	274	Sep	30	282	308	Nov	05	316	342	Dec	10	350				
207	Ju1	25	207	241	Aug	28	241	275	Oct	01	283	309	Nov	06	317	343	Dec	11	351				
208	Ju1	26	208	242	Aug	29	242	276	Oct	02	284	310	Nov	07	318	344	Dec	12	352				
209	Ju1	27	209	243	Aug	30	243	277	Oct	03	285	311	Nov	09	319	345	Dec	13	353				
210	Ju1	28	210	244	Aug	31	244	278	Oct	04	286	312	Nov	10	320	346	Dec	14	354				
211	Ju1	29	211	245	Sep	01	253	279	Oct	05	287	313	Nov	11	321	347	Dec	15	355				
212	Ju1	30	212	246	Sep	02	254	280	Oct	06	288	314	Nov	12	322	348	Dec	16	356				
213	Ju1	31	213	247	Sep	03	255	281	Oct	09	289	315	Nov	13	323	349	Dec	17	357				
214	Aug	01	214	248	Sep	04	256	282	Oct	10	290	316	Nov	14	324	350	Dec	18	358				
215	Aug	02	215	249	Sep	05	257	283	Oct	11	291	317	Nov	15	325	351	Dec	19	359				
216	Aug	03	216	250	Sep	06	258	284	Oct	12	292	318	Nov	16	326	352	Dec	20	360				
217	Aug	04	217	251	Sep	07	259	285	Oct	13	293	319	Nov	17	327	353	Dec	21	361				

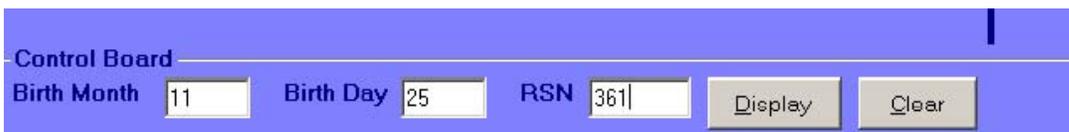
(Under Development: IT)

Between the two large screen is a **smaller screen**. See below.



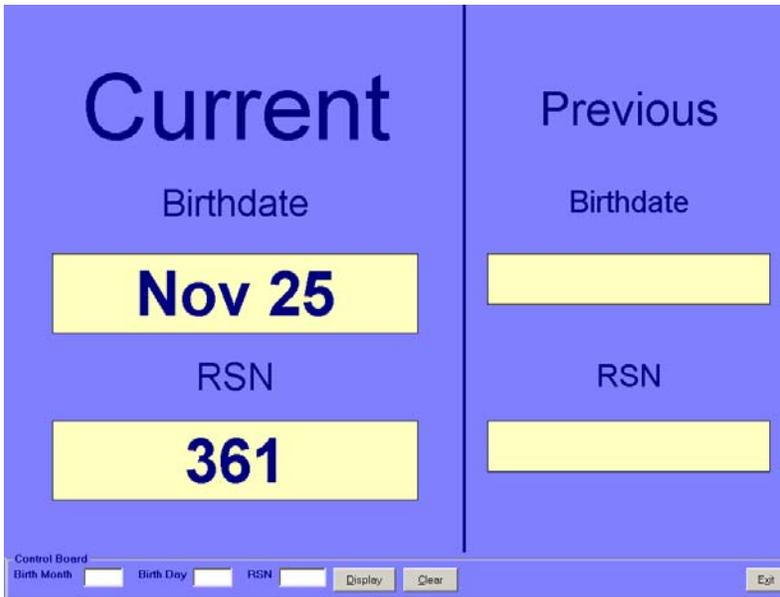
This screen displays the last number called and the number called before that. As the next number is called the number showing as Previous will disappear. The number showing as Current will move over to the Previous slots and the last number called will be showing in Current. See examples below.

Example: The very first number in a lottery drawing was November 25 and the random sequence number drawn was 361.



Above is the bottom portion of the small screen and as you see, this is where the announcements are recorded. After the Birth Month, Birth Day and RSN have been announced and keyed, the PC operator will select the Display button and the screen will look as shown next.

(Under Development: IT)



Since this was the first number announced, there is no data for the previous side of the screen. Now, let say the second number announced is December 26 and the RSN selected and announced was number 17. The screen will then appear as follows:



The third number and date announced: June 9, number 47. The screen would appear as follows:

(Under Development: IT)



As shown from screen below, the first half or second half of the lottery can be fully viewed at anytime. When selecting **All**, you will get the entire 365 or 366 during leap year drawings. However, it cannot be shown in that fashion in this manual in that format.

Selective Service System - Lottery - [Lottery]																
File Run Report Tools Help																
Jan 1 0 0 0																
184	Jul	02	184	218	Aug	05	218	252	Sep	08	260	286	0	First Half	20	
185	Jul	03	185	219	Aug	06	219	253	Sep	09	261	287	0	Second Half	21	
186	Jul	04	186	220	Aug	07	220	254	Sep	10	262	288	0	All	22	
187	Jul	05	187	221	Aug	08	221	255	Sep	11	263	289	Oct	17	297	323

Note: first column is counter, second column is date, and third is random sequence number. **(Under Development: IT)**

To see All --view all screen-- click on the 'camera' icon.

Lottery Sorted by Capsule on 1/28/2002												CAP DOB RSN																							
001	Jan	01	001	044	Feb	13	044	087	Mar	27	087	130	May	09	130	173	Jun	21	173	216	Aug	03	216	259	Sep	15	267	302	Oct	30	310	345	Dec	13	353
002	Jan	02	002	045	Feb	14	045	088	Mar	28	088	131	May	10	131	174	Jun	22	174	217	Aug	04	217	260	Sep	16	268	303	Oct	31	311	346	Dec	14	354
003	Jan	03	003	046	Feb	15	046	089	Mar	29	089	132	May	11	132	175	Jun	23	175	218	Aug	05	218	261	Sep	17	269	304	Nov	01	312	347	Dec	15	355
004	Jan	04	004	047	Feb	16	047	090	Mar	30	090	133	May	12	133	176	Jun	24	176	219	Aug	06	219	262	Sep	18	270	305	Nov	02	313	348	Dec	16	356
005	Jan	05	005	048	Feb	17	048	091	Mar	31	091	134	May	13	134	177	Jun	25	177	220	Aug	07	220	263	Sep	19	271	306	Nov	03	314	349	Dec	17	357
006	Jan	06	006	049	Feb	18	049	092	Apr	01	092	135	May	14	135	178	Jun	26	178	221	Aug	08	221	264	Sep	20	272	307	Nov	04	315	350	Dec	18	358
007	Jan	07	007	050	Feb	19	050	093	Apr	02	093	136	May	15	136	179	Jun	27	179	222	Aug	09	222	265	Sep	21	273	308	Nov	05	316	351	Dec	19	359
008	Jan	08	008	051	Feb	20	051	094	Apr	03	094	137	May	16	137	180	Jun	28	180	223	Aug	10	223	266	Sep	22	274	309	Nov	06	317	352	Dec	20	360
009	Jan	09	009	052	Feb	21	052	095	Apr	04	095	138	May	17	138	181	Jun	29	181	224	Aug	11	224	267	Sep	23	275	310	Nov	07	318	353	Dec	21	361
010	Jan	10	010	053	Feb	22	053	096	Apr	05	096	139	May	18	139	182	Jun	30	182	225	Aug	12	225	268	Sep	24	276	311	Nov	08	319	354	Dec	22	362
011	Jan	11	011	054	Feb	23	054	097	Apr	06	097	140	May	19	140	183	Jul	01	183	226	Aug	13	226	269	Sep	25	277	312	Nov	09	320	355	Dec	23	363
012	Jan	12	012	055	Feb	24	055	098	Apr	07	098	141	May	20	141	184	Jul	02	184	227	Aug	14	227	270	Sep	26	278	313	Nov	10	321	356	Dec	24	365
013	Jan	13	013	056	Feb	25	056	099	Apr	08	099	142	May	21	142	185	Jul	03	185	228	Aug	15	228	271	Sep	27	279	314	Nov	11	322	357	Dec	25	366
014	Jan	14	014	057	Feb	26	057	100	Apr	09	100	143	May	22	143	186	Jul	04	186	229	Aug	16	229	272	Sep	28	280	315	Nov	12	323	358	Dec	26	241
015	Jan	15	015	058	Feb	27	058	101	Apr	10	101	144	May	23	144	187	Jul	05	187	230	Aug	17	230	273	Sep	29	281	316	Nov	13	324	359	Dec	27	242
016	Jan	16	016	059	Feb	28	059	102	Apr	11	102	145	May	24	145	188	Jul	06	188	231	Aug	18	231	274	Sep	30	282	317	Nov	14	325	360	Dec	28	243
017	Jan	17	017	060	Feb	29	060	103	Apr	12	103	146	May	25	146	189	Jul	07	189	232	Aug	19	232	275	Oct	01	283	318	Nov	15	326	361	Dec	29	244
018	Jan	18	018	061	Mar	01	061	104	Apr	13	104	147	May	26	147	190	Jul	08	190	233	Aug	20	233	276	Oct	02	284	319	Nov	16	327	362	Dec	30	245
019	Jan	19	019	062	Mar	02	062	105	Apr	14	105	148	May	27	148	191	Jul	09	191	234	Aug	21	234	277	Oct	03	285	320	Nov	17	328	363	Dec	31	246
020	Jan	20	020	063	Mar	03	063	106	Apr	15	106	149	May	28	149	192	Jul	10	192	235	Aug	22	235	278	Oct	04	286	321	Nov	18	329	364	Oct	07	247
021	Jan	21	021	064	Mar	04	064	107	Apr	16	107	150	May	29	150	193	Jul	11	193	236	Aug	23	236	279	Oct	05	287	322	Nov	19	330	365	Oct	08	248
022	Jan	22	022	065	Mar	05	065	108	Apr	17	108	151	May	30	151	194	Jul	12	194	237	Aug	24	237	280	Oct	06	288	323	Nov	20	331	366	Nov	08	364
023	Jan	23	023	066	Mar	06	066	109	Apr	18	109	152	May	31	152	195	Jul	13	195	238	Aug	25	238	281	Oct	07	289	324	Nov	21	332				
024	Jan	24	024	067	Mar	07	067	110	Apr	19	110	153	Jun	01	153	196	Jul	14	196	239	Aug	26	239	282	Oct	08	290	325	Nov	22	333				
025	Jan	25	025	068	Mar	08	068	111	Apr	20	111	154	Jun	02	154	197	Jul	15	197	240	Aug	27	240	283	Oct	09	291	326	Nov	23	334				
026	Jan	26	026	069	Mar	09	069	112	Apr	21	112	155	Jun	03	155	198	Jul	16	198	241	Aug	28	241	284	Oct	10	292	327	Nov	24	335				
027	Jan	27	027	070	Mar	10	070	113	Apr	22	113	156	Jun	04	156	199	Jul	17	199	242	Aug	29	242	285	Oct	11	293	328	Nov	25	336				
028	Jan	28	028	071	Mar	11	071	114	Apr	23	114	157	Jun	05	157	200	Jul	18	200	243	Aug	30	243	286	Oct	12	294	329	Nov	26	337				
029	Jan	29	029	072	Mar	12	072	115	Apr	24	115	158	Jun	06	158	201	Jul	19	201	244	Aug	31	244	287	Oct	13	295	330	Nov	27	338				
030	Jan	30	030	073	Mar	13	073	116	Apr	25	116	159	Jun	07	159	202	Jul	20	202	245	Sep	01	245	288	Oct	14	296	331	Nov	28	339				
031	Jan	31	031	074	Mar	14	074	117	Apr	26	117	160	Jun	08	160	203	Jul	21	203	246	Sep	02	246	289	Oct	15	297	332	Nov	29	340				
032	Feb	01	032	075	Mar	15	075	118	Apr	27	118	161	Jun	09	161	204	Jul	22	204	247	Sep	03	247	290	Oct	16	298	333	Dec	01	341				
033	Feb	02	033	076	Mar	16	076	119	Apr	28	119	162	Jun	10	162	205	Jul	23	205	248	Sep	04	248	291	Oct	17	299	334	Dec	02	342				
034	Feb	03	034	077	Mar	17	077	120	Apr	29	120	163	Jun	11	163	206	Jul	24	206	249	Sep	05	249	292	Oct	18	300	335	Dec	03	343				
035	Feb	04	035	078	Mar	18	078	121	Apr	30	121	164	Jun	12	164	207	Jul	25	207	250	Sep	06	250	293	Oct	19	301	336	Dec	04	344				
036	Feb	05	036	079	Mar	19	079	122	May	01	122	165	Jun	13	165	208	Jul	26	208	251	Sep	07	251	294	Oct	20	302	337	Dec	05	345				
037	Feb	06	037	080	Mar	20	080	123	May	02	123	166	Jun	14	166	209	Jul	27	209	252	Sep	08	252	295	Oct	21	303	338	Dec	06	346				
038	Feb	07	038	081	Mar	21	081	124	May	03	124	167	Jun	15	167	210	Jul	28	210	253	Sep	09	253	296	Oct	22	304	339	Dec	07	347				
039	Feb	08	039	082	Mar	22	082	125	May	04	125	168	Jun	16	168	211	Jul	29	211	254	Sep	10	254	297	Oct	23	305	340	Dec	08	348				
040	Feb	09	040	083	Mar	23	083	126	May	05	126	169	Jun	17	169	212	Jul	30	212	255	Sep	11	255	298	Oct	24	306	341	Dec	09	349				
041	Feb	10	041	084	Mar	24	084	127	May	06	127	170	Jun	18	170	213	Jul	31	213	256	Sep	12	256	299	Oct	25	307	342	Dec	10	350				
042	Feb	11	042	085	Mar	25	085	128	May	07	128	171	Jun	19	171	214	Aug	01	214	257	Sep	13	257	300	Oct	26	308	343	Dec	11	351				
043	Feb	12	043	086	Mar	26	086	129	May	08	129	172	Jun	20	172	215	Aug	02	215	258	Sep	14	258	301	Oct	27	309	344	Dec	12	352				

Additional screens which will be used are identified below.

After selecting the announced date and/or number, the Add {disk} icon must be selected in order to post the date and or number in the screen. Both month and date and RSN must be entered before an Add will take place.



(Under Development: IT)

To Replace {double page}: This icon will be selected when an incorrect entry for month or date or RSN has occurred. User will delete the entry and select the correct drop-down menu data. **Remember, never perform the delete function in replacing data unless the sort sequence is in air mix ball order.**



To Delete {large ex}: This icon will be selected when the last lottery number on the whole list, in air mix ball sequence is to be deleted. **Remember, never perform the delete function unless the sort sequence is in air mix ball order.**



To View All {camera}: Select this icon when it is desired to see all dates and numbers that have been announced.

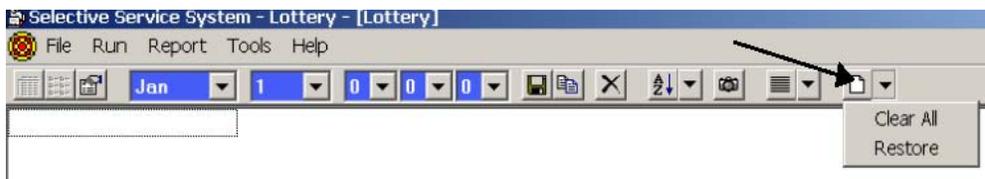


(Under Development: IT)

To Show Lottery {page of lines}: Selecting this icon will give the choice of viewing the first half (the first 183 dates and numbers announced); the second half (the second set of 182 or 183 during leap year dates and numbers announced) or to show all dates and numbers that have been announced. Remember to scroll across to see all dates and numbers.

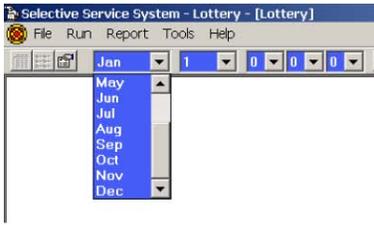


To Clear All or Restore {blank page}: When **Clear All** is selected, the current data showing on the lottery screen will be erased. Select **Restore** to retrieve what was just eradicated. Remember, the current lottery screen can be overwritten with whichever lottery data you select.

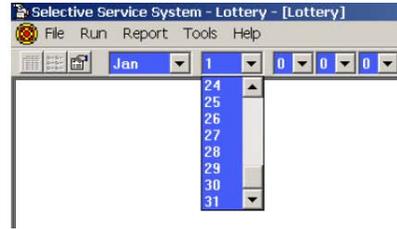


When selecting the month, day and numbers, drop-down lists will be used. See series of screens below:

(Under Development: IT)



Month



Day

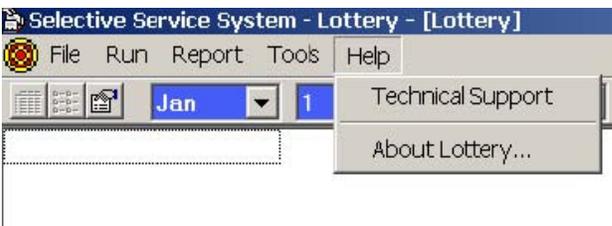
(Under Development: IT)

RSN (consisting of 3 digits)



(Under Development: IT)

Other featured boxes with drop-down screens.



(Under Development: IT)

This concludes Step 3 of the lottery process. To summarize, at this point, all 365 or 366 during leap year random sequence numbers and dates of birth have been drawn and recorded. After all numbers and dates have been certified proceed to Step 4.

STEP 4 -Random Sequence Number Ball Recording onto RCV/CRPP (RSNREC)

At the completion of the lottery drawing and upon certification of correctness by Official Observers, the results of the lottery drawing will, upon direction from the Associate Director for Operations, be (a) exported to a CD and presented to an SSS OP/IT representative who will transmit the data to the Data Management Center (DMC) from National Headquarters, or (b) entered the data at National Headquarters through the Central Registrant Processing Portal.

This completes the entire lottery process.



Fiscal Manual

December 2016

**FISCAL MANUAL
RECORD OF CHANGES**

Date	Chapter	Description
June 2013	All	Issued totally revised and expanded SSS Fiscal Manual.
September 2013	5	Revised Chapter 5 to add Section F; Quarterly Obligation Review and Appendix A: Review of Unliquidated Obligations, Appendix B: Unliquidated Obligation Review Certification, and Appendix C: Undelivered Summary. Renumbered remaining sections.
November 2013	3	Revised Chapter 3, Section B: Budget Formulation; Section C: Budget Review and Analysis; Section G, paragraph 2, Military Pay Tables and Pay Factors for Posting in IMIS. Added Appendix A: RFO Accountability Report; Appendix B: Region’s Quarterly Detailed Projected Drill and AT Costs; Appendix C: Summary of Quarterly Regions’ Detailed Projected Drill & AT Costs; and, Appendix D Execution Reports from the Agency’s Finance and Accounting System.
February 2014	2	Revised Chapter 2 Section E.2. to add “OFF will utilize full controls at the budget line item and BOC levels; added Section K – Interagency Agreements, and Appendix K - Budget Document Correction.
	11	Revised Chapter 11 Section B.1. to add “OFF will utilize full controls at the budget line item and BOC levels; and, renumbered Appendices A-D to add new Appendix A – Anti-Deficiency Act Checklist.
June 2014	1	Revised Chapter 1 to add Section A.6. Records Retention; and, expand Section B.2. Appropriated Funds.
	2	Revised Chapter 2 to add “warrant definition in Section E; expand Sections F: Apportionment, G: Allotments and Sub-Allotments, and J: Reimbursable Orders. Also, added Appendices L: Process Flow for Apportionments and Allotments and M: Worksheet to Calculate Apportionments, Allotments and Sub-Allotments
	3	Revised to reflect updated RFO processes and procedures.
	5	Revised Chapter 5 to clarify roles and responsibilities. Section D Contracts and Purchases to add new requisition-purchase order procedures for purchase cards, use of P/F field to denote final invoice payment, and reference to Appendix E – Payment Inquiries. Section E Government Purchase Card to update background. Section F Quarterly Obligation Review to add review of outstanding commitments. Section G Collections to add reference to Appendix D – Check Deposits, Invoice Processing Platform (IPP), and the Centralized Receivables Service (CRS). Deleted references to SSS Directives 300-3, 700-13, and 700-16; and, added references to new ASM 730.
	7	Revised Chapter 7 to expand Part II: Section B Benefits include

**FISCAL MANUAL
RECORD OF CHANGES**

Date	Chapter	Description
		Benefits to Former Employees NOT Financed by the Agency and LWOP Status; Section C Other Personnel Issues to update Recruitment, Retention and Relocation section for calendar year 2014 limitation and Awards section to include other awards and Awards Ceremonies.
	8	Revised Chapter 8 Part I to add new sections: C: Relationship between Budgetary and Proprietary Accounts; D: Accounts Receivable; E: Accounts Payable; and Appendix A: Budgetary Authority for Annual Appropriations.
	11	Revised to add Section A.4. Training; renumbered Appendices after deleting original Appendix A: Administrative Checklist, which is now part of the FM Checklist package.
	12	Revised to reflect name changes to Travel System and RFO reporting schedule.
July 2014	5	Revised to correct spelling and formatting errors.
	6	Updated to reflect new agency travel system, CONCUR CGE
August 2014	3	Revised to reflect updated RFO processes and procedures.
September 2014	9	Updated Management Control and Accountability Program.
October 2014	8	Chapter 8 capitalization threshold revised to \$50,000 and 5 years effective October 1, 2014 (FY 2015).
February 2015	6 Pt. 1	Updated Chapter 6 Part 1 to ensure requirement to consider military lodging (BQs) as a first option when conducting official travel on or near military installations. Made other administrative changes.
February 2015	6 Pt. 2	Made administrative changes.
March 2015	1	Updated Appendix D- Acronyms
March 2015	3	Revised to reflect updated RFO processes and procedures.
April 2015	8	Administrative changes made to Chapter 8 capitalization threshold language.
May 2015	3	Revised to reflect updated RFO processes and procedures.
June 2016	5	Added Unfunded Requirement (UFR) verbiage for training and services.
June 2016	7	Added note for Unfunded Requirements (UFRs) for training.
June 2016	8	Added a new section for Unfunded Requirement (UFR) policies for training and services.

**SELECTIVE SERVICE SYSTEM
FISCAL MANUAL**

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CHAPTER 1
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Section A: Introduction

1. Purpose: This manual provides the Selective Service System (SSS) a single source for policy, directives, instructions and procedures pertaining to financial management functions (e.g., budget, accounting, purchasing, travel, payroll, internal control, financial statements, funds controls, etc.).
2. Applicability: The instructions in this manual are binding upon all offices of the SSS and compliance with procedures is mandatory.
3. References: This manual conforms to the basic requirements of applicable Federal statutes and regulations of the General Accounting Office, Treasury Department, Office of Management and Budget, and the General Services Administration. Hyperlinks are provided for key source documentation.
 - a. [United States Code \(USC\) – statutory law](#)
 - i. Annual Appropriations Acts
 - ii. Military Selective Service Act
 - iii. Accountability of Tax Dollars Act (ATDA)
 - iv. Federal Financial Management Improvement Act (FFMIA)
 - v. Federal Managers Financial Integrity Act (FMFIA)
 - vi. Improper Payment Improvement Act (IPIA)
 - vii. Recovery Auditing Act
 - viii. Debt Collection Improvement Act (DCIA)
 - ix. Prompt Pay Act
 - b. [Code of Federal Regulations \(CFR – regulations\)](#)
 - c. [Office of Management and Budget \(OMB\) Circulars](#)
 - i. A-11 Preparation, Submission, Execution of Budget
 - ii. A-123 Management Responsibilities for Internal Control
 - iii. A-127 Financial Management Systems
 - iv. A-129 Policies for Federal Credit Programs and Non-Tax Receivables
 - v. A-134 Financial Accounting Principles and Standards
 - vi. A-136 Financial Reporting Requirements
 - d. [Federal Travel Regulations \(FTR\)](#)
 - e. [Federal Acquisition Regulations \(FAR\)](#)
 - f. [Government Accountability Office \(GAO\)](#)
 - g. [Treasury Financial Manual \(TFM\)](#)
 - h. [Federal Accounting Standards Advisory Board \(FASAB\)](#)
 - i. Statement of Federal Accounting Standards (SFFAS)
 - ii. Statement of Federal Accounting Concepts
 - iii. Technical Interpretations

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- i. [U.S. Department of Treasury Office of Financial Innovation and Transformation](#) successor to Federal Systems Integration Office (FSIO) Standards and Joint Financial Management Improvement Project (JFMIP)
 - j. [SSS Headquarters Order 12-02, Organization and Functions of the Selective Service System \(SSS\)](#)
4. General Responsibilities:
- a. National Headquarters: The Financial Management (FM) Directorate is responsible for maintenance of this manual in compliance with all applicable laws, regulations and Federal guidance. FM is also responsible for establishing internal fiscal management control standards for all administrative offices of the SSS.
 - b. Other Administrative Offices: Other administrative offices are responsible for compliance with the policies and procedures set forth herein or in related manuals.
5. Authorities
- a. Peacetime: The SSS operates in peacetime under the Military Selective Service Act of 2003, 50 U.S.C. App. 451 et seq., to ensure compliance with the mandate for young men age 18 through 25 to register with the Selective Service System; maintain a registrant database; manage SSS Board members; and, maintain an Alternative Service Program for men who would be classified as conscientious objectors.
 - b. Mobilization: In case of an emergency in which conscription is authorized, a separate budget must be formulated to support conscription activities. The responsibilities and duties of the SSS will be expanded as stated in SSS Financial Management Standard Operating Procedures, National Headquarters, August 2007; and SSS Headquarters Order 12-2, Organization and Functions of the Selective Service System.

Section B: Federal Government Accounting and Budgeting

1. Authorizing Legislation: This legislation provides the authority to create, continue or alter an agency or programs; and identifies the functions, responsibilities and organizational structure. The authorizing legislation for the Selective Service System (SSS) is the [Military Selective Service Act](#). Under this authority, SSS is authorized to (1) accept gifts of supplies, equipment, and voluntary services; and, (2) the Director may make final settlement of individual claims not exceeding \$500 for travel without regard to the Federal Travel Regulations (FTR).
2. Appropriated Funds: SSS receives annual one-year appropriations that are available for incurring new obligations during the fiscal year appropriated. After the close of the fiscal

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year in which funds are appropriated, funds are no longer available for new obligations but may be used for obligations adjustments during the five-year expired funds period. At the end of the sixth year, funds are cancelled. Any legitimate claims, vouchers, or invoices related to cancelled funds are paid from currently available appropriations subject to a one percent limitation. For Anti-Deficiency Act purposes fund identify is maintain from cradle to grave.

3. Major Budgetary and Accounting Legislation

- a. The United States Constitution, Article 1, Section 9, is the beginning of government accountability.
- b. The Budget and Accounting Act of 1921 created the Bureau of the Budget in the Department of the Treasury, which became the Office of Management and Budget (OMB), and the General Accountability Office (GAO).
- c. The Budget and Accounting Procedures Act of 1950 established the Anti-Deficiency Act
- d. The Accounting and Auditing Act of 1950, as amended, and the Federal Managers Financial Integrity Act of 1982 require annual reviews of internal accounting and administrative controls to identify material weaknesses and implement corrective action.
- e. The Congressional Budget and Impoundment Control Act of 1974 established the Congressional Budget Office.
- f. The Budget Enforcement Act of 1990 placed limits on discretionary spending and requires increases in spending or reductions in revenues offset by legislative action to maintain the deficit at current levels.
- g. The Chief Financial Officers (CFO) Act of 1990 established CFO positions in 23 Federal agencies and requires submission of annual audited financial statements.
- h. The Government Performance and Results Act of 1993 requires each agency to have a five-year strategic plan linking an agency's mission to the performance of annual and on-term goals.
- i. The Federal Financial Management Improvement Act of 1996 requires Federal agencies to implement and maintain financial management systems that substantially comply with Federal financial management systems requirements, applicable Federal accounting standards, and the United States Standard General Ledger (USSGL) at the transaction level. Annually agency heads assess and report on compliance.

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- j. The Debt Collection Improvement Act of 1996 centralized collection of non-tax debt, implemented cross-serving via the Treasury Offset Program (TOP), and requires Federal payments to be made using Electronic Funds Transfer (EFT) unless an approved exemption applies.
- k. The Improper Payment Improvement Act of 2002 requires Federal agencies to annually review programs/activities to identify erroneous payments and submit corrective action plans for high risk programs.
- l. The Accountability of Tax Dollars Act (ATDA) of 2002 requires annual audited financial statement for Federal agencies not covered under the CFO Act of 1990.

Section C: Access to Oracle Federal Financial System (OFF)

- 1. Roles and Responsibilities: Access is limited to the information needed by an SSS employee to perform assigned tasks based on responsibility (e.g., purchasing) and role (FM buyer) selected. Additionally, some data is limited to the FM staff, Interior Business Center (IBC) staff, or procurement staff based on specific work duties.
 - a. Employees: To access OFF, each employee must complete the System Access Request Form at Appendix A-2, secure their supervisor's signature, then submit to the Accounting Officer.
 - b. Supervisors: Employee's supervisors must ensure the appropriate OFF responsibilities and FFS job are selected for each employee; approves access requests; quarterly verifies each employees continued need to access OFF; and notifies the Accounting Officer within five days of an employee's departure.
 - c. Accounting Officer: The Accounting Officer reviews the form, resolves any internal controls issues, and forwards the form to IBC for processing. Also, uses the Human Resources list of employee separations to update roster of employee access to OFF with IBC on a quarterly basis.
 - d. IBC: Provide the employee a used id and password or update user access, as needed.
 - e. Document Approvals: Documents generated in OFF (e.g., requisitions, invoices, sub-allotments, etc.) require authorization by the appropriate approving official. Normally the approving official is the employee's supervisor.
 - f. Inquiries: All SSS employees may have inquiry access that allows reports to be generated and printed; research invoices and purchase orders.

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- g. Internal Controls: Good internal controls prohibit one person from having the ability to control the entire transaction. For example, the person that inputs an invoice cannot approve the invoice for payment. This segregation of duties lessens the possibility of fraudulent activity. Hence, persons with iProcurement access cannot have Purchasing access with a Buyer job or Billing and Collections responsibilities cannot be granted to the same person.
2. List of Forms: The OFF Access Chart is at Appendix A, the OFF Access Request Form is at Appendix B, and the OFF Responsibility Chart is at Appendix C.

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Appendix A – OFF Access Chart

Employees Duties	Responsibility	Job
Input Requisitions	iProcurement	Requester
Approve Requisitions	Purchasing	Approver Region 1 Director Region 2 Director Region 3 Director DMC Director DMC Budget Approver HQ IT Budget Approver HQ SS Budget Approver Chief Financial Officer Contracting Officer
Assign Requisitions to Contract Specialist	Purchasing Manager	
Create and Approve Purchase Orders up to \$10,000	Purchasing	Buyer Region 1 Budget Approver Region 2 Budget Approver Region 3 Budget Approver DMC Budget Approver Travel Buyer
Create and Approve Purchase Orders no limit on dollar amount	Purchasing	Contracting Officer FM Buyer Chief Financial Officer
Input Budget Documents at all levels (Appropriation, Apportionment, Allotment, Sub-allotment) for all org codes	Budget	N/A Access limited based on employee's Org Code
Approve budget documents at all levels for all org codes	Budget	N/A
Input sub-allotment budget documents	Budget	Access limited based on employee's Org Code
Approve sub-allotment budget documents	Budget	N/A
Enter new Assets Retire Current Assets Reconcile Fixed Assets to General Ledger	Fixed Asset	Access limited based on employee's Org Code
Enter Invoices	Payables	N/A
Approve Invoices Post Treasury Payment Confirmations Post Void Actions (Limited Payability) Post Rejected EFT/ACHs	Certifying Officer	N/A
Create and view Purchase Orders	Web ADI	N/A
Enter accounts receivable transactions - New receivable - Adjustment to receivable - Write off Receivable	Bills	N/A
Enter Deposits/Collection - Vendor Refunds - Jury Duty Fees - Accounts Receivable Payments	Collections	N/A
Post Journal Vouchers Post Treasury Payment Confirmations	Accountant	N/A

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Appendix B – Oracle Federal Financial System (OFF) Access Request Form

	Change User Info	Add User	Delete User
User Name			SSS
	Last	First	Middle Initial
Office Address	User Id		
Office Telephone #		Email Address	

User Security Agreement

Access to the Selective Service System (SSS) Oracle Federal Financial (OFF) System is controlled to protect sensitive financial information. Request for access must be justified based on SSS job requirements. Access is only granted to authorized users. Unauthorized use of a user account includes, but is not limited to: the use of a user account to access SSS OFF system by any person other than the authorized user; theft; damage to or corruption of the database; destruction of or tampering with government information; disclosure of any sensitive information; or any non-government related reasons.

I, the undersigned user, acknowledge that unauthorized use of any US government computer system is punishable under Public Law 98-473. I also understand that I am accountable for any and all actions performed as a result of access to the SSS OFF system via my user account and that unauthorized actions may subject me to disciplinary actions. My signature acknowledges that I have read this certification form and that I agree to protect the security of the system and its contents. Any suspected illegal access will be reported immediately.

User's Signature

Date

Supervisor's Signature

Date

Accounting Officer's Signature

Date

Comments

--

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Appendix C – OFF Responsibility Chart

Add Delete	All Users	Org	Add Delete		
	Requisition	Org		Fixed Assets	Org
	Reg1 iProcurement	100000		Reg1 Fixed Assets	100000
	Reg2 iProcurement	200000		Reg2 Fixed Assets	200000
	Reg3 iProcurement	300000		Reg3 Fixed Assets	300000
	DMC iProcurement	400000		DMC Fixed Assets	400000
	HQ SPT iProcurement	0802**		SSS Fixed Assets	*****
	HQ PIA iProcurement	080120		FM - Only	Org
	HQ IT iProcurement	0804**		SSS iProcurement	*****
	HQ MOB iProcurement	0803**		SSS Budget	*****
	HQ D iProcurement	0801**		SSS Accountant	*****
	Purchasing	Org		SSS Bills	*****
	Reg1 Purchasing	100000		SSS Collections	*****
	Reg2 Purchasing	200000		SSS Federal Reports	*****
	Reg3 Purchasing	300000		SSS Fixed Assets	*****
	DMC Purchasing	400000		SSS Payables Manager	*****
	SSS Purchasing	*****		SSS Payables	*****
	SSS Purchasing Manager	*****		SSS Payables - IPAC	*****
	Budget	Org		SSS Web ADI	*****
	Reg1 Budget	100000		SSS Certifying Officer	*****
	Reg2 Budget	200000		NBC Only	Org
	Reg3 Budget	300000		SSS Federal Administrator	*****
	DMC Budget	400000		SSS Fixed Asset Manager	*****
	HQ SPT Budget	0802**		SSS Inventory	*****
	HQ PIA Budget	080120		SSS Suppliers & Banks	*****
	HQ IT Budget	0804**		SSS Inquiry	*****
	HQ MOB Budget	0803**			
	HQ D Budget	0801**			

Select Oracle Job

	Requester		DMC Budget Approver
	Approver		HQ IT Budget Approver
	Region 1 Director		HQ SS Budget Approver
	Region 2 Director		Region 1 Budget Approver
	Region 3 Director		Region 2 Budget Approver
	DMC Director		Region 3 Budget Approver
	Buyer		Contracting Officer
	Travel Buyer		Chief Financial Officer
	FM Buyer		

Enter Approving Official

Requisition Approving Official (Required for all iProcurement access)	
Purchase Order Approving Official (Required for all Purchasing access)	

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Appendix D – Acronyms

AL – Annual Leave
ARNG – Army National Guard
AT – Annual Training
BMIS – Board Member Information System, part of IMIS
BOC – Budget Object Code
CR – Continuing Resolution
CT – Compensatory Time
DFAS – Defense Finance and Accounting Service
DPAS – Drill Payment Accounting System, part of IMIS suite
E2 Travel – web-based end to end travel and expense management system
EFT – Electronic Funds Transfer
FM – Associate Director for Financial Management/Chief Financial Officer
FMS – Financial Management Service, a Bureau of the Department of the Treasury
FTE – Full-Time Equivalent
FTR – Federal Travel Regulations
FY – Fiscal Year
GSA – General Services Administration
HR – Human Resources Officer
IAA – Interagency Agreements
IBC – Interior Business Center
IDT – Inactive Duty Training or Drill
IMA – Individual Mobilization Augmentee
IMIS – Integrated Mobilization Information System includes BMIS, VPS, DPAS and RFAPS
IPAC – Intra-Governmental Payment and Collection System
LWOP – Leave without Pay
ML – Military Leave
MUTA – Multiple Unit Training Assembly
NLT – Not later than
NTE – Not to exceed
OFF – Oracle Federal Financial System
OP – Associate Director for Operations
OT- Overtime
PCS – Permanent Change of Station
PME – Professional Military Education
PPPM – Personnel Policies and Procedures Manual
RFAPS – Reserve Forces Automated Personnel System – part of IMIS suite
RFO – Reserve Force Officer
RHQ – Region Headquarters
SF-1081 – Standard Form 1081, Voucher and Schedule of Withdrawals and Credits
SL – Sick Leave

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TCS – Temporary Change of Station
TDY – Temporary Duty Travel
TO – Travel Order
UCMJ – Uniform Code of Military Justice
USAFR – United States Air Force Reserve
USAR – United States Army Reserve
USCGR – Coast Guard Reserve
USMCR – United States Marine Corps Reserve
USNR – United States Navy Reserve
UTA – Unit Training Assembly of 4 hours each
VPS – Voucher Payment System, part of IMIS

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CHAPTER 2
BUDGET FORMULATION AND EXECUTION

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Section A: Introduction

1. Purpose: This chapter provides procedures and responsibilities for the budget process. All offices are guided by this chapter with the Associate Director for Financial Management/Chief Financial Officer (FM/CFO) accountable for financial matters.
2. Scope: The provisions of this chapter apply to all appropriated funds available to the Selective Service System (SSS) headquarters, program offices, regions, and the Data Management Center (DMC).
3. References:
 - a. SSS Headquarters Order 12-02, Organization and Functions of the Selective Service System (SSS)
 - b. OMB Circular A-11, Preparation, Submission, and Execution of the Budget
 - c. The Anti-Deficiency Act
 - d. SSS Strategic Plan
 - e. OMB Bulletins, Circulars and Memoranda
- 4 Responsibilities: The FM/CFO and Budget Officer roles and responsibilities are delineated in SSS Headquarters Order 12-02. The Budget Officer is responsible for the overall formulation and execution of the SSS budget. He/she will:
 - a. Prepare the Consolidated Financial Plans
 - b. Transmit the budget to the Office of Management and Budget (OMB).
 - c. Issue apportionments, reappportionments, allotments, and monitor funds control.
 - d. Initiate reprogramming actions.
 - e. Perform Midyear Review.
- 5 Oracle Federal Financial System (OFF). The system allows the FM/CFO to assign unique roles to users based on roles and responsibilities. It also provides controls and mapping for the posting of budgetary and applicable proprietary accounts for each type of transaction.
 - a. Budget Preparation
 - b. Budget Execution
 - c. External Reporting
 - d. Labor Distribution
 - e. Report Jobs

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Section B: Budget Policy

1. **Expenses:** The budget includes mission related expenses such as office supplies, personnel costs, rent, service contracts, etc. The costs of these items are expensed when purchased or provided.
2. **Capitalized Assets:** Any asset with an acquisition cost of \$10,000 or greater and a useful life of at least three years is capitalized. Bulk purchases over \$50,000 for a group of similar items with a useful life of at least three years are capitalized. These assets are acquired through purchase, transfer, donation or lease. All assets meeting the capitalization threshold are depreciated using straight line depreciation with no residual value. Please refer to Chapter 8, Accounting for the full treatment of agency assets.
3. **Leases:** Leases may be either operating or capital.
 - a. An operating lease is normally for one year or annually; and, usually includes service contracts. The contract may have a renewable term, but does not transfer ownership.
 - b. A capital lease normally transfers ownership or has a net present value equal to or exceeding 90 percent of the market value of the asset at the inception of the lease.
4. **Information Technology:** All direct and indirect costs associated with the development of internal use software are capitalized.

Section C. Budget Formulation

1. **General:** The Fiscal Year (FY) begins October 1 and ends September 30. The budget includes the prior year (PY), current year (CY), and budget year (BY). Examples of the budget cycles are in the appendices. Appendices B, D, and D outline the general budget cycle for Congress (Appendix B), the Executive Branch (Appendix C), and the SSS (Appendix D).
 - a. By OMB Circular A-11, budget formulation activities are associated with determining priorities for future spending and developing an itemized forecast of future funding and expenditures during a targeted period of time. This includes the collection and use of performance information to assess the effectiveness of programs and develop budget priorities. Section 25 contains key dates, a summary of requirements, and a list of changes since the last edition.
 - b. Budget formulation begins with the initial call for budget estimates and ends with enactment of fiscal year appropriations. The Office of Management and Budget (OMB) issues planning guidance that includes proposed budget authority (dollars), budget outlays, and Full-time Equivalent (FTE) employment ceilings. Chapter 7:

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Personnel and Pay Processes details the preparation and pricing of the civilian personnel budget.

2. SSS Budget Formulation:

- a. Requirements: By the Military Selective Service Act, annual budget requirements for peace time operations enable the SSS to provide trained and untrained personnel to DoD in the event of a national emergency, and to be prepared to implement an Alternative Service Program for registrants classified as conscience objectors. A new budget must be formulated to support conscription activities.
- b. Financial Plan Estimates: In the spring of the year, the FM/CFO will issue guidance for the cost centers to provide financial plan request for the coming fiscal year and budget year. Current OMB inflation rates, new program initiatives, changes to existing programs, funding constraints and a timetable of the upcoming budget process will be included in the guidance memorandum. Cost centers will submit requests by budget object classification (BOC) for personnel compensation; transportation; rent, communications and utilities; printing and reproduction; other contractual services; supplies and materials; equipment; and, claims (Appendix E). Supporting justification must be provided for all expenses (Appendix F). All estimates will be reviewed, modified as necessary, desired changes coordinated with program managers and a tentative consolidated Financial Plan will be prepared. This plan will be based on reconciling the needs reported by managers with Agency-wide funding constraints, the Director's planning guidance and the missions established by the Congress.
- c. Financial Plan Approval: The FM/CFO will present the consolidated Financial Plan to the Director for review and approval. Outstanding issues, such as requests exceeding anticipated funding, will be discussed with the Director. The Director's final decisions will be incorporated into each cost centers financial plan. Approved plans will be issued to the respective cost centers by the start of the new fiscal year consistent with the signed appropriation.
- d. FM/CFO Review: The Budget Officer scrubs cost center budget estimates to ensure estimates are realistic and conform to guidance; and, utilizes the monthly "Status of Funds Report" (Appendix J) and other execution reports along with trend analysis from headquarters, program offices, regions and DMC to support budget decisions. The Budget Officer will:
 - 1) Identify and recommend alternative courses of budgetary action (e.g., supplemental appropriations, reapportionment requests, or reallocating funds to the Agency's cost centers).

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- 2) Gather, interpret and evaluate a wide variety of conflicting narrative and statistical data furnished by program managers in support of budget estimate and requested allocations to finalize the Agency's fiscal program.
3. OMB Review and Justification:
- a. The Budget Officer will:
 - 1) Create an initial draft of the Budget Estimate Submission including costs and narrative updates. Copies of narratives are also provided to program offices.
 - 2) Initiates preparation of the Agency's Budget Request Submission and assists program managers in the preparation of individual narrative submissions, related justification and documentation.
 - 3) Analyzes and develops strategies for presenting, explaining, and document the Budget Request. Briefs the FM/CFO and members of the Director's forum.
 - 4) Reviews and edits all budget submission from program managers to ensure compliance with Agency, OMB, and Congressional requirements for the budget formulation process.
 - b. The final draft is approved by the FM/CFO and the SSS Front Office.
 - c. Upon approval by SSS management staff, the SSS budget is submitted to OMB in August-September.
 - d. The OMB Examiner reviews the submission in consultation with SSS operating and budgeting personnel on program goals and budget estimates. SSS officials may be asked to appear at hearings to defend the submission. October-November.
 - e. Based on overall Federal budget goals, OMB establishes a ceiling for SSS budget authority, budget outlays, and FTE employment in the form of a "passback." SSS may reclama the decision, but the final resolution rests with OMB. Subsequently, a "mark" to the original budget is issued to document the baseline for the President's budget.
4. Transmittal to Congress: The President's Budget is transmitted to Congress the second Monday in February.
- a. The budget is prepared and submitted by line item and object class category in OFF.
 - b. Budget transmitted electronically to OMB MAX system as whole cloth or delta records.

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- c. Printed copies (approximately 65) are distributed to OMB, the House and Senate Appropriations Subcommittee on Financial Services and General Government, and retained for SSS in-house use.

Section D: Congressional Review and Budget Justification

1. Authority: The SSS has permanent authority under the Military Selective Service Act, Title 50 USC Appendix 451 et seq.; therefore, annual authorizations are not required.
2. Congressional Review: The House and Senate Appropriations Subcommittees on Financial Services and General Government have jurisdiction over the SSS budgetary appropriations.
 - a. Subcommittee members and staff review the budget submit and may request additional information prior to scheduling Committee hearings.
 - b. The SSS Director usually provides a formal statement summarizing SSS program goals, past accomplishments, and key initiatives in the proposed budget, followed by a question and answer period.
 - c. Afterwards, SSS receives a copy of the testimony transcript to review and correct errors or missing information.
3. Responsibilities: The Budget Officer will:
 - a. Review and edit the final version of the SSS annual budget submission prior to transmittal to OMB, and the House and Senate Appropriations Committees.
 - b. Analyze materials associated with the SSS budget and financial resources in response to external requests from Congress, the General Accountability Office (GAO), and OMB.
 - c. Present recommendations to FM/CFO and SSS leadership for approval prior to final submit.
4. Agency Funding: This phase culminates with passage of an annual Appropriation Act funding the federal government for the fiscal. Appropriations provide legal authority to spend authorized amounts. The SSS receives one appropriation “Salaries and Expenses”, reimbursable authority is passed on the apportionment document. If an Appropriation Act is not passed by October 1, a Continuing Resolution (CR) may be enacted.
 - a. Continuing Resolution (CR) – A CR or joint resolution authorizes the continuation of operations at the same rate as the prior fiscal year if appropriations were available in

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the current fiscal year. One or more CRs may be enacted prior to receipt of an Appropriation Act. Under a CR scenario, OMB issues OMB Bulletins. For instance, in FY 2013, OMB Bulleting 12-02 provided guidance on CR calculations and seasonal rates. Also, reference OMB A-11, Section 23 for apportionments under continuing resolutions. OMB allows SSS to develop a CR spend plan to include urgent requirements.

- b. Other Congressional Actions
 - 1) A sequester is an automatic budget cuts to particular categories of federal spending as enacted by the Budget Control Act of 2011 that began March 1, 2013. The area most affected is discretionary spending for defense and non-defense elements. If not resolved, automatic spending reductions will occur in FY 2013 – FY 2021.
 - 2) Deferral – Temporarily withholds appropriated funds for a program/function.
 - 3) Rescission – Reduces appropriated funds available for a program/function.
 - 4) Cancellation – Reduces budget resources for a program/function

Section E: Budget Execution

- 1. Functions: By OMB Circular A-11, budget execution activities pertain to the legal and managerial uses of budgetary resources to achieve results that comply with the enacted budget and Administration policy. Budget execution activities include but are not limited to: apportionments, allotments, commitments, reprogramming actions, incurring obligations, and funds control.
- 2. Controls: The Fiscal Manual Chapter 11 provides guidance on the Administrative Control of Funds. The Budget Officer and FM/CFO must make sure adequate controls and access is maintained in all budgetary, accounting and procurement systems to ensure the division of duties between those requisitioning purchases and those authorized to obligate funds. The sole responsibility for obligating and/or de-obligating funds resides in the FM/CFO office. The OFF system will utilize full controls at the Cost Center budget line item and budget object code (BOC) levels.
 - a. The Budget Officer will:
 - 1) Ensure apportionments and allocations for all offices programs are accurate and reflect authorized resources for each fiscal year in Oracle Federal Financial (OFF).
 - 2) Ensure the “Status of Funds” review of obligations is conducted weekly, from which to derive monthly, quarterly, and end of year projections based on trend analyses of current and historical funding to determine potential surplus funds and shortfalls.

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- 3) Ensure allocations and obligations in the OFF are updated quarterly to reflect current end of year projections.
 - 4) Monitors commitments, obligations and expenditures of SSS funds using the OFF to ensure funds are disbursed on time according to approved budget projections.
 - 5) Monitor obligations, expenditures, commitments for Full-Time Equivalent (FTE), Reserve Force Officer (RFO), Active Duty (AD), and State Director (SD) usage and reprogram funds as needed to meet changing staffing patterns based on advanced modeling and tracked strategies.
 - 6) Recommends major reprogramming actions to maximize overall use of SSS funds.
 - 7) Analyzes program and procedures and recommends alternative methodologies to enhance productivity and decrease costs.
 - 8) Provides timely reports to FM/CFO and SSS management.
- b. The Accounting Officer will:
- 1) Ensure controls apportionments and allocations agree with the Treasury Warrant and SF-132 Apportionment documentation.
 - 2) Work with the Budget Officer to validate outstanding obligations on a quarterly basis to ensure excess funds and orders are de-obligated. Similarly, outstanding commitments should be reviewed and de-committed if the intended order is no longer valid.
- c. The monthly, quarterly, and annual reports will support the end of year certification of the SF-133, Report on Budget Execution and Budgetary Resources.
3. Definitions:
- a. *Apportionment* means a distribution made by OMB of amounts available for obligation in an appropriation or fund account into amounts available for specified time periods, program, activities, projects, objects, or any combination of these. The apportioned amount limits the obligations that may be incurred. An apportionment may be further subdivided by an agency into allotments, sub-allotments, and allocations. *Allotments* are subdivisions of apportionments that are made by the heads of agencies.
 - b. *Sub-allotments* are subdivisions of allotments.
 - c. *Allowances* and *allocations* are subdivisions of sub-allotments. This subdivision level is not used by the SSS.
 - e. A *reprogramming* is usually the moving of budgetary resources within an account.

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- f. A *transfer* is usually the movement of budgetary resources from one budgetary account to another.
- g. A *rescission* is a proposal by the President to reduce budgetary resources (new budget authority or unobligated balances of budget authority) pursuant to the requirements of Title X of the Congressional Budget and Impoundment Control Act of 1974. Resources that are proposed by the President for rescission may be withheld from obligation for 45 calendar days of continuous session of the Congress (excluding an adjournment of more than three days on which either House is not in session) pending congressional action on the proposal. The term is often used more broadly to refer to any legislative action taken by the Congress to reduce budgetary resources, including reductions that were not proposed pursuant to the Impoundment Control Act. Rescissions can either be temporary or permanent.
- h. A *deferral* is any executive branch action or inaction that temporarily withholds, delays, or effectively precludes the obligation or expenditure of budgetary resources.
- i. *Warrant* means an official document issued by the Secretary of the Treasury, pursuant to law, that establishes the amount of appropriations approved by Congress that can be obligated and disbursed.

Section F: Apportionments

- 1. **Apportionment:** By August 21 or within ten calendar days after approval of the annual appropriation¹, the Financial Management/Chief Financial Officer (FM/CFO) requests a quarterly apportionment of funds from OMB on the SF 132 Apportionment and Reapportionment Schedule (Attachment H). The quarterly amounts are based on the FM/CFO forecast of budget authority required in each quarter. The apportionment request, except in extraordinary circumstances, is for the entire amount of the appropriation adjusted for estimated reimbursements or appropriation transfers. The Department of Treasury's Bureau of the Fiscal Service (formerly FMS) issues *warrants* for full-year appropriations. Newly enacted full-year appropriations are automatically apportioned for the first 30 days, and carryover amounts are automatically apportioned at zero until a written apportionment is issued. However, anticipated budgetary resources, such as reimbursements, may not be obligated prior to being collected. The amounts approved by OMB are the limits for the Agency's quarterly budget authority. The SSS administrative control of appropriations/funds must contain sufficient controls to prevent obligations from exceeding apportioned amounts, allotments, sub-allotments, etc. All apportionment documents are entered in the OMB MAX system accessed at www.MAX.OMB.gov. To indicate an apportionment request was approved, OMB will send an email from "FN-OMB-Apportionment" with the subject line

¹ OMB Circular A-11, Section 120 Apportionment Process (November 2013)

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“Approved Apportionment.” This system allows users to create templates, validate, send, and run reports. See Appendix L for process flow of apportionments and allotments; and, Fiscal Manual, Chapter 8, Section C: Relationship between Budgetary and Proprietary Accounts, and Appendix A for examples of budgetary and proprietary transactions.

- a. Apportionment under Continuation Resolutions: A continuing resolution (CR) is a joint resolution passed when Congress has not passed new appropriations bills and current appropriations will or have expired, or when the President vetoes an appropriation bill passed by the congress. CRs do not appropriate specific sums of money, but provide a “formula” for calculating the amounts available for continuing programs at minimal levels. OMB issues written guidance on how to address issues to the cognizant, OMB Examiner. Agencies are prohibited from funding new starts and programs that were either not authorized or not appropriated in the prior fiscal year. Except for a full-year CR, warrants are not issued during CRs. The initial CR transactions are illustrated below:²

To record the annualized level of an appropriation provided under a CR:

Budgetary Entry
 Debit 4119 Other Appropriations Realized
 Credit 4450 Unapportioned Authority
Proprietary Entry
 None

To record FBWT under a CR as determined by OMB’s automatic apportionment:

Budgetary Entry
 None
Proprietary Entry
 Debit **1090** Fund Balance with Treasury under a **CR**
 Credit 3101 Unexpended Appropriations –Appropriations Received

- b. Reapportionment: A new apportionment or a reapportionment of budget authority may be requested from OMB if it becomes necessary during the fiscal year because of passage of supplemental appropriations, reprogramming approvals, or other changes in fund requirements. The Budget Officer prepares reapportionment schedules for submission to OMB as required. Overall limits and thresholds are approved by the SSS Director. A reapportionment request must be submitted within 10 calendar days after approval of an appropriation or act that provides new budget

² Appropriations Provided by a Continuing Resolution.

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authority when enacted after the first apportionment of the year, except adjustments up to \$400,000 or two percent of the amount of total budgetary resources, whichever is lower, may be made to reflect (1) upward adjustments in the amount of unobligated balances brought forward; (2) increases in the amounts of budget authority transfers or balance transfers; or (3) increases in amounts of budgetary resources that are realized above anticipated amounts.

- c. **Deficiency Apportionment:** Apportionments requiring a deficiency appropriation must be identified in an apportionment request usually by the fourth quarter. To qualify as a deficiency appropriation, the new request must be required by laws enacted after transmittal of the annual fiscal year budget to Congress; or, emergencies involving the safety of (1) human life; (2) protection of property; or (3) the immediate welfare of individuals in cases where an appropriation allows the United States to pay amounts required to be paid to individuals in specific amounts fixed by law or under formulas prescribed by law, is insufficient. The request for a deficiency apportionment is submitted to OMB with the following statement: “This apportionment request indicates a necessity for a supplemental appropriation now estimated at \$_____.” And, a statement of necessity signed by the agency head: “I hereby determine that it is necessary to request apportionment of the appropriation ‘Salaries and Expenses’ on a basis that indicates the necessity for a supplemental estimate of appropriations, because [cite one of the reasons above].” OMB approval of the request allows an agency to operate at a deficient rate of operations, but does not authorize the agency to exceed the total amount of the appropriation and/or apportioned resources.
- d. **Limitations:** An agency cannot exceed the annual appropriation amount; the quarterly apportionment, allotment or sub-allotment amounts, or any other subdivision of funds. Obligating or disbursing amount in excess of an appropriation or any subdivision of funds is subject to the Anti-Deficiency Act (ADA). ADA policy is prescribed in Fiscal Manual Chapter 11.
- e. **Relationship with FACTSII and SF-133:** The SF-132 should contain the same level of detail submitted for the Federal Agency Centralized Trial-Balance System II (FACTS II) report as the two documents must match. The SF 133 Report on Budget Execution and Budgetary Resources reports obligations apportioned on the SF 132, which should also match.

2. Roles and Responsibilities:

- a. The FM/CFO approves all SSS appropriation, apportionment, allotment, and sub-allotment document transactions prior to posting in the Oracle Federal Financial (OFF) system manually and via an email to the Budget Officer.

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- b. The Accounting Officer is responsible for ensuring (1) the Treasury Warrant issued to OMB and SSS matches the approved budget as appropriated, and (2) the correct warrant amount is entered in OFF. Warrants may be downloaded from the Treasury's Governmentwide Accounting (GWA) system within 1-10 days after the applicable Appropriation Act is approved. To locate the warrant document in GWA, enter the date parameters "1 October 20xx to Current Date." The warrant is used to justify funds entered in OFF.
- c. The Budget Officer is responsible for ensuring the timely posting of all apportionments based on the approved budget as appropriated.
- d. Appendix M contains worksheets to calculate apportionments, reapportionments, allotments, and sub-allotments.

Section G: Allotments and Sub-allotments

- 1. Policy: Within the SSS, allotments and sub-allotments are established at the highest possible level and each operating unit is financed by not more than one subdivision of the appropriation subject to the Anti-Deficiency Act.
- 2. Format: A standard allotment and sub-allotment format is established to identify the SSS Director as the approving official for documents prepared and submitted by the FM/CFO staff. Documents should contain the following:
 - a. Amount available
 - b. Funding source such as appropriations or reimbursements
 - c. Time period of availability
 - d. Position title of official responsible and any agency limitations
 - e. Justifications for changes in allotments. Changes that trigger reapportionment must be approved by OMB.
- 3. Restrictions: The sum of allotment amounts issued may not exceed the quarterly apportionment. The sum of sub-allotments issued may not exceed the allotment amount. Congressional restrictions contained in applicable appropriation acts must also be enforced. Other agency restrictions will be transmitted in annual budget formulation and/or execution guidance.
- 4. Allotments: SSS funds are allotted by program broken out by object class code to cost centers managed by the Financial Management, Office of the Director, Public & Intergovernment Affairs, Information Management, Operations, Region I, Region II, Region III, and the Data Management Center. Managers and administrative staff processing transactions

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in the financial system are expected to attend training to ensure funds are properly managed. The Budget Officer is responsible for the timely posting of all allotments and sub-allotments.

5. Sub-allotments: The Budget Officer sub-allots funds at the BOC level for civilian personnel pay and benefits; and, the Reserve Force Officer (RFO) Budget Analyst sub-allots funds at the BOC level for the RFO Program.

Section H: Financial Plan Changes

1. Financial Plan Adjustments: The CFO maintains Agency-wide and cost center financial plans on a current basis in conformity with changes in funds available, actual vs. projected obligations, changes in program guidance and approved financial plan change request forms. Additional reviews may be scheduled to review supplemental appropriations, deferrals or recessions. The approved plans are compared to actual obligations to date. Recommended adjustments are itemized and a current status of funds is prepared and presented to the Director. Cost centers and program managers receive advance notice and are expected to brief current obligation status.
2. Mid-Year Review: A formal Program and Budget Advisory Committee (PBAC) review is conducted at Mid-Year before third quarter funds are released and at the end of the fiscal year. This is a comprehensive review of current year execution to date compared to current year budget projections is conducted at the end of the second quarter to determine if execution is on target. This review should be conducted at both the program level and by object class code category. It is also appropriate at this time to (1) consider requests to fund new requirements; (2) realign funds between labor and non-labor categories; (3) realign funding among existing programs within reprogramming rules; and, recoup funds from under executing programs. OMB may also request a report of mid-year execution.
3. Financial Plan Change Requests: Cost centers will contact the Financial Management Directorate as far in advance as possible to request budget change. A Financial Plan Change Request (FPCR) form (Appendix G) is completed for all change requests between cost centers and/or budget object classes that exceed the threshold identified in the PBAC Guidance. The FPCR must provide specific detailed justification to support the action desired. The FPCR form is coordinated with program officials and/or the senior staff as appropriate. For example, a change to the Registration Improvement Program submitted by a Region must be coordinated with the Registration Division.

Section I: Reporting

1. Status of Funds: The Budget Officer prepares a monthly Status of Funds (Appendix J) report that links budget and execution data at the sub-allotment level for review by senior

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management. This report includes all headquarters, program offices, regions, and DMC allotments, sub-allotments, and reserves. Designated persons with budget responsibilities in the headquarters, program offices, regions, and DMC submit the Status of Funds report to the Budget Officer by the 15th of each month.

2. **Personnel Reports:** The HR Officer should coordinate quarterly and annual civilian personnel reports with the Budget Officer prior to submitting to the Office of Personnel Management (OPM) to ensure consistency with the budget.
3. **Monthly State Directors Report:** Each Region provides the estimated hours for State Directors on a monthly basis to FM no later than the 15th of each month. Travel vouchers must be completed within five days of completion of travel. Requisitions must be entered monthly with the exception of year-end spending. RFO costs should be updated monthly to reflect Drills and Annual Training based on actual data and projections for yearend.
4. **Reviews:** Midyear, Third Quarter and Yearend Execution Reviews (Appendix I) are conducted to ensure funds are obligated according to plan.
5. **Reserve Force Officers (RFO):** Reports related to the RFO program are listed in Chapter 3.

Section J: SSS Reimbursable Authority

1. **Department of Defense**
 - a. The SSS has one reimbursable relationship with the Department of Defense (DoD) to include recruitment material in draft registration notices. This authority is prescribed in the SSS apportionment. The Contracting Officer is responsible for updating the Intergovernmental Agreement annually by August 15th to ensure SSS receives funding documents by October 1 of each fiscal year.
 - b. By DoD 7000.14-R, Financial Management Regulation, Volume 11A, Chapter 3, par. 030601, reimbursement under the Economy Act is made on the basis of actual cost as determined by the SSS. The DoD requesting agency must pay the SSS the actual costs of goods or services provided. Actual costs include all direct costs attributable to providing the goods or services, regardless of whether the SSS expenditures are increased. Actual costs also include indirect costs (overhead) that have a significant relationship to providing goods or services and benefit to the requesting agency.
2. **Reserve Force Officers (RFOs)**
 - a. SSS reimbursement to the Parent Services for Reserve Force Officers (RFO) Pay and Allowances (P&A) and travel is covered in Chapter 3 of the Fiscal Manual.
 - b. See Section K: Interagency Agreements.

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3. Others: The SSS has interagency agreements with the U.S. Postal Service, the Interior Business Center, the General Services Administration, and other government entities as appropriate.

Section K: Interagency Agreements

1. Purpose
 - a. Interagency Agreements (IAA) may include reimbursable partnerships between agencies, within agencies, or grant-related and assisted acquisition agreements.
 - b. The Selective Service System (SSS) has recurring IAAs with federal agencies/components such as the Department of Defense (DoD), the Interior Business Center (IBC), and the General Service Administration (GSA) for the provision of/or receipt of products or services. All agreements have “requesting” and “servicing” parties.
2. Forms
 - a. Current IAA guidance and forms can be accessed on the Treasury website: <http://www.fms.treas.gov/finstandard/forms.html>. The Contracting Officer (CO) and FM/CFO are responsible for ensuring forms are complete.
 - b. FMS Form 7600A – General Terms and Conditions (GT&C) Section. This section serves as a Memorandum of Understanding (MOU) between two entities effective for a period ranging from one (1) to five (5) years per applicable Federal Acquisition Regulations (FAR) and agency guidance. An agreement/GT&C must have at least one order, but may have multiple orders over the specified time period.
 - c. FMS Form 7600B – Order Requirements and Funding Information (Order) Section. This section provides the specific order and applicable funding documentation.
3. Procedures
 - a. The SSS may partner with other federal agencies for the provision of/or receipt of products or services on an annual or multiyear basis via Forms 7600A and 7600B.
 - b. All SSS IAA agreements (7600A) must contain:
 - 1) Agreement number;
 - 2) Name and address for both parties;
 - 3) Agreement action (new, amendment or cancellation);
 - 4) Agreement period (specific start and end dates);
 - 5) Recurring agreement provision to renew on a regular basis;
 - 6) Agreement type;
 - 7) Estimated amount;
 - 8) Statutory authority;
 - 9) Statement of work for duration of agreement;
 - 10) Roles and responsibilities for both parties;
 - 11) Number of days of advance notice by either party to terminate;
 - 12) Optional clauses by either party

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- 13) Annual review of IAA; and
 - 14) Signatures for both parties.
- c. All SSS IAA orders (7600B) must contain:
- 1) Primary offices directly responsible for products/services for both parties;
 - 2) Type of order (new, modification or cancellation);
 - 3) Summary of funding modifications (add, delete or change funding);
 - 4) Performance period for this order;
 - 5) Line of accounting entered in Block 28 including Treasury Account Symbol (TAS) and Business Event Type Code (BETC) data; additional lines of accounting must be shown in a separate Block 28;
 - 6) Net order amount;
 - 7) Billing and paying information for requesting and servicing agency – Intra-governmental Payment and Collection (IPAC) is preferred;
 - 8) Billing frequency (one time, monthly, quarterly, or annually);
 - 9) Payment terms/schedule;
 - 10) Funding clauses such as a “subject to the availability of funds” for multiyear agreements;
 - 11) Delivery/shipping information for products;
 - 12) Program officials and signatures for both parties;
 - 13) Funding officials and signatures for both parties; and
 - 14) Finance points of contact for both parties.
- d. Other guidance:
- 1) If a published pricing schedule is not available for a specific product or service, the cost and terms may be negotiable.
 - 2) For agreements in which the SSS is the “requesting or servicing agency” the agreement type is “reimbursable” and the statutory authority is the “Economy Act.”
 - 3) To ensure the trading partner information is correct, the appropriate authority for the “servicing agency” must be annotated (i.e., IBC is a working capital fund; and, GSA Public Building Services is a revolving fund).
 - 4) Multiyear agreements are highly recommended for recurring services; however, a “subject to availability of funds” clause must be added.
 - 5) Additional guidance is contained in FAR Subpart 17.5 Interagency Acquisition.

Checklists

FM – Budget
 Budget Formulation
 Budget Justification
 Budget Execution
 Military Reimbursement Process

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Appendix A – Glossary of Budget Terms

Apportionment – An apportionment is a distribution made by OMB of amounts available for obligation in an appropriation or fund account into amounts available for specified time periods, program, activities, projects, objects, or any combination of these. The apportioned amount limits the obligations that may be incurred. An apportionment may be further subdivided by an agency into allotments, sub-allotments, and allocations.

Allotments – Allotments are a subdivision of apportionments that are made by the heads of agencies.

Sub-allotments – Sub-allotments are subdivisions of allotments. Allowances and allocations are subdivisions of sub-allotments.

Appropriation – Appropriations are the form in which Congress approves funding. An appropriation is a statute usually titled as an “Appropriations Act” that provides the authority for Federal agencies to incur obligations and to make payment out of the Treasury for specific purposes.

Assets – An asset is a resource with economic value that an entity controls with the expectation that it will provide future benefit. Public accounting defines assets as either current or fixed (non-current). The Federal government recognizes capitalized and non-capitalized assets. Capitalized assets within the SSS have a useful life of three (3) years or more and an acquisition cost of \$10,000 or more; likewise, group purchases of similar items are capitalized if the acquisition cost is \$50,000 or more with a useful life of three (3) years or more. Assets may be acquired through purchase, transfer, donation or lease. All assets meeting the capitalization threshold are depreciated using straight line depreciation with no residual value. Items below these thresholds usually fall into the category of expenses.

Authorization Act – An Authorization Act provides the authority for an agency, program, or other type entity to operate. Within the Federal government, authorizing legislation can be annual, permanent, or include a sunset provision for a specific time period or purpose. The Military Selective Service Act provides the SSS permanent authority.

Authorizations – Authorizations are defined as the number of military positions or billets for which resources have been allocated.

Budget Authority – Authority provided by law to enter obligations that result in immediate or future outlays involving Federal government funds, except budget authority does not include authority to ensure or guarantee the repayment of indebtedness incurred by another person or government. The basic forms of budget authority are appropriations, authority to borrow, and contract authority. Budget authority may be classified by the period of availability, by the timing of congressional action, or by the manner of determining the amount available.

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Budget Year (BY) – The fiscal year in which the budget is being considered; the fiscal year following the current year.

Cancellation – A cancellation reduces budget resources for a program/function totally or to current expenditures/obligations.

Collections – A collection is the receipt funds for goods or services provided. It is normally recorded in the budgetary accounts as a governmental receipt, an offsetting collection, or an offsetting receipt.

Commitment – A commitment is a reservation of funds for the estimated procurement cost for an authorized purchase. Commitment accounting is required for the purchase of capital assets.

Current Year (CY) – The fiscal year in progress at the time the President’s budget is submitted to Congress.

Deferrals – A deferral temporarily withholds appropriated funds for a program/function.

Direct Funds – Costs paid directly from the SSS’s Salaries and Expenses appropriation are considered direct funded.

Disbursement – A disbursement is the payment of funds for goods and services received. All disbursements should be matched to the original obligation.

End Strength (ES) – End Strength is the actual number of persons onboard at any point in time. For budget purposes, it is usually the number of military personnel onboard as of the last day of the fiscal year – September 30th.

Expenses – Expenses are the costs of resources consumed in the operations of the SSS. The Salary and Expense appropriation is used to labor costs, supplies, maintenance and repair, travel, rental/lease payments, service contracts, and other costs that do not breach the capital asset threshold. The cost of these items is expensed when purchased.

Full-Time Equivalent (FTE) – The total number of regular straight-time hours (excluding overtime hours) worked by employees divided by the number of compensable hours applicable for each fiscal year. Total hours may range from 2080 to 2096 or 260 to 262 days

Object Classification – Object classification is a uniform classification system to identify transaction of the Federal government by the nature of goods or services purchased regardless of the agency involved or the purpose of the programs in which used. See OMB A-11, Chapter 83.

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Obligation – An obligation is a legally binding agreement such as contract, order, payment request that will result in outlays or expenditures. Obligations should be recorded upon receiving the obligating document, but NLT 10 days after receipt.

Outlays – Outlays are checks issued or other payments made by the government for goods and services received.

Prior Year (PY) – The fiscal year immediately prior to the current year at the time of submission of the President’s budget to Congress.

Rescissions – A rescission reduces appropriated funds available for a program/function.

Reimbursable Funds – Costs reimbursed by customer orders for work or services performed for the benefit of another agency are considered reimbursable funded. Reimbursable authority is provided annually to the SSS as part of the apportionment. The SSS receives a reimbursable order from the Services to distribute recruitment materials along with registration information.

Reprogramming – A reprogramming is usually the moving of budgetary resources within an account.

Sequester – A sequester is an automatic budget cut to particular categories of federal spending as enacted by the Budget Control Act of 2011 that began March 1, 2013. The area most affected is discretionary spending for defense and non-defense elements. If not resolved, automatic spending reductions will occur in FY 2013 – FY 2021.

Transfer – A is usually the movement of budgetary resources from one budgetary account to another

CONGRESSIONAL BUDGET PROCESS

	<u>Nov</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Sep</u>
Organization Executive Branch President	Submits Current Services Estimates ^{1/}	Submits Budget ^{2/}		Submits April Budget Update			Submits July Budget Update	Complete Approp. Bills ^{3/}
Congress Whole Body					Complete 1st Concurrent Resolution			Complete 2nd Concurrent Resolution
Budget Committees				Report 1st Concurrent Resolution				Complete Reconcl. Bill ^{4/}
Authorization/ Appropriation Committees			Report to Budget Committees			Report Approp. Bills		
Congressional Budget Office				Report to Budget Committees				

- 1/ By agreement, submitted with regular budget in January.
- 2/ Due the first Monday in February.
- 3/ Labor Day + 7 days.
- 4/ Reconciliation Bill adds/deletes appropriations which are not in agreement with the 2nd Concurrent Resolution.

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Appendix B – Congressional Budget Process

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Appendix C – Executive Branch Budget Process

EXECUTIVE BRANCH BUDGET PROCESS												
	Apr- Jun	Jul- Aug	Sep	Oct 15	Sep- Nov	Dec	Feb	Feb- Mar	Apr	Jul	Aug	Sep
Organization												
President	Decides Policy For Net Budget					Decides on Budget	Submits Budget ^{1/}		Submits April Update	Submits July Update		
Office of Mgmt & Budget	Conducts Spring Planning Review	Sends Policy Letter to Agencies			Reviews Budgets & Submit Options to President	Prepares Budget Doc.		Sends Allowance Letters to Agencies				Send SF-132 to Agencies
Agencies			Submit Budgets to OMB			Prepare Budget Justifications	Send Justifications to Congress	Testify on Budget Requests			Submit SF-132 to OMB	Receive APPN
Congress & Judiciary				Submit Budgets ^{2/}				((...Congress deliberates Budget Requests...))				Receive APPN

^{2/} Budgets are printed as submitted.

SELECTIVE SERVICE SYSTEM BUDGET CYCLE

Calendar Date												
PY						CY						
Fiscal Year	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
PY (Prior Year)	(...Close Out PY...)											
CY (Current Year)	CR or Appropriation Passed		Review of 1st QTR Execution	2nd QTR Allotments Issued	Reprogramming as Necessary	Mid-year Review of Fin. Plan, Outlays & Obligations	3rd QTR Allc.	Reprogram as Necessary	Review of 3rd QTR Execution	4th QTR Allc. Issued	Reprogram as Necessary; Final decisions on Use of Funds	Prepare for Close Out
BY (Budget Year)	OMB Hearings	Respond to Questions About Budget Request	OMB Mark-up Received; Budget Justification Material	Submit Budget to Congress	Prepare Briefing Book & Other Back-up Material	Congressional Hearings		Revised Record of Testimony and Provide Answers to Further Questions	Appropriations Act Deliberations & Passage			
BY+1					Allowance Letters from OMB					Initial Call for Budget Estimates	Prepare SSS Budget Estimates	Submit SSS Budget Estimates

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Appendix D – Selective Service System Budget Cycle

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Appendix E – Object Classification by Cost Center

OBJECT CLASSIFICATION BY COST CENTER									
Object Class	Agency Personnel	Financial Mgmt	Office of the Director	PIA	Support	Information Mgmt	Operations	Region Offices	DMC
11xx Personnel Compensation									
Civilian - excluding	X								
Intermittents	X								
Reserve Officers - Pay	X								
Reserve AT Travel								X	
Special Tours	X								
12xx Personnel Benefits									
All benefits excluding	X								
Subsidy					X				
Flex Spending Plan					X				
13xx Benefits for Former Personnel	X								
21xx Travel and Transportation of Persons									
Staff Travel		X	X	X	X	X	X	X	X
Leased Automobiles					X			X	X
Board Members Travel								X	
22xx Transportation of Things					X				
23xx Rent, Communications, & Utilities					X	X	X	X	X
24xx Printing & Reproduction			X	X	X		X	X	X
25xx Other Contractual Services	X	X	X	X	X	X	X	X	X
26xx Supplies & Materials	X	X	X	X	X	X	X	X	X
31xx Equipment		X		X		X	X	X	X
42xx Insurance Claims & Indemnities	X								

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Appendix F – Financial Plan

FINANCIAL PLAN EXAMPLE AUGUST 2010 (\$ in 000s)							
OBJECT CLASS	DESCRIPTION	CY APPN	1ST QTR BY	2ND QTR BY	3RD QTR BY	4TH QTR BY	BY-1 ESTIMATE
1100	PERSONNEL COMPENSATION	12,637	3,086	3,012	3,051	3,092	12,183
1111	GENERAL SCHEDULE-EX.SES.GM.GS	10,035	2,468	2,394	2,431	2,468	9,997
1112	WAGE GRADE	48	12	12	12	12	47
1131	TEMPORARY	350	77	74	75	77	303
1151	OVERTIME	0	0	3	3	3	6
1152	HOLIDAY	17	1	1	1	1	4
1153	NIGHT-WORK DIFFERENTIAL	0	0	0	0	0	0
1157	SPECIAL ACT OR SERVICE AWARDS	13	2	3	3	5	13
1161	TIME OFF AWARDS	139	14	14	14	14	57
1186	RESERVE DRILL - PAY & FICA	1,384	346	346	346	346	1,192
1187	RESERVE ANNUAL TRAINING-P & A	571	143	143	143	143	495
1188	RESERVE ANNUAL TRAINING-TRAVEL	80	23	23	23	23	69
1200	PERSONNEL BENEFITS	2,354	623	605	614	624	2,692
1213	FERS RETIREMENT	754	185	180	183	185	733
1214	CSRS RETIREMENT	248	61	59	60	61	241
1215	LIFE INSURANCE	19	5	4	4	5	18
1216	FICA	317	105	102	104	105	416
1217	HEALTH BENEFITS	602	156	151	153	156	616
1218	MEDICARE HOSPITAL INSURANCE	148	36	35	35	36	142
1219	COST OF LIVING ALLOWANCE	2	0	0	0	0	0
1224	FED EMPLOYEE COMPENSATION ACT (FECA)	0	0	0	0	0	226
1225	TSP - GOVERNMENT CONTRIBUTION	67	16	16	16	16	65
1226	TSP - GOVT MATCHING CONTRIBUTION	160	50	49	49	50	198
1250	COMMUTING SUBSIDIES	37	9	9	9	10	37
1252	FLEX SPENDING ACCT (FSA) ADMIN FEES	0	0	0	0	0	0
1300	BENEFITS FOR FORMER PERSONNEL	4	1	1	1	1	4
1341	UNEMPLOYMENT COMPENSATION	4	1	1	1	1	4
2100	TRAVEL AND TRANSPORTATION OF PERSONS	200	42	122	107	50	321
2111	STAFF TRAVEL	141	20	60	52	30	162
2157	SSS LEASED AUTOMOBILES	31	7	9	8	7	31
2161	LOCAL BOARD MEMBERS TRAVEL	28	15	40	40	7	102
2162	APPEAL BOARD MEMBERS TRAVEL	0	0	13	7	6	26
2200	TRANSPORTATION OF THINGS	1	0	1	0	0	1
2251	OTHER TRANSPORTATION	1	0	1	0	0	1
2300	RENT, COMMUNICATIONS, & UTILITIES	2,877	759	757	758	764	3,038
2311	RENTAL PAYMENTS TO GSA	666	167	166	166	167	666
2321	RENTAL PAY TO OTH-NONFED SPACE	212	54	53	53	54	214
2331	ADP EQUIPMENT RENTALS	76	19	19	19	19	76
2332	MISCELLANEOUS RENTALS	35	39	39	39	39	156
2333	COMMUNICATION SERVICES	173	46	46	46	47	185
2334	UTILITIES	145	36	36	36	37	145
2335	POSTAGE	1,445	361	361	361	362	1,445
2336	ADP TELECOMMUNICATIONS	105	32	32	33	34	131
2337	EXPRESS/COURIER SERVICES	20	5	5	5	5	20
2400	PRINTING AND REPRODUCTION	599	151	157	156	157	621
2411	PRINTING & DUPLICATING-GOVT	575	140	145	145	145	575

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FINANCIAL PLAN
EXAMPLE
AUGUST 2010
(\$ in 000s)

OBJECT CLASS	DESCRIPTION	CY APPN	1ST QTR BY	2ND QTR BY	3RD QTR BY	4TH QTR BY	BY+1 ESTIMATE
2412	OTHER PRINTING & DUPLICATING-NON-GOVT	14	8	8	8	9	33
2421	PHOTOSTAT,BLUEPRINT,PHOTOGRAPH	1	0	1	0	0	1
2431	MICROFILMING	9	3	3	3	3	12
2500	OTHER CONTRACTUAL SERVICES	3,217	1,438	602	601	536	2,643
2511	CONSULTING SERVICES	341	341	0	0	0	341
2521	REPAIRS & ALTERATIONS	5	4	4	4	3	15
2522	STORAGE & MAINTENANCE	210	52	53	53	52	210
2523	ADP MAINTENANCE	70	70	0	0	0	70
2530	EMPLOYEE SERVICES	19	5	6	6	5	22
2531	PENSION ACCRUAL	347	30	120	120	77	311
2561	EMPLOYEE TRAINING	101	20	20	20	27	101
2571	FACILITY OPER/OTH SRVC CONTRACTS	86	86	0	0	0	86
2572	AGENCY SERVICES - USPS	94	23	24	24	23	94
2573	AGENCY SERVICES - MEPCOM	548	137	137	137	137	0
2574	AGENCY SERVICES - INTERIOR	404	410	0	0	0	410
2575	AGENCY SERVICES - SSA	16	16	0	0	0	16
2577	AGENCY SERVICES - OTHERS	15	10	0	0	0	10
2578	AGENCY SERVICES - OPM	35	39	0	0	0	39
2581	SECURITY INVESTIGATIONS	23	3	3	3	3	12
2585	EEO & LEGAL SERVICE CONTRACTS	196	26	75	75	50	226
2586	SECURITY SERVICES	45	45	0	0	0	45
2591	PROGRAM CONTRACTS	131	59	60	59	59	237
2598	PROMPT PAYMENT ACT (PPA) INTEREST	0	0	0	0	0	0
2599	MISCELLANEOUS SERVICES	531	62	100	100	100	398
2600	SUPPLIES AND MATERIALS	196	80	107	104	63	202
2611	GENERAL SUPPLIES	120	15	40	37	30	122
2615	ADP SUPPLIES	18	3	5	5	5	18
2621	SUBS, PAMS, DOCS, AND PUBS	12	16	16	16	14	16
2622	FRAMES AND CERTIFICATES	5	5	5	5	1	5
2632	DMV LISTS	38	38	38	38	10	38
2633	COMMERCIAL LISTS	3	3	3	3	3	3
2671	EEO SUPPLIES	0	0	0	0	0	0
3100	EQUIPMENT	2,190	777	791	781	780	2,376
3105	ADP SOFTWARE - CAPITALIZED	2,040	750	757	750	750	2,207
3106	ADP EQUIPMENT - CAPITALIZED	55	5	10	10	10	55
3153	BOOKS	2	2	0	0	0	2
3155	ADP SOFTWARE - NON-CAPITALIZED	42	15	15	16	15	61
3156	ADP EQUIPMENT - NON-CAPITALIZED	48	5	6	5	5	48
3157	OFFICE EQUIPMENT - NON-CAPITAL	3	0	3	0	0	3
4200	INSURANCE CLAIMS & INDEMNITIES	0	0	49	0	0	49
4221	IDEMNITIES	0	0	49	0	0	49
9999	UNDISTRIBUTED	0	0	0	0	0	0
	TOTAL PROGRAMMED	24,275	6,957	6,203	6,173	6,067	24,130

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Appendix G – Financial Plan Change Request

**FINANCIAL PLAN CHANGE REQUEST
(FinPlnChg)**

DATE: _____ **REQUEST NUMBER:** _____
SUBMITTED BY: _____ **POINT OF CONTACT:** _____
 Organization (ORGN) Name: _____ Name: _____
 Organization (ORGN) Code: _____ Telephone Number: _____
FISCAL YEAR: _____
FUND TYPE: Direct _____ Reimbursable _____

DECREASES	INCREASES
Quarter 1: _____	Quarter 1: _____
Quarter 2: _____	Quarter 2: _____
Quarter 3: _____	Quarter 3: _____
Quarter 4: _____	Quarter 4: _____
Total Funds: _____	Total Funds: _____
ORGN CODE: _____	ORGN CODE: _____
OBJECT CLASS: _____	OBJECT CLASS: _____
PROJECT: _____	PROJECT: _____

JUSTIFICATION:

<p><u>APPROVALS:</u> ORGN Director (or designee): Typed or Printed Name: _____ Signature: _____ Financial Management: Typed or Printed Name: _____ Signature: _____</p>	<p><u>FINANCIAL MANAGEMENT:</u> Date Received: _____ Processed in Oracle: By: _____ Date: _____ Copy Furnished to Cost Center: By: _____ Date: _____</p>
--	---

COORDINATION (if required):

Name	Office	Signature
_____	_____	_____

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Appendix H – SF-132 Apportionment and Reapportionment

FY 2010 Apportionment
Funds provided by Public Law 111-117

Line No	Line Split	Bureau/ Account Title / Cat B Stub / Line Split	Previous Approved	Prev Footnote	Agency Request	Agency Footnote	OMB Action	OMB Footnote	Memo Obligations
		Other Defense Civil Programs Bureau: Selective Service System Account: Salaries and Expenses (200-45-0400) TAFS: 90-0400 /2010							SSS No. 2
BEA	DISC	BEA Category							
RptCat	NO	Reporting Categories							
AdjAuth	NO	Adjustment Authority provided							
		BUDGETARY RESOURCES							
		Unobligated balance:							
1A		Unob Bal: Brought forward, October 1 (+ or -)							
1B		Unob Bal: Adjustment to SOY balance brought forward, October 1 (+ or -)							
		Recoveries of prior year unpaid obligations:							
2A		Recoveries of prior year unpaid obligations, Actual							
2B		Recoveries of prior year unpaid obligations, Anticipated							
		Budget authority \ Appropriation:							
3A1		BA: Appropriation, Actual	24,275,000		24,275,000		24,275,000		
3A2		BA: Appropriation, Anticipated							
3B		BA: Borrowing authority							
3C		BA: Contract authority							
		Budget authority \ Spending authority from offsetting collections (gross):							
		Earned:							
3D1A		BA: Offsetting Collections - Earned, Collected							
3D1B		BA: Offsetting Collections - Earned, Change in receivables from Fed sources							
		Change in unfilled customer orders (+ or -):							
3D2A		BA: Change in unfilled customer orders - Advance received							
3D2B		BA: Change in unfilled customer orders - Without advance from Fed sources							
3D3		BA: Offsetting collections - Anticipated	360,000	B1	370,000	B1	370,000	B1	
3D4		BA: Offsetting Collections - Previously unavailable							
		Expenditure transfers from trust funds:							
3D5A		BA: Expenditure transfers from trust funds - Collected							
3D5B		BA: Expenditure transfers from trust funds - Change in receivables							
3D5C		BA: Expenditure transfers from trust funds - Anticipated							
		Nonexpenditure transfers, net:							
4A		Nonexpenditure transfers, net: Actual transfers, BA							
4B		Nonexpenditure transfers, net: Anticipated transfers, BA							
4C		Nonexpenditure transfers, net: Actual transfers, unob balances							
4D		Nonexpenditure transfers, net: Anticipated transfers, unob balances							
5		Temporarily not available pursuant to Public Law ____ (-)							
		Permanently not available:							
6A		Permanently not available: Cancellations of expired or no-year accounts (-)							
6B		Permanently not available: Enacted reductions (-)							
6C		Permanently not available: Capital transfer and redemption of debt (-)							
6D		Permanently not available: Other authority withdrawn (-)							
6E		Permanently not available: Pursuant to Public Law ____ (-)							
6F		Permanently not available: Anticipated for rest of year (-)							
7		Total budgetary resources	24,635,000		24,645,000		24,645,000		
		APPLICATION OF BUDGETARY RESOURCES							
		Apportioned:							
8A1		First quarter	5,566,587		5,576,587		5,576,587		
8A2		Second quarter	8,373,274		7,587,985		7,587,985		
8A3		Third quarter	7,101,757		6,332,685		6,332,685		
8A4		Fourth quarter	3,593,382		5,147,743		5,147,743		
8C		Apportioned for future fiscal years							
9		Budgetary Resources: Withheld pending rescission (pursuant to 2 U.S.C. 683)							
10		Budgetary Resources: Deferred							
11		Budgetary Resources: Unapportioned balance of revolving fund							
12		Total budgetary resources	24,635,000	A1	24,645,000		24,645,000		

Submitted Carol Verdino Date 1/15/2010

Approved See Approval Tab for Electronic Signature Date 3/2/2010
Kathleen Peroff, Deputy Associate Director for National Security, OMB

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Appendix I – Mid-Year Review/Third Quarter/End of Year Closeout Procedures

MID YEAR REVIEW/THIRD QUARTER/END OF YEAR CLOSEOUT PROCEDURES

DATE: _____	
SUBMITTED BY:	POINT OF CONTACT:
ORGANIZATION NAME: _____	NAME: _____
ORGANIZATION CODE: _____	TELEPHONE NUMBER: _____
FISCAL YEAR: _____	
ANNUAL FUNDING: _____	
UNOBLIGATED COMMITMENTS: _____	Should reflect zero based on financial system
CUMULATIVE OBLIGATIONS: _____	
AVAILABLE BALANCE: _____	\$0.00 Available for withdrawal by FM (Formula)

I certify that the information above is correct. We are closed for the fiscal year.

NAME (PRINT): _____	
SIGNATURE: _____	
DATE: _____	

FM concurs with the documentation provided.

APPROVAL:	
NAME (PRINT): _____	
SIGNATURE: _____	
DATE: _____	

FM **does not** concur with the documentation provided. Please make the adjustments identified and resubmit once completed.

DISAPPROVAL:	
NAME (PRINT): _____	
SIGNATURE: _____	
DATE: _____	

Required adjustments:

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**MID YEAR REVIEW/THIRD QUARTER/END OF YEAR CLOSEOUT PROCEDURES
EXAMPLE**

DATE: 9/30/2010

SUBMITTED BY:

POINT OF CONTACT:

ORGANIZATION NAME: FM

NAME: Jane Doe

ORGANIZATION CODE: 080115

TELEPHONE NUMBER: xxx-xxx-xxxx

FISCAL YEAR:

ANNUAL FUNDING: \$156,000.00

UNOBLIGATED COMMITMENTS: \$0.00 Should reflect zero based on financial system

CUMULATIVE OBLIGATIONS: \$155,456.00

AVAILABLE BALANCE: \$544.00 Available for withdrawal by FM (Formula)

I certify that the information above is correct. We are closed for the fiscal year.

APPROVAL:

NAME: John Doe

SIGNATURE: Your signature

DATE: 9/30/2011

FM concurs with the documentation provided. You are officially released.

APPROVAL:

NAME (PRINT): _____

SIGNATURE: _____

DATE: _____

FM does not concur with the documentation provided. Please make the adjustments identified and resubmit once completed.

DISAPPROVAL:

NAME (PRINT): Susie Que

SIGNATURE: FM signature

DATE: 9/30/2011

Required adjustments:

Funds still in commitment status. Please take action to ensure funds are obligated. Available funds stated above does not reflect status of funds. The financial system reflects \$1,200. Please provide explanation for the difference.

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Appendix J – Status of Funds Report



Adobe Acrobat
Document

**FISCAL MANUAL
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Appendix K – Budget Document Correction

The 29-JAN-2014 for FY 2014 30-day appropriation \$1,882,191.00 was posted to the wrong SGL. Copy the document number above and pull it up in the enter budget authority screen,

Enter Budget Authority (SSS_SET_OF_BOOKS)

Number: FY 2014 30 day a 0 Transaction Date: 29-JAN-2014 Beginning Period Of Availability: 2014

Treasury Account Symbol: 090140400 Authority Duration Code: A: Annual Expiration Date: 30-SEP-2014

Fund Value: D2014 Apportionment Category: A: Category A - Qu Cancellation Date: 30-SEP-2019

Distribution: 2014|D2014|NA|N Direct or Reimbursable Code: D: Direct Document Total: 1,882,191.00

Status: Approved, Reserved Source: Manual

Description: 2014.DIRECT 2014.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE

Rev Date	GL Date	Transaction Type	Sub Type	Increase/Decrease	Transaction Amount	Public Law Code	Reduction Type	Advance Type
29-JAN-2014	29-JAN-2014	Appropriation	BUD-D-003	Increase	1,882,191.00	113-76		

Buttons: Check Funds... Approve...

Next add a decrease line for \$1,882,191.00, everything the same as the original line, except it's a decrease. **Make sure the date is a January 2014 date.** Hint: If you do a shift/F5, the data from the field above will automatically fill in, saving you from having to re-type.

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Enter Budget Authority (SSS SET OF BOOKS)

Number	FY 2014 30 day a	0	Transaction Date	29-JAN-2014	Beginning Period Of Availability	2014
Treasury Account Symbol	090140400	Authority Duration Code	A: Annual	Expiration Date	30-SEP-2014	
Fund Value	D2014	Apportionment Category	A: Category A - Qu	Cancellation Date	30-SEP-2019	
Distribution	2014 D2014 N N N	Direct or Reimbursable Code	D: Direct	Document Total	1,882,191.00	
		Status	Approved, Reserved	Source	Manual	

Description: 2014.DIRECT 2014.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE []

Main Transfers

Approval Rev Date	GL Date	Transaction Type	Sub Type	Increase/Decrease	Transaction Amount	Public Law Code	Reduction Type	Advance Type
0 29-JAN-2014	29-JAN-2014	Appropriation	BUD-D-003	Increase	1,882,191.00	113-76		
	31-JAN-2014	Appropriation	BUD-D-003	Decrease	1,882,191.00	113-76		

Check Funds... Approve...

Next add a third line, but do an increase to the Appropriation CRA, Sub-type BUD-D-017. It should look like this:

Number	FY 2014 30 day a	0	Transaction Date	29-JAN-2014	Beginning Period Of Availability	2014
Treasury Account Symbol	090140400	Authority Duration Code	A: Annual	Expiration Date	30-SEP-2014	
Fund Value	D2014	Apportionment Category	A: Category A - Qu	Cancellation Date	30-SEP-2019	
Distribution	2014 D2014 N N N	Direct or Reimbursable Code	D: Direct	Document Total	1,882,191.00	
		Status	Approved, Reserved	Source	Manual	

Description: 2014.DIRECT 2014.NOT APPLICABLE.NOT APPLICABLE.NOT APPLICABLE []

Main Transfers

Approval Rev Date	GL Date	Transaction Type	Sub Type	Increase/Decrease	Transaction Amount	Public Law Code	Reduction Type	Advance Type
0 29-JAN-2014	29-JAN-2014	Appropriation	BUD-D-003	Increase	1,882,191.00	113-76		
	31-JAN-2014	Appropriation	BUD-D-003	Decrease	1,882,191.00	113-76		
	31-JAN-2014	Appropriation	BUD-D-017	Increase	1,882,191.00	113-76		

Editor

Appropriation CRA

OK Cancel Search

Check Funds... Approve...

Save and submit the document for approval.

The SSS transaction summary is attached.

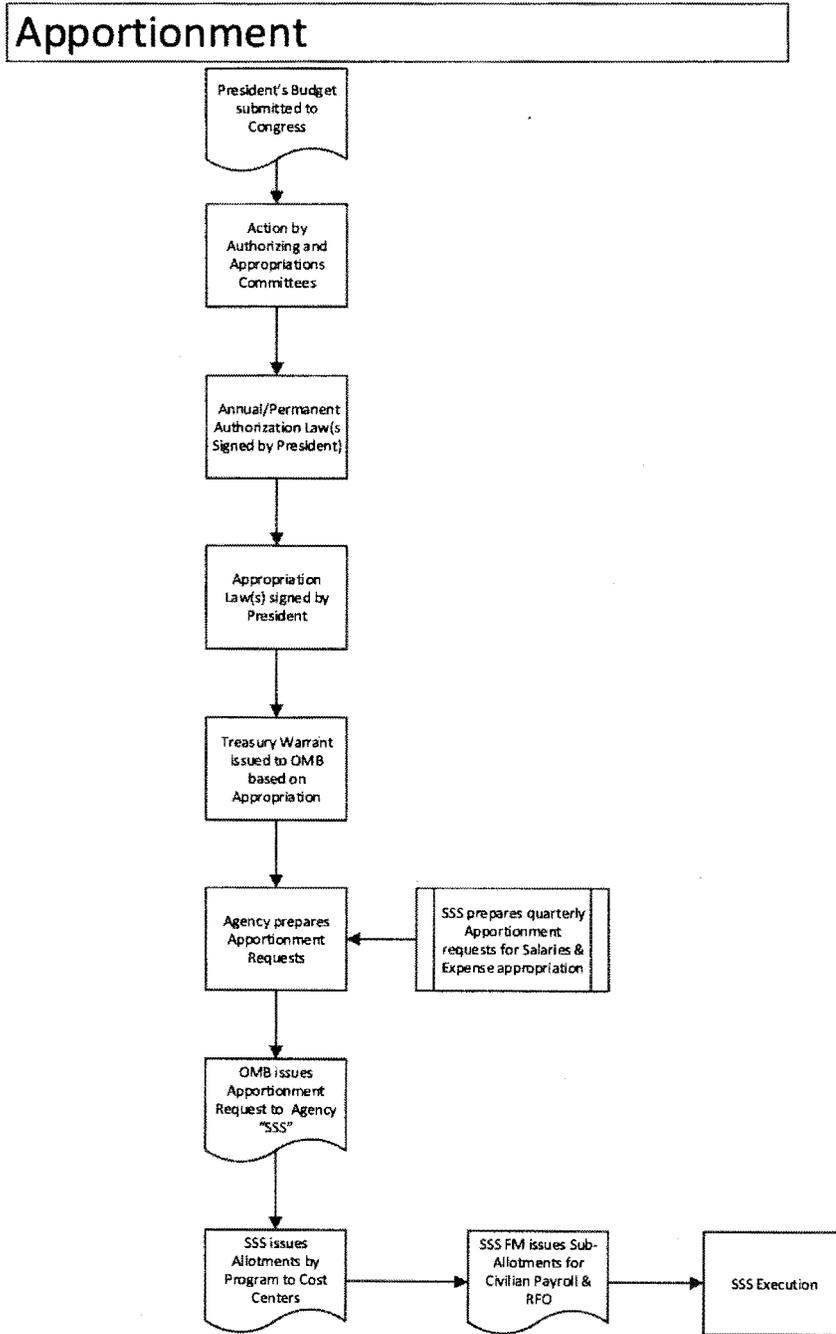
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SET_DF		JOURNAL										LINE_DF													
BOOKS	PERIOD	POSTED	BATCH	JOURNAL	SOUR	CATEGO	JE	LINE	REFERE	REFERE	REFERE	REFERE	SCRIPTO	REFERE											
D	NAME	DATE	NAME	NAME	CE	RY	NUM	NCE_1	NCE_2	NCE_3	NCE_4	N	NCE_5	BFY	FUNG	ORGN	PROJE	BOC	SGL	M	UNT	DEBT_AMT	CREDIT_AM	BALANCE	
P	43	OCT-14	1022	2013	Budget Ex 22-OCT-20	Budgetary	APPROPRIAT	1	1102867					FY 2014 1 BE Doc #	FY 2014 1	2014	D2014	NA	NA	9999	109001	NA	5,559,810.00	0.00	5,559,810.00
P	43	JAN-14	1/9	2014	Budget Ex 09-JAN-20	Budgetary	APPROPRIAT	1	1190823					FY 2014 1 BE Doc #	FY 2014 1	2014	D2014	NA	NA	9999	109001	NA	906,368.00	0.00	906,368.00
P	43	JAN-14	1/29	2014	Budget Ex 29-JAN-20	Budgetary	APPROPRIAT	1	1231815					FY 2014 3 BE Doc #	FY 2014 3	2014	D2014	NA	NA	9999	101041	NA	1,882,191.00	0.00	1,882,191.00
P	43	JAN-14	2/7	2014	Budget Ex 31-JAN-20	Budgetary	APPROPRIAT	1	1243815					FY 2014 3 BE Doc #	FY 2014 3	2014	D2014	NA	NA	9999	101041	NA	0.00	1,882,191.00	(1,882,191.00)
P	43	JAN-14	2/7	2014	Budget Ex 31-JAN-20	Budgetary	APPROPRIAT	2	1243816					FY 2014 3 BE Doc #	FY 2014 3	2014	D2014	NA	NA	9999	109001	NA	1,882,191.00	0.00	1,882,191.00

Corrects SGL from 1010 FBWT to 1090 FBWT under CR

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Appendix L – Process Flow of Apportionments and Allotments



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Appendix M: Method for Calculating Apportionments, Allotments, and Sub-Allotments

Appropriation or Continuing Resolution

The following scenarios illustrate the posting of funds received for agency operations under an appropriation or a Continuing Resolution (CR). Totals or portions thereof are based on either the Appropriation Act or CR budget items approved by the Office of Management and Budget (OMB).

Appropriation								
The four scenarios below reflect the most likely postings for an annual appropriation and/or Continuing Resolution authority. Please note only the proprietary transaction are shown; refer to Fiscal Manual Chapter 8, Appendix A for the corresponding budgetary postings.								
Trans #	DR/ CR*	SGL	Transaction	Sub Type	Increase/Decrease	Transaction Amount	Public Law	Reason
Scenario 1: Annual Appropriation upon receipt of warrant								
1	DR	1010	Fund Balance with Treasury (FBWT)	BUD-	Increase	\$24,000,000	Appropriation Act #	Post annual appropriation
Scenario 2: First quarter Continuing Resolution (CR)								
2	DR	1090	FBWT under a CR	BUD-	Increase	\$6,000,000	CR #	Post funding for period of CR - approx 1/4 available funds based on the last FY burn rate formula
Scenario 3: 30-day or Incremental CR								
3	DR	1090	FBWT under a CR	BUD-	Increase	\$1,999,999	CR #	Post funding for period of CR - approx 30 days of available funds based on the last FY burn rate formula. Day = FY Amount/360
Scenario 4: Appropriation for Quarters 2-4 upon receipt of warrant, after Qtr 1 CR								
4	DR	1010	FBWT	BUD-	Increase	\$24,000,000	Appropriation Act #	Post annual appropriation
	CR	1090	FBWT under a CR		Decrease	\$6,000,000	Appropriation Act #	Net CR to zero
*DR/CR = Debits or Credits								
To ensure ready access for FM/CFO staff, all appropriation, apportionment, allotment, and sub-allotment files should be maintained on the "U" drive under the fiscal year (FY) in one folder for sub-folders for each type of sub-division.								
To number files use "Appropriation Worksheet FY__ - v_". Or "CR Worksheet FY__ - v_" ("V" is for version.) For example: The first fiscal year transaction for FY 15 is labeled "Appropriation Worksheet FY15 - Qtr1 -v1"								

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Apportionment

1. The SSS apportions funds quarterly to cost centers, which include the Office of the Director, Operations, Region I, Region II, Region III, and the Data Management Center. Quarterly apportionments are based on the monthly phasing of budget resources or a bottom up approach that supports the sub-allotment, allotment, and apportionment processes.
2. Transactions for posting all budgetary and proprietary accounts are shown in Fiscal Manual Chapter 8, Appendix A. To number files use "Apportionment Worksheet FY__ - Qtr_ - v_". ("V" is for version.) For example: The first fiscal year transaction for FY 15 is labeled "Apportionment Worksheet FY15 - Qtr1 -v1"
3. Calculating quarterly or CR apportionment amounts
 - a. Ideally one-fourth of available appropriations are apportioned in each quarter. However, this is not realistic as various annual or recurring bills and/or contracts are payable at different times throughout the year. Even payroll costs can fluctuate if there is seasonal employment. Hence, the Budget Officer must make an accurate calculation of all known obligations including any awards for each quarter. This is most significant when operating under a CR as OMB does not like to recalculate. Normally the award payments are deferred until the full appropriation is received.
 - b. The best technique for estimating apportionment amounts is to begin with an estimate of monthly phasing rolled into quarterly and annual phasing plans.
 - c. Be mindful that under a CR some bills/obligations such as FECA are deferred until the annual appropriation is received.

Apportionment	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Totals
SSS Apportionment					
Cumulative Total					

Allotments

Quarterly Allotments are based on monthly phasing reflected in sub-allotments along with execution data and approved reprogrammings to ensure the Agency's funds are executed and expended under the appropriate organization.

Allotments by Quarter						
Cost Ctr	Cost Centers	1	2	3	4	Total
080111	Agency Personnel					
080111	Reserve Force Officers					
080115	Financial Management					
080116	Ofc of Director - Operations					
080117	Ofc of Director - Reception & Rep Funds					

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Allotments by Quarter						
Cost Ctr	Cost Centers	1	2	3	4	Total
080118	Ofc of Director - Strategic Actions					
080120	Public & Intergovernmental Affairs					
080220	Logistics					
080240	Human Resources					
080505	Admin Ops/Staff Travel					
080510	Information Management (IT)					
080520	Printing					
080521	Continuation of Operations					
080530	Registration					
080540	Alternative Service					
100000	Region 1					
200000	Region 2					
300000	Region 3					
400000	Data Management Center					
	Totals					

Sub-Allotments

Using the Monthly Phasing, quarterly sub-allotments are built from the bottom up based on prior year execution plus budget changes and emerging requirements. The process is used for each quarter.

Sub-Allotments						
		Quarter __				
Sub-Allotment	Cost Center	Allotment	Current Obligations	Expenditures	% Obligated	Available Balance
Personnel	080111	080115				
		080116				
		080117				
		080118				
		080120				
		080220				
		080240				
		080505				
		080510				
		080520				
		080530				

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Sub-Allotments						
		Quarter __				
Sub-Allotment	Cost Center	Allotment	Current Obligations	Expenditures	% Obligated	Available Balance
	080540					
	100000					
	200000					
	300000					
	400000					
	Total					
RFO	080111	100000				
		200000				
		300000				
		400000				
		Total				

Monthly Phasing Plan

Monthly phasing plans represent the top-level for each organization; however, each cost center's budget should be broken out to reflect individual line item details.

Monthly Phasing Plan for FY 20__													
Cost Ctr	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Total
080111													
080111													
080115													
080116													
080117													
080118													
080120													
080220													
080240													
080505													
080510													
080520													
080521													
080530													
080540													
100000													

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Monthly Phasing Plan for FY 20__													
Cost Ctr	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Total
200000													
300000													
400000													
Total													

An Appendix M worksheet is available on the FM Share Drive. This file may also be requested from the Budget Officer.

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Section A: Introduction

1. Purpose. This chapter provides the Selective Service System (SSS) fiscal policy for the management of the Reserve Force Officers (RFOs) Program including matters that can have financial implications if not processed when due.
2. Applicability. **The guidance in this chapter is binding upon all applicable offices and employees, compensated or uncompensated, and RFOs assigned to the SSS, including agreements with Parent Services. In addition, RFOs must comply with all Department of Defense (DoD) regulations, policies, and instructions.**
3. References. The following authorities and policies govern the conduct and management of RFOs or Individual Mobilization Augmentees (IMAs) as designated by the Department of Defense assigned to the SSS:
 - a. SSS Personnel Policies and Procedures Manual (PPPM), [Chapter 900](#), Military Personnel Administration
 - b. [SSS Headquarters Order 12-02, Organization and Functions of the Selective Service System \(SSS\)](#)
 - c. [DoD Instruction 1215.06](#), Uniform Reserve, Training and Retirement Categories for the Reserve Components, March 11, 2014
 - d. [DoD Instruction 1215.07](#), Service Credit for Non-Regular Retirement, September 23, 2013
 - e. [DoD Instruction 1215.13](#), Reserve Component (RC) Member Participation Policy, May 11, 2009
 - f. [DoD Instruction 1235.11](#), Management of Individual Mobilization Augmentees (IMAs), May 24, 2007
 - g. [Memorandum of Understanding between the Selective Service System and the Department of Defense for Support and Assistance During Mobilization, January 1, 1996](#)
 - h. The Economy Act, [15 USC 1535](#)
 - i. [SSS Directive 400-xx](#), Readiness Training Directive, updated annually each fiscal year (FY) during October.
 - j. [SSS Directive 400-78](#), New Officer/State Director (NO/SD) Training Program, October 15, 2007
 - k. SSS Directive 600-xx, Registration Improvement Plan, updated annually each fiscal year during May-June for the subsequent fiscal year
 - l. [DoD FMR Vol. 7A](#), Military Pay Policies and Procedures – Active Duty and Reserve Pay
 - m. [DoD FMR Vol. 7B](#), Military Pay Policies and Procedures – Retired Pay
 - n. Defense Military Compensation, [Reserve Retirement](#)
 - o. [Joint Travel Regulations](#), (JTR) Uniformed Service Members and DoD Civilian Employees
 - p. Uniform Code of Military Justice ([UCMJ](#))

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Section B: Budget Formulation

1. Military Budget for the Reserve Force Officers (RFOs). Selective Service System (SSS or “the Agency”) must formulate a budget for the Funded RFOs assigned to the SSS.
 - a. SSS has RFOs assigned from the following Military Services:
 - 1) Army National Guard (ARNG)
 - 2) U.S. Air Force Reserves (USAFR)
 - 3) U.S. Army Reserves (USAR)
 - 4) U.S. Coast Guard Reserves (USCGR)
 - 5) U.S. Marine Corps Reserves (USMCR)
 - 6) U.S. Navy Reserves (USNR)
 - b. SSS is responsible for budgeting and tracking RFOs’ pay and allowances (P&A) and travel costs incurred for periods of Inactive Duty Training (IDT or “Drills”) and Annual Training (AT) performed in support of the SSS mission. SSS tracks RFOs’ IDT and AT activity and costs in the [Integrated Mobilization Information System \(IMIS\)](#) for all RFOs officially assigned to SSS and authorized by SSS to perform the IDT and AT periods.
 - c. RFOs fall into two budget categories: (1) Funded RFOs for which SSS reimburses the Services for authorized costs incurred by the RFOs for performance of official duties in support of SSS; and (2) Unfunded RFOs which the Services do not receive Agency reimbursement. USMCR, USNR, and a portion of the ARNG do not require SSS to reimburse for assigned RFOs.
 - d. **SSS authorizes per RFO (Funded and Unfunded) per FY a maximum of 13 AT days (inclusive of travel days) and a maximum of 48 IDT periods, i.e., a maximum of 36 paid IDT periods (averaging 3 paid IDTs per month NTE 9 per FY quarter) and 12 unpaid IDT periods for points only (averaging 1 unpaid IDT per month). However, only reimburses the Services for authorized AT days and IDT periods for Funded RFOs officially assigned to and actively reporting to SSS.**
 - e. The Agency’s Funded RFO budget is structured as follows:

ACTIVITY	ORGANIZATION	BOC
IDT and AT Pay and Allowances (P&A)		
Drill P&A	080112	1186
AT P&A	080112	1187
Annual Training (AT) Travel		
AT Travel for Region 1	100000	2188
AT Travel for Region 2	200000	2188
AT Travel for Region 3	300000	2188

As depicted in the above table, IDT and AT P&A costs are included in the Agency Personnel Budget (Organization 080112) on BOCs 1186 and 1187. Travel costs are

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included in each of the three Regions budgets (organizations 100000, 200000, and 30000) on BOC 2188.

2. Financial Plan Estimates. By Fiscal Manual (FM), Chapter 2, Section C, par. 2b, the Budget Analyst and Region Administrative Officers (AOs) submit financial plan estimates by BOC for assigned areas of the Agency's military budget to the SSS Chief Financial Officer (CFO). For the authorized Funded RFOs shown in the budget year RFO Accountability Report (Appendix A) to be included in the financial management guidance, the Budget Analyst will formulate the estimates for the RFO Drill and AT P&A budget (BOCs 1186 and 1187), and Region AOs will formulate estimates for the respective Region RFO AT Travel budget (BOC 2188) for inclusion with other applicable BOCs. **All Military P&A and travel funds will be requested in the first quarter (in lieu of quarterly phasing) to permit the Budget Analyst to request full obligation of the funds upon receipt of the Agency's annual appropriation.**
 - a. When formulating annual Military budgets, the Budget Analyst and Region AOs should consider RFO historical obligation and expenditure trends, such as the timing of when RFO costs are incurred versus the timing of the corresponding expenditure. Although historical data is useful, it cannot be the sole consideration. Budget forecasts based strictly on historical information are inherently flawed and lack proper economic framing and context. A realistic budget forecast must be informed by updates that account for the current statutory, fiscal, organization, and policy landscape. Federal agencies usually characterize budget changes as price (e.g., economics, inflation, etc.) or program (e.g., external/ internal, different pay grade mix, etc.). Therefore, RFO historical data must be considered in conjunction with other relevant, current information such as planned and actual RFO activity during the year of execution, particularly since there are numerous variables that impact the Military P&A budget, such as pay grade mix, years in service, promotions, planned recruitment efforts, and frequent RFO turnover (deployment, separation, and new assignments).
 - b. The Budget Analyst formulates financial plan estimates for the Military P&A budget by coordinating with the Associate Director for Operations (AD OP), Region Directors (RDs), and the Military Human Resources (HR-M) Specialist to request information for the Agency's planned recruitment of new Funded RFO and quarterly AT activity (planned exhibits, registration events, etc.).
 - 1) For Current FY: Report actual data depicted on a current Status of Funds Report generated from the agency's finance and accounting system, i.e., SSS Oracle Federal Financial System (OFF).
 - 2) For Budget Year (BY) and BY+1: Use Regions' estimated detailed annual current FY costs submission during 3rd Quarter to calculate estimated average costs per RFO (Appendix B). The Budget Analyst prepares BY estimates for the authorized Funded RFOs by applying the following pay factors to the average base pay cost per Funded RFO:
 - a) Proposed military pay raises are updated on a calendar year basis.

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- b) Normal Cost Percentages (NCPs) for the Department of Defense (DoD) Military Retirement Fund are updated on a FY year basis by the DoD Board of Actuaries.
 - c) Federal Insurance Contributions Act (FICA) tax rate for Social Security and Medicare are posted on the Social Security Administration's (SSA's) website on a calendar year basis.
- 3) The Budget Analyst includes the following pay components in preparing estimated Military P&A costs:
- a) Drill P&A (BOC 1186) will consist of estimated costs for base pay, FICA, and pension accrual costs.
 - i) Drill base pay will include the proposed pay raise for the BY and BY+1.
 - ii) FICA estimate will apply the FICA tax rate to the estimated Drill base pay for the BY and BY+1.
 - iii) Pension accrual will apply the DoD NCP for the BY and BY+1 to the estimated Drill base pay for the BY and BY+1.
 - b) For AT P&A costs:
 - i) AT base pay will include the proposed pay raise for the BY and BY+1.
 - ii) FICA estimate will apply the FICA tax rate to the estimated AT base pay for the BY and BY+1.
 - iii) Pension accrual will apply the DoD NCP for the BY and BY+1 to the estimated AT base pay for the BY and BY+1.
- d. Region AOs will formulate financial plan estimates for the respective Region's AT Travel Budget (BOC 2188) as follows:
- 1) For current FY: Report actual data depicted on current Status of Funds Report generated from the OFF.
 - 2) For BY and BY+1: Use historical data from the Reserve Forces Automated Personnel System (RFAPS) in the Agency's [IMIS](#) to calculate estimated AT Travel costs for authorized Funded RFOs. Also, the Region AOs should reference the following for travel related cost websites:
 - a) GSA - [Per Diem rates](#) for the Continental U.S
 - b) GSA - [Privately owned vehicle \(POV\) mileage reimbursement rates](#)
 - c) Defense Travel Management Office (DTMO) - [Joint Travel Regulations](#), Uniformed Service Members and DoD Civilian Employee.
 - d) DTMO - [Per Diem rates for Overseas Non-Foreign](#) areas (e.g., Alaska, Hawaii, Guam, Puerto Rico, etc.).
 - e) DTMO - [Other Rates and Allowances](#).
 - 3) Region AOs will include the following pay components to prepare the estimated military AT Travel (BOC 2188) costs: Transportation, Per Diem, and Miscellaneous.
3. Preparation of Annual Interagency Agreements (IAAs). The Budget Analyst uses data from financial plan estimates to prepare funding ceilings for the annual Interagency Agreements (IAAs) between SSS and the Military Services that assign Funded RFOs. The IAA process is in Section G, par. 4.1 of this chapter. The Budget Analyst ensures current annual IAAs for

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Funded RFOs are posted in the SSS Memoranda of Understanding document located on the Agency's intranet under the "Funded RFO" tab.

Section C: Budget Review and Analysis (R&A)

1. Monthly R&A.

- a. Each month, Region AOs perform a review of AT and Drill P&A, and travel data in IMIS sub-systems RFAPS and Drill Payment and Accounting System (DPAS) for Funded and Unfunded RFOs. This review will cover the dates from October 1st until the **22nd calendar day of each month**. Region AOs should complete DPAS and RFAPS updates and comprehensive reviews of authorized AT days and Drills conducted by RFOs assigned to SSS to include Drill P&A, AT P&A, and AT Travel costs. The Accounting staff will use this data to prepare quarterly accrued expenditures (for unbilled Funded RFO services earned) and imputed costs (for non-reimbursable Unfunded RFOs).
- b. By the **5th workday of the subsequent month**, Region AOs will complete DPAS and RFAPS updates and reviews for AT days and Drills performed through the last calendar day. The Budget Analyst will use this data to validate monthly bills for USAR, and prepare quarterly bills for ARNG, USAFR, and USCGR.
- c. If Region AOs are unable to meet the monthly deadline, AOs should email the Budget Analyst and CFO to document the cause for the delay and planned completion date. Region AOs will consider the following actions during monthly updates and reviews.
 - 1) Ensure timely data entry into IMIS for all Drill and AT conducted by RFOs, to include Drill P&A, AT P&A, and AT Travel costs.
 - 2) Only enter actual Drill and AT activity or costs supported with the proper documentation. Do not enter projected Drill or AT activity unless directed to do so by CFO guidance.
 - 3) Routinely remind RFOs to immediately submit pay documents and travel vouchers to their parent Service within 5 days of completion, and provide the actual data to the Region.
 - 4) Follow-up with RFOs to obtain missing actual data for prior fiscal year (PY) and prior months, and promptly post the data in IMIS.
 - 5) Conduct on-going comprehensive reviews of IMIS reports and all RFO files to ensure accurate accounting and documentation of Drill and AT P&A and travel costs and activity for all Services. At a minimum, the following reports from IMIS and OFF are generated and reviewed for accuracy for Funded and Unfunded RFOs:
 - a) IMIS - Actual AT Days and RFO AT Monitoring Reports to **ensure individual RFO total AT days for the FY do not exceed the SSS authorized maximum of 13 AT days (inclusive of travel days) per RFO per FY.**
 - b) IMIS - Annual Training Cost by Program Report to validate individual RFO AT P&A and Travel costs.
 - c) IMIS - RFO Travel Budget Status Report to ensure total AT Travel costs do not exceed the travel ceiling in the current Region budget for BOC 2188 posted in OFF.

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- d) IMIS - Number of Paid RFO Drills and RFO Drill Monitoring Reports to **ensure individual RFO total paid Drills in a FY do not exceed the SSS authorized maximum of 36 paid Drills (IDTs) per RFO per FY (averaging 3 paid IDTs per month NTE 9 per FY quarter). The remaining 12 IDT periods are points only (averaging 1 unpaid IDT per month).**
- e) IMIS - RFO Drill Costs Report to validate individual RFO Drill P&A costs.
- f) OFF – Status of Funds Report.
- d. SSS has Funded RFOs assigned from four Military Services (ARNG, USAFR, USAR, and USCGR). Annually, the Budget Analyst makes sure four corresponding Purchase Orders (POs) are created in OFF to track Funded RFO costs for each Service. All bills for Funded RFO costs incurred during the FY are paid against the applicable Service PO using the following six lines of accounting (LOAs), where “x” is the fiscal year.
 - 1) 201x/D201x/080112/105/1186 for all Funded RFO Drill P&A
 - 2) 201x/D201x/080112/105/1187 for all Funded RFO AT P&A
 - 3) 201x/D201x/100000/1105/2188 for Region 1 Funded RFO AT Travel
 - 4) 201x/D201x/200000/1105/2188 for Region 2 Funded RFO AT Travel
 - 5) 201x/D201x/300000/1105/2188 for Region 3 Funded RFO AT Travel
- e. The Budget Analyst will ensure the approved annual Military P&A and travel funds are fully obligated on the four Service POs once SSS receives the annual appropriation and the CFO releases the annual Military funds. This usually occurs at the beginning of the FY unless SSS is under a Continuing Resolution Authority (CRA). If SSS is under a CRA, the Budget Analyst will incrementally obligate the four Service POs based on the funds allocated under the CRA. To obligate the Military P&A and travel funds, the Budget Analyst will submit requests to the assigned FM requisitioner to create requisitions in OFF to be used by the Contracting Office to create or increase the Service POs. As bills are received for payment, the Budget Analyst will submit requests as necessary to either increase the PO (via the Requisition process) or adjust funding between the Service POs for the applicable LOA (via a Routing and Transmittal Slip (OF41) to the Contracting Office).
- f. On the last workday of each month, the Military Human Resources Specialist issues a RFO Accountability Report to monitor and track RFO authorizations and assignments by Region and Service. The Budget Analyst uses the RFO Accountability Report to calculate Average RFO onboard levels. The Budget Analyst provides this analysis to the CFO during periodic review meetings to determine if funding adjustments are required.
- g. Monthly, the Budget Analyst generates and validates execution reports from OFF (Appendix D). The Budget Analyst also reviews the PO Summary screens (i.e., the Header and PO Distribution lines).
 - 1) The Status of Funds Report by BOC and Project
 - 2) The Status of Military Obligations and Payments Reports
 - a) Referencing Payments by Supplier and PO Lines
 - b) Referencing Payments by Supplier and BOC Lines
 - c) Summary by BOC

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2. Periodic Cost R&A.
 - a. For PY USAR PO: Based on historical trends, the SSS will continue to receive PY bills from USAR until December. By January 15th, the Budget Analyst submits a request to the Contracting Officer to liquidate the PY USAR PO.
 - b. For current FY Military Activities:
 - 1) At the beginning of the third and fourth quarters, April and July respectively, the Budget Analyst issues guidance and two Excel files to Region AOs to capture annual projected Drill and AT P&A and Travel costs for Funded RFOs (Appendix B). One file captures the detailed Drill costs and the other detailed AT costs. Second, the Drill and AT worksheets automatically summarize individual Region data by month and Service. Third, the worksheets provide average costs data by Service, per Funded RFO, per Drill, and per AT Day for each Region.
 - a) Drill P&A costs for base pay, FICA, and pension accrual.
 - b) AT P&A costs for projected base pay, BAH, BAS, FICA, and pension accrual costs.
 - c) AT Travel costs for projected transportation, per diem, and miscellaneous costs.
 - 2) Region AOs may use various resources (e.g., historical AT and Drill data, military pay tables, IMIS reports, and pay related documentation submitted by the RFOs) to complete the Excel worksheets.
 - 3) The Budget Analyst analyzes Region submissions and requests corrective action from Region AOs as necessary. The Budget Analyst consolidates summary Drill and AT data for all Regions in an Excel file (Appendix C) with five worksheets in which four provide SSS-wide summary data by month and Service. This data automatically posts to a fifth worksheet that summarizes SSS data by BOC and month.
 - 4) The Budget Analyst updates the fifth worksheet to reflect the approved annual allocation by BOC. The worksheet automatically calculates projected funding surpluses or shortfalls by BOC.
 - 5) The Budget Analyst coordinates with AD OP, RDs, and the Military HR Specialist to request information about Agency recruitment efforts to increase assigned Funded RFO levels.
 - 6) The Budget Analyst meets with the CFO to provide a projected RFO cost analysis, average RFO on board levels, and planned Agency recruitment efforts. This information is used to assess if funding adjustments are required to reduce requested annual budget, shift funding allocations to another quarter, or withdraw projected excess funds.
3. Quarterly Obligation Review. Per Chapter 5, Section F, the Budget Analyst reviews current FY and PY Military POs to estimate unliquidated obligations (ULO) quarterly. The Budget Analyst submits an ULO package to the Accounting Officer and Contracting Officer annotating any action to be taken for Military ULOs.

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4. Yearend R&A.
- a. The Budget Analyst provides the CFO yearend guidance to task Region AOs to complete AT and Drill entries in IMIS for the period through September 30th by August 5th, and notify the Budget Analyst when IMIS updates are complete. During this review, Region AOs will enter documented Drills and AT costs (estimated and actuals) through July and planned Drills for August-September. If Region AOs are unable to meet the yearend deadline, AOs should email the Budget Analyst and CFO to document the cause for the delay with planned completion date. After August 5th, Region AOs will continue reviewing and updating DPAS and RFPAS until all actual Drill and AT costs are posted in DRPAS and RFAPS per Section C, par. 1a of this chapter.
 - b. By July 31st, the Budget Analyst coordinates with Region AOs to identify potential funding surpluses or shortfalls in individual Region AT Travel budgets.
 - c. By the 10th workday in August, the Budget Analyst prepares 4th Quarter billings (for ARNG, USAFR, and USCGR), marked as “Final Bill for FY 2___” on the bill and in letters sent to the Services. The Budget Analyst requests the Services to submit collections via Intra-governmental Payment and Collection (IPAC) to SSS by August 31st with “Final Bill for FY__” noted in the IPAC “Transaction Description” field. The Budget Analyst ensures requisitions are submitted to enable the Contracting Officer to make the final obligational adjustments to the FY POs for ARNG, USAFR, and USCGR. Finally, the Budget Analyst asks the Accountant to post the “Final Bill for FY__” in the Invoice “Description” field in OFF.
 - d. The USAR has a different process. The USAR submits monthly billings to SSS based on pay and travel data reported in USAR systems. The SSS accepts prior year USAR billings through December. By August 31st, the Budget Analyst projects the amount to retain on the USAR PO to cover potential bills. The formula “A – B = C” is used to estimate unliquidated obligations where:
 - A = Projected FY RFO services received YTD through September 30th
 - B = Minus: FY Expenditures YTD
 - C = Equals: Projected unbilled FY USAR services through September 30th
 - 1) The Budget Analyst reviews FY data sources to project RFO costs received through September 30th and uses the higher cost estimate. The first source consists of two reports from IMIS, the Annual Training Cost by Program Report and the RFO Drill Costs Report. The second source consists of the most recent Region submits of annual projected Drill and AT P&A and Travel costs (Section C, par. 2b of this chapter). Historically USAR bills have been received 12 months after the close of the FY; hence, the Budget Analyst reviews and analyzes PY IMIS and OFF reports to assess the percent of projected unbilled services to retain.
 - 2) Generate Status of military obligations and payments report from OFF to obtain the FY Expenditures YTD.
 - 3) The Budget Analyst meets with the CFO to provide the analysis, recommend an ULO amounts for the FY USAR PO, and identify excess Military funds for return to the Agency.

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- 4) The Budget Analyst submits a request to the Contracting Officer to make the required yearend adjustments to the FY USAR PO.

Section D: Manpower Requirements

1. Selection. The AD OP has overall responsibility for RFO selection and eligibility. This function is carried out by the Military HR Specialist within the HR chain of command.
 - a. The Director of each Region Headquarters (RHQs) selects and screens RFOs for USAFR, USAR, USCGR, USMCR, and the USNR.
 - b. State Adjutant Generals select and screen RFOs for the ARNG.
2. Security. Background and security investigations appropriate for each position are requested and financed by the Parent Services. HR is the agency's personnel security officer. HR-M is responsible for maintaining and verifying the security status of each RFO.
3. Integrated Mobilization Information System (IMIS). The Military HR Specialist approves the initiation of records to add new, or delete departing RFOs in IMIS.
4. Reporting. The Military HR Specialist prepares the monthly RFO Accountability Report that tracks Funded and Unfunded RFO authorizations and assignments.
5. Tour Duration. The length of individual RFO tours and extensions vary by Service.
 - a. ARNG At discretion of State Adjutant General
 - b. USAFR Indefinite
 - c. USAR Indefinite
 - d. USCGR 5 years w/possible extension
 - e. USMCR 3 years w/possible extension
 - f. USNR 3 years w/possible extension
6. Branch Designations. Most Services assign personnel to standard Military Occupational Specialty (MOS).
 - a. ARNG 01A
 - b. USAFR 86M0
 - c. USAR 01A
 - d. USCGR Retain current indicator code 073423
 - e. USMCR Retain current specialty code
 - f. USNR Retain current specialty code 1000 positions
7. AT Requirements. **RFOs officially assigned to and actively reporting to SSS may perform a maximum of 13 AT days (inclusive of travel days) per RFO per FY year. SSS only reimburses the Services for a maximum of 13 AT days per RFO per FY for AT that is authorized by SSS and performed in support of the SSS mission. Under no**

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circumstances shall RFOs perform AT days for SSS prior to providing the applicable SSS Region Administrative Officer official Assignment Orders to the SSS and copies of approved AT Travel Orders, both issued by the RFO's Parent Service.

8. **IDT or Drill Requirements.** If funding is available, RFOs officially assigned to and actively reporting to SSS the entire FY may perform a maximum of 48 IDT assemblies during the FY, i.e., a maximum of 36 paid IDT periods (averaging 3 paid per month NTE 9 paid per FY quarter) and 12 unpaid IDT periods for "points-only" (averaging 1 unpaid IDT per month). SSS only reimburses the Services for a maximum of 36 paid IDTs per Funded RFO per FY for IDTs that are authorized by SSS and performed in support of the SSS mission. RFOs may perform monthly IDTs during months they complete required AT days detailed in Section D, par. 7 of this chapter. However, RFOs cannot perform scheduled monthly or equivalent training (for missed IDTs) during months they are on other Active Duty orders (e.g., deployment, medical leave, or administrative leave pending disciplinary action) or not reporting to SSS. Under no circumstances shall RFOs perform IDTs prior to providing the applicable SSS Region Administrative Officer official Assignment Orders to the SSS and being activated in IMIS.
 - a. Full Day of IDT is 8 hours or a Multiple Unit Training Assembly (MUTA-2) or Single Unit Training Assembly (SUTA-2), which is equal to 2 Unit Training Assemblies (UTA) of 4 hours each.
 - b. 36 IDTs in "pay status" (paid) with an average of 3 paid IDTs per month NTE 9 paid IDTs per FY quarter.
 - c. 12 IDTs in "points-only status" (unpaid) with an average of 1 unpaid IDT per month.
9. **Other Training.** Reference (a) provides guidance for funding other SSS and Parent Service training requirements.
10. **Retirement Credits.** References (k), (l), and (m) provide regulations and guidance on qualifications for and the accrual of retirement credits for members who have served on Active Duty and in the Reserves. Reference (a) contains guidance for RFOs approaching Mandatory Removal/Separation Date (MRD/MSD).

Section E: Requests for Orders

1. **Official Orders.** To receive credit for AT, all Service members must be issued official AT orders from the applicable Parent Service, which reflect correct grade and pay information for each assignment. RFOs will not be issued SSS TOs. The Parent Services calculate the cost of AT orders in accordance with the JTR. Travel entitlements based on several factors, e.g., home of record, duty location, reporting time, AT duty points, and miles traveled. So, even if RFOs or the Regions only request

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authorization for mileage reimbursement while in an AT status, the Parent Service may authorize the RFO additional entitlements on their AT travel orders. SSS is obligated to reimburse the Parent Services for the estimated pay and travel costs authorized on the AT travel orders until the Parent Service adjusts the costs based on the RFOs submission of the required pay and travel documents. Additional travel entitlements may include:

- a. An additional travel day (i.e., allowable travel time) to report to their duty location. If a travel day is authorized, AOs should include an extra day of AT P&A and travel costs in IMIS. AOs must ensure that the RFO does not exceed the maximum of 13 AT days inclusive of all travel days.
- b. Per Diem which includes Meals and Incidental Expenses (M&IE) and lodging. On the first and last days of authorized AT status, the RFO is only entitled to 75% of the allowable M&IE since these are travel days.

2. Approvals. **Detachment Commanders are responsible for planning, approving, and submitting requests for AT orders based on the following lead time schedules. Once approved by the Detachment Commanders, all AT order requests must be reviewed and approved by the respective RHQ (or AD OP). With the exception of USMCR and USNR RFOs, the RHQ (or AD OP) submits approved order requests to SSS HR-M for review and action. Then, SSS HR-M will submit the AT order requests to the respective Parent Services for processing and issuance of travel authorizations to the RFOs. For USMCR and USNR RFOs, the RHQ (or AD OP) will review and submit approved AT order requests directly to USNR for processing and issuance of the travel authorizations to the RFOs. Under no circumstances shall the RHQ (or AD OP) approve or submit RFOs' requests for AT orders prior to receiving official Assignment Orders to the SSS and ensuring the RFOs are activated in IMIS.**

Lead Time Schedule	AT Order Requests Due NLT	Lead Time Prior To Report Date Of At Least
ARNG	June 1 st	45 days
USAFR	May 31 st	30 days
USAR	March 31 st	45 days
USCGR	June 30 th	45 days
USMCR	July 1 st	14 days
USNR	June 30 th	14 days

3. SSS Reimbursement. As part of peace-time operations, the SSS is authorized to budget for and reimburse Parent Services for RFO Pay and Allowances (P&A), and travel to attend meetings and trainings up to a maximum 13 days inclusive of travel days. The respective Parent Service's Finance Office processes actual costs. Reference (a) provides guidance for financing other SSS and Parent Service training requirements.
 - a. AT Costs:

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- 1) RFO submits approved Travel Order (TO) to respective RHQ (or AD OP) 7 days prior to the AT start date or when received if AT begins in less than 7 days.
 - 2) RHQ enters estimated P&A and travel costs in the Reserve Forces Automated Personnel System (RFAPS) within 7 days of receiving documentation from each RFO.
 - 3) RHQ ensures actual P&A and travel costs are updated in RFAPS within 7 days of receiving documentation from each RFO.
- b. IDT Costs: RHQ enters P&A actual costs in the DPAS within 7 days of receiving documentation from RFO.

Section F: Parent Service Requirements

1. Education. The RD or Senior Staff member forwards RFO professional military education (PME) requests to the AD OP with a recommendation for/against approval based on SSS workload requirements. Final PME approval and funding is the responsibility of the Parent Service.
2. Physical Fitness, Weight Control and Physical Assessments. Parent Services have specific physical conditioning requirements for Active, Guard, and Reserve personnel.
 - a. Requirement: Service members must comply with the physical fitness and weight control standards established by each Parent Service.
 - b. Annual Certification: By reference (a), each Regions' Senior Staff member monitors, certifies, and submits an annual "Height, Weight, and Physical Fitness Certification" for ARNG, USAR, USCGR, USMCR, and USNR. The USAFR requires two fitness tests each FY for Commissioned Officers who are then certified by the Regions' Senior Staff member; however, USAFR Warrant Officers report to a Fitness Assessment Center for two fitness tests each FY administered by a certified trainer.
3. Evaluation and/or Fitness Reports. Military Personnel are evaluated and rated consistent with Parent Service criteria and occupational qualifications, if required. Refer to SSS PPPM 900, Military Personnel Administration for specific information on Evaluation and/or Fitness Report Procedures.
4. Uniforms. Parent Services provide guidance on uniform wear for Dress, Service, Utility, Physical Training (PT), etc. Specific direction on uniform wear is usually provided seasonally and for special events.
5. Discipline and Conduct. The discipline and conduct of Service members are governed by the [UCMJ](#), regulations and guidance as stipulated by the DoD.

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Section G: Financial Roles and Responsibilities

1. Financial Plans. All applicable SSS Regions and offices that incur costs related to the RFO program must submit Financial Plan estimates and Financial Plan Changes to estimates for all RFO reimbursements for P&A and travel for review and approval to FM as directed in Chapter 2 of the Fiscal Manual.
2. Military Pay Tables and Pay Factors for Posting in IMIS.
 - a. Budget Analyst emails the IMIS System Administrator (SA) for access to IMIS (copy Military HR Specialist and Region AOs) to update the Pension Accrual factors for the next FY (published by DoD usually in July-August). Upon completion of entries and IT self-check, the IMIS SA notifies all addresses by email of IMIS updates.
 - b. Budget Analyst emails the IMIS SA for access to IMIS (copy Military HR Specialist and Region AOs) to update the Social Security and Medicare tax rates for the next calendar year (published on the SSA site around November). Upon completion of entries and IT self-check, the IMIS SA notifies all addresses by email of IMIS updates.
 - c. Military HR Specialist takes the lead to ensure the Calendar Year Military Pay Tables are posted in IMIS by January 1, and revisions are posted as received.
 - 1) Military HR Specialist monitors DFAS Military Pay Tables for new pay tables (usually published in late December-mid January) and updates (published throughout the calendar year).
 - 2) Military HR Specialist emails the IMIS SA the DFAS link for new or revised pay tables to update IMIS (copy Budget Analyst and Region AOs) within two business days of DoD officially publishing new or revised pay tables.
 - 3) IMIS SA posts pay data in IMIS with self-check for accuracy, then emails the Military HR Specialist and Budget Analyst (copy Region AOs) for a joint quality assurance review for accuracy.
 - 4) Military HR Specialist and Budget Analyst conduct joint reviews for accuracy. If errors are discovered, the Military HR Specialist and Budget Analyst jointly develop a list of required changes, which the Military HR Specialist emails to the IMIS SA (copy Budget Analyst and Region AOs) for corrective action. This cycle continues until the Military HR and Budget Analyst confirms the pay tables are accurately posted in IMIS.
 - 5) Once the Military HR Specialist and Budget Analyst jointly confirm the accuracy of the pay tables, the Military HR Specialist notifies the HRO, AD OP, RDs, Region AOs, and CFO (copy Budget Analyst) by email that new, updated, or corrected pay tables have been posted in IMIS and validated for accuracy.
3. Military HR Specialist Responsibilities.
 - a. Ensure manpower requirements are properly identified and tracked for effective management of the RFO Program to ensure program limits are not exceeded.
 - b. Monitor and track RFO authorizations and assignments; and, submits monthly “RFO Accountability Report” of Funded and Unfunded RFO authorizations and assignments by

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- Region and Service on the last workday of each month to the Deputy Director, Chief of Staff, FM, AD OP, RDs, and HRO.
- c. Activate, review and modify RFO records in IMIS to update/correct duty status and pay status. Request supporting documentation prior to activating, modifying, or archiving RFOs profiles.
 - d. Coordinate RFO status changes with Regions and Parent Services to ensure IMIS is current.
 - e. Review all requests for AT order and amendments submitted by the RHQ (or AD OP) for all RFOs except USNR. Then, submit the AT order requests or amendments to the respective Parent Services for processing and issuance of travel authorizations to the RFOs. For USNR RFOs, the RHQ (or AD OP) submits the AT order requests or amendments directly to USNR for processing and issuance of travel authorizations to the RFOs.
 - f. Assist RFOs and RHQ staff with resolving RFO pay issues with the Parent Services.
4. FM Directorate Budget Analyst Responsibilities.
- a. Ensure allocations for the RFO program are accurate and reflect current end of year estimates.
 - b. Ensure all Military P&A and travel funding allocated to the RFO program is properly obligated and executed within the time period specified; and, reports are current. The Budget Analyst will submit requests to the assigned FM requisitioner to create requisitions in OFF to be used by the Contracting Officer to create and increase Service POs prior to submitting bills for payment.
 - c. Develop the annual Military P&A budget for AT and IDT activities including the review and consolidated annual budget for Region AT Travel.
 - d. Prepare monthly “Status of Funds” review of obligations and develop monthly, quarterly, and end of year projections based on trend analyses of current and historical Military P&A funding to assess potential surpluses and shortfalls.
 - e. Recommend adjustments and update allocations and obligations in OFF quarterly to reflect current end of year projections for RFO Drill P&A, AT P&A, and pension accrual accounts.
 - f. Continuously inform Region AOs of the importance of completing monthly IMIS updates and comprehensive reviews of IMIS data for Funded and Unfunded RFOs by the 5th workday of each month.
 - g. Adjust AT Travel ceilings in IMIS based on requests from Regions within current budget controls in OFF. Pull quarterly IDT and AT reports for Funded and Unfunded RFOs from IMIS as entered by the Regions and the Military HR Specialist for review and filing.
 - h. Request periodic updates from the Region AOs (required in April of third quarter and June of fourth quarter) to complete detailed analyses of projected Military P&A and travel costs. Due to lag time between IMIS postings and the receipt of billings, FM will send Regions detailed AT and IDT reports for review and update to capture the most

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current plan and actual data for each Funded RFOs. The Regions will provide information specific to each RFO.

- 1) Each Region must update detailed submissions for planned and actual status for all RFOs (e.g. separations, new assignments) and AT & IDT activity in support of Agency events (i.e., Board member training, conferences, or registration events).
- 2) FM uses updated Region RFO status reports to project annual costs and identify potential funding surpluses or shortfalls.
- i. As necessary, assist the Accounting staff with obtaining IMIS or OFF reports required for the Accountant to prepare quarterly Journal Voucher (JV) packages for accrued and imputed RFO costs to be reported on the Agency's CFO statements. Coordinate with the Accounting Officer to ensure estimated quarterly JVs are reversed when actual Military bills are received for payment.
- j. Generate quarterly official RFO reports for AT and IDT from IMIS for review and reconciliation as the basis for quarterly billings for Funded RFOs assigned to SSS. Prepare and validate billings for Funded RFOs, verify funds availability, and submit bills for certification and payment.
 - 1) Prepare quarterly billing using quarterly IMIS reports for submission to Parent Services, except USAR. Submit quarterly packages to Services within two weeks of quarter end for 1st, 2nd, and 3rd quarters. Submit 4th quarter package to Services by 7th workday of August. After SSS receives signed SF-1081 concurrence, the CFO certifies the SF-1081 for payment and the Budget Analyst emails a signed copy to the Parent Service with a request for DFAS to submit an IPAC payment or collection on behalf of the Parent Service within 30 days of receipt of the certified SF-1081.
 - 2) USAR – DFAS prepares and submits monthly USAR billings to SSS for review and/or correction. Upon approval SSS emails concurrence to DFAS to submit the IPAC payment(s) or collection(s) monthly.
 - 3) Ensure Military bills are paid within 30 days of receipt.
- k. Generate quarterly official RFO reports for AT and IDT from IMIS for Unfunded RFOs assigned to SSS. Prepare a spreadsheet to summarize the imputed costs (i.e. cost avoidance) for Unfunded RFOs to be retained in FM files.
- l. The Budget Analyst and Military HR Specialist ensure interagency agreements with Parent Services for Funded RFOs assigned to SSS are current. As practicable, the SSS will transition to FMS Interagency Agreement Forms instead of Memorandums of Agreements/Understanding, etc. The Budget Analyst will ensure current IAAs for Funded RFOs are posted in the SSS Memoranda of Understanding document located on the SSS's intranet under the "Funded RFO"
 - 1) FMS Form 7600A, General Terms and Conditions Section, provides the provisions and stipulations for IAAs with other Federal agencies. SSS agreements are for a period NTE 5 years. Form 7600A is used for all Services except USAFR.
 - 2) FMS Form 7600B, Order Requirements and Funding Information Section. For all Services except the Air Force, SSS uses this form to provide the annual NTE funding ceiling and the number of Funded RFOs authorizations. Prior to each FY, SSS updates the 7600B to Parent Services by August 31st for review and signature.

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- 3) USAFR – Due to an extensive vetting timeline, the following documents are used:
 - a) The Military HR Specialist prepares a MOA that includes the requisite provisions and stipulations for a period NTE 5 years.
 - b) The Budget Analyst prepares an annual Intra-governmental Funding Annex with NTE funding ceilings and the number of Funded RFO authorizations. Prior to each FY, SSS updates the funding annex for USAFR by August 31st for review and signature.

5. Region Directors and Associate Director of Operations (AD OP) Responsibilities.
 - a. Ensure RFOs comply with the SSS Fiscal Manual, SSS PPM Chapter 900, and SSS Directives.
 - b. Ensure RFOs do not exceed the SSS authorized maximum per FY of 13 AT days (inclusive of travel), and 48 IDTs consisting of 36 paid IDTs (averaging 3 paid IDTs per month NTE 9 per FY quarter) and 12 unpaid IDTs for points only (averaging 1 unpaid IDT per month). The IDTs and AT periods must be authorized by SSS and performed in support of the SSS mission. Under no circumstances shall RFOs perform IDTs or AT periods prior to providing the applicable SSS Region Administrative Officer official Assignment Orders to the SSS and being activated in IMIS.**
 - c. Create and maintain RFO records in IMIS (e.g., mailing address, region, detachment, pay entry dates, etc.).
 - d. Develop an annual AT Travel Budget for authorized travel costs.
 - e. Collaborate with FM to track and monitor the execution of AT and IDT Military P&A and travel funds.
 - f. Review all requests for AT order and amendments submitted by the Detachment Commanders. For USNR RFOs, submit the AT order requests or amendments directly to the USNR for processing and issuance of travel authorizations to the RFOs. For all other RFOs, submits the AT order requests or amendments SSS HR-M for action and submission to the applicable Parent Services.
 - g. Use the Allowance Calculator and Tools on the Defense Travel website: [Allowance Calculator and Tools](#)
 - h. Ensure all AT and IDT activities (estimated and actual costs) are entered in the applicable IMIS system, i.e., DPAS and RFAPS. Ensure IMIS reports are routinely generated and reviewed for data accuracy and completeness. IMIS can generate reports based on RFO pay status, Parent Service, and SSS Region. Ensure documentation is provided to correct outstanding prior month/prior year efforts within 30 days after discovery of error/discrepancy or receipt of actual expenditures.
 - i. Ensure Region AOs complete monthly IMIS updates and comprehensive reviews (identified in Section C, par. 1a-c of this chapter) of RFOS and IMIS data for Funded and Unfunded RFOs. If the Region AOs are unable to meet the monthly deadline, the AOs will email the Budget Analyst and Chief Financial Officer to document the cause of the delay with planned completion date.

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- j. Ensure the Regions AT Travel costs posted in IMIS do not exceed the Regions' AT Travel ceiling for that fiscal year. This ceiling is governed by the Regions' authorized AT Travel Budget posted in the Agency's financial system.
6. Detachment Commanders Responsibilities.
- a. Assist RDs and AD OP in ensuring RFOs comply with Parent Service regulations and policies, SSS Fiscal Manual, SSS PPM Chapter 900, and applicable SSS Directives.
 - b. Submit documents and forms that affect costs to respective RD, e.g., Attendance Sheets and After Action Reports.
 - c. Ensure RFOs do not exceed the SSS authorized maximum per RFO per FY of 13 AT days inclusive of travel, and 48 IDTs consisting of 36 paid IDTs (averaging 3 paid IDTs per month NTE 9 per FY quarter) and 12 unpaid IDTs for points only (averaging 1 unpaid IDT per month). The IDTs and AT periods must be authorized by SSS and in support of the SSS mission.
7. RFOs Responsibilities. RFOs are responsible for complying with Parent Service and DoD regulations and policies; SSS Fiscal Manual, SSS PPM Chapter 900, and applicable SSS Directives. **Under no circumstances shall a RFO perform IDTs or AT periods prior to providing the applicable SSS Region Administrative Officer official Assignment Orders to the SSS.**
- a. **Complete a set number of AT days during each FY; maximum is 13 AT days (inclusive of travel days).**
 - b. **Attend a set number of IDTs during each FY; maximum is 48 IDTs, i.e., a maximum of 36 paid IDT periods (averaging 3 paid IDTs per month NTE 9 per FY quarter) and 12 unpaid IDT periods for points only (averaging 1 unpaid IDT per month). SSS only reimburses the Services for a maximum of 36 paid IDTs per RFO per FY.**
 - c. **Submit AT order request within the lead times and deadlines identified in Section E, par. 2 of this chapter and promptly submit AT travel amendment requests. Under no circumstances shall a RFO commence AT prior to receiving AT travel authorizations from their Parent Service and providing a copy of the travel authorization to their RHQ.**
 - d. **Submit IDT (pay) and AT (pay and travel) documentation to Parent Service for processing NLT 5 days after completing IDT periods.**
 - e. **Submit applicable P&A documents to respective RHQs NLT 7 days after receiving payment from Parent Service.**
 - f. Maintain education, fitness, disciplinary, and other requirements prescribed by SSS and parent Service.
 - g. Maintain eligibility for applicable background checks or security clearances.
 - h. Ensure current contact information is in IMIS.
 - i. Ensure duplicate travel claims are not submitted to Parent Service and SSS to reimburse the same expenses.

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8. Document Retention. By Chapter 1, Section A, offices must adhere to the following requirements as all records are subject to audit.
- a. Retain all documents for six (6) years and three (3) months after the close of each FY or date of last action, whichever is later.
 - b. Maintain accurate and complete files.
 - c. Adhere to Privacy Act and Personally Identifiable Information (PII) guidelines to ensure files are properly marked, secured, stored and maintained.
 - d. Retain pay documents, travel vouchers, and other appropriate documents in RHQs and HR offices. Organize files alphabetically by Service.
 - e. Retain copies of bills and supporting documents in FM. Organize files by FY and Service.

Section H: Reporting

Name	Responsible Party	Frequency
RFO Accountability Report	Military HR Specialist	Monthly
RFO OFF Reports	FM Budget Analyst	Monthly
Status of Funds Report	FM Budget Analyst	Monthly
Revise RFO Allocations Based on Current Projections	FM Budget Analyst	Quarterly
IMIS Updates and Comprehensive Reviews	Regions	Monthly
Detailed Projected RFO Costs	Regions	Semi-Annually
Physical Fitness Reports except Air Force	Regions Senior Staff Member	Annually
Physical Fitness Reports Air Force	Regions Senior Staff Member	Semi-Annually
Evaluation/Fitness Reports	Regions Senior Staff Member	Annually

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Checklists

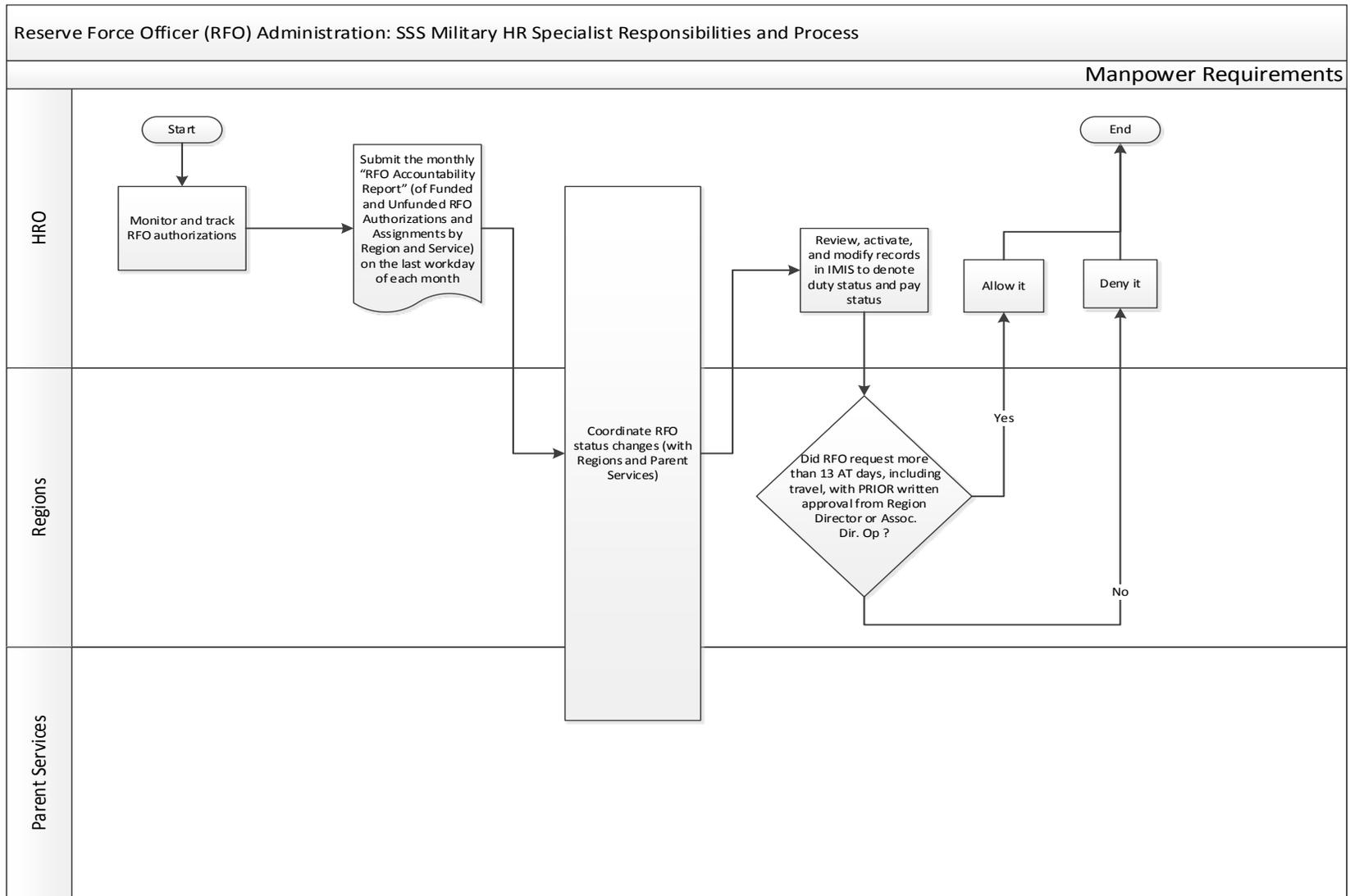
1. FM – Budget
 - a. Performance Budget Estimate
 - b. Performance Budget Justification
 - c. Annual Budget Process
 - d. Military Reimbursement Process
2. FM – Accounting
 - a. Month End Tasks
3. HR – Military
 - a. Military Awards
 - b. Military Evaluation Reports
 - c. Military Promotions
4. Regional Headquarters (RHQs)
 - a. RFOs Assignments, Separations & Annual Training Orders
 - b. Budget Preparation and Submission of Budget Estimates
 - c. Budget Execution/Obligations
 - d. Army Officer Evaluation Report (OER)
 - e. Air Force Officer Performance Report (OPR)
 - f. Marine Corps Fitness Report (FITREP)
 - g. Coast Guard Evaluation Report (OER)

RFO Process Charts

1. Manpower Requirements
2. Financial Management Requirements
3. Budget Formulation
4. Budget Execution
5. Billing
6. Periodic Reports

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1. Manpower Requirements

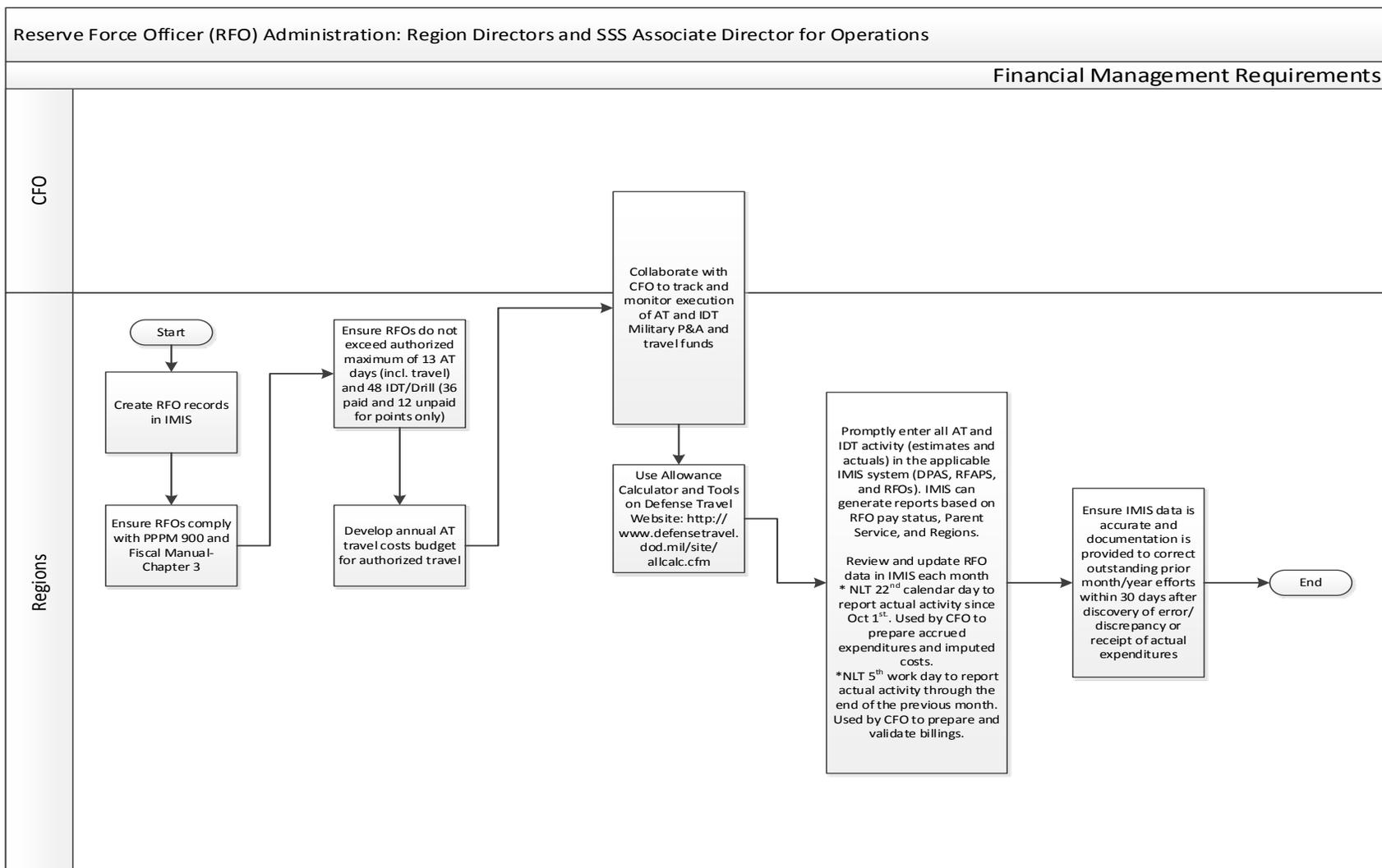


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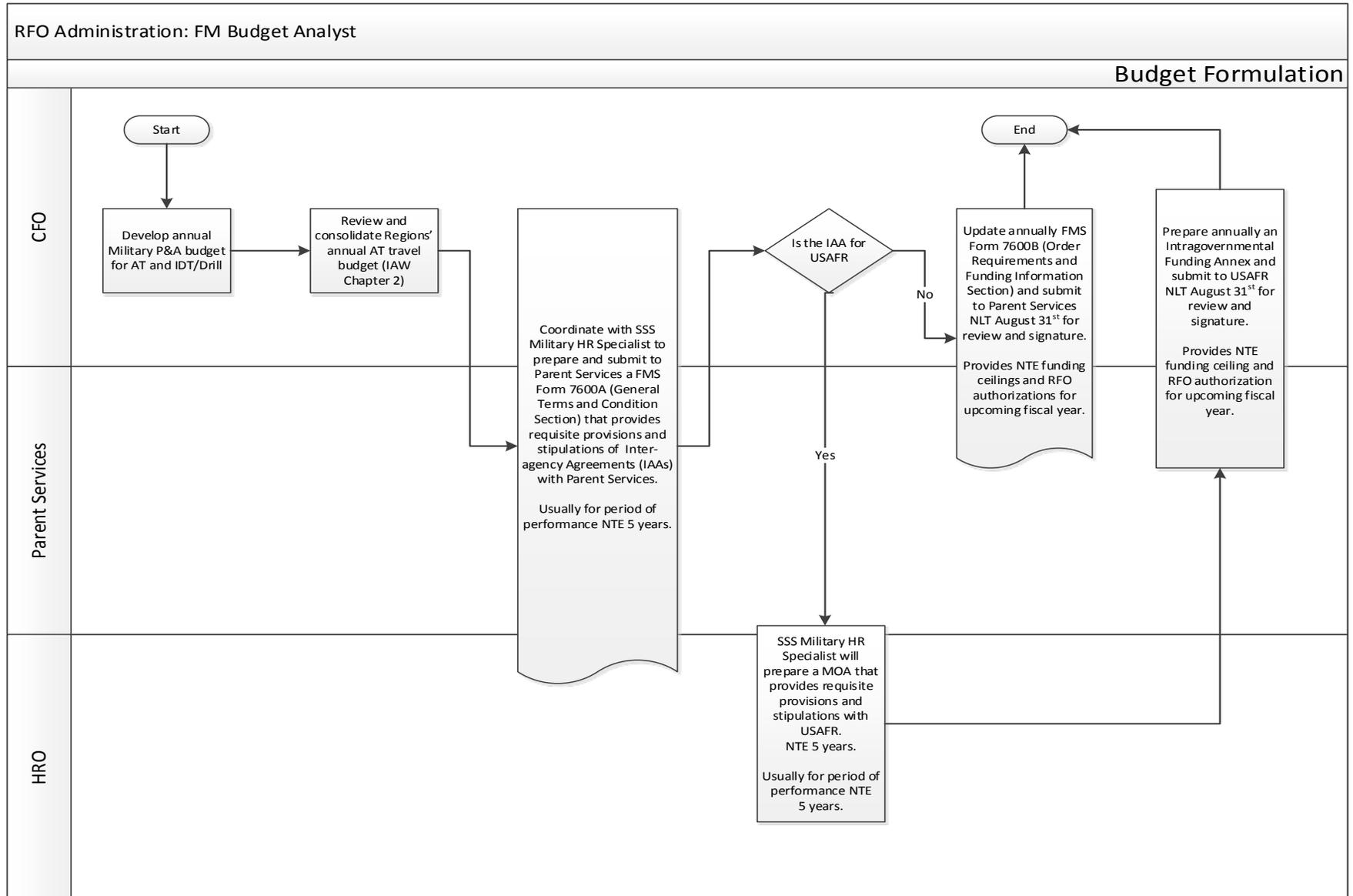
RESERVE FORCE OFFICER (RFO) ADMINISTRATION

2. Financial Management Requirements



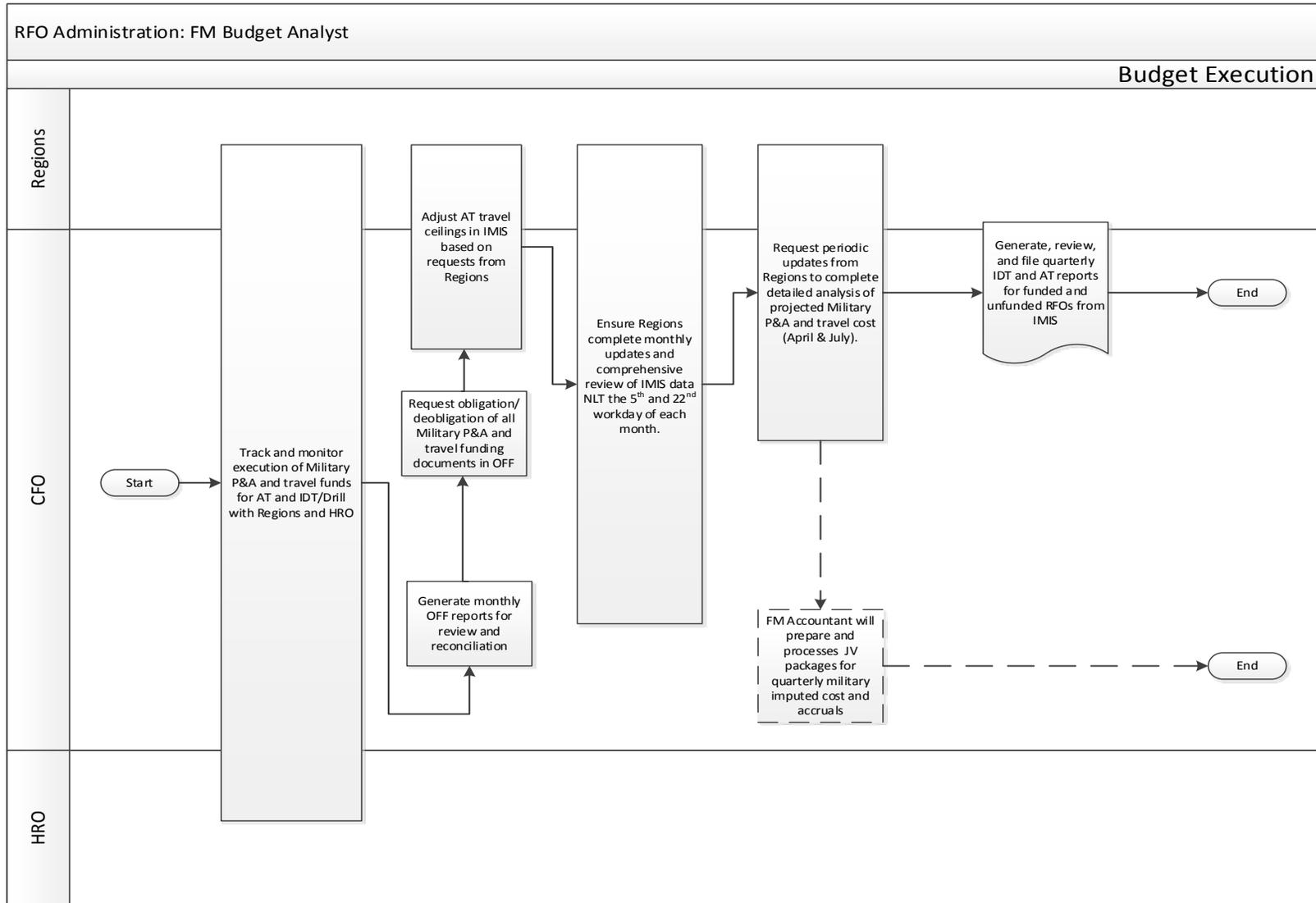
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3. Budget Formulation



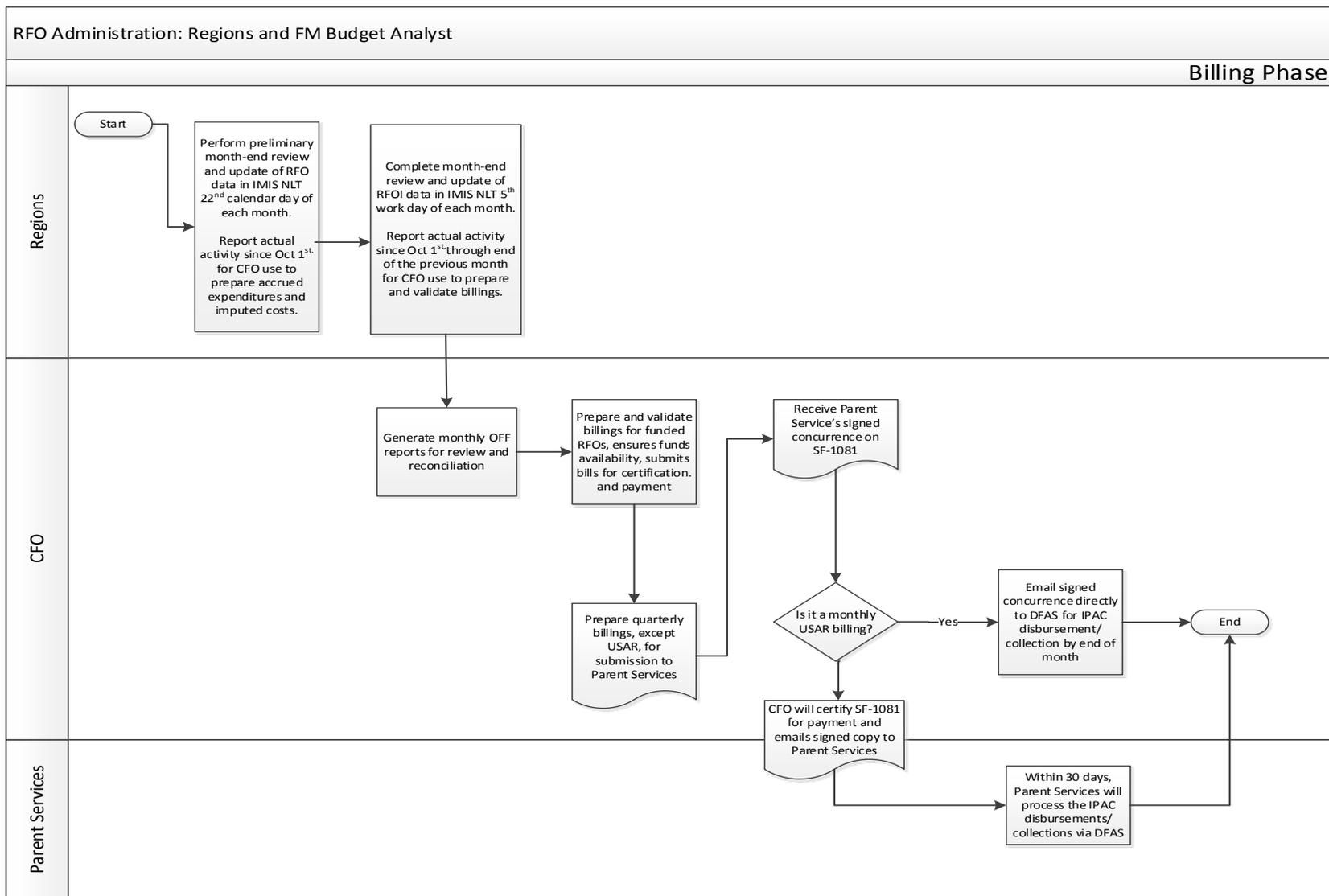
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4. Budget Execution



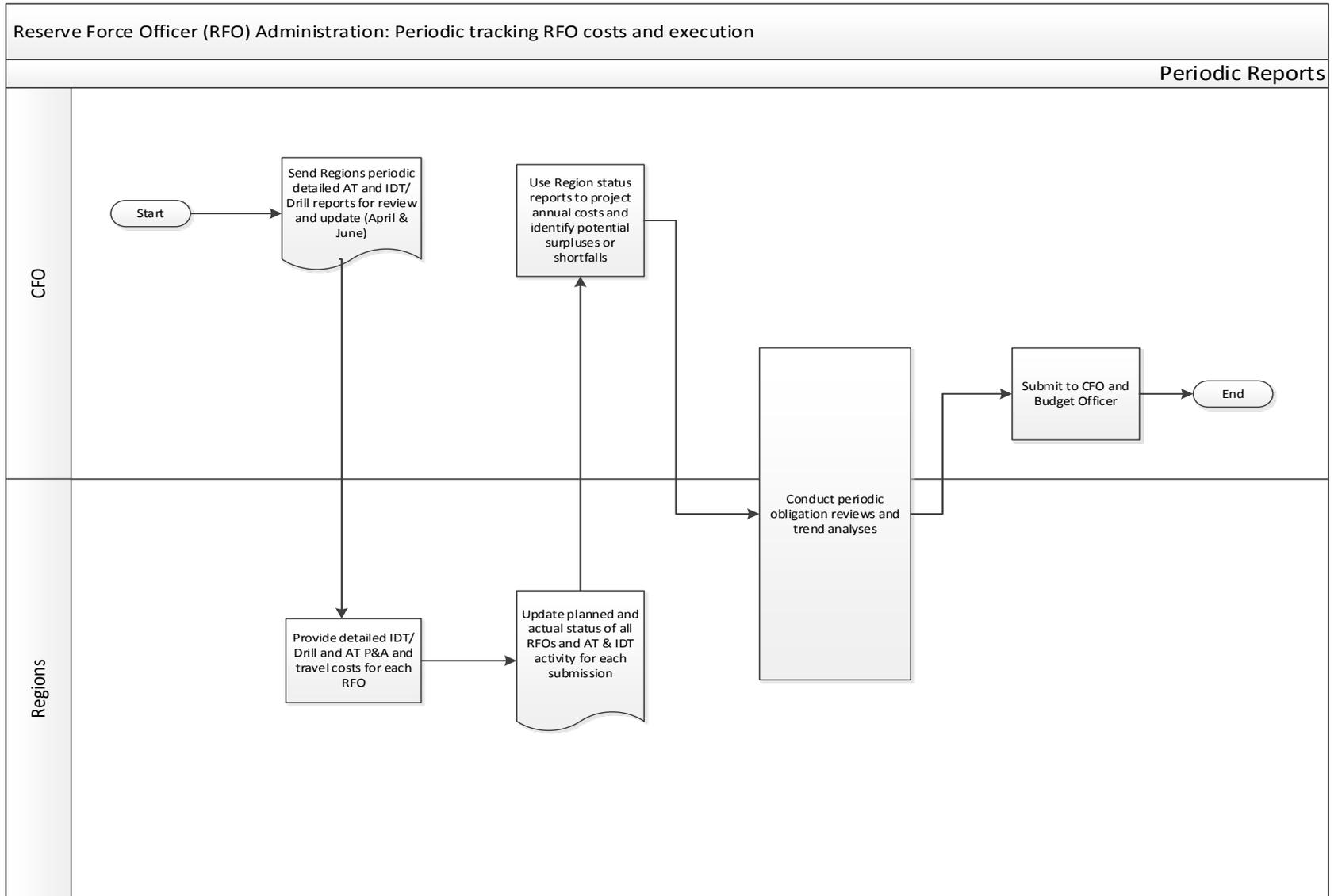
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5. Billing



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6. Periodic Reports



Appendices A – D

Appendix A – RFO Accountability Report (3-29)

Appendix B – Regions’ Periodic Detailed Projected Drill & AT Costs (3-30)

Appendix C – FM Summary of Regions’ Periodic Detailed Projected Drill & AT Costs (3-31)

Appendix D – Execution Reports from the Agency’s Finance & Accounting System (3-32)

Appendix A – RFO Accountability Report

	SERVICES	OMB AUTH	FILL/ASGN	REMAINING AUTH TO FILL
FUNDED	ARNG	63	43	20
	USAF	39	27	12
	USAR	39	35	4
	USCGR	9	7	2
	FUNDED RFOs	150	112	38
UNFUNDED	*USMCR	1	1	0
	*USNR	24	26	-2
	***NG	0	16	-16
	**POINTS	0	0	0
		UNFUNDED RFOs	25	43
	TOTAL FUNDED & UNFUNDED RFOs	175	155	20
	****Deployed RFOs	0	1	-1

* USNR -

Unit has 42 billets assigned within the USN Reserve program. Max onboard strength has typically been 22-24 because USNR have been deployed more often than other services.

New leadership of USNR is trying to get max reservists onboard - evidently to "validate" the unit within the Navy Reserve system. SSS has provided input over the last 4 months that max "free" USNR RFOs is 22-24.

NEED TO REITERATE WITH USNR THAT SSS CANNOT SUSTAIN OR JUSTIFY ABOVE THE 22 MARK.

USNR command structure is not counted in the RFO limit because these officers "run" the Reserve program for the USN. This includes: CAPT Ryer and LCDR Davis

** Points Only -

"Points Only" RFOs still count against unfunded limit

**** Deployed -

Deployed RFOs do not count against our funded (150) or unfunded (25) limits. Given that they usually deploy for one year, SSS' policy is to categorize these as "provisional" billets within IMIS because many times these RFOs do not come back to work for SSS. If these RFOs do come back to SSS after their deployment, then SSS will assign them to a billet and handle the "overage" or "dual-encumbrance" by attrition - so the next RFO to deploy, retire or leave SSS will create a "vacancy" that the returned RFO will officially fill. Current deployed includes:

REGION 0		ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED											
	SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL		
FUNDED	ARNG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	USAFR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	USAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	USCGR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	USMCR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	USNR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	
	TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

REGION I		ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED									
	SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL
FUNDED	ARNG	0	13	7	0	0	0	0	0	0	20	0	3	3	5	0	1	1	0	0	13
	USAFR	0	2	8	7	0	0	0	0	0	17	0	3	6	3	0	0	0	0	0	12
	USAR	0	4	3	4	0	0	0	0	0	11	0	7	4	2	0	1	0	1	0	15
	USCGR	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	3	0	0	0	3
	USMCR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	USNR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1
	TOTALS	0	19	18	11	0	0	0	0	3	51	0	13	13	10	0	5	1	1	0	43

REGION II		ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED									
	SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL
FUNDED	ARNG	0	13	4	0	0	0	0	0	0	17	0	7	3	0	0	0	0	0	0	10
	USAFR	0	6	5	2	0	0	0	0	0	13	0	3	5	3	0	0	0	0	0	11
	USAR	0	7	5	2	0	0	0	0	0	14	0	3	8	2	0	0	0	0	0	13
	USCGR	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	1	2	0	0	3
	USMCR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	USNR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1
	TOTALS	0	26	14	7	0	0	0	0	0	47	0	13	16	5	0	1	2	0	0	37

REGION III		ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED									
	SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL
FUNDED	ARNG	0	13	9	4	0	0	0	0	0	26	0	8	6	4	1	0	1	0	0	20
	USAFR	0	3	2	4	0	0	0	0	0	9	0	2	1	1	0	0	0	0	0	4
	USAR	0	3	7	4	0	0	0	0	0	14	0	5	2	0	0	0	0	0	0	7
	USCGR	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	1	0	0	0	1
	USMCR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	USNR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1
	TOTALS	0	19	18	12	0	0	0	0	3	52	0	15	9	5	1	1	1	0	0	32

SUMMARY		ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED									
	SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL
FUNDED	ARNG	0	39	20	4	0	0	0	0	0	63	0	18	12	9	1	1	2	0	0	43
	USAFR	0	11	15	13	0	0	0	0	0	39	0	8	12	7	0	0	0	0	0	27
	USAR	0	14	15	10	0	0	0	0	0	39	0	15	14	4	0	1	0	1	0	35
	USCGR	0	0	0	3	0	0	0	0	6	9	0	0	0	0	0	5	2	0	0	7
	USMCR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	USNR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1
	TOTALS	0	64	50	30	0	0	0	0	6	150	0	41	38	20	1	7	4	1	0	112

REGION 0		ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED											
HQ 7-1		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	
FUNDED	ARNG	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	USAFR	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	USAR	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	USCGR	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	USMCR	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	USNR	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	
		TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

REGION 0		ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED											
UNFUNDED		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	
UNFUNDED	ARNG	0	0	0	0					0	0	0	0	0	0	0						0	
	USAFR	0	0	0	0					0	0	0	0	0	0	0						0	
	USAR	0	0	0	0					0	0	0	0	0	0	0						0	
	USCGR	0	0	0	0					0	0	0	0	0	0	0						0	
	USMCR	0	0	0	0					0	0	0	0	0	0	0						0	
	USNR	0	0	0	0					0	0	0	0	0	0	0						0	
		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	
		TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Funded &
Unfunded
0

REGION I		ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED											
	SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL		
FUNDED	ARNG	0	13	7	0					0	20	0	3	3	5		1	1				13	
	USAFR	0	2	8	7					0	17	0	3	6	3								12
	USAR	0	4	3	4					0	11	0	7	4	2		1	0	1				15
	USCGR	0	0	0	0					3	3	0	0	0	0		3	0					3
	USMCR										0												0
	USNR	0	0	0	0		0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0
	SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL		
	TOTALS	0	19	18	11	0	0	0	0	3	51	0	13	13	10	0	5	1	1	0	43		

REGION I		ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED											
	SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL		
UNFUNDED	ARNG	0	0	0	0					0	0	0	0	3	5							8	
	USAFR	0	0	0	0					0	0	0	0	0	0								0
	USAR	0	0	0	0					0	0	0	0	0	0								0
	USCGR	0	0	0	0					0	0	0	0	0	0								0
	USMCR	0	1	0	0					0	1	0	1	0	0								1
	USNR	0	2	2	1					3	8	0	4	1	2		1						8
	SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL		
	TOTALS	0	3	2	1	0	0	0	0	3	9	0	5	4	7	0	1	0	0	0	17		

Funded &
Unfunded
60

REGION	II	ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED										
		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL
FUNDED	ARNG	0	13	4	0					0	17	0	7	3	0			0		0	0	10
	USAFR	0	6	5	2					0	13	0	3	5	3						0	11
	USAR	0	7	5	2					0	14	0	3	8	2						0	13
	USCGR	0	0	0	3					0	3	0	0	0	0		1	2			0	3
	USMCR										0											0
	USNR	0	0	0	0		0	0	0	0	0	0	0	0	0		0	0	0	0	0	0
	SERVICE	O-6	O-5	O-4	O-3	O-3	O-3	O-3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	
TOTALS	0	26	14	7	0	0	0	0	0	47	0	13	16	5	0	1	2	0	0	37		

REGION	II	ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED									
		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1
UNFUNDED	ARNG	0	0	0	0					0	0	0	0	2	5					0	7
	USAFR	0	0	0	0					0	0	0	0	0						0	0
	USAR	0	0	0	0					0	0	0	0	0						0	0
	USCGR	0	0	0	0					0	0	0	0	0						0	0
	USMCR	0	0	0	0					0	0	0	0	0						0	0
	USNR	0	4	5	2					0	11	0	2	1	2	1	1			0	7
	SERVICE	O-6	O-5	O-4	O-3	O-3	O-3	O-3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL
TOTALS	0	4	5	2	0	0	0	0	0	11	0	2	3	7	1	1	0	0	0	14	

Funded &
Unfunded
51

REGION	III	ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED									
		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1
FUNDED	ARNG	0	13	9	4					0	26	0	8	6	4	1	0	1		0	20
	USAFR	0	3	2	4					0	9	0	2	1	1					0	4
	USAR	0	3	7	4					0	14	0	5	2	0			0	0	0	7
	USCGR	0	0	0	0					3	3	0	0	0	0		1	0	0	0	1
	USMCR										0										0
	USNR	0	0	0	0		0	0	0	0	0	0	0	0	0		0	0	0	0	0
	SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL
TOTALS	0	19	18	12	0	0	0	0	3	52	0	15	9	5	1	1	1	0	0	32	

REGION	III	ALL	OMB AUTHORIZATIONS									FILLED/ASSIGNED									
		SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1
UNFUNDED	ARNG	0	0	0	0					0	0	0	0	1	0					0	1
	USAFR	0	0	0	0					0	0	0	0	0						0	0
	USAR	0	0	0	0					0	0	0	0	0						0	0
	USCGR	0	0	0	0					0	0	0	0	0						0	0
	USMCR	0	0	0	0					0	0	0	0	0						0	0
	USNR	0	1	1	3					0	5	0	6	3	1	1	0			0	11
	SERVICE	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL	O-6	O-5	O-4	O-3	O-2	W4	W3	W2	W1	TOTAL
TOTALS	0	1	1	3	0	0	0	0	0	5	0	6	4	1	1	0	0	0	0	12	

Funded &
Unfunded
44

Appendix B – Regions' Periodic Detailed Projected Drill & AT Costs

GENERAL INSTRUCTIONS FOR COMPLETING THE DRILL AND ANNUAL TRAINING (AT) SPREADSHEETS

- **It is critical that you do not alter the spreadsheet format or formulas in any way, e.g. deleting or inserting rows or columns, or revising field labels or report headings.** To prevent formula deletions or spreadsheet modifications, the spreadsheets have been locked and will only permit pertinent cells to be accessed or edited. If you require alterations to the files, please contact FM-Budget.
- **To ensure that the Agency has the most comprehensive estimated costs, review all Drill and AT data for each Reserve Force Officer (RFO) and adhere to the following guidelines:**
 - Update as necessary to ensure the most current and accurate data is depicted.
 - For each RFO, report all of the actual and planned Drill and AT activities to be completed during the fiscal year.
 - For planned Drill or AT activities, enter data against a tentative month. As actual dates are determined, ensure the planned Drill or AT activity is moved to the actual month.
 - For all AT activities, include actual or estimated AT travel costs.
 - Include entries for all known or potential new RFO assignments in the pre-formatted “Add New RFO” cells located at the end of each Military Service section. Provide as much data as possible for RFO vacancies that you anticipate a high probability of filling during this fiscal year. If specific RFO data (e.g. name or state) is unknown enter “TBD” in the cell until the data is available.
 - **Use the best data available for the “As Of” date depicted on the spreadsheets.**

INSTRUCTIONS FOR COMPLETING THE DRILL SPREADSHEET

- For RFOs not depicted on the sheet, enter their data in the pre-formatted “Add New RFO” cells at the end of the applicable Military Service section (i.e. ARNG, USAFR, USAR, or USCGR). Only on the first row of each “Add New RFO” section (i.e. Oct-2014 Drill Month), enter the following data and it will automatically populate for the remaining Drill Months (i.e. Nov-2014 through Sep-2015).
 - **Last Name (in Column B).**
 - **First Name (in Column C).**
 - **Rank (in Column D).**
- For all RFOs:
 - Enter the following data for all months and the other pay data will automatically populate via formulas. If there is no drill activity for a particular month, enter zeroes in the cells.
 - **# of Drills (in Column E).**
 - **Drill Base Pay (in Column G). Factor in Pay Increase of 1.0% for all AT Tours planned during Q2-Q4.**
 - Enter the following data as applicable and review to **ensure that the RFO’s total Drills do not exceed the authorized 36 Drills per fiscal year (in Column N).**
 - **Effective Dates for Separations from SSS during current fiscal year (in Column L).**
 - **Effective Dates for New Assignments to SSS during current fiscal year (in Column M).**

INSTRUCTIONS FOR COMPLETING THE AT SPREADSHEET

- For RFOs not depicted on the sheet, enter their data in the pre-formatted “Add New RFO” cells at the end of the applicable Military Service section (i.e. ARNG, USAFR, USAR, or USCGR). Only enter the following RFO data on the first row of each “Add New RFO” section which will automatically populate the data on the other rows for that RFO.
 - **Last Name (in Column B).**
 - **First Name (in Column C).**
 - **Rank (in Column D).**
- For all RFOs:
 - Enter the following data for all months and the other pay data will automatically populate via formulas. If there is no AT activity for a particular month, enter zeroes in the cells.
 - **# of AT Days (in Column E).**
 - **AT Base Pay (in Column G). Factor in Pay Increase of 1.0% for all AT Tours planned during Q2-Q4.**
 - **Quarter (QTR), i.e. Basic Allowance for Housing (BAH) (in Column H).**
 - **Subsistence (SUB), i.e. Basic Allowance for Subsistence (BAS) (in Column I).**
 - **Actual or Estimated AT travel costs (in Column O).** Include estimated or actual costs posted in IMIS. Also include estimated costs not posted in IMIS yet for pending or planned AT activity to attend Board Member training, conferences, registration events, etc. **Ensure that you estimate costs based on how the Military Services authorizes travel entitlements in accordance with the Joint Federal Travel Regulations (JFTR).**
 - Enter the following data as applicable and review to **ensure that the RFO’s total AT Days do not exceed the authorized 13 AT Days per fiscal year (in Column U).**
 - **Effective Dates for Separations from SSS during current fiscal year (in Column S).**
 - **Effective Dates for New Assignments to SSS during current fiscal year (in Column T).**

**** FOR OFFICIAL USE ONLY -- PRIVACY DATA ****

**REGION 1 -- ESTIMATED FY2015 DRILL PAY & ALLOWANCE (P&A) COSTS FOR FUNDED RFOs
AS OF 31-MARCH-2015**

PAY FACTORS	
FICA	7.65%
PENSION ACCRUAL	22.5%

BASED ON ACTUAL AND PLANNED ACTIVITY

**PROVIDE EFFECTIVE DATES
FOR ACTUAL OR PROJECTED ...**

SERVICE	LAST NAME	FIRST NAME	RANK	EST # OF PAID DRILLS	DRILL MONTH	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)	... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO DRILLS EXCEED 36? IF "YES" REDUCE.
ARNG	RFO 1 Last	RFO 1 First	CPT	3	Oct-2014	\$613.60	\$46.94	\$149.10	\$809.65			
ARNG	RFO 1 Last	RFO 1 First	CPT	3	Nov-2014	\$613.60	\$46.94	\$149.10	\$809.65			
ARNG	RFO 1 Last	RFO 1 First	CPT	3	Dec-2014	\$613.60	\$46.94	\$149.10	\$809.65			
ARNG	RFO 1 Last	RFO 1 First	CPT	3	Jan-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 1 Last	RFO 1 First	CPT	3	Feb-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 1 Last	RFO 1 First	CPT	3	Mar-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 1 Last	RFO 1 First	CPT	3	Apr-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 1 Last	RFO 1 First	CPT	4	May-2015	\$832.00	\$63.65	\$187.20	\$1,082.85			
ARNG	RFO 1 Last	RFO 1 First	CPT	3	Jun-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 1 Last	RFO 1 First	CPT	0	Jul-2015		\$0.00	\$0.00	\$0.00			
ARNG	RFO 1 Last	RFO 1 First	CPT	4	Aug-2015	\$832.00	\$63.65	\$187.20	\$1,082.85			
ARNG	RFO 1 Last	RFO 1 First	CPT	4	Sep-2015	\$832.00	\$63.65	\$187.20	\$1,082.85			
ARNG	RFO 1 Last	RFO 1 First	CPT	36		\$7,456.80	\$570.45	\$1,710.91	\$9,738.16	mm/dd/yyyy	mm/dd/yyyy	NO
ARNG	RFO 2 Last	RFO 2 First	CPT	3	Oct-2014	\$613.60	\$46.94	\$149.10	\$809.65			
ARNG	RFO 2 Last	RFO 2 First	CPT	3	Nov-2014	\$613.60	\$46.94	\$149.10	\$809.65			
ARNG	RFO 2 Last	RFO 2 First	CPT	3	Dec-2014	\$613.60	\$46.94	\$149.10	\$809.65			
ARNG	RFO 2 Last	RFO 2 First	CPT	3	Jan-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 2 Last	RFO 2 First	CPT	3	Feb-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 2 Last	RFO 2 First	CPT	3	Mar-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 2 Last	RFO 2 First	CPT	3	Apr-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 2 Last	RFO 2 First	CPT	3	May-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 2 Last	RFO 2 First	CPT	3	Jun-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 2 Last	RFO 2 First	CPT	3	Jul-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 2 Last	RFO 2 First	CPT	3	Aug-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 2 Last	RFO 2 First	CPT	3	Sep-2015	\$624.00	\$47.74	\$140.40	\$812.14			
ARNG	RFO 2 Last	RFO 2 First	CPT	36		\$7,456.80	\$570.45	\$1,710.91	\$9,738.16	mm/dd/yyyy	mm/dd/yyyy	NO
ARNG	Add New RFO	??	??		Oct-2014		\$0.00	\$0.00	\$0.00			
ARNG	Add New RFO	??	??		Nov-2014		\$0.00	\$0.00	\$0.00			
ARNG	Add New RFO	??	??		Dec-2014		\$0.00	\$0.00	\$0.00			
ARNG	Add New RFO	??	??		Jan-2015		\$0.00	\$0.00	\$0.00			

**** FOR OFFICIAL USE ONLY -- PRIVACY DATA ****

**REGION 1 -- ESTIMATED FY2015 DRILL PAY & ALLOWANCE (P&A) COSTS FOR FUNDED RFOs
AS OF 31-MARCH-2015**

PAY FACTORS	
FICA	7.65%
PENSION ACCRUAL	22.5%

SERVICE	LAST NAME	FIRST NAME	RANK	BASED ON ACTUAL AND PLANNED ACTIVITY						PROVIDE EFFECTIVE DATES FOR ACTUAL OR PROJECTED ...					
				EST # OF PAID DRILLS	DRILL MONTH	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)	... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO DRILLS EXCEED 36? IF "YES" REDUCE.			
ARNG	Add New RFO	??	??		Feb-2015		\$0.00	\$0.00							
ARNG	Add New RFO	??	??		Mar-2015		\$0.00	\$0.00							
ARNG	Add New RFO	??	??		Apr-2015		\$0.00	\$0.00							
ARNG	Add New RFO	??	??		May-2015		\$0.00	\$0.00							
ARNG	Add New RFO	??	??		Jun-2015		\$0.00	\$0.00							
ARNG	Add New RFO	??	??		Jul-2015		\$0.00	\$0.00							
ARNG	Add New RFO	??	??		Aug-2015		\$0.00	\$0.00							
ARNG	Add New RFO	??	??		Sep-2015		\$0.00	\$0.00							
ARNG	Add New RFO	??	??	0			\$0.00	\$0.00	\$0.00	\$0.00					NO

REGION 1 - ARNG TOTALS				72		\$14,913.60	\$1,140.89	\$3,421.83	\$19,476.32			
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USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	Oct-2014		\$844.60	\$64.61	\$205.24	\$1,114.45			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	Nov-2014		\$844.60	\$64.61	\$205.24	\$1,114.45			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	Dec-2014		\$844.60	\$64.61	\$205.24	\$1,114.45			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	Jan-2015		\$858.99	\$65.71	\$193.27	\$1,117.98			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	Feb-2015		\$858.99	\$65.71	\$193.27	\$1,117.98			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	Mar-2015		\$858.99	\$65.71	\$193.27	\$1,117.98			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	Apr-2015		\$858.99	\$65.71	\$193.27	\$1,117.98			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	May-2015		\$858.99	\$65.71	\$193.27	\$1,117.98			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	Jun-2015		\$858.99	\$65.71	\$193.27	\$1,117.98			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	Jul-2015		\$858.99	\$65.71	\$193.27	\$1,117.98			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	Aug-2015		\$858.99	\$65.71	\$193.27	\$1,117.98			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	3	Sep-2015		\$858.99	\$65.71	\$193.27	\$1,117.98			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	36			\$10,264.71	\$785.25	\$2,355.17	\$13,405.13			NO
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	Oct-2014		\$716.10	\$54.78	\$174.01	\$944.89			
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	Nov-2014		\$716.10	\$54.78	\$174.01	\$944.89			
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	Dec-2014		\$716.10	\$54.78	\$174.01	\$944.89			
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	Jan-2015		\$728.37	\$55.72	\$163.88	\$947.97			

**** FOR OFFICIAL USE ONLY -- PRIVACY DATA ****

**REGION 1 -- ESTIMATED FY2015 DRILL PAY & ALLOWANCE (P&A) COSTS FOR FUNDED RFOs
AS OF 31-MARCH-2015**

PAY FACTORS	
FICA	7.65%
PENSION ACCRUAL	22.5%

BASED ON ACTUAL AND PLANNED ACTIVITY

**PROVIDE EFFECTIVE DATES
FOR ACTUAL OR PROJECTED ...**

SERVICE	LAST NAME	FIRST NAME	RANK	EST # OF PAID DRILLS	DRILL MONTH	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)	... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO DRILLS EXCEED 36? IF "YES" REDUCE.
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	Feb-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	Mar-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	Apr-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	May-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	Jun-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	Jul-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	Aug-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAFR	RFO 2 Last	RFO 2 First	MAJ	3	Sep-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAFR	RFO 2 Last	RFO 2 First	MAJ	36		\$8,703.63	\$665.83	\$1,996.99	\$11,366.44	mm/dd/yyyy	mm/dd/yyyy	NO
USAFR	Add New RFO	??	??		Oct-2014		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??		Nov-2014		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??		Dec-2014		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??		Jan-2015		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??		Feb-2015		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??		Mar-2015		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??		Apr-2015		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??		May-2015		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??		Jun-2015		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??		Jul-2015		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??		Aug-2015		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??		Sep-2015		\$0.00	\$0.00	\$0.00			
USAFR	Add New RFO	??	??	0		\$0.00	\$0.00	\$0.00	\$0.00	mm/dd/yyyy	mm/dd/yyyy	NO
REGION 1 - USAFR TOTALS				72		\$18,968.34	\$1,451.08	\$4,352.15	\$24,771.57			
USAR	RFO 1 Last	RFO 1 First	MAJ	3	Oct-2014	\$716.20	\$54.79	\$174.04	\$945.03			
USAR	RFO 1 Last	RFO 1 First	MAJ	3	Nov-2014	\$716.20	\$54.79	\$174.04	\$945.03			
USAR	RFO 1 Last	RFO 1 First	MAJ	3	Dec-2014	\$716.20	\$54.79	\$174.04	\$945.03			
USAR	RFO 1 Last	RFO 1 First	MAJ	3	Jan-2015	\$728.37	\$55.72	\$163.88	\$947.97			

**** FOR OFFICIAL USE ONLY -- PRIVACY DATA ****

**REGION 1 -- ESTIMATED FY2015 DRILL PAY & ALLOWANCE (P&A) COSTS FOR FUNDED RFOs
AS OF 31-MARCH-2015**

PAY FACTORS	
FICA	7.65%
PENSION ACCRUAL	22.5%

BASED ON ACTUAL AND PLANNED ACTIVITY

**PROVIDE EFFECTIVE DATES
FOR ACTUAL OR PROJECTED ...**

SERVICE	LAST NAME	FIRST NAME	RANK	EST # OF PAID DRILLS	DRILL MONTH	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)	... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO DRILLS EXCEED 36? IF "YES" REDUCE.
USAR	RFO 1 Last	RFO 1 First	MAJ	3	Feb-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAR	RFO 1 Last	RFO 1 First	MAJ	3	Mar-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAR	RFO 1 Last	RFO 1 First	MAJ	3	Apr-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAR	RFO 1 Last	RFO 1 First	MAJ	3	May-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAR	RFO 1 Last	RFO 1 First	MAJ	3	Jun-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAR	RFO 1 Last	RFO 1 First	MAJ	3	Jul-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAR	RFO 1 Last	RFO 1 First	MAJ	3	Aug-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAR	RFO 1 Last	RFO 1 First	MAJ	3	Sep-2015	\$728.37	\$55.72	\$163.88	\$947.97			
USAR	RFO 1 Last	RFO 1 First	MAJ	36		\$8,703.93	\$665.85	\$1,997.06	\$11,366.84	mm/dd/yyyy	mm/dd/yyyy	NO
USAR	RFO 2 Last	RFO 2 First	LTC	3	Oct-2014	\$844.60	\$64.61	\$205.24	\$1,114.45			
USAR	RFO 2 Last	RFO 2 First	LTC	3	Nov-2014	\$844.60	\$64.61	\$205.24	\$1,114.45			
USAR	RFO 2 Last	RFO 2 First	LTC	3	Dec-2014	\$844.60	\$64.61	\$205.24	\$1,114.45			
USAR	RFO 2 Last	RFO 2 First	LTC	3	Jan-2015	\$858.99	\$65.71	\$193.27	\$1,117.98			
USAR	RFO 2 Last	RFO 2 First	LTC	3	Feb-2015	\$858.99	\$65.71	\$193.27	\$1,117.98			
USAR	RFO 2 Last	RFO 2 First	LTC	3	Mar-2015	\$858.99	\$65.71	\$193.27	\$1,117.98			
USAR	RFO 2 Last	RFO 2 First	LTC	3	Apr-2015	\$858.99	\$65.71	\$193.27	\$1,117.98			
USAR	RFO 2 Last	RFO 2 First	LTC	3	May-2015	\$858.99	\$65.71	\$193.27	\$1,117.98			
USAR	RFO 2 Last	RFO 2 First	LTC	3	Jun-2015	\$858.99	\$65.71	\$193.27	\$1,117.98			
USAR	RFO 2 Last	RFO 2 First	LTC	3	Jul-2015	\$858.99	\$65.71	\$193.27	\$1,117.98			
USAR	RFO 2 Last	RFO 2 First	LTC	3	Aug-2015	\$858.99	\$65.71	\$193.27	\$1,117.98			
USAR	RFO 2 Last	RFO 2 First	LTC	3	Sep-2015	\$858.99	\$65.71	\$193.27	\$1,117.98			
USAR	RFO 2 Last	RFO 2 First	LTC	36		\$10,264.71	\$785.25	\$2,355.17	\$13,405.13	mm/dd/yyyy	mm/dd/yyyy	NO
USAR	Add New RFO	??	??		Oct-2014		\$0.00	\$0.00	\$0.00			
USAR	Add New RFO	??	??		Nov-2014		\$0.00	\$0.00	\$0.00			
USAR	Add New RFO	??	??		Dec-2014		\$0.00	\$0.00	\$0.00			
USAR	Add New RFO	??	??		Jan-2015		\$0.00	\$0.00	\$0.00			
USAR	Add New RFO	??	??		Feb-2015		\$0.00	\$0.00	\$0.00			
USAR	Add New RFO	??	??		Mar-2015		\$0.00	\$0.00	\$0.00			
USAR	Add New RFO	??	??		Apr-2015		\$0.00	\$0.00	\$0.00			
USAR	Add New RFO	??	??		May-2015		\$0.00	\$0.00	\$0.00			

**** FOR OFFICIAL USE ONLY -- PRIVACY DATA ****

**REGION 1 -- ESTIMATED FY2015 DRILL PAY & ALLOWANCE (P&A) COSTS FOR FUNDED RFOs
AS OF 31-MARCH-2015**

PAY FACTORS	
FICA	7.65%
PENSION ACCRUAL	22.5%

SERVICE	LAST NAME	FIRST NAME	RANK	BASED ON ACTUAL AND PLANNED ACTIVITY						PROVIDE EFFECTIVE DATES FOR ACTUAL OR PROJECTED ...				
				EST # OF PAID DRILLS	DRILL MONTH	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)	... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO DRILLS EXCEED 36? IF "YES" REDUCE.		
USAR	Add New RFO	??	??		Jun-2015		\$0.00	\$0.00						
USAR	Add New RFO	??	??		Jul-2015		\$0.00	\$0.00						
USAR	Add New RFO	??	??		Aug-2015		\$0.00	\$0.00						
USAR	Add New RFO	??	??		Sep-2015		\$0.00	\$0.00						
USAR	Add New RFO	??	??	0			\$0.00	\$0.00	\$0.00		mm/dd/yyyy	mm/dd/yyyy	NO	

REGION 1 - USAR TOTALS				72		\$18,968.64	\$1,451.10	\$4,352.23	\$24,771.97			
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USCGR	RFO 1 Last	RFO 1 First	CWO	3	Oct-2014		\$711.80	\$54.45	\$172.97	\$939.22			
USCGR	RFO 1 Last	RFO 1 First	CWO	3	Nov-2014		\$711.80	\$54.45	\$172.97	\$939.22			
USCGR	RFO 1 Last	RFO 1 First	CWO	3	Dec-2014		\$711.80	\$54.45	\$172.97	\$939.22			
USCGR	RFO 1 Last	RFO 1 First	CWO	3	Jan-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 1 Last	RFO 1 First	CWO	3	Feb-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 1 Last	RFO 1 First	CWO	3	Mar-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 1 Last	RFO 1 First	CWO	3	Apr-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 1 Last	RFO 1 First	CWO	3	May-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 1 Last	RFO 1 First	CWO	3	Jun-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 1 Last	RFO 1 First	CWO	3	Jul-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 1 Last	RFO 1 First	CWO	3	Aug-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 1 Last	RFO 1 First	CWO	3	Sep-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 1 Last	RFO 1 First	CWO	36			\$8,650.23	\$661.74	\$1,984.74	\$11,296.71	mm/dd/yyyy	mm/dd/yyyy	NO
USCGR	RFO 2 Last	RFO 2 First	CWO	3	Oct-2014		\$711.80	\$54.45	\$172.97	\$939.22			
USCGR	RFO 2 Last	RFO 2 First	CWO	3	Nov-2014		\$711.80	\$54.45	\$172.97	\$939.22			
USCGR	RFO 2 Last	RFO 2 First	CWO	3	Dec-2014		\$711.80	\$54.45	\$172.97	\$939.22			
USCGR	RFO 2 Last	RFO 2 First	CWO	3	Jan-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 2 Last	RFO 2 First	CWO	3	Feb-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 2 Last	RFO 2 First	CWO	3	Mar-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 2 Last	RFO 2 First	CWO	3	Apr-2015		\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 2 Last	RFO 2 First	CWO	3	May-2015		\$723.87	\$55.38	\$162.87	\$942.12			

**** FOR OFFICIAL USE ONLY -- PRIVACY DATA ****

**REGION 1 -- ESTIMATED FY2015 DRILL PAY & ALLOWANCE (P&A) COSTS FOR FUNDED RFOs
AS OF 31-MARCH-2015**

PAY FACTORS	
FICA	7.65%
PENSION ACCRUAL	22.5%

SERVICE	LAST NAME	FIRST NAME	RANK	BASED ON ACTUAL AND PLANNED ACTIVITY						PROVIDE EFFECTIVE DATES FOR ACTUAL OR PROJECTED ...		
				EST # OF PAID DRILLS	DRILL MONTH	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)	... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO DRILLS EXCEED 36? IF "YES" REDUCE.
USCGR	RFO 2 Last	RFO 2 First	CWO	3	Jun-2015	\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 2 Last	RFO 2 First	CWO	3	Jul-2015	\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 2 Last	RFO 2 First	CWO	3	Aug-2015	\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 2 Last	RFO 2 First	CWO	3	Sep-2015	\$723.87	\$55.38	\$162.87	\$942.12			
USCGR	RFO 2 Last	RFO 2 First	CWO	36		\$8,650.23	\$661.74	\$1,984.74	\$11,296.71	6/30/2011	mm/dd/yyyy	NO
USCGR	Add New RFO	??	??		Oct-2014	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??		Nov-2014	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??		Dec-2014	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??		Jan-2015	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??		Feb-2015	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??		Mar-2015	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??		Apr-2015	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??		May-2015	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??		Jun-2015	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??		Jul-2015	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??		Aug-2015	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??		Sep-2015	\$0.00	\$0.00	\$0.00	\$0.00			
USCGR	Add New RFO	??	??	0		\$0.00	\$0.00	\$0.00	\$0.00	mm/dd/yyyy	mm/dd/yyyy	NO
REGION 1 - USCGR TOTALS				72		\$17,300.46	\$1,323.49	\$3,969.48	\$22,593.42			
REGION 1 - GRAND TOTAL ESTIMATED DRILL PAY COSTS (ARNG, USAFR, USAR, & USCGR)				288		\$70,151.04	\$5,366.55	\$16,095.69	\$91,613.28			

**REGION 1 -- ESTIMATED FY2015 DRILL P&A COSTS FOR FUNDED RFOs
SUMMARIZED BY MONTH
AS OF 31-MARCH-2015**

	BASED ON ACTUAL AND PROJECTED ACTIVITY					
	EST # OF PAID DRILLS	DRILL MONTH	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
	24	Oct-2014	\$5,772	\$442	\$1,403	\$7,617
	24	Nov-2014	\$5,772	\$442	\$1,403	\$7,617
	24	Dec-2014	\$5,772	\$442	\$1,403	\$7,617
	24	Jan-2015	\$5,870	\$449	\$1,321	\$7,640
	24	Feb-2015	\$5,870	\$449	\$1,321	\$7,640
	24	Mar-2015	\$5,870	\$449	\$1,321	\$7,640
	24	Apr-2015	\$5,870	\$449	\$1,321	\$7,640
	25	May-2015	\$6,078	\$465	\$1,368	\$7,911
	24	Jun-2015	\$5,870	\$449	\$1,321	\$7,640
	21	Jul-2015	\$5,246	\$401	\$1,180	\$6,828
	25	Aug-2015	\$6,078	\$465	\$1,368	\$7,911
	25	Sep-2015	\$6,078	\$465	\$1,368	\$7,911
REGION 1 - GRAND TOTAL ESTIMATED DRILL PAY COSTS (ARNG, USAFR, USAR, & USCGR)	288	ALL	\$70,151	\$5,367	\$16,096	\$91,613

REGION 1 -- ESTIMATED FY2015 DRILL P&A COSTS FOR FUNDED RFOs SUMMARIZED BY SERVICE & AVERAGE COSTS PER RFO & DRILL AS OF 31-MARCH-2015						
SERVICE	CURRENT # OF RFOs ASSIGNED	EST # OF PAID DRILLS	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	13	72	\$14,914	\$1,141	\$3,422	\$19,476
USAFR	12	72	\$18,968	\$1,451	\$4,352	\$24,772
USAR	15	72	\$18,969	\$1,451	\$4,352	\$24,772
USCGR	3	72	\$17,300	\$1,323	\$3,969	\$22,593
REGION 1 - GRAND TOTAL ESTIMATED DRILL PAY COSTS	43	288	\$70,151	\$5,367	\$16,096	\$91,613

REGION 1 -- AVG DRILL P&A COST PER FUNDED RFO					
	CURRENT # OF RFOs ASSIGNED	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	13	\$1,147	\$88	\$263	\$1,498
USAFR	12	\$1,581	\$121	\$363	\$2,064
USAR	15	\$1,265	\$97	\$290	\$1,651
USCGR	3	\$5,767	\$441	\$1,323	\$7,531
REGION 1 - GRAND TOTAL AVG DRILL PAY COSTS PER RFO	43	\$1,631	\$125	\$374	\$2,131

REGION 1 -- AVG DRILL P&A COST PER DRILL					
	EST # OF PAID DRILLS	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	72	\$207	\$16	\$48	\$271
USAFR	72	\$263	\$20	\$60	\$344
USAR	72	\$263	\$20	\$60	\$344
USCGR	72	\$240	\$18	\$55	\$314
REGION 1 - GRAND TOTAL AVG DRILL PAY COSTS PER DRILL	288	\$244	\$19	\$56	\$318

**REGION 1 -- ESTIMATED FY2015 ANNUAL TRAINING (AT) PAY AND ALLOWANCE (P&A) AND TRAVEL COSTS FOR FUNDED RFOs
AS OF 31-MARCH-2015**

PAY FACTORS	
FICA	7.65%
PENSION ACCRUAL	22.5%

BASED ON ACTUAL AND PROJECTED ACTIVITY

PROVIDE EFFECTIVE DATES FOR ACTUAL OR PROJECTED ...		
... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO AT DAYS EXCEED 13? IF "YES" REDUCE.

SRVC	LAST NAME	FIRST NAME	RANK	EST # OF AT DAYS	START DATE	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	SUBTOTAL FOR Base+BAH+BAS	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY & ALLOWANCE (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS	... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO AT DAYS EXCEED 13? IF "YES" REDUCE.
ARNG	RFO 1 Last	RFO 1 First	CPT		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 1 Last	RFO 1 First	CPT		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 1 Last	RFO 1 First	CPT		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 1 Last	RFO 1 First	CPT		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 1 Last	RFO 1 First	CPT		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 1 Last	RFO 1 First	CPT		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 1 Last	RFO 1 First	CPT		Apr-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 1 Last	RFO 1 First	CPT		May-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 1 Last	RFO 1 First	CPT	5	Jun-2015	\$1,040.00	\$192.25	\$40.43	\$1,272.68	\$79.56	\$234.00	\$1,586.24	\$20.00	\$1,606.24			
ARNG	RFO 1 Last	RFO 1 First	CPT	5	Jul-2015	\$1,040.00	\$192.25	\$40.43	\$1,272.68	\$79.56	\$234.00	\$1,586.24	\$20.00	\$1,606.24			
ARNG	RFO 1 Last	RFO 1 First	CPT	3	Aug-2015	\$624.00	\$115.35	\$24.26	\$763.61	\$47.74	\$140.40	\$951.75	\$20.00	\$971.75			
ARNG	RFO 1 Last	RFO 1 First	CPT		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 1 Last	RFO 1 First	CPT	13		\$2,704.00	\$499.85	\$105.12	\$3,308.97	\$206.86	\$608.40	\$4,124.23	\$60.00	\$4,184.23	mm/dd/yyyy	mm/dd/yyyy	NO
ARNG	RFO 2 Last	RFO 2 First	CPT		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 2 Last	RFO 2 First	CPT		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 2 Last	RFO 2 First	CPT		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 2 Last	RFO 2 First	CPT		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 2 Last	RFO 2 First	CPT		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 2 Last	RFO 2 First	CPT		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 2 Last	RFO 2 First	CPT		Apr-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 2 Last	RFO 2 First	CPT		May-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 2 Last	RFO 2 First	CPT	13	Jun-2015	\$2,704.00	\$499.85	\$105.13	\$3,308.98	\$206.86	\$608.40	\$4,124.24		\$4,124.24			
ARNG	RFO 2 Last	RFO 2 First	CPT		Jul-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 2 Last	RFO 2 First	CPT		Aug-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 2 Last	RFO 2 First	CPT		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	RFO 2 Last	RFO 2 First	CPT	13		\$2,704.00	\$499.85	\$105.13	\$3,308.98	\$206.86	\$608.40	\$4,124.24	\$0.00	\$4,124.24	mm/dd/yyyy	mm/dd/yyyy	NO
ARNG	Add New RFO	??	??		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??		Apr-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??		May-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??		Jun-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??		Jul-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??		Aug-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
ARNG	Add New RFO	??	??	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	mm/dd/yyyy	mm/dd/yyyy	NO
REGION 1 - ARNG TOTALS				26		\$5,408.00	\$999.70	\$210.25	\$6,617.95	\$413.71	\$1,216.80	\$8,248.46	\$60.00	\$8,308.46			
USAFR	RFO 1 Last	RFO 1 First	LTCOL		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 1 Last	RFO 1 First	LTCOL		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 1 Last	RFO 1 First	LTCOL		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 1 Last	RFO 1 First	LTCOL		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 1 Last	RFO 1 First	LTCOL		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 1 Last	RFO 1 First	LTCOL		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 1 Last	RFO 1 First	LTCOL	13	Apr-2015	\$3,722.29	\$685.36	\$105.13	\$4,512.78	\$284.76	\$837.52	\$5,635.05		\$5,635.05			Actuals posted & no travel costs incurred.
USAFR	RFO 1 Last	RFO 1 First	LTCOL		May-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 1 Last	RFO 1 First	LTCOL		Jun-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 1 Last	RFO 1 First	LTCOL		Jul-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 1 Last	RFO 1 First	LTCOL		Aug-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 1 Last	RFO 1 First	LTCOL		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			

**REGION 1 -- ESTIMATED FY2015 ANNUAL TRAINING (AT) PAY AND ALLOWANCE (P&A) AND TRAVEL COSTS FOR FUNDED RFOs
AS OF 31-MARCH-2015**

PAY FACTORS	
FICA	7.65%
PENSION ACCRUAL	22.5%

BASED ON ACTUAL AND PROJECTED ACTIVITY

PROVIDE EFFECTIVE DATES FOR ACTUAL OR PROJECTED ...

SRVC	LAST NAME	FIRST NAME	RANK	EST # OF AT DAYS	START DATE	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	SUBTOTAL FOR Base+BAH+BAS	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY & ALLOWANCE (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS	... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO AT DAYS EXCEED 13? IF "YES" REDUCE.
USAFR	RFO 1 Last	RFO 1 First	LTCOL	13		\$3,722.29	\$685.36	\$105.13	\$4,512.78	\$284.76	\$837.52	\$5,635.05	\$0.00	\$5,635.05	mm/dd/yyyy	mm/dd/yyyy	NO
USAFR	RFO 2 Last	RFO 2 First	MAJ		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 2 Last	RFO 2 First	MAJ		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 2 Last	RFO 2 First	MAJ		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 2 Last	RFO 2 First	MAJ		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 2 Last	RFO 2 First	MAJ		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 2 Last	RFO 2 First	MAJ		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 2 Last	RFO 2 First	MAJ	13	Apr-2015	\$3,156.27	\$604.11	\$105.13	\$3,865.51	\$241.45	\$710.16	\$4,817.13	\$1,082.04	\$5,899.17			
USAFR	RFO 2 Last	RFO 2 First	MAJ		May-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 2 Last	RFO 2 First	MAJ		Jun-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 2 Last	RFO 2 First	MAJ		Jul-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 2 Last	RFO 2 First	MAJ		Aug-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 2 Last	RFO 2 First	MAJ		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	RFO 2 Last	RFO 2 First	MAJ	13		\$3,156.27	\$604.11	\$105.13	\$3,865.51	\$241.45	\$710.16	\$4,817.13	\$1,082.04	\$5,899.17	mm/dd/yyyy	mm/dd/yyyy	NO
USAFR	Add New RFO	??	??		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??		Apr-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??		May-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??		Jun-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??		Jul-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??		Aug-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAFR	Add New RFO	??	??	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	mm/dd/yyyy	mm/dd/yyyy	NO
REGION 1 - USAFR TOTALS				26		\$6,878.56	\$1,289.47	\$210.26	\$8,378.29	\$526.21	\$1,547.68	\$10,452.18	\$1,082.04	\$11,534.22			

USAR	RFO 1 Last	RFO 1 First	MAJ		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 1 Last	RFO 1 First	MAJ		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 1 Last	RFO 1 First	MAJ		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 1 Last	RFO 1 First	MAJ		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 1 Last	RFO 1 First	MAJ		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 1 Last	RFO 1 First	MAJ		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 1 Last	RFO 1 First	MAJ		Apr-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 1 Last	RFO 1 First	MAJ		May-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 1 Last	RFO 1 First	MAJ	5	Jun-2015	\$1,213.95	\$232.35	\$40.43	\$1,486.73	\$92.87	\$273.14	\$1,852.74	\$995.27	\$2,848.01			
USAR	RFO 1 Last	RFO 1 First	MAJ	8	Jul-2015	\$1,942.32	\$371.76	\$64.69	\$2,378.77	\$148.59	\$437.02	\$2,964.38	\$1,448.00	\$4,412.38			
USAR	RFO 1 Last	RFO 1 First	MAJ		Aug-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 1 Last	RFO 1 First	MAJ		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 1 Last	RFO 1 First	MAJ	13		\$3,156.27	\$604.11	\$105.12	\$3,865.50	\$241.45	\$710.16	\$4,817.12	\$2,443.27	\$7,260.39	mm/dd/yyyy	mm/dd/yyyy	NO
USAR	RFO 2 Last	RFO 2 First	LTC		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 2 Last	RFO 2 First	LTC		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 2 Last	RFO 2 First	LTC		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 2 Last	RFO 2 First	LTC		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 2 Last	RFO 2 First	LTC		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 2 Last	RFO 2 First	LTC		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 2 Last	RFO 2 First	LTC		Apr-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 2 Last	RFO 2 First	LTC	13	May-2015	\$3,722.29	\$685.36	\$105.13	\$4,512.78	\$284.76	\$837.52	\$5,635.05	\$2,900.54	\$8,535.59			
USAR	RFO 2 Last	RFO 2 First	LTC		Jun-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			

**REGION 1 -- ESTIMATED FY2015 ANNUAL TRAINING (AT) PAY AND ALLOWANCE (P&A) AND TRAVEL COSTS FOR FUNDED RFOs
AS OF 31-MARCH-2015**

PAY FACTORS	
FICA	7.65%
PENSION ACCRUAL	22.5%

BASED ON ACTUAL AND PROJECTED ACTIVITY

PROVIDE EFFECTIVE DATES FOR ACTUAL OR PROJECTED ...

SRVC	LAST NAME	FIRST NAME	RANK	EST # OF AT DAYS	START DATE	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	SUBTOTAL FOR Base+BAH+BAS	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY & ALLOWANCE (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS	... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO AT DAYS EXCEED 13? IF "YES" REDUCE.
USAR	RFO 2 Last	RFO 2 First	LTC		Jul-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 2 Last	RFO 2 First	LTC		Aug-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 2 Last	RFO 2 First	LTC		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	RFO 2 Last	RFO 2 First	LTC	13		\$3,722.29	\$685.36	\$105.13	\$4,512.78	\$284.76	\$837.52	\$5,635.05	\$2,900.54	\$8,535.59	mm/dd/yyyy	mm/dd/yyyy	NO
USAR	Add New RFO	??	??		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??		Apr-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??		May-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??		Jun-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??		Jul-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??		Aug-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USAR	Add New RFO	??	??	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	mm/dd/yyyy	mm/dd/yyyy	NO
REGION 1 - USAR TOTALS				26		\$6,878.56	\$1,289.47	\$210.25	\$8,378.28	\$526.21	\$1,547.68	\$10,452.17	\$5,343.81	\$15,795.98			
USCGR	RFO 1 Last	RFO 1 First	CWO		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 1 Last	RFO 1 First	CWO		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 1 Last	RFO 1 First	CWO		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 1 Last	RFO 1 First	CWO		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 1 Last	RFO 1 First	CWO		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 1 Last	RFO 1 First	CWO		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 1 Last	RFO 1 First	CWO		Apr-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 1 Last	RFO 1 First	CWO		May-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 1 Last	RFO 1 First	CWO		Jun-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 1 Last	RFO 1 First	CWO	13	Jul-2015	\$3,136.77	\$534.69	\$105.13	\$3,776.59	\$239.96	\$705.77	\$4,722.33	\$1,913.00	\$6,635.33			
USCGR	RFO 1 Last	RFO 1 First	CWO		Aug-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 1 Last	RFO 1 First	CWO		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 1 Last	RFO 1 First	CWO	13		\$3,136.77	\$534.69	\$105.13	\$3,776.59	\$239.96	\$705.77	\$4,722.33	\$1,913.00	\$6,635.33	mm/dd/yyyy	mm/dd/yyyy	NO
USCGR	RFO 2 Last	RFO 2 First	CWO		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 2 Last	RFO 2 First	CWO		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 2 Last	RFO 2 First	CWO		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 2 Last	RFO 2 First	CWO		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 2 Last	RFO 2 First	CWO		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 2 Last	RFO 2 First	CWO		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 2 Last	RFO 2 First	CWO	13	Apr-2015	\$3,199.43	\$534.69	\$105.13	\$3,839.25	\$244.76	\$719.87	\$4,803.88		\$4,803.88			
USCGR	RFO 2 Last	RFO 2 First	CWO		May-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 2 Last	RFO 2 First	CWO		Jun-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 2 Last	RFO 2 First	CWO		Jul-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 2 Last	RFO 2 First	CWO		Aug-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 2 Last	RFO 2 First	CWO		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	RFO 2 Last	RFO 2 First	CWO	13		\$3,199.43	\$534.69	\$105.13	\$3,839.25	\$244.76	\$719.87	\$4,803.88	\$0.00	\$4,803.88	mm/dd/yyyy	mm/dd/yyyy	NO
USCGR	Add New RFO	??	??		Oct-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	Add New RFO	??	??		Nov-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	Add New RFO	??	??		Dec-2014				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	Add New RFO	??	??		Jan-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	Add New RFO	??	??		Feb-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			

**REGION 1 -- ESTIMATED FY2015 ANNUAL TRAINING (AT) PAY AND ALLOWANCE (P&A) AND TRAVEL COSTS FOR FUNDED RFOs
AS OF 31-MARCH-2015**

PAY FACTORS	
FICA	7.65%
PENSION ACCRUAL	22.5%

BASED ON ACTUAL AND PROJECTED ACTIVITY

PROVIDE EFFECTIVE DATES FOR ACTUAL OR PROJECTED ...		
... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO AT DAYS EXCEED 13? IF "YES" REDUCE.

SRVC	LAST NAME	FIRST NAME	RANK	EST # OF AT DAYS	START DATE	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	SUBTOTAL FOR Base+BAH+BAS	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY & ALLOWANCE (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS	... SEPARATION DURING FY2015	... NEW ASSIGNMENT DURING FY2015	DO AT DAYS EXCEED 13? IF "YES" REDUCE.
USCGR	Add New RFO	??	??		Mar-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	Add New RFO	??	??		Apr-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	Add New RFO	??	??		May-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	Add New RFO	??	??		Jun-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	Add New RFO	??	??		Jul-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	Add New RFO	??	??		Aug-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	Add New RFO	??	??		Sep-2015				\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			
USCGR	Add New RFO	??	??	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	mm/dd/yyyy	mm/dd/yyyy	NO
REGION 1 - USCGR TOTALS				26		\$6,336.20	\$1,069.38	\$210.26	\$7,615.84	\$484.72	\$1,425.65	\$9,526.20	\$1,913.00	\$11,439.20			
REGION 1 - GRAND TOTAL EST AT PAY AND TRAVEL COSTS (ARNG, USAFR, USAR, & USCGR)				104		\$25,501.32	\$4,648.02	\$841.02	\$30,990.36	\$1,950.85	\$5,737.80	\$38,679.01	\$8,398.85	\$47,077.86			

**REGION 1 -- ESTIMATED FY2015 AT PAY AND ALLOWANCE (P&A) AND TRAVEL COSTS FOR FUNDED RFOs
SUMMARIZED BY MONTH
AS OF 31-MARCH-2015**

BASED ON ACTUAL AND PROJECTED ACTIVITY											
EST # OF AT DAYS	START DATE	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY & ALLOWANCE (BOC 1187)		EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS	
0	Oct-2014	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
0	Nov-2014	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
0	Dec-2014	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
0	Jan-2015	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
0	Feb-2015	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
0	Mar-2015	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
39	Apr-2015	\$10,078	\$1,824	\$315	\$771	\$2,268	\$15,256		\$1,082	\$16,338	
13	May-2015	\$3,722	\$685	\$105	\$285	\$838	\$5,635		\$2,901	\$8,536	
23	Jun-2015	\$4,958	\$924	\$186	\$379	\$1,116	\$7,563		\$1,015	\$8,578	
26	Jul-2015	\$6,119	\$1,099	\$210	\$468	\$1,377	\$9,273		\$3,381	\$12,654	
3	Aug-2015	\$624	\$115	\$24	\$48	\$140	\$952		\$20	\$972	
0	Sep-2015	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
REGION 1 - GRAND TOTAL EST AT PAY AND TRAVEL COSTS (ARNG, USAFR, USAR, & USCGR)		104	ALL	\$25,501	\$4,648	\$841	\$1,951	\$5,738	\$38,679	\$8,399	\$47,078

**REGION 1 -- ESTIMATED FY2015 AT P&A AND TRAVEL COSTS FOR FUNDED RFOs
SUMMARIZED BY SERVICE & AVERAGE COSTS PER RFO & DRILL
AS OF 31-MARCH-2015**

SERVICE	CURRENT # OF RFOs ASSIGNED	EST # OF AT DAYS	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY & ALLOWANCE (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	13	26	\$5,408	\$1,000	\$210	\$414	\$1,217	\$8,248	\$60	\$8,308
USAFR	12	26	\$6,879	\$1,289	\$210	\$526	\$1,548	\$10,452	\$1,082	\$11,534
USAR	14	26	\$6,879	\$1,289	\$210	\$526	\$1,548	\$10,452	\$5,344	\$15,796
USCGR	3	26	\$6,336	\$1,069	\$210	\$485	\$1,426	\$9,526	\$1,913	\$11,439
REGION 1 - GRAND TOTAL PROJECTED AT PAY COSTS	42	104	\$25,501	\$4,648	\$841	\$1,951	\$5,738	\$38,679	\$8,399	\$47,078

REGION 1 -- AVG FY2013 AT P&A COST PER RFO

	CURRENT # OF RFOs ASSIGNED	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY & ALLOWANCE (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	13	\$416	\$77	\$16	\$32	\$94	\$634	\$5	\$639
USAFR	12	\$573	\$107	\$18	\$44	\$129	\$871	\$90	\$961
USAR	14	\$491	\$92	\$15	\$38	\$111	\$747	\$382	\$1,128
USCGR	3	\$2,112	\$356	\$70	\$162	\$475	\$3,175	\$638	\$3,813
REGION 1 - GRAND TOTAL AVG AT PAY COSTS PER RFO	42	\$607	\$111	\$20	\$46	\$137	\$921	\$200	\$1,121

REGION 1 -- AVG FY2013 AT P&A COST PER AT DAY

	EST # OF AT DAYS	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY & ALLOWANCE (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	26	\$208	\$38	\$8	\$16	\$47	\$317	\$2	\$320
USAFR	26	\$265	\$50	\$8	\$20	\$60	\$402	\$42	\$444
USAR	26	\$265	\$50	\$8	\$20	\$60	\$402	\$206	\$608
USCGR	26	\$244	\$41	\$8	\$19	\$55	\$366	\$74	\$440
REGION 1 - GRAND TOTAL AVG AT PAY COSTS PER AT DAY	104	\$245	\$45	\$8	\$19	\$55	\$372	\$81	\$453

Appendix C –FM Summary of Regions’ Periodic Detailed Projected Drill & AT Costs

**ESTIMATED FY2015 MILITARY PAY AND ALLOWANCE (P&A) AND TRAVEL COSTS AS OF 31-MARCH-2015
MONTHLY COSTS BY ORGN-BOC**

ESTIMATED FY2015 MILITARY PAY AND ALLOWANCE (P&A) AND TRAVEL COSTS AS OF 31-MARCH-2015 MONTHLY COSTS BY ORGN-BOC															FY2015 ANNUAL BUDGET	
ORGN-BOC	BOC DESCRIPTION	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL ESTIMATED COSTS	CURRENT ANNUAL ALLOCATION	PROJ FUNDS SHORTFALLS/SURPLUSES
080112-1186	Reserve Drill P&A	\$101,103	\$100,124	\$100,559	\$102,198	\$102,666	\$105,617	\$106,938	\$109,257	\$109,300	\$102,139	\$106,792	\$105,301	\$1,251,995	\$1,054,650	(\$197,345)
080112-1187	Reserve Annual Training - P&A	\$0	\$3,316	\$2,575	\$1,756	\$0	\$51,775	\$97,269	\$94,681	\$113,585	\$78,775	\$30,107	\$43,955	\$517,792	\$577,865	\$60,073
100000-2188	Reserve Annual Training - Travel	\$0	\$0	\$0	\$0	\$0	\$1,130	\$4,390	\$7,565	\$22,990	\$7,751	\$2,531	\$30	\$46,387	\$54,554	\$8,167
200000-2188	Reserve Annual Training - Travel	\$0	\$2,230	\$0	\$0	\$0	\$6,259	\$5,220	\$8,332	\$12,148	\$8,625	\$40	\$0	\$42,854	\$46,521	\$3,667
300000-2188	Reserve Annual Training - Travel	\$0	\$0	\$0	\$335	\$0	\$45	\$4,584	\$4,575	\$3,161	\$13,799	\$80	\$4,082	\$30,662	\$35,613	\$4,951
MILITARY TOTALS -- BY MONTHLY BY ORGN-BOC		\$101,103	\$105,670	\$103,133	\$104,289	\$102,666	\$164,826	\$218,401	\$224,411	\$261,185	\$211,088	\$139,550	\$153,368	\$1,889,690	\$1,769,203	(\$120,487)

CUMULATIVE BY ORGN-BOC

CUMULATIVE BY ORGN-BOC															FY2015 ANNUAL BUDGET	
ORGN-BOC	BOC DESCRIPTION	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL ESTIMATED COSTS	CURRENT ANNUAL ALLOCATION	PROJ FUNDS SHORTFALLS/SURPLUSES
080112-1186	Reserve Drill P&A	\$101,103	\$201,227	\$301,786	\$403,984	\$506,651	\$612,267	\$719,205	\$828,463	\$937,763	\$1,039,902	\$1,146,694	\$1,251,995	\$1,251,995	\$1,054,650	(\$197,345)
080112-1187	Reserve Annual Training - P&A	\$0	\$3,316	\$5,890	\$7,646	\$7,646	\$59,422	\$156,690	\$251,371	\$364,956	\$443,731	\$473,838	\$517,792	\$517,792	\$577,865	\$60,073
100000-2188	Reserve Annual Training - Travel	\$0	\$0	\$0	\$0	\$0	\$1,130	\$5,520	\$13,085	\$36,075	\$43,826	\$46,357	\$46,387	\$46,387	\$54,554	\$8,167
200000-2188	Reserve Annual Training - Travel	\$0	\$2,230	\$2,230	\$2,230	\$2,230	\$8,489	\$13,709	\$22,041	\$34,189	\$42,814	\$42,854	\$42,854	\$42,854	\$46,521	\$3,667
300000-2188	Reserve Annual Training - Travel	\$0	\$0	\$0	\$335	\$335	\$380	\$4,964	\$9,540	\$12,701	\$26,500	\$26,580	\$30,662	\$30,662	\$35,613	\$4,951
MILITARY TOTALS -- CUMULATIVE BY ORGN-BOC		\$101,103	\$206,773	\$309,906	\$414,195	\$516,862	\$681,688	\$900,089	\$1,124,499	\$1,385,684	\$1,596,773	\$1,736,323	\$1,889,690	\$1,889,690	\$1,769,203	(\$120,487)

CUMULATIVE BY COSTS TYPE (i.e. PAY AND TRAVEL)

CUMULATIVE BY COSTS TYPE (i.e. PAY AND TRAVEL)															FY2015 ANNUAL BUDGET	
TYPE OF COSTS	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL ESTIMATED COSTS	CURRENT ANNUAL ALLOCATION	PROJ FUNDS SHORTFALLS/SURPLUSES	
AgPers - Drill P&A + AT P&A	\$101,103	\$204,543	\$307,676	\$411,630	\$514,297	\$671,689	\$875,895	\$1,079,834	\$1,302,719	\$1,483,632	\$1,620,532	\$1,769,788	\$1,769,788	\$1,632,515	(\$137,273)	
Regions - AT Travel	\$0	\$2,230	\$2,230	\$2,565	\$2,565	\$9,999	\$24,193	\$44,666	\$82,965	\$113,140	\$115,791	\$119,903	\$119,903	\$136,688	\$16,785	
MILITARY TOTALS -- CUMULATIVE BY COST TYPE	\$101,103	\$206,773	\$309,906	\$414,195	\$516,862	\$681,688	\$900,089	\$1,124,499	\$1,385,684	\$1,596,773	\$1,736,323	\$1,889,690	\$1,889,690	\$1,769,203	(\$120,487)	

**AGENCY -- ESTIMATED FY2015 DRILL P&A COSTS FOR FUNDED RFOs
SUMMARIZED BY MONTH
AS OF 31-MARCH-2015**

BASED ON ACTUAL AND PROJECTED ACTIVITY						
	EST # OF PAID DRILLS	DRILL MONTH	EST BASE PAY (OC 1186)	EST FICA (MED+SOC SEC) (OC 1186)	EST PENSION ACCRUAL (OC1186)	TOTAL EST DRILL PAY (BOC 1186)
	324	Oct-2014	\$76,622	\$5,862	\$18,619	\$101,103
	321	Nov-2014	\$75,880	\$5,805	\$18,439	\$100,124
	322	Dec-2014	\$76,210	\$5,830	\$18,519	\$100,559
	322	Jan-2015	\$77,394	\$5,921	\$18,884	\$102,198
	324	Feb-2015	\$77,748	\$5,948	\$18,971	\$102,666
	330	Mar-2015	\$79,983	\$6,119	\$19,516	\$105,617
	333	Apr-2015	\$80,983	\$6,195	\$19,760	\$106,938
	339	May-2015	\$82,739	\$6,330	\$20,188	\$109,257
	336	Jun-2015	\$82,772	\$6,332	\$20,196	\$109,300
	315	Jul-2015	\$77,349	\$5,917	\$18,873	\$102,139
	332	Aug-2015	\$80,873	\$6,187	\$19,733	\$106,792
	324	Sep-2015	\$79,743	\$6,100	\$19,457	\$105,301
AGENCY - GRAND TOTAL ESTIMATED DRILL PAY COSTS (ARNG, USAFR, USAR, & USCGR)	3,922	ALL	\$948,295	\$72,545	\$231,155	\$1,251,995

**REGION 1 -- ESTIMATED FY2015 DRILL P&A COSTS FOR FUNDED RFOs
SUMMARIZED BY MONTH
AS OF 31-MARCH-2015**

BASED ON ACTUAL AND PROJECTED ACTIVITY						
	EST # OF PAID DRILLS	DRILL MONTH	EST BASE PAY (OC 1186)	EST FICA (MED+SOC SEC) (OC 1186)	EST PENSION ACCRUAL (OC1186)	TOTAL EST DRILL PAY (BOC 1186)
	114	Oct-2014	\$27,966	\$2,139	\$6,796	\$36,901
	111	Nov-2014	\$27,122	\$2,075	\$6,591	\$35,787
	115	Dec-2014	\$28,146	\$2,153	\$6,839	\$37,139
	112	Jan-2015	\$27,952	\$2,138	\$6,820	\$36,910
	111	Feb-2015	\$27,405	\$2,097	\$6,687	\$36,189
	114	Mar-2015	\$28,542	\$2,183	\$6,964	\$37,690
	123	Apr-2015	\$30,065	\$2,300	\$7,336	\$39,701
	126	May-2015	\$31,037	\$2,374	\$7,573	\$40,984
	120	Jun-2015	\$29,668	\$2,270	\$7,239	\$39,176
	102	Jul-2015	\$25,577	\$1,957	\$6,241	\$33,775
	119	Aug-2015	\$29,101	\$2,226	\$7,101	\$38,428
	117	Sep-2015	\$28,680	\$2,194	\$6,998	\$37,872
REGION 1 - GRAND TOTAL ESTIMATED DRILL PAY COSTS (ARNG, USAFR, USAR, & USCGR)	1,384	ALL	\$341,261	\$26,106	\$83,185	\$450,552

**REGION 2 -- ESTIMATED FY2015 DRILL P&A COSTS FOR FUNDED RFOs
SUMMARIZED BY MONTH
AS OF 31-MARCH-2015**

BASED ON ACTUAL AND PROJECTED ACTIVITY						
	EST # OF PAID DRILLS	DRILL MONTH	EST BASE PAY (OC 1186)	EST FICA (MED+SOC SEC) (OC 1186)	EST PENSION ACCRUAL (OC1186)	TOTAL EST DRILL PAY (BOC 1186)
	117	Oct-2014	\$26,609	\$2,036	\$6,466	\$35,111
	117	Nov-2014	\$26,712	\$2,043	\$6,491	\$35,246
	117	Dec-2014	\$26,729	\$2,045	\$6,495	\$35,269
	117	Jan-2015	\$26,832	\$2,053	\$6,547	\$35,432
	117	Feb-2015	\$26,874	\$2,056	\$6,557	\$35,487
	114	Mar-2015	\$26,744	\$2,046	\$6,525	\$35,315
	117	Apr-2015	\$27,702	\$2,119	\$6,759	\$36,580
	120	May-2015	\$28,430	\$2,175	\$6,937	\$37,542
	117	Jun-2015	\$28,465	\$2,178	\$6,946	\$37,589
	117	Jul-2015	\$27,991	\$2,141	\$6,830	\$36,963
	117	Aug-2015	\$27,991	\$2,141	\$6,830	\$36,963
	117	Sep-2015	\$27,991	\$2,141	\$6,830	\$36,963
REGION 2 - GRAND TOTAL ESTIMATED DRILL PAY COSTS (ARNG, USAFR, USAR, & USCGR)	1,404	ALL	\$329,072	\$25,174	\$80,214	\$434,460

**REGION 3 -- ESTIMATED FY2015 DRILL P&A COSTS FOR FUNDED RFOs
SUMMARIZED BY MONTH
AS OF 31-MARCH-2015**

BASED ON ACTUAL AND PROJECTED ACTIVITY						
	EST # OF PAID DRILLS	DRILL MONTH	EST BASE PAY (OC 1186)	EST FICA (MED+SOC SEC) (OC 1186)	EST PENSION ACCRUAL (OC1186)	TOTAL EST DRILL PAY (BOC 1186)
	93	Oct-2014	\$22,047	\$1,687	\$5,357	\$29,090
	93	Nov-2014	\$22,047	\$1,687	\$5,357	\$29,090
	90	Dec-2014	\$21,335	\$1,632	\$5,184	\$28,151
	93	Jan-2015	\$22,610	\$1,730	\$5,517	\$29,856
	96	Feb-2015	\$23,469	\$1,795	\$5,726	\$30,990
	102	Mar-2015	\$24,697	\$1,889	\$6,026	\$32,612
	93	Apr-2015	\$23,216	\$1,776	\$5,665	\$30,657
	93	May-2015	\$23,272	\$1,780	\$5,678	\$30,731
	99	Jun-2015	\$24,639	\$1,885	\$6,012	\$32,536
	96	Jul-2015	\$23,780	\$1,819	\$5,802	\$31,401
	96	Aug-2015	\$23,780	\$1,819	\$5,802	\$31,401
	90	Sep-2015	\$23,072	\$1,765	\$5,630	\$30,467
REGION 3 - GRAND TOTAL ESTIMATED DRILL PAY COSTS (ARNG, USAFR, USAR, & USCGR)	1,134	ALL	\$277,962	\$21,264	\$67,757	\$366,983

**AGENCY - - ESTIMATED FY2015 DRILL P&A COSTS FOR FUNDED RFOs
SUMMARIZED BY SERVICE & AVERAGE COSTS PER RFO & DRILL
AS OF 31-MARCH-2015**

SERVICE	CURRENT # OF RFOs ASSIGNED	EST # OF PAID DRILLS	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	42	1,509	\$356,947	\$27,306	\$87,012	\$471,265
USAFR	27	900	\$217,957	\$16,674	\$53,129	\$287,759
USAR	36	1,270	\$317,391	\$24,280	\$77,366	\$419,038
USCGR	7	243	\$56,001	\$4,284	\$13,648	\$73,933
AGENCY - GRAND TOTAL EST DRILL PAY COSTS	112	3,922	\$948,295	\$72,545	\$231,155	\$1,251,995

AGENCY - - AVG DRILL P&A COST PER FUNDED RFO

	CURRENT # OF RFOs ASSIGNED	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	42	\$8,499	\$650	\$2,072	\$11,221
USAFR	27	\$8,072	\$618	\$1,968	\$10,658
USAR	36	\$8,816	\$674	\$2,149	\$11,640
USCGR	7	\$8,000	\$612	\$1,950	\$10,562
AGENCY - GRAND TOTAL AVG DRILL PAY COSTS PER RFO	112	\$8,467	\$648	\$2,064	\$11,179

AGENCY - - AVG DRILL P&A COST PER DRILL

	EST # OF PAID DRILLS	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	1,509	\$237	\$18	\$58	\$312
USAFR	900	\$242	\$19	\$59	\$320
USAR	1,270	\$250	\$19	\$61	\$330
USCGR	243	\$230	\$18	\$56	\$304
AGENCY - GRAND TOTAL AVG DRILL PAY COSTS PER DRILL	3,922	\$242	\$18	\$59	\$319

**REGION 1 - - ESTIMATED FY2015 DRILL P&A COSTS FOR FUNDED RFOs
SUMMARIZED BY SERVICE & AVERAGE COSTS PER RFO & DRILL
AS OF 31-MARCH-2015**

SERVICE	CURRENT # OF RFOs ASSIGNED	EST # OF PAID DRILLS	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	13	423	\$96,479	\$7,381	\$23,517	\$127,376
USAFR	12	348	\$86,697	\$6,632	\$21,134	\$114,463
USAR	15	505	\$132,134	\$10,108	\$32,209	\$174,451
USCGR	3	108	\$25,951	\$1,985	\$6,326	\$34,261
REGION 1 - GRAND TOTAL EST DRILL PAY COSTS	43	1,384	\$341,261	\$26,106	\$83,185	\$450,552

REGION 1 - - AVG DRILL P&A COST PER FUNDED RFO

	CURRENT # OF RFOs ASSIGNED	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	13	\$7,421	\$568	\$1,809	\$9,798
USAFR	12	\$7,225	\$553	\$1,761	\$9,539
USAR	15	\$8,809	\$674	\$2,147	\$11,630
USCGR	3	\$8,650	\$662	\$2,109	\$11,420
REGION 1 - GRAND TOTAL AVG DRILL PAY COSTS PER RFO	43	\$7,936	\$607	\$1,935	\$10,478

REGION 1 - - AVG DRILL P&A COST PER DRILL

	EST # OF PAID DRILLS	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	423	\$228	\$17	\$56	\$301
USAFR	348	\$249	\$19	\$61	\$329
USAR	505	\$262	\$20	\$64	\$345
USCGR	108	\$240	\$18	\$59	\$317
REGION 1 - GRAND TOTAL AVG DRILL PAY COSTS PER DRILL	1,384	\$247	\$19	\$60	\$326

**REGION 2 - - ESTIMATED FY2015 DRILL P&A COSTS FOR FUNDED RFOs
SUMMARIZED BY SERVICE & AVERAGE COSTS PER RFO & DRILL
AS OF 31-MARCH-2015**

SERVICE	CURRENT # OF RFOs ASSIGNED	EST # OF PAID DRILLS	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	9	390	\$94,543	\$7,233	\$23,045	\$124,821
USAFR	11	411	\$97,428	\$7,453	\$23,749	\$128,631
USAR	14	495	\$113,276	\$8,666	\$27,612	\$149,553
USCGR	3	108	\$23,825	\$1,823	\$5,807	\$31,455
REGION 2 - GRAND TOTAL EST DRILL PAY COSTS	37	1,404	\$329,072	\$25,174	\$80,214	\$434,460

REGION 2 - - AVG DRILL P&A COST PER FUNDED RFO

	CURRENT # OF RFOs ASSIGNED	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	9	\$10,505	\$804	\$2,561	\$13,869
USAFR	11	\$8,857	\$678	\$2,159	\$11,694
USAR	14	\$8,091	\$619	\$1,972	\$10,682
USCGR	3	\$7,942	\$608	\$1,936	\$10,485
REGION 2 - GRAND TOTAL AVG DRILL PAY COSTS PER RFO	37	\$8,894	\$680	\$2,168	\$11,742

REGION 2 - - AVG DRILL P&A COST PER DRILL

	EST # OF PAID DRILLS	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	390	\$242	\$19	\$59	\$320
USAFR	411	\$237	\$18	\$58	\$313
USAR	495	\$229	\$18	\$56	\$302
USCGR	108	\$221	\$17	\$54	\$291
REGION 2 - GRAND TOTAL AVG DRILL PAY COSTS PER DRILL	1,404	\$234	\$18	\$57	\$309

**REGION 3 - - ESTIMATED FY2015 DRILL P&A COSTS FOR FUNDED RFOs
SUMMARIZED BY SERVICE & AVERAGE COSTS PER RFO & DRILL
AS OF 31-MARCH-2015**

SERVICE	CURRENT # OF RFOs ASSIGNED	EST # OF PAID DRILLS	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	20	696	\$165,924	\$12,693	\$40,451	\$219,068
USAFR	4	141	\$33,831	\$2,588	\$8,246	\$44,665
USAR	7	270	\$71,982	\$5,507	\$17,545	\$95,033
USCGR	1	27	\$6,225	\$476	\$1,515	\$8,217
REGION 3 - GRAND TOTAL EST DRILL PAY COSTS	32	1,134	\$277,962	\$21,264	\$67,757	\$366,983

REGION 3 - - AVG DRILL P&A COST PER FUNDED RFO

	CURRENT # OF RFOs ASSIGNED	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	20	\$8,296	\$635	\$2,023	\$10,953
USAFR	4	\$8,458	\$647	\$2,061	\$11,166
USAR	7	\$10,283	\$787	\$2,506	\$13,576
USCGR	1	\$6,225	\$476	\$1,515	\$8,217
REGION 3 - GRAND TOTAL AVG DRILL PAY COSTS PER RFO	32	\$8,686	\$665	\$2,117	\$11,468

REGION 3 - - AVG DRILL P&A COST PER DRILL

	EST # OF PAID DRILLS	EST BASE PAY (OC 1186)	EST FICA (OC 1186)	EST PENSION ACCRUAL (OC 1186)	TOTAL EST DRILL PAY (BOC 1186)
ARNG	696	\$238	\$18	\$58	\$315
USAFR	141	\$240	\$18	\$58	\$317
USAR	270	\$267	\$20	\$65	\$352
USCGR	27	\$231	\$18	\$56	\$304
REGION 3 - GRAND TOTAL AVG DRILL PAY COSTS PER DRILL	1,134	\$245	\$19	\$60	\$324

**AGENCY -- ESTIMATED FY2015 AT PAY AND ALLOWANCE (P&A) AND TRAVEL COSTS FOR FUNDED RFOs
SUMMARIZED BY MONTH
AS OF 31-MARCH-2015**

BASED ON ACTUAL AND PROJECTED ACTIVITY											
EST # OF AT DAYS	START DATE	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)		TOTAL EST AT PAY (BOC 1187)	TOTAL EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS	
0	Oct-2014	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
9	Nov-2014	\$2,167	\$385	\$72	\$166	\$527		\$3,316	\$2,230	\$5,546	
7	Dec-2014	\$1,671	\$56	\$314	\$128	\$406		\$2,575	\$0	\$2,575	
4	Jan-2015	\$1,145	\$211	\$32	\$88	\$279		\$1,756	\$335	\$2,091	
0	Feb-2015	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
132	Mar-2015	\$33,714	\$6,188	\$1,067	\$2,579	\$8,226		\$51,775	\$7,434	\$59,209	
253	Oct-2014	\$62,777	\$12,327	\$2,045	\$4,802	\$15,318		\$97,269	\$14,194	\$111,463	
243	Apr-2015	\$61,344	\$11,402	\$2,274	\$4,693	\$14,968		\$94,681	\$20,473	\$115,153	
320	Jun-2015	\$73,398	\$13,729	\$2,934	\$5,615	\$17,909		\$113,585	\$38,299	\$151,885	
202	Jul-2015	\$51,344	\$9,341	\$1,634	\$3,928	\$12,528		\$78,775	\$30,175	\$108,949	
80	Aug-2015	\$19,679	\$3,555	\$566	\$1,505	\$4,802		\$30,107	\$2,651	\$32,758	
114	Sep-2015	\$28,065	\$5,973	\$922	\$2,147	\$6,848		\$43,955	\$4,112	\$48,067	
AGENCY - GRAND TOTAL EST AT PAY AND TRAVEL COSTS (ARNG, USAFR, USAR, & USCGR)		1,364	ALL	\$335,304	\$63,167	\$11,860	\$25,651	\$81,810	\$517,792	\$119,903	\$637,695

**REGION 1 -- ESTIMATED FY2015 AT PAY AND ALLOWANCE (P&A) AND TRAVEL COSTS FOR FUNDED RFOs
SUMMARIZED BY MONTH
AS OF 31-MARCH-2015**

BASED ON ACTUAL AND PROJECTED ACTIVITY											
EST # OF AT DAYS	START DATE	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)		TOTAL EST AT PAY (BOC 1187)	TOTAL EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS	
0	Oct-2014	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
0	Nov-2014	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
0	Dec-2014	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
0	Jan-2015	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
0	Feb-2015	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
52	Mar-2015	\$13,596	\$2,391	\$421	\$1,040	\$3,317		\$20,766	\$1,130	\$21,896	
126	Apr-2015	\$31,934	\$6,365	\$1,019	\$2,443	\$7,792		\$49,552	\$4,390	\$53,942	
99	May-2015	\$24,364	\$4,481	\$801	\$1,864	\$5,945		\$37,455	\$7,565	\$45,020	
154	Jun-2015	\$35,654	\$6,401	\$1,591	\$2,728	\$8,700		\$55,074	\$22,990	\$78,064	
56	Jul-2015	\$13,988	\$2,487	\$453	\$1,070	\$3,413		\$21,410	\$7,751	\$29,161	
27	Aug-2015	\$6,679	\$1,109	\$137	\$511	\$1,630		\$10,066	\$2,531	\$12,597	
4	Sep-2015	\$971	\$398	\$32	\$74	\$237		\$1,712	\$30	\$1,742	
REGION 1 - GRAND TOTAL EST AT PAY AND TRAVEL COSTS (ARNG, USAFR, USAR, & USCGR)		518	ALL	\$127,187	\$23,631	\$4,454	\$9,730	\$31,034	\$196,035	\$46,387	\$242,422

**REGION 2 -- ESTIMATED FY2015 AT PAY AND ALLOWANCE (P&A) AND TRAVEL COSTS FOR FUNDED RFOs
SUMMARIZED BY MONTH
AS OF 31-MARCH-2015**

BASED ON ACTUAL AND PROJECTED ACTIVITY											
EST # OF AT DAYS	START DATE	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)		TOTAL EST AT PAY (BOC 1187)	TOTAL EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS	
0	Oct-2014	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
9	Nov-2014	\$2,167	\$385	\$72	\$166	\$527		\$3,316	\$2,230	\$5,546	
7	Dec-2014	\$1,671	\$56	\$314	\$128	\$406		\$2,575	\$0	\$2,575	
0	Jan-2015	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
0	Feb-2015	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
54	Mar-2015	\$13,540	\$2,508	\$437	\$1,036	\$3,304		\$20,825	\$6,259	\$27,083	
64	Apr-2015	\$14,594	\$2,830	\$516	\$1,116	\$3,561		\$22,618	\$5,220	\$27,838	
100	May-2015	\$26,916	\$4,759	\$1,110	\$2,059	\$6,568		\$41,412	\$8,332	\$49,744	
118	Jun-2015	\$26,478	\$5,192	\$954	\$2,026	\$6,461		\$41,110	\$12,148	\$53,259	
75	Jul-2015	\$19,631	\$3,491	\$607	\$1,502	\$4,790		\$30,019	\$8,625	\$38,644	
14	Aug-2015	\$3,054	\$552	\$113	\$234	\$745		\$4,698	\$40	\$4,738	
0	Sep-2015	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
REGION 2 - GRAND TOTAL EST AT PAY AND TRAVEL COSTS (ARNG, USAFR, USAR, & USCGR)		441	ALL	\$108,051	\$19,772	\$4,122	\$8,266	\$26,361	\$166,573	\$42,854	\$209,426

**REGION 3 -- ESTIMATED FY2015 AT PAY AND ALLOWANCE (P&A) AND TRAVEL COSTS FOR FUNDED RFOs
SUMMARIZED BY MONTH
AS OF 31-MARCH-2015**

BASED ON ACTUAL AND PROJECTED ACTIVITY											
EST # OF AT DAYS	START DATE	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)		TOTAL EST AT PAY (BOC 1187)	TOTAL EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS	
0	Oct-2014	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
0	Nov-2014	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
0	Dec-2014	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
4	Jan-2015	\$1,145	\$211	\$32	\$88	\$279		\$1,756	\$335	\$2,091	
0	Feb-2015	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	
26	Mar-2015	\$6,578	\$1,289	\$210	\$503	\$1,605		\$10,185	\$45	\$10,230	
63	Apr-2015	\$16,249	\$3,132	\$509	\$1,243	\$3,965		\$25,099	\$4,584	\$29,683	
44	May-2015	\$10,063	\$2,163	\$364	\$770	\$2,455		\$15,815	\$4,575	\$20,390	
48	Jun-2015	\$11,266	\$2,135	\$388	\$862	\$2,749		\$17,400	\$3,161	\$20,562	
71	Jul-2015	\$17,726	\$3,364	\$574	\$1,356	\$4,325		\$27,345	\$13,799	\$41,144	
39	Aug-2015	\$9,946	\$1,894	\$315	\$761	\$2,427		\$15,342	\$80	\$15,422	
110	Sep-2015	\$27,094	\$5,575	\$890	\$2,073	\$6,611		\$42,242	\$4,082	\$46,324	
REGION 3 - GRAND TOTAL EST AT PAY AND TRAVEL COSTS (ARNG, USAFR, USAR, & USCGR)		405	ALL	\$100,067	\$19,763	\$3,283	\$7,655	\$24,416	\$155,184	\$30,662	\$185,847

**AGENCY -- ESTIMATED FY2015 AT P&A AND TRAVEL COSTS FOR FUNDED RFOs
SUMMARIZED BY SERVICE & AVERAGE COSTS PER RFO & DRILL
AS OF 31-MARCH-2015**

SERVICE	CURRENT # OF RFOs ASSIGNED	EST # OF AT DAYS	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	43	510	\$122,727	\$24,192	\$4,931	\$9,389	\$29,943	\$191,181	\$41,871	\$233,052
USAFR	27	324	\$79,581	\$14,940	\$2,627	\$6,088	\$19,418	\$122,654	\$14,575	\$137,229
USAR	35	448	\$113,546	\$20,679	\$3,623	\$8,686	\$27,705	\$174,239	\$57,587	\$231,826
USCGR	7	82	\$19,451	\$3,356	\$679	\$1,488	\$4,745	\$29,718	\$5,870	\$35,588
AGENCY - GRAND TOTAL ESTIMATED AT PAY COSTS	112	1364	\$335,304	\$63,167	\$11,860	\$25,651	\$81,810	\$517,792	\$119,903	\$637,695

AGENCY -- AVG AT P&A COST PER RFO										
	CURRENT # OF RFOs ASSIGNED	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS	
ARNG	43	\$2,854	\$563	\$115	\$218	\$696	\$4,446	\$974	\$5,420	
USAFR	27	\$2,947	\$553	\$97	\$225	\$719	\$4,543	\$540	\$5,083	
USAR	35	\$3,244	\$591	\$104	\$248	\$792	\$4,978	\$1,645	\$6,624	
USCGR	7	\$2,779	\$479	\$97	\$213	\$678	\$4,245	\$839	\$5,084	
AGENCY - GRAND TOTAL AVG AT PAY COSTS PER RFO	112	\$2,994	\$564	\$106	\$229	\$730	\$4,623	\$1,071	\$5,694	

AGENCY -- AVG AT P&A COST PER AT DAY										
	EST # OF AT DAYS	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS	
ARNG	510	\$241	\$47	\$10	\$18	\$59	\$375	\$82	\$457	
USAFR	324	\$246	\$46	\$8	\$19	\$60	\$379	\$45	\$424	
USAR	448	\$253	\$46	\$8	\$19	\$62	\$389	\$129	\$517	
USCGR	82	\$237	\$41	\$8	\$18	\$58	\$362	\$72	\$434	
AGENCY - GRAND TOTAL AVG AT PAY COSTS PER AT DAY	1364	\$246	\$46	\$9	\$19	\$60	\$380	\$88	\$468	

**REGION 1 -- ESTIMATED FY2015 AT P&A AND TRAVEL COSTS FOR FUNDED RFOs
SUMMARIZED BY SERVICE & AVERAGE COSTS PER RFO & DRILL
AS OF 31-MARCH-2015**

SERVICE	# OF RFOs ASSIGNED	# OF AT DAYS	BASE PAY (OC 1187)	QTR (BAH) (OC 1187)	SUB (BAS) (OC 1187)	FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	13	167	\$39,632	\$7,688	\$1,616	\$3,032	\$9,670	\$61,637	\$10,808	\$72,445
USAFR	12	130	\$32,602	\$5,983	\$1,051	\$2,494	\$7,955	\$50,086	\$5,321	\$55,407
USAR	15	182	\$45,542	\$8,356	\$1,472	\$3,484	\$11,112	\$69,967	\$28,266	\$98,233
USCGR	3	39	\$9,410	\$1,604	\$315	\$720	\$2,296	\$14,346	\$1,991	\$16,337
REGION 1 - GRAND TOTAL ESTIMATED AT PAY COSTS	43	518	\$127,187	\$23,631	\$4,454	\$9,730	\$31,034	\$196,035	\$46,387	\$242,422

REGION 1 -- AVG AT P&A COST PER RFO

	CURRENT # OF RFOs ASSIGNED	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	13	\$3,049	\$591	\$124	\$233	\$744	\$4,741	\$831	\$5,573
USAFR	12	\$2,717	\$499	\$88	\$208	\$663	\$4,174	\$443	\$4,617
USAR	15	\$3,036	\$557	\$98	\$232	\$741	\$4,664	\$1,884	\$6,549
USCGR	3	\$3,137	\$535	\$105	\$240	\$765	\$4,782	\$664	\$5,446
REGION 1 - GRAND TOTAL AVG AT PAY COSTS PER RFO	43	\$2,958	\$550	\$104	\$226	\$722	\$4,559	\$1,079	\$5,638

REGION 1 -- AVG AT P&A COST PER AT DAY

	EST # OF AT DAYS	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	167	\$237	\$46	\$10	\$18	\$58	\$369	\$65	\$434
USAFR	130	\$251	\$46	\$8	\$19	\$61	\$385	\$41	\$426
USAR	182	\$250	\$46	\$8	\$19	\$61	\$384	\$155	\$540
USCGR	39	\$241	\$41	\$8	\$18	\$59	\$368	\$51	\$419
REGION 1 - GRAND TOTAL AVG AT PAY COSTS PER AT DAY	518	\$246	\$46	\$9	\$19	\$60	\$378	\$90	\$468

**REGION 2 -- ESTIMATED FY2015 AT P&A AND TRAVEL COSTS FOR FUNDED RFOs
SUMMARIZED BY SERVICE & AVERAGE COSTS PER RFO & DRILL**

AS OF 31-MARCH-2015

SERVICE	# OF RFOs ASSIGNED	# OF AT DAYS	BASE PAY (OC 1187)	QTR (BAH) (OC 1187)	SUB (BAS) (OC 1187)	FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	10	101	\$25,829	\$4,635	\$1,350	\$1,976	\$6,300	\$40,089	\$6,769	\$46,858
USAFR	11	142	\$33,951	\$6,483	\$1,155	\$2,597	\$8,284	\$52,470	\$7,865	\$60,336
USAR	13	160	\$39,437	\$7,109	\$1,294	\$3,017	\$9,623	\$60,480	\$24,365	\$84,844
USCGR	3	38	\$8,834	\$1,546	\$323	\$676	\$2,154	\$13,533	\$3,855	\$17,389
REGION 2 - GRAND TOTAL ESTIMATED AT PAY COSTS	37	441	\$108,051	\$19,772	\$4,122	\$8,266	\$26,361	\$166,573	\$42,854	\$209,426

REGION 2 -- AAVG AT P&A COST PER RFO

	CURRENT # OF RFOs ASSIGNED	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	10	\$2,583	\$463	\$135	\$198	\$630	\$4,009	\$677	\$4,686
USAFR	11	\$3,086	\$589	\$105	\$236	\$753	\$4,770	\$715	\$5,485
USAR	13	\$3,034	\$547	\$100	\$232	\$740	\$4,652	\$1,874	\$6,526
USCGR	3	\$2,945	\$515	\$108	\$225	\$718	\$4,511	\$1,285	\$5,796
REGION 2 - GRAND TOTAL AVG AT PAY COSTS PER RFO	37	\$2,920	\$534	\$111	\$223	\$712	\$4,502	\$1,158	\$5,660

REGION 2 -- AVG AT P&A COST PER AT DAY

	EST # OF AT DAYS	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	101	\$256	\$46	\$13	\$20	\$62	\$397	\$67	\$464
USAFR	142	\$239	\$46	\$8	\$18	\$58	\$370	\$55	\$425
USAR	160	\$246	\$44	\$8	\$19	\$60	\$378	\$152	\$530
USCGR	38	\$232	\$41	\$9	\$18	\$57	\$356	\$101	\$458
REGION 2 - GRAND TOTAL AVG AT PAY COSTS PER AT DAY	441	\$245	\$45	\$9	\$19	\$60	\$378	\$97	\$475

**REGION 3 -- ESTIMATED FY2015 AT P&A AND TRAVEL COSTS FOR FUNDED RFOs
SUMMARIZED BY SERVICE & AVERAGE COSTS PER RFO & DRILL
AS OF 31-MARCH-2015**

SERVICE	# OF RFOs ASSIGNED	# OF AT DAYS	BASE PAY (OC 1187)	QTR (BAH) (OC 1187)	SUB (BAS) (OC 1187)	FICA (MED+SOC SEC) (OC 1187)	PENSION ACCRUAL (OC 2531)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	20	242	\$57,266	\$11,869	\$1,965	\$4,381	\$13,973	\$89,455	\$24,294	\$113,748
USAFR	4	52	\$13,027	\$2,475	\$421	\$997	\$3,179	\$20,098	\$1,389	\$21,487
USAR	7	106	\$28,566	\$5,214	\$857	\$2,185	\$6,970	\$43,793	\$4,956	\$48,749
USCGR	1	5	\$1,206	\$206	\$40	\$92	\$294	\$1,839	\$23	\$1,863
REGION 3 - GRAND TOTAL ESTIMATED AT PAY COSTS	32	405	\$100,067	\$19,763	\$3,283	\$7,655	\$24,416	\$155,184	\$30,662	\$185,847

REGION 3 -- AVG AT P&A COST PER RFO

	CURRENT # OF RFOs ASSIGNED	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	20	\$2,863	\$593	\$98	\$219	\$699	\$4,473	\$1,215	\$5,687
USAFR	4	\$3,257	\$619	\$105	\$249	\$795	\$5,024	\$347	\$5,372
USAR	7	\$4,081	\$745	\$122	\$312	\$996	\$6,256	\$708	\$6,964
USCGR	1	\$1,206	\$206	\$40	\$92	\$294	\$1,839	\$23	\$1,863
REGION 3 - GRAND TOTAL AVG AT PAY COSTS PER RFO	32	\$3,127	\$618	\$103	\$239	\$763	\$4,850	\$958	\$5,808

REGION 3 -- AVG AT P&A COST PER AT DAY

	EST # OF AT DAYS	EST BASE PAY (OC 1187)	EST QTR (BAH) (OC 1187)	EST SUB (BAS) (OC 1187)	EST FICA (MED+SOC SEC) (OC 1187)	EST PENSION ACCRUAL (OC 1187)	TOTAL EST AT PAY (BOC 1187)	EST AT TRAVEL (OC 2188)	TOTAL EST AT COSTS
ARNG	242	\$237	\$49	\$8	\$18	\$58	\$370	\$100	\$470
USAFR	52	\$251	\$48	\$8	\$19	\$61	\$386	\$27	\$413
USAR	106	\$269	\$49	\$8	\$21	\$66	\$413	\$47	\$460
USCGR	5	\$241	\$41	\$8	\$18	\$59	\$368	\$5	\$373
REGION 3 - GRAND TOTAL AVG AT PAY COSTS PER AT DAY	405	\$247	\$49	\$8	\$19	\$60	\$383	\$76	\$459

**Appendix D – Execution Reports from the Agency’s Finance & Accounting System
(i.e., RFO OFF Reports and Status of Funds Reports)**

**Status Of FY2015 Military Obligations and Payments
Referencing Payments by Supplier by PO Lines
Cumulative From Inception (CFI) Through March-2015
(i.e. Oracle Accounting Period '2015g' Mar-15)
Report Date: 31-March-2015**

Payment Method	Supplier	Po Number	PO Status	Po Line Num	Bfy	Fund	Organization	BOC	Project	Cumulative Obligation	Cumulative Expenditure	Unliquidated Obligation
Referenced PO	ARMY NATIONAL GUARD BUREAU	20150035	OPEN	1	2015	D2015	080112	1186	1105	687,952.00	\$114,606.05	\$573,345.95
Referenced PO			OPEN	2	2015	D2015	080112	1187	1105	298,574.00	\$3,519.60	\$295,054.40
Referenced PO			OPEN	3	2015	D2015	100000	2188	1105	24,433.00	\$0.00	\$24,433.00
Referenced PO			OPEN	4	2015	D2015	200000	2188	1105	19,132.00	\$1,893.60	\$17,238.40
Referenced PO			OPEN	5	2015	D2015	300000	2188	1105	14,573.00	\$0.00	\$14,573.00
			PO Total								1,044,664.00	\$120,019.25
	Supplier Total									1,044,664.00	\$120,019.25	\$924,644.75
Referenced PO	US AIR FORCE RESERVES	20150038	OPEN	1	2015	D2015	080112	1186	1105	359,851.00	\$67,426.88	\$292,424.12
Referenced PO			OPEN	2	2015	D2015	080112	1187	1105	156,177.00	\$0.00	\$156,177.00
Referenced PO			OPEN	3	2015	D2015	100000	2188	1105	12,780.00	\$0.00	\$12,780.00
Referenced PO			OPEN	4	2015	D2015	200000	2188	1105	10,007.00	\$0.00	\$10,007.00
Referenced PO			OPEN	5	2015	D2015	300000	2188	1105	7,623.00	\$0.00	\$7,623.00
			PO Total								546,438.00	\$67,426.88
	Supplier Total									546,438.00	\$67,426.88	\$479,011.12
Referenced PO	US ARMY RESERVES	20150036	OPEN	1	2015	D2015	080112	1186	1105	385,614.00	\$137,547.90	\$248,066.10
Referenced PO			OPEN	2	2015	D2015	080112	1187	1105	167,454.00	\$2,199.75	\$165,254.25
Referenced PO			OPEN	3	2015	D2015	100000	2188	1105	13,603.00	\$0.00	\$13,603.00
Referenced PO			OPEN	4	2015	D2015	200000	2188	1105	10,500.00	\$2,440.00	\$8,060.00
Referenced PO			OPEN	5	2015	D2015	300000	2188	1105	8,045.00	\$0.00	\$8,045.00
Referenced PO			OPEN	6	2015	D2015	080112	1186	1105	58,908.00	\$0.00	\$58,908.00
Referenced PO			OPEN	7	2015	D2015	080112	1187	1105	25,470.00	\$0.00	\$25,470.00
Referenced PO			OPEN	8	2015	D2015	100000	2188	1105	2,184.00	\$0.00	\$2,184.00
Referenced PO			OPEN	9	2015	D2015	200000	2188	1105	1,862.00	\$0.00	\$1,862.00
Referenced PO			OPEN	10	2015	D2015	300000	2188	1105	1,372.00	\$0.00	\$1,372.00
			PO Total								675,012.00	\$142,187.65
	Supplier Total									675,012.00	\$142,187.65	\$532,824.35
Referenced PO	US COAST GUARD RESERVES	20150037	OPEN	1	2015	D2015	080112	1186	1105	43,600.00	\$0.00	\$43,600.00
Referenced PO			OPEN	2	2015	D2015	080112	1187	1105	16,400.00	\$0.00	\$16,400.00
Referenced PO			OPEN	3	2015	D2015	100000	2188	1105	4,000.00	\$0.00	\$4,000.00
Referenced PO			OPEN	4	2015	D2015	200000	2188	1105	7,000.00	\$0.00	\$7,000.00
Referenced PO			OPEN	5	2015	D2015	300000	2188	1105	4,000.00	\$0.00	\$4,000.00
			PO Total								75,000.00	\$0.00
	Supplier Total									75,000.00	\$0.00	\$75,000.00
Report Total										2,341,114.00	\$329,633.78	\$2,011,480.22

**Status Of FY2015 Military Obligations and Payments
Referencing Payments by Supplier by BOC
Cumulative From Inception (CFI) Through March-2015
(i.e. Oracle Accounting Period '2015g' Mar-15)
Report Date: 31-March-2015**

Payment Method	Supplier	Po Number	PO Status	Bfy	Fund	Organization	BOC	Project	Cumulative Obligation	Cumulative Expenditure	Unliquidated Obligation
Referenced PO	ARMY NATIONAL GUARD BUREAU	20150035	OPEN	2015	D2015	080112	1186	1105	\$687,952.00	\$114,606.05	\$573,345.95
Referenced PO			OPEN	2015	D2015	080112	1187	1105	\$298,574.00	\$3,519.60	\$295,054.40
Referenced PO			OPEN	2015	D2015	100000	2188	1105	\$24,433.00	\$0.00	\$24,433.00
Referenced PO			OPEN	2015	D2015	200000	2188	1105	\$19,132.00	\$1,893.60	\$17,238.40
Referenced PO			OPEN	2015	D2015	300000	2188	1105	\$14,573.00	\$0.00	\$14,573.00
			PO Total							\$1,044,664.00	\$120,019.25
	Supplier Total								\$1,044,664.00	\$120,019.25	\$924,644.75
Referenced PO	US AIR FORCE RESERVES	20150038	OPEN	2015	D2015	080112	1186	1105	\$359,851.00	\$67,426.88	\$292,424.12
Referenced PO			OPEN	2015	D2015	080112	1187	1105	\$156,177.00	\$0.00	\$156,177.00
Referenced PO			OPEN	2015	D2015	100000	2188	1105	\$12,780.00	\$0.00	\$12,780.00
Referenced PO			OPEN	2015	D2015	200000	2188	1105	\$10,007.00	\$0.00	\$10,007.00
Referenced PO			OPEN	2015	D2015	300000	2188	1105	\$7,623.00	\$0.00	\$7,623.00
			PO Total							\$546,438.00	\$67,426.88
	Supplier Total								\$546,438.00	\$67,426.88	\$479,011.12
Referenced PO	US ARMY RESERVES	20150036	OPEN	2015	D2015	080112	1186	1105	\$444,522.00	\$137,547.90	\$306,974.10
Referenced PO			OPEN	2015	D2015	080112	1187	1105	\$192,924.00	\$2,199.75	\$190,724.25
Referenced PO			OPEN	2015	D2015	100000	2188	1105	\$15,787.00	\$0.00	\$15,787.00
Referenced PO			OPEN	2015	D2015	200000	2188	1105	\$12,362.00	\$2,440.00	\$9,922.00
Referenced PO			OPEN	2015	D2015	300000	2188	1105	\$9,417.00	\$0.00	\$9,417.00
			PO Total							\$675,012.00	\$142,187.65
	Supplier Total								\$675,012.00	\$142,187.65	\$532,824.35
Referenced PO	US COAST GUARD RESERVES	20150037	OPEN	2015	D2015	080112	1186	1105	\$43,600.00	\$0.00	\$43,600.00
Referenced PO			OPEN	2015	D2015	080112	1187	1105	\$16,400.00	\$0.00	\$16,400.00
Referenced PO			OPEN	2015	D2015	100000	2188	1105	\$4,000.00	\$0.00	\$4,000.00
Referenced PO			OPEN	2015	D2015	200000	2188	1105	\$7,000.00	\$0.00	\$7,000.00
Referenced PO			OPEN	2015	D2015	300000	2188	1105	\$4,000.00	\$0.00	\$4,000.00
			PO Total							\$75,000.00	\$0.00
	Supplier Total								\$75,000.00	\$0.00	\$75,000.00
Report Total									\$2,341,114.00	\$329,633.78	\$2,011,480.22

**Status of FY2015 Military Obligations and Payments
Summary By BOCs
Cumulative From Inception (CFI) Through March-2015
(i.e. Oracle Accounting Period '2015g' Mar-15)
Report Date: 31-March-2015**

Bfy	Fund	Organization	BOC	Project	Cumulative Obligation	Cumulative Expenditure	Unliquidated Obligation
2015	D2015	080112	1186	1105	\$1,535,925.00	\$319,580.83	\$1,216,344.17
2015	D2015	080112	1187	1105	\$664,075.00	\$5,719.35	\$658,355.65
2015	D2015	100000	2188	1105	\$57,000.00	\$0.00	\$57,000.00
2015	D2015	200000	2188	1105	\$48,501.00	\$4,333.60	\$44,167.40
2015	D2015	300000	2188	1105	\$35,613.00	\$0.00	\$35,613.00
Report Total					\$2,341,114.00	\$329,633.78	\$2,011,480.22

Current Fiscal Year 2015 Status Of Funds By BOC By Project
Cumulative From Inception (CFI) Through March-2015
(i.e. Oracle Accounting Period '2015g' Mar-15)
Report Date: 31-March-2015

Orgn Code	Orgn Name	BOC	BOC Description	Project	Project Description	Current Budget	Unobligated Comitments	Unliquidated Onbligations	Cumulative Expenditures	Cumulative Obligations	Unobligated Balance	Available Balance
080112	MilPers	1186	RESERVE – DRILL PAY & ALLOWANCES (P&A)	1105	Military personnel/Organizational performance	\$1,535,925.00	\$0.00	\$1,216,344.17	\$319,580.83	\$1,535,925.00	\$0.00	\$0.00
	MilPers	1187	RESERVE - ANNUAL TRAINING- PAY & ALLOWANCES (P&A)	1105	Military personnel/Organizational performance	\$664,075.00	\$0.00	\$658,355.65	\$5,719.35	\$664,075.00	\$0.00	\$0.00
Org Total						\$2,200,000.00	\$0.00	\$1,874,699.82	\$325,300.18	\$2,200,000.00	\$0.00	\$0.00
100000	Reg 1	2111	STAFF TRAVEL	1110	Registration	\$18,000.00	\$0.00	\$6,004.39	\$3,989.78	\$9,994.17	\$8,005.83	\$8,005.83
	Reg 1	2111	STAFF TRAVEL	1120	Registration compliance	\$600.00	\$0.00	\$11.20	\$211.70	\$222.90	\$377.10	\$377.10
	Reg 1	2161	LOCAL BOARD MEMBERS TRAVEL	1220	Registrant reclassification program	\$2,000.00	\$0.00	\$0.00	\$181.78	\$181.78	\$1,818.22	\$1,818.22
	Reg 1	2162	APPEAL BOARD MEMBERS TRAVEL	1220	Registrant reclassification program	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
	Reg 1	2188	RESERVE - ANNUAL TRAINING-TRAVEL	1105	Military personnel/Organizational performance	\$57,000.00	\$0.00	\$57,000.00	\$0.00	\$57,000.00	\$0.00	\$0.00
	Reg 1	2333	COMMUNICATION SERVICES	1300	Miscellaneous Items	\$1,000.00	\$0.00	\$226.81	\$129.67	\$356.48	\$643.52	\$643.52
	Reg 1	2334	UTILITIES	1300	Miscellaneous Items	\$10,000.00	\$0.00	\$4,948.66	\$5,051.34	\$10,000.00	\$0.00	\$0.00
	Reg 1	2412	OTHER PRINTING & DUPLICATING-NON-GOV'T	1300	Miscellaneous Items	\$4,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,256.00	\$4,256.00
	Reg 1	2522	STORAGE & MAINTENANCE	1300	Miscellaneous Items	\$500.00	\$0.00	\$0.00	\$295.00	\$295.00	\$205.00	\$205.00
	Reg 1	2571	FACILITY OPER/OTH SRVC CONTRACTS	1300	Miscellaneous Items	\$10,256.00	\$0.00	\$10,256.80	\$0.00	\$10,256.80	\$3.20	\$3.20
	Reg 1	2611	GENERAL SUPPLIES	1300	Miscellaneous Items	\$5,875.00	\$0.00	\$1,878.96	\$645.51	\$2,524.47	\$3,350.53	\$3,350.53
	Reg 1	2621	SUBS, PAMS, DOCS, AND PUBS	1300	Miscellaneous Items	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
	Reg 1	2622	FRAMES AND CERTIFICATES	1300	Miscellaneous Items	\$200.00	\$0.00	\$28.50	\$28.50	\$57.00	\$143.00	\$143.00
Org Total						\$110,221.00	\$0.00	\$80,355.32	\$10,533.28	\$90,888.60	\$19,332.40	\$19,332.40
200000	Reg 2	2111	STAFF TRAVEL	1220	Registrant reclassification program	\$7,260.67	\$0.00	\$0.23	\$850.33	\$850.56	\$6,410.11	\$6,410.11
	Reg 2	2111	STAFF TRAVEL	1300	Miscellaneous Items	\$368.38	\$0.00	\$0.00	\$368.38	\$368.38	\$0.00	\$0.00
	Reg 2	2157	SSS LEASED AUTOMOBILES	1300	Miscellaneous Items	\$1,617.00	\$0.00	\$232.24	\$961.62	\$1,193.86	\$423.14	\$423.14
	Reg 2	2161	LOCAL BOARD MEMBERS TRAVEL	1220	Registrant reclassification program	\$7,700.00	\$0.00	\$0.00	\$125.56	\$125.56	\$7,574.44	\$7,574.44
	Reg 2	2162	APPEAL BOARD MEMBERS TRAVEL	1220	Registrant reclassification program	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
	Reg 2	2188	RESERVE - ANNUAL TRAINING-TRAVEL	1105	Military personnel/Organizational performance	\$48,501.00	\$0.00	\$44,167.40	\$4,333.60	\$48,501.00	\$0.00	\$0.00
	Reg 2	2332	MISCELLANEOUS RENTALS	1300	Miscellaneous Items	\$3,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00
	Reg 2	2333	COMMUNICATION SERVICES	1300	Miscellaneous Items	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
	Reg 2	2335	POSTAGE	1300	Miscellaneous Items	\$5.95	\$0.00	\$0.00	\$5.95	\$5.95	\$0.00	\$0.00
	Reg 2	2411	PRINTING & DUPLICATING-GOV'T	1300	Miscellaneous Items	\$1,936.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,936.00	\$1,936.00
	Reg 2	2522	STORAGE & MAINTENANCE	1300	Miscellaneous Items	\$127.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127.00	\$127.00
	Reg 2	2599	MISCELLANEOUS SERVICES	1300	Miscellaneous Items	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
	Reg 2	2611	GENERAL SUPPLIES	1300	Miscellaneous Items	\$3,167.60	\$0.00	\$497.32	\$41.58	\$538.90	\$2,628.70	\$2,628.70
	Reg 2	2621	SUBS, PAMS, DOCS, AND PUBS	1300	Miscellaneous Items	\$2,024.00	\$0.00	\$0.00	\$1,012.00	\$1,012.00	\$1,012.00	\$1,012.00
	Reg 2	2622	FRAMES AND CERTIFICATES	1300	Miscellaneous Items	\$869.40	\$0.00	\$391.61	\$179.49	\$571.10	\$298.30	\$298.30
	Reg 2	3157	OFFICE EQUIPMENT- NON-CAPITAL	1300	Miscellaneous Items	\$1,000.00	\$0.00	\$89.99	\$0.00	\$89.99	\$910.01	\$910.01
Org Total						\$80,627.00	\$0.00	\$45,378.79	\$7,878.51	\$53,257.30	\$27,369.70	\$27,369.70
300000	Reg 3	2111	STAFF TRAVEL	1300	Miscellaneous Items	\$14,797.40	\$0.00	\$778.11	\$2,503.82	\$3,281.93	\$11,515.47	\$11,515.47
	Reg 3	2157	SSS LEASED AUTOMOBILES	1300	Miscellaneous Items	\$2,000.00	\$0.00	\$1,119.78	\$880.22	\$2,000.00	\$0.00	\$0.00
	Reg 3	2161	LOCAL BOARD MEMBERS TRAVEL	1300	Miscellaneous Items	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$350.00
	Reg 3	2188	RESERVE - ANNUAL TRAINING-TRAVEL	1105	Military personnel/Organizational performance	\$35,613.00	\$0.00	\$35,613.00	\$0.00	\$35,613.00	\$0.00	\$0.00
	Reg 3	2321	RENTAL PAY TO OTH-NONFED SPACE	1300	Miscellaneous Items	\$49,629.60	\$0.00	\$0.00	\$49,629.60	\$49,629.60	\$0.00	\$0.00
	Reg 3	2333	COMMUNICATION SERVICES	1300	Miscellaneous Items	\$2,773.00	\$0.00	\$1,400.50	\$1,372.50	\$2,773.00	\$0.00	\$0.00
	Reg 3	2412	OTHER PRINTING & DUPLICATING-NON-GOV'T	1300	Miscellaneous Items	\$1,508.00	\$0.00	\$335.00	\$325.00	\$660.00	\$848.00	\$848.00
	Reg 3	2611	GENERAL SUPPLIES	1300	Miscellaneous Items	\$6,838.00	\$0.00	\$2,567.22	\$590.87	\$3,158.09	\$3,679.91	\$3,679.91
	Reg 3	2615	ADP SUPPLIES	1300	Miscellaneous Items	\$1,200.00	\$0.00	\$99.95	\$0.00	\$99.95	\$1,100.05	\$1,100.05
	Reg 3	9999	NOT APPLICABLE	NA	NOT APPLICABLE	\$551.00	\$0.00	\$0.00	\$0.00	\$0.00	\$551.00	\$551.00
Org Total						\$115,260.00	\$0.00	\$41,913.56	\$55,302.01	\$97,215.57	\$18,044.43	\$18,044.43
Agency Total						\$2,506,108.00	\$0.00	\$2,042,347.49	\$399,013.98	\$2,441,361.47	\$64,746.53	\$64,746.53

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CERTIFYING OFFICIALS**

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Section A: Introduction

1. Purpose: This chapter provides the Selective Service System (SSS) policy and procedures for the designation, appointment and conduct of certifying officials.
2. Applicability: The guidance in this chapter is binding upon all applicable offices and employees, compensated or uncompensated, of the SSS. Compliance is mandatory.
3. References: The authorities and policies for all payments and receipts follow:
 - a. [31 U.S.C. 3325](#) Vouchers
 - b. [31 USC 3528](#) Responsibilities and Relief from Liability of Certifying Officials
 - c. [Treasury Financial Manual](#) (TMS)
 - d. [Cash Management Made Easy](#)
 - e. [SSS Administrative Services Manual, Chapter 730, The Selective Service System Procurement Program](#)
 - f. [SSS Directive 300-3 Acceptance & Rejection of Purchased Goods and Services](#)
 - g. [SSS Directive 700-13 Expendable Supply Procedures for National Headquarters](#)
 - h. [SSS Directive 700-16 Procedures for Implementing Smart-Pay Credit Card Program](#)
 - i. [Federal Acquisition Regulations \(FAR\)](#), Part 13 Simplified Acquisition Procedures, and Part 8 Required Sources of supplies and Services
 - j. [OMB Circular, A-11](#)
 - k. Oracle [Federal Financial System \(FFS\) User's Manual](#)
 - l. [Federal Travel Regulations](#) (FTR)

Section B: Responsibilities

1. Certification Officials
 - a. Authority to Designate Certifying Officials: By [31 U.S.C. 3325](#), The Deputy Director and Associate Director for Financial Management (FM/CFO) are authorized to appoint certifying officers for the purpose of voucher certification. Delegations of authority (or changes) to designate certifying officers and a specimen signature of each official authorized to designate certifying officers must be provided to the Chief Disbursing Officer, Department of the Treasury. The authority to designate Certifying Officials must be updated every two years by submitting [FMS 2958 Designation of Authority Form](#). The responsibilities of the certifying officer are contained in the Treasury Financial Manual Part 1 and summarized in the TMS December 2012 pamphlet, "[Now That You're A Certifying Officer](#)." New and continuing certifying officers should review the roles and responsibilities contained therein.
 - b. Appointment of Certifying Officers. The Certifying Officer is an employee designated by an authorized official to certify voucher schedules for payment by the Department of the Treasury.

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- 1) Simultaneous Designation. The designation of certifying officers must be updated every two years by submitting [FMS 210CO Designation for Certifying Officer Form](#). A revocation or amendment of designations will also be made in accordance with the cited regulation.
 - 2) Certifying Officers' Contact. The appointing authority will maintain a record of current contact information for present and former certifying officers until respective accounts have been settled by GAO, exceptions are adequately explained or settled by GAO, repaid, or relief obtained. Certifying officers will cooperate by keeping the appointing authority advised of current contact information until accounts are settled by GAO.
2. Certifying Officers.
- a. General Responsibility. By [31 USC 3528](#), authorized certifying officers are personally responsible for their actions with respect to the certification of vouchers for payment. The certification of vouchers is based on the facts establishing the legality and propriety of the transaction involved. Certifying officers will make reasonable decisions based on the documentation presented without unreasonable delay.
 - b. Propriety and Legality of Payment.
 - 1) The certifying officer is responsible for the assessing the facts in a certificate or stated on a voucher or invoice and the supporting documents for the legality of the payment under the appropriation or fund involved and for ensuring the computations of item count, dollar amount, schedule number and payment date are correct.
 - 2) The certifying officer is liable for and required to make good to the Government the amount of any illegal, improper, or incorrect payment resulting from any false, inaccurate, or misleading certification made, as well as for any payment prohibited by law or which did not represent a legal obligation under the appropriation or fund involved.
 - c. Scope of Liability.
 - 1) He/she may not avoid liability for erroneous payments by stating that he/she was not in a position to personally determine the facts, or that he/she depended on the statement or approval of others, unless it can be shown that neither he/she nor the others upon who he/she relied, in the reasonable exercise of care and diligence, could have known the true facts.
 - 2) He/she will not be held pecuniary liable for payments under claim settlements made by the General Accountability Office (GAO), except for determining sufficiency of funds to cover the payment.

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- 3) He/she will not be held liable for illegal, improper, or incorrect payments passed without examination under a statistical sampling plan approved by the Director or his designee, provided that SSS has pursued diligent collection action to recover such illegal, improper, or incorrect payments.
 - 4) He/she will not be held liable for overpayments on transportation requests or Government bills of lading due to the use of improper rates or classification or failure to make proper deduction under equalization or other agreements unless the General Services Administration has determined that verification by prepayment audit is not sufficient to protect the interests of the Government.
- d. Submission of Doubtful Questions. For items of \$25 or less, the certifying officer may rely on written advice from the FM/CFO in lieu of requesting a decision by the Comptroller General. A copy of the advice should be attached to the voucher and the propriety of the payment will be considered conclusive by GAO. When a certifying officer has determined that a claim on a voucher or an invoice over \$25 cannot be certified because of doubtful questions of law or fact, and the accounting office cannot resolve the question, the case will be submitted to the FM/CFO for resolution. Where appropriate, the FM/CFO will seek the opinion of the General Counsel to resolve the matter. If the FM/CFO cannot resolve the matter, he/she will submit it to the Comptroller General for a decision. The FM/CFO submission to the Comptroller General will consist of a copy of the voucher or invoice; a set of the supporting documents; and a detailed explanation of all the facts, the action taken, and the reason for doubt.
- e. GAO Audit of Accounts. The GAO may make periodic site audits of SSS financial transactions in the process of settling the accounts of certifying officers. Exceptions are made for payments judged erroneously.
- f. Notices of Exception.
- 1) General. Before a formal exception is made, GAO auditors will attempt to resolve questions through informal inquiry and discussion. Certifying officers will give prompt attention to informal inquiries to avoid restatement of the items as formal exceptions.
 - 2) Formal Exceptions and Replies. GAO uses GAO Form 1100, Notice of Exception, to notify certifying officers of exceptions taken in the audit of accounts. The certifying officer uses the form to reply to the exception. He/she will reply promptly, giving evidence of repayment or giving an explanation assumed to be sufficient to remove the exception. The original Form 1100 will be signed by the responsible certifying officer, administratively verified by the FM/CFO, and returned to the GAO auditor. If the responsible certifying officer is no longer available, the current certifying officer will sign the reply and will give the last contact information for the certifying officer against whom the exception was taken. After consideration, GAO will return a copy of the Form 1100 indicating acceptance or non-acceptance.

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- 3) Reporting Repayments. All repayments will be reported to the GAO audit group from which the exception or inquiry was received. Total repayments will be individually reported as they occur. Installment repayments will be reported by letter semi-annually within 15 days after the end of June and December.
 - 4) Assistance of the GAO in Recovering Erroneous Payments. Assistance may be requested when administrative efforts have been exhausted. Such requests are submitted by the FM/CFO to the GAO Claims Division, through the GAO auditors who took the exception.
- g. Relief of the Certifying Officer.
- 1) General. The Comptroller General may relieve a certifying officer of liability under an exception for any payment otherwise proper whenever it is found (a) the certification was based on official records and the certifying officer did not know and could not have ascertained the facts by reasonable diligence and inquiry or (b) the obligation was incurred in good faith, the payment was not contrary to statutory provision, and the United States received value for the payment.
 - 2) Requests for Relief. A certifying officer has the right to request relief from an exception by presenting the facts of the case in writing to the GAO auditors that issued the exception. Such a request will not be made until all administrative efforts to collect have failed. If GAO declines to grant relief, the General Counsel may be asked to develop a private bill sponsored by SSS to relieve the certifying officer.

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Appendix A – Statutes

31 USC § 3325 - VOUCHERS

- (a) A disbursing official in the executive branch of the United States Government will—
- (1) disburse money only as provided by a voucher certified by—
 - (A) the head of the executive agency concerned; or
 - (B) an officer or employee of the executive agency having written authorization from the head of the agency to certify vouchers;
 - (2) examine a voucher if necessary to decide if it is—
 - (A) in proper form;
 - (B) certified and approved; and
 - (C) computed correctly on the facts certified; and
 - (3) except for the correctness of computations on a voucher or pursuant to payment intercepts or offsets pursuant to section 3716 or 3720A of this title,,^[1] be held accountable for carrying out clauses (1) and (2) of this subsection.
- (b) In addition to officers and employees referred to in subsection (a)(1)(B) of this section as having authorization to certify vouchers, members of the armed forces may certify vouchers when authorized, in writing, by the Secretary of Defense or, in the case of the Coast Guard when it is not operating as a service in the Navy, by the Secretary of Homeland Security.
- (c) On request, the Secretary of the Treasury may provide to the appropriate officer or employee of the United States Government a list of persons receiving periodic payments from the Government. When certified and in proper form, the list may be used as a voucher on which the Secretary may disburse money.
- (d) The head of an executive agency or an officer or employee of an executive agency referred to in subsection (a)(1)(B), as applicable, will include with each certified voucher submitted to a disbursing official pursuant to this section the taxpayer identifying number of each person to whom payment may be made under the voucher.

31 USC § 3528 - RESPONSIBILITIES AND RELIEF FROM LIABILITY OF CERTIFYING OFFICIALS

- a) A certifying official certifying a voucher is responsible for—
- (1) information stated in the certificate, voucher, and supporting records;
 - (2) the computation of a certified voucher under this section and section 3325 of this title;
 - (3) the legality of a proposed payment under the appropriation or fund involved;
 - (4) repaying a payment—
 - (A) illegal, improper, or incorrect because of an inaccurate or misleading certificate;
 - (B) prohibited by law; or
 - (C) that does not represent a legal obligation under the appropriation or fund involved; and

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(5) verifying transportation rates, freight classifications, and other information provided on a Government bill of lading or transportation request, unless the Administrator of General Services has determined that verification by a prepayment audit conducted pursuant to section [3726 \(a\)](#) of this title for a particular mode or modes of transportation, or for an agency or sub-agency, will not adequately protect the interests of the Government.

(b)

(1) The Comptroller General may relieve a certifying official from liability when the Comptroller General decides that—

(A) the certification was based on official records and the official did not know, and by reasonable diligence and inquiry could not have discovered, the correct information; or

(B)

(i) the obligation was incurred in good faith;

(ii) no law specifically prohibited the payment; and

(iii) the United States Government received value for payment.

(2) The Comptroller General may deny relief when the Comptroller General decides the head of the agency did not carry out diligently collection action under procedures prescribed by the Comptroller General.

(c) The Comptroller General will relieve a certifying official from liability for an overpayment—

(1) to a common carrier under section [3726](#) of this title when the Comptroller General decides the overpayment occurred only because the administrative audit before payment did not verify transportation rates, freight classifications, or land-grant deductions and the Administrator of General Services has determined that verification by a prepayment audit conducted pursuant to section [3726 \(a\)](#) of this title for a particular mode or modes of transportation, or for an agency or sub-agency, will not adequately protect the interests of the Government; or

(2) provided under a Government bill of lading or transportation request when the overpayment was the result of using improper transportation rates or classifications or the failure to deduct the proper amount under a land-grant law or agreement and the Administrator of General Services has determined that verification by a prepayment audit conducted pursuant to section [3726 \(a\)](#) of this title for a particular mode or modes of transportation, or for an agency or sub-agency, will not adequately protect the interests of the Government.

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CHAPTER 5
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Section A: Introduction

1. Purpose: This chapter provides the Selective Service System (SSS) policy and procedures for the various funds flow processes related to collections and disbursements for contracts, government purchase cards, micro-purchases, and claims. It includes guidelines for the examination and certification of vouchers and invoices and for the processing of claims against the SSS. Except where specifically covered, Local Boards, Area Offices, and State Headquarters have minimal involvement with the examination and certification of vouchers and invoices.
2. Applicability: The guidance in this chapter is binding upon all applicable offices and employees, compensated or uncompensated, of the SSS. Compliance is mandatory.
3. References:
 - a. [SSS Administrative Services Manual, Chapter 730, The Selective Service System Procurement Program](#)
 - b. ASM-730, The Selective Service System Procurement Program
 - c. [Federal Acquisition Regulations \(FAR\)](#), Part 13 Simplified Acquisition Procedures, and Part 8 Required Sources of supplies and Services
 - d. [OMB Circular, A-11](#)
 - e. Oracle [Federal Financial System \(FFS\) User's Manual](#)
 - f. [Federal Travel Regulations \(FTR\)](#)
 - g. Fiscal Manual, Chapter 4 Certifying Officials
 - h. [GAO Principles of Federal Appropriations Law](#)

Section B: Responsibilities

1. Procurement Authority: The SSS Director appoints the Agency Deputy Director as the Procurement Executive and the Agency Contracting Officer (CO) who also serves as the Agency's Logistics Officer (LO). The CO has an unlimited contract warrant and is responsible for all Agency procurement and contracting processes. He/she delegates authority in writing to:
 - a. Region I to enter into contracts less than or equal to \$10,000.
 - b. Purchase Card Holders to enter into authorized purchases less than or equal to \$2,500 per transaction with a monthly limit of \$5,000.
 - c. For all processes, requestors are responsible for verifying funds availability; creating a requisition to commit funds, with which the Contracting staff creates a purchase order to obligate funds in the Oracle Federal Financial (OFF) System; and ensuring all invoices are sent to:

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Selective Service System
Attention: FM Accounting
1515 Wilson Boulevard, Suite 600
Arlington, VA 22209-2461

Emailed invoices are addressed to: FM Accounting@SSS.gov

Original invoices received by the Regions, DMC, or other SSS offices must be forwarded to FM Accounting within three (3) days of receipt.

Chief Financial Officer (CFO):

- a. Provides a process for the examination and certification of vouchers and invoices.
- b. Assures expenditures are properly authorized and are made in conformance with laws, regulations and administrative limitations.
- c. Assures the prompt receipt and handling of payment documents.
- d. For all processes, CFO personnel are responsible for (1) validating funds availability; (2) ensuring obligations and obligational adjustments are properly posted in OFF; and, (3) deobligating or decommitting funds for closed or cancelled contracts/orders.

2. Accounting Technician:

- a. Provides service to SSS and the public in carrying out SSS policy to promptly pay bills.
- b. Controls documents processed by the CFO by the automated accounting system OFF to include dates of receipt of vouchers, return of vouchers to claimants, resubmission of vouchers, and payment of vouchers will be entered in the accounting system.
- c. Accepts an administrative approval as a determination that a purchase, a trip, or an expense was incurred or made in the interest of the Government. However, an administrative approval cannot be relied on for the facts involved in the transaction, computation of amounts, compliance with SSS regulations, or legality of the payment. The Accounting Technician must determine all required documents are attached to the voucher. Where an administrative determination and judgment is necessary under the regulations, it is made by an official authorized to approve the voucher in question, not by the Accounting Technician.

Certifying Officer(s): Persons authorized to certify vouchers will:

- a. Ensure the information stated in the certificate, voucher, and supporting documentation is correct.
- b. Verify the item count, dollar amount, schedule number and payment date to make sure the payment file agrees with the corresponding certification.
- c. Validate all computations on certified vouchers.
- d. Ensure the fund citation and/or lines of accounting are funded and correct.
- e. Comply with the Certifying Officials duties, responsibilities, and liabilities prescribed in the Fiscal Manual, Chapter 4.

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Cost Centers: Cost Center Managers, Region and Data Management Center (DMC)
Administrative Officers and Assistants will:

- a. Identify goods or services to be procurement and verifies sufficient funds are available in the specified budget line item and budget object code (BOC) levels.
- b. Prepares procurement request based on vendor's best cost estimate to include applicable shipping and handling or delivery charges.
- c. Verifies Federal government tax exemption status with vendor.
- d. Verifies vendor has a policy for the return of defective or incorrect merchandise; and questioning missing or incomplete orders.
- e. Ensure a requisition and applicable purchase order are created and processed in OFF prior to initiating the purchase by contract and charge card.

Section C: Oracle Federal Financial (OFF) System

1. **Functionality:** The system allows the CFO to assign unique roles to users based on roles and responsibilities. It also provides controls points and mapping for the posting of budgetary and proprietary accounts for each type of transaction.
 - a. Accounts Payable
 - b. Accounts Receivable
 - c. Automated Disbursements
 - d. Cost Allocation
 - e. Processing Jobs
 - f. Project Cost Accounting
 - g. Purchasing
 - h. Travel
2. **Document Numbers:** The OFF assigns document numbers for all transactions by fiscal year.

Section D: Contracts and Purchases

1. **Contracts/Purchases without Purchase Card:** For contractual procurements and purchases without a purchase or charge card, the SSS FM Accounting staff will select the appropriate Purchasing Chain for the item being procured in the OFF for Cost Centers to use. See OFF User's Guide, p. AP-4.
 - a. Cost Center creates the automatically numbered Requisition in OFF, which creates a ***commitment***.
 - b. Contracting staff review each Requisition and place the automatically numbered Purchase Order in OFF with the vendor, which creates the ***obligation***. See [OMB Circular A-11, Section 20.5](#)
 - c. Signed contract vehicle or document.
 - d. Payment Package includes:
 - 1) Copy of ***Contract and Purchase Order***.

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- 2) ***Receiving & Inspection Confirmation Form.***
 - 3) A valid Invoice includes:
 - a) Name and address of contractor
 - b) Invoice date
 - c) Contract number or authorization for supplies delivered or work performed
 - d) Description, quantity, unit of measure, units produces, and extended price of supplies delivered or work performed
 - e) Shipping and payment terms
 - f) Name and address of contractor official to receive payment
 - g) Name and phone number of person to be notified in event of defective invoice
 - h) Electronic Funds Transfer (EFT) information
 - i) Tax Identification Number (TIN)
 - j) Any other information required by the contract
- e. Accounting Technician oversees the following steps:
- 1) Agency POC has signed a “***Receiving & Inspection Confirmation***” form verifying receipt and/or acceptance of the product or service.
 - 2) Conducts fund availability check in FFS. If the invoice exceeds estimates on the requisition and purchase, the Cost Center and Contracting staff must work together to increase funding as HQ will not fund shortages. Otherwise, the subsequent invoice will be rejected for insufficient funds.
 - 3) Checks invoices paid to date for this or similar purchases to prevent duplicate payments.
 - 4) Obtains signature of Contracting Officer.
 - 5) Approves invoice for payment with F/P as “P” for partial payment, or “F” for final payment.
 - 6) Inputs invoice in OFF with standard net 30 payment schedule.
- f. Accountant ***Certifies*** payment; then verifies payment schedule in OFF.
- 1) Disburse funds by EFT.
 - 2) Accountant accesses Government-Wide Accounting (GWA) to verify payment schedules, disbursements, etc.
 - 3) See Appendix E – Payment Inquiries to find the status of a payment.
2. Contracts/Purchases of \$2,500 or Less. For contracts and purchases less than or equal to the micro purchase threshold of \$2,500 per transaction according to FAR Part 13 and Part 8., SSS FM selects the appropriate Purchasing Chain for the item being procured in OFF. See ASM-730.

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- a. Micro purchases¹ procured without a purchase card follow process in item “1” above.
 - b. **Purchase Card Requests** cannot be processed until a Requisition and Purchase Order are created.
 - 1) Cost Center creates the automatically numbered Requisition in OFF, which creates a **commitment**.
 - 2) Contracting staff review each Requisition and place the automatically numbered Purchase Order in OFF with the vendor, which creates the **obligation**.
 - 3) The Card Holder verifies the supplies/services are readily available, provides tax exempt number “530197037” to vendor ensures the vendor agrees to charge the card when shipment is made; and, provides the vendor his/her name, contact information (telephone number/email address), and purchase order number.
 - c. Monthly Payment Process:
 - 1) Within three (3) days of receiving the purchase card statement, the Card Holder reviews and signs “Statement of Account” and “Monthly MasterCard Order Log” reconciliation; and, the Approving Official “Supervisor” reviews and signs certifying all purchases complied with FAR Parts 8 and 13, and were for government use. The certified statement is submitted to Cindy Allen-Hubbard, OD/LO via email: cindy.allen-hubbard@sss.gov.
 - 2) FM Accounting Technician inputs CO verification of **Receipt & Inspection Confirmation** to FM Accounting.
 - 3) FM Accounting Technician approves statement for payment with F/P as “P” for partial payment, or “F” for final payment.
 - 4) FM Accounting Technician inputs statement in OFF with standard net 30 payment schedule.
 - 5) FM Accountant **Certifies** payment; then, sets up payment schedule in FFS.
 - 6) **Disburse** funds by EFT.
 - 7) Accountant accesses GWA to verify payment schedules, disbursements, etc.
 - d. Discrepancies:
 - 1) Cardholder calls bankcard company “Citibank” with discrepancy for immediate credit on next month’s bill.
 - 2) Cardholder is required to prepare a “Memorandum for File” to document partial deliveries, damaged/unacceptable goods, and returns.
 - 3) Cardholder should verify vendor directions for returns prior to making return.
3. Special Conditions
- a. Advance Payments – all three conditions must apply:
 - 1) Contractor requires adequate security

¹ A micro-purchase is the acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The micro-purchase threshold is \$3,000, except it is \$2,000 for construction subject to the Davis-Bacon Act; and, \$2,500 for services subject to the Services Contract Act. The Selective Service System will continue to use the micro-purchase threshold of \$2,500.

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- 2) In the public interest
- 3) Limited to no more than the unpaid contract price
- b. Constructive Acceptance – Under Prompt Pay rules, constructive acceptance is assumed NLT 7 days after delivery of goods or performance of services unless there is a disagreement over contract terms.
- c. Pay & Chase – Invoice paid without receiving report.
- d. Unfunded Requirements
 - 1) UFR funding for training
 - Training must occur NLT the 1st quarter of the following fiscal year
 - If training occurs after the last day of the 1st quarter of the following fiscal year, then the current year appropriation must be used to fund the training.
 - 2) UFR funding for services
 - Services funded as a UFR must begin in the same fiscal year as the appropriated funds used for the requirement.

Section E: Government Purchase Cards

1. Guidance:
 - a. ASM-730 – The Selective Service System Procurement Program
 - b. [Federal Acquisition Regulations \(FAR\)](#), Part 13 Simplified Acquisition Procedures
2. Responsibility: The Agency Program Coordinator (APC) for the Credit Card Program is the agency Contracting Officer (CO) who also serves as the agency Logistics Officer (LO). The APC has overall responsibility for the implementation and administration of the Credit Card Program in the SSS.
3. Usage: The government Purchase Card may be used to pay for simplified acquisitions as defined in FAR, Part 13, Simplified Acquisition Procedures. Users are appointed by the CO/LO. Within the SSS Purchase Card Holders may enter into authorized purchases less than or equal to \$2,500 per transaction with a limit of \$5,000 per month.

Section F: Quarterly Obligation Review

1. Purpose: An Appropriations Act grants the Agency authority to incur obligations not to exceed a specified amount, and to make disbursements for a time period dictated by fiscal law.
2. Obligations: The SSS will obligate funds consistent with the purpose and availability of appropriations, and amounts apportioned by the Office of Management and Budget (OMB). An obligation should meet a bonafide need in the fiscal year for which the appropriation was made.

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- a. SSS records obligations at the object class level to ensure that budget and reporting requirements can be met. To ensure proper accounting within the financial statements, the Agency will perform a quarterly obligation review, and will record adjustments to obligations and commitments to ensure that the net obligated balance is properly reported in the financial statements.
 - b. The Chief Financial Officer (CFO) is required to certify that quarterly reviews and corrective actions related to unliquidated obligations (ULOs)² are performed (see [Appendix A](#)). Certifications are due 30 days after the end of the quarter. One exception to the certification process timing is for FY 4th quarter for timely facilitation of fiscal year-end closeout, 4th quarter ULO review will occur in August.
 - c. To ensure that all unused undelivered order balances are canceled or scheduled to be canceled in a timely manner, this chapter establishes policies and procedures for the review and validation of unliquidated obligations. Furthermore, the completed review process will provide supporting documentation for the certification that the CFO is required to provide to OMB.
3. Unliquidated Obligations: Unliquidated obligation reviews are necessary to properly document and report the Agency's obligation balances. The Agency also benefits from the review process for the following reasons:
- a. Facilitates the early identification and realignment of funds that might otherwise go unidentified until much later in the fiscal year.
 - b. Avoids overstatement/understatement of current and prior year obligations.
 - c. Ensures purchase order adjustments are made promptly; properly documented and retained for audit purposes.
4. Policy and Procedure:
- a. The Contracting Officer (CO) will coordinate the ULO review, as well as the implementation of any corrective actions stemming from systemic problems discovered during the review.
 - b. Every quarter, the CFO will forward to cost center managers and the Agency's contracting officer a memorandum (see [Appendix B](#)) requesting them to review the unliquidated obligations report (see [Appendix C](#) sample – actual reports will vary) from the Oracle Federal Financial Management System and within 15 days of receiving the request:
 - 1) Certify in writing that a review of ULOs actually was performed
 - 2) Provide a list of the items deobligated³ or adjusted

² Unliquidated Obligation (ULO): The balance remaining on the amount of orders, contracts, services rendered, or other binding agreements awarded, after making any payments.

³ Deobligation: The cancellation, downward adjustment, or deletion of a previously recorded obligation. Such adjustments may include the cancellation of a project or contract, price revisions, corrections of amounts previously recorded, or differences between obligations previously recorded and payments made.

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- 3) Justify any ULO deobligation or adjustment made in item 2) above
 - c. Other considerations for the cost centers' review. Cost center and procurement personnel must consider the following factors in the completion of the review process.
 - 1) Is this an unauthorized purchase order? (For example, a purchase made without a Requisition created). If so, contact the Contracting Officer immediately.
 - 2) Is the purchase order completed, but not yet closed out?
 - 3) Is the accounting information (e.g., fiscal year, obligated amount) on the unliquidated order correct?
 - 4) Is the current obligated amount sufficient to complete the order? (If the obligated amount is more or less than required to complete the order, funding should be adjusted accordingly).
 - 5) If the contract is for the current year, do you have sufficient funding in your budget to add to the purchase order to get through the rest of the time remaining on the contract?
 - 6) If the contract is for the prior year, do you have prior year, unexpired funds to increase the purchase order?
 - 7) Is the vendor performing in accordance with the terms of the contract? (If not, you should consider canceling the contract and changing vendors).
 - 8) For current year purchase orders, is the obligation consistent with the budget plan? (If no, consider adjustments or other contract actions).
 - 9) For RFO POs and IPACs: Is there a contract agreement or provision that prohibits deobligation?
 - d. Within 15 days after receipt of the written notification from cost center managers, the CO will deobligate funds, adjust, or cancel unliquidated obligations in the Oracle system.
 - e. In situations where the CO cancels or adjusts the unliquidated obligations, a written notification stating that the deobligation was processed must be provided to the Chief Financial Officer. Supporting documentation should be included with the notification.
 - f. Cost centers should deobligate funds from any purchase order more than 15 months old unless there is a documented, bona-fide need and justification for the obligation to remain. The CO will certify in writing that the bonafide need exists.
 - g. After completion of the review, hard copy records, reports, certifications, and supporting documentation should be maintained in the FM Accounting office and an electronic file scanned to the FMSHARE drive. Files will be held in accordance with National Archives and Records Administration (NARA) guidance.
5. Contract Modification and Bonafide Need: Contract performance may extend over several years. During this time, the contract may be modified or amended for a variety of reasons at the instigation of either party. An amendment within the general scope of a contract that does not increase the contract price remains an obligation of the year in which the contract was executed. If the modification results in an increase in contract price, the question from the *bonafide* needs perspective is which fiscal year to charge with the modification.

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6. Upward Adjustments: Government contracts frequently contemplate that performance will extend into subsequent fiscal years. When an upward price adjustment is necessitated in a subsequent year, the general approach is to ask whether the adjustment is attributable to an “antecedent liability” – that is, whether the government’s liability arises and is enforceable under a provision in the original contract.
 - a. If the answer to this question is yes, then a within-scope price adjustment, which is requested and approved in a subsequent fiscal year, will be charged against the appropriation current at the time the contract was originally executed. For example, in FY 2014, SSS receives from a vendor an invoice for previously unbilled shipping charges for equipment sent to SSS in FY 2012 under a valid FY 2012 purchase order. The program manager, contract specialist, and accounting technician all agree the shipping charges are legitimate. An upward adjustment to the purchase order can be executed for the additional shipping charges. The upward adjustment is allowed because this charge is considered an antecedent liability (see paragraph 6 above), and the subsequent price adjustment is viewed as reflecting a bonafide need of the same year in which funds were obligated for payment of the original contract price.
 - b. If the answer to this question is no, then the price adjustment is not based on any antecedent liability and does not represent a *bonafide* need of the year in which the agreement was made. In this event, the Agency would not execute an upward adjustment to the FY 2012 purchase order. To the contrary, it would be necessary to obligate FY 2014 funding for the material. For example, SSS receives from a vendor an invoice for previously unbilled travel expenses performed by contractor personnel in FY 2012 under a valid FY 2012 contract. The program manager, contract specialist, and accounting technician review the terms of the contract and determine that travel was not an authorized line item in the contract. In this case, an upward adjustment would not be allowed because contractor travel was outside the scope of the original contract. It therefore is not based on any antecedent liability and does not represent a *bonafide* need.

Section G: Collections

1. Types: A collection may or may not include a voucher transaction. There are three types of collections: receipts, reimbursements, and refunds.
 - a. **Receipts** are credited to accounts as authorized by legislation or to the miscellaneous receipt account of the Treasury.
 - b. **Reimbursements** are authorized amounts earned and collected for items sold or services furnished to another U.S. government agency or the public.
 - c. **Refunds** are repayments of excess payments. The amounts are directly related to prior obligations and outlays from the appropriation. [See OMB Circular A-11, Section 20.10.](#)
 - 1) Current year funds are available for new obligations.
 - 2) Prior year funds that have expired, but not cancelled, are available for obligation adjustments.

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- 3) Prior year funds that have cancelled are deposited to miscellaneous receipts of the Treasury.
2. Processing Collections:
 - a. Checks received are endorsed and forwarded to the Treasury via the Over the Counter Channel Application (OTCnet) for deposit into the applicable SSS account. See Appendix D – Check Deposits. Recurring collections should be received electronically (EFT) for deposit into the applicable SSS account via Pay.gov.
 - b. All collections are posted to the appropriate proprietary and budgetary accounts (i.e., budgetary resources are restored and proprietary accounts are decremented).
 3. System Process:
 - a. OFF creates an “Accounts Receivable” chain.
 - 1) Agency overpays a vendor/employee or vendor/employee owes agency:
 - 2) OFF creates: Billing Document (BD) → Cash Receipt Document (CR)
 - 3) Agency overpays a vendor that repays overpayment before being billed:
 - 4) FFS creates: Cash Receipt Document (CR).
 - 5) Refunds of current year appropriations are treated the same as an overpayment. Please see OMB Circular A-11 reference above for refunds to prior year and expired appropriations.
 - b. Government-wide systems
 - 1) IPAC – Intra-governmental Payment and Collection – provides a standardized interagency fund transfer mechanism for Federal Program Agencies.
 - 2) GWA – Government-wide Accounting System and/or CARS – Central Accounting Reporting System – addresses the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management.
 - 3) GOALS I & II – Government On-Line Accounting Link System - a collection of applications that allows the Treasury Financial Management Service (FMS) to collect data from and disseminate reports to the Federal Program Agencies.
 - 4) Invoice Processing Platform (IPP) – a secure platform that centralizes all invoice transaction data and documents in one place. IPP manages government invoicing from PO through payment notification.
 4. Debt Collection:
 - a. The Debt Collection Improvement Act of 1996 allows agencies to refer debts more than 180 days old not in litigation to the U.S. Treasury for collection. The Treasury may use several debt collection actions including offset against other amounts due.
 - b. Commencing in FY 2015, the SSS will enter into an agreement with the
 - c. Treasury’s Debt Management Services, free [Centralized Receivables Service \(CRS\) Pilot Program](#). CRS manages non-tax accounts receivable (debt collection) from day 1 until referred to the Treasury at day 180 for cross-disbursing.
 - d. Collection from Individuals
 - 1) Notification - Demand letter from Agency.

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- 2) Set terms for payment.
- 3) Salary offset: Military 15% disposable pay; Civilians 25% disposable pay.
- 4) If Agency cannot collect debt, it may be referred to the IRS or other Federal agencies.
- e. Collection from Vendors
 - 1) Notification – Demand letters (2) from Agency
 - 2) Contractors that do not resolve debts may be listed on the Treasury “Hold-up List” with future payments withheld until debt is satisfied.

Section H: Disbursements

- 1. Temporary Duty (TDY) Travel
 - a. Governed by FTR Chapter 301
 - b. All employee Travel is processed in E2Travel. The E2Travel Administrator grants access and provides trouble shooting.
 - c. Each office’s allotment includes a designated travel budget.
 - d. Employee Prepares Travel Order ((TO) in E2
 - 1) Use applicable Federal Travel Regulations (FTR for civilian agencies), and GSA rates
 - 2) Include authority for variations (i.e., actual expenses, changes, etc.)
 - 3) Mode of travel (personally owned vehicle (POV) limited to commercial air fare.)
 - e. Travel Orders are approved by respective supervisor for HQ civilian employees; and, Region Directors for RHQ personnel, uncompensated personnel, and RFOs. **Obligate** funds.
 - f. Frequent Travelers must use government issued Travel Card.
 - g. File Travel Claim within 5 workdays in E2Travel.
 - 1) Supervisor’s approval required.
 - 2) Accounting Officer (or FM) approves claim.
 - 3) Receipts required for expenditures of \$75+ or unusual expenses.
 - 4) Auditor verifies travel claim checking allowances and expenses.
 - 5) Accountant sets up payment in FFS.
 - 6) **Disburse** funds by EFT.
 - 7) Travel reimbursement paid via EFT.
- 2. Uncompensated Personnel Temporary Duty (TDY) Travel
 - a. Applies to Board Members, Registrars and all persons identified in SSS PPPM Chapter 520, Uncompensated Personnel.
 - b. As invitational travel, allowances authorized for such persons are the same as those normally authorized for employees TDY travel.
 - 1) Region processes hard copy requests for travel reimbursement.
 - 2) Signed Travel Claims (vouchers) are input into IMIS, then forward to SSS HQ **Obligate** funds.

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- 3) Auditor verifies travel claim checking allowances and expenses
 - 4) Accountant sets up payment schedule in FFS.
 - 5) **Disburse** funds by EFT.
3. Relocations: See FTR Chapter 302 Relocation Allowances for provisions
- a. Permanent Change of Station (PCS)
 - 1) At the SSS Director's discretion and authority.
 - 2) Authorized for relocation of permanent duty station of at least 50 miles from the current permanent duty station. Similar to TDY, a travel order is prepared and approved. **Obligate** funds.
 - 3) Transferee usually required to sign a service agreement of 1-3 years.
 - 4) Entitlements must usually be used within 2 years. Expenses are charged to original order and fiscal year funds. **Disburse** funds by EFT.
 - 5) Some benefits are taxable; transferee should consult FTR and IRS guidance.
 - b. Temporary Change of Station (TCS) usually does not require a service agreement. Refer to PCS FTR guidance.
4. Miscellaneous Payments
- a. Includes reimbursement for local travel and incidentals.
 - b. Requested on SF 1164, Claim for Reimbursement for Expenditures on Official Business.
 - c. Supervisor Approves. **Obligate** funds.
 - d. Accountant certifies payment in FFS.
 - e. Travel reimbursement paid via EFT. **Disburse** funds by EFT.
5. Personnel Pay
- a. Establish and control pay records
 - 1) SF-50 establishes entitlement to pay rate, benefits, and terms
 - 2) Employee inputs time in **Quicktime** -Time and Attendance system every 2 weeks.
 - 3) Supervisor certifies time: Hours of duty, absences and leave are governed by current issuances of the Personnel Policies & Procedures Manual (PPM) Chapters 610 and 630.
 - a. Special pay (overtime (OT), compensatory time (CT), travel compensatory time, limitations, etc.
 - b. Leave (annual leave (AL), sick leave (SL), military leave (ML), leave without pay (LWOP)
 - c. Family Leave approval
 - d. **Obligate** funds for personnel compensation and benefits as earned usually at the end of the pay period, except leave is obligated when payable as terminal leave or taken in lieu of a lump sum payment.
 - e. FM certifies Agency payroll:

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1. Awards: The awards and recognition program is documented in the current issuance of PPPM Chapter 451 and Fiscal Manual Chapter 7.
2. *Disburse* funds by EFT.
- f. Internal controls for civilian pay:
 1. Certification of T&A – see applicable sections of OFF User’s Guide, Labor Distribution.
 2. Compile payroll and certify payments via IPAC.
 3. Record payroll data.
 4. Develop, test, and maintain automated/EFT processes.
 5. Accountant posts employer deductions to general ledger.
 6. Accounting Officer reconciles payroll and posts to general ledger.
 7. Ensure departing employees are removed from via SF-50 action.

Section I: Prompt Pay

1. Prompt Pay Act (PPA) of 1982 (5 CFR 1315)
 - a. Time clock begins with receipt of a proper invoice.
 - b. Payment Due
 - 1) Date specified in contract.
 - 2) According to discount terms, if discount taken.
 - 3) According to Accelerated Payment Methods, if applicable.
 - 4) 30 days after start of payment period, when proper invoice is received.
 - c. Interest is paid automatically up to 360 days (1-year).
2. Guidance: SSS Directive 300-3, Acceptance and Rejection of Purchased Goods and Services
 - a. Goods and/or services must be accepted within 7 days of receipt of goods of performance of service or the number of days specified in the contract whichever is later.
 - b. Vendors must be notified of defective invoices within 7 days of receipt.
 - c. Vendor invoices must be paid within 30 days or incur Prompt Pay Act penalties.

Section J: Claims

1. Process: Volume III, Chapter 14 of the GAO Principles of Federal Appropriations Law provides an extensive discussion of claims against and by the government. Counsel should be consulted to advise appropriate action when claims are received. The settlement of claims may involve the Justice Department and the Treasury depending on the authorities used.
2. Common Authorities:

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- a. Tort and tort-related claims
 - 1) Federal Tort Claims Act, 28 USC Ch. 171.
 - 2) Small Claims Act, 31 USC §3723.
 - 3) The Military Claims Act, 10 USC §2733.
 - 4) Military vehicular claims on government installations, 10 USC §2737.
 - 5) Federal Employees Compensation Act, 5 USC §8101–8193.
 - 6) Military Personnel and Civilian Employees Claims Act, 31 USC §3721.
 - b. Contract and contract-related claims
 - 1) The Contract Disputes Act, 41 USC §601–613.
 - 2) Bid protests under the Competition in Contracting Act of 1984, 31 USC §551(1), 3552; 4 CFR §21.2(a).
 - c. Miscellaneous claims
 - 1) Unclaimed money/property, 31 USC §1321 and 1322.
3. Settled by Agency: Payment of administrative settlements of \$2,500 or less under the Federal Tort Claims Act (28 USC §2671 *et seq.*) are payable from funds currently available to the SSS at the time the claim is determined to be proper for payment. Similarly, interest payments under the Prompt Payment Act (31 USC §3901-3907) are payable from funds current available to the SSS. The CFO must certify all claim payments under the Federal Tort Claims Act.
4. Judgment Fund: The Judgment Fund is a permanent, indefinite appropriation available to pay claims settled by a court. In its current form, as set forth in 31 USC §1304(a), the Judgment Fund constitutes an appropriation of amounts sufficient to pay “final judgments, awards, compromise settlements, and interest and costs specified in the judgments or otherwise authorized by law” when (1) payment is “not otherwise provided for”; (2) payment is certified by the Secretary of the Treasury; and (3) the judgment, award, or settlement is payable under the following authorities:
- 28 USC §2414, 2517;
 - Federal Tort Claims Act, 28 USC §2672 (when the amount exceeds \$2,500; less than that is paid from the concerned agency’s appropriation), 2677;
 - Small Claims Act, 31 USC §3723; decisions of boards of contract appeals (subject to reimbursement by the contracting agency from current appropriations⁶²), 41 USC §612(a)–(c);
 - Portions of meritorious claims that exceed the amounts payable by law from agency appropriations, 10 USC §2733 and 2734, 32 USC §715, and 42 USC §2473(c)(13); or
 - Awards arising from express or implied contracts by certain specified non-appropriated fund instrumentalities subject to reimbursement from the activity.

Under certain circumstance reimbursement to the Judgment Fund may be requested. Counsel should be consulted to advise appropriate action in managing the claims process through the Justice Department, court, or other processes.

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Checklists

FM – Accounting

Process Document for Payment
Process Travel Orders
Manage Travel Program
Grant Access to Oracle
Grant Access to E2
Maintain Payment Files
Process Declined EFTs and Returned Treasury Checks

Logistics Division

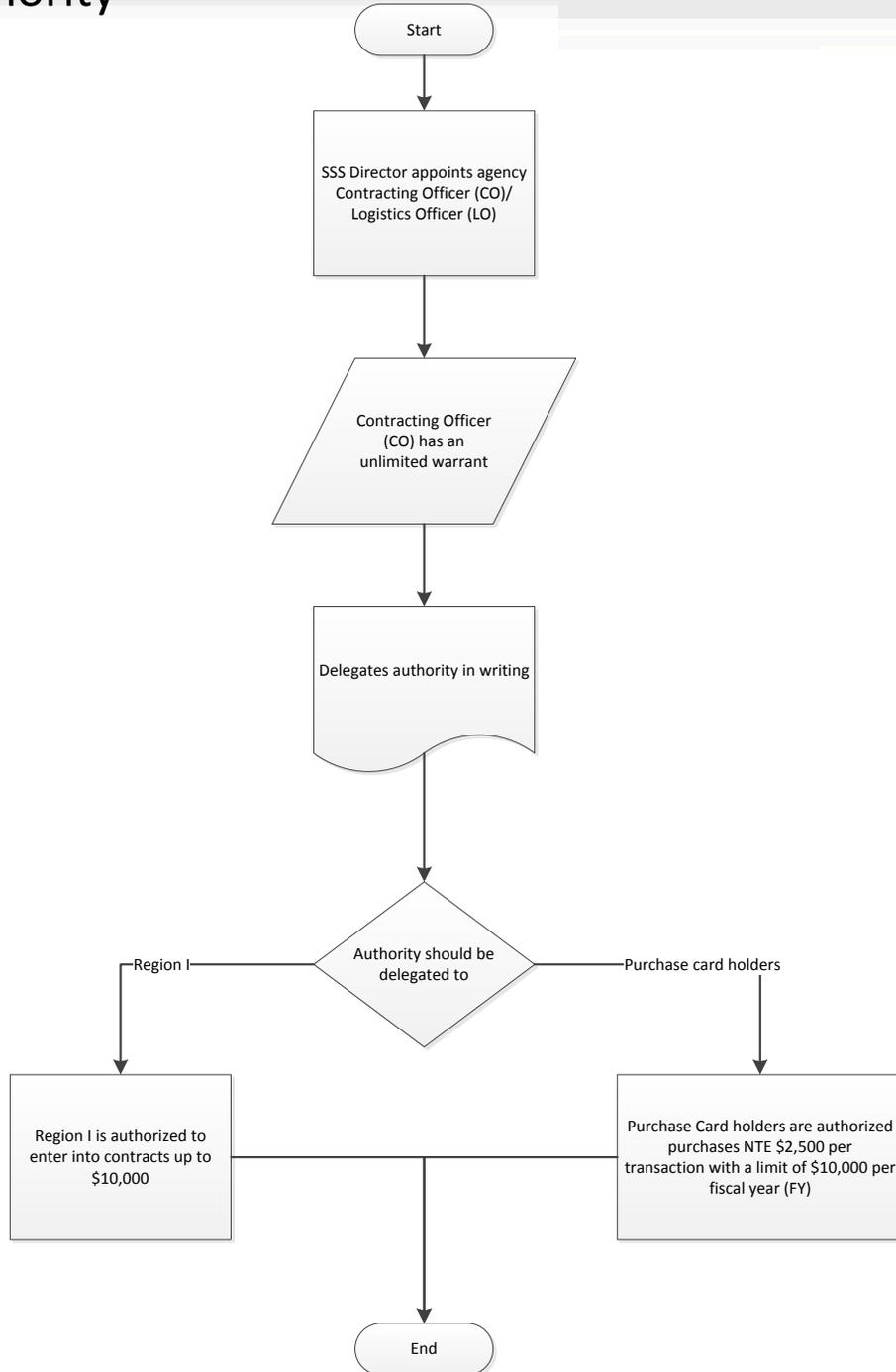
Blanket Purchase Agreements (BPAs)
Contracting
Coordination
Credit Cards
Energy Conservation
Facility Space Management
Property Management
Subsidy Program
Supply Acquisition
Repair and Maintenance
GSA Vehicle Leasing

Process Charts

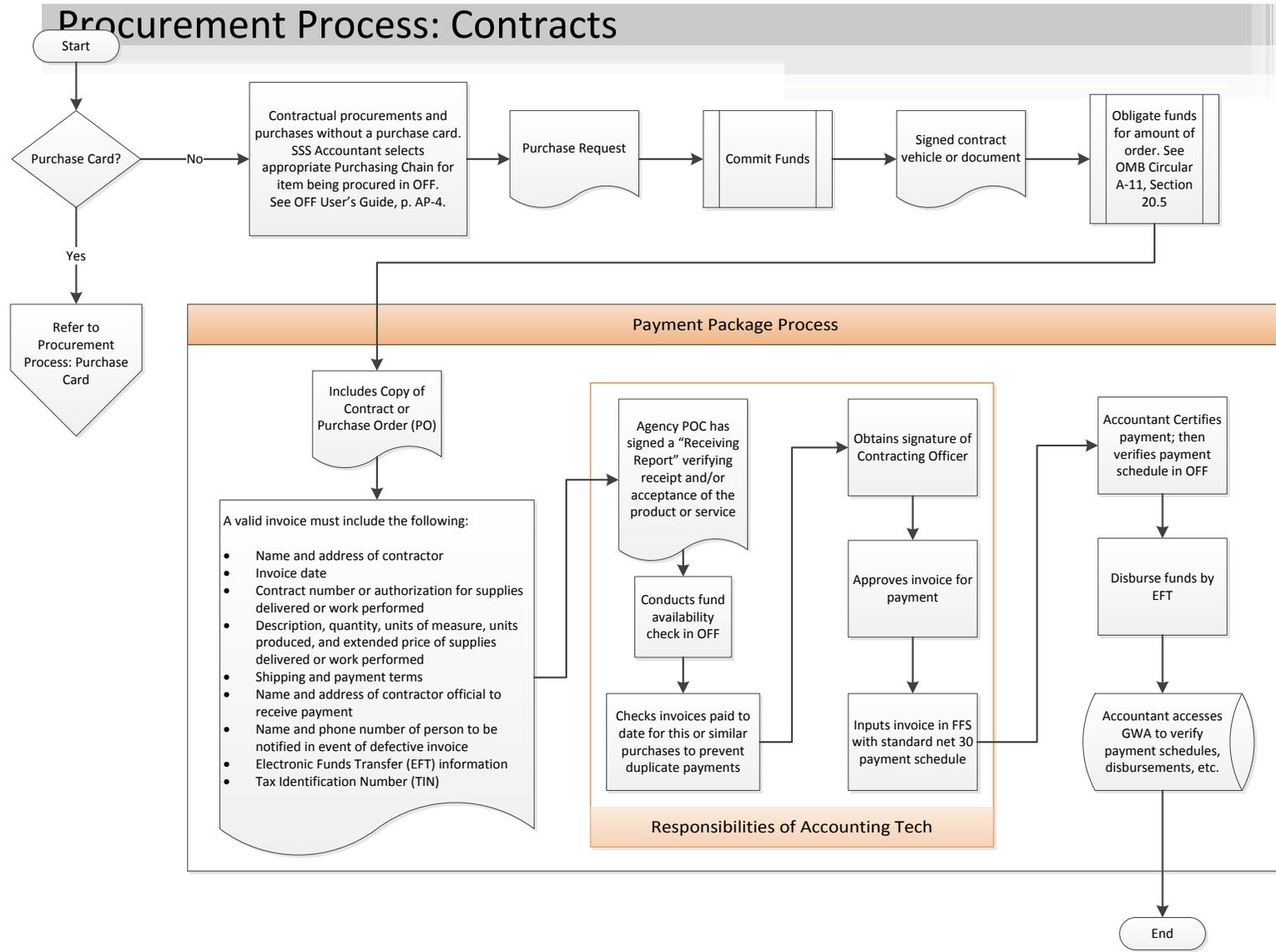
1. Procurement Authority
2. Contracts
3. Purchase Card
4. Acceptance and Rejection of Goods and Services
5. Prompt Pay Act
6. Processing Collections
7. Collection Systems
8. Debt Collection
9. Temporary Duty (TDY) Travel
10. Relocations
11. Miscellaneous Payments
12. Payroll
13. Awards
14. Departing Employee

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Procurement Process: Flow of Authority

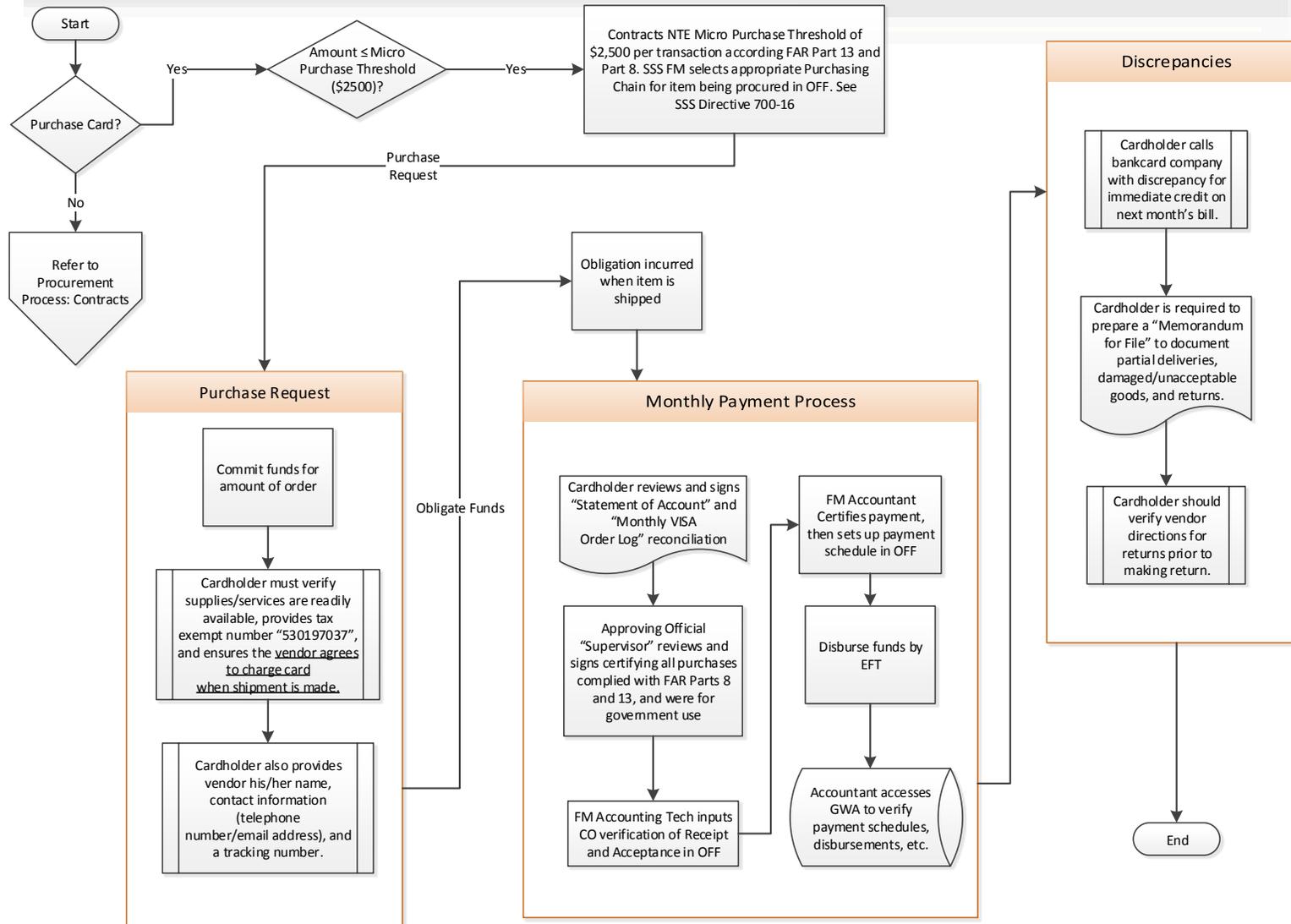


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Procurement Process: Purchase Card

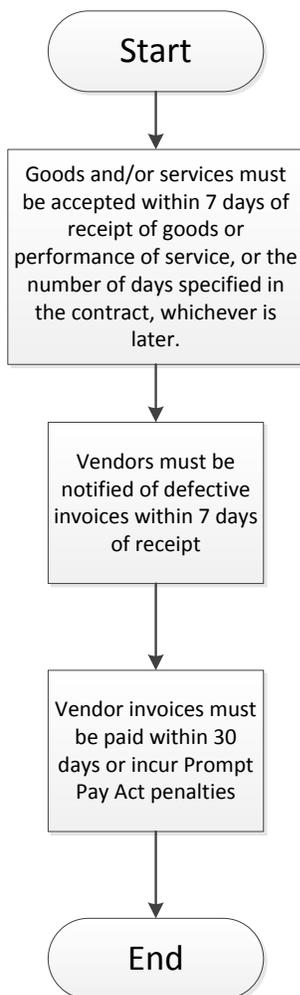


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Procurement Process: SSS Directive

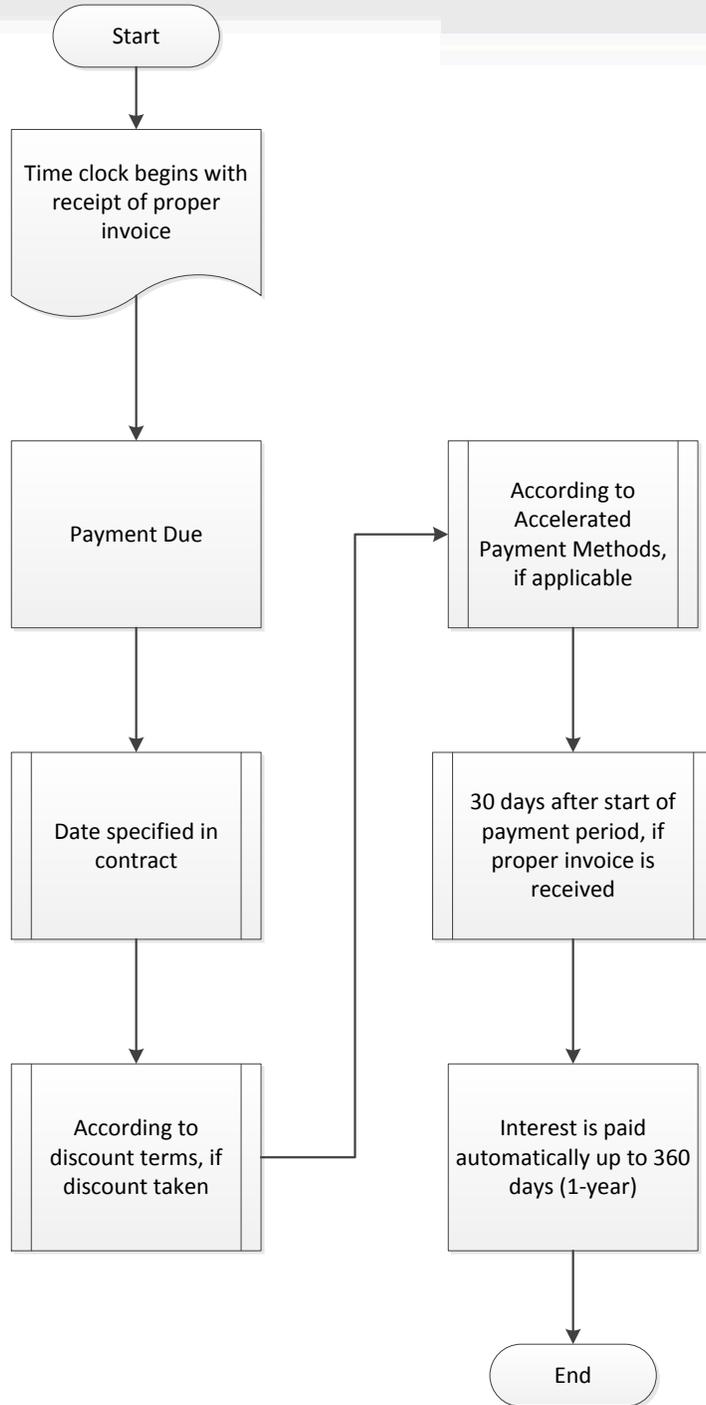
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Acceptance and Rejection of Purchased Goods and Services



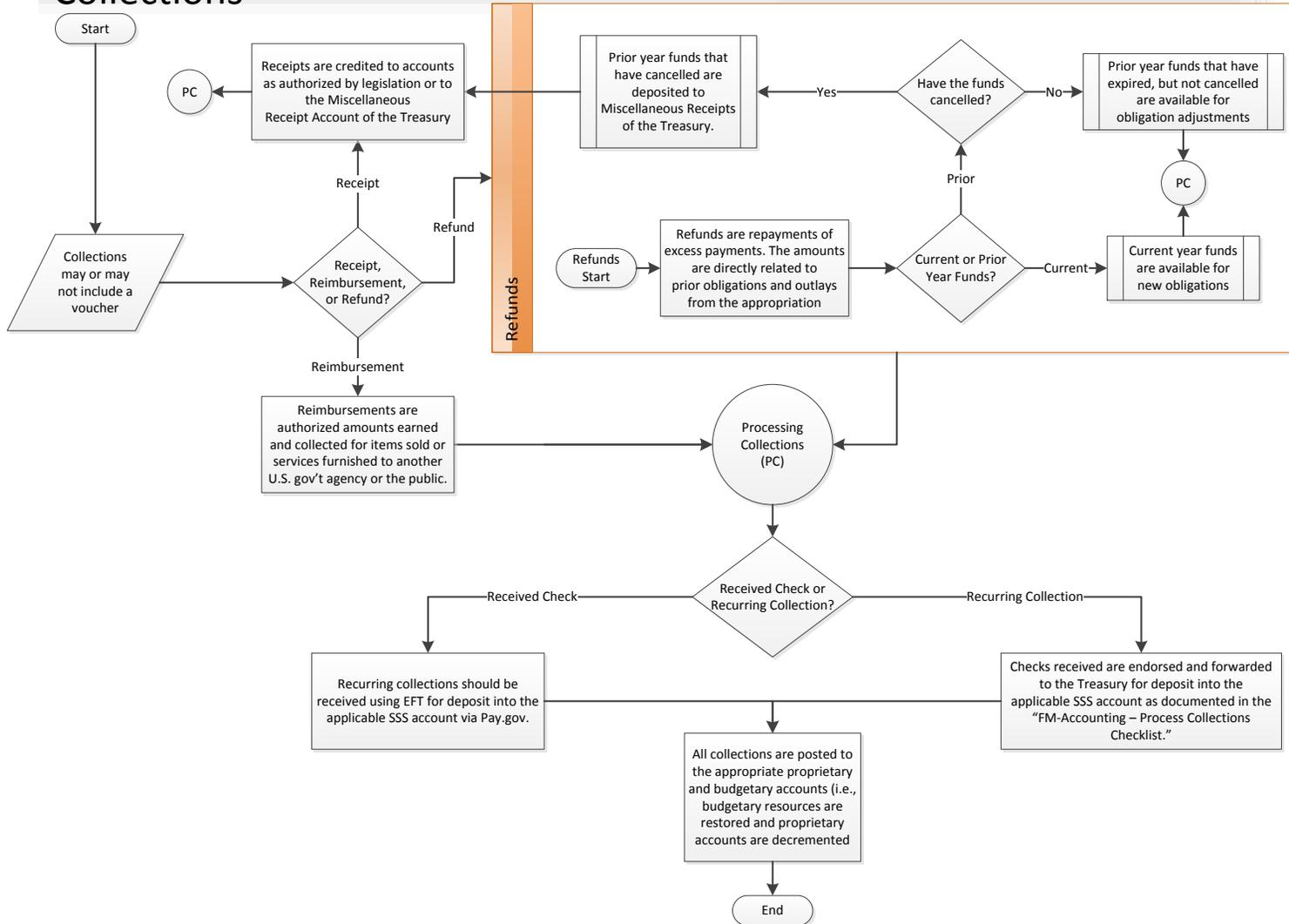
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Procurement Process: Prompt Pay Act of 1982 (5 CFR 1315)



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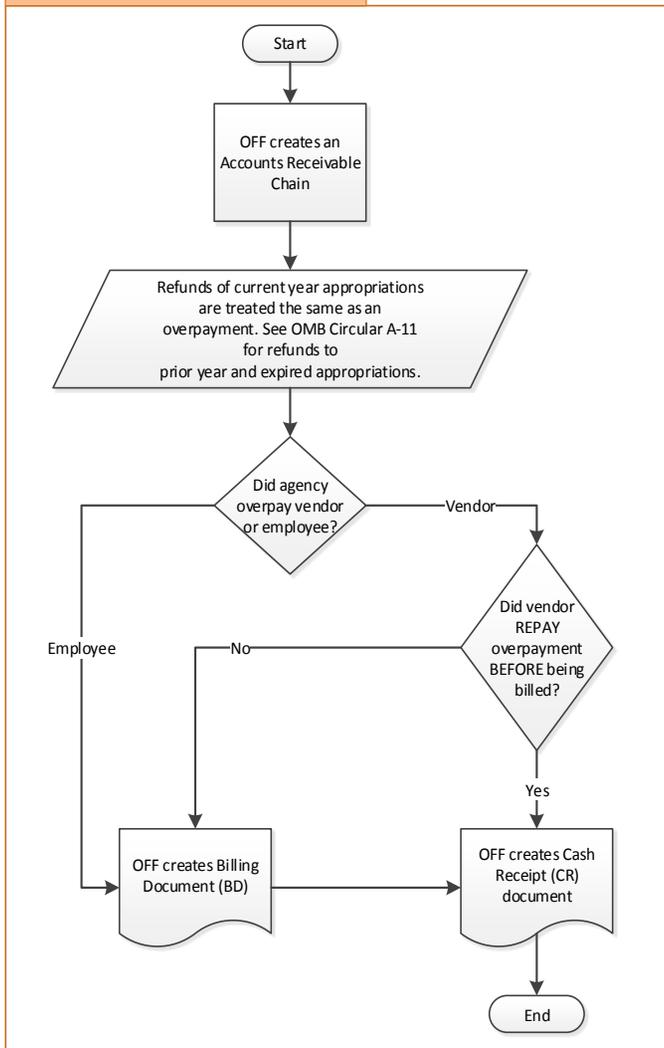
Collections Process: Defining and Processing Collections



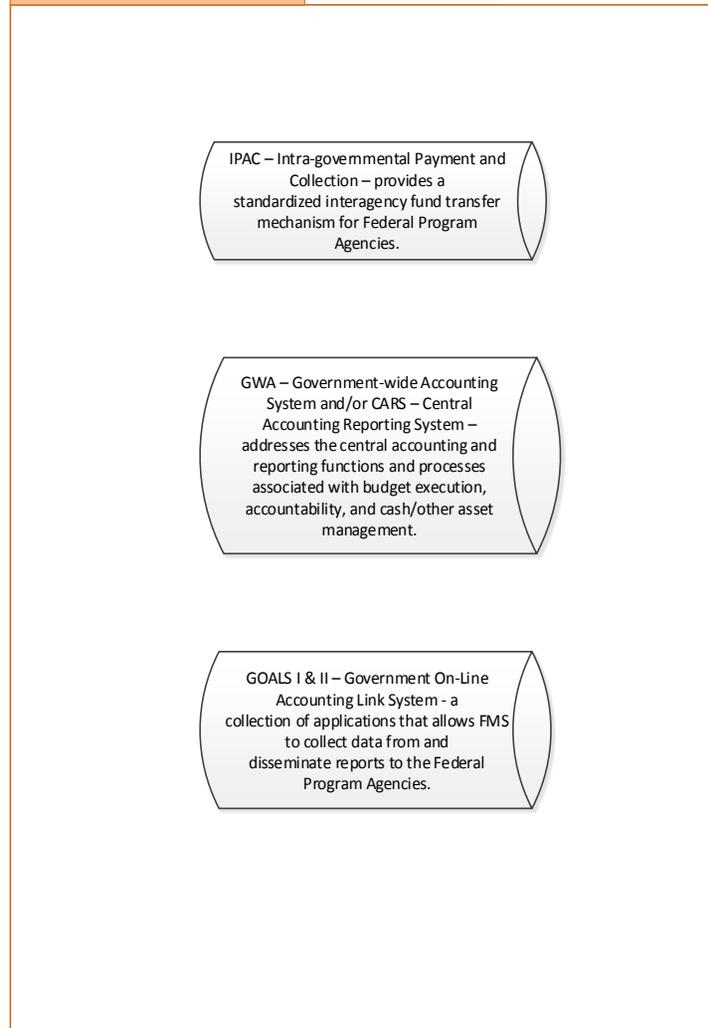
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Collections Process: Systems

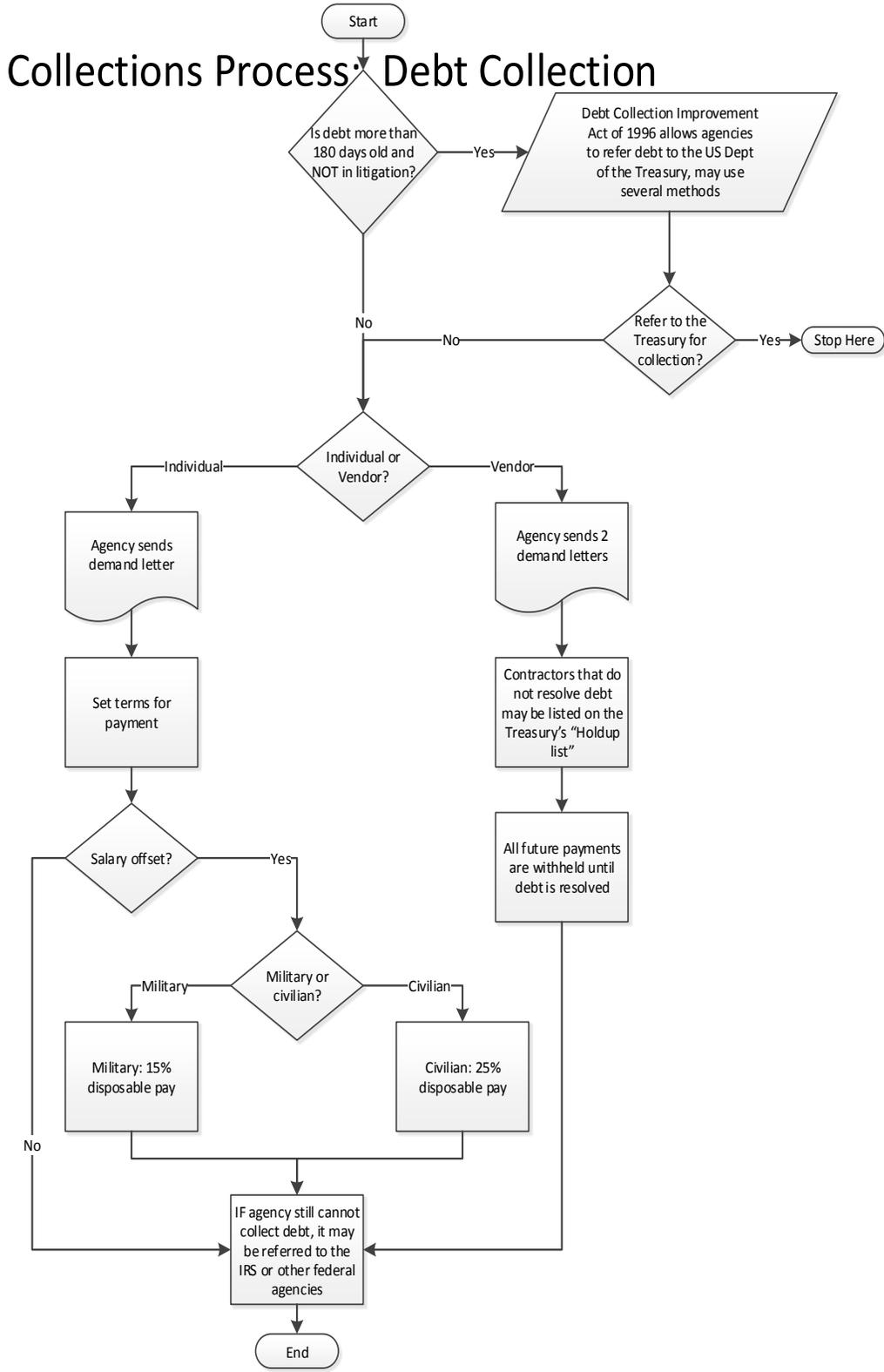
Oracle Federal Financial System



Government-wide Systems

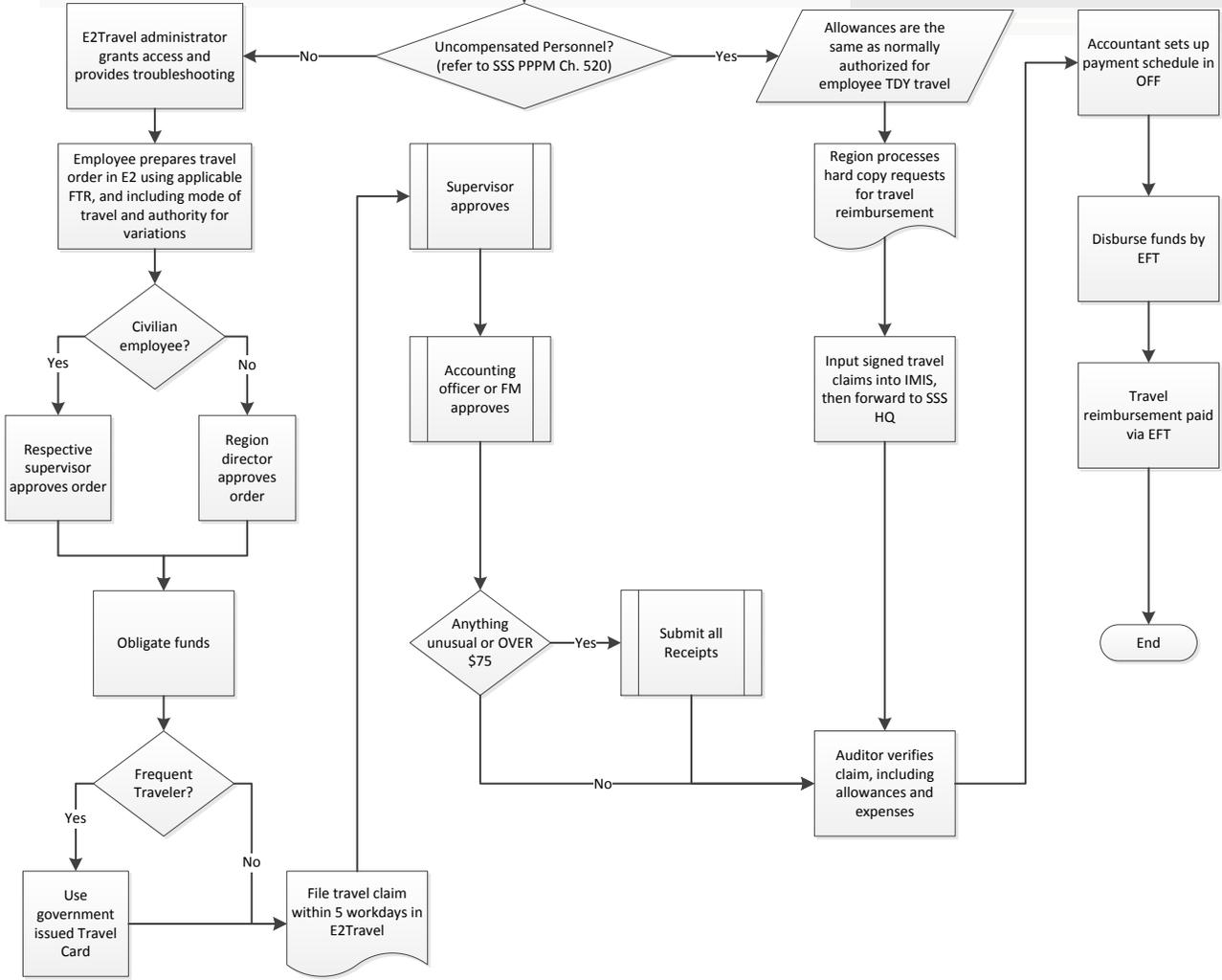


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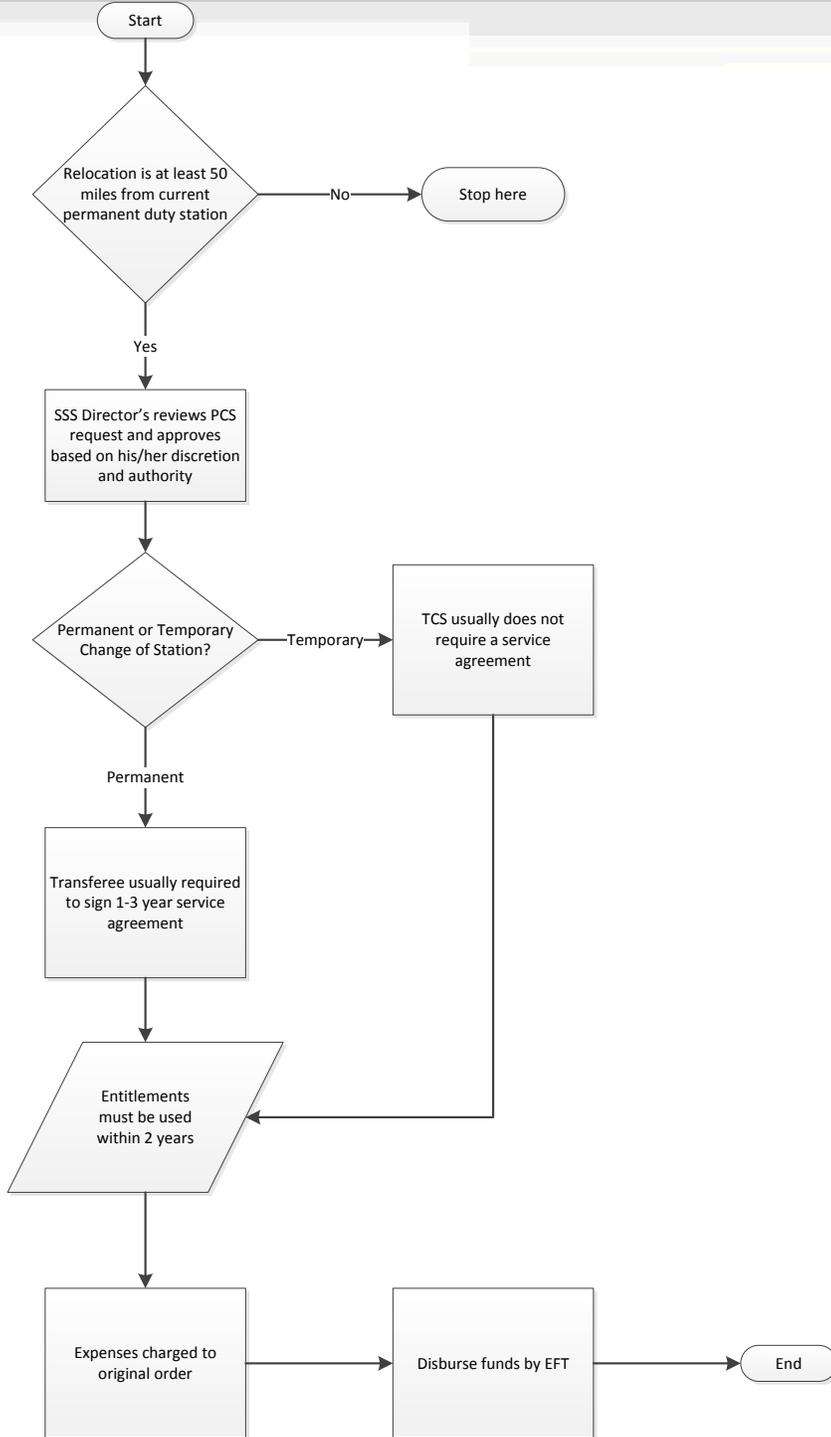
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Disbursement Process Temporary Duty Travel



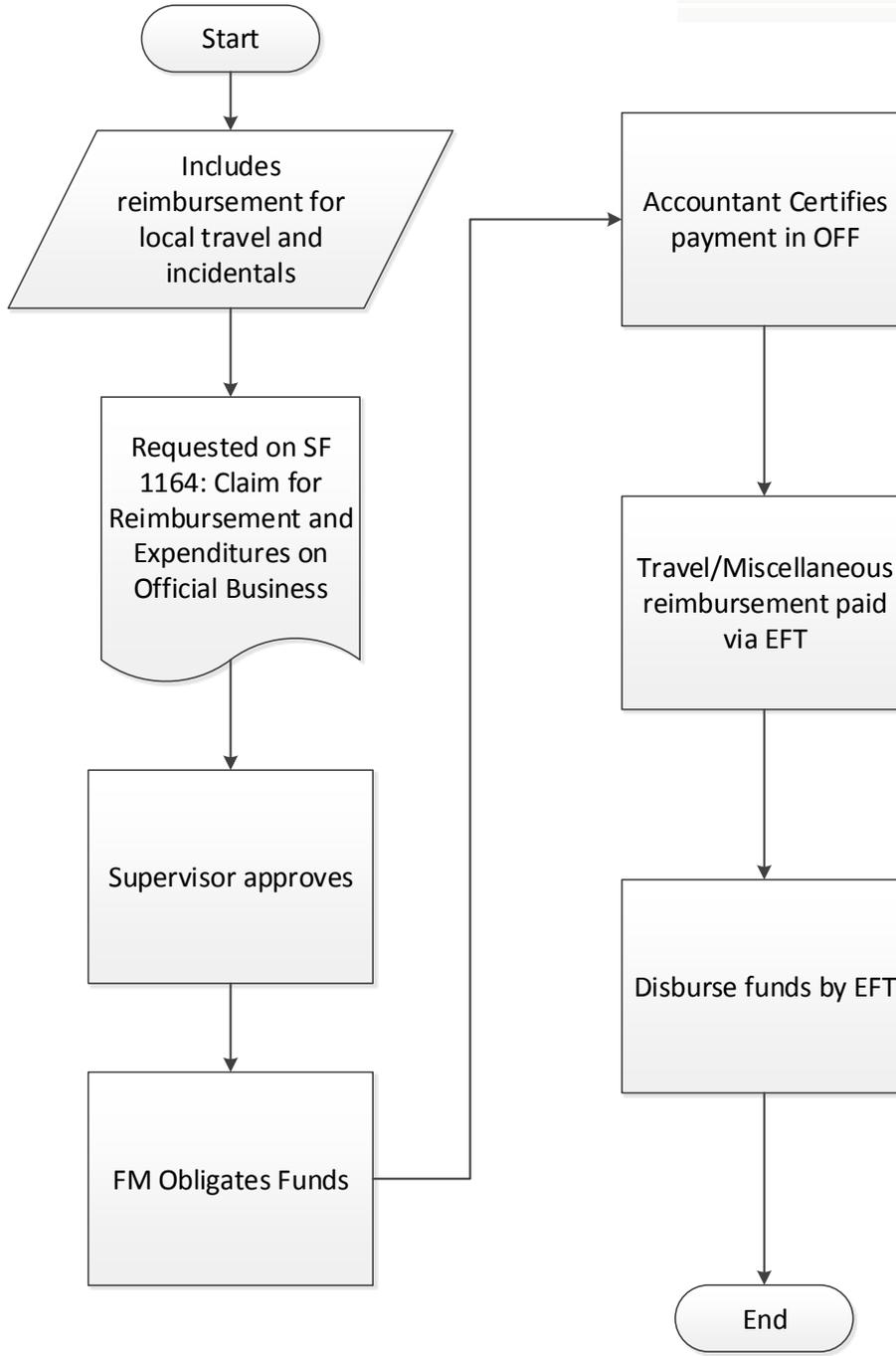
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Disbursement Process: Relocations



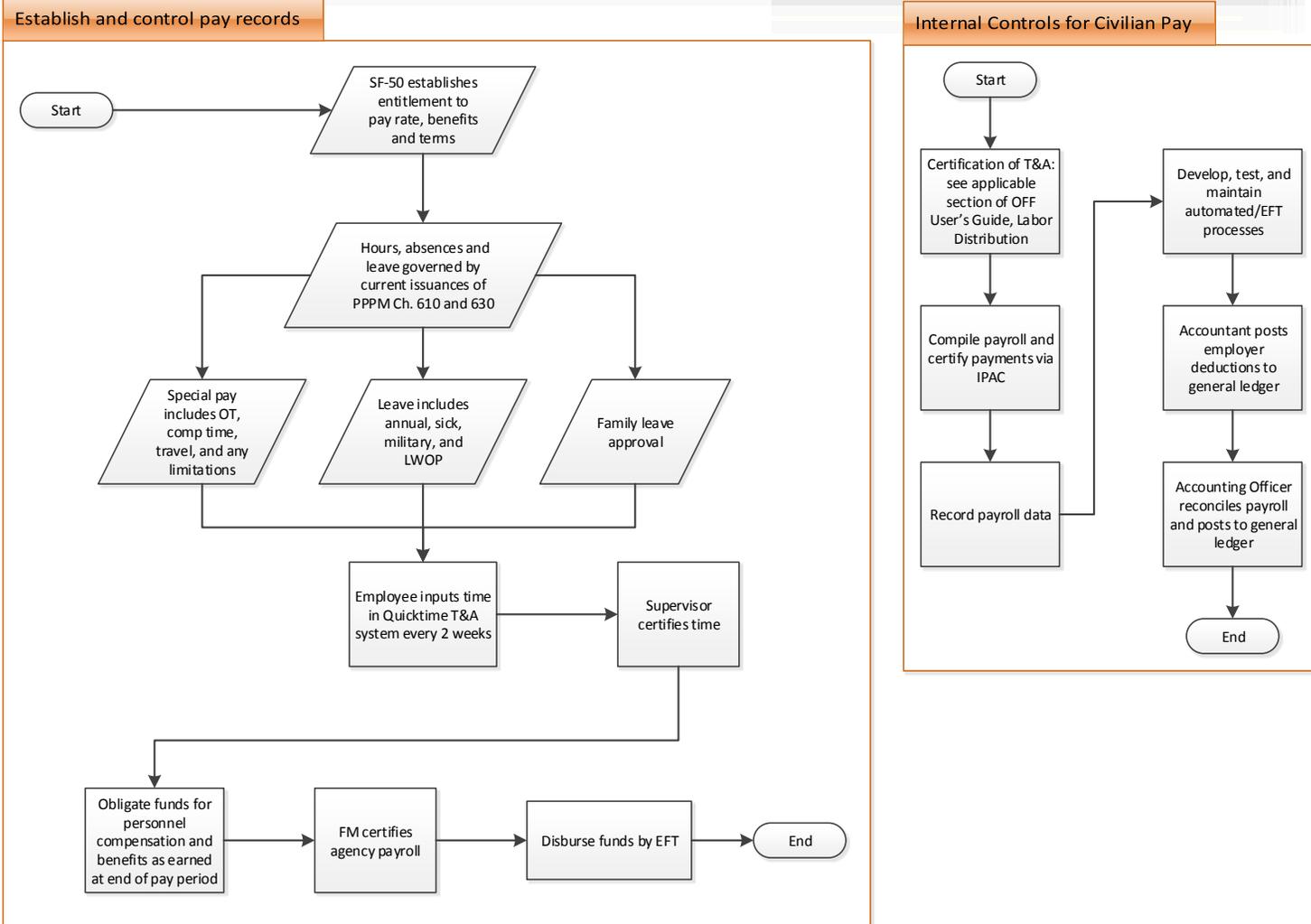
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Disbursement Process: Misc. Payments



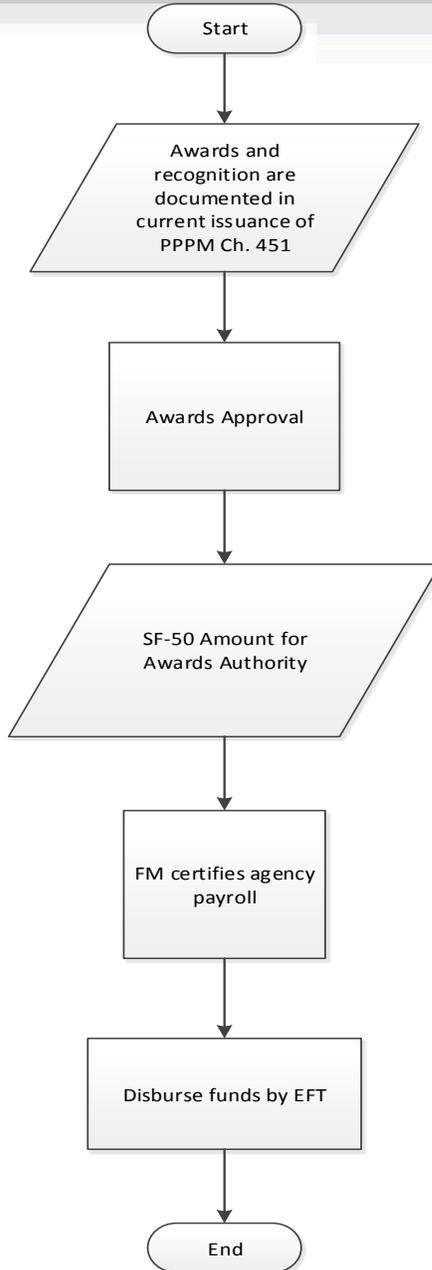
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Disbursement Process: Payroll and Internal Controls



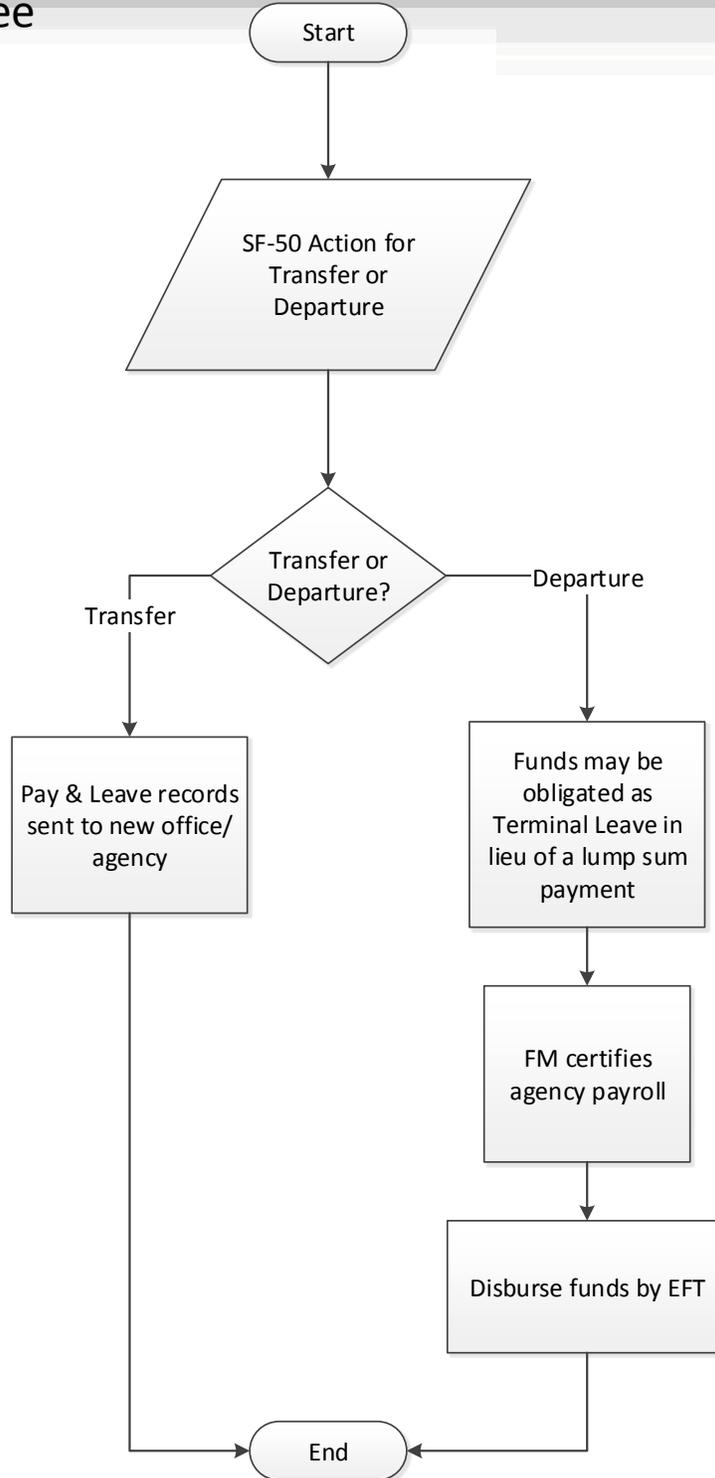
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Disbursement Process: Awards



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Disbursement Process: Departing Employee





Selective Service System

National Headquarters / Arlington, Virginia 22209-2461

<http://www.sss.gov>

Appendix A – Review of Unliquidated Obligations (sample memo)

[MONTH DAY, YEAR]

MEMORANDUM FOR OFFICE OF MANAGEMENT AND BUDGET

FROM: CHIEF FINANCIAL OFFICER

SUBJECT: Unliquidated Obligation Review Certification

1. In accordance with 31 U.S.C., Subtitle II, Chapter 11, §1554, I certify that:
 - A. A listing of all open obligations as of [DATE] was provided to all cost centers within the Agency for the purpose of determining the validity of these obligations;
 - B. All cost centers and procurement personnel reviewed the report to determine the validity of the obligations and identified obligations that should either be deobligated or adjusted;
 - C. All deobligations or adjustments were completed by the appropriate personnel; and
 - D. All other obligations are valid and should remain open.
2. Supporting documentation for the review and actions has been maintained.
3. If you have questions or need more information, please contact Contract Specialist, Ms. Karen Gill at (703) 605-4061 or karen.gill@sss.gov.

R. R. HUBBARD

Copy to: Accounting Officer



Selective Service System

National Headquarters / Arlington, Virginia 22209-2461

<http://www.sss.gov>

Appendix B –Unliquidated Obligations Review Certification (sample memo)

[MONTH DAY, YEAR]

MEMORANDUM FOR ASSOCIATE DIRECTORS, REGION DIRECTORS, AND DIRECTOR,
DATA MANAGEMENT CENTER

FROM: CHIEF FINANCIAL OFFICER

SUBJECT: Review of Unliquidated Obligations

1. The SSS Fiscal Manual Chapter 5 provides policies and procedures for the review and certification of all unliquidated obligations (ULOs).
2. Attached is a list of unliquidated obligations as of [DATE]. Please review and determine the validity of these ULOs.
3. When performing this review, please refer to [Chapter 5, Section F](#) of the SSS Fiscal Manual. It can be found by clicking on the above highlighted link.
4. Please notify the Contracting Officer, Mr. Calvin Montgomery, in writing by [DATE **SHOULD BE 15 DAYS AFTER THE DATE OF THE MEMORANDUM**] of the results of your review so that appropriate action can be taken to update accounting records in the Oracle financial system.
5. If you have any questions, please contact Contract Specialist, Ms. Karen Gill at (703) 605-4061, karen.gill@sss.gov; the Accounting Officer, Ms. Pauline Wang, at (703) 605-4018, pauline.wang@sss.gov; or the Contracting Officer at (703) 605-4038, calvin.montgomery@sss.gov.

R. R. HUBBARD

Copy to:
Accounting Officer
Contracting Officer
Chief of Staff

Appendix C – Undelivered Order Summary (sample)

Always note the fiscal year of the document under review.

Timely review and deobligation promotes efficiency by freeing up valuable resources that otherwise may have gone unused for an extended period of time.

PO	Vendor	Fund	Org_Code	BOC	Balance	Action Taken
20130410	CITIBANK GOVERNMENT CARD SERVICE	D2013	080220	2611	<2.79>	Deobligate
20130234	A & R ENGRAVERS OF ARLINGTON INC	D2013	080220	2599	<34.75>	Deobligate
20130165	MAYO CLINIC	D2013	080220	2522	<40.00>	Deobligate
20130476	CITIBANK GOVERNMENT CARD SERVICE	D2013	080220	2611	<48.16>	Deobligate
20130301	ACTION COURIER SERVICE INC	D2013	080220	2611	<53.89>	Deobligate
20130048	GENERAL SERVICES ADMINISTRATION (GSA)	D2013	080220	2311	<54.92>	Deobligate
20130448	CITIBANK GOVERNMENT CARD SERVICE	D2013	080220	2611	<55.80>	Deobligate
20130393	CITIBANK GOVERNMENT CARD SERVICE	D2013	080220	2611	<69.90>	Deobligate
20130517	CITIBANK GOVERNMENT CARD SERVICE	D2013	080220	2611	<182.35>	Deobligate
20130312	A & R ENGRAVERS OF ARLINGTON INC	D2013	080220	2611	<200.00>	Deobligate
20130063	ORKIN INC	D2013	080220	2599	<219.66>	Deobligate
20130156	KH ART FRAMING	D2013	080220	2599	<243.00>	Deobligate
20130290	CITIBANK GOVERNMENT CARD SERVICE	D2013	080220	2611	<269.98>	Deobligate
20130109	IRON MOUNTAIN INFORMATION MANAGEMENT INC	D2013	080220	2522	<365.16>	Deobligate
20130505	CITIBANK GOVERNMENT CARD SERVICE	D2013	080220	2611	<464.66>	Deobligate
20130064	UNITED PARCEL SERVICE INC	D2013	080220	2337	<485.55>	Deobligate
20130368	VANGUARD INDUSTRIES EAST	D2013	080220	2611	<870.00>	Deobligate
20120225	SAGE PUBLICATIONS INC	D2013	080220	2599	<1,000.00>	Upward adjustment of \$500 due increase shipping costs chargeable to FY 2012
20110078	GENERAL SERVICES ADMINISTRATION (GSA)	D2013	080220	2599	<2,000.00>	Deobligate
20130068	SITA BUSINESS SYSTEMS	D2013	080220	2611	<2,161.18>	Unchanged
20130076	KASTLE SYSTEMS INC	D2013	080220	2586	<2,700.00>	Unchanged
20120058	DHS/FEMA	D2012	080220	2522	<3,000.10>	Deobligate
20100078	GENERAL SERVICES ADMINISTRATION (GSA)	D2010	080220	2586	<4,256.00>	Deobligate
20130046	ART PROPERTY ASSOCIATES LLC	D2013	080220	2521	<6,067.12>	Decrease by \$4,000 - overestimated the annual purchases
20130057	FEDERAL EXPRESS	D2013	080220	2337	<6,239.85>	Upward adjustment of \$1,000 due to increased volume of 4th quarter deliveries.
20130227	WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA)	D2013	080220	1250	<6,881.06>	Upward adjustment of \$260 due to new personnel being approved for subsidy.
20120053	SHIRLINGTON SELF STORAGE	D2012	080220	2321	<9,891.55>	Downard adjustment of \$450 due to overstated initial quote.
20130066	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	D2013	080220	2522	<12,798.20>	Unchanged
20130060	XEROX CORPORATION	D2013	080220	2522	<20,780.40>	Unchanged
20130047	GENERAL SERVICES ADMINISTRATION (GSA)	D2013	080220	2311	<48,474.48>	Decrease by \$20,000
			080220 Total		<138,959.35>	5-34

Provide justification for adjustments

Upward and downward adjustments

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PART I: TRAVEL POLICIES AND PROCEDURES

Section A: Introduction

1. Purpose: This chapter is issued under authority of the Federal Travel Regulations (FTR). The FTR, issued and maintained by the General Services Administration (GSA), prescribes travel and transportation allowances authorized for civilian employees. The Joint Travel Regulations (JTR) prescribes travel, transportation allowances, and entitlements for military members. The JTR is issued by the Department of Defense.
2. Applicability: The policies and procedures addressed in this chapter apply to all personnel traveling under travel authorizations financed by the Selective Service System (SSS). This includes civilian employees, military reservists, uncompensated personnel, and travelers on SSS invitational travel authorizations. Travel for the permanent change of station (PCS) of military personnel on extended active duty with SSS, and travel of Reserve Force Officers (RFOs) traveling under parent service orders are paid by the parent service as stipulated in the JTR.
3. References:
 - a. [Federal Travel Regulations \(FTR\)](#)
 - b. [SSS Directive 300-7, Smart Trip Cards for Headquarters Local Travel](#)
 - c. [Oracle Federal Financial System \(OFF\) User's Manual](#)
 - d. [Principles of Federal Appropriations Law \(GAO Redbook\)](#)
 - e. [Fiscal Manual: Chapter 5, Procurement, Payments and Receipts](#)
 - f. [Registrant Information and Management System Manual](#)
4. Agency Reporting Requirements: SSS is exempt from the reporting requirements in [FTR Part 300-70](#), since annual payments for employee travel and relocations are less than the \$5 million threshold.
5. Definitions: SSS adheres to the Glossary of Terms prescribed in the [FTR Part 300-3](#). Frequently used terms follow:

Accompanied baggage—Government property and personal property of the traveler necessary for official travel.

Agency—For purposes of [Chapter 302](#) agency means:

(1) An executive agency as defined in Title 5 U.S.C. 105 (an executive department, an independent establishment, the Government Accountability Office, or a wholly owned Government corporation as defined in section 101 of the Government Corporation Control Act, as amended (31 U.S.C. 9101), but excluding a Government controlled corporation)

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Automated-Teller-Machine (ATM) services—is a Government contractor-provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor-issued charge card.

Common carrier—is a private sector supplier of air, rail or bus transportation.

Conference—is a meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.

Continental United States (CONUS)—are the 48 contiguous States and the District of Columbia.

Contract carriers—are U.S. certificated air carriers which are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA’s scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

CONCUR CGE—is the Government-contracted, end-to-end travel management service that automates and consolidates the Federal travel process in a self-service Web-centric environment, covering all aspects of official travel, including travel planning, authorization, reservations, ticketing, expense reimbursement, and travel management reporting. CONCUR CGE provides the services of a Federal travel management program as specified in [§301-73.1\(a\), \(b\), and \(e\)](#) of this title.

Employee—includes the head of an agency, an agency official, or any other individual, civilian or military (active or reserve) employed by SSS. This also includes an individual employed intermittently in the Government service, or an expert or consultant paid on a daily basis or when actually employed (WAE) basis, and an individual serving without pay or at \$1 per year (5 USC 5701(2)).

Foreign area (see also *non-foreign area*)—is any area, including the Trust Territories of the Pacific Islands, situated both outside CONUS and the non-foreign areas. This is also referred to as OCONUS.

Full coach fare—is the price of a coach fare available to the general public on a scheduled air carrier between the day that the travel was planned and the day the travel occurred.

Furnished meal—is a meal provided to an employee, either directly from the Government or as a result of the Government paying a registration fee or other cost which allows the employee to attend a conference or other event. If the Government has already paid for a meal, the employee must deduct the allocated amount when filing their travel voucher.

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Government contractor-issued individually billed charge card—is a Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

Invitational travel—is the authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a *daily when actually employed* basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.

Lodgings-plus per diem system—is the method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

Official station—is an area defined by the agency that includes the location where the employee regularly performs his or her duties or an invitational traveler's home or regular place of business (see [§301-1.2](#)). The area may be a mileage radius around a particular point, a geographic boundary, or any other definite domain, provided no part of the area is more than 50 miles from where the employee regularly performs his or her duties or from an invitational traveler's home or regular place of business. If the employee's work involves recurring travel or varies on a recurring basis, the location where the work activities of the employee's position of record are based is considered the regular place of work.

Official travel—is travel under an official travel authorization from an employee's official station or other authorized point of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of a Federal agency.

Place of public accommodation— is any inn, hotel, or other establishment within a state that provides lodging to transient guests, excluding:

- (a) An establishment owned by the Federal Government;
- (b) An establishment treated as an apartment building by state or local law or regulation; or
- (c) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.

Privately Owned Vehicle (POV)—is any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.

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Special needs—are the physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the weight or height of the traveler. See [FTR Part 301-13—Travel of an Employee with Special Needs](#).

Temporary duty (TDY) location—is a place, away from an employee’s official station, where the employee is authorized to travel.

Transit system—is a form of transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

Travel advance—is the prepayment of estimated travel expenses paid to an employee.

Travel authorization (orders)—is written permission to travel on official business. An authorization allows an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

Travel voucher (claim)—is a written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel.

Travel Management Service (TMS)—is a service for booking common carrier (e.g., air, rail, and bus confirmations and seat assignments), lodging accommodations, and car rental services; fulfilling (i.e., ticketing) reservations; providing basic management information on those activities; and meeting other requirements as specified in [§301-73.106](#) of this title. A TMS may include a travel management center (TMC), Commercial Ticket Office (CTO), an electronically available system, other commercial methods of arranging travel, or an in-house system.

United States—the 48 contiguous States, the District of Columbia, and the States and areas defined under the term “Non-Foreign Area.”

Section B: Travel Policies

1. **General:** Government agencies may authorize only travel essential to accomplish of the mission effectively and economically. When possible, collaboration tools (e.g., teleconferencing, videoconferencing, webinars, and online share applications) and other real-time communication methods will be used in lieu of TDY.
2. **Headquarters/Region Coordination:** Normally only one individual from an activity (directorate, region, or other staff activity) will be authorized TDY for a single mission. National Headquarters personnel must coordinate plans to conduct agency affairs within geographic areas of responsibility with the respective Region Director.

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3. Traveler's Responsibility

- a. In accordance with [41 CFR 301-2.3](#) and [FTR 301-70.1](#), individuals traveling on official business for SSS are expected to exercise the same care and regard in incurring expenses that a prudent person would exercise if traveling on personal business. The General Accountability Office (GAO) has determined violation of the "Prudent Person Rule" alone may be the basis for disallowing travel claims.
- b. The following circumstances include, but are not limited to, opportunities for travelers to be good stewards of Government funds and exercise prudence in travel. Travelers must consider the following for use when appropriate without disrupting the mission:
 - 1) Use of the least expensive transportation mode to and from the transportation terminal;
 - 2) Use of Government lodging (i.e., bachelor's quarters (BQs)) when conducting official business in or around military installations;
 - 3) Use of the least expensive parking (ordinarily the long term lot) when POC parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self-parking is available);
 - 4) Use of the least expensive public transportation in and around the TDY site (i.e., subway/streetcar/bus) in lieu of taxi;
 - 5) Use of the least expensive authorized/approved special conveyance/rental vehicle (both in terms of using the 'standard' compact size and the least expensive vendor);
 - 6) Scheduling travel as early as possible to take advantage of the best offered fare/rate (e.g., such as a 'Dash' CA airfare in lieu of a YCA airfare); and
 - 7) When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

4. Travel Management

- a. System: The Agency travel accounting system is used to (1) pay authorized and allowable travel expenses, (2) provide standard data necessary for the management of official travel, and (3) ensures adequate accounting for all travel and transportation expenses for official travel. CONCUR CGE, managed by the Interior Business Center (IBC), is the SSS travel management system. It is a web-based end-to-end travel and expense management tool. Travelers performing official Government travel are required to use CONCUR CGE to prepare authorizations; select the means of travel, lodging, and per diem allowances; compute travel vouchers for payment, and post transactions in Oracle Federal Financial System (OFF).

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- b. Individual Charge Cards. SSS may issue a *Government contractor-issued individually billed charge card* to frequent travelers. Employees issued charge cards must use the charge card for all official travel related expenses including transportation and lodging. The criteria and guidance for administering the SSS Government Travel Charge Card (GTCC) program is in Part II of this chapter. The GTCC may not be used for unofficial purposes.
- c. Travel Advances. SSS no longer issues cash advances for official travel. It is the responsibility of each person required to travel to request and receive an individual charge card prior to initiating travel authorizations (see Part II of this chapter). As such, individuals who lose charge card privileges may be ineligible for official travel.
- d. Payment of Travel Expenses. Electronic funds transfer (EFT) is the mandatory means by which a travel voucher is settled. Additionally, split disbursement – the process that permits direct payment via EFT to the travel card contractor for charges incurred on the GTCC and to the cardholder for any residual amount – is the mandatory EFT payment option.

5. Transportation

- a. Authorized Transportation Methods. Transportation authorized for official travel includes common carriers, contract carriers, railroads, ships, rental vehicles, and personally owned vehicles approved in advance of travel. Other modes of transportation may be approved in extenuating circumstances. Generally, travelers are liable for the use of unauthorized transportation methods.
- b. Selecting Transportation Method. Travel of SSS personnel on official business will be by the means most advantageous to the Government.
- c. Authorized Use of Government-Furnished Vehicles. Title 31 USC 638(a) limits the use of Government-furnished vehicles to official purposes only.

6. Air Service

- a. Contract Carriers. The Government has agreements to place all official air travel with contract air carriers and designated city-pairs. CONCUR CGE will automatically present contract carrier routes and fares first.
- b. Using a Non-Contract Carrier. A justification is required to use a non-contract carrier or common carrier. The authorizing official must certify on the travel order (1) space or scheduled flights are not available on a contract carrier; (2) contract carrier flights are not available during normal work hours; or (3) a non-contract carrier offers a

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lower fare available to the general public which will result in a lower total trip cost to the Government. In all cases, a refundable ticket must be purchased.

- c. Airline Travel: For official travel, foreign and domestic, coach-class or equivalent fares and/or tickets must be used. Fees associated with coach-class seating upgrades are the personal responsibility of the traveler.

7. Lodging

- a. When performing official travel on behalf of the agency at or near a military installation (i.e., an employee from National Headquarters conducting a site visit at Region 1 and/or the Data Management Center), SSS employees should consider as a first option lodging at bachelor's quarters (BQs).
- b. In advance of the travel, the traveler should coordinate with local employees to ensure he or she meets any security requirements necessary for access to the particular military installation being visited.
- c. The employee is responsible for maintaining a valid, active HSPD-12 card as proof of Federal Government employment, which under normal circumstances should facilitate access to the military installation.

8. Other Transportation Services

- a. Trains. For official travel by rail carrier, coach-class or equivalent fares and/or tickets must be used.
- b. Extra-Fare Trains. This service is considered a step above coach-class and may be authorized for official travel if the increased fare is deemed more advantageous for the Government.
- c. Transit System. Official travel by a local transit system may be authorized in conjunction with temporary duty (TDY). Fares may be reimbursed:
 - 1) At official duty station for transportation to/from residence to departure/arrival points.
 - 2) At TDY location to commute between lodging and official business, to commute between official business locations, or to obtain meals.
- d. Shuttle Service. Official travel may be authorized in conjunction with temporary duty (TDY). Fares and reasonable tips may be reimbursed:
 - 1) At official duty station for transportation to/from residence to departure/arrival points.

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- 2) At TDY location to commute between lodging and official business location(s), to commute between official business location(s), or to obtain meals.
- e. Courtesy Transportation. Travelers should use courtesy services provided by lodging facilities to/from airports/train stations to the fullest extent possible. Reasonable tips may be reimbursed.
- f. Taxicabs. The use of taxicabs at a TDY location may be limited if adequate shuttle service and courtesy transportation is available.

9. Rental Vehicles

- a. Authority. Vehicles may be rented if it is determined to be more advantageous to the Government. When authorized to use a rental vehicle, travelers should rent a vehicle from a vendor that participates in the [Defense Travel Management Office \(DTMO\) U.S. Government Car Rental Agreement](#) to take advantage of the Agreement's benefits, including the insurance and damage liability provisions. The advantages of renting a car through the DTMO rental car program are the agreements are pre-negotiated; include automatic unlimited mileage and collision damage insurance; and, rates established by the car rental agreement cannot be exceeded by the vendor. Agreements may not be in place at all OCONUS TDY locations.
- b. Reimbursement for Collision Damage Waiver (CDW) or Theft Insurance. The Government self-insures. Therefore, SSS will not reimburse travelers for CDW-type coverage, unless traveler is in an OCONUS location and no agreement is available in that location.
- c. Other Restrictions.
 - 1) A valid driver's license is required.
 - 2) Travelers will not be reimbursed for personal accident insurance or liabilities arising from the unauthorized use of a rental vehicle obtained with Government funds.

10. Privately Owned Vehicles/Conveyance (POV/POC)

- a. Authority. POV/POC use may be authorized for SSS official travelers if it is determined to be more advantageous to the Government.
- b. Mileage. A mileage chart or the official odometer reading is used to determine the distance traveled.

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- c. Reimbursement for Mileage. Official travelers are reimbursed the mileage rate based on type of conveyance plus applicable parking and tolls. Rates are available on the GSA website: <http://www.gsa.gov/mileage>.
- d. Limits. Generally, an official traveler is reimbursed on a mileage basis plus per diem, not to exceed the total constructive cost of the authorized method of common carrier transportation plus per diem. The constructive cost of transportation is usually the cost of an airline ticket and per diem by common carrier.
- e. Restriction: A valid driver's license is required.

11. Per Diem

- a. The per diem allowance is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses for travel of 24 hours or more. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. The per diem allowance covers the following:
 - 1) Lodging. Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, and heaters furnished in the room when such charges are not included in the room rate.
 - 2) Meals. Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
 - 3) Incidental expenses. Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.
 - 4) The table below lists the six Meals, Incidentals and Expenses (M&IE) tiers in the lower 48 continental United States (currently ranging from \$46 to \$71).

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Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$46	\$7	\$19	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

- 5) The current M&IE breakdown can be found in the [FTR](#). If it is necessary to reduce M&IE for meals furnished at Government expense, or included in a registration fee, meal deductions will be made to the M&IE portion of the daily per diem allowance in accordance with the above table. If meal amounts must be deducted, the location at which a traveler will be working while on official travel must first be determined. Location-specific information can be found at www.gsa.gov/perdiem. Additional per diem information can be found in annual [FTR Bulletins](#).
- 6) The following table lists the amount Federal employees receive for the first and last calendar day of travel. The first and last day of travel is calculated at 75 percent of the full rate.

Total	First & Last Day of Travel
\$46	\$34.50
\$51	\$38.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25

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- b. Exceptions to published per diem rates:
- 1) **Travel Less Than 24 Hours.** A traveler cannot be reimbursed per diem for official travel of 12 hours or less, unless the normal workday (e.g. four 10-hour workdays or other compressed schedule) plus 2 hours exceeds the 12 hour window. If travel is 12 hours, but less than 24 hours, the traveler is allowed 75 percent of the per diem rate. If lodging is required, the *24-hours-or-more* rule applies.
 - 2) **Reduced Per Diem.** SSS may authorize a reduced per diem rate when there are known reductions in lodging and meal costs or when your subsistence costs can be determined in advance and are lower than the prescribed per diem rate.
 - 3) **Actual Expenses.** SSS may authorize the payment of authorized actual expenses incurred up to the limit prescribed by GSA, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem. Receipts may be required.
 - 4) **Day of Departure and Return.** The MI&E allowance is usually limited to 75 percent of the published rate.
 - 5) **Lodging Obtained After Midnight.** Generally, the per diem payable is based on the traveler's location at midnight. However, if a traveler arrives at a destination after midnight then the lodging will be claimed for the preceding calendar day.
 - 6) **Lodging at Different TDY Point.** Lodging obtained at an adjacent TDY point is paid at the rate for that area when justified and approved by the Chief Financial Officer (CFO). An amendment to the travel authorization may also be required.
 - 7) **Lodging with Friends/Relatives.** Lodging must be in a place of public accommodation. No part of per diem is allowed for lodging with friends or relatives.
 - 8) **Deviation from Lodgings-Plus System.** If the lodgings-plus system is not appropriate for a specific travel assignment such as extended TDY, or when lodging or meals are provided at Government expense, a reduced per diem rate may approved by the CFO prior to travel. The travel authorization will be annotated to reflect "reduced per diem rates."
 - 9) **TDY Cancelled.** Non-refundable lodging deposits may be reimbursed as miscellaneous travel expense. However, such expenses are not reimbursable if the traveler could have reasonably avoided such expenses. CFO approval is required.
 - 10) **TDY Curtailed or Interrupted.** If an assignment is curtailed or interrupted for the benefit of the Government or for reasons beyond the traveler's control, and prepaid rent or lodging is not refundable, the unused lodging expenses will be reimbursed as follows as the lesser of the daily rate or actual expense. CFO approval is required.

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12. Promotional Materials and Frequent Travel Programs

- a. Promotion Materials. Any promotional benefits or materials received from a travel service provider in connection with official travel may be retained for personal use, if such items are obtained under the same conditions as those offered to the general public and at no additional cost to the Government.
- b. Use. Frequent traveler benefits earned on official travel may be used to obtain travel services for subsequent official travel; however, such benefits also may be retained for personal use, including service class upgrades while on official travel.
- c. Denied Boarding. An official traveler denied a confirmed reserved seat on a plane, must give your agency any payment you receive for liquidated damages. The carrier must show the "Treasurer of the United States" as payee on the compensation check, and then forward the payment to the CFO.
- d. Voluntarily Vacating a Seat. An official traveler may accept compensation for voluntarily vacating a seat if (1) doing so will not interfere with performing official duties; (2) additional travel expenses incurred are borne by the traveler and reimbursement not requested; and, (3) traveler agrees to be charged annual leave for any additional hours related to vacating a seat.

13. Leave During Travel

- a. Annual Leave (AL). Except in emergency situations, it is SSS policy to limit civilian and military employees from taking AL in excess of three (3) days while in a travel status. This covers AL or leave without pay (LWOP) that immediately precedes, follows, or interrupts official travel, while away from the official duty station.
 - 1) AL not to exceed three (3) days may be authorized when the approving official determines official travel is required to be taken, there is no additional cost to the Government, and the requested AL is incidental to the official travel situation.
 - 2) Emergency, unscheduled AL necessitated by a sudden or unforeseen occurrence is not prohibited. Post approval of the emergency is accomplished by amending the travel authorization, documenting the travel vouchers, and providing supporting documentation of the circumstances.
 - 3) AL in excess of three (3) day may be approved if:
 - a) Employee is on TDY for more than 2 weeks of official duty.
 - b) Employee is traveling on permanent change of station orders.
 - c) Employee is taking AL to take advantage of economy or other types of reduced fares that will result in significant travel cost savings to the Government.
 - d) Other situations in which it is not feasible to return the employee to the official duty station.
 - e) Time and Attendance. Civilian employees, military members, and approving officials must make sure leave taken while in a travel status is

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properly and promptly recorded. The remarks section of the leave form should show the number of days of AL granted.

- b. See [Personnel Policies and Procedures Manual \(PPPM\) Chapter 630](#) for Travel Compensatory Time guidance.

14. Reserve Force Officers (RFO)

- a. Travel to Inactive Duty Training (IDT)/Drill Site. RFOs are not entitled to reimbursement for travel expenses from their home or business to the IDT site.
- b. Ordered TDY to Alternate Site. When an RFO is ordered to report to an alternate IDT location outside the vicinity of the official site in response to an Agency travel authorization, the traveler may be reimbursed the lesser of:
 - 1) Transportation and per diem costs for travel from the official IDT site to the alternate IDT location; or
 - 2) Transportation and per diem costs from the home/business to the alternate IDT site.
- c. Travel claims submitted to the Parent Service may not be submitted to SSS to reimburse the same expenses.

15. Authorized Phone Calls: Whenever practical, travelers should use Government-furnished mobile devices for official communications or personal mobile devices if authorized for official use. For official business or emergency calls made in the best interest of the Government, a traveler must submit receipts along with the travel voucher to reflect (1) the date, (2) amount of each call, (3) location from and to, and (4) business nature of call. Due to the abundance of personal mobile devices, a traveler will generally not be authorized to incur charges for personal phone calls to the traveler's residence.

Section C: Travel Procedures

- 1. Responsibilities: Effective travel management requires cooperation from travelers and all persons in the chain of command to ensure SSS resources are safeguarded.
 - a. Agency Program Coordinator (APC). The APC is responsible for travel management processes within SSS. This position is designated in writing by the SSS Director to the Associate Director for Financial Management/Chief Financial Officer. The CFO may delegate specific duties in writing to the Accounting Officer. APC responsibilities include:
 - 1) Ensuring SSS personnel receive initial and annual refresher training corresponding to their respective roles and responsibilities.
 - 2) Appointing Approving Officials (AO), usually supervisors/managers, in writing and revoking the appointment when the incumbent no longer holds the position.

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- 3) Implementing, maintaining, and enforcing system and other internal control procedures to minimize opportunities for erroneous payments.
 - 4) Complying with all applicable SSS regulations, policies, and procedures.
 - 5) Responding in a timely manner to inquiries by reviewing officials.
 - 6) Maintaining appointment letters and revocation of appointments for 6 years and 3 months after the AO no longer holds the position.
 - 7) The CFO collaborates with the Human Resources Office (HRO) on disciplinary matters related to the inappropriate use of travel authorities and/or travel cards.
- b. Accounting Officer. The Accounting Officer is responsible for assisting in the management and support of CONCUR CGE at the headquarters and Region levels. Accounting Officer and staff responsibilities include:
- 1) Reconciling the official accounting system with CONCUR CGE monthly.
 - 2) Allocating funds to the appropriate CONCUR CGE budget module after funds have been certified as available by the Budget Officer.
 - 3) Ensuring lines of accounting (LOAs) are properly established and maintained in the authorizing official's CONCUR CGE budget module, clearly labeled with the fiscal year included.
 - 4) Preventing violations of the Anti-deficiency Act by adhering to sound funds control and accounting practices.
 - 5) Maintaining the file of approved letters of appointment for authorizing officials appointed as certifying officials for travel claims at the headquarters and Region level.
 - 6) Ensuring access permission levels and routing within CONCUR CGE provide for the review and approval of travel authorizations and payments only by the appropriate official(s). Permission levels must provide for appropriate separation of duties.
 - 7) Initiating debt collection action to recover monies owed to the United States by travelers.
- c. Approving Official (AO). Each Approving Official (AO) is appointed in writing and is responsible for determining the necessity of trips, funds availability, authorizing travel, assigning the proper LOA prior to authorizations, and approving travel claims for validity after completion of travel. The AO must have full knowledge of the employee's activities to ensure:
- 1) All requests to issue Government Travel Charge Cards (GTCCs) are appropriate and approved.
 - 2) Travel Authorizations (TAs) are completed properly and authorized according to agency policy.
 - 3) Claims are properly prepared in accordance with applicable regulations and agency procedures.
 - 4) A copy of the TA is provided to support the voucher.

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- 5) The types of expenses claimed are authorized and allowable expenses.
 - 6) The amounts claimed are accurate.
 - 7) The required receipts, statements, justifications, etc. are attached to the travel voucher, or the electronic travel voucher includes scanned electronic images of such documents.
- d. Traveler. The traveler is responsible for preparing initial travel authorizations (TAs) for temporary duty (TDY) travel, amendments and post trip vouchers. The traveler also is liable for any false or fraudulent written or oral statements under the False Claims Act. Traveler responsibilities include:
- 1) Preparing the TA that must include:
 - a. Name of employee
 - b. Signature of the proper authorizing official
 - c. Purpose of travel
 - d. Any conditions of or limitations on that authorization
 - e. An estimate of the travel costs
 - f. A statement the person is authorized to travel
 - 2) Fax or scan all records to substantiate certified travel claims (include original receipts for all lodging expenses and individual reimbursable expenses of \$75 or more) to the CONCUR CGE trip record within 5 days of travel completion. Travelers may be required to provide receipts for expenses less than \$75.
 - 3) Electronically sign and forward the completed travel voucher to the AO.
 - 4) Prepare itinerary amendments and all post trip settlement claims.
 - 5) Provide justification to the AO in the comments field of the authorization, amendment, or voucher for variations from policy and or any substantial variances between the authorized “should cost” estimate and the final travel voucher.
- e. Auditor. The Auditor verifies and reviews travel claims for allowances and expenses. AOs and travelers are required to cooperate with the auditor, and are required to provide a response to any request for documentation within 10 days from the date of each request. A failure to respond will result in the delayed processing of the travel voucher.
- f. Certifying Official. All SSS travel is certified by the SSS accounting staff. The [SSS Fiscal Manual Chapter 4](#) provides the qualifications and responsibilities of Certifying officials. Travel related responsibilities include:
- 1) Reviewing all receipts and justifications.
 - 2) Certifying travel vouchers for payment after completion of travel using an electronic signature.
 - 3) Upon electronic certification of the voucher, the voucher is forwarded to the paying official for EFT payment.

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- 4) Ensuring required receipts and supporting documentation are attached in an electronic format with the CONCUR CGE trip record.

2. Local Travel at Official Duty Station

- a. Claim. A claim for reimbursement of expenditures for official business is submitted to the CFO using the standard form (SF) 1164, *Claim for Reimbursement for Expenditures on Official Business*. This process is used for expenses such as taxicabs, public transportation, or privately owned conveyance (POC) while transacting official business in the local area. By reference (b), the Contracting Officer maintains Smart Trip fare cards for official local travel within the Washington, DC area. Claims must be submitted within 5 days after an expense has occurred. Claims may be submitted for each individual trip or by combining recurring trips on a claim. Receipts for taxicab fares should be attached to the claim form. This claim form should not be used in connection with TDY travel.
- b. Claim Preparation and Approval. The traveler's SF-1164 must identify the date, type of expense, and amount for each expense. The traveler shall annotate, in the comments field, the point of origin and destination, and the amount of fare and trips or distance for each trip if a personal owned conveyance was used. When identical trips are claimed on a voucher, the comments shall show the dates for each trip and mileage, if required. The number of miles may be added and the total multiplied by the mileage rate. The form must be signed by the traveler and approved by the supervisor or AO. The FM Accountant will certify local travel claims for payment.

3. Relocations. The SSS does not usually budget for relocation costs. Permanent Change of Station (PCS) and Temporary Change of Station (TCS) allowances are authorized at the discretion of the SSS Director. The [FTR Chapter 302](#) Relocation Allowances provisions:

- a. Permanent Change of Station (PCS)
 - 1) PCS may be authorized for relocation of permanent duty station of at least 50 miles from the current permanent duty station.
 - 2) Transferees are usually required to sign a service agreement of 1-3 years
 - 3) Entitlements must usually be used within 2 years. Expenses are charged to the original authorization and funds from that fiscal year.
 - 4) Some benefits may be taxable; hence, employees receiving PCS should consult with applicable FTR and IRS guidance.
- b. Temporary Change of Station (TCS) moves usually do not require a service agreement. Refer to PCS FTR guidance
- c. PCS and TCS are not to be confused with Relocation Bonuses, which are taxable increases to an employee's annual salary.

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4. Invitational Travel Orders

- a. Authorized allowances for invitational travel are the same as those authorized for TDY travel; hence, invitee is required to use the same type of accommodations and transportation. There are basically two categories:
 - 1) Pre-Employment Interviews: By [FTR Chapter 301 Part 301-75](#), the Director SSS may authorize invitational travel orders for pre-employment interview travel of highly qualified employees and/or perspective State Directors prior to appointment.
 - a) Individuals will be informed of travel allowance (transportation, per diem, and miscellaneous expenses) limits and conditions prior to commencing travel.
 - b) Individuals are not authorized cash advances; however, transportation (tickets) may be billed to a central GTCC.
 - c) Prospects may submit a claim for reimbursement after completing trip.
 - 2) Witnesses: Persons subpoenaed by the United States District Court, or the United States Attorney, to appear as witnesses on behalf of the United States in judicial proceedings regarding SSS activities may be issued invitational travel orders. Allowances will be at the least expensive methods available for employees, Service members, and uncompensated personnel as prescribed in the FTR.
 - a) Receipts are required.
 - b) Federal employees and Service members are not entitled to witness fees.
 - c) Federal employees and Service members serving as witnesses will receive their normal salary or rate of pay and allowances without any leave deductions for the authorized period.
 - d) Uncompensated personnel may apply to the U.S. Marshals Service for payment of witness fees.
 - e) Witnesses for non-SSS proceedings or non-Federal parties may seek reimbursement for travel and fees from the U.S. Marshals Service.
- b. The CFO may provide separate guidance for specific situations regarding TA preparation and claims processing on a case by case basis.

Section D: Uncompensated Personnel

1. Uncompensated Personnel Temporary Duty (TDY) Travel

- a. Applies to Board Members, Registrars and all persons identified in SSS PPPM Chapter 520, Uncompensated Personnel, who have taken an Oath of Office and Waiver of Pay (SSS Form 400).
- b. As invitational travel, allowances (transportation, per diem and miscellaneous expenses) authorized for such persons are the same as those authorized for employees on TDY travel.

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2. Region Responsibilities: Region Directors are encouraged to authorize reduced allowances if circumstances permit.
 - a. Regions processes hard copy requests for travel reimbursement in the Board Member Information System (BMIS).
 - b. The signed travel vouchers are input into the Voucher Payment System (VPS), and then sent to SSS HQ.
3. Headquarters Responsibilities:
 - a. FM Auditor verifies travel voucher by confirming allowances and expenses.
 - b. FM Accountant certifies payment for EFT disbursement.

Section E: Conferences and Meals

1. Background: [FTR Appendix E of Chapter 301](#) provides general conference planning guidance. On [May 11, 2012](#), the Office of Management and Budget (OMB) issued a memorandum promoting efficiency and cost consciousness in the Federal Government's operations. The OMB memorandum established new requirements in several areas including travel and conferences. The goal is to reduce travel spending by 30 percent from FY 2011; and, require senior level approval of conferences along with public reporting of conferences with total agency costs above \$500,000. The Selective Service System (SSS) conference costs are below the \$500,000 threshold. Therefore, reporting to OMB is not required.
2. Roles and responsibilities:
 - a. Approval Authority. All conferences, regardless of cost, must be approved by the Director of SSS prior to making any commitments to vendors or venues. Requests for conference-type events must include a narrative justification, target audience, projected conference costs (defined below), and the estimated number of attendees. As needed, the Director will seek concurrence from SSS Counsel, CFO, and Contracting Officer, and other managers, as appropriate.
 - b. Alternatives. The Director must confirm the physical presence of employees in a conference setting is a necessary and cost-effective means to deliver the relevant information, including the use of collaboration tools (e.g., teleconferencing, videoconferencing, webinars, online share applications) and other real-time communication methods that lessen the need for physical presence of compensated and/or uncompensated personnel.
 - c. Prohibited Expenses. Entertainment expenses are expressly prohibited. This includes motivational speakers, musicians, entertainers, promotional items, decorations, tickets to recreational activities outside of the conference location, and the production of non-substantive audiovisual materials.

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3. Conference Determination: A “conference” is defined in the FTR as a meeting, retreat, seminar, symposium, or event that involves attendee travel. The term “conference” also applies to training activities under 5 CFR 410.404. However, events subject to this guidance may also be referred to as conventions, workshops, or exhibitions. In general, conferences require registration, registration fees; and, a published substantive agenda relevant to attendees’ area(s) of expertise along with a list of scheduled speakers and/or discussion panels. Events within the local duty area may also qualify as a conference if the event requires the payment of a registration, exhibitor, sponsor, or conference fee.
4. Exceptions to Conference Policy: The following types of meetings are exempt.
 - a. Meetings necessary to carry out statutory SSS functions.
 - b. Meetings to consider internal agency business held in Government facilities.
 - c. Meetings necessary to plan or execute operational activities, or mobilization activities.
 - d. Formal classroom training in Government facilities.
 - e. Change of command, award, funeral or other such ceremonies held in Government facilities.
 - f. Events where the primary purpose of SSS participation is to encourage registration compliance.
5. Promotional Material: Promotional benefits or materials an employee receives from a travel service provider in connection with planning and/or scheduling an official conference or other group travel (as opposed to performing official travel oneself) are considered property of the Government, and an employee may only accept the benefits or materials on behalf of the Federal Government. Further, if an employee is offered such benefits as a result of his/her role as a conference planner or as a planner for other group travel, the employee may not retain such benefits for personal use (see [FTR §301-53.2](#)). Rather, the employee may only accept such benefits on behalf of the Federal Government. Such accepted benefits may only be used for official Government business.
6. Conference Costs: The total expense of a conference include all direct and indirect costs funded and/or paid by the agency under 41 CFR 301-74.2. Total conference cost is the value of all expenses. For this guidance, conference expenses include:
 - a. Authorized travel and per diem expenses
 - b. Hire of rooms for official business
 - c. Audiovisual and other equipment usage
 - d. Computer and telephone access fees
 - e. Light refreshments or other food and beverage
 - f. Printing
 - g. Registration, exhibitor, sponsor, or conference fees
 - h. Ground transportation and/or parking fees
 - i. Planning expenses

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- j. Speaker fees
 - k. Administrative expenses
 - l. The costs of employee planning and attendance are exempt along with costs related to items listed as “Exemptions to Conference Policy” above.
7. Revenue: The SSS does not have specific authority to collect conference revenue; hence, any such funds collected must be deposited to Miscellaneous Receipts of the Treasury.
8. Reporting: By January 31st of each year, the Director will provide a description on the SSS website for each agency-sponsored conference where SSS expenses for the prior fiscal year exceeded \$100,000. The Conference Report must include:
- a. Total conference expenses incurred by SSS for the conference
 - b. Location of the conference
 - c. Date of the conference
 - d. A brief explanation of how the conference advanced the agency’s mission
 - e. The total number of individuals whose travel expenses or other conference expenses were paid by the agency
9. Meals: By Chapter 4 of the [Principles of Federal Appropriations Law](#), feeding employees is not a “necessary expense”. The general rule is appropriated funds may not be used to pay subsistence or to provide free food to Government employees at the official duty stations unless specifically authorized by statute. The following, depending on specific circumstances, may qualify as exceptions:
- a. Working in an official duty station under unusual conditions is a limited exception applied to situations that involve imminent danger to human life or the destruction of Federal property.
 - b. Government Employees Training Act permits an agency to pay the costs of meals and refreshments at training events where meals and refreshments are included in the registration or conference fee. For employees on travel or in a temporary duty status, the costs of meals are deducted from the per diem. This exemption does not apply to normal agency related business meetings.
 - c. Awards ceremonies under purview of the Government Employees Incentive Act 5 USC 4501-4506 may provide refreshments.
 - d. Ethnic Awareness programs to promote the agency’s equal employment opportunity program may include small “samples” of ethnic foods.
 - e. Cafeteria and lunch facilities are not the responsibility of the Government; however, such facilities may be provided to enhance employee morale and increase retention. Similarly, equipment such as microwaves and refrigerators may be purchased in limited circumstances.

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10. Meal Approval: Although the above exceptions are well defined in Appropriations Law, SSS personnel must obtain a written Counsel Review, and approval by the Director prior to incurring expenses for meals, refreshments, facilities, or equipment. Further, registration fees associated with local or temporary duty travel for training are approved by the Accounting Officer or CFO as part of the travel authorization.

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CHECKLISTS

FM Accounting

- Process Travel Authorizations
- Manage Travel Program
- Manage Travel Program

Regions HQ Assessment

- Admin – SSS 310 Travel Authorizations
- CONCUR CGE Travel

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1.1 PURPOSE

This chapter establishes standard minimum requirements and provides best practices for risk management of the Selective Service System's (SSS) Government Travel Charge Card (GTCC) program.

1.2 GOAL

The goal of this chapter is to improve the efficient, effective, and proper use of the GTCC when it is used in support of authorized SSS missions. The benefits of this approach include, but are not limited to:

- Ensuring the most effective controls are in place to mitigate the risk of fraud, misuse, and delinquency;
- Improving financial, administrative, and other benefits that accrue to the government from more streamlined processing; and
- Using GTCC data to monitor policy compliance and inform management decision-making, which will lead to a more cost effective card program.

1.3 AUTHORITY

This chapter applies to all SSS employees (civilian or military) as defined in [5 U.S.C. 5701\(2105\)](#) and in the [Federal Travel Regulation \(FTR\) 301-1](#).

1.4 CHAPTER MAINTENANCE

The establishment of written, formal policies and procedures are critical to ensure that a system of internal controls is followed, and to minimize the potential for fraud, misuse, and delinquency. The Selective Service System's Financial Management Directorate (FM) will develop and maintain written policies and procedures for appropriate GTCC use consistent with the requirements of [OMB Circular A-123 Appendix B](#). The plan will be updated annually (or more frequently if necessary to remain current) and published no later than March 31 of each calendar year. Region Directors (which for the purposes of this chapter will include the Manager of the Data Management Center (DMC)) and Associate Directors will provide input as warranted no later than January 31 of each calendar year.

1.5 GENERAL

The Travel and Transportation Reform Act of 1998 (Public Law 105-264) was signed into law on October 19, 1998. One of its chief purposes is to reduce Federal travel costs and to streamline Federal travel processes. Among its provisions, the Act requires employees to use the GTCC for payment of official travel expenses. It provides for a late payment fee to be paid to employees when an agency fails to reimburse them for approved expenses within 30 days after submission of a proper voucher in accordance with [Federal Travel Regulation 301-52](#). It gives agencies the

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authority to collect undisputed, delinquent travel charge card debts through salary offset. The Act authorizes GSA to approve a limited number of agency pilot programs for cutting travel and relocation administrative expenses. It requires agencies to audit transportation bills related to the shipment of Household Goods for accuracy prior to payment, instead of after payment. Finally, the Act authorizes the payment of income reimbursement allowances to employees when their reimbursement for travel expenses becomes taxable after one year of continuous duty at a TDY location.

OMB Circular 123, Appendix B, establishes new travel charge card requirements to reduce the risk of fraud, misuse, and late payments. It mandates that agencies perform credit worthiness assessments of all new travel charge card applicants prior to issuing a card. It requires implementation of split disbursement and salary offset for travel charge card holders. It identifies reporting requirements related to the travel charge card, and requires agencies to maintain policies that ensure administrative and/or disciplinary actions are initiated against cardholders who fail to use the charge card properly or fail to make timely payments.

1.6 MANDATORY USE OF GOVERNMENT TRAVEL CHARGE CARD

Employees must use the travel charge card for all official travel expenses, including cash advances through an ATM machine, unless they have an approved exemption under [FTR 301-51.3](#) or an exemption under [FTR 301-52.2](#). All civilian employees must apply for a travel charge card to perform official travel. If an employee's account is suspended or closed due to misuse (including delinquency), they may not travel unless authorized by the Director. See Section 7 for information on the improper use of the travel charge card.

It is SSS policy that employees must pay bills for use of the travel charge card in accordance with the terms of the cardholder's agreement they sign with the agency. Employees who do not adhere to these mandatory travel charge card usage policies may be subject to disciplinary action and/or the cancellation of their charge card privileges. Applicable Federal Travel Regulation (FTR) guidelines can be referenced at:

- FTR Part 301-51 Subpart A, FTR Part 301-51, Subpart A, Paying Travel Expenses; and
- FTR Part 301-70 Subpart H, Policies and Procedures Relating to Mandatory Use of the Government Contractor-Issued Travel Charge Card for Official Travel.

1.7 GRANTING EXEMPTIONS

The FTR grants authority to the head of a Federal agency or his/her designee to exempt any payment, person, type, or class of payments, or type or class of agency personnel from the mandatory use of the travel charge card, if the exemption is determined to be necessary in the interest of the agency. Exemptions must be in writing. The Director may grant exemptions for specific agency personnel. The following information must be included in the written exemption memorandum:

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1. Date: date that the exemption is issued;
2. To: name of the employee receiving the exemption;
3. From: the Director or title of the Director's designee granting the exemption; and
4. Subject: "Exemption from Mandatory Travel Charge Card Use."

Exemptions should only be granted under exceptional or unusual circumstances when it is determined to be necessary in the interest of the Agency. The authority to grant mandatory travel charge card exemptions on an individual case basis should be consistent with other travel authority delegations. Whenever the exemption terminates its duration (e.g., the limit is a single trip) or is canceled, it must be retained an additional six (6) years and three (3) months for audit purposes. Exemption memoranda should be maintained by FM in an "exemption" travel file, in which memoranda are filed alphabetically by the employee's last name.

1.8 RESPONSIBILITIES

- 1.8.1 Agency Program Coordinator (APC). The APC will establish and monitor SSS's GTCC training program. The APC will also:
- Receive travel charge card training and recertify every year. The APC must maintain a Certificate of Completion, which may be required for audit purposes.
 - Ensure all employees:
 - Receive travel charge card training prior to receiving the card;
 - Certify that they received the training, understand the regulations and procedures, and know the consequences of inappropriate actions, and;
 - Recertify annually.
 - Maintain a file of Certificates of Completion of training for cardholders, which may be required for audit purposes.
 - Ensure that new employees are made familiar with this chapter of the SSS Fiscal Manual during orientation.
- 1.8.2 Authorizing Official/Approving Official (AO). The AO must consider the following factors when approving travel:
- The need for travel;
 - The use of travel substitutes such as mail, teleconferencing, etc.;
 - The most cost effective routing and means of accomplishing travel; and
 - The employee's travel plans, including plans to take leave in conjunction with travel.

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An AO's lack of knowledge of the applicable regulations will not justify reimbursement for expenses that are not authorized by statute, regulation, or the SSS Fiscal Manual. Additionally, the AO must review and electronically or manually sign the travel authorization and voucher to confirm the authorized travel and submitted expenses.

The AO must have full knowledge of the employee's activities related to the travel. When reviewing and signing the travel voucher, the AO must ensure:

- The claim is properly prepared in accordance with the pertinent regulations and procedures;
- A copy of the authorization for travel is provided;
- The types of expenses claimed are authorized and allowable per the FTR and the SSS Fiscal Manual;
- The amounts claimed are accurate; and
- The required receipts, statements, itinerary, justifications, and other supporting documents are attached to the travel claim, or the travel claim includes scanned electronic images of such documents.

1.8.3 Chief Financial Officer (CFO). The CFO will manage the SSS GTCC program in accordance with the FTR, the GSA SmartPay2 contract, and OMB Circular A-123, Appendix B. The CFO will establish internal procedures to promote the use of the travel charge card and to monitor fraud, waste, and abuse. Additionally, the CFO will establish procedures to classify and reevaluate travelers within appropriate travel charge card limits based on frequency and average cost of travel; and document the reason for granting employees higher limits. The Chief Financial Officer will issue and interpret Agency policy and procedures on the use of the travel charge card, and will also perform the following functions:

- Serve as the liaison to the contractor bank (currently Citibank) and GSA, with the assistance of the contracting officer, on issues dealing with the program;
- Promote standardization, centralization, and automation of the program;
- Establish operating limits for card usage;
- Review on an annual basis all Merchant Category Codes (MCCs) available on travel charge cards, and restrict, if necessary, any MCC not appropriate for use during official travel FTR 301-51.6;
- Monitor compliance with statutes, regulations, directives, and other governance material, in the use of the travel charge card;
- Implement appropriate risk management efforts in accordance with OMB Circular A-123, to include data mining analysis; and

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- Take advantage of services and technology offered by the contractor bank to enhance the benefits of the program to the Agency, and maximize travel charge card refunds.

1.8.4 Human Resources (HR). HR is responsible for assisting in the development of personnel policies and disciplinary procedures for SSS. Travel charge card delinquency and misuse are examples of serious employee misconduct. HR will provide assistance to supervisors and senior management (Director, Deputy Director, and the Chief of Staff) in maintaining training certificates and other personnel records related to the travel charge card program, as well as determining the appropriate administrative or disciplinary action for employees in cases of card misuse. Penalties can include written reprimand, suspension, or removal from the government.

1.8.5 Supervisors. Supervisors will ensure all cardholders have completed travel charge card training requirements. They should regularly utilize available online reporting tools to monitor for potential travel charge card misuse. Supervisors also are responsible for monitoring the monthly delinquency reports. These reports are provided electronically (or by other means as necessary) by FM. These reports may serve as the basis for actions including counseling, disciplinary action, and salary offset.

2.1 **TRAINING**

Training is vital to GTCC managers' and cardholders' understanding of their roles and responsibilities in effectively implementing the program. Further, training should ensure charge card holders are informed of any changes or updates to the charge card program. Online GTCC training is available at the [GSA SmartPay](#) website.

2.1.1 All program participants, including cardholders, the Agency Program Coordinator (APC), Approving Officials (AOs), and other accountable/billing officials, must be trained in charge card management. The following agency-wide requirements apply to GTCC training:

- All program participants must be trained prior to authorization as a cardholder or appointment as APC/AO;
- All program participants must take annual refresher training;
- All program participants must document with a valid certificate of training that they have received the training, certify that they understand the regulations and procedures, and know the consequences of inappropriate actions, and
- Copies of training certificates must be maintained pursuant to U.S. National Archives and Records Administration (NARA) requirements, General Records Schedule 1. Item 10a¹.

¹ 10. **Temporary Individual Employee Records.**

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2.1.2 The specific training requirements for each type of charge card are:

- Cardholder. Training for travel charge cardholders must provide general information on traveling for the government and review how to use a travel charge card, as well as proper card use. It must also familiarize cardholders with the FTR, specifically Part 301-51 (Paying Travel Expenses) and Parts 301-54 and 301-76 (Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card).
- APC. Training on the roles and responsibilities of the APC is required prior to appointment, including proper management, control and oversight tools and techniques, and the FTR Part 301-70 (Internal Policy and Procedures Requirements), Subpart H (Policies and Procedures Relating to Mandatory Use of the Government Contractor-Issued Travel Charge Card for Official Travel), Section 301-70.700 through 708. The APC must also receive the same training as the cardholders.

3.1 **RISK MANAGEMENT CONTROLS, POLICIES, AND PRACTICES**

Risk management controls, policies, and practices are critical tools for ensuring the efficiency and integrity of the GTCC program by eliminating payment delinquencies, charge card misuse, fraud, and other forms of waste and abuse. The general responsibilities of the Chief Financial Officer, Region Directors, and Associate Directors in implementing risk management controls, policies, and practices are:

- Implementing appropriate controls to ensure compliance with Federal laws, Federal and SSS regulations, and for monitoring program effectiveness;
- Implementing proper training for cardholders, approving officials, and all other staff involved in using travel charge cards;
- Ensuring that any risk management policies and practices established in this plan are carried out effectively and that the charge card management plan is updated with enhanced risk management policies and practices, as applicable;
- Reviewing cardholder statements of account and supporting documentation (such as charge card activity reports) to monitor delinquency, misuse, and other transaction activities;
- Ensuring separation of duties among key functions such as authorizing travel, certifying funding, reviewing, and auditing;

a. All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Chapter 3 of *The Guide to Personnel Recordkeeping*, EXCLUDING the Immigration and Naturalization Service Form I-9 and performance-related records. Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF. See item 10b for disposition of I-9 Forms and item 23 of this schedule for disposition of temporary performance-related records (N1-GRS-97-4 item 10a).

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- Overseeing establishment and maintenance of master file/official cardholder records, to include training, appointment, credit limits, and related records;
- Reviewing available data (including the use of data mining if available) to detect instances of delinquency, fraud, and misuse and identify trends and outliers in relevant indicators of charge card program performance;
- Communicating the Agency's policy with respect to administrative and/or disciplinary actions to cardholders, and other program participants; and
- Ensuring that administrative and/or disciplinary actions are initiated in the event cardholders or other program participants fail to meet their responsibilities with respect to appropriate use and timely payment.

3.2 CREDIT WORTHINESS

Credit worthiness evaluations are an important GTCC program internal control to ensure that charge cardholders are financially responsible. Pursuant to Section 846 of the Consolidated Appropriations Act, 2008 (P.L. 110-161, Title VII, section 743), and as referenced in OMB Circular A-123 Appendix B, all new applicants² for an individual travel charge card must initial their agreement/refusal for a credit score check using the contractor bank form and have their credit worthiness assessed prior to issuance of a travel charge card.

- 3.2.1 The credit score obtained for a first time applicant to receive a card to which standard restrictions apply, must be 660 or higher³, as provided by Fair Isaac Corporation (FICO) Credit scores obtained during any other process of background clearance that are less than 12 months old may also be used.
- 3.2.2 For an individual with a FICO score below 660, or who refuses to permit a credit score, the Agency may implement additional restrictions using one or more of the following actions:
- Restrict use at ATMs;
 - Inactivate card unless in a travel status;
 - Reduce the overall dollar limit for the card;
 - Reduce the limit on individual transaction amounts;
 - Limit the types of transactions allowed; and

² For the purposes of this chapter, a new applicant is any employee who is not a current cardholder. However, a current cardholder who leaves government service and then returns would be considered a new applicant. The supervisor of a current cardholder who transferred from another agency may, but is not required to, assess the employee's credit worthiness.

³ An individual with a FICO score below 660 may contact the credit bureau if they believe that there is an error. The contractor bank will charge no fee for the credit score check.

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- Limit the dollar amount of transactions that can be applied to the card within a particular time period.

3.3 CREDIT LIMITS

Although the probability of travel charge card misuse at SSS is statistically low, each open cardholder account exposes the agency to some level of financial risk. The dollar value of this exposure can be expressed simply in terms of the number of accounts multiplied by the credit limit attached to each account. Most accounts are initiated with a \$10,000 credit limit. However a review of paid travel vouchers from calendar years 2010 – 2012 (excluding local travel), showed a mean travel cost under \$1,200, which potentially exposes the agency to millions of dollars in financial risk. Additionally, Agency-wide travel patterns show that, on average, only about 30 percent of cardholders travel in a given year. Fewer still would qualify as frequent travelers.⁴

To mitigate the Agency’s risk exposure due to the default credit limits established by the credit card service provider, the Chief Financial Officer (with the approval of the Director) will take action to reduce credit limits where appropriate and in a manner that will have a negligible impact on the Agency’s daily operations. Specifically, the currently authorized credit limits are:

- Not more than \$10,000 for the Director, Deputy Director, and Chief of Staff.
- Not more than \$5,000 for State Directors, Region Directors, Associate Directors, and Reserve Force Officers.
- Not more than \$2,500 for other active cardholders who have traveled in the last year.
- Inactivate accounts for cardholders who have not traveled in the last year. (Inactivation simply means cardholder credit limits will be set to \$1 until increased in response to an authorized travel request).

3.4 REFUSAL TO APPLY FOR AND/OR USE THE GOVERNMENT TRAVEL CHARGE CARD

Employees who refuse to apply for and/or use the travel charge card for official travel, or have had their travel charge cards canceled for misuse or abuse, may be prohibited from official travel. If allowed to travel, the employee will not be authorized a cash or direct deposit travel advance, unless they otherwise are covered by an exemption (see section 1.6 of this chapter).

3.5 RESPONSIBILITY TO PAY TRAVEL CHARGE CARD BILLS IN ACCORDANCE WITH CARDHOLDER AGREEMENT

⁴ For the purposes of this chapter, the term “frequent traveler” refers to any SSS cardholder who executes official travel orders that require transit outside a 50 mile radius of the home duty station (i.e., non-local travel voucher) three or more times in a single fiscal year.

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Employees are responsible for reading and adhering to the policies and procedures specified in the cardholder agreement they sign in order to obtain a GTCC. Under the cardholder agreement, the travel charge card bill is due and payable in full when delivered at the employee's billing address.

The employee is liable to the contractor card bank for full reimbursement of all charges authorized by the employee, independent of any agreement or program for reimbursement that may exist between the employee and SSS.

Under [FTR 301-52.24](#), employees must pay amounts owed to the travel charge card bank in accordance with the cardholder agreement, even if the employee has not yet been reimbursed for those expenses appearing on the billing statement.

In cases where a cardholder fails to resolve and/or timely dispute (if necessary) an erroneous charge, the cardholder, consistent with SSS policy, shall reimburse the government for the cost of that transaction. When a cardholder makes an improper purchase, the cardholder, in accordance with SSS policy, shall: (a) reimburse the government for the cost of the purchase and (b) be subject to disciplinary action.

In instances where an official directs an erroneous purchase to be made by a cardholder, or directs a cardholder to purchase items or services that are subsequently determined to be improper, the official who directed the purchase shall, in accordance with agency policy: (a) reimburse the government and (b) be subject to disciplinary action.

3.6 SPLIT DISBURSEMENT

Split disbursement is the process of dividing a travel voucher reimbursement between the contractor bank and the traveler. The balance owed to each is sent directly to the applicable party. On April 25, 2005, the Department of Treasury formally waived requirements of 31 CFR 208.6 and 210.5.⁵ This waiver allowed Federal agencies to issue part or all of an employee's travel reimbursement to the travel charge card issuing bank for crediting to the employee's travel charge card account. SSS currently does not mandate use of split disbursement, but is in the process of assessing whether the proposed next generation Electronic Travel System will fully support the use of split disbursement procedures, and produce consistently accurate and reliable results. After supervisors, approving officials, and employees have been properly trained, implementation may begin, if approved by the Director.

3.6.1 Disputed Charges

The cardholder agreement informs employees about how to handle disputed charges on a travel charge card bill. The employee should follow these procedures by submitting a signed

⁵ To view the waiver approval document, go to:
http://www.fms.treas.gov/news/split_travel_disbursement_waiver.pdf

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“Cardholder Statement of Questioned Item” form to the bank within 60 days of the statement date on which the original transaction appears.

Once the form is received, the bank will issue a temporary credit to the employee’s account while the dispute is being researched.

While the bank is conducting this investigation, the cardholder does not need to pay the amount of the disputed charge and it will not be considered past due.

3.7 IMPROPER USE OF THE GOVERNMENT TRAVEL CHARGE CARD

The terms “improper purchase” and “erroneous purchase” have the same meaning in this chapter. An improper purchase is any purchase that should not have been made or that was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirements. Incorrect amounts include overcharges and undercharges. An improper purchase can be one of two types: 1) unauthorized or 2) incorrect, and may include any of the following:

- A purchase that was made while not in an authorized travel status;
- A purchase that was made by or for an ineligible recipient or for an ineligible service;
- A purchase for services not received or for the incorrect amount;
- A purchase made by an unauthorized cardholder that was intended for personal use or the use of another unauthorized person;
- A purchase made using a card or account that had been stolen or compromised; and
- Purchases that appear correctly charged but involve potentially fraudulent activity that went undetected.

The travel charge card must only be used for official transportation and travel related expenses. Employees must not use the travel charge card to make personal purchases or ATM withdrawals for personal use. OMB Circular A-123, Appendix B, mandates agencies to maintain policies that ensure administrative and/or disciplinary actions are initiated against cardholders who fail to use the charge card properly or fail to make timely payments. Possible disciplinary actions can be found in the SSS Personnel Policies and Procedures Manual (PPPM) Chapter 752, Appendix C.

3.8 ADMINISTRATIVE/DISCIPLINARY ACTIONS IMPOSED ON DELINQUENT CARDHOLDERS

Payment delinquency associated with GTCC is prohibited. SSS may impose, but is not limited to, the following administrative and/or disciplinary actions on delinquent travel cardholders:

- Suspend employee accounts once they reach 61 days past the statement date;

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- Instruct that the contractor bank cancel cards, withhold account reinstatement, initiate collection efforts, notify credit bureaus, and assess late fees; and
- Impose appropriate disciplinary action.

SSS will use the following disciplinary process:

- The supervisor of an employee who is delinquent in payment or appears to have abused the use of the travel charge card will discuss the situation with the employee and request a written statement explaining the misuse.
- Upon receipt of the employee's statement, the supervisor will contact HR for advice in making the determination as to what action is appropriate, including consideration of formal disciplinary action.
- The supervisor will make a determination on appropriate action.
- HR will review any disciplinary or adverse action.
- The supervisor will meet with the employee to provide the disciplinary action. Specifically, the supervisor will discuss the reason for the action and explain the grievance and/or appeal rights.
- HR will process the personnel action.

3.9 **SALARY OFFSET**

Salary offset is the collection of an undisputed, delinquent charge card amount via direct deduction from an employee's payroll disbursement or retirement annuity on behalf of the contractor bank. Salary offset applies to individually billed accounts only. A due process notice (see Appendix A) must be issued in advance of a salary offset.

3.10 **DUE PROCESS REQUIREMENTS PRIOR TO A SALARY OFFSET**

Due process must be granted that is substantially equivalent to that under 31 U.S.C. 3716, Administrative Offset. In accordance with this section's implementing regulations at 31 CFR Parts 900-904 (The Federal Claims Collection Standards), the due process requirements that must be implemented prior to salary offset are:

- Provide the employee with written notice of the type and amount of the claim, the intention to collect the claim by deduction from the employee's disposable pay, and an explanation of the employee's rights as a debtor (a sample due process notice is contained in Appendix B);
- Provide the employee the opportunity to inspect and copy the records related to the claim;
- Provide the employee an opportunity to review the SSS decision related to the claim; and
- Provide the employee an opportunity to make a written agreement with the contractor bank to repay the delinquent amount.

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Appendix A – Sample Due Process Notice & Enclosure

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Selective Service System

National Headquarters / Arlington, Virginia 22209-2461

<http://www.sss.gov>

Sample Due Process Notice for Salary Offset Procedures

Date

Name

Address

City, State, ZIP

Subject: Delinquent Citibank Charge Card Account Balance – Salary Offset

Dear Mr./Ms. _____

This is to advise you that the Selective Service System intends to offset your pay for a delinquent government travel charge card balance in the amount of \$_____. The delinquent balance excludes any disputed transactions, which are still pending.

The Travel and Transportation Reform Act of 1998 authorizes the agency to offset up to 15 percent of your disposable pay to collect delinquent balances. Therefore, payroll deductions will begin the first pay period ending no earlier than 30 days after the date of this letter unless you resolve the matter prior to such date or submit an appeal as described below. The deduction will continue until the total amount is paid in full, or we are notified to stop collection action.

The amount deducted in any single pay period, including the administrative fee, will be limited to 15 percent of your disposable pay. Disposable pay for this purpose is defined as your biweekly gross pay less deductions required by law (e.g., retirement, Thrift Savings Plan, Federal/state/local taxes, Medicare, Old-Age/Survivors/Disability Insurance, regular life insurance, health benefit premiums, and any debt owed to the United States Government).

The deductions for the offset will show on your Leave and Earnings Statement as “.PRV DEBT RECOV”.

If you wish to authorize a larger offset in order to accelerate the payment of this debt, please submit a written request to Ms. Katia Jones (Human Resources – Payroll) at katia.jones@sss.gov or (703) 605-4039. Your request must specify a percentage of disposable pay or a specific dollar amount.

If you believe that your account is delinquent because you have not been reimbursed for a related travel voucher, please contact your supervisor to determine the status of the voucher.

You have the right to inspect and copy records related to the delinquency, to request a review of the decision to pursue collection of the debt from your Federal salary, and to make a written repayment agreement with the contractor bank. If you wish to make a written repayment agreement with the contractor bank, please contact a representative of Citibank directly at 1-800-

790-7206. Please retain copies of any correspondence and/or evidence of payment to the contractor bank. The contractor bank must report any charges or amount adjustments regarding the delinquent charge card balance offset to us.

If you feel you have received this notice in error your appeal rights are attached.

Employee assistance is provided through COPE, Inc. They are available if you wish to voluntarily and confidentially seek counseling due to stress caused by personal financial problems. For further information, COPE can be reached at:

1120 G Street NW Suite 310
Washington, DC 20005
Phone: 202.628.5100 or 800.247.3054
FAX: 202.628.5111
Email: eap@cope-inc.com
<http://www.cope-inc.com>

If you have questions regarding our process in this matter, please contact Mr. Roderick Hubbard, our Chief Financial Officer, at rhubbard@sss.gov or (703) 605-4022.

(Signature Block)

Enclosure:
Grounds for Appeal

Enclosure to Sample Due Process Notice

GROUNDS FOR APPEAL

Employees are expected to reimburse the travel charge card contractor for all undisputed charges on the card in a timely manner. Employees are also expected to use the card only for expenses related to official travel, to file their travel vouchers within five days of return from travel, and to promptly dispute any improper charges. Therefore, the grounds for an appeal are limited. The following may, if properly substantiated, be grounds for appeal:

1. The charges sought by the travel charge card contractor are the subject of a properly completed, timely filed travel voucher that has not been paid by the Government.
2. The charges sought by the travel charge card contractor are the subject of a timely dispute that the travel charge card contractor has not resolved.
3. The charges sought by the travel charge card contractor have been released in bankruptcy.
4. The employee and the travel charge card contractor have signed a written payment agreement, and the employee is timely making payments as required by the agreement.
5. The employee has paid the delinquent balance in full.

The employee is responsible for providing proof to support any grounds for appeal. The nature of the proof will vary in each case. For example, proof to support an appeal based on the statement that the charges sought by the travel charge card contractor are the subject of a properly completed, timely filed travel voucher that has not been paid by the Government would include:

1. A copy of the voucher,
2. Copies of any communications with the travel payment office concerning payment,
3. A copy of the travel charge card billing statement, and
4. Any other evidence supporting the employee's statement.

As a general rule, financial hardship is not grounds for appeal. Because the travel charge card may only be used for official travel expenses, which are reimbursed by the government, the employee should be able to reimburse the travel charge card contractor without hardship. Any request that the salary offset not be processed, either at all or a reduced rate (less than 15 percent of disposable pay), because of financial hardship must include a detailed explanation of the hardship with a complete financial statement reflecting all income available to the household and all required monthly payments and debts.

For further information, please reference the FTR and applicable cardholder agreements.

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Appendix B – Federal Travel Regulations - Links to Key Provisions

Chapter 301—Temporary Duty (TDY) Travel Allowances

[Part 301-1—Applicability](#)

[Part 301-2—General Rules](#)

[Part 301-10—Transportation Expenses](#)

[Part 301-11—Per Diem Expenses](#)

[Part 301-12—Miscellaneous Expenses](#)

[Part 301-13—Travel of an Employee With Special Needs](#)

[Part 301-30—Emergency Travel](#)

[Part 301-31—Threatened Law Enforcement/Investigative Employees](#)

[Part 301-50—Arranging for Travel Services](#)

[Part 301-51—Paying Travel Expenses](#)

[Part 301-52—Claiming Reimbursement](#)

[Part 301-53—Using Promotional Materials and Frequent Traveler Programs](#)

[Part 301-54—Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card](#)

[Part 301-70—Internal Policy and Procedure Requirements](#)

[Part 301-72—Agency Responsibilities Related to Common Carrier Transportation](#)

[Part 301-73—Travel Programs](#)

[Part 301-74—Conference Planning](#)

[Part 301-75—Pre-employment Interview Travel](#)

[Part 301-76—Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card](#)

[Appendix A to Chapter 301—Prescribed Maximum Per Diem Rates for CONUS](#)

[Appendix B to Chapter 301—Allocation of M&IE Rates To Be Used in Making Deductions From the M&IE Allowance](#)

[Appendix C to Chapter 301—Standard Data Elements for Federal Travel](#)

[Appendix D to Chapter 301—Glossary of Acronyms](#)

[Appendix E to Chapter 301—Suggested Guidance for Conference Planning](#)

Chapter 302—Relocation Allowances

[Part 302-1—General Rules](#)

[Part 302-2—Employee Eligibility Requirements](#)

[Part 302-3—Relocation Allowance by Specific Type](#)

[Part 302-4—Allowances for Subsistence and Transportation](#)

[Part 302-6—Allowance for Temporary Quarters Subsistence Expenses](#)

[Part 302-7—Transportation and Temporary Storage of Household Goods and Professional Books, Papers, and Equipment \(PBP&E\)](#)

[Part 302-8—Allowances for Extended Storage of Household Goods \(HHG\)](#)

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[Part 302-9—Allowances for Transportation and Emergency or Temporary Storage of a Privately Owned Vehicle](#)

[Part 302-10—Allowances for Transportation of Mobile Homes and Boats Used as a Primary Residence](#)

[Part 302-11—Allowances for Expenses Incurred in Connection With Residence Transactions](#)

[Part 302-12—Use of a Relocation Services Company](#)

[Part 302-14—Home Marketing Incentive Payments](#)

[Part 302-15—Allowance for Property Management Services](#)

[Part 302-16—Allowance for Miscellaneous Expenses](#)

[Part 302-17—Relocation Income Tax \(RIT\) Allowance](#)

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PERSONNEL AND PAY PROCESSES**

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Part I: Civilian Personnel

Section A: Introduction

1. Purpose: The Selective Service System's (SSS) management of civilian personnel is in two phases: a budgeting phase to express programs in terms of funding requirements and fiscal constraints, followed by an execution phase to utilize resources.
2. Scope: The basic authorities and responsibilities for personnel management in the SSS are set forth in the SSS Personnel Policies & Procedures Manual (PPPM). The financial management roles and responsibilities for civilian employees of the SSS are set forth in this chapter.
3. References:
 - a. [SSS Personnel Policies & Procedures Manual \(PPPM\)](#)
 - b. Fiscal Manual: Chapter 2, Budget Formulation and Execution
 - c. Fiscal Manual: Chapter 5, Procurement, Payments and Receipts
 - d. [OMB Circular A-11, Preparation, Submission, and Execution of the Budget](#), Sections 83 and 85
 - e. [PPPM Chapter 451, Recognition and Incentive Awards Program](#)
 - f. [PPPM Chapter 630, Absence and Leave](#)
 - g. [OPM Pay and Leave Administration Webpage](#)
 - h. [OMB Circular A-76, Commercial Activities](#)
 - i. Title 5, U.S. Code (USC), Government Organization and Employees
 - j. Title 5, Code of Federal Regulations (CFR)
4. Responsibilities: Under the direction of the FM/CFO, the Budget Officer will:
 - a. Develop pricing to formulate and execute the annual Civilian Pay Personnel Budget.
 - b. Monitor Full-Time Equivalent (FTE), and State Director (SD) usage, and reprogram funds as needed to meet changing staffing patterns.
 - c. Ensure budget aligns with the annual SF-113G Full-time Equivalent/Work Year Civilian Employment report submitted to the Office of Personnel Management (OPM).
 - d. Remain aware of internal and external changes that may impact the personnel budget.

Section B: Budget

1. Annual Budget: Within SSS, the FY 2013 civilian budget is \$16 million or 68 percent of the annual budget. Civilian compensation is centrally financed by the Salaries and Expense appropriation as direct costs with no reimbursable. Budgeting for Civilian Personnel follows the general guidance provided in the Fiscal Manual Chapter 2 Budget Formulation and Execution with annual budget guidance providing current strategic goals and objectives, policy, programmatic and budgetary requirements, etc. The budget formulation process

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begins with developing civilian personnel budget estimates and supporting justification from SSS HQ, Regions and the Data Management Center (DMC) to FM/CFO. Full-Time Equivalent (FTE) and dollars are aligned by object class prescribed in OMB Circular A-11. Following enactment of the annual Appropriations Act or a Continuing Resolution “budget execution” begins. The Federal (civilian) employee pay raise is usually documented in the Treasury-Postal Appropriations Act. Execution is monitored using a combination of measures along with the monthly Status of Funds report.

As the major portion of the operating budgets, management must keep abreast of changes that may impact civilian pay budgets:

- Meeting annual FTE execution goals.
 - Updating pay indices and costs through budget development to enactment and execution.
 - Strategic sourcing and other types of efficiency goals.
 - Collaborating with HR to ensure FM civilian personnel data is synchronized.
 - Validating employer benefits costs (OCC 12), and former employee (OCC 13) costs for unemployment compensation and Federal Employee’s Compensation Act (FECA) program costs.
2. Midyear Review: A comprehensive review of current year execution to date compared to current year budget projections is conducted at the end of the second quarter to determine if execution is on target. This review should be conducted at both the program level and by object class code category. It is also appropriate at this time to (1) consider requests to fund new requirements; (2) realign funds between labor and non-labor categories; (3) realign funding among existing programs within reprogramming rules; and, recoup funds from under executing programs. OMB may also request a report of mid-year execution.
 3. Calculating Work Years: The Federal Workforce Restructuring Act of 1984 changed the criteria for measuring civilian resources to full-time equivalents (FTE) and imposed statutory ceilings on the total number of FTE work years to be executed by all Federal government agencies. SSS FTE calculations are done in conjunction with budget formulation strategies.

Full-Time Equivalent (FTE) — The total number of regular straight-time hours (i.e., excluding overtime) worked or to be worked divided by the number of compensable hours applicable to each fiscal year. One FTE position is one person working full-time for one year. The standard number of available hours is 2,080 (2,088 in a leap year). The OMB A-11 contains a chart with the number of compensable hours and days for each fiscal year.

4. Workforce: The SSS workforce includes civilians (i.e., political appointees, permanent, temporary, term, and intermittent employees), military personnel, and contractors, if appropriate. The cost of civilian employees is broken out as labor costs (OCCs 11, 12 & 13); whereas contractor personnel are usually embedded as contract services costs (OCC 25). (Funding for military personnel who serve as Reserve Force Officers (RFOs) is covered in Chapter 3 of the Fiscal Manual.) Although civilian and contractor employees comprise the

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total workforce, the balance between civilians and contractors is delicate. Civilian employees are required to carry out inherently or closely related to inherently governmental functions, whereas commercial type activities and functions can be considered for contractor support. While military personnel carry out function essential to the military and their Parent Service. Additional information regarding the classification of work is contained in OMB Circular A-76, Performance of Commercial Activities.

All SSS civilian personnel are categorized as U.S. Direct Hire (USDH)—U.S. citizen directly hired by U.S. government. Employees may serve in any combination of a full-time, part-time, permanent, or temporary appointment. The basic pay plans are: Senior Executive Service (SES), General Schedule (GS), and Wage Grade (WG). Pay rates for SES and GS are issued by the Office of Personnel Management (OPM). The Department of Defense's Defense Civilian Personnel Service (DCPS) works with both management and labor conducting local prevailing rate wage surveys to develop and determine pay schedules for the Federal Wage System.

Section C: Pricing

1. Assumptions: [OMB Circular A-11](#), Section 85, provides detailed guidance for pricing and estimating civilian personnel. Once workload requirements are identified, realistic civilian personnel pricing can be developed based on projections of current year actual amounts using OMB pricing factors for the budget year and subsequent fiscal years plus baseline changes (+/-). Future year pricing should consider gains; and, separations from attrition, retirements, and reductions in force. Historical turnover and lapse rates should be measured to ensure total FTE requirements are realistic. Specific information will be issued in annual budget guidance.
2. SSS FTE Ceiling. As an entity, the SSS is subject to an annual civilian personnel ceiling expressed as FTE. Changes to this ceiling must be approved by OMB. Hence, it is imperative the FM/CFO works collaboratively with HR to make sure systems are in place to prevent a breach of this cap. SSS HR should also maintain and update current human capital and workforce plans that include current and projected skill sets to justify any changes.

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Part II: Personnel Policies

Section A: Pay Components

1. Total Costs: Total labor costs include basic pay and locality pay (OCC 11); benefits paid by the employer for current employees (OCC 12); and, benefits paid by the employer for former employees (OCC 13). Labor expenses are recorded as accrued payroll expenses posted each pay period.
2. Pay: For payroll purposes regular pay is based on the compensation rates in the OPM issued pay rate tables for the specific full or part-time work schedule. These tables include basic compensation and locality pay. The retirement baseline is based on the rate of pay.
3. Pay Status: The following processes should be followed to ensure employees' pay status is correct. This is also a management control issue. The SF-52 Request for Personnel Action is the key document for personnel changes. The monthly Status of Funds (SOF) Report personnel accessions and separations will lag by 1-2 pay periods.
 - a. New Employees (New hires or Transfers). HR is responsible for ensuring open positions are approved for recruitment, within the FTE ceiling, and employees are processed appropriately. Basic steps follow:
 - 1) Requesting activity prepares SF-52 request.
 - 2) Cost Center/FM/HR make sure position funding is available within FTE ceiling.
 - 3) Annotate special pays, entitlements, bonuses, and security clearances required on SF-52.
 - 4) HR ensures employee status is correct (Exempt/Non-Exempt, Bargaining Unit Status if applicable).
 - 5) HR/FM ensures appropriation and line of accounting (LOA) are correct.
 - 6) HR provides notification to create a new or transfer an existing payroll record for current organization in Time and Attendance (T&A) system.
 - 7) T&A system creates biweekly timesheet.
 - 8) Supervisor pre-approves CT/OT.
 - 9) Employee enters and certifies time.
 - 10) Supervisor approves time.
 - b. Separated Employee (Transfer, Resign, Retire, or RIF). HR is responsible for ensuring employees that transfer, resign, retire or separate as a result of reductions in force (RIF) are deleted from the pay system as appropriate.
 - 1) Employing activity prepares a SF-52 request.
 - 2) HR makes sure reason for separation is annotated – may simultaneously start new recruitment action.
 - 3) HR ensures post-employment entitlements are documented.

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- 4) HR ensures appropriations and/or line of accounting (LOA) is correct.
- 5) HR ensures final payment is complete.
- 6) HR deletes payroll record for current organization or transfer to new organization, if appropriate.

Section B: Benefits

1. Benefits to Current Employees with an Employer Contribution:
 - a. Federal Employee Health Benefits (FEHB) Program
 - b. Federal Employees Group Life Insurance (FEGLI)
 - c. Federal Retirement – Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS)
 - d. Federal Insurance Contributions Act (FICA) for Social Security and Medicare taxes
 - e. Transit Subsidy – Limit for employees using public transportation is \$255 per month in FY 2016.
 - i. Subsidies should be verified every November via resubmission of SSS Application for Transit Benefit form and Mass Transit Expense Worksheet (SSS 746 Form) through standard agency process.
2. Benefits to Current Employees without an Employer Contribution:
 - a. Dental and Vision Insurance
 - b. Federal Long-Time Care Insurance Program (FLTCIP)
 - c. Flexible Spending Plans for medical and dependent care
3. Benefits to Former Employees Financed by the Agency:
 - a. Federal Employees Compensation Act (FECA): Employing agencies are responsible for reimbursing the Department of Labor, Division of Federal Employees' Compensation, for workers' compensation expenses. See Part III, Section F: Personnel Liabilities.
 - b. Unemployment Insurance: Employing agencies are responsible for reimbursing the respective state of an employee's residence for unemployment compensation.
4. Benefits to Former Employees NOT Financed by the Agency:
 - a. FEHB: You must apply for Temporary Continuation of Coverage (TCC) with your agency Human Resources Office within 60 days from the date you separate from Federal service. TCC coverage becomes effective the day after the qualifying event. After your 31-day extension of your group coverage ends, you pay the full premium (the enrollee and Government contribution) plus a 2 percent administrative fee. For more information, contact your agency's Human Resources Office and review the TCC pamphlet at www.opm.gov/insure/health/eligibility/tcc.
 - b. FEGLI: When your life insurance terminates, except when you stop it voluntarily by cancellation, the coverage automatically continues for 31 days after the terminating date. You do not pay any premiums during these 31 days.

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5. Leave Without Pay (LWOP) Status:
 - a. FEHB health insurance coverage continues for 365 days during LWOP or other non-pay status; however, employees are responsible for the employee share that may be paid directly or upon the employee's return to a pay status.
 - b. FEGLI life insurance continues for up to 12 months during LWOP or other non-pay status. You do not have to pay any premiums while you are on LWOP unless you are receiving benefits from the Department of Labor, Office of Workers' Compensation Programs. The life insurance ends at the end of the 12 months with a 31-day extension of coverage and a right to convert to an individual policy.
 - c. Refer to the OPM Fact Sheet, [Effect of LWOP on Federal Benefits and Programs](#).
6. Funds Transmittal to OPM: Benefits paid by both individual employees and the employer are transmitted to the Office of Personnel Management by the Retirement and Insurance Transfer System (RITS).

Section C: Other Personnel Issues

1. Recruitment, Retention and Relocation Incentives: Recruitment, relocation, and retention incentives (3Rs) are compensation flexibilities available to help Federal agencies recruit and retain a world-class workforce. The 3Rs are administered under 5 U.S.C. 5753 and 5754 and 5 CFR part 575, subparts A, B, and C. Spending on these incentives in calendar year 2014 may not exceed calendar year 2010 levels.
2. Training: All employees are expected to complete annual Information Security, No Fear Act, and Privacy Act training. Employees in specific occupations complete annual ethics training and other courses as specified. HR centrally manages the training budget that includes all costs (tuition, fees, and applicable travel) associated with executing training requirements for SSS personnel including individual development plans (IDPs) for those not at the full performance level for their position.

Note: Unfunded Requirements Funding for Training at or near fiscal year end.

- Training should occur within the current fiscal year funds but must occur NLT the 1st quarter (Oct-Dec) of the following fiscal year.
 - If training occurs after the last day of the 1st quarter, than training must be funded with current year appropriations.
3. Awards: In FY 2014 the amount available for performance awards is limited to FY 2012 spending levels. Human Resources should verify annual guidance with OMB/OPM. The following guidelines apply:
 - a. Fiscal Year. Employee awards are an obligation of the year in which they are earned meaning only one set of awards can be paid out in a fiscal year. If, for whatever reason, a

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prior year award is paid in a subsequent fiscal year, then the expenditure is posted to the year in which the obligation occurred.

- b. General Schedule Employees. Policy governing the allocation and payment of cash, individual and team, as well as time off awards is in PPM Chapter 451, Recognition and Incentive Awards Program. The total allocation for individual performance awards is capped at 1% of aggregate salaries; and, may not exceed FY 2012 spending levels. Time-off awards are not direct monetary expenditures and are not included in the 1% cap. Quality step increases (QSIs), group awards, referral bonuses, and suggestion-invention awards are capped at FY 2010 spending levels. Individual and team awards to an individual may not exceed 10% of basic pay. Awards greater than \$5,000 must be approved by the SSS Director.
- c. Senior Executive Service. The amount available for SES performance awards is limited to 5% of aggregate salaries; and, may not exceed FY 2012 spending levels. Performance awards (bonuses) may be given only to career executives and are for performance during the previous appraisal period. The agency head approves awards following recommendations by the agency Performance Review Board. The amount of an award must be between 5 percent and 20 percent of the executive's rate of basic pay as of the end of the performance appraisal period. Superior accomplishment incentive awards for suggestion, invention, or special act or service may be paid. Generally, all SES members regardless of type of appointment are eligible for these awards.
- d. Presidential Rank Awards. SES employees may also be recommended for Presidential Rank Awards. Agencies are responsible for funding the investigation fee (\$550 in FY 2012) and the cash award: 20% of basic pay for Meritorious Executive and 35% of basic pay for Distinguished Executive rankings.
- e. Political Appointees. Discretionary awards, bonuses, and similar payments for political appointees are frozen until further notice by OMB and OPM.
- f. Other Awards. Qualified applicants may be nominated for awards sponsored by other Federal agencies and organizations. Click for [list](#) on the OPM website.
- g. Awards Ceremonies. The Government Incentive Awards Act, 5 USC 4501-4506, encourages agencies to recognize persons receiving monetary and nonmonetary awards at appropriate formal or informal ceremonies. These events must be open to the supervisors and coworkers of the honorees. Although appropriated funds may be authorized by 5 USC 4503 for refreshments, SSS policy limits expenditures for food and drink to \$5.00 per attendee. Products containing alcohol are not permitted. Programs may be compiled and printed using SSS onsite resources. The SSS does not permit expenditures for renting facilities, professional photographers, printing, color guards, entertainment, decorations,

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or caterers. Travel may be authorized by the SSS Director for awards presented at an SSS headquarters event.

4. Buyouts: The Homeland Security Act of 2002, P.L. 107-296, provides permanent Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) authority that allows agencies downsizing or restructuring to offer employees lump-sum payments up to \$25,000 as an incentive to voluntarily separate. Some personnel may be eligible to take advantage of both authorities.
 - a. VSIP/VERA. When authorized by the Office of Personnel Management (OPM), an agency may offer VSIP to employees who are in surplus positions or have skills that are no longer needed in the workforce who volunteer to separate by resignation. Similarly, the head of your agency may also ask the OPM to permit early optional retirement (VERA) for eligible employees. If an agency receives approval to permit early optional retirements, eligible employees will be notified of the opportunity to retire voluntarily. By allowing employees to volunteer to leave the Government, agencies can minimize or avoid involuntary separations through costly and disruptive reductions in force (RIFs).
 - b. Plan Required. As with any incentive, when approved by OPM, this authority is used at the discretion of the agency. Each agency must develop a VSIP/VERA plan to describe why the program is needed, how it will be implemented, and which employees will be eligible. Thus, agencies may offer buyouts to specific activities, occupational groups, or agency-wide. See OPM website for information on employee eligibility, calculations, and limitations: <http://www.opm.gov>.
 - c. Special Provisions for SES Employees: Organizations must be mindful that long-term SES selected prior to October 1994 may have accumulated annual leave in excess of a year's salary. By 5 CFR 630.301(h), an employee in the Senior Executive Service (SES) who, as of the first day of the first pay period beginning after October 13, 1994, has accumulated annual leave in excess of 90 days (720 hours) is entitled to retain that leave as a personal cap. Finally, a career SES employee is entitled to a last move home upon retirement if the individual was moved geographically and was eligible for or within 5 years of optional retirement, or was eligible for discontinued service retirement, at the time of the last Federal Government directed move.
 - d. Financing Buyouts. Impacted offices must budget for the cost of the buyout payment (\leq \$25,000); the payout of accrued annual leave as of the date of separation; and, pay a processing fee (\$107.62 in FY 2012) authorized in the Consolidated Appropriations Act, 2012, P.L. 112-74, to the Office of Personnel Management for deposit into the Civil Service Retirement and Disability Fund (CSRDF) for every separation of an employee covered by CSRS or FERS with an incentive by optional retirement, voluntary early retirement, or resignation.

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Section D: Reports

1. Internal. The Status of Funds report is prepared by object class code categories and reviewed by SSS FM, and program offices on a monthly basis.
2. External. The Human Resource (HR) Officer is responsible for preparing and submitting:
 - a. The quarterly SF-113A Report of Federal Civilian Employment and the annual SF-113G Full-time Equivalent/Work Year Civilian Employment reports to the Office of Personnel Management (OPM). HR staff should ensure data submitted aligns with budget data. The Office of Management and Budget (OMB) uses the SF-113G data to check prior year FTE during the budget review.
 - b. The Semiannual Headcount Report due to the OPM as of March 31 and September 30 each fiscal year.
 - c. The annual human capital and workforce plans to OMB.

Section E: Records

1. Document Retention
 - a. HR prescribes agency policies for the creation and retention of personnel records.
 - b. All financial documents must be retained for six (6) years and three (3) months after the close of each fiscal year or date of last action whichever is later.
 - c. Files are subject to audit.
2. Access: Privacy Act and [Personally Identifiable Information \(PII\)](#) guidelines apply to ensure files are properly marked, secured, stored and maintained.

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Part III: Time and Attendance

Section A: Introduction

1. Purpose: To establish comprehensive time and attendance and integrate applicable internal controls for civilian pay within the Selective Service System (SSS). This guidance applies to all headquarters offices, Regions, and Data Management Center (DMC) personnel.
2. Background: PPPM Chapter 630, Absence and Leave, provides overall SSS policies for the administration of leave and absences. Since implementation of this directive, the Office of Personnel Management (OPM) has clarified leave and pay entitlements. The predominate types of leave authorities are listed in this Chapter.

Section B: Leave

The Office of Personnel Management (OPM) website <http://www.opm.gov> provides comprehensive information pertaining to federal government leave policies. The following guidelines apply:

1. Annual Leave. An employee may use annual leave for vacations, rest and relaxation, and personal business or emergencies. An employee has a right to take annual leave, subject to the right of the supervisor to schedule the time at which annual leave may be taken. An employee will receive a lump-sum payment for accumulated annual leave when he or she separates from Federal service or enters on active duty in the Armed Forces and elects to receive a lump-sum payment. Information regarding the accrual of and limitations on annual leave is available on the OPM website: <http://www.opm.gov/oca/leave/html/annual.asp>.
2. Sick Leave. Sick leave is a paid absence from duty. An employee is entitled to use sick leave for personal medical needs; care of a family member; care of a family member with a serious health condition; adoption-related purposes; and, bereavement. Information regarding the accrual of and limitations on sick leave is available on the OPM website: <http://www.opm.gov/oca/leave/html/sicklv.asp>.
3. Religious Leave. All employees may be granted compensatory time off for religious observances as provided for in 5 USC 5550a. Compensatory time off for religious purposes cannot be converted to premium pay meaning an employee who earns a given amount of compensatory time for religious observances cannot elect to be paid for that time. Further, an employee must submit a written request for an adjusted work schedule for religious compensatory time in advance and schedule hours to make up the time simultaneously.
4. Military Leave. Any full-time Federal civilian employee whose appointment is not limited to one year is entitled to military leave. Military leave under 5 U.S.C. 6323(a) is prorated for

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part-time career employees and employees on an uncommon tour of duty. Information regarding Military Leave provisions is available on the OPM website:

<http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/military-leave/>

5. Leave Without Pay. Leave without pay (LWOP) is a temporary non pay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy. Employees, however, have an entitlement to LWOP in the following situations:

- [The Family and Medical Leave Act of 1993 \(FMLA\)](#)
- The Uniformed Services Employment and Reemployment Rights Act of
- Executive Order 5396, July 17, 1930, provides that disabled veterans are entitled to LWOP for necessary medical treatment.
- Employees may not be in a pay status while receiving workers' compensation payments from the Department of Labor.

Employees should be aware that LWOP may affect their entitlement to or eligibility for certain Federal benefits

6. Furloughs. The Office of Personnel Management website provides overall Agency and HR guidance on [Furloughs](#).
- a. Shutdown Furloughs. This applies to activities that are funded by annual appropriations. Some agency functions have alternative funding sources and, as a result, are not directly affected by a lapse in annual appropriations. Employees performing those functions will generally continue to be governed by the normal pay, leave, and other civil service rules. Agencies should consult with their legal counsel if they have further questions concerning this distinction. Employees should consult with their human resources office.
 - b. Administrative Furloughs. An administrative furlough is a planned event by an agency which is designed to absorb reductions necessitated by downsizing, reduced funding, lack of work, or any budget situation other than a lapse in appropriations. Furloughs that would potentially result from sequestration would generally be considered administrative furloughs.

Section C: Premium Pay:

1. Overtime and Compensatory Time. Requests for CT/OT must be scheduled and approved in the time and attendance system (electronically or manually) before it happens. Once work is completed, the request should be validated by the employee and approved by the supervisor and/or director in the time and attendance system. Managers and supervisors are fiscally responsible for ensuring labor dollars are spent in the most efficient manner. Consideration should be given to scheduling vacation time and travel during off-peak times to ensure all staff are available during busy periods. By 5 USC 5547, the payment of overtime or crediting of compensatory time cannot exceed the maximum rate for GS-15. Title 5 USC 5541 excludes members of the Senior Executive Service (SES) from payment of overtime or

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crediting of compensatory time. Premium pay, in particular, overtime and compensatory time are processes that should be reviewed as part of internal control assessments.

2. Compensatory Time Cumulative Balance Limits

- a. The Fair Labor Standards Act (FLSA) exempts General Schedule (GS) employees whose rates of basic pay are in excess of the maximum rate of Grade GS-10, step 1, from automatically accruing overtime. Such employees may be requested to accrue compensatory time in lieu of overtime pay for irregular or occasional overtime work.
- b. By 5 CFR § 550.114, an employee must use accrued compensatory time off by the end of the 26th pay period after the pay period in which it was earned. Any compensatory unused at the end of the 26th pay period after it is worked will be paid to the employee at the appropriate overtime rate for the respective employee.
- c. Compensatory time will be used or paid as overtime prior to the transfer of an employee to another activity or agency.

3. Travel Compensatory Time. Compensatory time for employees in a travel status is authorized by 5 USC 5550b. Creditable travel time is time that is not otherwise compensable hours of work under legal authority. This includes only the time the employee spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations. The time spent at a temporary duty station between arrival and departure cannot be credited as time in a travel status. Finally, compensatory time earned during a period of official travel shall be recorded as Travel Compensatory Time, and must be used within 26 pay periods after it is earned, or forfeited.

Section D: Recording Time and Attendance

Recording: Accurate and timely recording of employee attendance is required for computation of pay, leave, and allowances.

1. Timekeepers: All Timekeepers, if applicable, must record all exceptions to an employee's normal tour of duty.
2. Employees: Each employee must certify time electronically in *Quicktime* or in writing, attesting to the accuracy of the current pay period's time and attendance (including any exceptions such as use of leave).
3. Supervisors: Each Supervisor is responsible to certifying each employee's time and attendance *Quicktime* to include the proper authorizations and approvals for leave and premium pay.

Section E: Personnel Liabilities

1. Accrued Annual Leave Liability. The SSS must accrue the cost of unused annual leave to be paid out upon an employee's separation from Federal service.

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2. Federal Employees Compensation Act (FECA): Employing agencies are responsible for reimbursing the Department of Labor, Division of Federal Employees' Compensation, for workers' compensation expenses. This bill is payable 30 days after receipt of the current year's full appropriation. For example, the FY 2012 bill is payable in FY 2014. For internal control and accuracy, the chargeback bill list of names should be reviewed to ensure only former or current employees of the SSS are included. FECA processes should be reviewed as part of internal control assessments.

3. Benefits: Agencies are required to continue the benefits of some Reservists called to active duty as well as eligible civilians on LWOP. In both cases, FM/CFO should work together to ensure entitlements are obtained without burdening the agency.

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Appendix A – OMB Circular A-11 Personnel Object Classification Categories

Object Class 11: Personnel Compensation

Includes regular salaries and wages; compensation time; annual, sick and other paid leave; lump sum leave; overtime, holiday, premium or differential pay; suggestions and awards; and, special personnel service payments for civilians.

Object Class 12: Personnel Benefits

The Government's share of benefits for Federal Employee health and group life insurance, civilian retirement systems (Civil Service Retirement System and Federal Employee Retirement System), and Thrift Savings Plan. Also includes recruitment, retention and incentive pay; cost of living allowances (COLA) outside the continental U.S. (OCONUS), quarters allowance outside the continental U.S.; Permanent Change of Stations (PCS); social security (FICA); FECA payments; Medicare benefits for non-citizens and foreign separation liability (FNDH); professional liability insurance for qualified employees, transportation allowances, etc.

Object Class 13: Benefits for Former Employees

Includes severance pay, unemployment compensation, separation incentive payments (SIP); and, includes Government payment to employee's health benefits and life insurance for annuitants.

Object Class 25: Other Contractual Services

25.3 Other Purchases of Goods and Services from Government Accounts. Includes the annual amounts to fund the Pension Accrual for military personnel.

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Appendix B – Labor Metrics

1. Utilization Rate: The utilization rate is the number of hours actually spent on project production (excludes overtime) divided by the number of hours in a year. The government rate is typically in the 85 percent range. For a typical work year (2,080 hours), the utilization rate is $1760/2080 = 85$ percent.

Total hours	2,080
Annual Leave	-120
Sick leave	-40
Training	-40
Holidays (10)	-80
Admin leave	-40
Production hours	1,760

2. FTE utilization can also be interpreted as the actual number of FTEs divided by the number of FTE budgeted. For example SSS's actual WCF FTEs (124) divided by budgeted FTEs (121 FTE) results in a utilization rate of 98 percent.
3. Turnover Rate (TR). Number of employees who left positions during the past fiscal year divided by the number of positions.
4. Lapse Rate (LR). The average period of time between an employee leaving a position and the position being filled.
5. Percent Vacant Positions. $TR \times LR =$ Percent of Vacant Positions during the year. Budget should only include filled positions.

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CHAPTER 8
ACCOUNTING**

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Part I: Accounting

Section A: Introduction

1. Purpose: This chapter provides guidance regarding the proper accounting of assets, liabilities, revenue and expense, and improper payments in the Selective Service System (SSS).
2. References:
 - a. [Chief Financial Officers Act of 1990, P.L. 101-576](#)
 - b. [OMB Circular A-11](#), Preparation, Submission, and Execution of the Budget
 - c. [OMB Circular A-94](#), Appendix C, Discount Rates for Cost Effectiveness Lease Purchase, and Related Analyses
 - d. [OMB Circular A-127](#), Financial Management Systems
 - e. [Federal Accounting Standards Advisory Board \(FASAB\)](#)
 - f. [Statements of Federal Financial Accounting Concepts \(SFFAC\)](#)
 - g. [Statements of Federal Financial Accounting Standards \(SFFAS\)](#)
 - i. SSFAS No. 6, Accounting for Property, Plant and Equipment (PP&E)
 - ii. SSFAS No. 10, Accounting for Internal Use Software

Section B: Accounting Principles

1. Accrual Accounting: The accrual method of accounting records revenue when they are *earned* and records expenses when expenditures are incurred rather than when payment is received or made.
2. Cash Accounting: The cash method of accounting records revenue when cash is received, and records expenses when cash is paid.
3. United States Standard General Ledger (USSGL): The USSGL is the Standard Chart of account for Federal government agencies. The USSGL account structure provides a self-balancing set of budgetary accounts to record the appropriation, apportionment, allotment, commitment, obligation, and expenditure process. Proprietary asset and liability accounts cover the collection and disbursement of funds, the proper classification of assets (e.g., receivables, advances and prepayments, inventory and fixed assets), and the recognition and proper classification of liabilities. Revenue and expense accounts measure the realization of revenues from the sale of goods and services, and the recognition of costs through the use and consumption of assets. It consists of the following accounts:
 - 1000 Assets – resources
 - 2000 Liabilities – obligations

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- 3000 Net Position
 - 4000 Budgetary
 - 5000 Revenue and Other Financing Services
 - 6000 Expenses
 - 7000 Gains, Losses, and Miscellaneous
 - 8000 Memorandum
4. Fund Balance with Treasury (FBWT): This is an asset account that reflects the available funds in the entity's accounts with Treasury for which the entity is authorized to make expenditures and pay liabilities. Collections and disbursements by the Department increase or decrease the balance of the account. Treasury requires all federal agencies to reconcile their FBWT accounts on a regular and recurring basis to assure the integrity and accuracy of their internal and Government-wide financial data. Unresolved differences compromise the reliability of FBWT balances and Treasury's published financial reports. This, in turn, compromises the overall integrity and status of the Department's and Government-wide financial position.
5. Liability. A liability is usually an obligation, responsibility or debt due in the future. Most liabilities are found in the accounts payable accounts and are aged as short and long-term. The Federal government usually does not budget for potential liabilities; however, known liabilities must be recognized and funded.
6. Oracle Federal Financial (OFF) System. The OFF system allows the FM/CFO to assign unique roles to users based on roles and responsibilities. It also provides controls points and mapping for the posting of budgetary and proprietary accounts for each type of transaction.
- Accounts Payable
 - Accounts Receivable (AR)
 - Automated Disbursements
 - Budget Execution (BE)
 - Budget Preparation (BP)
 - Cost Allocation (CA)
 - External Reporting (ER)
 - Fixed Assets (FA)
 - General Ledger (GL)
 - General Systems (GS)
 - Inventory (IN)
 - Labor Distribution
 - Periodic Processes (PP)
 - Planning (PL)
 - Processing Jobs
 - Project Cost Accounting

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- Purchasing (PE)
- Report Jobs
- Travel (TA)

Section C: Relationship between Budgetary and Proprietary Accounts

1. Transactions: Accounting events are assigned standard accounts from the USSGL to properly tie to the budget. This structure facilitates the accumulation and recording of expenses by major areas of responsibility and/or activity. An awareness of budgetary and proprietary account relationships ensures budget execution aligns with financial reporting.
 - a. Budgetary accounts record the appropriation, apportionment, allotment, sub-allotment, commitment, obligation, and expenditure process.
 - b. Proprietary asset and liability accounts cover the collection and disbursement of funds, the proper classification of assets (e.g., receivables, advances and prepayments, inventory and fixed assets), and the recognition and proper classification of liabilities.
 - c. Revenue and expense accounts measure the realization of revenues from the sale of goods and services, and the recognition of costs through the use and consumption of assets.
 - d. Appendix A contains examples of budgetary and proprietary transactions posted for annual appropriations. The most current USSGL posting logic is available on the USSGL website: http://www.fms.treas.gov/ussgl/using_new_ussgl.html
2. Direct funds:
 - a. A general ledger transaction to record the receipt of budget authority from appropriations in budgetary accounts requires a corresponding entry to record funds in the Treasury proprietary accounts.
 - b. A general ledger transaction to record delivered orders unpaid in budgetary accounts requires a corresponding entry to record accounts payable or related liability and expense and/or asset in proprietary accounts.
 - c. A general ledger transaction to record delivered orders paid in budgetary accounts requires a corresponding entry to record funds disbursed and a reduction to the related accounts payable or liability in the proprietary accounts.
3. Reimbursable funds:
 - a. A general ledger transaction to record reimbursements earned but uncollected in budgetary accounts requires a corresponding entry to record accounts receivable and revenue recognition in the proprietary accounts.
 - b. A general ledger transaction to record reimbursements earned and collected in budgetary accounts requires a corresponding entry to record funds collected and a reduction to the related receivable in the proprietary accounts.

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Section D: Accounts Receivable

1. Recognizing Accounts Receivable

- a. The SSS must recognize accounts receivable when advance payment is not received or at the time the reimbursement or collectible is recognized. Receivables must be recorded when earned from providing goods or services or when an event results in the determination that a debt (money) is owed to the SSS.
- b. Accounts receivable should be recorded in the period earned, usually monthly.
- c. If advance payment is not received, SSS Accounting should estimate the accrued accounts receivable for goods or services provided via a journal voucher (JV) entry. Accrued amounts must be reversed when actual collectible is received and posted. Advance payment may be requested under authority of the Economy Act [31 USC 1535](#) or Interagency Agreements guidance prescribed in Chapter 2.
- d. At a minimum, the SSS must record quarterly accruals for accounts receivable to support quarterly financial statements.

2. Collecting and Reviewing Accounts Receivable

- a. Receivables scheduled for collection in the next 12 months are considered current. Aging of receivables (delinquency) starts one day after the due date. The aging report is part of quarterly financial statements.

Aged Accounts Receivable		
Category	Intra-governmental	Public (Non-Federal)
Non-delinquent		
Current		
Not Current		
Delinquent		
1-30 days		
31-60 days		
61-90 days		
91-180 days		
181 days to 1 year		
> 1 year ≤ 2 years		
> 2 years ≤ 6 years		
Subtotal		
Less Supported Undistributed		
Less Eliminations		
Less Other		
Total		

- b. For public debts (vendor, employee, etc.) interest accrues from the date of delinquency and is added to the outstanding receivable balance if the amount due is

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- not received by the due date; however, interest does not accrue on debts owed by federal agencies. An interest receivable is recorded for the interest income earned but not received.
- c. Disputes related to reimbursements for intra-governmental orders should be settled within 180 days from the date of the charge.
 - d. The SSS Accountant reviews and reconciles accounts receivable balances (current and aged) at the transaction level as part of the quarterly obligation review in Chapter 5. All receivables not collected within a 12-month period are reviewed to determine if and when collectible, or if the receivable is considered uncollectible.
 - e. Upon the recommendation of the Accounting Officer and approval of the FM/CFO, uncollectible receivables may be referred for debt collection.
 - f. The due date for a receivable is usually 30 days from the date of the invoice, demand letter, or notice of due process.
 - g. Funds must be collected in the appropriation that earned the funds. Collections received after an appropriation cancels are deposited in the Department of Treasury Account 3200, Collections of Receivables from Canceled Accounts.
 - h. The SSS is required to submit a quarterly [Treasury Report on Receivables \(TROR\)](#) to the Department of Treasury. This report is described in Chapter 12.

Section E: Accounts Payable

1. Recognizing Accounts Payable:

- a. The SSS must recognize accounts payable liabilities upon the satisfactory receipt of goods or services performed, or when accepting title to goods. Amounts recorded must be supported by documentation that reflects the basis for the amount recorded as a payable (e.g., purchase order or contract, invoice, and receipt and acceptance reports), and payment terms.
- b. The basis for recording accounts payable is an invoice and receiving report that includes the (1) number of items received; (2) invoice amount; and, (3) the dates goods or property were received and accepted or services were satisfactorily performed and accepted.
- c. The accounting period is monthly, billing terms for all SSS contracts, purchase orders and invoices should be monthly; however, quarterly (December, March, June and September) or semi-annual (March and September) billing schedules may be adopted.
- d. At a minimum, the SSS must record quarterly accruals for accounts payable to support quarterly financial statements.
- e. If monthly invoices are not received, the Accountant should monitor and estimate the accrued accounts payable for goods or services received via a JV entry. Accrued amounts must be reversed when actual invoice amounts are paid and posted.
 - i. Methodology for Estimating Accrued Expenses: The Accountant will contact the applicable Cost Center to obtain the percent of work completed for each

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service-type purchase order (PO) that has not been billed by the vendor. The percentage is applied to the PO amount to estimate the accrued expense.

- ii. Documentation:
 - 1. Oracle payment history report, or
 - 2. Report of Unliquidated Obligations (see Fiscal Manual Chapter 5) and Vendor and Cost Center validation of PO reconciliation.
 - 3. Accrual analysis spreadsheet prepared by Accountant
 - f. By [41 USC 7103](#), claims by a contractor against the Federal Government relating to a contract and claims by the Federal Government against a contractor relating to a contract must be submitted within 6 years after the accrual of the claims. There is no limitation on fraudulent claims.
2. Reviewing Accounts Payable Balances
- a. The SSS Accountant reviews and reconciles accounts payable balances (current and aged) at the transaction level as part of the quarterly obligation review in Chapter 5.
 - b. Accounts payable accruals for acceptable final performance on a contract or purchase order must remain as part of account balances until liquidated through proper payment.
 - c. Accounts payable abnormal balances must be researched to ensure (1) the invoice was missing or not matched, (2) an overpayment did not occur, or (3) receipt and acceptance reports are not being properly processed.

Section F: Unfunded Requirements

1. Recognizing Unfunded Requirements (UFR)
- a. Specific requirements not initially noted in agency's budget for current fiscal year appropriations or fund accounts typically occurs more so at fiscal year-end.
 - i. UFR funding for training
 - 1. Training must occur NLT the 1st quarter of the following fiscal year
 - 2. If training occurs after the last day of the 1st quarter of the following fiscal year, then the current year appropriation must be used to fund the training.
 - ii. UFR funding for services
 - 1. Services funded as a UFR must begin in the same fiscal year as the appropriated funds used for the requirement.

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Part II: Agency Assets

Section A: General Responsibilities

The FM/CFO is responsible for establishing the capitalization policy and ensuring the capitalized assets are properly recorded in the financial system. Logistics will maintain physical control of all property, capitalized and non-capitalized, and maintain the property inventory records.

Section B: Capital Assets

1. Definitions:

Acquisition Cost – Includes both purchase price and all other costs incurred (e.g., delivery, handling/storage fees, installation) to bring the asset to a form and location suitable for its intended use.

Accumulated Depreciation – The cumulative amount of depreciation associated with a capitalized asset.

Amortization – The process of allocating the acquisition cost of an asset to the period of the asset's useful life. Amortization is usually applied to intangible assets (e.g., software).

Bargain Purchase Price Option – An option that allows purchase of a leased asset at a price that is substantially lower than the fair market value of the asset at the date the purchase option is exercised.

Budget Object Code (BOC) – A four-digit code used to classify expenditures based on the nature of the good or service obtained.

Bulk Purchase – Buying more than one of an item at the same time, usually to obtain a quantity discount (e.g., fleet of vehicles, group of servers).

Bundled or Package Pricing – The practice of selling related items as a group rather than separately pricing each item (e.g., receiving a printer for \$0 when purchasing a laptop and monitor).

Capitalized Asset – An asset (land, buildings, equipment, software, lease, etc.) whose acquisition cost is allocated over the useful life of the asset rather than being expensed at the time of purchase.

Depreciation – The process of allocating the acquisition cost of a capital asset by recording a monthly expense based on use, wear, age or obsolescence.

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Depreciation Rate - The rate at which the capitalized asset is depreciated or expensed. The depreciation rate is based on the useful life of the asset.

Economic or Useful Life – Estimated period that an asset will provide a benefit to SSS.

Expense Items - Items that are used by employees in performing their daily duties and have a short useful life. Generally, these items are low in cost.

Fair Market Value – The amount a seller can receive for a good or service under normal market conditions in a transaction with an unrelated third party.

Internal Use Software – Software that is 1) purchased from a commercial vendor (known as commercial off-the-shelf or COTS software), 2) internally developed, or 3) contractor-developed solely to meet the entity’s internal or operational needs.

Inventory Program Coordinator - A person designated by the function to be responsible for administering a specific inventory (e.g., firearms, vehicles, investigative equipment, seized assets), including the capture and maintenance of accurate data related to the inventory and completion of the capitalization information on the fixed asset profile.

Leasehold Improvement – A permanent addition to a leased asset and the removal of which would damage the asset.

Net Book Value – The acquisition cost less the accumulated depreciation. Net book value is used to calculate gain or loss at the time of disposal of a capitalized asset.

Non-capitalized Assets - Assets under the capitalization threshold that are expensed when purchased.

SFFAS – Statement of Federal Financial Accounting Standard issued by the Federal Accounting Standards Advisory Board.

2. **Background:** In the normal course of business, SSS purchases many items (e.g. paper, pens, binder clips, etc.) that have a short useful life. These items are expensed in the financial records. Other items used by employees (e.g. servers, computers, copiers, etc.) have a useful life extending over several years and must be capitalized pursuant to accounting standards. Assets are recorded at cost which includes delivery, handling/storage fee, installation and other cost to bring the asset to a form and location suitable for its intended use.
3. **Capitalization Threshold:** Effective October 1, 2014 (FY 2015), any asset with an acquisition cost of \$50,000 or greater and a useful life of up to 7 years must be capitalized. Bulk purchases over \$100,000 for a group of similar items with a useful life of up to 7 years will be capitalized. These capitalization thresholds reflect an increase over prior fiscal year thresholds that were

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established well before significant advances in information technology products and services became an integral part of the SSS mission. The justification for these changes takes into consideration the impact of competition within an evolving marketplace, increasing personnel and labor costs, and anticipated software and equipment life cycles. For example, public sector research indicates that most experts favor a 4-year life cycle for IT equipment. Approximately 40% of companies are on a 4-year cycle; 30% are on a 3-year cycle; and 30% are on longer cycles. SSS has opted for the more conservative 3-year cycle, which aligns the agency with the 70% of companies in a 3 or 4-year cycle. Furthermore, marketplace competition continues to yield products with enhanced functionality and longer shelf-lives, combined with integrated support services. While COTS software is preferred, the unique SSS mission often requires in-house software development. To attract personnel with the requisite programming skills, SSS must both advertise federal vacancies and seek contractor support at compensation levels at parity with the current market.

The following example illustrates application of the revised SSS capitalization thresholds: A purchase of 12 servers with a useful life of 5 years and costing \$9,000 each for a total of \$108,000 would be capitalized.

Any cost that extends the useful life of an existing capitalized asset or significantly increases the functionality of an existing capitalized asset will be capitalized and depreciated over the remaining useful life of the capitalized asset. Modifications to internal use software that extend the useful life but do not significantly increase the capabilities of the software will not be capitalized.

Capital Asset BOCs and Useful Lives

Object Class	Description	Useful Life (years)
3102	Furniture/Fixtures	7
3105	ADP Software	3, 5,7,10
3106	ADP Equipment	3
3107	Office Equipment	5
3108	Telecom Equipment	3
3109	Other Equipment	7

Straight line depreciation is used for all capitalized assets. All assets are assumed to have no residual value.

Section C: Establishing Asset Costs

Assets may be acquired by purchase, transfer or donation. Most assets are acquired by purchase. Some assets may be acquired by transfer from another Federal agency. Other assets may be acquired by donation. Section 460(d) of the Military Selective Service Act allows SSS to accept gifts of supplies or equipment.

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1. Cost for Assets Acquired by Purchase

Assets acquired by purchase are recorded at the acquisition cost. Acquisition costs include the purchase price and all other costs incurred (e.g., delivery, handling/storage fees, installation) to bring the asset to a form and location suitable for its intended use.

Example1: A new telephone system with a useful life of 6 years is purchased at the cost of \$43,875. To use the system, the following ancillary items were required: a control console costing \$5,000, software costing \$1,125 and a one-time installation cost of \$1,550. The system should be capitalized with an acquisition cost of \$51,550 in the property system.

Example 2: Four servers with a useful life of 5 years, costing \$19,800 each, were purchased for a total of \$79,200. Two weeks later, two more of the same servers costing \$19,800 each were purchased for a total of \$39,600. Since a total of \$118,800 was expended on the servers, all six of the servers should be capitalized at \$118,000 in the property system.

2. Cost for Assets Acquired by Transfer

Assets acquired by transfer are recorded at the cost of the transferring Federal agency net of the accumulated depreciation or amortization. If these amounts cannot be reasonably determined, the asset should be recorded at the fair market value at the time of transfer.

Example 1: In May 2012 SSS received a copier from the Army. The Army purchased the copier in January 2010 for a cost of \$62,000 and had recorded accumulated depreciation of \$12,000. SSS should record the copier in the property system as a capitalized asset with an acquisition cost of \$50,000.

Example 2: In June 2009 SSS received a vehicle from the Federal Trade Commission (FTC). The FTC acquired the vehicle in November 2007; however, due to a water leak the records of the vehicle's cost and accumulated depreciation were damaged and are unreadable. The 2009 Blue Book indicates that the vehicle (a 2008 Lincoln Town Car) with low mileage is worth \$22,500 and has a useful life of about 10 years. SSS would not record the vehicle with an acquisition cost of \$22,500 as a capitalized asset in the property system.

3. Cost for Assets Acquired by Donation

Asset acquired by donation are recorded at the fair market value.

Example 1: In February 2010, SSS received from a retired 4-star General three flat screen plasma 3-D televisions with a useful life of 6 years. The fair market cost as determined by a search on the internet is \$3,100 each. The three televisions would not be recorded as capital assets in the property system.

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4. Cost for Assets Acquired by Capital Lease

- Assets acquired by capital lease are recorded at the net present value (NPV) of the lease payments unless this amount exceeds the fair value of the asset.
- When computing the NPV, the Treasury borrowing rate must be used for the same period as the lease. Also, the Treasury borrowing rate must be adjusted to the timing of the lease payments. If the lease payments are months or monthly, the annual Treasury borrowing rate must be divided by 12 (months). If the lease payments are semi-annual, the Treasury borrowing rate must be divided by 2.
- Additionally the number of payments must be calculated. If the lease is for 5 years with monthly payments, the total payments would be 60. If the lease is for 3 years with quarterly payments, the total payments would be 12.

NPV calculators can be found on the internet. A good one is located at <http://www.calculatorsoup.com/calculators/financial/present-value.php>

Example 1: Five year lease of commercial grade printer/copier/mailing machine with monthly lease payment of \$8,300 with ownership transferring to SSS at end of lease. The Treasury 5-year borrowing rate is 3.68. The NPV is \$453,789. The total payments are \$498,000. The equipment would be recorded with an acquisition cost of \$453,789.

5. Cost for Internal Use Software

a. Capitalized Cost

- Development phase costs of internal use software are capitalized. The development phase includes developing the software configuration and interfaces, coding, installation of hardware and software, and testing.
- Direct and indirect costs are capitalized. Direct costs include outside consultant fees and salaries of programmers, systems analyst, project managers, and administrative personnel. Indirect costs include employee benefits, rent, supplies, and documentation manuals.
- Capitalized costs for internal use software are accumulated in a work-in-progress account (SGL 1832) until final acceptance testing has been successfully completed. Depreciation does not begin until the software is deployed. When the development phase is completed the total cost accumulated in the work in progress will be recorded as the cost of the software as the acquisition cost.

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- Significant enhancements or upgrades that result in significant additional capabilities are capitalized.

b. Non-Capitalized Costs

- Design, operational, and data conversion costs are not capitalized.
- The design phase includes conceptual formulation of alternatives, determination and testing of alternatives, determination of existence of needed technology, and final selection of alternatives.
- The operational phase begins upon deployment of the software.
- Data conversion cost include purging/cleaning existing data and reconciling/balancing data.
- Minor enhancements, minor upgrades, design flaw repairs are not capitalized even if the useful life is extended.

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Section D: Purchased Assets

1. Budget Object Classification (BOC) for Asset Requisitions

Most assets are obtained by purchase. The process begins with the requisition input into the procurement system. All purchased assets should be coded to the appropriate 3000 object code based on the above capitalized thresholds. Assets coded to 315X are not capitalized. Assets coded to 310X are capitalized. Maintenance and training should be coded to the appropriate non-asset BOC: 2522 and 2561 respectively. Questions regarding the appropriate object code should be directed to the Accounting Officer.

2. SGL 1999 - Asset Clearing Account

- When the requisition is approved, a purchase order is generated and an order is placed with the vendor. Upon receipt of the item, the point of contact signs an acknowledgment that the item was received. Upon receipt of the invoice, the point of contact signs the invoice approval form and indicates the date the item was received and the date the item was inspected and accepted. Entering the invoice into the accounting system initiates the payment process and posts the transaction to the Asset Clearing Account (SGL 1999).
- Each month, the Accountant will generate the SSS account analysis report to obtain a listing of the transactions in the asset clearing account. The accountant will trace the amounts from the SSS account analysis report to the appropriate purchase order and invoice. The Accountant will review the purchase order to verify that the appropriate BOCS were used on the purchase order and prepare the appropriate journal voucher.
- If the item meets the capitalization threshold, the asset will be added to the Asset Ledger, then posted to the General Ledger to clear the Asset Clearing Account. If the item does not meet the capitalization threshold, the journal voucher will move the transaction from the Asset Clearing Account to the Operating Expense Account-SGL 6100. The journal voucher along with a copy of the purchase order, the invoice, and the SSS account analysis report will be submitted to the Accounting Officer for review and approval.
- Upon approval by the Accounting Officer, the Accountant will input the journal voucher into the accounting system. The Accountant will maintain the journal voucher with the supporting documentation and a copy of the SGL before and after the journal has posted. The Accounting Officer will coordinate with SPT to ensure the property records are adjusted as appropriate to match the information in the financial records.

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Section E: Leased Assets

Leases may be either operating or capital. The assets are accounted for differently under each lease.

1. **Operating Lease:** Operating leases are typically for one year or less and do not transfer ownership to the lessee. Equipment under an operating lease is not capitalized. The cost of lease is expensed.
2. **Capital Lease.** For a lease to be classified as a capital lease, the lease must meet the capitalization threshold of \$50,000 and satisfy at least one of the following: (1) transfer ownership is to the government by the end of the lease, (2) contain an option to purchase at a bargain price, (3) have a lease term equal to or greater than 75% of the estimated economic life of the asset, (4) have net present value of the minimum lease payments over the life of the lease equal to or exceeding 90% of the fair market value of the asset at the inception of the lease.

Prior to initiating a procurement action, the requester will determine and document whether the lease is an operating lease or a capitalized lease by completing the Lease Determination form located in the SSS Miscellaneous Form. The requester will send the completed Capital Lease form to the Accounting Officer.

Example 1: Vehicle is leased for 2 years with monthly payments of 2,000. SSS must return the vehicle at the end of the lease and does not have the option to purchase the vehicle. Purchasing the vehicle would have cost \$25,000. The Lease Determination form shows the lease is an operating lease, not a capital lease.

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Questions		1 = Yes, 0 = No
1	Does ownership of asset transfer to SSS	0
2	Does lease contain bargain purchase price	0
3	Does lease term cover > 75% of useful life	0
4	Is present value (PV) of all lease payments > 90% of fair market value of asset	0
Based on answers to above questions, lease is		'Operating'

Enter information into chart below to calculate answer for question 3	
Enter Lease Term in years	2
Enter Useful Life of Asset in years	6
AUTOMATICALLY CALCULATED	33%

Enter the information in the chart below to calculate answer for question 4	
Enter Lease Payment	\$2,000.00
Enter Nominal Interest Rate from OMB Circular A-94 Appendix C	4.1
Enter Total Number of Lease Payment	24
Enter Fair Market Value (FMV) of Asset at Beginning of Lease	\$ 25,000.00
AUTOMATICALLY CALCULATED - Present Value	\$487.80
AUTOMATICALLY CALCULATED	2%

Example 2: SSS leases 150 laptops with docking stations and monitors with a monthly lease cost of 15,250 per month for 3 years. The equipment could have been purchased for \$525,000. The Lease Determination form shows the lease is a capital lease.

Questions		1 = Yes, 0 = No
1	Does ownership of asset transfer to SSS	1
2	Does lease contain bargain purchase price	0
3	Does lease term cover > 75% of useful life	1
4	Is present value (PV) of all lease payments > 90% of fair market value of asset	0
Based on answers to above questions, lease is		'Capital'

Enter information into chart below to calculate answer for question 3	
Enter Lease Term in years	3
Enter Useful Life of Asset in years	3
AUTOMATICALLY CALCULATED	100%

Enter the information in the chart below to calculate answer for question 4	
Enter Lease Payment	\$15,250.00
Enter Nominal Interest Rate from OMB Circular A-94 Appendix C	3.875
Enter Total Number of Lease Payment	36
Enter Fair Market Value (FMV) of Asset at Beginning of Lease	\$ 525,000.00
AUTOMATICALLY CALCULATED - Present Value	\$3,935.48
AUTOMATICALLY CALCULATED	1%

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Section F: Internal Use Software

1. Quarterly Documentation from the CIO

The Chief Information Officer (CIO) will provide the Accounting Officer with documentation indicating the amount developmental costs incurred each quarter. The Accountant will prepare a journal entry to move the expenses to the work-in-progress asset account. The Accounting Officer will review and approve the journal entry. The Accountant will input the journal entry prior to quarter close. The Accountant will maintain the journal entry along with the supporting, documentation from the CIO and the SGL balance before and after the journal entry.

2. Notification of Software Deployment

The CIO will inform the Accounting Officer when the software is deployed. The Accounting Officer will coordinate with Logistics to establish the appropriate record in the property system and begin depreciation.

3. Notification of Obsolete/Nonfunctional Software

The CIO will inform the Accounting Officer if the software development project is terminated or the software is determined to be obsolete or nonfunctional. The Accounting Officer will coordinate with Logistics to ensure the property record is modified to show the end date for depreciation. The Accountant will make a journal entry to remove the software and related accumulated depreciation and record any loss as a result of the disposal. The Accounting Officer will review and approve the journal entry. The Accountant will input the journal entry prior to quarter close. The Accountant will maintain the journal entry, documentation from the CIO and the SGL balance before and after the journal entry.

4. Contractor Costs

If a contractor is used in the development of internal use software, the Accounting Officer will ensure that the amounts paid to the contractor are captured in the work in progress account. This will be done by reviewing the SGL account 1999.

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Section G: Coordination with Property Manager

1. Excess Property

Monthly the Property Manager will provide the Accounting Officer with a copy of SF-120 (Report of Excess Personal Property) and SF-122 (Transfer Order Excess Personal Property) for any capitalized asset. The Property Manager will ensure the records in the Fixed Asset module for excess assets are marked retired and the appropriate retirement date is entered. The Accountant will prepare the appropriate journal entry to record the disposal of the capitalized asset. The Accounting Officer/Comptroller will review and approve the journal entry. The Accountant will input the journal entry prior to quarter close and maintain the journal entry with the supporting documentation and the trial balance before and after the journal entry.

2. Lost or Stolen Property

Monthly the Property Manager will notify the Accounting Officer of any lost or stolen capitalized assets. The Property Manager will ensure the records in the Fixed Asset module for the lost or stolen assets are marked retired and the appropriate retirement date is entered. The Accountant will prepare the appropriate journal entry to remove the lost/stolen capitalized asset from the financial records. The Accounting Officer/Comptroller will review and approve the journal entry. The Accountant will input the journal entry prior to quarter close and maintain the journal entry with the supporting documentation and the trial balance before and after the journal entry.

3. Monthly Reconciliation

Monthly the Accountant will provide the Fixed Asset Reconciliation to the Accounting Officer and Property Manager. The Property Manager will be responsible for resolving any differences where the capitalized assets have not been entered into the Fixed Asset module. The Property Manager will promptly notify the Accounting Officer and Accountant of any purchase orders where the capitalized BOC was used inappropriately. The Accountant will be responsible for making the appropriate adjustment to the general ledger.

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Section H: Oracle Fixed Assets

The Fixed Asset module in OFF is the official property record for SSS. Capitalized and Non-Capitalized equipment is contained in the Fixed Asset module. The Property Manager determines the individuals who can access the Fixed Asset module and indicates the appropriate level of access for each individual.

The following items are required to be entered when creating a record in the Fixed Asset module:

- Asset Number
- Tag Number
- Serial Number
- Description
- Category – Non-Capital Asset or Capital Asset
- Asset Sub-Category
- Asset Key – Should be SSS
- Original Cost - See Establishing Asset Cost – Section C
- Salvage Value – Should always be zero
- Depreciation Method – Should always be straight-line
- Life years – Refer to Useful lives in Capitalization Threshold chart
- Date in Service – Should be date asset placed into use
- Employee - Employee asset is assigned to
- BFY – Budget Fiscal Year of Purchase Order (e.g. 2009, 2010, etc.)
- FUND – Fund on Purchase Order (D2009, D2010, etc.)
- ORG – Org code on Purchase Order (080115, 080530, etc.)
- SGL
- Location – Location of asset (e.g. NHQ, R1, DMC, etc.)
- In Use – Must be checked
- In Physical Inventory – Should be checked
- Purchase Order Number

1. Asset Number

SSS assigns the asset number. The number convention for the asset number is indicator as capitalized or non-capitalized, location indicator, fiscal year designator, and sequential number.

Example 1: The first capitalized asset for DMC purchased in FY09 would have an asset number of C-DMC-09-001.

Example 2: The 22nd non-capitalized asset for Region1 purchased in FY10 would have an asset number of NC-R1-10-022.

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The depreciation method should always be Straight line.

2. Standard General Ledger (SGL)

The USSGL for Non-Capitalized assets is 610001. All Capitalized Asset must have an SGL of 671001

3. Other Accounting Codes

The other segments of the accounting code: project, program, strategic objective, future1, and future2 should be NA. The BOC should be 9999.

4. Asset Sub-Category

Asset Sub-Categories for Capitalized assets are:

- ADP Equipment2 – Cap
- ADP Software – Cap
- Capital Lease
- Furniture & Fixtures – Cap
- Office Equipment – Cap
- Other – Cap
- Telecommunications – Cap

Asset Sub-Categories for Non-Capitalized assets are

- ADP Equipment – NonCap
- ADP Software – NonCap
- Books Permanent Collections
- Furniture & Fixtures – NonCap
- Office Equipment – NonCap
- Other – NonCap
- Telecommunications – NonCap

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Section I: Reconciliation

1. Monthly: The Accountant will reconcile the amount of capitalized assets from the OFF general ledger to the OFF Fixed Asset module. The Accountant will research and identify all variances. The Accounting Officer/Comptroller will review and approve this reconciliation. The reconciliation will be provided to the Property Manager.
2. Quarterly: The Accountant will review all transaction posted to object codes in the 3100 series and determine if any transactions should have been capitalized.
3. Process: The reconciliation process begins with generating the trial balance and account reconciliation reserve ledger report. The information from these two reports is entered in the Fixed Asset Recon spreadsheet located at U:/FMSHARE/FIXEDASSETS/ASSET RECON.
4. Problems: Common reconciling items are:
 - Current month depreciation shown in the Fixed Asset module but not posted in the general ledger
 - Equipment capitalized in the general ledger but not recorded in the Fixed Asset module
 - Differences in the cost capitalized in the general ledger and the cost recorded in the Fixed Asset module
 - Excess items retired in the Fixed Asset module without notifying the Accountant and Accounting Officer
 - SGL 1999 has not be cleared to the appropriate capitalized SGL

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Example of Completed Reconciliation:

Asset Reconciliation								
	1750	1759	1810	1819	1820	1829	1830	1839
General Ledger	505,945.27	117,633.34	-	-	15,345.35	1,278.80	908,083.21	550,938.83
Reconciling Items								
Adjusted GL	505,945.27	117,633.34	-	-	15,345.35	1,278.80	908,083.21	550,938.83
Fixed Asset Module	276,115.98	117,633.34	15,345.35	1,278.80			801,385.76	550,938.83
Org Code 400000/NA	56,641.94	39,334.52	-	-			773,104.31	546,225.29
Fund D2009	219,474.04	78,298.82	15,345.35	1,278.80	-	-	28,281.45	4,713.54
Reconciling Items								
Transposition error on C-DMC-08-099-MASS	(9.00)							
3 NHQ Printers not on POs2008984, 963, 947,966, 962	(3,046.17)							
PO 20090832 ADP Software (3105)							18,990.00	
PO 20090895 ADP Equipment (3106)	33,516.00							
PO 20090800 ADP Equipment (3106)	37,788.00							
PO 20090783 ADP Equipment (3106)	37,788.00							
PO 20090845 ADP Software (3105)							17,671.45	
PO 20090718 ADP Equipment (3106)	41,660.00							
PO 20090911 ADP Equipment (3156)	37,788.00							
PO 20090909 ADP Software (3105)							70,036.00	
PO 20090892 ADP Equipment (3106)	44,345.00							
Adjusted Fixed Assets	505,945.81	117,633.34	15,345.35	1,278.80	-	-	908,083.21	550,938.83
Variiances	(0.54)	-	(15,345.35)	(1,278.80)	15,345.35	1,278.80	-	-

JV2010-07

JV2010-03A

JV2010-04A

JV2010-04A

JV2010-03A

JV2009-85

JV2010-14

JV2010-26

JV2010-07

Explanations:
Transposition on cost of C-DMC-08-099-Mass in Fixed Assets 3 Printers at \$1,015.39 for NHQ in Fixed Assets - Requested PO # related to this purchase from Property Manager and OPS Network Systems Manager.
Yellow highlighted items - Capitalized in the GL NOT ENTERED in FIXED ASSET MODULE

Prepared by: *Regina Dougherty* Date 2-Mar-10

Approved by: *Carlo Verdino* Date 2-Mar-10

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Appendix A – Budgetary Authority for Annual Appropriations

1. To record the enactment of an annual appropriation for other than special and trust funds.

Budgetary Entry

- a. Debit 4119 Other Appropriations Realized
 - a. Credit 4450 Unapportioned Authority

Proprietary Entry

- b. Debit 1010 Fund Balance w/Treasury
 - b. Credit 3101 Unexpended Appropriations - Appropriation Received

2. To record budgetary authority apportioned by OMB and available for allotment. (Direct Appropriation)

Budgetary Entry

- a. Debit 4450 Unapportioned Authority
 - a. Credit 4510 Apportionments

Proprietary Entry

None

3. To record the allotment of authority. (Direct Appropriation)

Budgetary Entry

- a. Debit 4510 Apportionments
 - a. Credit 4610 Allotments - Realized Resources

Proprietary Entry

None

4. To record a commitment. (Direct Appropriation)

Budgetary Entry

- a. Debit 4610 Allotments - Realized Resources
 - a. Credit 4700 Commitments

Proprietary Entry

None

5. To record current year undelivered orders. (Direct Appropriation)

Budgetary Entry

- a. Debit 4700 Commitments
 - a. Credit 4801 Undelivered Orders - Obligations, Unpaid

Proprietary Entry

None

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6. To record the delivery of goods or services and accrue a liability. (Direct Appropriation)

Budgetary Entry

- a. Debit 4801 Undelivered Orders - Obligations, Unpaid
 - a. Credit 4901 Delivered Orders - Unpaid

Proprietary Entry

- b. Debit 6100 Operating Expenses/Program Costs
 - b. Credit 2110 Accounts Payable

And

- c. Debit 3107 Unexpended Appropriations - Appropriations Used
 - c. Credit 5700 Expended Appropriations

7. To pay original obligation and decrease current year obligations. (Direct Appropriation)

Budgetary Entry

- a. Debit 4901 Delivered Orders - Unpaid
 - a. Credit 4902 Delivered Orders - Obligations, Paid

Proprietary Entries

- b. Debit 2110 Accounts Payable
 - b. Credit 6100 Operating Expenses/Program Costs

And

- c. Debit 5700 Expended Appropriations
 - c. Credit 3107 Unexpended Appropriations - Appropriations Used

8. Capital assets received and accepted before payment

Budgetary Entry

- a. Debit 4801 Undelivered Orders - Obligations, Unpaid
 - a. Credit 4901 Delivered Orders - Obligations, Unpaid

Proprietary Entries

- b. Debit 1750 Equipment
 - b. Credit 2110 Accounts Payable
- c. Debit 3107 Unexpended Appropriations - Used
 - c. Credit 5700 Expended Appropriations
- d. Debit 8802 Purchases of Property, Plant, and Equipment
 - d. Credit 8801 Offset for Purchases of Assets

9. Payment schedule certified to pay invoices

Budgetary Entry

None

Proprietary Entry

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- a. Debit 2110 Accounts Payable
 - a. Credit 2120 Disbursements in Transit

10. Treasury confirms that payment has been made - for payments made after receipt of goods or services.)

Budgetary Entry

- a. Debit 4901 -Delivered Orders - Obligations, Unpaid
 - a. Credit 4902 Delivered Orders - Obligations, Paid

Proprietary Entry

- b. Debit 2120 Disbursements in Transit
 - b. Credit 1010 Fund Balance w/Treasury

11. Advance payment approved for goods or services not yet received (certification process included).

Budgetary Entry

None

Proprietary Entries

- a. Debit 1410 Advances and Prepayments
 - a. Credit 2110 Accounts Payable

And

- b. Debit 2110 Accounts Payable
 - b. Credit 2120 Disbursements in Transit

12. Treasury confirms that payment has been made - for payments made in advance of receipt of goods and services.

Budgetary Entry

- a. Debit 4801 Undelivered Orders - Obligations, Unpaid
 - a. Credit 4802 Undelivered Orders - Obligations, Prepaid/Advanced

Proprietary Entry

- b. Debit 2120 Disbursements in Transit
 - b. Credit 1010 Fund Balance w/Treasury

13. Expensed goods or services received and accepted; payment had been made in advance

Budgetary Entry

- a. Debit 4802 Undelivered Orders - Obligations Prepaid/Advanced
 - a. Credit 4902 Delivered Orders - Obligations, Paid

Proprietary Entries

- b. Debit 6100 Operating Expenses/Program Costs
 - b. Credit 1410 Advances and Prepayments

And

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- c. Debit 3107 Unexpended Appropriations - Appropriations Used
 - c. Credit 5700 Expended Appropriations

14. Anticipated reimbursements are estimated for the fiscal year.

Budgetary Entry

- a. Debit 4201 Anticipated Reimbursements and Other Income
 - a. Credit 4450 Unapportioned Authority

Proprietary Entry

None

15. Apportionment request is approved by OMB

Budgetary Entry

- a. Debit 4450 Unapportioned Authority
 - a. Credit 4590 Apportionments – Anticipated Resources – Programs Subject to Apportionment

Proprietary Entry

None

16. Agency agrees to provide goods or services for a customer; reimbursable agreement is signed.

Budgetary Entry

- a. Debit 4221 Unfilled Customer Orders without Advance
 - a. Credit 4210 Anticipated Reimbursements and Other Income

And

- b. Debit 4590 Apportionments - Anticipated Resources - Programs Subject to Apportionment
 - b. Credit 4610 Allotments - Realized Resources

17. Customer pays in advance after order has been recorded.

Budgetary Entry

- a. Debit 4222 Unfilled Customer Orders with Advance
 - a. Credit 4221 Unfilled Customer Orders without Advance

Proprietary Entry

- b. Debit 1010 Fund Balance w/Treasury
 - b. Credit 2310 Liability for Advances and Prepayments

18. Agency commits funds to fulfill customer's requirements.

Budgetary Entry

- a. Debit 4610 Allotments-Realized Resources
 - a. Credit 4700 Commitments - Programs Subject to Apportionment

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Proprietary Entry

None

19. Purchase orders or contracts are issued to fulfill customer's requirements.

Budgetary Entry

- a. Debit 4700 Commitments - Programs t to Apportionment
 - a. Credit 4801 Undelivered Orders - Obligations, Unpaid

Proprietary Entry

None

20. Goods or services are performed in fulfillment of customer's requirements - no advance received with reimbursable agreement.

Budgetary Entry

- a. Debit 4801 Undelivered Orders - Obligations Unpaid
 - a. Credit 4901 Delivered Orders - Obligations, Unpaid

Proprietary Entry

- b. Debit 6100 Operating Expenses/Program Costs
 - b. Credit 2110 Accounts Payable
- And**

Budgetary Entry

- c. Debit 4251 Reimbursements & Other Income Earned-Receiveable
 - c. Credit 4221 Unfilled Customer Orders without Advance

Proprietary Entry

- d. Debit 1310 Accounts Receivable
 - d. Credit 5200 Revenue from Services Provided.

21. Goods or services are performed in fulfillment of customer's requirements - customer advanced funds.

Budgetary Entry

- a. Debit 4801 Undelivered Orders - Obligations Unpaid
 - a. Credit 4901 Delivered Orders - Obligations, Unpaid

Proprietary Entry

- b. Debit 6100 Operating Expenses/Program Costs
 - b. Credit 2110 Accounts Payable
- And**

Budgetary Entry

- c. Debit 4252 Reimbursements & Other Income Earned-Collected
 - c. Credit 4222 Unfilled Customer Orders with Advance

Proprietary Entry

- d. Debit 2310 Liability for Advances and Prepayments
 - d. Credit 5200 Revenue from Services Provided.

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22. Payment schedule certified to pay for reimbursable obligation.

Budgetary Entry

None

Proprietary Entry

- a. Debit 2110 Accounts Payable
- a. Credit 2120 Disbursements in Transit

23. Treasury confirms payment of reimbursable obligations.

Budgetary Entry

- a. Debit 4901 Delivered Orders - Obligations, Unpaid
- a. Credit 4902 Delivered Orders - Obligations, Paid

Proprietary Entry

- b. Debit 2120 Disbursements in Transit
- b. Credit 1010 Fund Balance w/Treasury

24. Collection from customer after reimbursable work has been performed

Budgetary Entry

- a. Debit 4252 Reimbursements & Other Income Earned-Collected
- a. Credit 4251 Reimbursements & Other Income Earned-Receiveable

Proprietary Entry

- b. Debit 1010 Fund Balance w/Treasury
- b. Credit 1310 Accounts Receivable

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CHAPTER 9
MANAGEMENT CONTROL AND ACCOUNTABILITY PROGRAM

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CHAPTER 9
MANAGEMENT CONTROL AND ACCOUNTABILITY PROGRAM

Section A: Introduction

1. Purpose: This chapter provides a summary of requirements under the Federal Managers' Financial Integrity Act of 1982 and OMB Circular A-123 Managements' Responsibility for Internal Control; and, identifies the requirement for the Selective Service System (SSS) to review and report in compliance with the FMFIA and OMB Circular A-123.
2. Scope: The provisions of this chapter apply to all SSS organizations including the National Headquarters, Regions, and the Data Management Center (DMC). Managers' duties are prescribed in Headquarters Order 02-12, Management Accountability and Control Program (MACP).
3. References:
 - a. Accounting and Auditing Act of 1950
 - b. [31 USC 3512](#), Federal Managers' Financial Integrity Act of 1982 (FMFIA)
 - c. [SSS Headquarters Order 02-12, Management Accountability and Control Program](#)
 - d. [SSS Headquarters Order 12-02, Organization and Functions of the Selective Service System \(SSS\)](#)
 - e. [OMB Circular A-123](#), Management's Responsibility for Internal Control
 - f. [OMB Circular A-127](#), Financial Management Systems
 - g. [OMB Circular A-130](#), Management of Federal Information Resources
 - h. [OMB Circular A-136](#), Financial Reporting Requirement
 - i. [OMB Circular A-11, Part 6, Section 200, Overview of Federal Performance Framework](#)
 - j. [GAO Standards for Internal Control in the Federal Government](#)
4. Process: The SSS Inspector General (IG) Liaison Officer is the lead manager for the Management Accountability and Control Program (MACP). The IG works with the Associate Director for Financial Management/Chief Financial Officer (FM/CFO) and the Chief Information Officer (CIO) on the annual preparation and review of internal controls; Financial Statements, and Federal Information Security Management Act (FISMA) Audits conducted by an independent auditor.

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MANAGEMENT CONTROL AND ACCOUNTABILITY PROGRAM

Section B: Management Control and Accountability Program (MCAP)

1. Policy: The FMFIA amended the Accounting and Auditing Act of 1950 requiring Federal agencies to establish internal accounting and administrative controls that facilitate the prevention of waste or misuse of agency funds or property; and, assure the accountability of assets. FMFIA directed the Office of Management and Budget (OMB) to issue OMB Circular A-123 and the Head of Agency to evaluate internal controls annually; identify material weaknesses, track corrective actions; and provide annual reports to Congress, the President and the public on the status of the Agency's system of internal controls. These controls ensure:
 - a. Programs achieve intended results.
 - b. Resources are used consistently with the agency's mission.
 - c. Programs/resources are protected from waste, fraud, and mismanagement.
 - d. Laws and regulations are followed.
 - e. Reliable and timely information is obtained, maintained, reported, and used for decision-making.

2. Standards: Management controls are a way to manage risks associated with Federal programs and operations. Agency managers must incorporate basic management controls in the strategies, plans, guidance and procedures for programs and operations. Controls should be consistent with five standards in the GAO Standards for Internal Controls in Federal Government:
 - a. Control Environment – Management and employees must establish and maintain an organizational environment that supports internal control and conscientious management.
 - b. Risk Assessment – Once clear and consistent agency objectives are established in strategic annual performance plans required by the Government Performance and Results Act (GPRA), internal and external risks can be identified and analyzed.
 - c. Control Activities – The policies, procedures, and mechanisms that enforce management's directives such as the process for complying with requirements for budget development and execution.
 - d. Information and Communications – Relevant, reliable, and timely information must be communicated throughout the agency to support objectives. This includes reviewing internal and external audits and other reviews of agency operations.
 - e. Monitoring – Regular reviews of normal operations to assess the quality of performance operations and how people perform their duties.

3. Internal Control Framework: The following statutory requirements may be considered as part of an agency's internal control framework.
 - a. Federal Managers Financial Integrity Act of 1992 (FMFIA) – Requires agencies to establish and maintain internal controls.
 - b. Government Performance and Results Act (GPRA) – Requires agencies to develop strategic plans, set performance goals, and report annually on actual performance compared to goals.

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- c. Chief Financial Officers Act, as amended (CFO Act) – Requires agencies to establish and assess internal control related to financial reporting.
 - d. Inspector General Act of 1978, as amended (IG Act) – Provides for independent reviews of agency programs and operations.
 - e. Federal Financial Management Improvement Act of 1996 (FFMIA) – Requires agencies to have financial management systems that substantially comply with Federal financial management systems requirements and standards promulgated by the Federal Accounting Standards Advisory Board (FASAB) and the U.S. Standard General Ledger (USSGL) as the transaction level.
 - f. Federal Information Security Management Act of 2002 (FISMA) – Requires agencies to provide information security controls, deficiencies are reported as material weaknesses in FMFIA.
 - g. Improper Payments Information Act of 2002 – Requires agencies to review and identify program and activities susceptible to significant improper payments.
 - h. Single Audit Act, as amended – Requires agencies to review financial statement audits of non-Federal entities that receive or administer Federal grants.
 - i. Clinger-Cohen Act of 1996 – Requires agencies to have a disciplined capital planning and investment process to maximize the value and minimize the risks of information technology acquisitions.
4. Assessing and Correcting Internal Controls.
- a. Managers should continuously monitor the management controls associated with their organizational programs, assess their adequacy, identify deficiencies, and correct them in a timely manner. Managers are required to formally review their organizational programs annually.
 - b. If a manager determines there is insufficient information available upon which to base an assessment of management controls, then appropriate reviews should be conducted to provide such a basis.
 - c. Managers should avoid duplicating existing reviews that assess management controls, coordinate their reviews with those of other managers involved (i.e., OP, IT, FM, etc.), and coordinate any reviews of overlapping program areas.
 - d. Reviews, evaluations, and monitoring should provide managers with potential input to the annual assessment of and report on controls.
 - e. Managers are responsible for correcting any problems identified as a result of reviews or assessments. The extent to which the corrective actions are tracked will be dependent upon the severity of the problem(s) identified and their impact on the Agency.
5. Reporting:
- a. The annual Performance and Accountability Report (PAR) includes the Director’s Integrity Act Statement of Assurance; the FMFIA Report of material weaknesses with corrective action(s); and, the independent auditor’s report. OMB Circular A-11, Part 6, Section 200 contains a performance timeline. Annual draft financial and PAR reports are due to OMB for review by November 1.

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- b. Agency managers are required to provide the Director with an annual assurance memorandum that assures a conscientious and thorough evaluation of internal control systems within their respective program areas or offices has been conducted. This information, obtained from evaluations, reviews, and corrective actions, will form the basis for the Director's annual assurance statement.
 - (1) Agency managers should submit their input into the preparation of the Agency's annual assurance memorandum to the Chief Financial Officer using the sample memorandum provided at Attachment A.
 - (2) OMB requires that agencies provide expanded information on any material weaknesses in internal control systems. Attachment B lists OMB's standards for assessing materiality of weaknesses.
 - (3) If material weaknesses are discovered, either through the assessment process, as the result of an audit, or by other means, refer to the report format at Attachment C.

MEMORANDUM FOR THE DIRECTOR

FROM:

THRU:

SUBJECT: Internal Control and Accounting System Evaluation

As [Title] of the [Name of Organization], I am cognizant of the importance of establishing and maintaining adequate systems of accounting and internal controls for the programs and administrative functions for which I am responsible.

I have taken the necessary measures to assure that an evaluation of the systems of internal control of [Name of Organization] has been conducted in a conscientious and thorough manner, in accordance with the Office of Management and Budget guidelines for the evaluation and improvement of and reporting on Internal Control Systems in the Federal Government, and the Agency's related guidance. This evaluation includes an assessment of whether the systems of internal accounting and administrative controls of [Name of Organization] were in compliance with standards prescribed by the Comptroller General.

The results of the evaluation, performed in accordance with the guidelines identified in the second paragraph and other information provided, indicate that the systems of internal accounting and administrative control of [Organizational Element] in effect during the fiscal year ended [September 30, XXXX], taken as a whole, comply with the requirement to provide reasonable assurance that:

- Obligations and costs are in compliance with applicable law;
- Funds, property, and other assets are safeguarded against waste, loss, mismanagement, unauthorized use, or misappropriation;
- Revenues and expenditures are properly recorded and permit the preparation of accounts and reliable financial and statistical reports; and,
- Programs and operational objectives are carried out consistent with the Agency's program direction and funding documents.

The concept of reasonable assurance recognizes that the cost of internal control should not exceed the benefits expected to be derived, and that the benefits consist of reductions in the risks of failing to achieve the stated objectives. Estimates and judgments are required to assess the related benefits and costs of control procedures.

Furthermore, errors or irregularities may occur and not be detected because of inherent limitations in any system of internal accounting and administrative control, including those limitations resulting from resource constraints, Congressional restrictions, and other factors. Finally, projection of any evaluation of the system to future periods is subject to the risk that procedures may be inadequate because of changes in conditions, or that the degree of compliance with the procedures may deteriorate.

The evaluation, however, did disclose the following needed improvements:

(List needed improvements)

(FM only) In addition, an evaluation of the accounting system of the Selective Service System was conducted using the General Accounting Office (GAO) Statement of Accounting Principles and Standards for Federal Agencies to determine system conformity to the principles, standards, and related requirements prescribed by the Comptroller General of the United States. The evaluation included (state scope of evaluation). The results of the accounting system's evaluation and provided assurances indicate that the accounting system in operation as of (September 30, XXXX), comply with the Comptroller General's Statement of Accounting Principles and Standards for Federal Agencies, dated April 18, 1983, except as listed in Attachment 1 which also lists the actions necessary to comply with the principles and standards.

Attachment 2 of this report contains the plans and schedule for implementing the internal control system needed improvements; actions taken in the last year to correct weaknesses, and a status report of prior year planned improvements included in the prior year assurance memorandum. Finally, Attachment 3 summarizes the results of our evaluations, reviews, and assessments.

Attachments

Material weaknesses in internal control systems are weaknesses that:

- X significantly impair the fulfillment of an agency or component's mission;
- X deprive the public of needed services;
- X violate statutory or regulatory requirements;
- X significantly weaken safeguards against waste, loss, unauthorized use or misappropriation of funds, property, or other assets;
- X result in a conflict of interest;
- X merit the attention of the Agency head/senior management, the Executive Office of the President, or the relevant Congressional oversight committee; or, are of a nature that omission from the report could reflect adversely on the actual or perceived management integrity of the Agency.

Federal Managers' Financial Integrity Act
 Selective Service System
 Fiscal Year 2014

Number of Material Weaknesses

	Number reported for the first time in:	For that year, number that have been corrected:	For that year, number still pending:
Prior Years	0	0	0
2008	0	0	0
2009	0	0	0
2010	0	0	0
2011	0	0	0
2012	0	0	0
2013	0	0	0
Total	0	0	0

Of the total number corrected, how many were corrected in current year? XX

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Section A: Introduction

1. Authority: The Chief Financial Officers (CFO) Act of 1990 establishes CFO positions in 23 Federal agencies and requires submission of annual audited financial statements. The Accountability of Tax Dollars Act (ATDA) of 2002 extends the requirement for annual audited financial statement for Federal agencies not covered under the CFO Act of 1990, to include the Selective Service System (SSS). Under the provisions of 31 USC 3515, the SSS is required to have annual audited financial statements covering all accounts and programs. The financial statements provide information to the Congress, and the public to enable the effective allocation of resources and assessment of management performance and accountability. Statements should be consistent with the objectives in the Statements of Federal Financial Accounting Concepts (SFFAC) and the Statements of Federal Financial Accounting Standards (SFFAS). Annual financial statements are part of the agency's annual Performance and Accountability Report (PAR).
2. References:
 - a. [OMB Circular A-136, Financial Reporting Requirement](#)
 - b. [Chief Financial Officers Act of 1990, P.L. 101-576](#)
 - c. [Accountability of Tax Dollars Act of 2002, P.L. 207-289](#)
 - d. [31 USC 3515, Financial Statements of Agencies](#)
 - e. [Federal Accounting Standards Advisory Board \(FASAB\)](#)
 - f. [Statements of Federal Financial Accounting Concepts \(SFFAC\)](#)
 - g. [Statements of Federal Financial Accounting Standards \(SFFAS\)](#)
3. Frequency: An annual audited financial statement is required for the period ending on September 30 of each fiscal year; and, quarterly unaudited financial statements are required for periods ending December 31, March 31, and June 30 of each fiscal year. Around May, auditor will distribute a list of documents requested for annual audit to SSS CFO. See Appendix A – Sample List of Documents Requested for Annual CFO Audit
4. Schedule: The SSS Director will issue an audit plan and schedule each fiscal year.

Section B: Performance and Accountability Report

1. Sections: The annual SSS Performance and Accountability Report (PAR) conforms to agency reporting criteria prescribed in OMB Circular A-136, Financial Reporting Requirement. SSS PAR includes the following components:
 - a. Agency Head's Message
 - b. Management's Discussion and Analysis
 - c. Performance Section
 - d. Financial Section
 - 1) Independent Auditor's Report (annual audited statement only)

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- 2) Balance Sheet
- 3) Statement of Net Cost
- 4) Statement of Changes in Net Position
- 5) Statement of Budgetary Resources
- 6) Notes to Financial Statement

e. Other Accompanying Information

2. Section Descriptions:

- a. Agency Head's Message: A dated transmittal letter signed by the agency head should be located at the beginning of the report. It includes a brief message from the agency head highlighting:
 - 1) The agency's mission, goals, and accomplishments upholding the mission;
 - 2) An assessment of whether financial and performance data in the report is reliable and complete, identifying material internal control weaknesses and corrective actions the agency is taking to resolve them (the letter may reference a more detailed discussion of this topic elsewhere in the report); and
- b. Management's Discussion and Analysis (MD&A). The MD&A is a brief overview of the entire annual financial report. Its preparation is a joint effort between financial management and program offices. Conformance to generally accepted accounting principles (GAAP) for federal entities requires the inclusion of the MD&A in the financial statements and related information. The MD&A should inform the reader, at a high level, on progress toward accomplishing the entity's mission and associated strategic goals. It should address matters that could:
 - 1) Lead to significant actions or proposals by senior management;
 - 2) Be significant to the managing, budgeting, and oversight functions of Congress and the Administration; or
 - 3) Significantly affect the judgment of stakeholders about the efficiency and effectiveness of the entity.
- c. Performance Section: The performance section highlights the key performance objectives and goals of the SSS, actual performance, and an understanding of how key indicators are developed and validated. This section should also discuss success and deficiencies along with corrective actions, and future challenges.

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- d. Financial Section: The financial statements and notes to the statements summarize financial information for SSS accounts. The amounts reported on the statements are based on specific general ledger account balances. The financial section includes:
- 1) Independent Auditor's Report: An opinion is "unqualified" An unqualified opinion is issued when the independent auditor believes that the company's financial statements are sound; that is, the statements are free from material misstatements. It is also called the "Clean Opinion", A Qualified Opinion report is issued when the auditor encountered one of two types of situations which do not comply with generally accepted accounting principles, however the rest of the financial statements are fairly presented. This type of opinion is very similar to an unqualified or "clean opinion", but the report states that the financial statements are fairly presented with a certain exception which is otherwise misstated. An Adverse Opinion is issued when the auditor determines that the financial statements of an auditee are materially misstated and, when considered as a whole, do not conform to GAAP. A Disclaimer of Opinion, commonly referred to simply as a Disclaimer, is issued when the auditor could not form and consequently refuses to present an opinion on the financial statements. .
 - 2) Balance Sheet. The Balance Sheet presents, as of a specific point in time, amounts of economic resources owned or managed by a reporting entity (assets), amounts owed by the entity (liabilities), and amounts that comprise the difference between assets and liabilities (net position).
 - 3) Statement of Net Cost (SNC). The SNC shows the components of the net cost of the reporting entity's operations for the period. The net cost of operations is the gross cost incurred by the reporting entity less any exchange revenue earned from its activities.
 - 4) Statement of Changes in Net Position (SCNP). The SCNP reports the change in net position during the reporting period. The net position is affected by changes to its two components: Cumulative Results of Operations and Unexpended Appropriations. Both components of net position are reported separately to enable the user to better understand the nature of changes to net position as a whole.
 - 5) Statement of Budgetary Resources (SBR). The SBR provides information of how budgetary resources were made available and the status at the end of the period. It is the only financial statement predominately derived from the budgetary general ledger in accordance with budgetary accounting rules.
 - 6) Notes to Financial Statements. Notes provide additional disclosures to ensure the financial statements are informative and provide details not inherent in the various

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statements. A list of standard notes to use, as applicable, is contained in OMB Circular A-136.

- e. Other Accompanying Information. OMB may require additional “agency specific” information. An example is the [Improper Payments Information Act of 2002](#) requires agencies to review and identify program and activities susceptible to significant improper payments.

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Appendix A – Sample List of Documents Requested for Annual CFO Audit

LIST OF DOCUMENTS
<p>1. Documented policies and procedures, including but not limited to:</p> <ul style="list-style-type: none"> a. Asset capitalization policies b. Personnel and payroll related c. Accounting and financial management internal control processes d. Processing, accounting for, reconciling, and reporting intragovernmental activities e. Estimating expense accruals for grant liabilities, including: methodology for estimating expenses (as well as advances and liquidations of advances, if applicable); rationale for methodology; assumptions used in the methodology; documentation used; monitoring procedures; and procedures for validating and correcting or adjusting methodology based on historical experience. f. Budgeting g. Funds control, including the agency’s funds control regulations (OMB A-11, 150.7) h. Travel i. Procurement j. Information Systems k. Cash Receipts/Revenue l. Accounting & financial reporting
<p>2. Documentation of changes in the organization affecting either of the following:</p> <ul style="list-style-type: none"> a. The person(s) with responsibility for overseeing the strategic direction of the Agency and obligations related to the accountability of the Agency. b. Authorities and responsibilities of boards, councils, senior management councils, or other bodies that provide oversight, recommendations, or advice to the Agency concerning its business activities and/or financial reporting.
<p>3. List of laws and regulations governing the use of budget authority, government-wide policies, and other laws and regulations that could have a direct and material effect on the Basic Statements that are applicable to the Agency.</p>
<p>4. Authorizing legislation.</p>
<p>5. Appropriations language for the current fiscal year, including</p> <ul style="list-style-type: none"> a. Specific agency appropriation(s); b. Restrictions on the use of appropriated funds (if any) that are contained in the appropriations bill; c. Rescissions; d. General provisions that accompany the appropriations bill and apply to all agencies funded under the bill; and e. Committee report language relevant to the agency.
<p>6. Documents supporting the apportionment and availability of current fiscal year funds.</p> <ul style="list-style-type: none"> a. Copies of Treasury Warrants (FMS 6200) for appropriations and rescissions; b. SF132, Apportionment and Reapportionment Schedule(s), signed by OMB.

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7. List of Treasury Financial Symbol(s) and/or Common Government-Wide Accounting Classification (CGAC) Agency Identifier Code(s) and Main Account Number(s) and Fund Account Symbol(s).
8. Documentation related to continuing resolutions for current fiscal year funding.
9. Organization Chart.
10. Names and titles of key officials.
11. Agency telephone directory.
12. Budget Object Code Listing for the current fiscal year.
13. List(s) and definition(s) of program codes, organization codes, sub-object codes, accounting codes, etc., used to define managerial cost accounting segments.
14. List of Trading Partner codes.
15. Strategic Plan covering the current fiscal year.
16. Listing of contracts, memoranda of agreement, etc., with non-government (public) organizations
17. List of individuals holding purchase cards, showing per purchase and monthly credit limits for each.
18. List of individuals holding travel cards, showing per purchase and monthly credit limits for each.
19. Position descriptions and Training Records for Financial Management staff for fiscal year 2012 and 2013.
20. Quarterly interim financial statements for first and second quarters of the current fiscal year.
21. List of reports used for financial management purposes by the agency. (Examples of such reports include, but are not limited to, funds control, cost accounting, exception reporting, reports used to monitor items in suspense, etc.)
22. Copies of reports, analyses, etc., showing how the apportioned funds were allotted and/or sub-allotted throughout the Agency.
23. Copies of OIG, GAO, or contractor audit or evaluation reports pertinent to agency systems and accounting processes completed during the current fiscal year, with corrective action plans, if any.
24. Copies of any correspondence or other communications received from OMB, GAO or Congress (members, committees, or staff) related to audits; financial matters; budget; internal controls; compliance with laws, regulations, contracts or PAR reporting.
25. Status of corrective actions, with support for correction of any findings and target dates for completion of pending corrective actions, for findings reported in <ol style="list-style-type: none"> a. The prior year financial statement audit report and/or management letter, b. Audit reports provided in item above.
26. Intragovernmental Reimbursable Services Agreements (both revenue and expense generating)

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<p>27. Copies of the quarterly SF 133, Report on Budget Execution and Budgetary Resources (by fund and agency-level summary) and related variance analyses of the difference between the Statement of Budgetary Resources and the Nonexpenditure Transfers, Budgetary Resources, Obligations Incurred, and Net Outlays shown on the SF 133¹:</p> <ul style="list-style-type: none"> a. Planning phase – the final September 30 SF-133 from the prior fiscal year, dated after the final adjustment window closed in the prior year; b. Interim phase – the quarter ended June 30; and c. Final phase – the quarter ended September 30.
<p>28. Trial balances as of October 1 (beginning balance or ending balance of the roll-over period), March 31, June 30, and September 30, of the current fiscal year:</p> <ul style="list-style-type: none"> a. Consolidated pre-closing summary trial balance, b. Pre-closing summary trial balances by fund code, c. Pre-closing summary trial balances by Treasury Account Symbol (if different from fund code), d. Post-closing trial balance as of September 30, e. Pre-closing summary trial balance for October of the next fiscal year after the date of the audited balance sheet f. Summary trial balance showing the breakout of amounts in each general ledger account by intragovernmental and public.
<p>29. Copies of documentation supporting intragovernmental reconciliations and confirmations performed in accordance with TFM Announcement A-2011-01:</p> <ul style="list-style-type: none"> a. Copies of documentation demonstrating compliance with Treasury’s prior year closing package requirements. b. Copies of comments (if any) from OMB or Treasury regarding the prior year closing package.
<p>30. Documentation of and support for the agency’s review of all programs and activities that was designed to identify those which were susceptible to significant erroneous payments² or a copy of a documented waiver from OMB (required every three years per OMB Circular A-123, Appendix C).</p>
<p>31. List of agency personnel with access to the payroll and personnel systems and their access authorities.</p>

¹ This variance analysis is required by OMB Circular A-136, section IV.3.

² Under OMB Memorandum 11-16, *Issuance of Revised Parts I and II to Appendix C of OMB Circular A-123*, this review is required in 2011 unless the agency was already performing risk assessments of all its programs and activities on a 3-year cycle, in which case, the agency could apply for a waiver from the requirement to complete a risk assessment the year after the enactment of IPERA

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<p>32. Access to personnel files and detailed payroll information for agency employees (specific employees to be selected during interim testing) for all pay periods during the current fiscal year, including:</p> <ul style="list-style-type: none"> a. Official timesheets and/or reports and payroll reports showing details of amounts paid and withheld; b. Reports from benefits management systems (such as Employee Express) showing the current benefits options chosen by each selected employee for the selected pay period.
<p>33. Documentation of any physical inventories of Property, Plant & Equipment (PP&E) conducted during the current fiscal year with relevant inventory listings of property, plant, and equipment, including computer equipment and internal use software.</p>
<p>34. Copies of analyses showing that the Agency’s verified that its financial statements conformed to generally accepted accounting principles (such as the GAO/PCIE <i>Financial Audit Manual</i>, section 2010, <i>Checklist for Federal Accounting</i>³).</p>
<p>35. Download of transactions for the current fiscal year to an electronic file:</p> <ul style="list-style-type: none"> a. Interim for the 9 months ended June 30; b. Final for the 3 months ended September 30.
<p>36. Documents supporting changes, if any, in the apportionment or availability of funds during the current fiscal year.</p> <ul style="list-style-type: none"> a. Copies of Treasury Warrants (FMS 6200) for appropriations and rescissions; b. SF132, Apportionment and Reapportionment Schedule(s), with evidence of OMB approval c. For nonexpenditure transfers (NETs), copies of all completed NET transactions from the GWA System.
<p>37. Reconciliations of Fund Balance with Treasury (FBWT) as of June 30 and September 30, with supporting documentation, including but not limited to:</p> <ul style="list-style-type: none"> a. Reports from the Government-Wide Accounting system used in reconciling FBWT⁴. b. Copies of Forms SF-224, Reports of Transactions, submitted by the agency; c. Copies of SF-224 Abstracts for payments made by service providers on the agency’s behalf (e.g., payroll service providers); d. Copies of FMS 6652, Statements of Differences.

³ The GAO/PCIE *Financial Audit Manual*, Volume III, section I, states: “These checklists are being issued to assist (i) federal entities in preparing their financial statements in accordance with U.S. GAAP, and (ii) auditors in auditing them in accordance with U.S. generally accepted government auditing standards (GAGAS). Neither the entities nor the auditors are required to use this checklist and may develop their own checklists. However, entities should document how they are satisfied that their financial statements conform with U.S. GAAP. Likewise, auditors should document the basis for accepting that the entity’s financial statements conform with U.S. GAAP if they do not use the checklist. . . . Preparers of entity financial statements may complete the checklists to document that applicable accounting, reporting, and disclosure items have been addressed, including those contained in OMB Circular No. A-136. Auditors generally should then review the checklists for completeness and accuracy.”

⁴ During audit testing, we may request additional documentation, including summary and/or detailed reports from the Government-Wide Accounting System.

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38. Reports showing amounts included in FBWT that are in deposit, suspense, or clearing accounts as of June 30 and September 30, if not already included in documentation provided in response to above.
39. Downloaded text files of IPAC receipt and IPAC disbursement transactions through June 30 of the current fiscal year, updated for final through September 30.
40. List of Accounts Receivable and copies of Accounts Receivable aging reports as of June 30 and September 30.
41. Lists of persons employed as of June 30 and September 30 of the current fiscal year.
42. List of employment additions and terminations during the current fiscal year through June 30 for interim testing, updated through September 30 for final testing.
43. Copies of reconciliations of payroll systems/reports to the general ledger as of June 30 and September 30.
44. Calculations and supporting documentation for the following recorded amounts as of June 30 and September 30: <ul style="list-style-type: none"> a. Unfunded FECA liability; b. Employer contributions and payroll taxes payable; c. Unfunded leave; d. Actuarial FECA liability; e. Other unfunded employment liability (e.g., unemployment insurance).
45. Copies of reports from the Intragovernmental Fiduciary Confirmation System (IFCS) and supporting documentation from reconciliations as needed to demonstrate that the relevant amounts recorded in the agency's trial balance agreed with Office of Personnel Management (OPM) and Department of Labor (DOL) trading partners as of June 30 and September 30.
46. Copies of calculations and supporting documentation for accrual of payroll and leave for partial pay periods occurring at the end of financial reporting periods.
47. Documentation of employees' unused annual leave as of June 30 and September 30 of the current fiscal year, including dollar values of unused annual leave.
48. Documentation to support OPM/DOL imputed costs, including: <ul style="list-style-type: none"> • Annual basic pay, totaled by retirement plan, for employees subject to CSRS, CSRS Offset, and FERS retirement plans; • Total employer and employee contributions for each retirement plan; • List of employees enrolled in health insurance benefits plans; • Total basic pay for employees enrolled in life insurance plans.
49. Calculations of minimum lease payments supporting the footnote disclosure.

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<p>50. Copies of accruals of non-payroll expenses with supporting documentation, as of June 30 and September 30, including:</p> <ul style="list-style-type: none"> a. Accruals for vendor expenses for goods or services received but not yet recorded as an expense, whether billed or not; b. Estimated vendor expenditures used to liquidate advances to vendors or grantees, whether billed or not; c. If applicable, estimated advances to vendors
<p>51. Copies of the calculations of amounts (with detailed supporting documentation) for:</p> <ul style="list-style-type: none"> a. Each line item presented in the Statement of Net Cost; b. Intragovernmental Costs and Exchange Revenue by Program/Goal note; and c. Sub-organization Program Costs/Program Costs by Segment note (if applicable).
<p>52. Documentation supporting samples of non-payroll expenses/disbursements (individual transactions to be selected during audit testing):</p> <ul style="list-style-type: none"> a. Copies of obligating documents, invoices, evidence of receipt of goods/services, purchase and travel card statements and supporting receipts and other supporting documents. b. Evidence of the general ledger accounts and attributes (including, at a minimum, Federal/non-Federal, entity/non-entity, apportionment category, and prior year adjustment code) to which transactions were posted.
<p>53. Support for amounts reported in notes to the financial statements:</p> <ul style="list-style-type: none"> a. The breakout of obligations incurred on the SBR for direct, reimbursable, and exempt from apportionment (OMB A-136 SBR Line 8). b. Support for the breakout of Category A, Category B, etc. for the required note (OMB A-136 Note 31). c. Prior period adjustments to budgetary amounts including affected account number, amount, reason for adjustment, and supporting documentation.
<p>54. List of <u>Related Parties</u> as of June 30 of the current fiscal year, with an update as of September 30, if necessary.</p>
<p>55. Copies of reconciliations of intragovernmental activities.</p>
<p>56. Depreciation and/or amortization schedules for each class of property, plant, and equipment (including assets under capital lease) as of June 30 and September 30 of the current fiscal year.</p>
<p>57. Detailed Accounts Payable listing as of June 30 and September 30 of the current fiscal year and copies of the reconciliations of the related subsidiary ledgers to the general ledger as of the same dates.</p>
<p>58. Copies of agency analysis of synchronization between budgetary and proprietary accounts, such as tie-point analyses, as of June 30 and September 30.</p>

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<p>59. List of unliquidated/open obligations as of June 30 and September 30 of the current fiscal year and copies of the reconciliations of the related subsidiary ledgers to the general ledger as of the same dates.</p> <p>Include policies detailing un-liquidated obligation review processes and reports showing certifications and/or agreement for open obligations.</p>
60. Management responses to Notices of Findings and Recommendations (NFRs), if any.
<p>61. Current fiscal year financial statements (interim as of June 30 and final as of September 30).</p> <ul style="list-style-type: none"> i. Balance Sheet ii. Statement of Net Cost iii. Statement of Changes in Net Position iv. Statement of Budgetary Resources v. Notes to the financial statements vi. Crosswalks for each basic financial statement and the notes
62. Copies of all top-side ⁵ adjustments to the financial statements with supporting documentation.
63. Access to all adjusting entries and supporting documentation.
<p>64. Attorney(s) Letters (attorneys' responses to agency request letters).</p> <p>Agency management's description and evaluation of litigation, claims, and assessments that existed as of June 30 and September 30, and from June 30 or September 30 through the start of on-site interim/final testing to include:</p> <ul style="list-style-type: none"> a. The period during which any underlying cause for legal action occurred; b. The degree of probability of an unfavorable outcome; c. The amount or range of potential loss; and d. The extent of involvement by external attorneys, with identification of the external attorneys, the agencies or firms with which they are affiliated and appropriate contact information, if applicable⁶; or e. A memo with management's written assertion that no such litigation, claims, or assessments existed as of June 30 and/or September 30.
65. Access to all journal vouchers processed to the general ledger.
66. Copy of <i>Management's Schedule of Information Contained in Legal Letter Responses for Financial Reporting Purposes</i> (needed only if the Attorney Letter discloses contingencies).

⁵ Top-side adjustments are those that are reflected in the financial statements but not (or not yet) posted to the financial management system/general ledger as of the time the financial statements are produced.

⁶ Revised auditing standards that became effective for FY 2013 audits require the auditor to seek direct communication with external attorneys under certain circumstances. If such circumstances arise during the audit, the auditor will work with the agency's management and in-house counsel to satisfy the auditing standards.

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67. Copies of analyses, surveys, and/or other documentation (including issues identified and related corrective action plans) to support the Agency’s assessment of internal controls in support of the management assurances required under the Federal Managers Financial Integrity Act (FMFIA).
68. Copies of the current year closing package.
69. Copies of Service Organization Control (SOC) 1, Type 2 reports ⁷ covering the current fiscal year for providers of financial management systems or services to the Agency including, but not limited to, the following services as applicable: <ul style="list-style-type: none"> a. Core financial management system(s) and processes; b. Personnel/payroll system(s) and processes; c. Procurement systems and processes; d. Travel management systems and processes; e. Grants management.
70. Copies of reports showing the differences (or the absence of differences) between the amounts reported in the prior year column of the Statement of Budgetary Resources and those reported in the most recently published Budget of the United States, with detailed documentation supporting the explanation of any reconciling items or adjustments.
71. Copies of analyses and/or results of quality control procedures the Agency used to verify that the financial statements conformed to OMB Circular A-136 form and content requirements (such as the completed GAO/PCIE <i>Financial Audit Manual</i> , section 2020, <i>Checklist for Federal Reporting and Disclosures 3</i>).
72. Draft Performance and Accountability Report (PAR) including, as applicable: <ul style="list-style-type: none"> a. Required Supplementary Information (RSI): <ul style="list-style-type: none"> i. Management’s Discussion & Analysis (MD&A) ii. Stewardship Property, Plant & Equipment information (if applicable) iii. Disaggregated Statement of Budgetary Resources b. Required Supplementary Stewardship Information (RSSI): <ul style="list-style-type: none"> i. Stewardship investments ii. Non-Federal physical property iii. Human capital iv. Research & Development c. Other Accompanying Information (OAI): <ul style="list-style-type: none"> i. Performance measures ii. Revenue foregone iii. OIG Management Challenges (with management response) iv. Summary of audit and management assurances v. Improper payments reporting details vi. Agency-specific statutorily-required reports.

⁷ These reports were formerly known as SAS 70, Type 2 reports. The SOC 1 reports are prepared in accordance with Statement on Standards for Attestation Engagements (SSAE) No. 16, *Reporting on Controls at a Service Organization*.

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73. Management Representation Letter (on agency letterhead), sent via fax or PDF as soon as it is signed ⁸ with the signed original placed in the mail to auditor the same day. Please review the current year requested management representations and be ready to inform the auditors at the interim date whether agency management intends to modify any of the representations and, if so, what modifications are planned.
74. Management responses to the audit report.
75. Final PAR as submitted to the OMB.

⁸ Under generally accepted auditing standards, an auditor cannot issue the final report until we have received and reviewed the management representations. However, those standards require the date of the management representations and the date of the audit report to be virtually the same dates. We request management and/or those who will sign the management representations (and/or the update contemplated in item **#Error! Reference source not found.**) to coordinate closely with the Audit Manager to identify the appropriate date on which both the management representations or update and the final audit report will be signed.

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Section A: Introduction

1. Purpose: This chapter prescribes procedures to follow in budget execution to ensure the administrative control of appropriations; and, procedures and responsibilities for investigating and reporting Anti-Deficiency Act violations. All offices are guided by this chapter with the Associate Director for Financial Management/Chief Financial Officer (FM/CFO) accountable for financial matters.
2. Scope: The provisions of this chapter apply to all appropriations and funds available to the Selective Service System (SSS) organizations including the National Headquarters, Regions, and the Data Management Center (DMC).
3. References:
 - a. 31 USC 1514
 - b. [OMB Circular A-11, Preparation, Submission, and Execution of the Budget, Appendix H](#)
 - c. Fiscal Manual Chapter 2: Budget Formulation and Execution
 - d. [The Anti-Deficiency Act](#)
 - e. FM Self-Assessment Checklist: Administrative Control
4. Training: The Chief of Staff should ensure all persons performing functions that impact financial operations (i.e., contracts, purchasing, financial management, etc.) receive appropriate training to provide the knowledge, skills, and abilities to perform the assigned duties. All applicable personnel should receive basic fiscal law training along with periodic updates.

Section B: Administrative Control of Funds

1. Funds Control: The Director SSS establishes policy and procedures for the administrative control of funds as prescribed in and required by 31 USC 1514(a) and OMB Circular A-11, Appendix H. The SSS Director delegates authority to set funds control levels in FFS to the Associate Director of Financial Management/Chief Financial Officer (FM/CFO). The CFO is responsible for ensuring total funds obligated or expended do not exceed, at any time during the fiscal year, the cumulative amounts apportioned. The Oracle Federal Financial (OFF) system will utilize full controls at the Cost Center budget line item and budget object code (BOC) levels to prevent such action from taking place. Each Associate Director, Region Director, and the Data Management Center (DMC) Manager is advised in writing of the fund control level and any reprogramming or transfer authority provided. Within SSS, ADA authority is held at the allocation level. Overall limits are approved by the SSS Director. Chapter 2 of the Fiscal Manual sets forth the SSS apportionment, allotments and sub-allotments processes.

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2. Responsibilities: In addition to the designated manager of each office, specific persons are designated as having budget responsibility in each office receiving an allotment or sub-allotment. These persons are responsible for initiating, updating, reconciling and reporting on budgetary accounts and financial operations as required by the FM/CFO.
3. FM/CFO must ensure:
 - a. The agency accounting system, Oracle Federal Financial (OFF), records all financial transactions affecting apportionments, reappportionments, allotments, agency restrictions, financial plans, program operating plans, obligations and expenditures, as anticipated, earned and collected reimbursements.
 - b. Financial reports are prepared and reconciled on a monthly basis that display cumulative obligations, and the remaining unobligated balance by appropriation and allotment, and cumulative obligations by project and budget object classification.
4. Cost Center Managers must ensure:
 - a. All commitments and obligations must be for a program or purpose authorized by the appropriation.
 - b. All commitment and obligations must comply with existing statute, regulation, and SSS policies and procedures.
 - c. Cost centers do not incur commitments and obligations that exceed the amount of the allotment or sub-allotment.
 - d. Financial plans are updated throughout the fiscal year to reflect emerging events. Managers must:
 - 1) Provide input to Midyear, third quarter and yearend reviews as required.
 - 2) Advise FM of changes in the obligated or unobligated balances that may result in deficient or surplus funds.
 - 3) Preclude over obligating by highlighting +/- trends in sufficient time for corrective action to be taken.
 - e. Yearend execution is planned and executed according to Federal government guidelines. Managers must
 - 1) Expiring FY funds are obligated by September 15th.
 - 2) Exceptions must be approved by the Chief of Staff.

Section C: The Anti-Deficiency Act (ADA)

The Anti-Deficiency Act was originally enacted as section 3679 of the Revised Statutes, popularly known as the Anti-Deficiency Act. That section was repealed as part of the general revision of this title by [Pub. L. 97-258](#), and its provisions restated in sections [1341](#), [1342](#), [1349](#) to [1351](#), and [1511](#) to [1519](#) of this title.

1. ADA Statutes: The basic Anti-Deficiency Act (ADA) statutes consist of:
 - a. 31 USC 1341 Limitation on Spending and Obligating Amounts
 - b. 31 USC 1342 Prohibition on Voluntary Services

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- c. 31 USC 1517 Prohibited Obligations and Expenditures. This statute is the primary foundation for the administrative control of funds.
- d. Violation of the following statutes may lead to an ADA violation:
 - i. 31 USC 1301 Purpose Statute – The SSS has only one appropriation, “Salaries and Expense.” However, the purpose statute also applies to reimbursable funds. If appropriations or funds are obligated or expended for an unauthorized purpose, then an ADA violation may occur if sufficient funds are not available to correct the potential violation. The procedures for reporting suspected ADA violations should be followed.
 - ii. 31 USC 1502(a) Time Limitation or Bonafide Need Rule – The “Salaries and Expense” appropriation is limited to one year for new obligations, followed by five years for obligation adjustments on existing orders or antecedent liabilities, then closes at the end of the sixth year. Although [41 U.S.C. § 3902](#), provides authority to enter into annual (12-month) contracts at any point in the fiscal year, the bona fide need rule still applies. Finally, ADA is cradle to grave and fund accounts must continue to be maintained.
 - iii. 31 USC 3302(b) Miscellaneous Receipts Statute or an augmentation of appropriations – A primary example is reimbursements or receipts the SSS is not authorized to collect must be deposited to the Miscellaneous Receipts of the Treasury.
- e. Appendix A lists other authorities related to funds control.

2. ADA Violations:

Violation May Occur When	Description of Potential Violation	31 USC §
An employee:	Makes or authorizes an obligation or expenditure that exceeds a. The available amount of any appropriation.	1341(a)(1)(A)
	b. Any statutory restriction imposed on the use of an appropriation.	1341(a)(1)(A)
	c. The available amount of any apportionment or reapportionment.	1517(a)(1)
	d. The available amount of any formal administrative subdivision.	1517(a)(2)
	e. Any limitation imposed by an authorized official of the SSS intended to restrict obligations or apportioned appropriations.	1517(a)(2)
	Involves the Government in any contract or other obligation for the payment of money for any purpose before appropriations are	1341(a)(1)(B)

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Violation May Occur When	Description of Potential Violation	31 USC §
	made for such purposes.	
	Makes or authorizes an obligation or expenditure against a definite or indefinite appropriation that was closed, or after the exempted period of availability.	1341(a)(1)(A)
	Accepts voluntary service or employs personal services in excess of that authorized by law except in cases of emergency involving the safety of human life or the protection of property.	1342
In fund distribution:	Total sub-allotments exceed the amount available for each apportionment period.	1517(a)(1)
	Total sub-allotments exceed the amount of the allocation or allotment for each period.	1517(a)(2)

3. Reporting ADA Violations

- a. The CFO is the lead organization for investigating ADA violations.
- b. Reporting Suspected Violations
 - i. All suspected ADA violations must be reported to the CFO within 10 days of discovery with the following information:
 - a) Appropriation title and funds symbol
 - b) Name and location of activity where suspected violation occurred
 - c) Amount of the suspected violation
 - d) Nature of the suspected violation
 - e) Date the suspected occurred and date discovered
 - f) Means of discovery
 - g) Description of facts and circumstances
 - h) Expected date of completion of preliminary review
 - i) Name and work phone number of preliminary investigator
 - ii. The CFO and Counsel will review the suspected violation and determine if a potential violation occurred. If so a formal investigation will begin.
- c. Formal ADA Investigation
 - i. An Investigator, able to interview witnesses and document facts along with Appropriations Law training, is appointed immediately.
 - ii. The formal investigation should be completed within 180 days.
 - iii. The ADA Report should contain the following:
 - a) Appropriation title and funds symbol
 - b) Name and location of violation
 - c) Date violation occurred

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- d) Type of violation (section of title 31, United States Code)
 - e) Effect of violation on allotment or sub-allotment
 - f) Name, grade and series of persons responsible including the allotment or sub-allotment holders
 - g) Signed statements from responsible individuals an extenuating circumstances
 - h) Date and who/how violation was discovered
 - i) Causes of violation
 - j) Evidence of willful intent to violate
 - k) Disciplinary action or penalties taken commensurate with the severity of the violation; justification is required if no disciplinary action is taken
 - l) Corrective action taken
- d. ADA violations are reported to the President, through OMB, signed by the agency head, and by letter to the Congress and General Accountability Office.
- e. Noncompliance with 31 USC 1301, 31 USC 1502(a), or 31 USC 3302(b) may lead to ADA violations where a suspected ADA investigation is required.

4. Penalties

- a. Administrative Penalties. An officer or employee of the United States who violates prohibitions of 31 USC 1341(a), 1342, or 1517(a) is subject to an appropriate administration discipline. Administrative discipline may include:
- i. Letter of reprimand for the official personnel record of the officer or employee.
 - ii. Unsatisfactory performance rating.
 - iii. Transfer to another position
 - iv. Suspension from duty without pay.
 - v. Removal from office.
- b. Criminal Penalties. An officer or employee of the United States who knowingly or willfully violates the prohibitions will be fined not more than \$5,000, imprisoned for not more than two years, or both. The SSS General Counsel and Inspector General Liaison Officer will consult with the U.S. Department of Justice in determining if a violation will be forwarded for possible criminal prosecution.
- c. No Penalties: A justification is required explaining the extenuating circumstances that warrant no penalty be assessed.

5. Corrective Action

A full description of deficiency or problem that led to the ADA along with proposed and enacted changes such as the separation of duties, increased oversight/supervision, and revisions to guidance and procedures governing such. Corrective action should also include initial and refresher employee training especially for those involved in any step resulting in a financial transactions.

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Appendix A – Anti-Deficiency Statutes

31 USC § 1341 - Limitations on expending and obligating amounts

(a)

(1) An officer or employee of the United States Government or of the District of Columbia government may not—

(A) make or authorize an expenditure or obligation exceeding an amount available in an appropriation or fund for the expenditure or obligation;

(B) involve either government in a contract or obligation for the payment of money before an appropriation is made unless authorized by law;

(C) make or authorize an expenditure or obligation of funds required to be sequestered under section 252 of the Balanced Budget and Emergency Deficit Control Act of 1985; or

(D) involve either government in a contract or obligation for the payment of money required to be sequestered under section 252 of the Balanced Budget and Emergency Deficit Control Act of 1985.

(2) This subsection does not apply to a corporation getting amounts to make loans (except paid in capital amounts) without legal liability of the United States Government.

(b) An article to be used by an executive department in the District of Columbia that could be bought out of an appropriation made to a regular contingent fund of the department may not be bought out of another amount available for obligation.

31 USC § 1342 - Limitation on voluntary services

An officer or employee of the United States Government or of the District of Columbia government may not accept voluntary services for either government or employ personal services exceeding that authorized by law except for emergencies involving the safety of human life or the protection of property. This section does not apply to a corporation getting amounts to make capital amounts) without legal liability of the United loans (except paid in States Government. As used in this section, the term “emergencies involving the safety of human life or the protection of property” does not include ongoing, regular functions of government the suspension of which would not imminently threaten the safety of human life or the protection of property.

31 USC § 1517 - Prohibited obligations and expenditures

(a) An officer or employee of the United States Government or of the District of Columbia government may not make or authorize an expenditure or obligation exceeding—

(1) an apportionment; or

(2) the amount permitted by regulations prescribed under section 1514 (a) of this title.

(b) If an officer or employee of an executive agency or of the District of Columbia government violates subsection (a) of this section, the head of the executive agency or the Mayor of the District of Columbia, as the case may be, shall report immediately to the President and Congress all relevant facts and a statement of actions taken. A copy of each report shall also be transmitted to the Comptroller General on the same date the report is transmitted to the President and Congress.

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Appendix B – Other Authorities Related to Funds Control

31 USC § 1301 – Application

- (a) Appropriations shall be applied only to the objects for which the appropriations were made except as otherwise provided by law.
- (b) The reappropriation and diversion of the unexpended balance of an appropriation for a purpose other than that for which the appropriation originally was made shall be construed and accounted for as a new appropriation. The unexpended balance shall be reduced by the amount to be diverted.
- (c) An appropriation in a regular, annual appropriation law may be construed to be permanent or available continuously only if the appropriation—
 - (1) is for rivers and harbors, lighthouses, public buildings, or the pay of the Navy and Marine Corps; or
 - (2) expressly provides that it is available after the fiscal year covered by the law in which it appears.
- (d) A law may be construed to make an appropriation out of the Treasury or to authorize making a contract for the payment of money in excess of an appropriation only if the

31 USC § 1502 - Balances available

- (a) The balance of an appropriation or fund limited for obligation to a definite period is available only for payment of expenses properly incurred during the period of availability or to complete contracts properly made within that period of availability and obligated consistent with section 1501 of this title. However, the appropriation or fund is not available for expenditure for a period beyond the period otherwise authorized by law.
- (b) A provision of law requiring that the balance of an appropriation or fund be returned to the general fund of the Treasury at the end of a definite period does not affect the status of lawsuits or rights of action involving the right to an amount payable from the balance.

31 USC § 3302 - Custodians of money

- (a) Except as provided by another law, an official or agent of the United States Government having custody or possession of public money shall keep the money safe without—
 - (1) lending the money;
 - (2) using the money;
 - (3) depositing the money in a bank; and
 - (4) exchanging the money for other amounts.
- (b) Except as provided in section 3718 (b) ^[1] of this title, an official or agent of the Government receiving money for the Government from any source shall deposit the money in the Treasury as soon as practicable without deduction for any charge or claim.
- (c)
 - (1) A person having custody or possession of public money, including a disbursing official having public money not for current expenditure, shall deposit the money without delay in the Treasury or with a depository designated by the Secretary of the Treasury under law. Except as provided in paragraph (2), money required to be deposited pursuant to this subsection shall be deposited not later than the third day after the custodian receives the money. The Secretary or a

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depository receiving a deposit shall issue duplicate receipts for the money deposited. The original receipt is for the Secretary and the duplicate is for the custodian.

(2) The Secretary of the Treasury may by regulation prescribe that a person having custody or possession of money required by this subsection to be deposited shall deposit such money during a period of time that is greater or lesser than the period of time specified by the second sentence of paragraph (1).

(d) An official or agent not complying with subsection (b) of this section may be removed from office. The official or agent may be required to forfeit to the Government any part of the money held by the official or agent and to which the official or agent may be entitled.

(e) An official or agent of the Government having custody or possession of public money shall keep an accurate entry of each amount of public money received, transferred, and paid.

(f) When authorized by the Secretary, an official or agent of the Government having custody or possession of public money, or performing other fiscal agent services, may be allowed necessary expenses to collect, keep, transfer, and pay out public money and to perform those services. However, money appropriated for those expenses may not be used to employ or pay officers and employees of the Government.

[Title 31, United States Code](#)

- 31 USC 1104 Budget and Appropriations Authority of the President
- 31 USC 1105 Budget Contents and Submission to Congress
- 31 USC 1106 Supplemental Budget Estimates and Changes
- 31 USC 1107 Deficiency and Supplemental Appropriations
- 31 USC 1108 Preparation and Submission of Appropriations Requests to the President
- 31 USC 1112 Fiscal, Budget, and Program Information
- 31 USC 1341 Limitations on Expending and Obligating Amounts
- 31 USC 1342 Limitation on Voluntary Services
- 31 USC 1349 Adverse Personnel Actions
- 31 USC 1350 Criminal Penalty
- 31 USC 1351 Reports on Violations
- 31 USC 1501 Documentary Evidence Requirement for Government Obligations
- 31 USC 1511 Definition and Application
- 31 USC 1512 Apportionment and Reserves
- 31 USC 1513 Officials Controlling Apportionments
- 31 USC 1514 Administrative Division of Apportionments
- 31 USC 1515 Authorized Apportionments Necessitating Deficiency or Supplemental
Appropriations
- 31 USC 1516 Exemptions
- 31 USC 1517 Prohibited Obligations and Expenditures
- 31 USC 1518 Adverse Personnel Actions
- 31 USC 1519 Criminal Penalty
- 31 USC 1531 Transfer of Functions and Activities
- 31 USC 1552 Procedure for Appropriation Accounts Available for Definite Periods
- 31 USC 1553 Availability of Appropriation Accounts to Pay Obligations

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- 31 USC 3511 Prescribing Accounting Requirements and Developing Accounting Systems
- 31 USC 3512 Executive Agency Accounting and Other Financial Management Reports and Plans
- 31 USC 3524 Auditing Expenditures Approved without Vouchers

[Title 2, United States Code](#)

- 2 USC 681 Disclaimer
- 2 USC 682 Definitions
- 2 USC 683 Rescission of Budget Authority
- 2 USC 684 Proposed Deferrals of Budget Authority
- 2 USC 685 Transmission of Messages; Publication
- 2 USC 686 Reports by Comptroller General
- 2 USC 687 Suits by Comptroller General
- 2 USC 688 Procedure in House of Representatives and Senate

[U.S. Government Accountability Office - Principles of Federal Appropriations Law](#)

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Appendix C – The Bonafide Need Rule

The Bonafide Need Rule (also known as the “time statute”), US Code, Title 31, [Section 1502\(a\)](#) states, "The balance of an appropriation or fund limited for obligation to a definite period is available only for payment of expenses properly incurred during the period of availability, or to complete contracts properly made within that period of availability and obligated consistent with section 1501 of this title."

Strict interpretation of this law – combined with the appropriation act language – means that the need may arise anytime during the year the appropriation act states the funds are available. Several examples of Bona Fide Need follow:

- **Supply items:** Generally, bona fide need is determined by when the government actually requires (i.e., will be able to use) the supplies being acquired. Supply needs of a future year are the bona fide need of the year in which they are required, unless an exception applies.
- **Lead-time exception:** Agencies are permitted to consider normal production lead-time in determining bona fide need for a purchase. For example, if the normal lead-time for an item is 30 days, the government may obligate FY 2013 funds for an item required on or before 30 October 2013.
- **Service contracts:** Generally, services are a bona fide need of the fiscal year in which the services are performed. Thus, service contracts have not normally been permitted to cover a period which involves two different fiscal years. However, two important exceptions exist to this general rule:
 - **Non-severable services exception.** If the services produce a single or unified outcome, product or report, the services are non-severable and the government may fund the entire effort with dollars available for obligation at the time the contract is awarded and the contract execution may cross fiscal years. A non-severable contract is essentially a single undertaking that cannot feasibly be subdivided. The basic concept is that the government does not receive value from the service rendered until that service is completed.
 - **Statutory exception.** Most federal agencies have authority to enter into a 1-year (NTE 12 months) severable service contract, beginning at any time during the fiscal year and extending into the next fiscal year, and to obligate the total amount of the contract to the appropriation current at the time the agency entered into the contract [Title 41 U.S.C. § 3902](#) (civilian agencies).

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Section A: Introduction

1. Purpose: This is a summary of FM accounting to ensure management remains aware of periodic internal and external reporting and task requirements.
2. Scope: The instructions in this manual are binding upon all offices of the SSS and compliance with procedures is mandatory.

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Annually	Responsible Parties	Chapter
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Appendix A – Treasury Reports and Systems

[SF-224 – Statement of Transactions](#)

The SF 224 is the central accounting document used *only* by 8-digit ALCs to report the monthly accounting activity to Treasury. The SF 224 provides Treasury with information on agency deposits and disbursements. The report captures data by appropriation, fund and receipt accounts.

Agencies for which Treasury disburses must prepare and submit the SF 224 via GOALS by the 5th workday of the current month. A separate SF 224 must be furnished for each 8-digit ALC. The SF 224 may contain adjustments for prior month=s accounting activity or reflect no activity for the month, if applicable. Agencies must submit a supplemental SF 224 by the 8th workday of the current month. FMS uses the supplemental SF 224 to capture financial activity not reported on the original SF 224 or to adjust information reported on the original SF 224.

FMS relies on the totals reported on the SF 224 to identify differences between Federal agencies records and Treasury control totals reported by financial institutions. The total in section II, line 1, identifies the net disbursements recorded by an agency. It is separated into current and prior month amounts. The amount on this line is compared to Treasury disbursement control totals. The total in section III, line 3, identifies the collection and deposit activity. It includes total collections for the current and prior months. Information on this line is compared to Treasury deposit control totals.

FACTS I – Federal Agencies Centralized Trial Balance System I

FACTS I is a system that collects agency pre-closing adjusted trial balances at the fund group level using the U. S. Standard General Ledger (USSGL) accounts in a numerical order with the required attributes. The attributes are modifiers that further describe a USSGL account in order to meet a specific reporting requirement in the preparation of the FR.

FACTS II – Federal Agencies Centralized Trial Balance System II

The Federal Agencies' Centralized Trial-Balance System (FACTS II) is a computer program that allows agencies to submit one set of accounting data. This data includes mostly budgetary information that is required for the Report on Budget Execution and Budgetary Resources (SF 133), the Year-End Closing Statement (FMS 2108), and much of the initial data that will appear in the prior year column of the Program and Financing (P&F) Schedule of the President's Budget.

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[TROR – Treasury Report on Receivables](#)

The TROR serves as a management report that informs Federal decision makers of the **gross book value** of the receivables owed to Federal agencies and the status of the Federal Government's debt portfolio. The figures provided in the TROR shall be reconcilable with the agency's financial statements, notwithstanding that the financial statements may reflect net present value in accordance with Credit Reform guidance.¹

Treasury is authorized to require agencies to report the information requested on the TROR pursuant to 31 U.S.C. § 3719. This workbook is a supplement to the Chapter 2-4100 of Volume I of the Treasury Financial Manual (TFM) (Volume I, TFM 2-4100), which implements the statutory authority. The Financial Management Service (FMS) is the bureau of the Treasury with delegated authority to carry out Treasury's government-wide debt collection responsibilities.

[IFCS – Intragovernmental Fiduciary Confirmation System](#)

The Intragovernmental Fiduciary Confirmation System is designed to aid users in reconciling data with their partner agencies. IFCS is the official confirmation system for Federal agencies that engage in Fiduciary intra-governmental transactions with:

- Bureau of Public Debt (Investments)
- Bureau of Public Debt (Borrowings)
- Federal Financing Bank (Borrowings)
- U.S. Department of Labor (Federal Employees' Compensation Act Benefits)
- U.S. Office of Personnel Management (Employee Benefits)

IFCS is an automation of the manual process of reconciliation previously performed. It is a (redesign) of the IFTCS system on the Internet. The redesign uses an improved technology, is more consistent, and is user friendly. IFCS automates a form accessible via the Internet to assist departments and agencies in confirming and reconciling investments, borrowings, federal employees' compensation benefits, and retirement benefits. IFCS supports FMS' tactical objective of improving financial management in the Federal government and supports the Office of Management & Budget (OMB) in implementing financial management legislation government-wide.

GFRS – Government-wide Financial Report System (GFRS)

GFRS is Oracle based internet application designed to collect the Federal Program Agencies (FPAs) closing package information. The closing package is a set of special purpose financial

¹For additional information, see the Statement of Federal Financial Accounting Standards No. 2, [Accounting for Direct Loans and Loan Guarantees](#).

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statements that represents the FPAs' comparative, audited consolidated, department-level financial statements and is used to prepare the Financial Report of the United States (FR). The primary purpose of this process is to present a comprehensive report on the Government's financial position as well as defining a mechanism that assist with resolving material deficiencies identified by the Government Accountability Office (GAO).