

U.S. POST OFFICE VISIT REPORT

Purpose: The purpose of this questionnaire is to document whether all post offices have the SSS Registration materials for the SSS/USPS Registration Mail-back Program and inform postal clerks how to obtain them.

IMPORTANT

In the agreement between the Selective Service System (SSS) and the U.S. Postal Service (USPS), USPS is required to stock, provide, and display SSS registration forms and materials at classified post offices. SSS reimburses USPS for these services.

REORDERING SSS SUPPLIES AT USPS TOPEKA, KS. MATERIAL DISTRIBUTION CENTER (MDC)

Advise postal clerks to call USPS MDC. **PHONE:** Touch Tone Order Entry (TTOE) 1-800-273-1509, then follow prompt, use their access code, (post office ten-digit phone number), then follow instructions. **MAIL:** MDC Supply Requisitions, 500 SW Gary Ormsby Drive, Topeka, KS 66624-9702.

POST OFFICE INFORMATION

Post Office Name _____

Address (City/State/ZIP Code) _____

Supervisor/Postmaster Name _____

Phone Number _____

(In order to process must have full address)

WHAT SSS MATERIALS ARE BEING DISPLAYED?

(PLEASE PLACE A CHECK BESIDE THE MATERIALS DISPLAYED)

SSS FORM 1M(UPO) REGISTRATION MAIL-BACK FORM

SSS LOBBY POSTER 46 ("Read It. Fill It. Mail It.")

SSS FORM 2 CHANGE OF INFORMATION FORM

SSS DISPLAY BOX 45 (For larger post offices only.)

Did postal clerk know where and how to order SSS materials?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Were the SSS Forms in Display Box in the post office lobby?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

PROBLEMS/SOLUTIONS AT THIS POST OFFICE

Problems/Recommended Solutions

Visitor's
Name _____

Date _____

Fax or mail this form to your RHQ. See back of form for your RHQ's address and fax number. Thank you for your support.

INSTRUCTIONS FOR U.S. POST OFFICE VISIT

The purpose of these instructions is to assist you in your evaluation of all classified post offices participating in the Selective Service (SSS) Registration Program. YOUR INPUT IS CRITICAL TO THIS PROGRAM. (NOTE: Private "contract" post offices, stations, and branches are not required to stock any SSS Registration materials).

WHAT TO LOOK FOR DURING YOUR VISIT?

Is the SSS Lobby Poster 46 ("Read It. Fill It. Mail It. "), displayed and is the Plastic Registration Display Box 45 on the counter?

Does the Post Office have adequate supplies?

Does the Display Box contain the proper SSS materials? (See SSS Registration Supplies below)

Registration materials must be available in the post office lobby unless for security reasons it is not advisable. There should be only SSS Form 1M(UPO), Registration Mail-back Forms, at U.S. Post Offices. **NOTE:** *When providing feedback on a post office, please provide the telephone number (area code), the city and state.*

WHERE AND HOW USPS ORDER SSS REGISTRATION REQUIRED SUPPLIES?

Advise postal clerks to call USPS MDC. **PHONE:** Touch Tone Order Entry (TTOE) 1-800-273-1509, then follow prompt, use their access code, (post office ten-digit phone number), then follow instructions. **MAIL:** MDC Supply Requisitions, 500 SW Gary Ormsby Drive, Topeka, KS 66624-9702.

SSS REGISTRATION SUPPLIES

SSS Form 1M (UPO), Registration Mail-back Form

SSS Form 2 (Change of Information Form)

SSS Lobby Poster 46 ("Read It. Fill It. Mail It.")

SSS Display Box 45 (For larger post offices)

Once you have completed the Post Office Visit Report, please mail or fax to your Selective Service System Region Headquarters. The addresses are as follows:

Selective Service System

Region I

Building 3400, Suite 276

2834 Green Bay Road

North Chicago, IL 60064-9983

fax (847) 688-3433

Selective Service System

Region II

2400 Lake Park Drive, Suite 270

Smyrna, GA 30080

fax (770) 319-5631

Selective Service System

Region III

3401 Quebec Street

Stapleton Bldg., Suite 1014

Denver, CO 80207-2323

fax (720) 941-1685

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IF A REGISTRANT HAS QUESTIONS ABOUT HIS REGISTRATION, HE SHOULD CONTACT SSS AT 1-888-655-1825 OR 1-847-688-6888.