

CAMDEN ONE-STOP/RESOURCE CENTER
PROCEDURE TITLE:
Local Selective Service

Policy #	SS-1
Effective Date	01/01/14
Revision Date	N/A
Attachments	A,B, C
Total # of Pages	9

Purpose	<ul style="list-style-type: none"> As per TEGL NO. 11-11: CHANGE 2, (2012) this procedure will establish the local Selective Service policy for potential participants who are males 26 years old or older, born on or after January 1, 1960, that failed to register with the Selective Service. The policy may determine if the potential participant's failure to register was knowing and willful.
Staff Responsible	<ul style="list-style-type: none"> <i>Manager and Professional</i>
Definition	<ul style="list-style-type: none"> Eligibility Requirement
Preliminary Requirements <i>(Professional)</i>	<ul style="list-style-type: none"> <i>America's One-Stop Operating System (AOSOS) registration.</i> <i>Receipt from distribution of the Complaint Referral Record.</i> <i>Copy of Social Security card.</i> <i>Valid proof of birth date and citizenship.</i> <i>Valid proof of current address.</i>
Who Must Register <i>(Professional)</i>	<ul style="list-style-type: none"> <i>Professional will determine if the potential customer falls under an exemption category (see Attachment A). If yes, then the proof of Selective Service exemption must be obtained for the potential participant file. If no, then the Professional will proceed to the next step in this process.</i>
Request for Status Information <i>(Professional)</i>	<ul style="list-style-type: none"> <i>Professional will check for an existing Selective Service (SS) registration at http://www.sss.gov/default.htm</i> <i>Professional will "print screen" the result and place in the potential participant's file, even if no registration is found.</i> <i>Professional will instruct the potential participant to complete the Request for Status Information Letter (Attachment B).</i> <i>Professional will review the letter to ensure that the period between age 18 and 26 is documented in the letter.</i> <i>Documenting failure to register may include answering the following questions (TEGL 11-1, Change 2):</i> <ul style="list-style-type: none"> <i>Was the individual aware of the requirement to register?</i> <i>If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?</i> <i>On which date did the individual first learn that he was required to register?</i> <i>Where did the individual live when he was between the ages of 18 and 26?</i> <i>Does the status information letter indicate that Selective Service sent letters to the individual at that</i>

	<p>address and did not receive a response?</p> <ul style="list-style-type: none"> ○ Was the failure to register done deliberately and intentionally? ○ Did the individual have the mental capacity to choose whether or not to register and decided not to register? ○ What actions, if any, did the individual take when he learned of the requirement to register? <ul style="list-style-type: none"> ● Two copies of the completed letter will be made; one will be given to the potential participant and the second copy will be placed in the agency file. ● <i>Professional</i> will give the male an option to have the agency mail the letter to SS or to mail the letter himself. ● If the potential participant wishes to have the agency mail the letter, then the <i>Professional</i> will address the envelope as instructed in Attachment B, seal the envelope in front of the male to protect his privacy, and place the sealed envelope in the agency bin for outgoing mail.
<p>Selective Service Reply (<i>Professional</i>)</p>	<ul style="list-style-type: none"> ● When the potential participant has received a reply from SS, he will bring the document back to the <i>Professional</i>. ● <i>Professional</i> will review the contents of the letter to see if SS documented “knowing or willful” failure. ● <i>Professional</i> will proceed in completing the eligibility determination at this time. ● <i>Professional</i> will check “yes” in the box on the agency Income Worksheet labeled <i>Selective Service - Request for Manager Approval</i> (see Attachment C).
<p>Knowing and Willful Determination (<i>Manager</i>)</p>	<ul style="list-style-type: none"> ● The <i>Manager</i> will review all SS documentation contained in the potential participant’s file including but not limited to: <ul style="list-style-type: none"> ○ <i>Request for Status Information Letter</i> ○ Selective Service reply. ○ Applicant statement, as necessary ○ Other relevant evidence. ● If the <i>Manager</i> feels the potential participant has sufficiently explained the reason for a lack of SS registration for the period during which he was age 18-26, then the <i>Manager</i> will document the Income Worksheet by initialing “approved”, documenting that the potential participant’s “failure to register was not knowing and willful”. ● If the <i>Manager</i> finds evidence of the failure to register as knowing and willful, then the potential participant will be ineligible to participate.

Attachments: Selective Service – Who Must Register (A)
Request for Status Information (B)
Agency Income Worksheet (C)