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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 listing of HQ Orders. A copy of the listing of HQ Directives. A copy of the SSS Readiness Plan."* The records responsive to your request are attached.

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

## HEADQUARTERS ORDERS

Title	Category	Description
<a href="#">21-04</a>	2021 Headquarters Orders	Legislative Programs and Procedures
<a href="#">21-03</a>	2021 Headquarters Orders	Social Media Policy
<a href="#">21-02</a>	2021 Headquarters Orders	Made in America (Executive Order 14005)
<a href="#">21-01</a>	2021 Headquarters Orders	Succession of Authority
<a href="#">20-06</a>	2020 Headquarters Orders	Security Awareness and Reporting Foreign Contacts and Travel
<a href="#">20-05</a>	2020 Headquarters Orders	Reorganization – Support Services/Human Resources Division
<a href="#">20-03</a>	2020 Headquarters Orders	Procedures for Correction and Implementation of Audit Report Findings and Recommendations
<a href="#">20-02</a>	2020 Headquarters Orders	Data Governance Board
<a href="#">20-01</a>	2020 Headquarters Orders	Ethics Policy for New Employees and New Supervisors
<a href="#">19-01</a>	2019 Headquarters Orders	Local Board and District Appeal Board Composition and Membership
<a href="#">18-02</a>	2018 Headquarters Orders	Organization and Functions of the U.S. Selective Service System (SSS)
<a href="#">17-07</a>	2017 Headquarters Orders	Selective Service Exercise Strategy
<a href="#">17-02</a>	2017 Headquarters Orders	Readiness - Training Headquarters Order
<a href="#">17-04</a>	2017 Headquarters Orders	Selective Service System Policy for Business Dress and Business Casual Attire
<a href="#">16-02</a>	2016 Headquarters Orders	Alternative Service Employer Network (ASEN) Development Plan
<a href="#">14-01</a>	2014 Headquarters Orders	Records Management
<a href="#">13-07</a>	2013 Headquarters Orders	Audit of the Selective Service System's (SSS) Federal Transit Benefits Program
<a href="#">13-06</a>	2013 Headquarters Orders	Proposed Compliance Plan for Executive Order 13556, Controlled Unclassified Information (CUI)
<a href="#">13-05</a>	2013 Headquarters Orders	Review Process for Protecting Whistleblowers with Access to Classified Information from Retaliation for a Protected Disclosure on the Intranet
<a href="#">13-04</a>	2013 Headquarters Orders	Establishment of the Selective Service System Insider Threat Program
<a href="#">13-03</a>	2013 Headquarters Orders	Policies for the use of Access Cards to enter Selective Service System (SSS) Facilities
<a href="#">12-01</a>	2012 Headquarters Orders	Civilian Fitness/Wellness Program (CFWP)
<a href="#">11-02</a>	2011 Headquarters Orders	Selective Service Readiness Planning
<a href="#">11-01</a>	2011 Headquarters Orders	Standardized Board Member Program
<a href="#">10-09</a>	2010 Headquarters Orders	Position Management and Recruitment
<a href="#">10-08</a>	2010 Headquarters Orders	Selective Service System Individual Mobilization Augmentee Detachments
<a href="#">10-07</a>	2010 Headquarters Orders	Assignment of Emergency Preparedness Responsibilities
<a href="#">10-04</a>	2010 Headquarters Orders	Signing of Correspondence
<a href="#">10-02</a>	2010 Headquarters Orders	Program and Budget Advisory Committee (PBAC) Guidance
<a href="#">09-02</a>	2009 Headquarters Orders	National Security Information
<a href="#">08-13</a>	2008 Headquarters Orders	Designation of Officials

<a href="#">08-12</a>	2008 Headquarters Orders	Database of Memoranda of Understanding (MOU) and Interagency Agreements (IA)
<a href="#">08-11</a>	2008 Headquarters Orders	Litigation in which the Selective Service System (SSS) is a Party or the Subject of Litigation
<a href="#">08-10</a>	2008 Headquarters Orders	Registration Improvement Plan
<a href="#">08-07</a>	2008 Headquarters Orders	State Resource Volunteers
<a href="#">08-04</a>	2008 Headquarters Orders	Key Positions not to be filled by Ready Reserve Members
<a href="#">08-03</a>	2008 Headquarters Orders	Selective Service System Retention Allowances
<a href="#">08-02</a>	2008 Headquarters Orders	Student Loan Repayment Program
<a href="#">07-06</a>	2007 Headquarters Orders	Policy for Reporting Suspected Violators of the Military Selective Service Act
<a href="#">07-05</a>	2007 Headquarters Orders	Relocation Incentives
<a href="#">07-04</a>	2007 Headquarters Orders	Recruitment Incentives
<a href="#">07-03</a>	2007 Headquarters Orders	Identity Theft
<a href="#">05-12</a>	2005 Headquarters Orders	Citibank Visa Government Travel Card Program
<a href="#">04-29</a>	2004 Headquarters Orders	Designated Personnel for Operations During Funding Hiatus, or Emergency Conditions
<a href="#">04-23</a>	2004 Headquarters Orders	State Directors
<a href="#">03-08</a>	2003 Headquarters Orders	SSS Information Resources Management (IRM) Program
<a href="#">02-12</a>	2002 Headquarters Orders	Management Accountability and Control Program (MACP)
<a href="#">02-06</a>	2002 Headquarters Orders	Microcomputer Policy
<a href="#">01-10</a>	2001 Headquarters Orders	Section 508 Policy
<a href="#">01-04</a>	2001 Headquarters Orders	Use of Government Telephone Systems and Services
<a href="#">01-02</a>	2001 Headquarters Orders	Comments by Agency Personnel on Proposed Legislation
<a href="#">99-09</a>	1999 Headquarters Orders	Software Use Policy
<a href="#">99-06</a>	1999 Headquarters Orders	Requesting Information Technology Services
<a href="#">98-06</a>	1998 Headquarters Orders	Selective Service & the World Wide Web (Internet)
<a href="#">93-07</a>	1993 Headquarters Orders	FOIA Request Procedures
<a href="#">92-17</a>	1992 Headquarters Orders	Registration Compliance Statistics
<a href="#">90-09</a>	1990 Headquarters Orders	Correspondence Tracking System
<a href="#">90-08</a>	1990 Headquarters Orders	Central Files
<a href="#">90-01</a>	1990 Headquarters Orders	Controlled Correspondence
<a href="#">88-14</a>	1988 Headquarters Orders	Indemnification of Selective Service Employees
<a href="#">87-22</a>	1987 Headquarters Orders	Designation of the Official Required by Executive Order 12612 of October 26, 1987 – Federalism
<a href="#">86-05</a>	1986 Headquarters Orders	Responding to Telephonic Inquiries from Organizations
<a href="#">86-04</a>	1986 Headquarters Orders	Policy Guidance on Media Appearances with Alleged Violators of the Military Selective Service Act

## Public & Intergovernmental Affairs

<a href="#">Title</a>	<a href="#">Description</a>
<a href="#">100-2</a>	Marketing of Television & Radio PSAs in DC Metro Area
<a href="#">100-3</a>	News Releases
<a href="#">100-6</a>	Records Management
<a href="#">100-6 Change Notice</a>	Records Management
<a href="#">100-8</a>	Employee STAR Team
<a href="#">100-9</a>	Records Management
<a href="#">100-10</a>	Congressional Constituent Caseworker Inquiries
<a href="#">100-11</a>	Approved Official Social Media Platforms

## Finance

<a href="#">Title</a>	<a href="#">Description</a>
<a href="#">300-3</a>	Acceptance & Rejection of Purchased Goods and Services
<a href="#">300-7</a>	Metro Fare Cards for Headquarters Local Travel
<a href="#">300-13</a>	Unauthorized Commitments
<a href="#">300-14</a>	Procedures for Journal Vouchers
<a href="#">300-15</a>	Procedures for Reconciling Fund Balance With Treasury
<a href="#">300-16</a>	Access to Oracle
<a href="#">300-18</a>	Official Reception and Representation Funds
<a href="#">300-19</a>	Support Services Directorate Fiscal Year (FY) 2020 Operational Planning and Execution Guidance

## Mobilization

<a href="#">Title</a>	<a href="#">Description</a>
<a href="#">400-08</a>	Selective Service Standard Operating Procedures
<a href="#">400-46</a>	Review of Area Office (AO) & Local Board (LB) Field Structure
<a href="#">400-72</a>	Relocation of Area Offices
<a href="#">400-78</a>	New Officer/State Director (NO/SD) Training Program

<a href="#">400-83</a>	Safeguarding Classified Documents
<a href="#">400-84</a>	Standardized Board Member Program
<a href="#">400-85</a>	Selective Service System Classified Information Security Program
<a href="#">400-91</a>	FY2020 and FY2021 Prioritization of System Requirements with attachment
<a href="#">400-92</a>	Operational Planning and Execution Guidance, Fiscal Year 2021
<a href="#">400-93</a>	FY21 Exercise Requirements

## Personnel

<a href="#">Title</a>	<a href="#">Description</a>
<a href="#">500-32</a>	Voluntary Leave Transfer Program
<a href="#">500-33</a>	Voluntary Service Program
<a href="#">500-35</a>	Rights of Civilian and Military Personnel to Present Complaints
<a href="#">500-36</a>	SSS Emergency Medical Response Program
<a href="#">500-37</a>	Professional Liability Insurance
<a href="#">500-39</a>	SSS Student Educational Employment Program
<a href="#">500-40</a>	Delegated Examining (DE) Policies and Procedures
<a href="#">500-41</a>	Delegating Examining (DE) Case File Renew
<a href="#">500-42</a>	Schedule A Hiring Guidance
<a href="#">500-43</a>	Selective Service System Confidential Employee Exit Interview
<a href="#">500-44</a>	SSS Position Management Program

## Registration & Registrant Processing

<a href="#">Title</a>	<a href="#">Description</a>
<a href="#">600-14</a>	Registration Statistics Reporting System (REGSTATS)

## Administrative Services

<a href="#">Title</a>	<a href="#">Description</a>
<a href="#">700-3</a>	Preparation of Correspondence for Director's Signature
<a href="#">700-4</a>	Procedures for Handling Freedom of Information (FOIA)
<a href="#">700-6</a>	Information Database of Memorandums of Understanding (MOU) and Interagency Agreements
<a href="#">700-8</a>	Processing Control Correspondence
<a href="#">700-10</a>	Processing Procedures for the Correspondence Tracking System

<a href="#"><u>700-13</u></a>	Expendable Supply Procedures for National Headquarters
<a href="#"><u>700-16</u></a>	Procedures for Implementing Smart-Pay Credit Card Program
<a href="#"><u>700-19</u></a>	Information to be Provided to the U.S. Secret Service
<a href="#"><u>700-32</u></a>	Personal Property Hand Receipt
<a href="#"><u>700-33</u></a>	Mail Operations at Selective Service System National Headquarters
<a href="#"><u>700-38</u></a>	Director Alerts
<a href="#"><u>700-39</u></a>	Business Card Program
<a href="#"><u>700-41</u></a>	SSS Business Attire and Business Casual Dress Policy
<a href="#"><u>700-42</u></a>	NHQ Emergency Evacuation Policy Response Plan

## Information Technology

<a href="#"><u>Title</u></a>	<a href="#"><u>Description</u></a>
<a href="#"><u>800-31</u></a>	Record Keeping
<a href="#"><u>800-32</u></a>	Implementing Compliance with Section 508
<a href="#"><u>800-34</u></a>	Implementing Executive Order on Computer Software Piracy
<a href="#"><u>800-35</u></a>	Procedures for Laptop Computers
<a href="#"><u>800-37</u></a>	Procedures for Acquisition, Utilization, Management of Technology
<a href="#"><u>800-38</u></a>	FTS2001 Management
<a href="#"><u>800-40</u></a>	Procedures for Administration of SSS Network Environment
<a href="#"><u>800-41</u></a>	Procedures for Preparing Intranet Web Pages

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<a href="#"><u>800-42</u></a>	Help Desk Availability and Supported Functions
<a href="#"><u>800-43</u></a>	Limited Personal Use of Government Office Equipment Including Information Technology
<a href="#"><u>800-44</u></a>	Use of MailRetriever for Exchange Software
<a href="#"><u>800-45</u></a>	Use of Microfilm Records at Data Management Center
<a href="#"><u>800-46</u></a>	Agency Computer Use Security Assistance

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# SELECTIVE SERVICE SYSTEM

## NATIONAL HEADQUARTERS READINESS PLAN (RP)



*FOR INTERNAL SELECTIVE SERVICE USE ONLY*

*DO NOT RELEASE*

**NATIONAL HEADQUARTERS**

## **SELECTIVE SERVICE SYSTEM**

### **READINESS PLAN**

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

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## SELECTIVE SERVICE SYSTEM

### READINESS PLAN (RP)

#### 1. BACKGROUND.

- A. **Purpose.** To provide the necessary direction for readiness planning, training and execution of National Headquarters Mobilization (NHQ) time-phased response procedures.
- B. **Scope.** This RP provides assumptions and guidance for operation of the SSS upon mobilization. Supplemental modules to this plan will reference specific Agency manuals, processes, and operating procedures, as well as field plans to provide personnel with comprehensive and functional knowledge of the Agency mobilization process. Standard terminology used in this plan is at Annex A.
- C. **World Situation.** Based upon a threat to the national security of the United States, the President would seek a Congressional authorization to induct personnel into the Armed Forces. Upon authorization, the Selective Service System (SSS) would commence mobilization to provide trained and/or untrained personnel for induction into the Armed Forces. Additionally, it will operate an Alternative Service Program (ASP) for those individuals classified as conscientious objectors.
- D. **Agency Elements.** During peacetime, the SSS consists of full-time National and Region Headquarters staffs and a part-time or inactive structure of State Directors, Selective Service Reserve and National Guard Detachments, and standby Local Boards (LB), and Appeal Boards. Upon mobilization, LBs, Appeal Boards, State Headquarters (SHQ), Alternative Service Offices (ASO), and Area Offices (AO) are activated and fully staffed. During activation, the SSS interacts with Federal, military, and civilian organizations.
- E. **General.**
  - (1) State Directors and SSS Reserve Force Officers (RFOs) will be called to active service following the authorized return to induction, with instructions to proceed to their pre-designated locations and begin operations.
  - (2) Administrative actions, which may be required to support entry of RFOs on active duty, will be accomplished prior to these individuals reporting to their pre-designated locations.

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

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

## 2. **MISSION.**

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

## 3. **EXECUTION.**

### A. **Requirement.**

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

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

**B. Concept.**

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

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

**C. Authority.**

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

**D. Procedures.**

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

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

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

**E. Funding.**

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



F. **Priorities.**

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

G. **SSS Element Tasks.**

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

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

(b) **Upon Mobilization:**

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

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

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

**(2) Region Headquarters will:**

**(a) In Peacetime:**

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

(b) **Upon Mobilization:**

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

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

(3) **RHQ Task Force**

(a) **During Peacetime:**

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

(b) **Upon Mobilization:**

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

(4) **State Headquarters will:**

(a) **In Peacetime:**

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

(b) **Upon Mobilization:**

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

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



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

(a) **In Peacetime:**

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

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

(b) **Upon Mobilization:**

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

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

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

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

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

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

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

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

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

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

9 Contact board members and provide refresher training.

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

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

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

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

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

- (d) Monitor Alternative Service Worker (ASW) performance and respond to problems and requests for changes and adjustments as they occur.
- (e) Alert DAB to ASW reassignment requests.
- (f) See Annex N for additional information.

(8) **Data Management Center (OP/DMC) and National Headquarters]**

(a) **In Peacetime:**

- 1 Develop automated systems, establish and maintain data bases, and provide automated services for the Agency.
- 2 Interact with USMEPCOM to plan and prepare for operation of the Joint Computer Center (JCC) and the CRPP under peacetime and activation conditions.
- 3 Receive registrations from all sources and process them into the Registrant Master File.
- 4 Provide original and replacement registration acknowledgments.
- 5 Support the authorized registration program activities.
- 6 Provide management reports.
- 7 Respond to routine inquiries from registrants and the general public concerning registration.
- 8 Maintain a registration compliance program.

(b) **Upon Mobilization:**

- 1 Implement Agency time-phased response plans and applicable portions of the USMEPCOM Mobilization Plan.
- 2 Activate CRPP pre-induction, induction, claims, and appeals (ICA) sub-systems.
- 3 Activate CRPP.

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

4. **ADMINISTRATIVE SUPPORT AND PROCEDURES.**

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

5. **CONTROL AND COMMUNICATIONS.**

A. **Control.**

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

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

B. **Communications.**

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

C. **Reports.**

See Annex H.

William A. Chatfield  
Director

## **ANNEX A**

### **STANDARD TERMINOLOGY**

**This Annex explains standard terminology used by this Agency.**

#### **Activation**

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

#### **Area Office (AO)**

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

#### **Area Office Augmentee (AOA)**

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

#### **Alternative Service (AS)**

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

#### **Alternative Service Employer Network (ASEN)**

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

#### **Alternative Service Office (ASO)**

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

#### **Alternative Service Office Manager (ASOM)**

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

#### **Alternative Service Technician (AST)**

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

**Alternative Service Worker (ASW)**

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

**Area Office/Alternative Service Office (A/ASO)**

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

**Area Office Supervisor (AOS)**

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

**Automated Mobilization Planning System (AMPS)**

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

**Compensated Personnel (CP)**

Salaried Selective Service System employees.

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

**Data Management Center (DMC)**

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

**District Appeal Board (DAB)**

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



### **Emergency Operations Center (EOC)**

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

### **Enterprise Data Center (EDC)**

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

### **Federal Emergency Management Agency (FEMA)**

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

### **Health Care Personnel Delivery System (HCPDS).**

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

### **Integrated Mobilization Information System (IMIS)**

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

### **Local Board (LB)**

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

### **Local Board Technician (LBT)**

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

## **Lottery**

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

## **Military Entrance Processing Station (MEPS)**

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

## **MEPS Liaison Personnel (MLP)**

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

## **Mobilization (MOB)**

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

## **National Appeal Board (NAB)**

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

## **National Command Authority (NCA)**

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

## **National Emergency**

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

## **Pre-Expansion Activities (PEA)**

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

**Public Affairs (PA)**

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

**Random Sequence Number (RSN)**

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

**Region Director (RD)**

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

**Registrant**

A person registered under the Military Selective Service Act.

**Registrant Information Bank (RIB)**

The automated file of registrant records.

**Registrant Integrated Processing System (RIPS) Manual**

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

**State Director (SD)**

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

## **The Adjutant General (TAG)**

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

## **Time-Phased Response (TPR)**

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

## **“Two-Step” Registrant Processing.**

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

## **Uncompensated Personnel (UP)**

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

## **United States Military Entrance Processing Command (USMEPCOM)**

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

## **ANNEX B**

### **INTERACTING AGENCIES**

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

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

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

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

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

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

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

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

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

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

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

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

Government Printing Office  
(202) 512-0000

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

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

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

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

General Services Administration  
Emergency Coordinator  
(202) 501-0012

Federal Technology Service  
(800) 488-3111

GSA Regulatory Information Service  
Center 202) 482-7340

Office of Mgmt and Budget  
(202) 395-3080

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

Social Security Administration  
Emergency Coordinator  
(800) 772-1213

Internal Revenue Service  
HCPDS Coordinator  
(800) 829-4933

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

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

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

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

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

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

National Archives  
and Records Administration  
(301) 837-3050

## **Army**

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

Commander, Personnel Services  
Division  
(703) 696-8791

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

## **National Guard Bureau**

Command Center  
(703) 607-9350

DC Only  
(202) 433-7320

Chief, Analysis Branch  
(703) 607-7505

**Navy**  
(703) 695-0231

Director of Naval Reserve (703) 695-  
5353

Naval Readiness Command VI  
(202) 433-7594

Duty Phone  
(202) 433-3822

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

**Marine Corps**  
Command Center (703) 695-7366

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

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

## **Air Force**

Command Center (703) 695-2279

Office of Air Force Reserve  
(703) 697-6375

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

## **Coast Guard**

Command Center  
(202) 267-2100

Headquarters  
Coast Guard  
(202) 267-0570

## ANNEX C

### **READINESS TIMETABLE** **CALENDAR OF EVENTS**

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

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



6-45

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

Board Members are activated from standby status.

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

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

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

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

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

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

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

46-85

Training for Civilian New Hires initiated.

Initial/Refresher training for Board Members initiated.

Preparations for issuance of pre-induction examination orders begin.

Area Offices become operational.

Local Boards become operational.

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

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

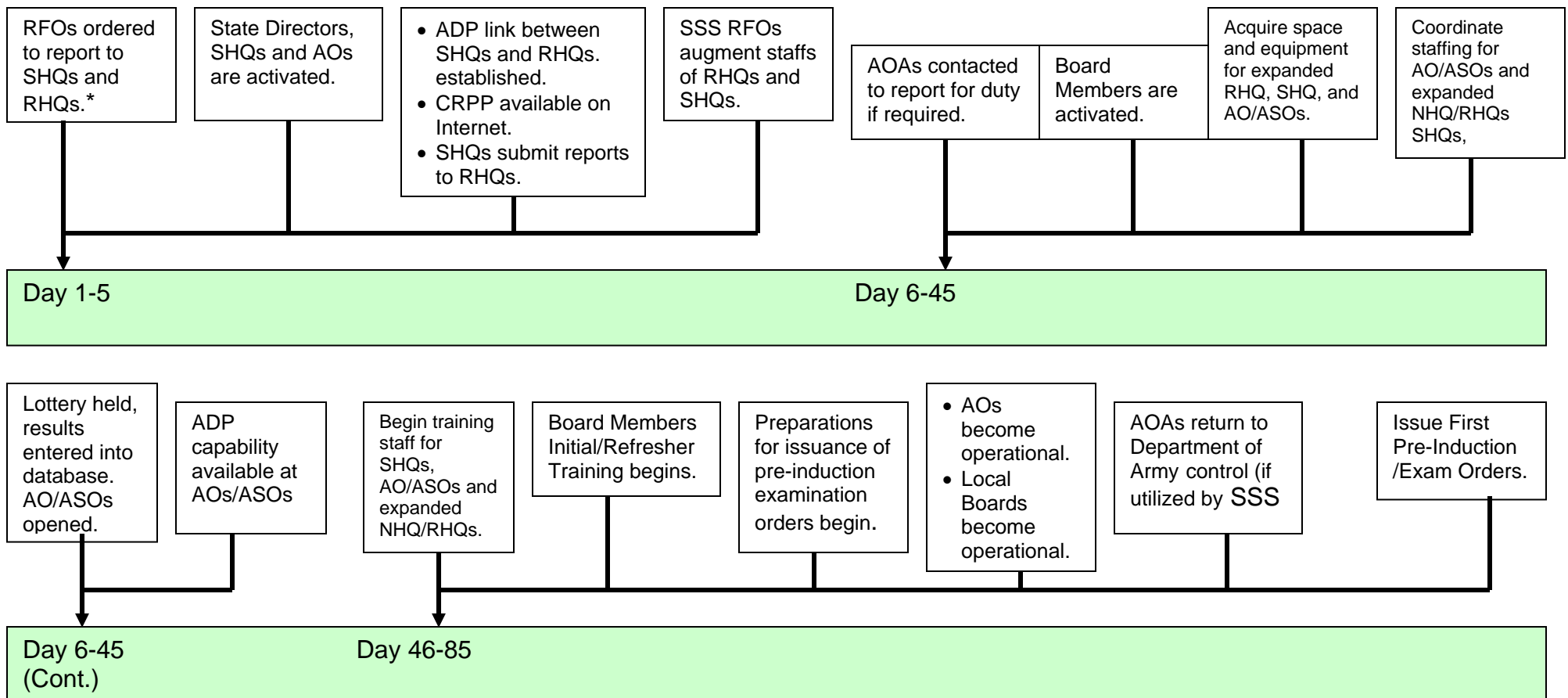
\*Pre-Expansion Activities

### Pre-Expansion Activities

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

# Mobilization Timeline

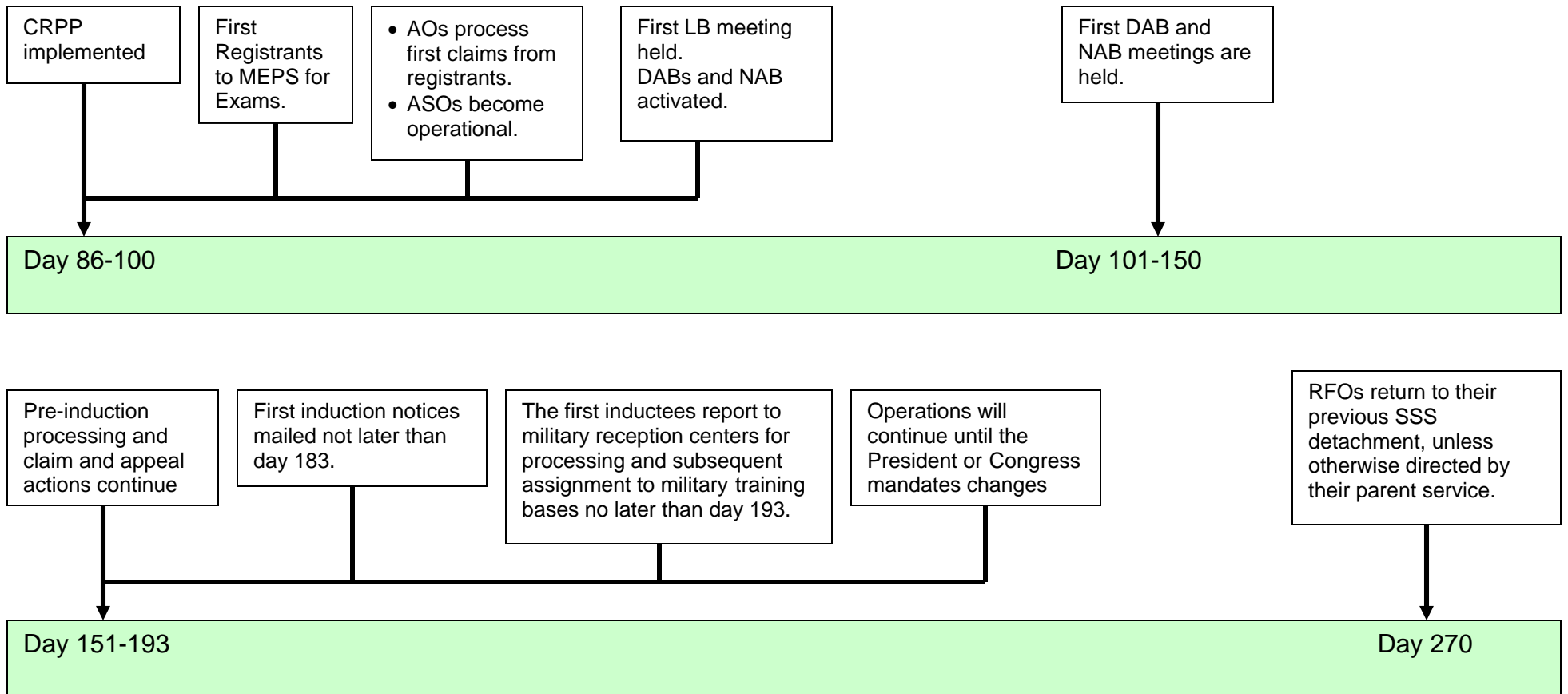
This is a general timeline for mobilization based on first registrants reporting to MEPS not later than 193 days from start of mobilization. Times are subject to change according to DoD requirements. The sequence of events will remain as displayed.



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

# Mobilization Timeline (Continued)

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



**TIME PHASED RESPONSE**  
**Count Down of Days**

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

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

**TIME-PHASED RESPONSE**  
**Count Down of Days**

**For all claimants other than Class 1-O:**

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

## **ANNEX D**

### **READINESS PROCEDURES**

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

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

**PRIORITY ACTIONS****STAFF ACTIONS****LEAD**

Conduct lottery	OP/REG, PIA	OP/REG
Enter results of lottery into SSS DMC database	OP/IT	OP/IT
Submit regulations	ALL	GC
Set up operations center to provide: <ul style="list-style-type: none"><li>- mobilization status reports</li><li>- monitor activities system-wide</li><li>- provide daily briefing for Director</li></ul>	ALL	OP
Activate Central Registrant Processing Portal	OP/IT, OP/DMC	OP/IT
Setup Area Offices (AO)/Alternative Service Offices (ASO)	SPT/LO, OP/IT RDs, SDs, OP/PRT	RDs
Develop Alternative Service Employment Network (ASEN)	OP/AS	OP/AS
Monitor employment of Alternative Service Workers (ASWs)	OP/AS	OP/AS
Issue pre-induction processing orders	OP/DMC, OP/IT	OP/DMC
Activate Boards (Local, Appeal)	OP/PRT, RDs	OP/PRT
Issue induction orders	OP/DMC, OP/IT	OP/DMC
Submit supplemental budget	ALL	SPT/FM
Review COOP procedures	ALL	OP/PRT

Note: Per Annex K, HCPDS will be activated only after legislation has been enacted. Once enacted, the following are included as priority actions:

Activate HCPDS Internet Registration	OP/DMC, OP/IT PIA	PIA, OP/DMC
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**PRIORITY ACTIONS****STAFF ACTIONS****LEAD**

Negotiate agreements for backup  
support during mass HCPDS registration

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

OP/REG

**ACRONYMS**

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

## **ANNEX E**

### **ADMINISTRATION**

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

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

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

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## **ADMINISTRATION**

### **1. GENERAL.**

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

### **2. SPACE.**

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

General Services Administration  
Emergency Coordinator  
(202) 501-0012

### **3. EQUIPMENT, FURNITURE, AND SUPPLIES.**

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

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

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

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

#### 4. **PHYSICAL SECURITY.**

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

## 5. **POSTAL SERVICES.**

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

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

**6. EXPENDABLE SUPPLIES.**

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

## **7. ACQUISITION OF VEHICLES.**

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

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

## **8. FORMS AND STATIONERY.**

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



Web site [www.sss.gov](http://www.sss.gov) .

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

**9. IDENTIFICATION CARDS.**

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

**10. PROCUREMENT ACTIONS.**

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

- b. Procurement Dollar Authorizations.

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

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

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

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

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

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

**NATIONAL HEADQUARTERS (SAMPLE) EQUIPMENT LIST**

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

## ANNEX F

### INFORMATION TECHNOLOGY

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

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## **INFORMATION TECHNOLOGY**

### **1. SITUATION.**

#### **a. General.**

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

#### **b. Purpose.**

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

#### **c. Scope.**

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

#### **d. Assumption.**

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

## 2. **MISSION.**

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

## 3. **EXECUTION.**

### a. **Concept of Operations.**

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

### b. **Requirements.**

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

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

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

c. **Procedures.**

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

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

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

- **Peacetime:**

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

- **Mobilization:**

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



plans.

- Expand CRPP/IMIS system to accommodate State Headquarters (SHQ) users.
- Produce management reports for SHQ Staff.
- Utilize electronic mail for Command, Control, and Communications (C<sup>3</sup>).
- Maintain Area Office Augmentees data until Day 76, or as directed.
- NHQ/Operations Staff (OP/PRT & OP/IT) continues to update the Location tables and the Zip Code Tables, and all AO/ASO data.

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

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

- **Peacetime:**

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

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

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

- **Mobilization:**

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

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

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

- **Peacetime:**

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

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

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

- **Mobilization:**

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

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

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

- **Peacetime:**

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

- **Mobilization:**

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

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

- **Peacetime:**

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

(Information Technology Division).

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

- **Mobilization:**

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

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

- **Peacetime:**

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

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

- Backup data entry to be provided by DMC.
  - Produces management reports.
  - Reports produced for management processes.
- (d) **ASPS (subsystem of CRPP)** provides automated support for the placement and management of Conscientious Objectors (CO) assigned as Alternative Service Workers (ASW) in appropriate civilian work.
- **Peacetime:**
    - Process data for preparedness exercises and produces results for evaluation.
    - Will be developed and maintained on a Windows-Based Web Server/Database Server located at DMC.
    - Software developed for input of worker and employer data.
  - **Mobilization:**
    - Data Base includes employer data and ASW data.
    - ASW tracking for assignments and service monitoring.
    - Produces management reports.
    - Managed by OP/IT.
- (e) **CRPP (HCPDS)** is an automated subsystem of CRPP that will be used for processing health care registrants.
- **Peacetime:**
    - Maintained on an IBM Enterprise server at the DMC, North Chicago, Illinois.
    - Output to laser printer, video display, high speed printers at the DMC and NHQ.

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

- **Mobilization:**

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

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

- **Peacetime:**

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



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

(3) Current procedures for payroll and personnel management must be modified to permit assimilation of large numbers of newly-hired employees after activation.

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

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

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

- **Peacetime:**

- Maintained on an Oracle server.
- Input via microcomputers using Microsoft Windows operating systems and Oracle client software.
- Output to NHQ and RHQ laser printers, required for forms printing.
- Managed by the Information Technology Division and Logistics Division.
- Decentralized processing to Region level.

- **Mobilization:**

- Gradual increase expected.
- Regions continue to maintain their Oracle activities.

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

- **Peacetime:**

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

- Produces mailing labels and statistical reports.

- **Mobilization:**

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

#### 4. **SECURITY**

##### a. **Purpose.**

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

##### b. **Responsibility.**

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

##### c. **Security Levels.**

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

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

## **5. VOICE COMMUNICATIONS.**

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

- (1) The provisions are specified in the Information Technology Management Reform Act of 1996, PART 101-35 Telecommunications Management Policy, Subpart 101-35.5 National Security and Emergency Preparedness (NSEP) provides for the survivability and restoration priorities of Federally-owned telecommunications facilities in times of National emergency.
- (2) NHQ and RHQs relocation sites are to have Civil Emergency Preparedness radio communication capability.
- (3) SHQs may be provided alternative voice communications through the SSS Liaison at the State Command Center.

- b. **Telephone Systems.**

- (1) Readiness planning for telecommunications will consider the number and type of lines and instruments required for each element.
- (2) Upon notification of activation, actions will be initiated to install telephone lines for SSS use for those elements not so structured during peacetime.
- (3) Subordinate readiness plans will indicate the requirements and points of contact, such as the local telephone company for commercial lines and the Regional Office of the GSA Office of Information Resource Management (OIRM) for local government telephone service
- (4) National Headquarters telecommunications requirements are as follows:

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

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

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

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

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

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

## 6. **DATA COMMUNICATIONS.**

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

### (a) **Peacetime:**

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

### (b) **Mobilization:**

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

#### (1) **SSSNet**

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



## **ANNEX G**

### **PUBLIC AFFAIRS**

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

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## **PUBLIC AFFAIRS**

### **1. GENERAL.**

#### **a. Policy.**

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

#### **b. Situation.**

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

#### **c. Release Authority.**

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

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

## **2. HANDLING INQUIRIES.**

### **a. General.**

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

### **b. Official Response to Inquiries.**

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

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

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

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

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

### 3. **RESPONSIBILITIES.**

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

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

#### b. **Region Headquarters.**

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

c. **State Headquarters.**

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

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

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

4. **INTERVIEWS.**

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

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

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

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

## 5. **NEWS RELEASES.**

### a. **General.**

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

### b. **Procedures.**

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

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

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

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

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

## **6. NEWS CONFERENCES.**

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

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



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

**7. SERIOUS INCIDENTS.**

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

**8. REFERENCES TO HAVE ON HAND**

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

**MEDIA ADVISORY EXAMPLE**

**FOR IMMEDIATE RELEASE  
DATE**

**SELECTIVE SERVICE REGISTRATION AT ALL-TIME HIGH**

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

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

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

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

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

# # #

**CONTACT:** Name  
Title  
Phone #

## **PUBLIC AFFAIRS CONSIDERATIONS DURING DISRUPTIVE EVENTS**

### **1. PURPOSE.**

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

### **2. BACKGROUND AND ASSUMPTIONS.**

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

### **3. OBJECTIVES.**

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

## APPENDIX 2 TO ANNEX G

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

## PRESS ACCREDITATION AND PROCEDURES

A. Sign In:

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

B. Badges:

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

C. Press Packets - Format: Folder with pockets

Contents:

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

(1) PIA Contact Information:

Associate Director for Public & Intergovernmental Affairs

Dick Flahavan

[rflahavan@sss.gov](mailto:rflahavan@sss.gov)

(B) 703-605-4017

(FAX) 703-605-4106

## APPENDIX 3 TO ANNEX G

### Public Affairs Specialists

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

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

### Congressional/Organizational

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

### Records Manager

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

## LOTTERY EVENT PRESS PLAN

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

#### APPENDIX 4 TO ANNEX G

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



**KEY MEDIA**

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

News Clipping Service:

**\*Universal Information Services, Inc.**

1625 Farnam Street #550

Omaha, NE

402-342-3178

Reference books for additional contacts include

**\*Gebbie Press 2009**

Gebbie Press

**Burrelles Luce Media Contacts**

Burrelle Luce

**News Media Yellow Book**

Leadership Directories

**The Capital Source**

National Journal

**The Drudge Report**

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

**EXECUTIVE AND LEGISLATIVE ROSTER**

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

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

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

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

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

## APPENDIX 6 TO ANNEX G

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

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

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

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

### **Reference Books for additional contacts:**

The Capital Source  
National Journal

Congressional Staff Directory  
CQ Press

Federal Yellow Book  
Leadership Directories

Congressional Yellow Book  
Leadership Directories

State Yellow Book

Leadership Directories

## APPENDIX 7 TO ANNEX G

### STATE GOVERNOR LISTING

#### **Alabama**

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

#### **Alaska**

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

#### **American Samoa**

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

#### **Arizona**

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

#### **Arkansas**

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

#### **California**

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

#### **Colorado**

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

#### **Connecticut**

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

#### **Delaware**

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

#### **Florida**

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

#### **Georgia**

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

#### **Guam**

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

#### **Hawaii**

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

#### **Idaho**

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

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### **Illinois**

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

### **Indiana**

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

### **Iowa**

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

### **Kansas**

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

### **Kentucky**

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

### **Louisiana**

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

### **Maine**

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

### **Maryland**

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

### **Massachusetts**

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

### **Michigan**

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

### **Minnesota**

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

### **Mississippi**

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

### **Missouri**

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

### **Montana**

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

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### **Nebraska**

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

### **Nevada**

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

### **New Hampshire**

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

### **New Jersey**

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

### **New Mexico**

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

### **New York**

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

### **North Carolina**

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

### **North Dakota**

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

### **Northern Mariana Islands**

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

### **Ohio**

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

### **Oklahoma**

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

### **Oregon**

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

### **Pennsylvania**

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

### **Puerto Rico**

Office of the Governor  
P.O. Box 9020082  
San Juan, PR 00902-0082  
Phone: 787/721-7000  
Fax: 787/721-5072

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### **Rhode Island**

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

### **South Carolina**

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

### **South Dakota**

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

### **Tennessee**

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

### **Texas**

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

### **Utah**

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

### **Vermont**

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

### **Virgin Islands**

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

### **Virginia**

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

### **Washington, DC**

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

### **Washington**

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

### **West Virginia**

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

### **Wisconsin**

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

### **Wyoming**

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

**ADJUTANTS GENERAL LISTING**

**ALABAMA**

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

**ALASKA**

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

**ARIZONA**

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

**ARKANSAS**

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

**CALIFORNIA**

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

**COLORADO**

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

**CONNECTICUT**

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

**DELAWARE**

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

**DISTRICT OF COLUMBIA**

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

**FLORIDA**

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

**GEORGIA**

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

**GUAM**

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

**HAWAII**

The Adjutant General of Hawaii  
3949 Diamond Head Road  
Honolulu, HI 96816-4495  
Tel: 808-733-4246  
FAX: 808-733-4499



## APPENDIX 8 TO ANNEX G

### **IDAHO**

The Adjutant General of Idaho  
4040 W. Guard Street  
Boise, ID 83705-5004  
Tel: 208-422-5242  
FAX: 208-422-6179

### **ILLINOIS**

The Adjutant General of Illinois  
1301 North MacArthur Boulevard  
Springfield, IL 62702-2399  
Tel: 217-761-3500  
FAX: 217-761-3736

### **INDIANA**

The Adjutant General of Indiana  
ATTN: MDI-AG  
2002 South Holt Road  
Indianapolis, IN 46241-4839  
Tel: 317-247-3559  
FAX: 317-247-3540

### **IOWA**

The Adjutant General of Iowa  
Camp Dodge  
7700 NW Beaver Drive  
Johnston, IA 50131-1902  
Tel: 515-252-4211  
FAX: 515-252-4787

### **KANSAS**

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

### **KENTUCKY**

The Adjutant General of Kentucky  
100 Minuteman Parkway  
Frankfort, KY 40601-6168  
Tel: 502-607-1558  
FAX: 502-607-6271

### **LOUISIANA**

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

### **MAINE**

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

### **MARYLAND**

The Adjutant General of Maryland  
5th Regiment Armory  
Baltimore, MD 21201-2288  
Tel: 410-576-6097  
FAX: 410-576-6079

### **MASSACHUSETTS**

The Adjutant General of Massachusetts  
50 Maple Street  
Milford, MA 01757  
Tel: 508-233-6552  
FAX: 508-233-6554

### **MICHIGAN**

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

### **MINNESOTA**

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

### **MISSISSIPPI**

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

### **MISSOURI**

The Adjutant General of Missouri  
2302 Militia Drive  
Jefferson City, MO 65101-1203  
Tel: 573-638-9710  
FAX: 573-638-9722

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### **MONTANA**

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

### **NEBRASKA**

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

### **NEVADA**

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

### **NEW HAMPSHIRE**

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

### **NEW JERSEY**

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

### **NEW MEXICO**

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

### **NEW YORK**

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

### **NORTH CAROLINA**

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

### **NORTH DAKOTA**

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

### **OHIO**

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

### **OKLAHOMA**

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

### **OREGON**

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

### **PENNSYLVANIA**

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

### **PUERTO RICO**

The Adjutant General of Puerto Rico  
P.O. Box 9023786  
San Juan, PR 00902-3786  
Tel: 787-724-1295  
FAX: 787-723-6360

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### **RHODE ISLAND**

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

### **SOUTH CAROLINA**

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

### **SOUTH DAKOTA**

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

### **TENNESSEE**

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

### **TEXAS**

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

### **UTAH**

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

### **VERMONT**

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

### **VIRGIN ISLANDS**

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

### **VIRGINIA**

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

### **WASHINGTON**

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

### **WEST VIRGINIA**

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

### **WISCONSIN**

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

### **WYOMING**

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

**HEALTH CARE CONTACTS AND MEDICAL ASSOCIATIONS:**

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

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

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

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

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

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

Additional Medical Specialty Associations are included in:

Encyclopedia of Associations  
Gale Group

Associations Yellowbook  
Leadership Directories

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

## **ANNEX H**

### **REPORTS**

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

#### **1. GENERAL.**

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

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

#### **2. READINESS STATUS REPORTS.**

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

- a. Regions. Region Headquarters will report the following information to the Operations Directorate, National Headquarters, weekly or as required.
  - (1) Number of State Headquarters (SHQ) authorized/operational.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp\_l04)
  - (2) Number of State Directors authorized/present for duty.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Directors) (CRPP: TBD, IMIS: amp\_m02)

- (3) Number of Reserve Forces Officers (RFOs) authorized/present for duty.  
("Legacy Web IMIS" Reserve Forces Automated Personnel System, Query, Personnel) (CRPP: TBD, IMIS: amp\_m06; amp\_m08)
  - (4) Number of Area Offices (AO) authorized/operational.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp\_l01; amp\_l01b; amp\_m21; amp\_m21a)
  - (5) Number of Area Office Augmentees authorized/present for duty, if required.  
(There are no "Legacy Web IMIS" reports, exports or queries available.) (CRPP: TBD, IMIS: amp\_m01; amp\_m05)
  - (6) Number of collocated AO/ASOs (Alternative Service Office) authorized/operational.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp\_m42)
  - (7) Number of Military Entrance Processing Stations (MEPS) contacted.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data, Extended Data) (CRPP: TBD, IMIS: amp\_l05; amp\_m40)
  - (8) Number of RHQ, DAB, SHQ, AO/ASO civilian personnel authorized, trained, and present for duty.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data, Extended Data; partial authorization data only) (CRPP: TBD, IMIS: amp\_m10)
  - (9) Number of operational boards (LB, DAB) activated per Readiness Timetable.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data, Local Board or District Appeal Board as applicable) (CRPP: TBD, IMIS: amp\_l02; amp\_m06; amp\_m07a)
- b. State Headquarters. State Headquarters will make sure the following information is updated in CRPP (IMIS) so that it is available to the Operations Division and their Region Headquarters weekly, or as required, at a time to be determined by NHQ-OP following an authorized return to conscription. The reports will include data through close of business the previous week.
- (1) State Headquarters Offices authorized/operational.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export,

Location Data) (CRPP: TBD, IMIS: amp\_l04)

- (2) Number of State Directors authorized/present for duty.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Directors) (CRPP: TBD, IMIS: amp\_m02)
- (3) Number of total Reserve Forces Officers (RFOs) present for duty.  
("Legacy Web IMIS" Reserve Forces Automated Personnel System, Query, Personnel) (CRPP: TBD, IMIS: amp\_m06; amp\_m08)
- (4) Number of Area Office Augmentees authorized/present for duty, if required.  
(There are no "Legacy Web IMIS" reports, exports, or queries available for this data.) (CRPP: TBD, IMIS: amp\_m01; amp\_m05)
- (5) Number of AOs/total authorized/operational.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp\_l01)
- (6) Number of ASOs/total authorized/operational.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data) (CRPP: TBD, IMIS: amp\_l08)
- (7) Number of SHQ/AO/ASO/DAB civilian personnel authorized, trained, and present for duty.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data, Extended Data; partial authorization information only) (CRPP: TBD, IMIS: amp\_m10)
- (8) Number of operational boards (LB, DAB) activated per Readiness Timetable.  
("Legacy Web IMIS" Automated Mobilization Planning System, Export, Location Data, Local Board or District Appeal Board, as applicable) (CRPP: TBD, IMIS: amp\_l02, amp\_l06)

c. IMIS Reports.

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

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

#### Personnel

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

#### Strength

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

#### Plan Appendices

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



## APPENDIX 1 TO ANNEX H

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

## APPENDIX 1 TO ANNEX H

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

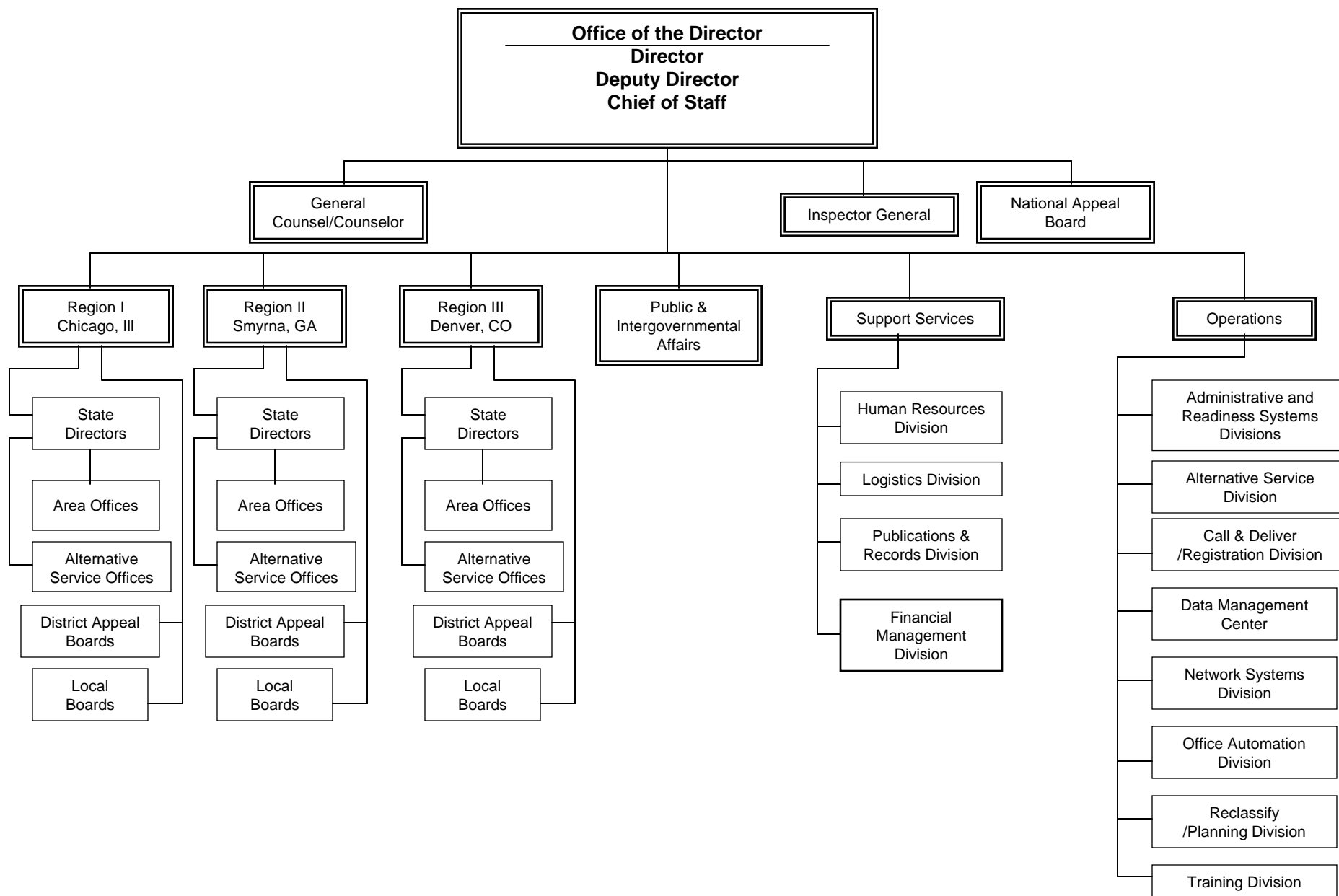
## **ANNEX I**

### **SELECTIVE SERVICE SYSTEM MOBILIZATION ORGANIZATION**

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

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

## Selective Service System Mobilization Organizational Structure



## APPENDIX 2 TO ANNEX I

### SELECTIVE SERVICE SYSTEM MOBILIZATION FUNCTIONS

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

#### 1. NATIONAL HEADQUARTERS ELEMENTS.

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

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

- f. **National Appeal Board (NAB)** adjudicates DAB cases appealed to the President by the registrants or Selective Service officials. The Agency board structure consists of LBs, DABs, and the National Appeal Board (NAB) with the NAB being the final adjudication authority.
- g. **The Public and Intergovernmental Affairs Directorate (PIA)** is responsible for planning, producing, executing, reviewing and evaluating public affairs policies, campaigns, and information programs to communicate Selective Service history, missions, roles, and requirements to a variety of external and internal audiences and for coordinating legislative and intergovernmental matters with Congress, and other organizations within the Executive Branch. It also serves as liaison between the Agency and State and local government offices that do business with SSS. Additionally, the Directorate serves as primary speechwriter for the Director and Deputy Director, and designs, drafts, edits, and publishes the Annual Report to the Congress. Audiences include the news media, associations, organizations, industries, government agencies, legislators, the general public, and the Agency's compensated and uncompensated employees. PIA maintains dialogue with patriotic, military, and defense-related public interest groups and organizations on matters of mutual concern. It conducts programs of national awareness publicity to facilitate public understanding of, and compliance with, the provisions of the Military Selective Service Act. It also responds to inquiries from the Legislative Branch and other government agencies, corporate America, and the public. PIA prepares testimony for the Director, monitors and analyzes legislative activity for impact on SSS. The Directorate also monitors news and public opinion regarding Agency programs and provides public affairs counsel in all Agency policy decisions.
- h. **Operations Directorate (OP)** is responsible for the formulation and implementation of mobilization and information technology plans, policies, procedures and programs that outline guidance for the operation of registrant processing and Board Member programs designed by the SSS to conduct a conventional or health care draft to meet personnel requirements of the Department of Defense (DoD) during the resumption of a draft. The Directorate also administers the Alternative Service Program (ASP) for conscientious objectors (COs) to perform alternative civilian service in lieu of military service. The Directorate manages the

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

- (a) **Budget Branch** – The Budget Branch is responsible for the planning, programming and budgeting of all required funding support. The Budget Branch will oversee the execution of the mobilization budget and monitor processes through Region Headquarters who will in turn monitor the budget functions of the State Headquarters. All budget transactions and funding requests will be prepared and processed in accordance with law, regulations, and guidance received from the OMB.
- (b) **Accounting Branch** - The Accounting Branch is responsible for accurate and timely payments to all customers, including reimbursement for travel and per diem to all employees traveling on behalf of the Agency. It is also responsible for receiving and processing all vendor invoices and ensuring the accuracy of each payment made on behalf of the SSS, and includes Elements: Accounting, Accounting Control; and Travel.

## 2. **REGION HEADQUARTERS ELEMENTS.**

- a. Region Headquarters - See Basic Plan, para 3.g. (2) and (3) and the Region Headquarters Readiness Plan (RRP).
- b. District Appeal Boards - See Headquarters Order 04-03.

## 3. **STATE HEADQUARTERS ELEMENTS.**

- a. State Headquarters - See Basic Plan, para 3.g. (4) and (5) and the State Headquarters Readiness Plan (SRP).
- b. Area Offices - See Basic Plan, para 3.g. (6) and the Area/Alternative Service Office Readiness Plan (ARP).

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

## APPENDIX 3 TO ANNEX I

### NHQ MOBILIZATION MANPOWER REQUIREMENTS

#### NHQ PERSONNEL REQUIREMENTS (TABLE OF DISTRIBUTION AND ALLOWANCES)

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

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

## APPENDIX 3 TO ANNEX I

### **SELECTIVE SERVICE SYSTEM** **NATIONAL HEADQUARTERS** **READINESS POSITION DESCRIPTIONS**

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

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

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

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

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

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

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

<b>Administrative &amp; Readiness Systems Division</b>			<b>[20]</b>
-	Division Manager (IT)	GS-15	1
-	Deputy Division Manager (IT)	GS-14	1
-	IT Specialist	GS-13	3
-	IT Specialist	GS-12	6
-	IT Specialist	GS-11	6
-	IT Specialist	GS-09	3

<b>Alternative Service Division</b>			<b>[12]</b>
-	Division Manager	GS-15	1
-	Deputy Division Manager	GS-14	1
-	Program Analyst	GS-13	3

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



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

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

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

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

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

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

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

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

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

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

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

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

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

### **1. INTRODUCTION**

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

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

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

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

### **2. PURPOSE**

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

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

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

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

### **3. APPLICABILITY AND SCOPE**

#### **a. Applicability**

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

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

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

**b. Scope**

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

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

The SSS must provide for the following:

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

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

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

**4. ESSENTIAL FUNCTIONS**

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



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

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

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

## 5. **AUTHORITIES, REFERENCES AND ACRONYMS**

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

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

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

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

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

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

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

## 6. CONCEPT OF OPERATIONS

### a. Phase I: Activation and Relocation

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

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

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

#### (1) Decision Process

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

#### (2) Alert, Notification and Implementation Process

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

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

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

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

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

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

(3) Leadership

(a) Order of Succession

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

(b) Successions of Authority

Incumbent: Director, Selective Service System

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

Incumbent: Deputy Director

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

Director, Region I  
Director, Region II\*

Incumbent: Chief of Staff

Successor: Associate Director for Public and Intergovernmental Affairs

Incumbent: Associate Director for Public and Intergovernmental Affairs

Successor: Public Affairs Specialist

Incumbent: Associate Director for Operations

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

Incumbent: Associate Director for Support Services

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

Incumbent: Region Director

Successor: Deputy Region Director  
Operations Manager  
Administrative Officer

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

(c) Delegations of Authority for Financial Matters

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

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

Deputy Director  
Associate Directors\*

Inspector General  
Region Directors\*

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

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

Deputy Director

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

Deputy Director  
Associate Director for Support Services

(d) General Delegation of Administrative Functions

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

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

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

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

Use of Non-Contract Carriers. Approving officials are:

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

Use of First Class Air Transportation. Approving official is:

Deputy Director

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

Deputy Director	General Counsel
Inspector General	Associate Directors*
Region Directors	

Approving Officials may not approve their own vouchers.

Appointment of Time and Attendance Certifying Officials.

Appointing officials are:

Deputy Director  
Region Directors

Associate Directors

Overtime and Compensatory Time.

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

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

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

(4) Devolution

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

**b. COOP At Home**

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

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

**c. Reconstitution**

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

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

**d. Vital Records and Databases**

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

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

Emergency operating records:

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

**7. LOGISTICS**

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

Alternate facilities should provide:

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



ANNEX K

**HEALTH CARE PROFESSIONAL DELIVERY SYSTEM**  
**(CRITICAL SKILLS)**

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

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

### **1. BACKGROUND.**

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

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

### **2. OPERATIONAL CONCEPT.**

The SSS will perform the following tasks under current authority:

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

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

### **3. PROCESSING HEALTH CARE PERSONNEL.**

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

#### **a. Registration**

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

#### **b. Classification**

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

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

**AOs and ASOs DESIGNATED FOR  
HCPDS MOBILIZATION**

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

# APPENDIX 1 TO ANNEX K

## AOs and ASOs DESIGNATED FOR HCPDS MOBILIZATION

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

# APPENDIX 1 TO ANNEX K

## AOs and ASOs DESIGNATED FOR HCPDS MOBILIZATION

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

## APPENDIX 1 TO ANNEX K

### AOs and ASOs DESIGNATED FOR HCPDS MOBILIZATION

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

## **APPENDIX 2 TO ANNEX K**

### **HCPDS MOBILIZATION TIMETABLE**

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

#### **PEA (Pre-Expansion Activities)**

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

#### **Mobilization: Day 1 +**

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



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

#### **Day 5-45**

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

#### **Day 46-74**

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

#### **Day 75**

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

#### **Day 76**

- First pre-induction examination notices issued.

#### **Day 86**

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

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\* The CRPP will replace TIRMS and ASPS software applications.

**Day 86-100**

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

**Day 101-150**

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

**Day 151-192**

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

**Day 193**

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

**Day 223**

- 36,000 inductions reached.

## **ANNEX L**

### **READINESS POSITION DESCRIPTIONS**

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

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

## **ANNEX M**

### **MEPS LIAISON PERSONNEL (MLP)**

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

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5. Detailed Action Plan .....	M-2

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## **MEPS LIAISON PERSONNEL (MLP)**

### **1. GENERAL.**

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

### **2. STATEMENT OF FUNCTIONS.**

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

### **3. PURPOSE.**

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

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

4. **ORGANIZATION AND STAFFING.**

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

5. **DETAILED ACTION PLAN.**

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

**Actions**

Establish liaison with MEPS Commander.

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

Review overall MEPS operations as it pertains to registrant processing.

Review area of jurisdiction serviced by the MEPS.

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

Review reporting requirements to Region Headquarters and State Headquarters.

Be prepared to provide counseling service to registrants as required.

Perform other duties assigned by the Supervisor.

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

## **Responsibilities**

### Selective Service MLP:

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

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



APPENDIX 1 TO ANNEX M

MEPS LIAISON OFFICE PROFILE

=====

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

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

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APRIL 2009

## **ANNEX N**

### **ALTERNATIVE SERVICE**

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

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## **ANNEX N**

### **ALTERNATIVE SERVICE**

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

#### **BACKGROUND**

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

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

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

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

#### **OPERATIONAL CONCEPT**

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

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

### Peacetime

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

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

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

### Pre-Expansion Activities

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

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

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

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

### Mobilization

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

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

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

### PROCESSING ALTERNATIVE SERVICE WORKERS

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

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

#### Step 1: Registrant “Enrollment” in ASP

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

#### Step 2: 1-W Completes the Skills Questionnaire

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

#### Step 3: 1-W Scheduled For Job Counseling Session

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

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

#### Step 4: Monitoring ASW Performance

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

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

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

#### Step 5: Dispute Resolution

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

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

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

#### Step 6: ASW release From Service

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

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

## **APPENDIX 1 TO ANNEX N**

### **ALTERNATIVE SERVICE MOBILIZATION TIMETABLE**

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

#### **Pre-Expansion Activities:**

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

PEA:

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

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

#### **Pre-Week 9: M Day - 63**

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

#### **Pre-Week 9: M Day - 56**

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



### **Mobilization Activities**

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

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

## ANNEX O

### CHECKLISTS

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

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## **Checklists**

<b><u>Office</u></b>	<b><u>Action</u></b>	<b><u>Page</u></b>
PIA	Coordinate Agency Public and Congressional Affairs	O-10
OP/PRT	*Direct EOC Activation	O-11
GC	Submit Induction Legislation	O-12
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OP/IT	ADP Management	O-30
OP/IT	Activate CRPP/RIMS	O-31

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

## ANNEX O

### **READINESS ACTION CHECKLISTS**

#### 1. **SITUATION.**

##### a. **General.**

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

##### b. **Purpose.**

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

##### c. **Scope.**

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

##### d. **Assumption.**

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

#### 2. **EXECUTION.**

##### a. **Requirements**

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

b. **Peacetime Activities**

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

(1) **Office of the Director**

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

(2) **General Counsel**

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

(3) **Public and Intergovernmental Affairs**

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

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

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

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

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

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

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



additional SHQ space and equipment requisitions.

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

**(6) Financial Management -- SPT/FM:**

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

**(7) Information Technology -- OP/IT:**

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

**(8) Location Expansion -- SPT/LO:**

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

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

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

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

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

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

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

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

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

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

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

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

ACTION REQUIRED	COORDINATE AGENCY PUBLIC AND CONGRESSIONAL AFFAIRS		DATE	
RESPONSIBLE MANAGER	Associate Director for PIA (at the direction of the SSS Deputy Director)	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<b><u>MOBILIZATION</u></b>  - Upon notification of mobilization, or immediate return to induction, coordinate actions in area of public and Congressional relations and perform other duties as directed.			PIA	M Day

ACTION REQUIRED	* DIRECT EOC ACTIVATION		DATE	
RESPONSIBLE MANAGER	OP/PRT (at the direction of the SSS Deputy Director)	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<b><u>MOBILIZATION</u></b>  - Upon notification of mobilization, or immediate return to induction, direct the establishment and operations of the SSS EOC.  - Direct the mobilization/activation of Agency's field structure.			OP/PRT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       	

ACTION REQUIRED	SUBMIT INDUCTION LEGISLATION		DATE	
RESPONSIBLE MANAGER	General Counsel	REFERENCE SSS Emergency First Actions Plan (aka Crisis Action Package)	ACTION	
			OFFICE	TIME PERIOD
<b><u>PRE-EXPANSION ACTIVITIES</u></b>				
<div>- Transmit (after signature of Director) appropriate documents to appropriate authority.</div>			GC	PEA
<div>X A bill to amend section 17(c) of the MSSA and for other purposes.</div>				
<div>X Transmittal letter.</div>				
<div>- Alert Department of Justice of initiation of induction processing and probable impact of Selective Service System requirements.</div>			GC	PEA





ACTION REQUIRED	ESTABLISH PUBLIC AFFAIRS LIAISON		DATE	
RESPONSIBLE MANAGER	Associate Director for PIA	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<b><u>PRE-EXPANSION ACTIVITIES</u></b>				
- Establish link with Region Directors and provide public affairs guidance.			PIA	PEA
- Establish link with Public Affairs Officers at the White House, DoD, FEMA, etc. During activation, link will also be made with the Interagency Committee on Emergency Public Information.			PIA	PEA
<b><u>MOBILIZATION</u></b>				
- Direct implementation of PIA procedures.			PIA	Day 1
- Prepare and issue press releases to the media. This will be an on-going process.			PIA	Day 1
- Conduct news conferences. These should be held whenever necessary.			PIA	Day 1

ACTION REQUIRED	* ALERT NOTIFICATION		DATE	
RESPONSIBLE MANAGER	Associate Director for OP	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<u>PRE-EXPANSION ACTIVITIES</u>				
- Establish and maintain liaison with DoD.			OP/PRT	PEA+
- Establish and maintain liaison with FEMA.			OP/PRT	PEA+
- Supervise all operational aspects of the activation and implementation of Readiness Plans.			OP/PRT	PEA+
* To be activated in a COOP action or emergency event.				



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

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

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





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

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

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

ACTION REQUIRED	DIRECT PRINTING AND SHIPMENT OF FORMS		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE	ACTION	
			OFFICE	TIME PERIOD
<b><u>PRE-EXPANSION ACTIVITIES</u></b>				
- Alert GPO and GSA depots of impending printing and shipment requirements.			SPT/LO	PEA
<b><u>MOBILIZATION</u></b>				
- Authorize State Directors to acquire copy equipment for their SHQs and Area Offices/Alternative Service Offices.			SPT/LO	Day 3
- Oversee shipment, local reproduction or procurement of forms and publications.			SPT/LO	Day 3
- Expand controlled correspondence system.			SPT/LO	Day 5

ACTION REQUIRED	DIRECT SHIPMENT OF AO SUPPLIES		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE RP, Annex E	ACTION	
			OFFICE	TIME PERIOD
<u>MOBILIZATION</u>				
- Provide information on alternative sources of supply to State Directors for their assigned Area Offices/Alternative Service Offices.			SPT/LO	Day 1
- Activate acquisition of the right to use real property.			SPT/LO	Day 1
- Advise on GSA credit card elimination and GSA store cutback implications for SHQ task force(s).			SPT/LO	Day 2

ACTION REQUIRED	INCREASE SECURITY		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE RP, Annex E; RIPS Manual Chap 1	ACTION	
			OFFICE	TIME PERIOD
<b><u>MOBILIZATION</u></b>				
- Issue and release appropriate notifications to FBI, Secret Service, U.S. Marshals, and Federal Protective Service for field office support.			SPT/LO	Day 1
- Control and monitor public access areas and initiate appropriate steps for protection and safety of all resources.			SPT/LO	Day 1
- Evaluate security response versus threat (i.e., property attack, terrorism, vandalism).			SPT/LO	Day 3
- Issue and release instructions regarding protection and control of records.			SPT/LO	Day 3
- Issue and release instructions to State Directors relative to security requirements for local police, fire departments, building managers.			SPT/LO	Day 5
- Issue and release instructions to Area Office Supervisors and Alternative Service Office Managers relative to security requirements for local police, fire departments, building managers			SPT/LO	Day 25

ACTION REQUIRED	SPACE REQUIREMENTS		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE RP, Annex E	ACTION	
			OFFICE	TIME PERIOD
<u>MOBILIZATION</u>  - Initiate space requirements to GSA and military installations according to space requirements plan.			SPT/LO	Day 5

ACTION REQUIRED	EQUIPMENT, FURNITURE, AND SUPPLIES		DATE	
RESPONSIBLE MANAGER	Associate Director for SPT	REFERENCE RP Annex E	ACTION	
			OFFICE	TIME PERIOD
<u>MOBILIZATION</u>  - Acquire additional resources as needed for expanded operations at NHQ, RHQs, SHQs, Area Offices and Alternative Service Offices.			SPT/LO	Day 5





ACTION REQUIRED	ADP MANAGEMENT		DATE	
RESPONSIBLE MANAGER	Associate Director for OP, CIO	REFERENCE RP, Annex F	ACTION	
			OFFICE	TIME PERIOD
<u>MOBILIZATION</u>  - Direct implementation of administrative procedures.  - Direct commencement of enhanced ADP operations.  - Support Agency’s communication/coordination with other Federal agencies.  - Direct preparation of funding requests.			CIO	Day 1
			OP/IT	Day 1
			OP/IT	Day 1
			CIO	Day 1

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

## **ANNEX P**

### **PERSONNEL**

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

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## PERSONNEL

### 1. CIVILIAN PERSONNEL

#### a. General Overview.

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

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

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

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

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

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

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

Sydminds Personnel Services, [www.sydminds.com](http://www.sydminds.com), 4031 University Drive, Suite 200, Fairfax, VA 22030; POC LaVett Sydnor, 703-766-4663, Fax 703-595-4319.

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

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

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

**b. Hiring Authority.**

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

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

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

c. **Functions/Procedures.**

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

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

d. **Contract/Temporary Workers.**

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

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

e. **Hiring of Permanent Federal Employees.**

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

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

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

f. **Uncompensated Personnel.**

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

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

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

2. **MILITARY MANPOWER AND PERSONNEL**

a. **General Overview.**

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

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



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

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

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

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

**b. Military Personnel Assignment Procedures.**

**(1) Mobilization Assignments.**

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

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

(2) **Mobilization Procedures.**

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

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

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

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

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

Upon mobilization of RFOs, the RDs or SDs will:

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

3. **REFERENCES**

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

**APPENDIX 1 TO ANNEX P – RFO IN-PROCESSING WORKSHEET**

**IN PROCESSING WORKSHEET**

(All information clearly printed or typed)

NAME: \_\_\_\_\_ RANK/SERVICE: \_\_\_\_\_

REPORTED: \_\_\_\_\_ SSAN \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date/Time

ADDRESS: \_\_\_\_\_ CONTACT TELEPHONE: \_\_\_\_\_

REGION/NATIONAL HEADQUARTERS NOTIFIED OF ARRIVAL: \_\_\_\_\_  
Date/Time

Person Notified: \_\_\_\_\_

PARENT SERVICE NOTIFIED OF ARRIVAL: \_\_\_\_\_ # \_\_\_\_\_  
Date Order No.

Person Notified: \_\_\_\_\_

DATED: \_\_\_\_\_ HEADQUARTERS: \_\_\_\_\_  
Issuing HQ

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

\_\_\_\_\_ IN PROCESSING COMPLETED: \_\_\_\_\_  
Facility Date

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ANNEX Q**

### **FINANCIAL MANAGEMENT**

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

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## **FINANCIAL MANAGEMENT PROCEDURES**

### **1. TRAVEL OF COMPENSATED PERSONNEL**

#### **a. General.**

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

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

#### **b. Travel Orders.**

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

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

**c. Travel Vouchers.**

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

**d. Government-wide Travel Charge Card.**

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

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

**e. Transportation.**

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

**f. Per Diem.**

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



**g. Travel Advance.**

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

**h. Local Travel.**

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

## **2. TRAVEL OF UNCOMPENSATED PERSONNEL.**

### **a. General.**

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

### **b. Travel Authorization.**

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

### **c. Transportation.**

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

**d. Subsistence.**

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

**e. Reimbursement.**

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

### **3. TRAVEL OF REGISTRANTS**

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

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

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

(ASW) may be reimbursed by Selective Service.

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

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

## **5. PROCESSING BILLS FOR PAYMENT.**

### **a. General.**

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

### **b. Field Purchases.**

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

### **c. Expense Reimbursement Method.**

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

be approved by the next higher echelon.

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

## **6. FISCAL DATA REQUIREMENTS.**

### **a. General.**

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

#### **(a) During the first 60 days:**

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

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

SF 1038	Travel Advance
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### **b. Financial Document Coding.**

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

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

#### Document Coding – General Requirements

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

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

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

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

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

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

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

D2009	Direct appropriations
R2009	Reimbursable funds

Note: The R2009 fund is used only for funds to support the DoD recruiting support agreement and the Census Bureau reimbursable agreement; and for collections from these agreements; and for collections from these agreements. All other fund sites should be designated as direct (D2009).

4. Examples. To better explain the document coding system, the following examples are provided:



- a. If a purchase order, estimated to cost \$100.00 is prepared by Region I to purchase office supplies from a commercial vendor for the Mobilization Readiness program, the horizontal line entry would be:

2009/D2009/100000/1140/82611/\$100.00

- b. If the Registration Division of the Operations Directorate requests standard Form 1's be printed by the Government Printing Office with an estimated cost \$1,000.00, the horizontal line entry would be:

2009/D2009/080330/1210/2411/\$1000.00

- c. If the Data Management Center prepares a purchase order to lease services from Illinois Bell estimated to cost \$300.00, the horizontal line entry would be:

2009/D2009/400000/1202/2332/\$300.00

## **APPENDIX 1 TO ANNEX Q**

### **READINESS BUDGET**

**This Appendix contains the cost options required to activate the field structure under full activation conditions, and bring the Agency to complete operational status for one full year. Other options may be cost by adjusting the variables described herein.**

### **CONTENTS**

Readiness Budgeting Assumptions.....Q-1-2 through Q-1-10

## **READINESS BUDGETING ASSUMPTIONS**

There are a number of assumptions in the readiness budgeting model that are determined when variables are defined in the two spreadsheets that make up the quantitative portion of the model. The following discussion identifies the variables and explains their impact on the model.

### **Pay Periods of Activation (26 = year):**

This number sets the time remaining in the fiscal year during which SSS activates. It is a variable from 0 to 26, where 0 will reproduce the peacetime budget and 26 will produce a budget that reflects activation starting on the first day of a new fiscal year. The add-on increment for expansion of operations is based on the length of time established here.

### **PC Upgrade:**

A “1” here indicates SSS will purchase its own PCs for the field office to use in registrant claims processing. A “0” means we will use USAREC or other available equipment or that the PCs have been included in the “Peacetime” increment of the budget.

### **Examination-related Variables:**

These costs are directly associated with number of registrants ordered for examination. This section sets the number of registrants ordered per day, followed by the associated variable costs.

Registrant Travel: Calculated assuming use of round trip charter bus transportation.

Board Member Travel: Based on the amount of board activity required to process the claims resulting from the number of registrants ordered for examination.

Postage. Forms Printing. Other Printing: Covers only that portion of these categories related to the registrant processing volume. Calculated assuming examination orders issued utilizing the USPS.

### **Pre Induction/Induction-related Variables:**

Some costs are directly associated with number of registrants ordered for induction. This section sets the number of registrants ordered per day, followed by the associated variable costs.

Registrant Travel: Calculated assuming use of charter bus transportation.

Postage. Forms Printing. Other Printing: Covers only that portion of these categories related to the registrant processing volume. Calculated assuming induction orders issued using the USPS.

All costs shown in the spreadsheet are based on ordering the maximum number of 12,375 registrants per day for both examination and induction notices. Other examination and induction class levels can be accommodated by changing the variables in the "Calls in Month X (Per Day)" section of the assumptions.

### **Field Structure:**

Delineate numbers of offices by size, Reserve detachments, and individual Reservists. These assumptions are used in a number of calculations elsewhere in the model.

### **Variables associated with sub-object Classes**

#### **Personnel Compensation**

1111: This section contains: (1) assumptions about average step of current and newly-hired employees, (2) formulas to differentiate Emergency Indefinite hires from regular permanent appointments (necessary because employee benefits are not the same), and (3) the assumed distribution curve reflecting the speed at which new employees are hired (uniform and normal distribution curves are provided here; others may be derived). All of these assumptions are used in computing personnel costs.

1151: Overtime is calculated (here assumed to be eight (8) hours per pay period) based on the (1) pay premium percentage of base pay and maximum hours per pay period as set by OPM, and (2) maximum grade eligible and rate ceiling as dictated by the Fair Labor Standards Act.

1152: Holiday pay levels are based on working all holidays during the activation period.

112: Night work differential percentage of base pay is determined by OPM. The figures assume night work eligibility only at the DMC. The percent of eligible man hours is based on workload and staffing assumptions included in the staffing plan.

1185-88: This section calculates the increase in active duty costs for activated Reserve Officers and decrements the budgeted peacetime RFO costs to account for drill and special tours not taken because of the mobilization. It

assumes a uniform distribution of peacetime AT, UTAs, and special tour costs throughout the year.

1189: Rehired Annuitants - An assumed number of people receiving retirement benefits who are hired during activation. No funds are paid into the retirement fund for additional retirement benefits for these employees, but the Agency must refund the amount of any retirement annuity (here assumed to be \$20,000 per employee) to OPM.

## **Personnel Benefits**

1212 PCS - Relocation: The model assumes throughout that PCS costs are set at 250,000 dollars, or 50,000 dollars each for five (5) compensated employee moves. The 1212 costs are 60% of the total for real estate and income taxes (REIT).

1213 FERS Retirement: The percentage is determined by Congress and is charged to the Agency wily for permanent (not emergency indefinite) employees.

1214 CSRS Retirement: Agency's retirement contribution for permanent employees not covered by the pre-1984 federal retirement system because they began their career on or after January 1, 1984 or opted to join FERS.

1215 Life Insurance: The percentage of compensation for permanent employees only that the Agency contributes toward employee group life insurance is based on current experience.

1216 FICA: The percentage is determined by Social Security and represents Agency share of contribution to the Social Security fund for those employees not covered by any federal retirement plan.

1217 Health Benefits: Agency share of normal health insurance coverage of permanent employees (e.g. Blue Cross Low Option).

1218 Medicare Hospital Insurance: Percentage of permanent employee compensation and contribution pay ceiling are determined by Social Security regulations.

1219 Cost of Living Allowance Differential payment areas and rates are determined by OPM.

1224 Federal Employee Compensation Act: Contributions to the Treasury for disability retirement expenditures for former SSS employees. The model assumes that no more are required for activation than were budgeted for peacetime.

1321 Severance: Assume that no one will be fired during the activation. Severance payments underway in peacetime would continue.

1341 Unemployment Compensation: Normally reimburses Department of Labor for unemployment payments made to former employees. Peacetime costs in this category are primarily associated with turnover at the DMC. Such costs are assumed here to be zero.

## **Travel and Transportation**

2111-12: Travel for compensated employees is estimated separately for each operating level (e.g., NHQ, RHQ, SHQ, AO, ASO.). The number of travelers is estimated by establishing a "grade floor" for the number of persons expected to be traveling. The program determines the number of eligible employees using staffing tables which are part of the data base. The formula is split between grades 6 and 7 because it is too long to fit into a single cell. Travel costs are derived from the number of travelers, an average number of travel days per person and an average dollar cost per day.

2131-32 PCS Transportation: PCS expenditures are assumed to be 5 percent of the total 250,000 dollar PCS estimate for five (5) employee moves. In other words, most new employees would be hired in the local area where they are needed; existing employees would not be permanently transferred (TDY only), and Reservists coming on active duty would be reimbursed for such costs by their parent service.

2157 Leased Automobiles: The number of leased vehicles is based on experience during the period of operations immediately preceding the cessation of inductions (circa 1972).

216X-217X: Travel of uncompensated employees and registrants is function of the number of registrants ordered for induction. Costs are calculated here based on results obtained in previous section of induction-related variables.

2240 Household Goods-PCS: This element is computed as 35% of the total PCS budgeted amount.

2251 Other: This category covers shipment of supplies, furniture and equipment and the mailing of small packages via parcel post. The calculation derived merely inflates actual 1970 cost experience (the last actual available) into 1996 dollars.

## **Rent Communication and Utilities**

2331 ADP Equipment Rental: Funds paid for renting or leasing equipment. Assume none during activation since funds will be available to purchase high

priority equipment.

2311 Rental Payments to GSA: The program calculates the number of new employees requiring space and derives a cost estimate based on the GSA allowance of 125 square feet per person. Additional space (assumed here to be 240 sq. ft.) for a board meeting room is authorized for each area office and those state headquarters housing a district appeal board (everywhere except Region Headquarters). Requirements for RHQ are excluded here because reimbursements for accommodations on military installations are carried in a separate category (sub-object class #2571).

2332 Miscellaneous Rentals: Space rental estimates are derived from an estimate of the number of board meetings that are likely to be held somewhere other than the area office facilities. The volume of board meetings varies as the level of induction activity varies, with a minimum number of such meetings every period for normal administrative requirements (one per month after activation) and additional meetings assumed as needed to cope with higher classification workload levels (assumed to average one meeting per week with call level at 12,375 per day).

2333 Communications Services: Telephone costs are derived as follows:

- Cost per line per month and installation charges based on current and historical experience.
- AO/ASO/DAB -- New lines required are based on a sample of state Area Office/Alternative Service Office requirements versus current on-site inventory. Total lines come from adding up all the lines required.
- NHQ/RHQ/SHQ/MEPS -- Estimated requirements based on activation staffing levels.
- DMC -- Total requirement derived from adding regular phone lines to cover increased staffing levels.

2335 Postage: This estimate consists of three components:

- A derivation from estimate of pre-induction examination-related mail traffic.
- A derivation from estimates of induction-related mail traffic.
- An estimate of requirements for processing small parcels and an increased mail flow resulting from activation administrative overhead.

2336 ADP Telecommunications: Costs associated with line charge requirements as follows:

- SDTS Upgrade -- Lines between NHQ and Regions.
- DMC to AO/ASO/DAB -- Calls necessary to transmit registrant processing data between DMC and the field.

### **Printing**

2411-12: "Forms" and "Other" are derived from the induction processing requirements. The number of manuals estimated reflects the fact that each RFO has been provided with one copy of the operations and administrative manuals needed. Costs for a newsletter are based on sending a newsletter once each month to all employees and board members for the duration of the activation during that fiscal year.

2431 Microfilming: Extra costs are based on the volume of late registrations picked up during the first stages of an activation (see sub-object class #2588).

### **Other Services**

2521 Repairs and Alterations: An estimate of space alterations required by assuming ownership of space leased from GSA and new space assumed by Region Headquarters on military installations.

2522 Storage and Maintenance: Funds needed to pay for upkeep of Xerox copy machines, time clocks, etc.

2523 ADP Maintenance: Estimated increase associated with higher throughput required at DMC and increased maintenance requirements for personal computers. Percentage is based on:

- adjusting DMC workload to a 3 shift - 6 days per week schedule from 1.5 shifts - 5 days per week;
- providing an allowance for maintaining newly-acquired workstations and terminals; and
- applying a 10 percent premium to all current and activation workload to account for priority handling of maintenance requests.

2524 ADP Operations: Peacetime costs are used for hiring extra key operators at the DMC during peak load periods. They are assumed to be no longer required during activation because of the additional staffing available.



2530 Employee Services: Additional payments to reimburse DoD for military retirement accrual activated Reserve Forces Officers. Peacetime costs for parking, awards, and medals, etc. are assumed to be unchanged.

2571 Facility Operations: Funds needed to reimburse DoD for additional space at the RHQs are increased at less than the current per capita rate, assumed to be 50 percent. DMC reimbursement is not increased: additional personnel need no more space because they are added to the night and swing shifts.

2581 Security Investigations: The number of investigations required assumes that certain positions must have a SECRET-level clearance and that some are processed in peacetime as follows:

<u>Requirements</u>	<u>Peacetime</u>
Key NHQ staff	All except 34
Region Directors	Yes
Region Deputy Directors	Yes
Region HQ Secretaries	No (~2/region)
State Directors	No
State Deputy Directors	No
State Operations Chiefs	No
State FIQ Secretaries	No (@2/state)

2586 Security Services: Estimate of building guard services is based on actual experience (circa 1972) before active inductions were terminated.

2588 Other Agency Services: The USMEPCOM reimbursement assumes a modest increase in the comparable volume demanded by SSS relative to the total facility throughput. USPS registration payment assumptions are an estimate of additional registration activity and the interval over which that activity occurs. Oracle Federal Financial (OFF) system reimbursement reflects an estimate of the additional service charges required to cover additional DOI support. FPPS reimbursement increase reflects an increased share of the costs allocated to all users on a per capita basis.

2591 Program Contracts: Current payments are for contracts for television and radio spots. The model assumes that activation expenditures would be increased to cover additional public affairs support.

2599 Miscellaneous Services: Assumptions about additional messenger service required.

## **Supplies and Materials**

2611 Office: Additional costs to cover new employees' expenditure of supplies. "New employee FTEs" is a derived factor accounting for the fact that all new employees will not be hired on the first day of the activation. "Usage rate increase" is to cover additional supplies required because all employees will expend supplies at faster rates than peacetime experience.

2615 ADP: Non-recurring costs cover an initial outfitting of word processing software, diskettes, paper and spreadsheet software. Recurring costs cover expendable supplies, such as paper, ribbons, diskettes, software upgrades, etc.

2621 Subscriptions: An allowance to provide magazines, journals, etc. for newly-established SHQ offices.

2625 Pamphlets and Documents: Peacetime expenditures are for such items purchased for internal use. Model assumes no additional expenditures during activation.

2631 Training Supplies: Peacetime expenditures are increased to reflect an additional volume of these costs assumed for activation.

2634 Miscellaneous Supplies: An estimate of expenditures which is based on increases in the current peacetime expenditure for existing employees and additional expenditures for new employees. Additional expenditures are assumed to occur on a uniform basis over the mobilization period.

## **Equipment**

3120-21 Furniture and Fixtures: Requirements are calculated separately for headquarters and AO/ASO/DAB personnel. Cost of headquarters furniture set is an assumption. Costs of AO/ASO/DAB items are based on a market survey of moderately-priced office furniture.

- Headquarters requirements are based on one (1) furniture set per new employee.
- AO/ASO/DAB requirements figured on total need (per new employee).

3131 Books: Funds here would provide for establishing one new law library for each of the planned offices of the Regional Counsels.

3160-61 ADP Equipment: Cover 4 types of ADP equipment:

- Data Entry PCs -- Devices required by the DMC for input to the

CRPP, by the Controller's Office for input to the accounting system (one terminal per new accounting technician), and by the Personnel Office for input to FPPS (additional terminals at NHQ and RHQs).

- PCs -- SSS purchase of PCs for AO/ASO/DAB input of registrant processing data to CRPP.
- Clerical PCs -- Equipment for newly-hired clerical personnel at all sites except AO/ASO/DAB.
- Microcomputers to provide workstations (model assumes a ration of 1 PC for every 1.2 employees) for professional-level employees (assumed to be GS-" or higher).

3170-71 Office Equipment: This category covers file cabinets, storage cabinets, printout cabinets, typewriters, calculators, etc., as opposed to the desks, tables and chairs covered in "Furniture and Fixtures" above (sub-object class #3121). Estimates of requirements for AO/ASO/DAB are derived in the same manner as those for "Furniture and Fixtures." This category only includes an allowance for one other organizational level (SHQ), on the assumption that other sites should already have roughly enough of this equipment available in peacetime.

3180-81 Telecommunications: Non-recurring ADP equipment costs necessary to upgrade communications capability in order to handle registrant processing updates and management information flows.

3190-91 Others: An allowance for purchasing miscellaneous equipment at each SHQ for which funds are not explicitly provided elsewhere (e.g., staplers, wastebaskets, coat racks, anti-static chair pads, pencil sharpeners, flags, plaques and seals, etc.).

### **Insurance claims and Indemnities**

4221: This category would normally cover such costs as liabilities for automobile accidents, with the government driver at fault, or for wrongful firing of an employee. The model assumes that there are some costs during activation, due to the fact that more employees will be driving while on duty. Hence, there is a greater chance that accidents will occur.

## **ANNEX R**

### **NATIONAL APPEAL BOARD**

**This Annex outlines the responsibilities and duties of the National Appeal Board (NAB) within the Selective Service System (SSS) upon mobilization. The NAB remains in a standby status pending a return to the process of classifying registrants. The proponents for this Annex are the Operations Directorate (OP) and the General Counsel.**

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## **NATIONAL APPEAL BOARD**

### **1. OVERVIEW/GUIDANCE**

Resumption of the induction process may be ordered by the National Command Authority as a precursor to, or part of, a general or health care mobilization. The SSS would respond by implementing its Readiness Plans to activate all elements of the SSS regardless of the mobilization scenario and begin the process of providing manpower to the Department of Defense (DoD) for induction into the Armed Forces.

The NAB will transition from its peacetime standby mode to full operational status. Upon mobilization, the Deputy Director of Selective Service will provide management and oversight to a designated NAB Clerk who will provide administrative support during the transitional period.

The first meeting of the NAB will take place within 75 days from the start of mobilization to review plans for the transition process to full operational status.

The first meeting on appeals to the NAB is not expected to take place until 30 days after the initiation of classification procedures for registrants. Thereafter, NAB meetings will take place as required for expeditious disposition of appeal cases.

### **2. FUNCTIONS/PROCESSES**

The NAB will review and make determinations on claims from registrants who appeal a classification action that has been denied non-unanimously by a District Appeal Board (DAB). Claims will also be reviewed when appealed by a State Director or the Director of Selective Service if the decision of a DAB has a dissenting vote.

Upon mobilization, individuals appointed by the president as members of the NAB will report to National Headquarters (NHQ) in Arlington, Virginia. The members of the NAB will prepare to conduct personal appearances and to determine registrant claims.

The Associate Director for Support Services (SPT) will arrange office space for NAB member meetings during the transition period from initial activation to full operational status. The Deputy Director will work with SPT to qualify and hire civilian support staff as the activation process continues. Furniture and office equipment will be made available to the NAB as staffing of its support office dictates. Permanent facilities will be identified and acquired by SPT prior to the first operational meeting of the NAB.

The activation of the NAB will be graduated to achieve full capability by M+105. During the initial phase, the NAB support staff will be limited to authorizations indicated on the NHQ Table of Distribution and Allowances (TDA) (see page 4) unless a determination is made at the time of activation to reduce or increase staffing. Initial operations of the NAB will be established utilizing the office space determined by the Deputy Director. The NAB will be staffed with no less than two positions as indicated in the NAB TDA.

The Chairman of the NAB will provide administrative direction and control, subject to the laws, regulations, court decisions, and operating procedures of the SSS.

The Deputy Director will manage the NAB's support office at NHQ and will be responsible for overseeing the internal functions of the NAB. Procedures will be established by OP, in coordination with SPT, for the transition of the NAB from standby status to full operational status to ensure timely and effective scheduling of case reviews.

### **3. PROCEDURES**

A. The following will be accomplished by the staff as designated by the Deputy Director:

- (1) Initiate office operations in support of the NAB with appropriate staff.
- (2) Provide office space and an applicable meeting room for transition activities of the NAB at NHQ.
- (3) Determine physical space requirements and identify adequate facilities, equipment and supplies needed for sustained NAB operations.
- (4) Hire and train authorized compensated civilian personnel for the NAB to execute the support workload mandated of the NAB by M+105.

B. National Headquarters Tasks.

- (1) Peacetime: The OP Directorate at NHQ will provide training and associated materials required by the NAB in the performance of their duties, claims, and appeal procedures. The first training session (or self-study package) will be scheduled after each NAB member has completed Initial Board Member Training. Additional

training will be developed and provided for all NAB members and staff upon mobilization.

SPT will have plans in place to quickly provide office space for the NAB at NHQ. This process should be phased to provide initial space on start-up and complete operational space needs by M+75. If office space is not physically available in the NHQ building, SPT will work with the General Services Administration to acquire sufficient space in close proximity to the NHQ building.

- (2) Mobilization: The Director of Selective Service will initiate activation of the NAB. SPT will acquire necessary office space and, along with OP, arrange for all support equipment and supplies.

SPT will initiate and support the hiring of the NAB compensated staff by M+60. OP will provide refresher training for all NAB members as well as training for all NAB support staff.

OP will advise the NAB Chairperson on activation activities and status of actions. The General Counsel will coordinate with the NAB Chairperson and initiate procedures to receive and process appeals for adequate documentation and audit requirements.

The NAB will be ready to execute its full workload by M+105. The Deputy Director, OP, and the NAB Chairperson will initiate routine meetings to address transition planning and case review. The NAB Chairperson will provide the Director with a detailed caseload estimate based on circumstances associated with activation and conscription by M+105.

## **NATIONAL APPEAL BOARD TABLE OF DISTRIBUTION AND ALLOWANCES**

This Table of Distribution and Allowance (TDA) is based on the estimated workload factor of 230 appeal cases per month to the National Appeal Board (NAB). Significant increases or decreases in workload may require adjustments in the manpower, equipment, and space authorizations.

<u>Title</u>	<u>Grade Ceiling</u>	<u>Position Peacetime</u>	<u>Filled Activation</u>
Deputy Director	SES	X	X
Appeal Board Review Specialist	GS-12		New Hire
Appeal Board Review Specialist	GS-09		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Appeal Board Technician	GS-07		New Hire
Secretary (Office Automation)	GS-07		New Hire
Program Assistant	GS-07		New Hire
Clerk Typist	GS-04		New Hire



### **NATIONAL APPEAL BOARD EQUIPMENT GUIDE**

Desks, Executive	10
Chairs, Executive	7
Chairs, Typist	3
Chairs, Side	6
Chairs, Executive Conference	12
Tables, Work	2
Tables, Executive Conference	1
Cabinet, File	3
Bookcase	3
Credenza	2
Computer	10
Computer Workstation (if required)	10
Laser Printer	8
Copier, Black and White	1
Telephone Instruments	11

### **NATIONAL APPEAL BOARD SPACE REQUIREMENTS**

Space requirements are estimated, modifications in required space may require adjustments during transition, activation, and permanent working space during the life of the draft.

Day 1 Office Space	270 Square Feet
Transition Space	1,485 Square Feet
Permanent Space (life of "draft")	2,000 Square Feet

## ANNEX S

### REFERENCE LISTING

**This Annex provides a reference listing of those documents that provide additional information relating to SSS mobilization requirements and procedures.**

#### TERMS

#### PUBLICATIONS

ASM	Administrative Services Manual
CFR	Code of Federal Regulations (Title 32, Chap XVI, Part 1600-1699)
Directive	SSS Directive
FM	Fiscal Manual
HQ Order	SSS Headquarters Orders
MSSA	Military Selective Service Act (50 U.S.C. App.451 et seq.)
PPPM	Personnel Policies and Procedures Manual
Readiness Plans	SSS (National) Readiness Plan; Region Readiness Plan, State Readiness Plan, Area Office/Alternative Service Office Readiness Plan
RI	Region Instruction
RI Manual	Registrant Inquiries Manual
RIPS Manual	Registrant Integrated Processing System Manual