



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

AUG 28 2006



Memorandum

To: Solicitor
Inspector General
Assistant Secretaries
Heads of Bureaus and Offices

From: Marilia A. Matos *Marilia Matos*
Director, Office of Human Resources

Subject: Departmental Policy on Selective Service Registration

The Office of the Assistant Secretary, for Policy, Management and Budget is issuing a new Personnel Bulletin to all Departmental offices, establishing policy on Selective Service registration. This new guidance provides for systematic practices and procedures across the entire Department. The new guidance is intended to clarify program requirements implemented by the U. S. Office of Personnel Management for Title 5 of the United States Code of Federal Regulations (CFR), Part 300, Subpart G.

The attached Personnel Bulletin describes to all bureaus and equivalent organizations an important human resource requirement. All Department of the Interior Human Resource Offices will now use this guidance when determining eligibility for appointment or retention in the Department.

If you have any questions please contact Michael Ballew on (202) 513-0755 or by e-mail at Michael_Ballew@ios.doi.gov.

Attachment

cc: Deputy Secretary
Chief of Staff
Bureau/Equivalent Office Human Resources Officers



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PERSONNEL BULLETIN NO. 06-09

SUBJECT: Departmental Policy on Selective Service Registration

1. This bulletin establishes the Department of the Interior's (DOI) policy on Selective Service Registration for males born after December 31, 1959.
2. **Authorities:** 50 U. S. C. App 453, Section 3; and Title 5 of the United States Code of Federal Regulations (CFR), Part 300, Subpart G.
3. **Policy:** This bulletin establishes a DOI policy regarding registration with the Selective Service System prior or during permanent or time-limited appointments in the competitive service, excepted service, the Senior Executive Service, or any other civil service personnel management system across the Department. Bureaus and equivalent offices must resolve conflicts of information and other questions concerning an individual's registration status prior to appointment by requesting verification of an individual's registration status. An applicant who is required to register, but knowingly and willfully failed to do so, is ineligible for appointment or continued employment by DOI as a Federal employee.

a. Covered Employees.

5 CFR, Part 300, Subpart G, requires that all Federal agencies verify that males born after December 31, 1959 register through the Selective Service System any time between their 18th and 26th birthdays.

b. Approving Officials.

The Human Resources Office (HRO) of the bureau or equivalent office will make all determinations that the applicant has registered under the Selective Service System and has provided their employer with adequate documentation. The United States Office of Personnel Management (OPM) will determine whether the failure to register was knowing and willful when an individual has requested a decision and presented a written explanation. All requests will first be reviewed and endorsed by the Office of the Deputy Assistant Secretary for Performance, Accountability and Human Resources, Office of Human Resources prior to submission to OPM.

c. Requirements for Considering Individuals for Appointment.

A bureau or equivalent office must request either documentation or a written statement of Selective Service registration from each covered individual at an "appropriate" time during the consideration for appointment. Appointment of these individuals will be delayed until they present proof of registration. The HRO will continue regular pre-employment consideration of individuals whose statements show they are either registered or exempt from registration. A bureau or equivalent office may also continue regular pre-employment consideration of individuals who are under age 26 and immediately register with the Selective Service. The HRO may set a time limit for the receipt of the proof of registration and may withdraw consideration for the appointment if the individual fails to meet that requirement. A bureau or equivalent office is not required to keep a vacancy open for an individual who takes an inappropriate amount of time to register or who is seeking adjudication from OPM on their claim that the failure to register was neither knowing nor willful.

Bureaus or equivalent offices are not required to follow the objections-to-eligible procedures as described in 5 CFR Part 332.406 concerning individuals who are certified or otherwise referred by an OPM examining office or other delegated examining authority issued by OPM. The HRO will provide proper documentation, e.g., a copy of written notification to the applicant, regarding the removal from consideration.

An HRO will take the following actions when a covered individual is required to register for the Selective Service:

1. If the applicant is under age 26 advise him to register promptly
2. The HRO will set a time limit for submitting the proof of registration
3. Document the registration in order to continue the pre-selection process
4. Provide written notice to the individual concerning ineligibility
5. Advise the individual of their right to seek adjudication from OPM

When seeking adjudication from OPM, the burden of proof will be on the individual to show by a preponderance of the evidence that failure to register for Selective Service was neither knowing nor willful.

d. Requirements for Individuals already Employed by Department of the Interior

A current employee who is required under 5 CFR, Part 300, Subpart G and who was appointed on or after November 8, 1985 and is not exempt from registration will be terminated by the bureau or equivalent office under the authority of this statute. Exception will be made if the individual is currently under age 26 and is willing to immediately register with the Selective Service and present proof to the employing office and the HRO. The HRO will set a time limit for submitting the proof of registration.

Termination of the appointment will be delayed while OPM adjudicates the request from the individual and the Departmental endorsement. OPM will be the final determination of the explanation that the failure to register was neither knowing nor willful.

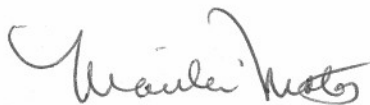
e. Required Documentation

A bureau or equivalent office HRO must request a written statement of Selective Service registration status from each covered individual, at a minimum, prior to appointment in the Federal service or following their 18th birthday. If the HRO wishes to develop their own statement for signature by the individual they must follow the written requirements stated in 5 CFR, Part 300.704. In lieu of the HRO statement the individual must present a copy of the Acknowledgement Letter or other proof of registration or exemption issued by the Selective Service system. All documentation must be signed and dated by the individual as submitted as proof of Selective Service registration or exemption. A bureau or equivalent office will give no further consideration for appointment to individuals who fail to provide the information requested on Selective Service registration.

All documentation will be maintained according to the requirements of the OPM Guide to Personnel Recording Keeping. An HRO may determine that the individual's Official Personnel Folder contains sufficient evidence indicating the employee is registered or exempt from registration.

f. Program Oversight and Evaluation. Bureaus and equivalent offices will include review of Selective Service registration in their internal personnel management evaluation programs. This review shall be accomplished at least annually and the results made available upon request.

4. **Point-of-contact:** The Department point of contact on this policy is Michael Ballew, (202) 513-0755, or by e-mail at Michael_Ballew@ios.doi.gov.



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