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Selective Service System  
National Headquarters  
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Email: [FOIA@sss.gov](mailto:FOIA@sss.gov)

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# Selective Service System

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National Headquarters | Arlington, Virginia 22209-2461

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April 29, 2021

This is in response to your Freedom of Information Act request received in this office on April 28, 2021 for *"A copy of the SSS Call and Deliver SOP, the SSS Lottery SOP, and the Call and Delivery Phase II (i.e. 2) After Action Report (AAR)."* The records responsive to your request are attached. Please note that the agency does not have an AAR for the Call and Delivery Phase II. However, as a courtesy I've attached a copy of the Confirmation Briefing made to the Director regarding the Call and Delivery Phase II.

If you consider this 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 Acting Chief of Staff of the Selective Service. Please address your appeal to the following office:

Acting Chief of Staff  
Selective Service System  
1515 Wilson Blvd.  
Arlington, VA 22209

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Thank you for your inquiry. If you have any further questions, please do not hesitate to contact the Office of Public and Intergovernmental Affairs.

Sincerely,

A handwritten signature in blue ink that reads "micheal A. migliara".

Micheal A. Migliara  
Chief FOIA Officer

Attachments

# 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**

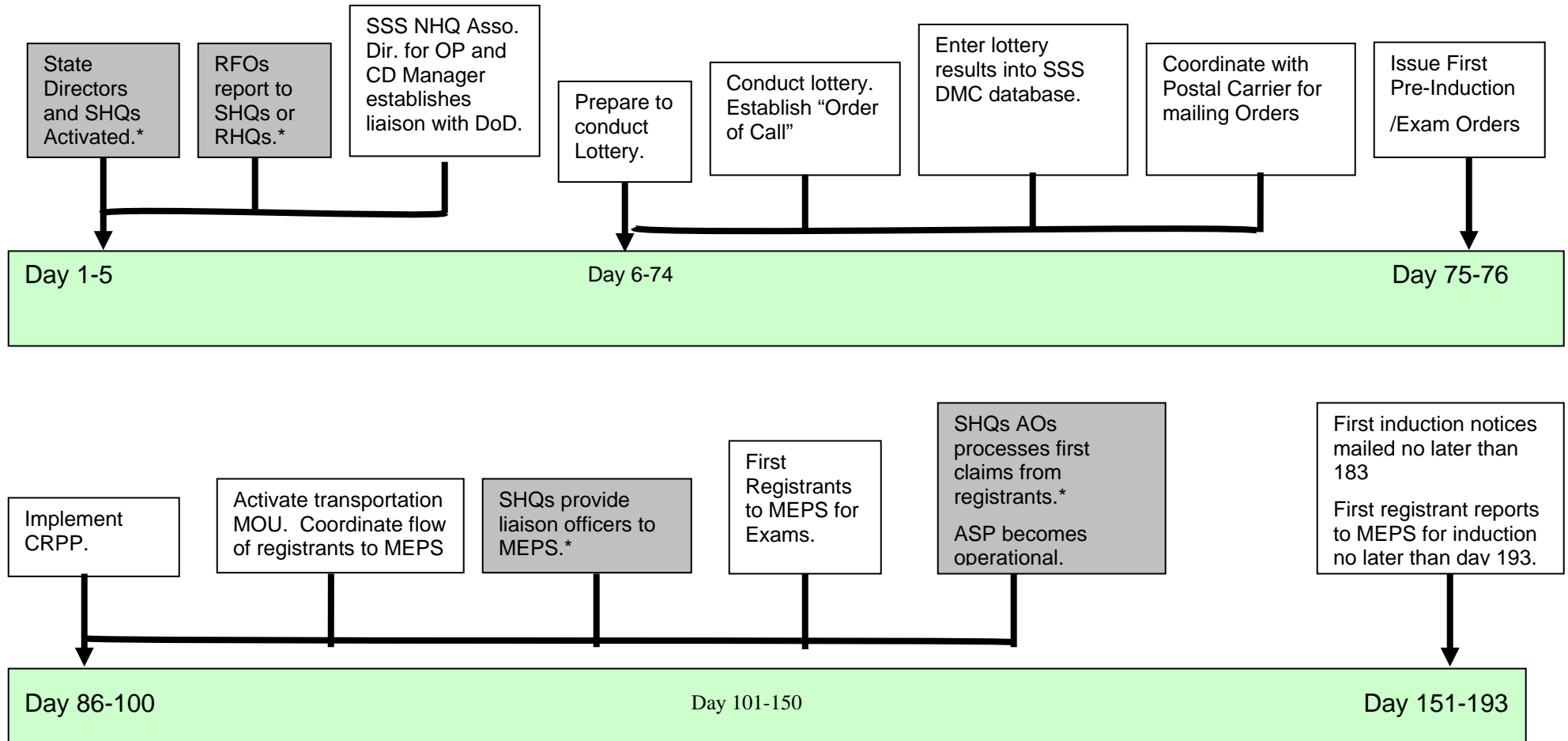
A flowchart is provided on the next page with step-by-step procedures of the functions that are to be performed during the Call and Deliver process. The Sequence of Events begins at the Selective Service National Headquarters level and ends at the level of the field offices.

### 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.

## CHAPTER 3

### **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 29<sup>th</sup> 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 29<sup>th</sup> 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.

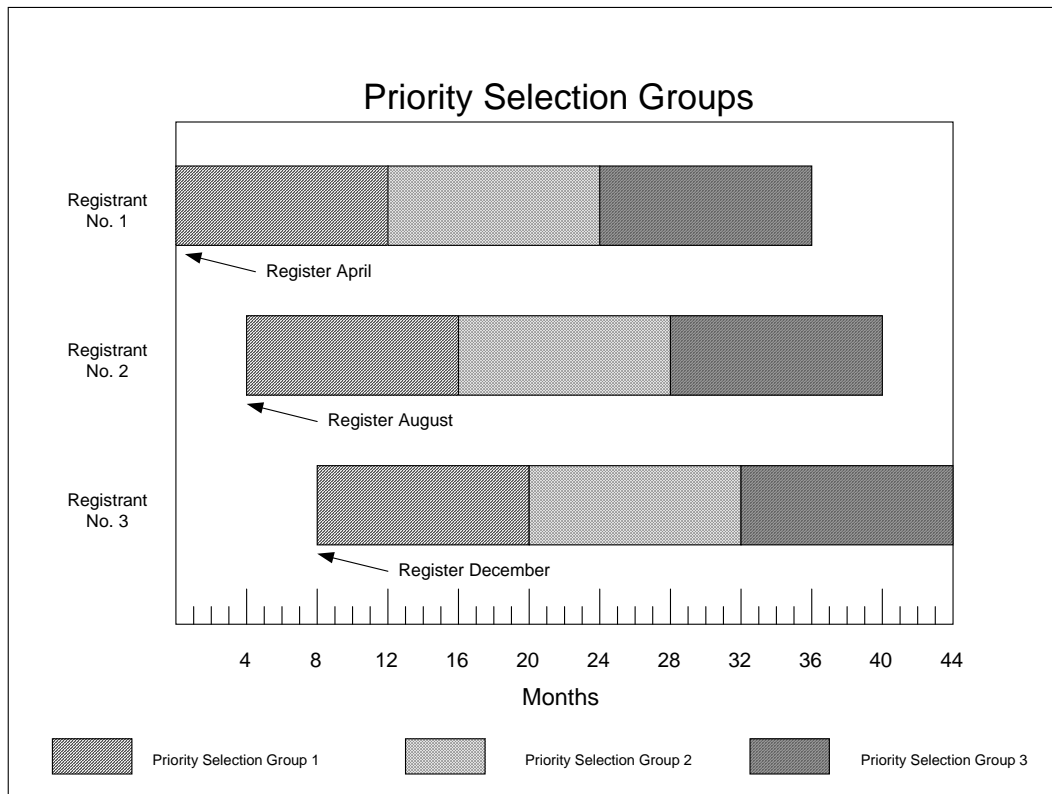


Figure 1

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 overcall<sup>1</sup> 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 preformed 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.

## CHAPTER 8

### **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 (NHCPAC)** - 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 26<sup>th</sup> 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

## LOTTERY STANDARD OPERATING PROCEDURES



NATIONAL HEADQUARTERS  
ARLINGTON, VA

SEPTEMBER 2012

FOR INTERNAL SELECTIVE SERVICE SYSTEM USE ONLY  
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# **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

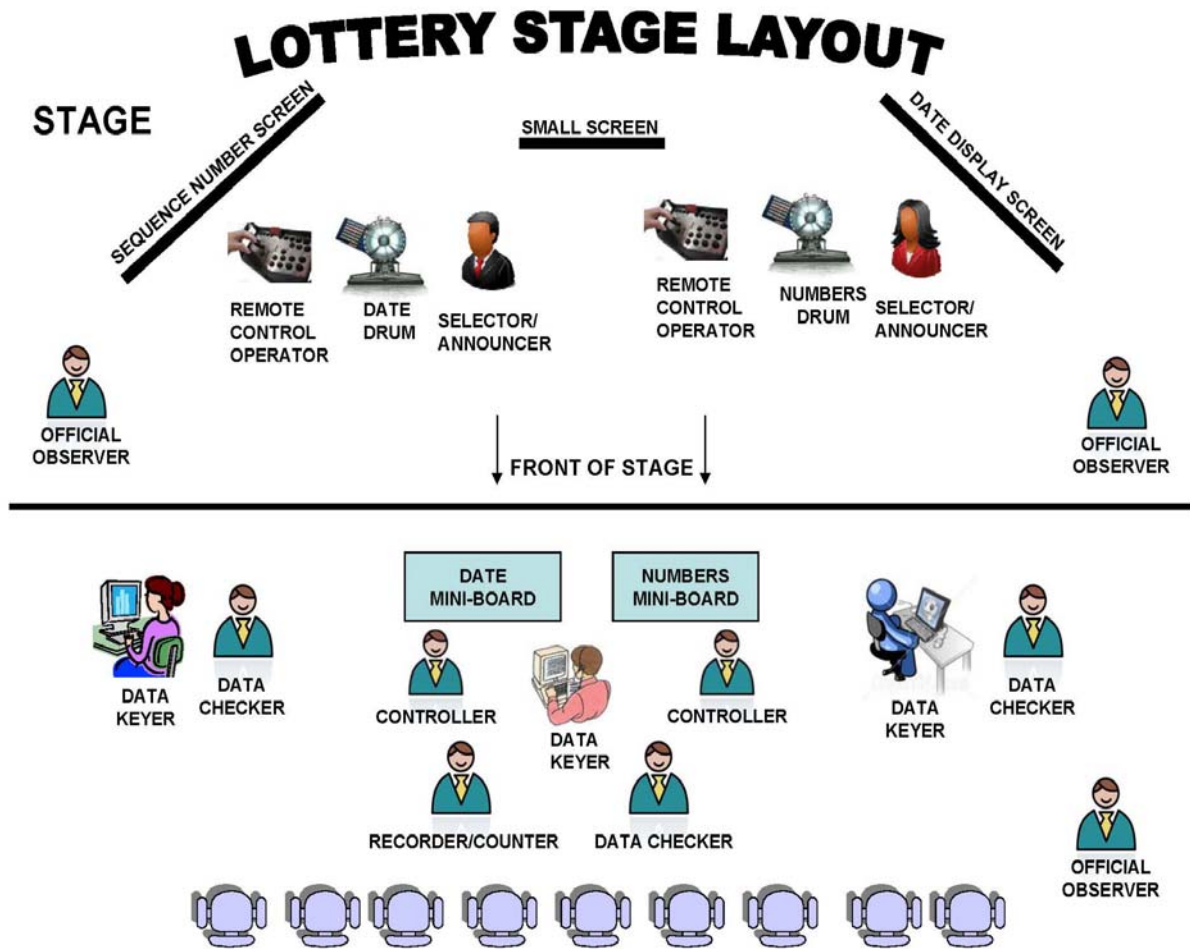
(1) Velvet Cloth per container

(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



**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 29<sup>th</sup> 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).<sup>1</sup> 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

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<sup>1</sup> The 366 number ball and February 29<sup>th</sup> 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 and 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 and 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 <b>MUST</b> depress the switch again to close the gate. <b>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.</b> 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
	<b>#1</b> -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.	
	<b>#2</b> - 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.	
	<b>#3</b> - 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.	
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

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**DAYS BY CAPSULE NUMBERS**

SIGNATURE: \_\_\_\_\_ Today's Date: \_\_\_\_\_

SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	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	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	DATE	SEQ	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	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	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	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	NUMBER	SEQ	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

<p style="text-align: center;">STATEMENT OF CERTIFICATION FROM OFFICIAL OBSERVER SELECTIVE SERVICE AIR MIX BALL DRUM LOADING</p>
--

I, the undersigned, certify that I witnessed the air mix balls loading of lottery drums for the 25<sup>th</sup> 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

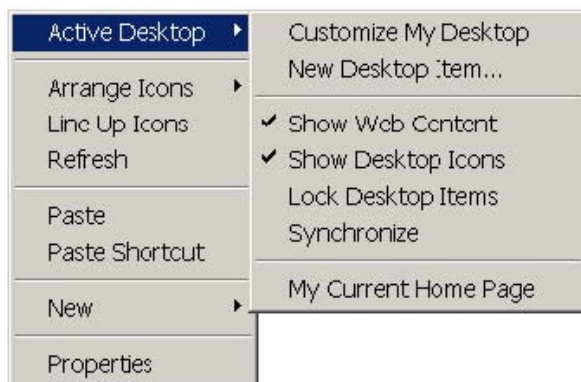
\_\_\_\_\_  
Date

\_\_\_\_\_  
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.

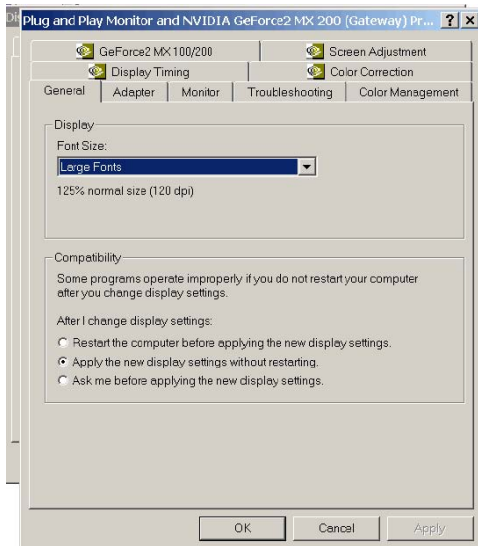


**(Under Development: IT)**

Click on **Advanced**; select **General**.

The **Font Size** should be **Large Fonts**; if not, change to large fonts.

Apply and select **okay**.

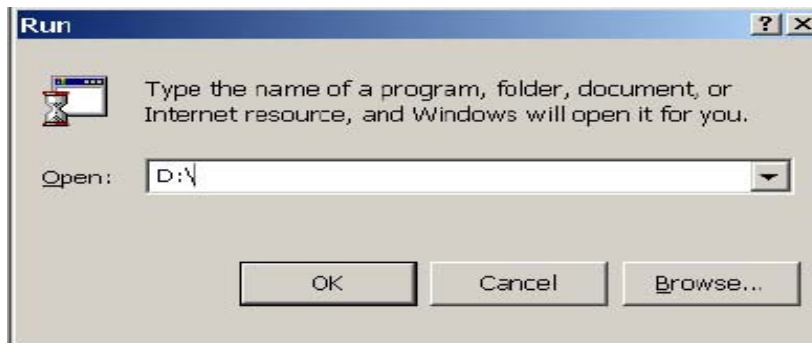


## **INSTALLATION INSTRUCTIONS**

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**.

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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**.



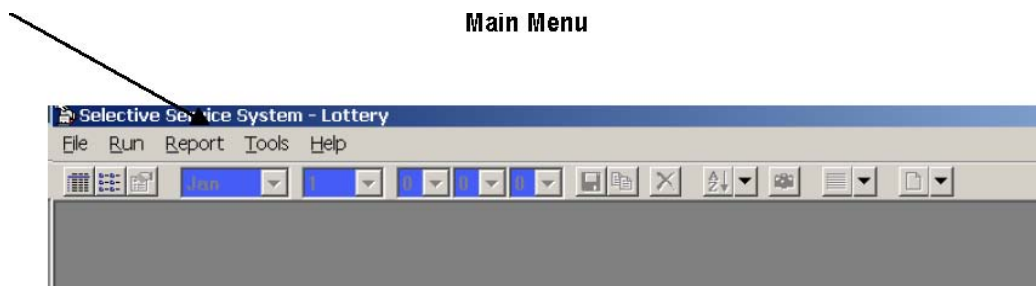
Select **File** from the menu bar and select **Clear All Data** and you get the screen that follows.

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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.

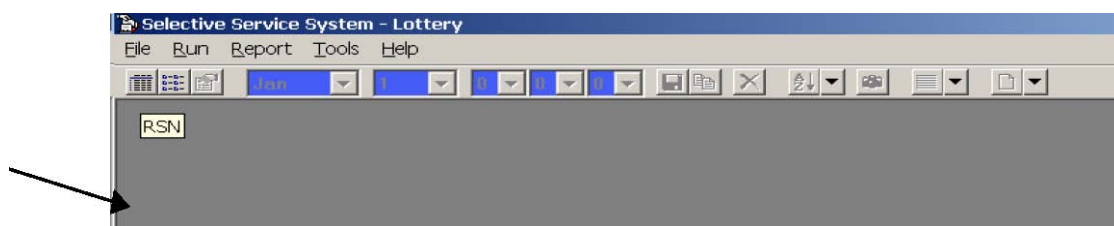


There are four (4) major steps in executing the lottery process from start to finish. They are:

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)

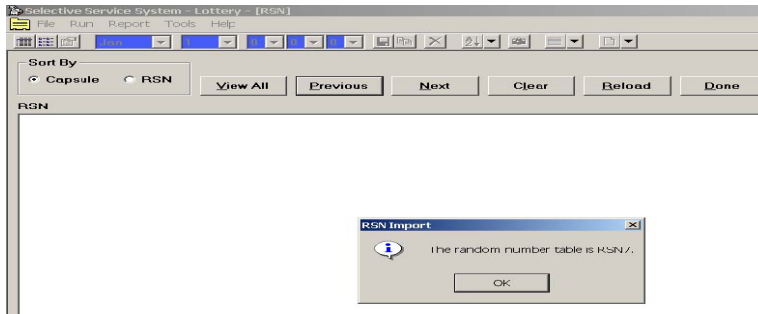
### **STEP 1 Air Mix Ball Drum Loading of the Random Sequence Numbers (RSN)**

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.

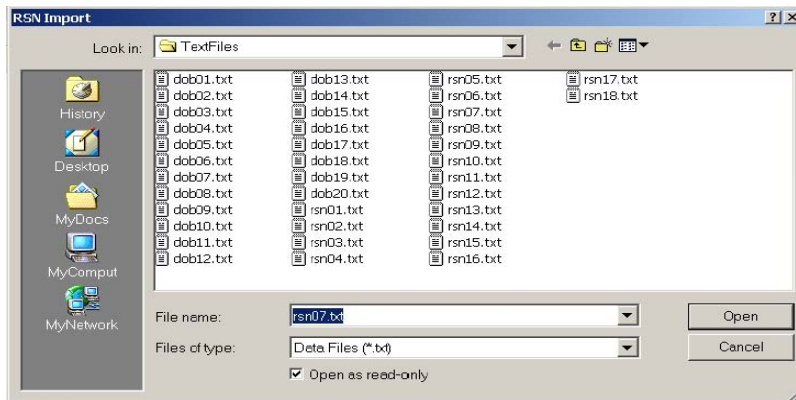


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The screen below will appear. Within the screen will be a box displaying the random number table to be used for the RSN drawing. In this example it is **Random Sequence Table No. 7**. If you select the RSN box and you don't get the random table number 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.

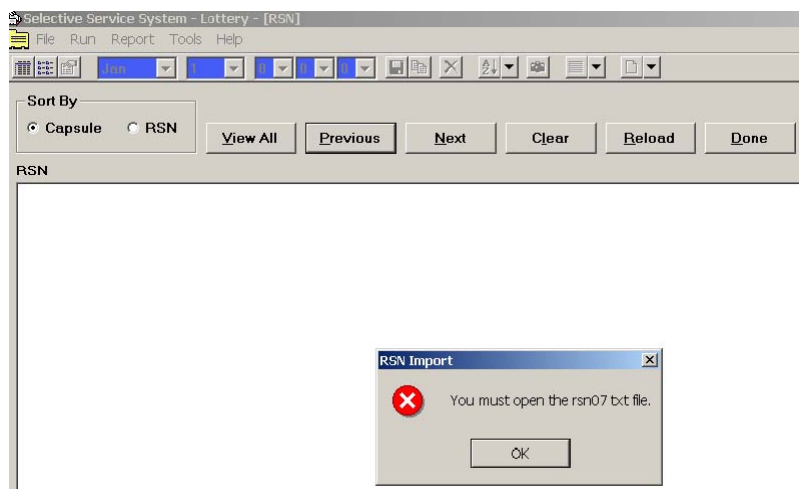


Select **OK** and the following RSN import table will appear. Select **Open**.

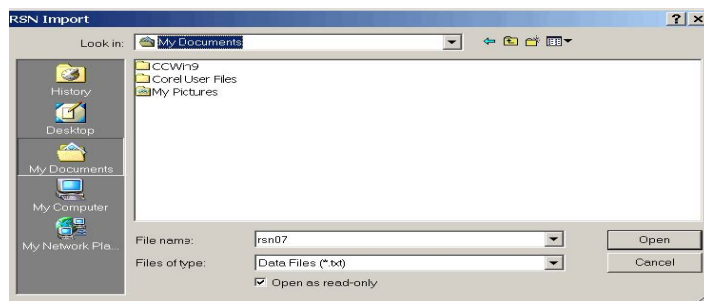


**(Under Development: IT)**

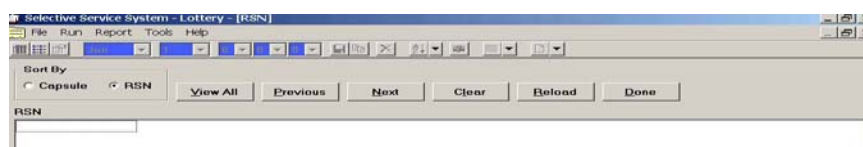
You will get the following screen if you attempt to open the incorrect table.



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**.



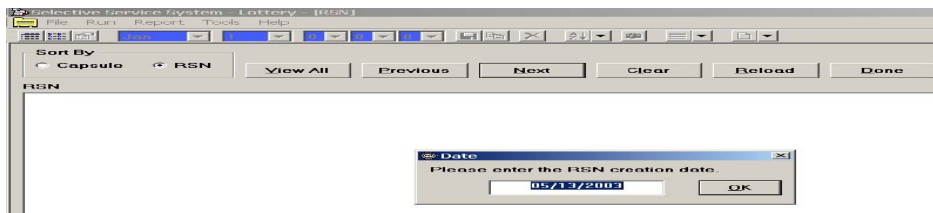
The main RSN screen will appear as seen below.



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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.

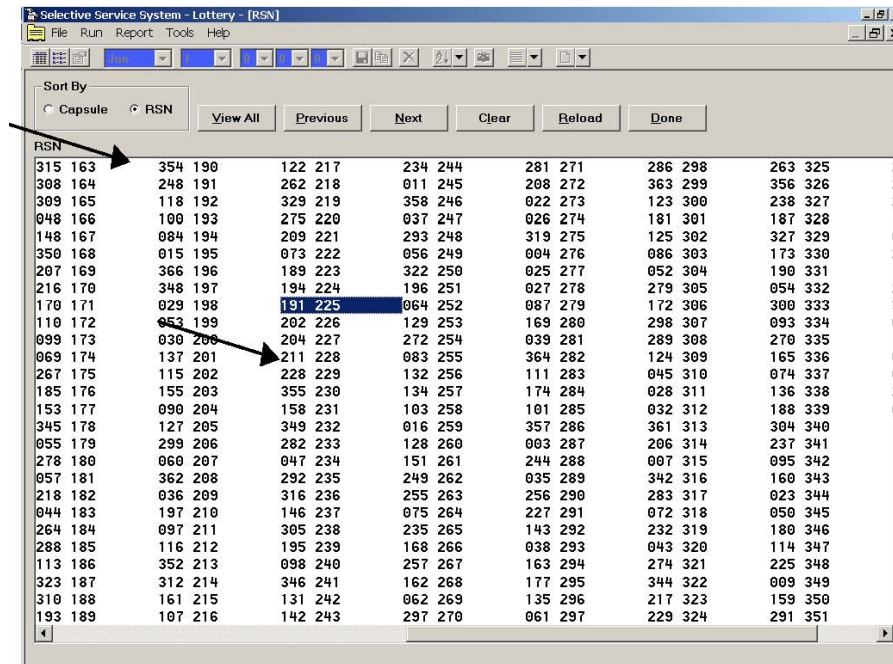


Continue to select the “**NEXT**” button until all numbers have been selected, and then placed into a drum’s racks. See Chapter 3 for the details in the drawing process. The last half of the screen will appear as below. **This step may not be needed since the balls are placed in racks.**



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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.

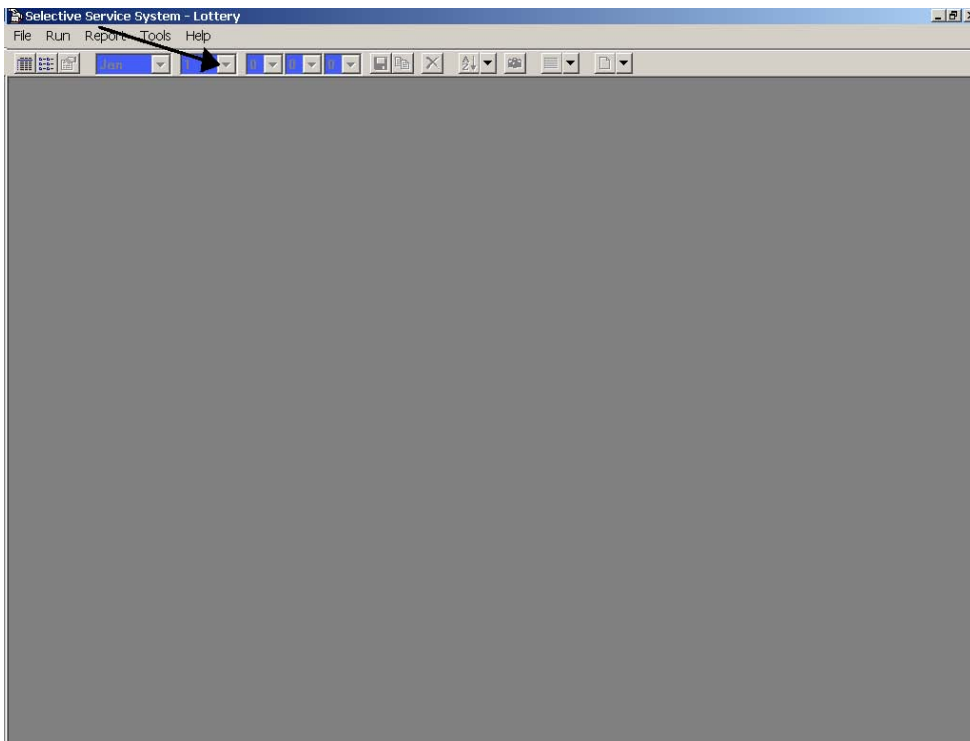


Selective Service System - Lottery - [RSN]						
File Run Report Tools Help						
Sort By						
<input type="radio"/> Capsule <input checked="" type="radio"/> RSN         View All Previous Next Clear Reload Done						
RSN						
315 163	354 190	122 217	234 244	281 271	286 298	263 325
308 164	248 191	262 218	011 245	208 272	363 299	356 326
309 165	118 192	329 219	358 246	022 273	123 300	238 327
048 166	100 193	275 220	037 247	026 274	181 301	187 328
148 167	084 194	209 221	293 248	319 275	125 302	327 329
350 168	015 195	073 222	056 249	004 276	086 303	173 330
207 169	366 196	189 223	322 250	025 277	052 304	190 331
216 170	348 197	194 224	196 251	027 278	279 305	054 332
170 171	029 198	191 225	064 252	087 279	172 306	300 333
110 172	053 199	202 226	129 253	169 280	298 307	093 334
099 173	030 200	204 227	272 254	039 281	289 308	270 335
069 174	137 201	211 228	083 255	364 282	124 309	165 336
267 175	115 202	228 229	132 256	111 283	045 310	074 337
185 176	155 203	355 230	134 257	174 284	028 311	136 338
153 177	090 204	158 231	103 258	101 285	032 312	188 339
345 178	127 205	349 232	016 259	357 286	361 313	304 340
055 179	299 206	282 233	128 260	003 287	206 314	237 341
278 180	060 207	047 234	151 261	244 288	007 315	095 342
057 181	362 208	292 235	249 262	035 289	342 316	160 343
218 182	036 209	316 236	255 263	256 290	283 317	023 344
044 183	197 210	146 237	075 264	227 291	072 318	050 345
264 184	097 211	305 238	235 265	143 292	232 319	180 346
288 185	116 212	195 239	168 266	038 293	043 320	114 347
113 186	352 213	098 240	257 267	163 294	274 321	225 348
323 187	312 214	346 241	162 268	177 295	344 322	009 349
310 188	161 215	131 242	062 269	135 296	217 323	159 350
193 189	107 216	142 243	297 270	061 297	229 324	291 351

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.

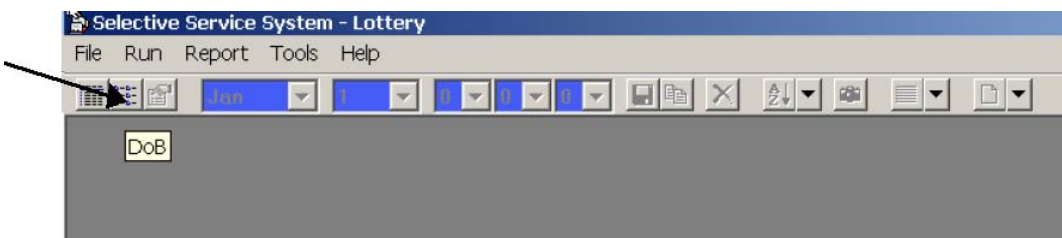
(Under Development: IT)



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)**

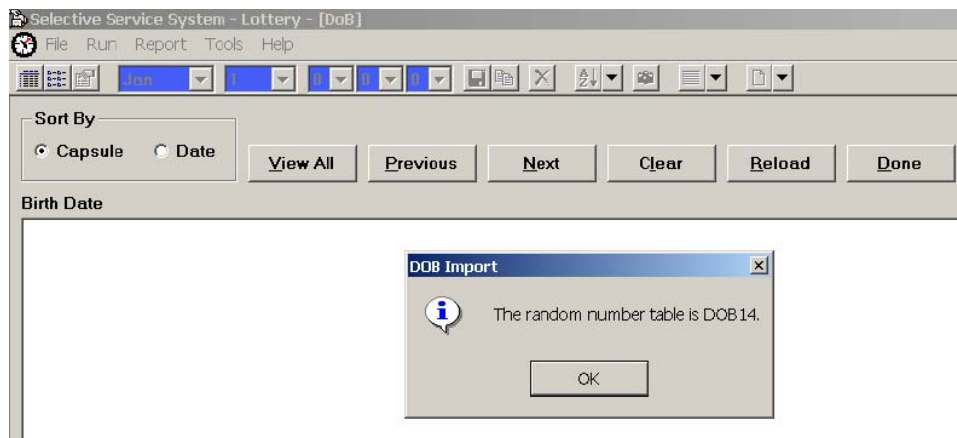
The second step of the lottery process is the loading of the date air mix balls into all three date drawer racks. The second box on the menu bar [see arrow below] is the Date of Birth [DoB] box. This step may not be needed.



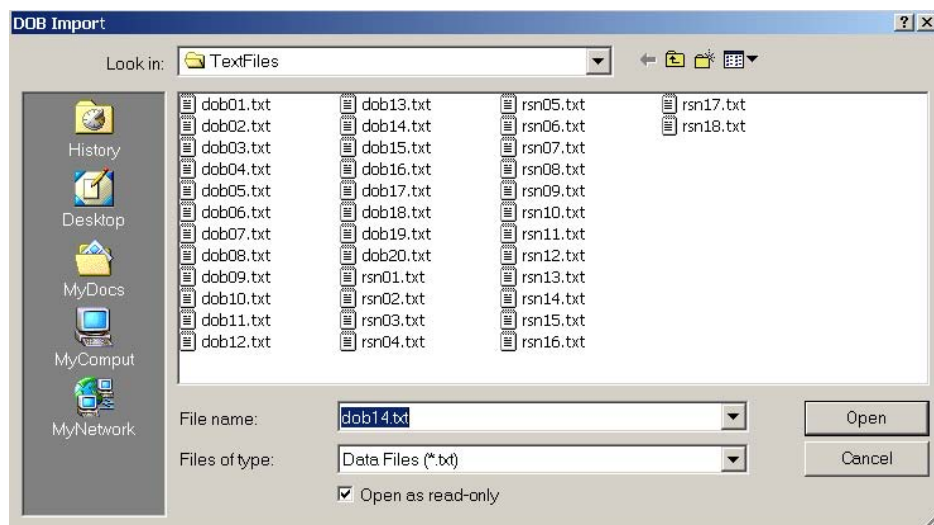
This step is a mirror of Step 1 except that you are now filling the date air mix balls.

**(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.

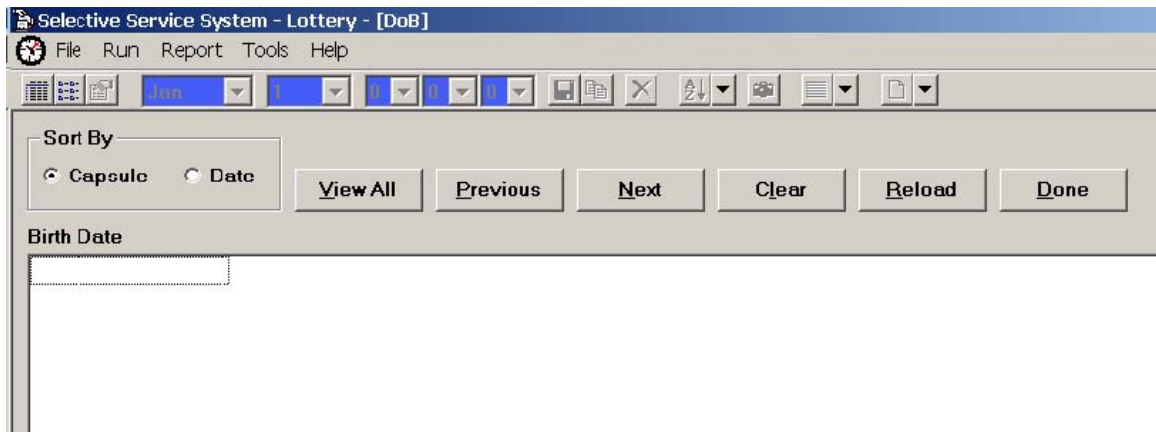


Select **OK** and the following import table will appear.

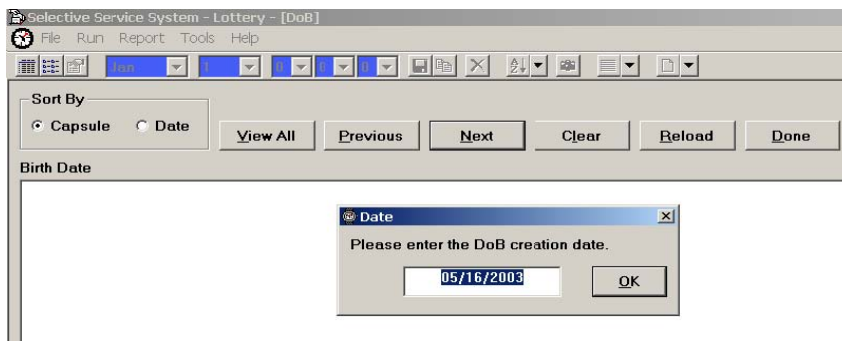


**(Under Development: IT)**

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.

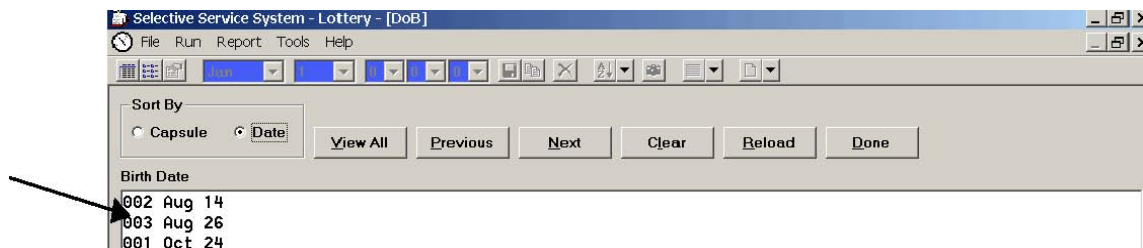
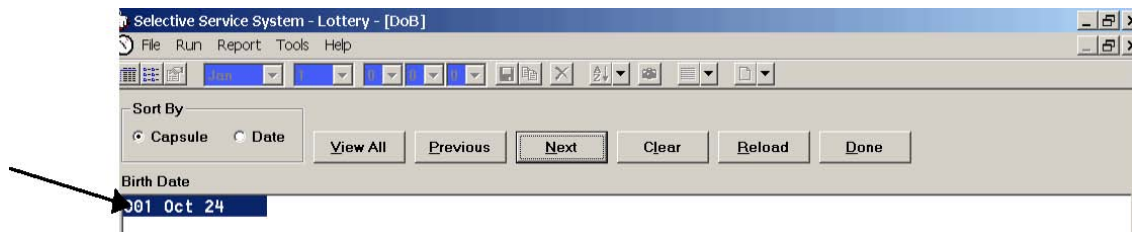


Select “**Next**” to start the draw and you will get the following screen within the screen. Upon acceptance of the date (usually the current day’s date), click **OK**.



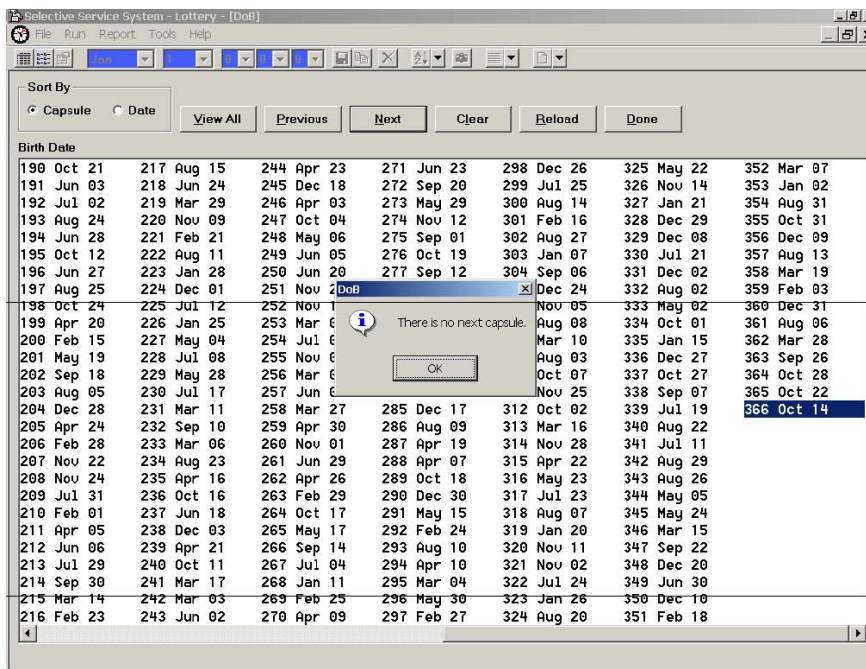
**(Under Development: IT)**

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.



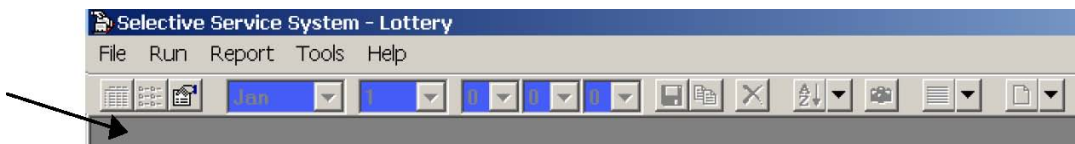
Refer to page 9 to learn about column changes. See Chapter 3 for the details in the drawing process. Step 3 the Lottery. Upon the selection of the last air mix ball, depress “**NEXT**” again and the following message box will appear stating that ‘There is no next air mix ball.’

**(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.

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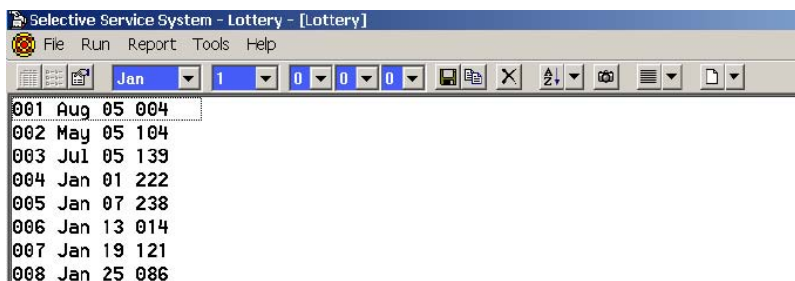
Again, to start the process, click on the **Lottery** box icon and the date will appear. The box within the screen displays the current date, the day that the lottery is being run. Click **OK** to accept. This will determine leap or non-leap year.



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.



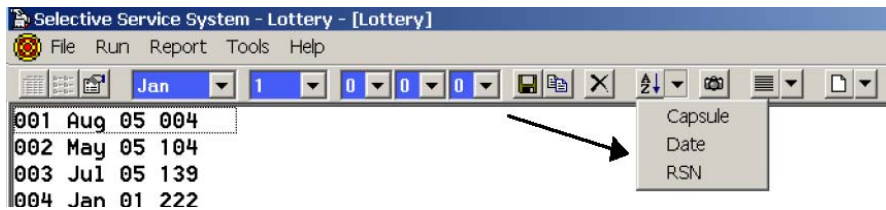
**Column One** in the above screen is always the **ball number**. **Column Two** will always be the **month**; **Column Three** will always be the **day of the month**; and **Column Four** will always be the **random sequence number (RSN)**. When the very first date and number are announced, the default 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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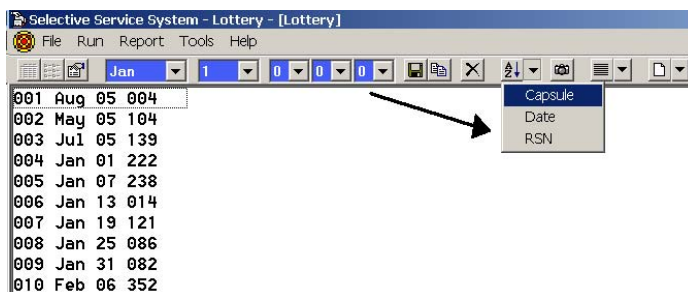
This selected icon is showing which icon to select in order to change how a sort is performed.



This selected icon is showing the three types of sort which can be performed: Ball [the default], Date and RSN.

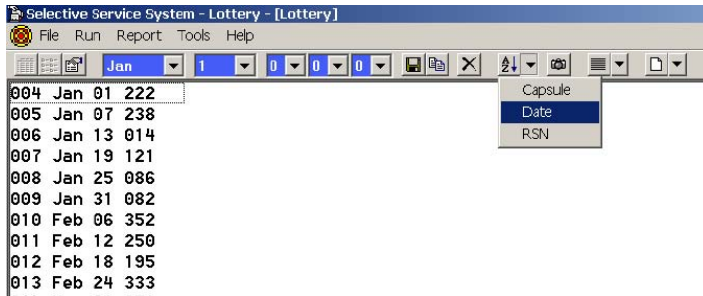


A sort on Air mix ball will be displayed as below:

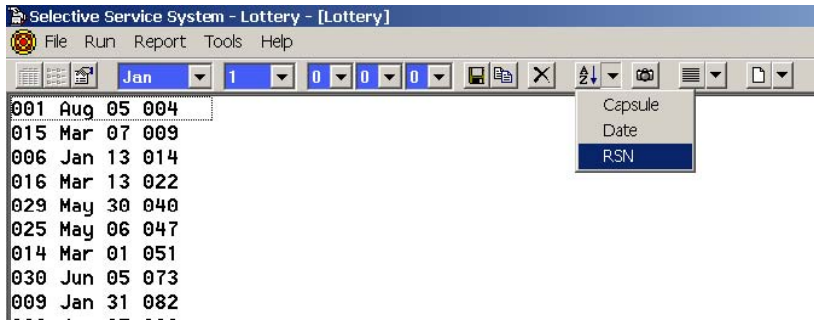


Notice that Column One is in consecutive order. The highlighted sort lets you know what sort is being performed. A sort on Date, column two, will be displayed as below:

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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.

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## 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				

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## 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	08	319	345	Dec	13	353				
210	Ju1	28	210	244	Aug	31	244	278	Oct	04	286	312	Nov	09	320	346	Dec	14	354				
211	Ju1	29	211	245	Sep	01	245	279	Oct	05	287	313	Nov	10	321	347	Dec	15	355				
212	Ju1	30	212	246	Sep	02	246	280	Oct	06	288	314	Nov	11	322	348	Dec	16	356				
213	Ju1	31	213	247	Sep	03	247	281	Oct	07	289	315	Nov	12	323	349	Dec	17	357				
214	Aug	01	214	248	Sep	04	248	282	Oct	08	290	316	Nov	13	324	350	Dec	18	358				
215	Aug	02	215	249	Sep	05	249	283	Oct	09	291	317	Nov	14	325	351	Dec	19	359				
216	Aug	03	216	250	Sep	06	250	284	Oct	10	292	318	Nov	15	326	352	Dec	20	360				
217	Aug	04	217	251	Sep	07	251	285	Oct	11	293	319	Nov	16	327	353	Dec	21	361				

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Between the two large screen is a **smaller screen**. See below.

The screenshot shows a blue interface divided into two main sections: 'Current' on the left and 'Previous' on the right. Each section contains a 'Birthdate' label above a yellow rectangular input field, and an 'RSN' label above another yellow rectangular input field. At the bottom, there is a 'Control Board' section with labels for 'Birth Month', 'Birth Day', and 'RSN', each followed by a small white input field. To the right of these fields are 'Display' and 'Clear' buttons. A small 'Exit' button is located at the bottom right of the main interface area.

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.

This is a close-up of the 'Control Board' section from the previous screenshot. It shows the labels 'Birth Month', 'Birth Day', and 'RSN' with their respective input fields containing the values '11', '25', and '361'. The 'Display' and 'Clear' buttons are also visible to the right of the input fields.

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.

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Current	Previous
Birthdate	Birthdate
<b>Nov 25</b>	
RSN	RSN
<b>361</b>	

Control Board  
 Birth Month  Birth Day  RSN

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:

Current	Previous
Birthdate	Birthdate
<b>Dec 26</b>	<b>Nov 25</b>
RSN	RSN
<b>017</b>	<b>361</b>

Control Board  
 Birth Month  Birth Day  RSN

The third number and date announced: June 9, number 47. The screen would appear as follows:

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Current	Previous
Birthdate	Birthdate
<b>Jun 9</b>	<b>Dec 26</b>
RSN	RSN
<b>047</b>	<b>017</b>

Control Board  
Birth Month:  Birth Day:  RSN:

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

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 09 319	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 10 320	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 11 321	356 Dec 24 364
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 12 322	357 Dec 25 365
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 13 323	358 Dec 26 366
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 14 324	359 Dec 27 367
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 15 325	360 Dec 28 368
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 16 326	361 Dec 29 369
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 17 327	362 Dec 30 370
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 18 328	363 Dec 31 371
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 19 329	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 20 330	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 21 331	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 22 332	
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 23 333	
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 24 334	
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 25 335	
027 Jan 27 027	070 Mar 10 070	113 Apr 22 113	156 Jun 04 156	199 Jul 17 199	242 Aug 29 250	285 Oct 11 293	328 Nov 26 336	
028 Jan 28 028	071 Mar 11 071	114 Apr 23 114	157 Jun 05 157	200 Jul 18 200	243 Aug 30 251	286 Oct 12 294	329 Nov 27 337	
029 Jan 29 029	072 Mar 12 072	115 Apr 24 115	158 Jun 06 158	201 Jul 19 201	244 Aug 31 252	287 Oct 13 295	330 Nov 28 338	
030 Jan 30 030	073 Mar 13 073	116 Apr 25 116	159 Jun 07 159	202 Jul 20 202	245 Sep 01 253	288 Oct 14 296	331 Nov 29 339	
031 Jan 31 031	074 Mar 14 074	117 Apr 26 117	160 Jun 08 160	203 Jul 21 203	246 Sep 02 254	289 Oct 15 297	332 Nov 30 340	
032 Feb 01 032	075 Mar 15 075	118 Apr 27 118	161 Jun 09 161	204 Jul 22 204	247 Sep 03 255	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 04 256	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 05 257	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 06 258	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 07 259	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 08 260	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 09 261	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 10 262	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 11 263	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 12 264	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 13 265	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 14 266	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.



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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.

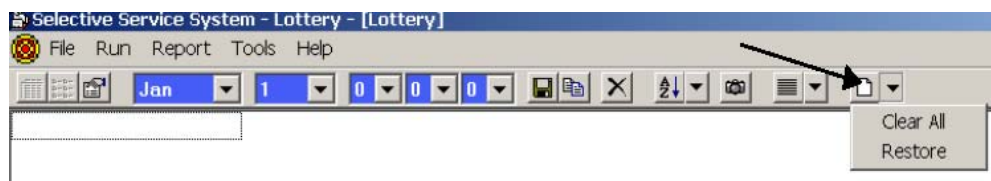


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To Show Lottery {page of lines}: Selecting this icon will give the choice of viewing the first half (the first 183 dates and numbers announced); the second half (the second set of 182 or 183 during leap year dates and numbers announced) or to show all dates and numbers that have been announced. Remember to scroll across to see all dates and numbers.

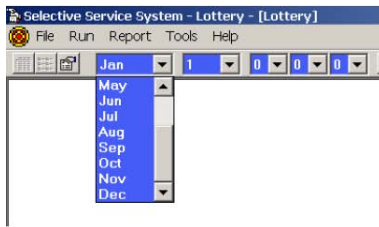


To Clear All or Restore {blank page}: When **Clear All** is selected, the current data showing on the lottery screen will be erased. Select **Restore** to retrieve what was just eradicated. Remember, the current lottery screen can be overwritten with whichever lottery data you select.

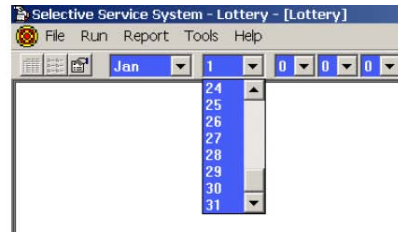


When selecting the month, day and numbers, drop-down lists will be used. See series of screens below:

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Month



Day

**(Under Development: IT)**

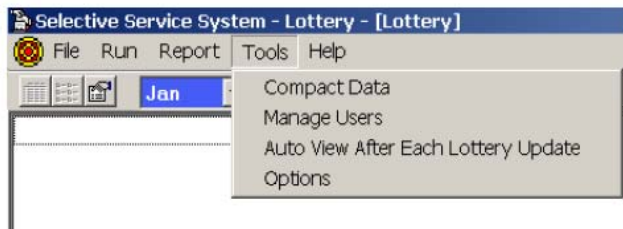
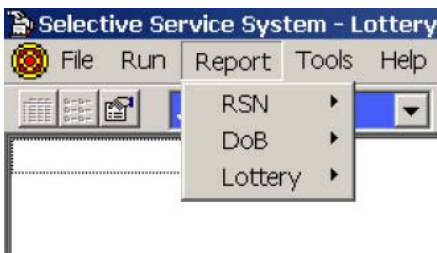
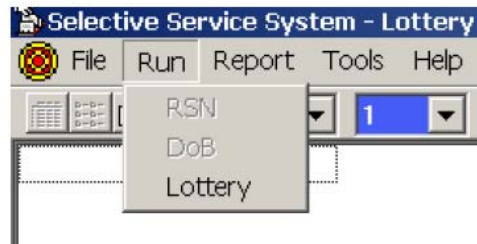
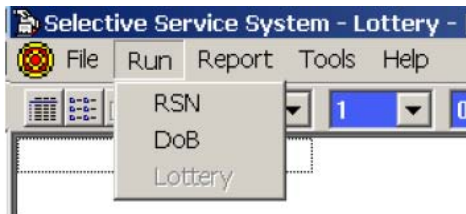
RSN (consisting of 3 digits)



(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.







# **Call and Deliver Phase 2 Induction Exercise**

## **CONFIRMATION BRIEF**

20 Apr 2018

PROJECT TEAM

Thomas Devine - Exercise Team Lead

James Knowlton - Programmer

Duyen Pham - Programmer



# EXERCISE: Call and Deliver Phase 2 – Induction (CDPII)

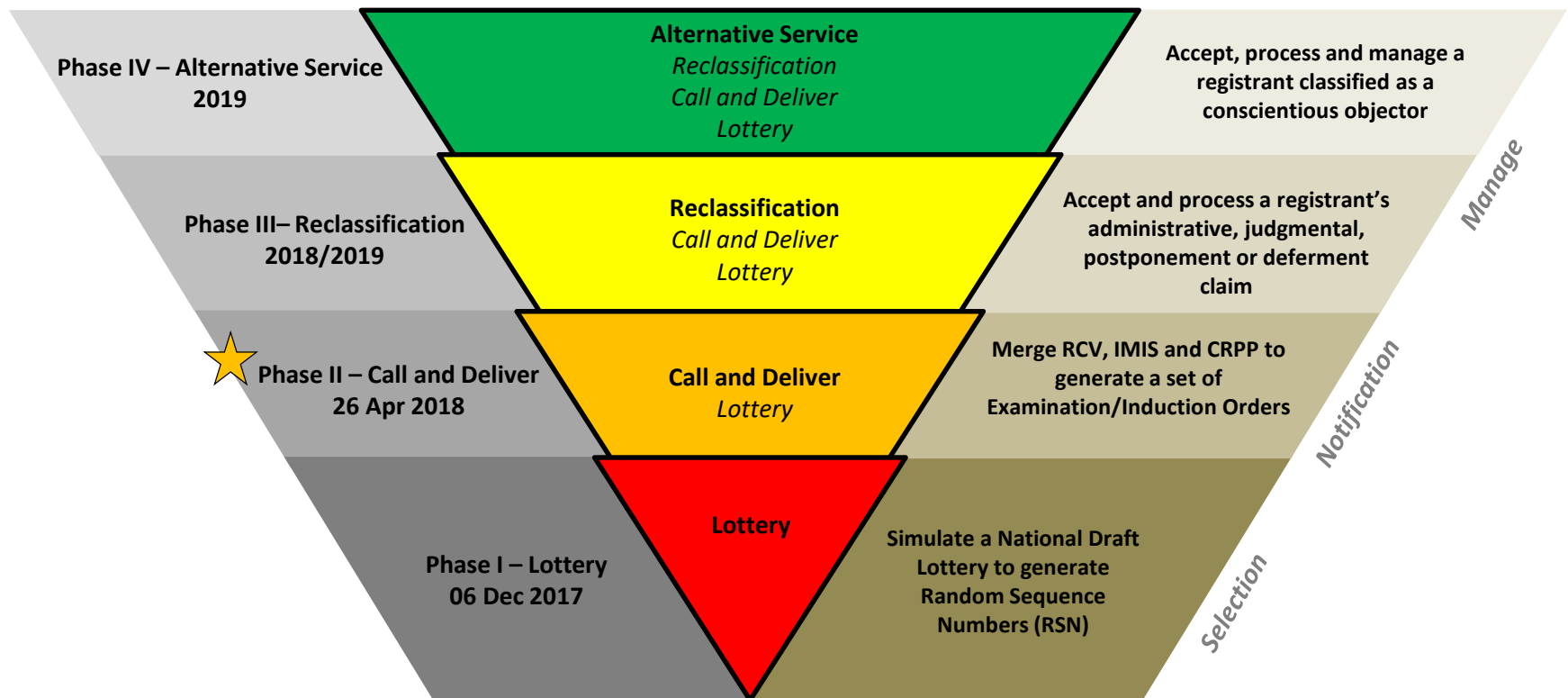
4/20/2018

## Exercise Program

### TWO-YEAR EXERCISE PLAN

### CRPP CORE FUNCTIONS

### GOAL



### CRPP Functionality

Employee Logon / Employee Management / Internal Tables / Registrant  
Lottery / **Induction (Call and Deliver)** / Registrant Reclassify / Alternative Service  
MEPCOM / Registrant Self Service / Alternative Service Self Service / Employer Management

**Purpose.** Develop a two year exercise program that will serve as an operational capability assessment of CRPP; enable the Agency to fulfill its primary mission.

- To be prepared to provide trained and untrained personnel to DoD in the event of a national emergency; and
- To be prepared to manage a non-military program for men conscientiously opposed to military service

**Method.** Conduct a series of limited scale exercises that build upon the Core Functions of CRPP.

**Endstate.** A fully capable CRPP system.



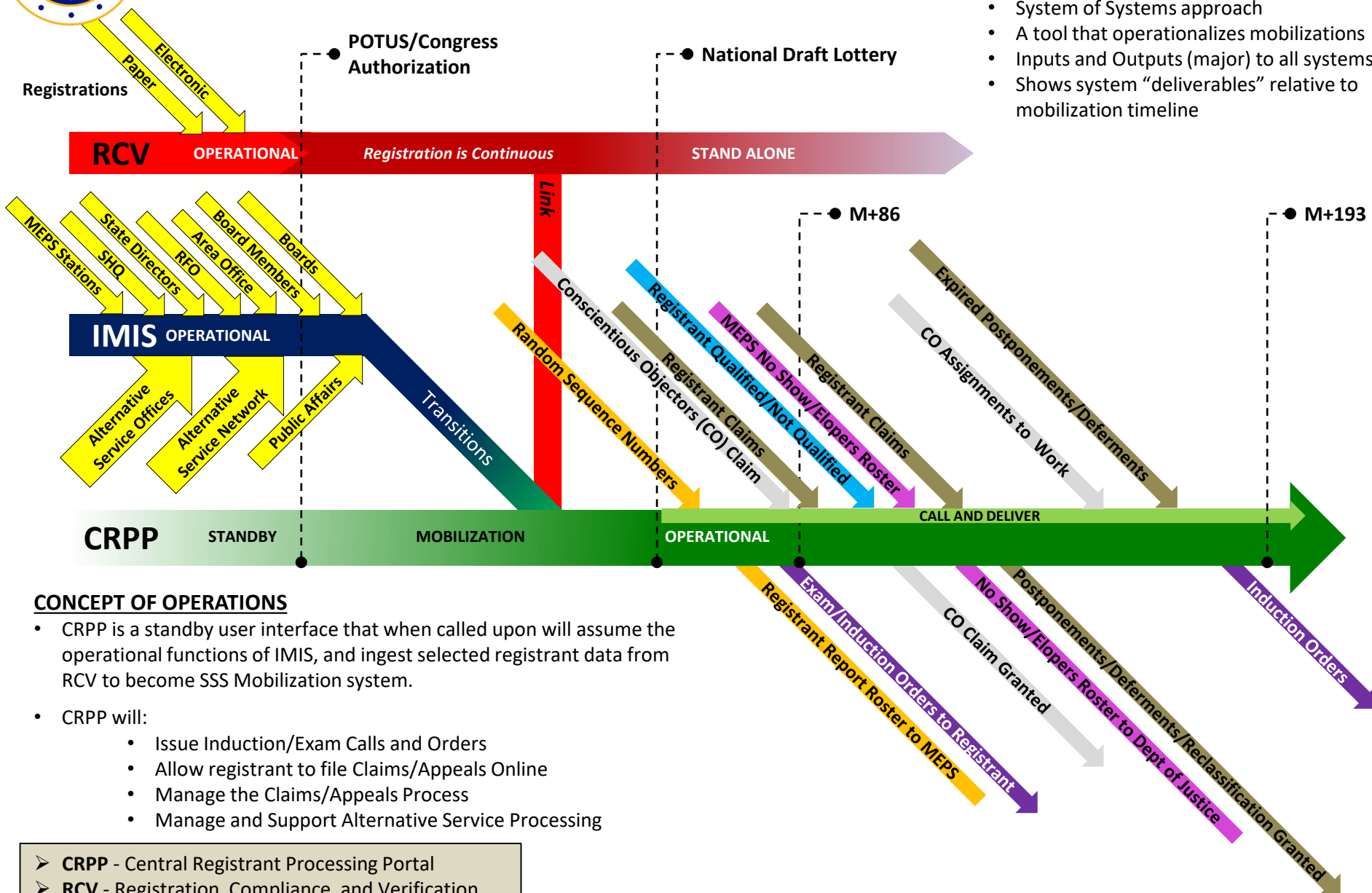
# EXERCISE: Call and Deliver Phase 2 – Induction (CDPII)

4/20/2018

## Business/As-Is Requirement

### NOTES

- System of Systems approach
- A tool that operationalizes mobilizations
- Inputs and Outputs (major) to all systems
- Shows system “deliverables” relative to mobilization timeline



### CONCEPT OF OPERATIONS

- CRPP is a standby user interface that when called upon will assume the operational functions of IMIS, and ingest selected registrant data from RCV to become SSS Mobilization system.
- CRPP will:
  - Issue Induction/Exam Calls and Orders
  - Allow registrant to file Claims/Appeals Online
  - Manage the Claims/Appeals Process
  - Manage and Support Alternative Service Processing

- **CRPP** - Central Registrant Processing Portal
- **RCV** - Registration, Compliance, and Verification
- **IMIS** - Integrated Mobilization Information System



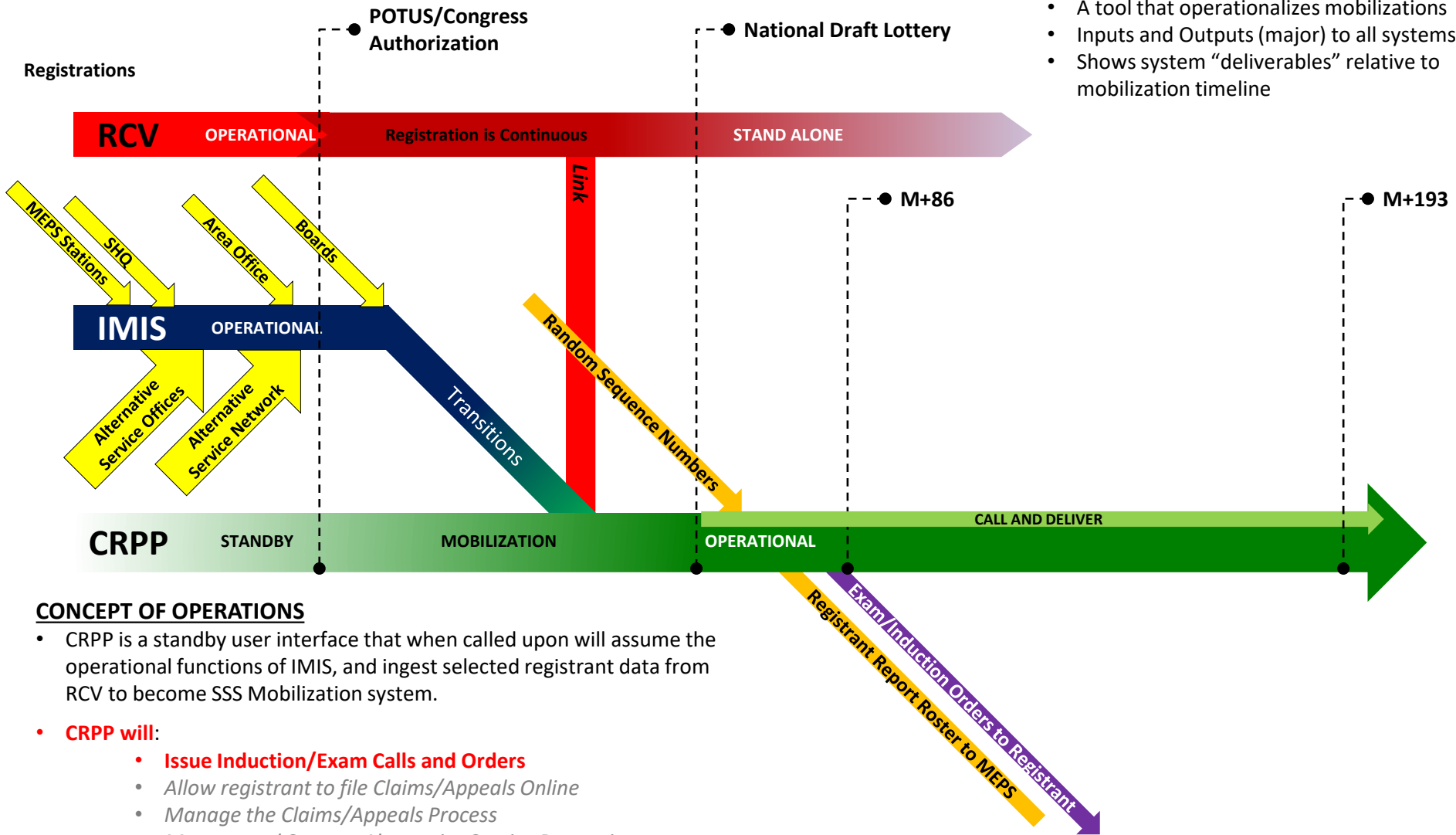
# EXERCISE: Call and Deliver Phase 2 – Induction (CDPII)

4/20/2018

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- **CRPP** - Central Registrant Processing Portal
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## Project Overview

ETL: Thomas Devine

### Exercise Summary

- The Operations and Information Technology Directorate (OP/IT) will complete an Operational Capability Assessment (OCA) exercise of the Central Registrant Processing Portal (CRPP). The OCA consists of a series of events culminating in a one day exercise at the end of April 2018.
- No later than **26 April 2018**, OP/IT will execute the CDPII exercise to demonstrate CRPP's capability to generate notification Orders (SSS Form 233/Examination and SSS Form 262/Induction) directing selected Registrants to report for military examination and screening.

### Admin

- NHQ Instruction signed 26 Feb 2018
- CRPP Action Tracker
  - SharePoint: IT/Project Management/CRPP Project – 2018

### Project Work Load To Date

- Number of Week:** 11
- Number of Hours:** 1166
- Verify and validate 10 Use Cases
  - 1.6 View Induction/Exam Call Management Menu
  - 1.4 View Previous Call
  - 1.1 Enter new Call Criteria
  - 1.2 View Projected Call Results
  - 1.3 Submit Final Call
  - 1.4.1 View Call Details
  - 1.3.1 Download Orders Print File
  - 1.3.2 View/Print Call Summary Report
  - 1.3.3 View Call Results
  - 1.3.4 View MEPCOM Delivery File
- Link CRPP to RCV

### POA&M

	FEB				MAR				APR				MAY			
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4
Exercise																
Programming																
Test & Evaluation																
Meetings																

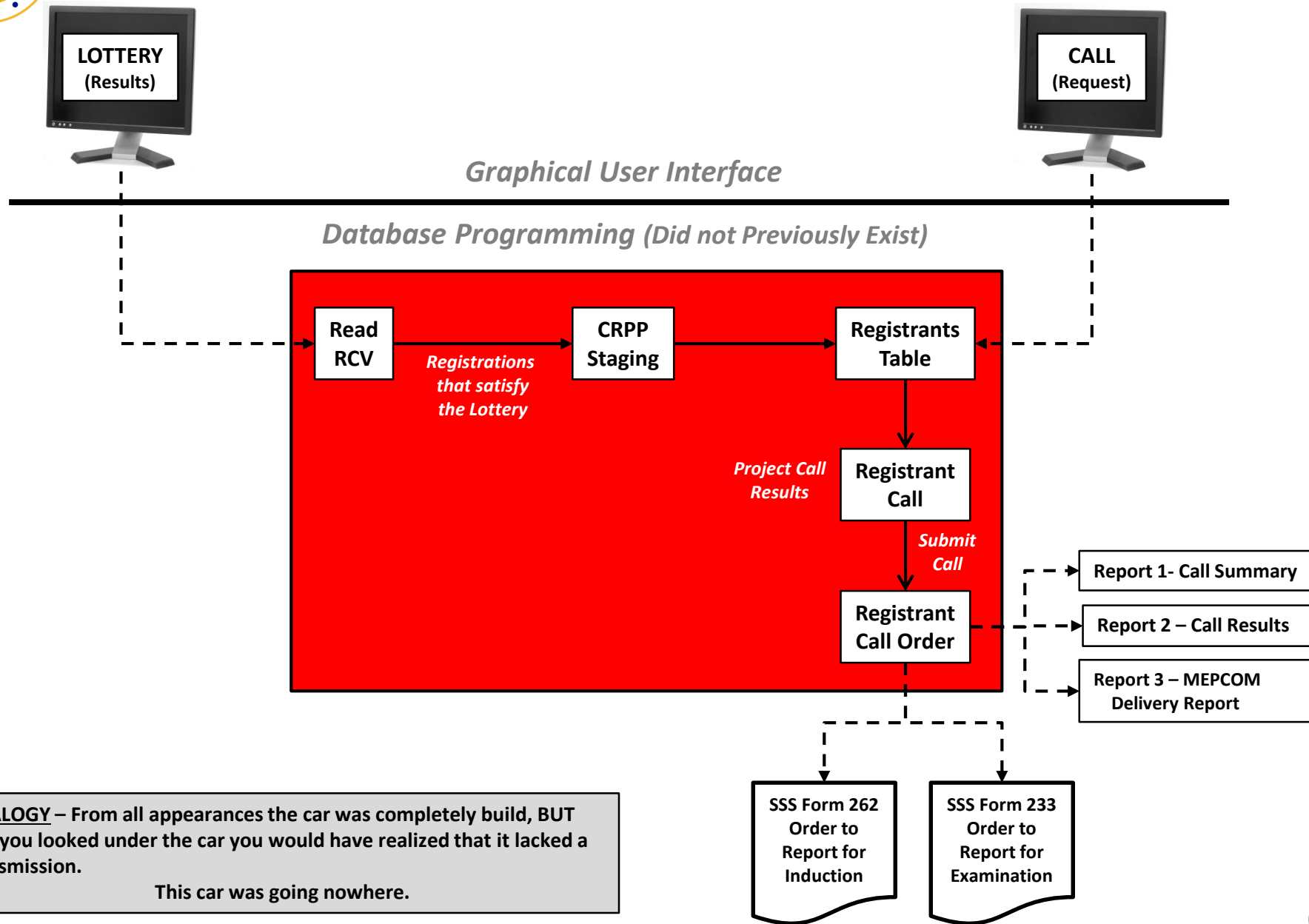
Timeline details from image:

- Application** (Yellow bar): Feb 16 to Mar 9
- Database** (Black bar): Feb 16 to Feb 23
- 2015 Config/URL** (Green bar): Feb 23 to Mar 9
- Final Review** (Black diamond): Mar 12
- CRPP** (Black diamonds): Feb 16, Feb 23, Mar 9, Mar 12, Mar 16, Mar 23, Apr 6, Apr 13, Apr 20
- Final Review** (Black diamond): Apr 13
- Code Review** (Black diamond): Apr 20
- Exercise** (Red arrow): Apr 20 to Apr 26
- Registration** (Black diamond): Apr 26
- Exam** (Black diamond): Apr 26



## Project Overview

ETL: Thomas Devine



**EXERCISE: Call and Deliver Phase II – Induction (CDPII)**

ETL: Thomas Devine

**Execution Timeline****Assumptions**

- DoD Call for 100K
- SSS will sent 500K Orders to Report for Induction/Examination (one page)
- DMC systems working a high level – all machines are operating at the same time with additional personnel

**1.0 Lottery**

- 1.1 Conduct a National Draft Lottery
- 1.2 Verify National Draft Lottery Results
- 1.3 Validate Results in CRPP
- 1.4 Registrant Transfer

**2.0 Call and Deliver**

- 2.1 Establish Order of Call in CRPP
- 2.2 Orders Generation
- 2.3 Review Induction/Examination Orders
- 2.4 Review MEPCOM Delivery Report
- 2.5 Transfer Orders to DMC
- 2.5.1 Orders Printing
- 2.5.2 Orders Inserting
- 2.5.3 Palletizing
- 2.5.4 Deliver to Post Office

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18	Day 19
1.1 Conduct a National Draft Lottery	Yellow																		
1.2 Verify National Draft Lottery Results		Yellow																	
1.3 Validate Results in CRPP			Yellow																
1.4 Registrant Transfer				Red	Red	Red	Red												
2.1 Establish Order of Call in CRPP						Red													
2.2 Orders Generation							Red												
2.3 Review Induction/Examination Orders								Red											
2.4 Review MEPCOM Delivery Report									Red										
2.5 Transfer Orders to DMC									Red										
2.5.1 Orders Printing									Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
2.5.2 Orders Inserting																			
2.5.3 Palletizing										Blue			Blue				Blue		Blue
2.5.4 Deliver to Post Office											Blue			Blue				Blue	Blue

**Notes**

- **1.4 Registrant Transfer**
  - Data transfer of all Selection Groups, assigned an RSN, from RCV to CRPP
- **2.2 Orders Generation**
  - Will generate a Portable Document File (PDF)
  - File size will be in excess of 2gb in size
- **2.5 Transfer Order to DMC**
  - DMC will be able to access CRPP to download the file for Printing





## EXERCISE: Call and Deliver Phase II – Induction (CDPII)

ETL: Thomas Devine

## Significant Issues

## Improve data integrity with in RCV

- **Mailing Address**
  - GOA estimates 30-40% (608-811k) of 20 year-old mailing address in RCV are stale (have not been updated)
    - Results will be massive Undeliverable/Returned to Sender
  - Create a business process for reconciling stale or bad mailing addresses
    - Model the Compliance Program which has a <5% return mail rate
  - Missing or bad data (i.e Nulls)
  - Overseas
- **Social Security Account Numbers (SSAN)**
  - Approximately 5% (73k) of 20 year-old registration in RCV do not contain a SSAN
    - Potential for duplicate notification
    - “Fair and Equitable”

RCV

## What’s the threshold for error acceptance?

Almost 50% of Inductees WILL NOT receive Reporting Orders.

## 32 CFR

1615.4(a) Duty of persons required to register. *To complete the registration process* by a method prescribed by the Director of Selective Service and to record thereon his name, date of birth, sex, *Social Security Account Number (SSAN)*, current mailing address, permanent residence, telephone number, date signed, and signature ...

## 32 CFR

## 1618.74 Transmission of Orders and Other Official Papers to Registrant.

Personnel of the Selective Service System will transmit orders or other official papers addressed to a registrant by *handing them to him personally or mailing them to him to the current mailing address last reported* by him in writing to the Selective Service System.

## What do we want MEPCOM to provide back to SSS.

- **MEPCOM/MEPS**
  - Command capacity range from 12,000 to 18,000 per day
    - Individual MEPS capacity vary by location
  - MEPS Work Schedule
    - Effects Registrants report time and date
  - No current MOU/MOA to exchange types of data

RFI

Need Exercise Program to continue to flush out and refine before engaging MEPCOM

**EXERCISE: Call and Deliver Phase II – Induction (CDPII)**

ETL: Thomas Devine

**Significant Issues**

*Changing the business process  
changes the Manuals and CRPP*

# Business Process

- **Lottery**
  - Initial Lottery will span multiple birth years (365 vs 366)
- **Cold Start**
  - Initial induction/examination will not have Volunteers or Postponements
  - Aspects of CRPP are based off of the premise that there is ongoing lottery and induction operations.
- **Various CALL Types**
  - Tested for potential future requirements
    - Males before Females
- **Induction/Examination Orders**
  - SSS Form 262 and 233 need to be reviewed, refined and updated in the system
    - Amplifying information (Phone Number - website)
    - Attaching additional Forms – Form 8, 262P, and 233P
      - Previously the SSS Form 9 covered Postponements, Reclassifications, and Deferments
  - Return Address
    - Local Board Address was changed to the Region Headquarters
- **Designated Assembly Points vs Area Office vs MEPS**
  - Where do we want Registrants to report?
    - Designated Assembly Point can be a bus or train station.

**What needs to be include with the Orders?  
Where should they report and when?**

**Exercise Program **CRITICAL** to ensuring minimum  
system functionality and identifying business process  
and capability gaps.**

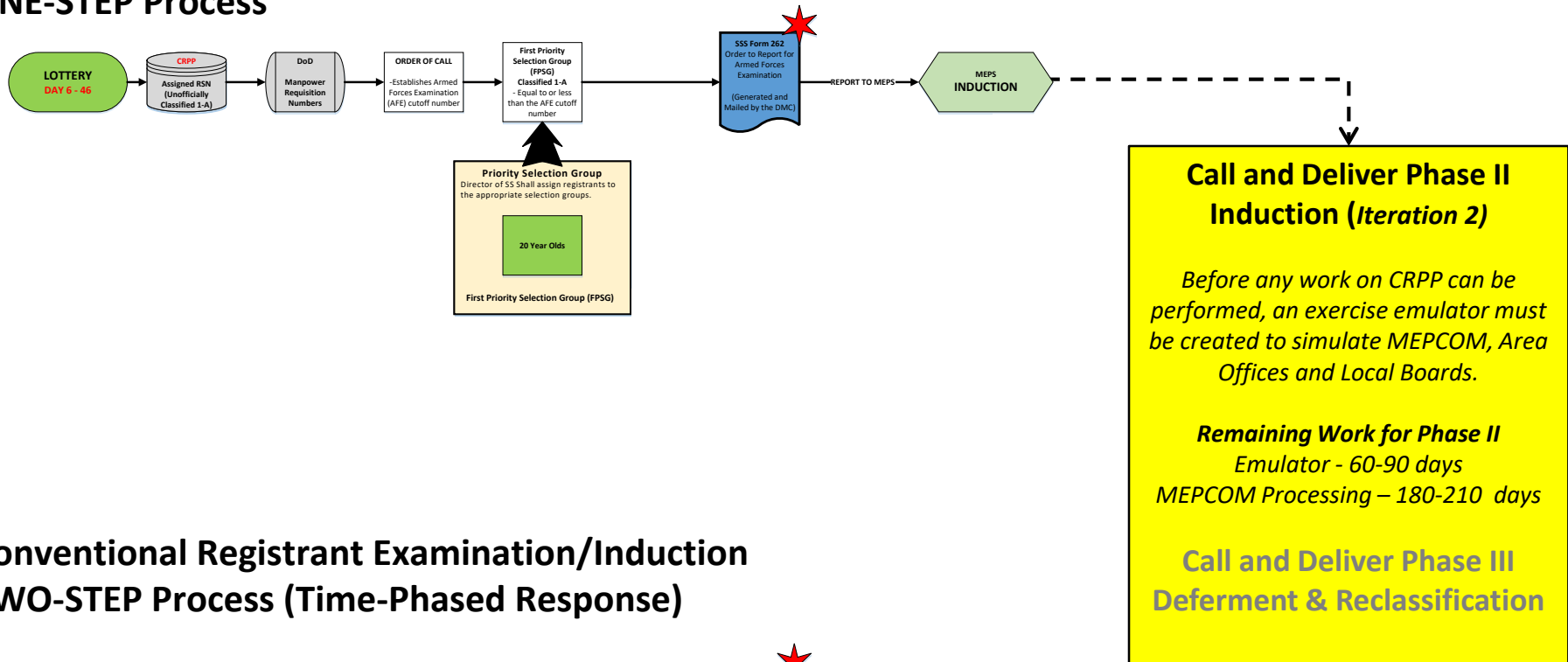


# EXERCISE: Call and Deliver Phase II – Induction (CDPII)

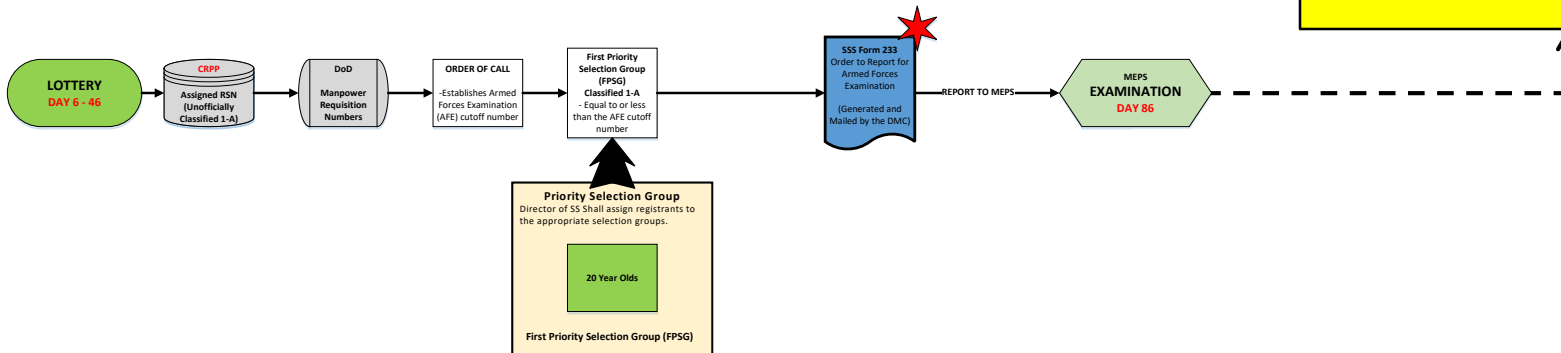
ETL: Thomas Devine

## Looking Ahead

### Conventional Registrant Induction ONE-STEP Process



### Conventional Registrant Examination/Induction TWO-STEP Process (Time-Phased Response)





**Call and Deliver Phase 2  
Induction  
Exercise**

**QUESTIONS**

**20 Apr 2018**